

Cindy Cassady
School of Electrology, Health and
Beauty

**A Private Career Education School providing technical training for those
entering the growing field of Electrolysis and Facial Specialty**

6103 Tippin Ave. Suite E

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School Catalog

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Licensed by:

Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
Toll-(888) 224-6684

Revised April 2019

Certified true and correct in content and policy.

**Signature of authorized official of Cindy Cassady School of Electrology, Health
and Beauty**

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HISTORY

The Advanced Electrolysis Training Center was originally established in 1995 as a training center offering workshops for practicing Electrologists, who wanted to improve their technique, learn new techniques and earn continuing education hours.

The Training Center expanded in 2003 by Cindy Cassady, to offer advanced education on a beginner's level, after seeing a great need for proper instruction in the beginning of the Electrologists career. The school is licensed by the Commission for Independent Education, Florida Department of Education. The name was changed to Cindy Cassady School of Electrology in April 2005. Cindy Cassady School of Electrology, Health and Beauty was established in December 2009.

Cindy Cassady, C.C.E., C.P.E., C.M.E., has been practicing Electrology for over 36 years. She studied at the California Institute of Electrology under Claire Lofgren and the A.R. Hinkel School of Electrology. She was instructed by John Fantz who is a leader in the Electrology industry and is very well known and respected nationwide. This is where she not only perfected short wave and multi-needle electrolysis but also mastered the newest needle-type modality, the "blend" technique. Ms. Cassady was Director of Electrolysis Services at a very popular skin care salon where she built an outstanding and steady clientele. She is a long-standing member of the American Electrology Association and the Society for Clinical and Medical Hair Removal Specialist and was a long-time member of the International Guild of Professional Electrologists.

Beginning January 2010, the school began their first Facial Specialist program. This decision to expand was based on the high volume of requests to attend the program, by previous students who completed our Electrology program as well as individuals in the community and surrounding cities who were seeking high quality education, small class sizes and experienced instructors who were familiar with the ever-changing knowledge in this wonderful and exciting industry of Skin Care.

In 2017 the Florida Electrolysis Council approved and implemented a revision In Florida Law Chapter 64B8-53, Florida Administrative Code, Electrolysis Training Programs, to merge the Laser/light-based Hair removal course which was previously a continuing education course, with the Electrology course. The didactic portion of the required training for Electrolysis/Laser/light based hair removal may include online or home study courses. These requirements will begin to take effect June 1,2017. This new catalog will take the place of previous catalogs.

PHILOSOPHY

Cindy Cassady School of Electrology, Health and Beauty is dedicated to those who wish to enter these rapidly growing professions. This School prepares technicians who enter the pre-licensure Electrology to perform in all needle-type modalities/ laser and light based modalities accepted and approved by the State of Florida for the pre-licensure program. Students use a variety of electrolysis equipment and Laser/light based equipment and receive personalized training.

The facial specialist program teaches manual facials as well as facials accompanied by equipment designed to use different modalities for different effects in skin care.

Small class sizes give the opportunity to learn the maximum amount of information and obtain close, professional supervision. Plenty of hands-on time is available for top perfection.

The need for properly trained electrologists and facial specialists is greatly needed, to serve our community at a time when electrolysis and facials are increasingly in demand. Men and women are seeking relief from the excessive and unwanted hair growths so many are inflicted with today along with help slowing the aging process, and maintaining healthy, vibrant skin.

Electrology/Laser-light based services and Skin Care services are demanding, exciting, and rewarding professions. Many electrologists/Laser-light based technicians and Facial Specialists prefer to open their own practice while others opt to work in day spas, skin care clinics, with Dermatologists or other health care providers.

Attendees of our School can feel confident that they have been trained with the newest equipment and techniques in these fields.

OWNERSHIP

Cindy Cassady owns Cindy Cassady School of Electrology, Inc., a corporation formed under the laws of the State of Florida. This corporation owns Cindy Cassady School of Electrology, Health and Beauty.

GOVERNING BODY

Cindy Cassady, C.C.E., C.P.E., C.M.E.,
6103 Tippin Avenue, Suite E
Pensacola, Fl 32504
(850) 478-3362

FACULTY

Cindy Cassady, C.C.E., C.P.E., C.M.E.:

**Administrator/Owner/Instructor/Electrologist-Laser-light based technician,
Facial Specialist**

Associate of Arts Degree - Pensacola Junior College -1978

University of West Florida -1978 -1980 - Psychology/Management-1978-
1980

California Institute of Electrology - Diploma -1981 - Anaheim, California

Active Licensed Electrologist - 1981-California, Florida

Florida Licensed Esthetician-1995

SCMHR/Florida State approved - Laser Certification - 2006

Certified Clinical Electrologist-2006 (CCE), Certified Medical Electrologists -
2006 (CME)

MISSION STATEMENT

The purpose of this institution is to provide the highest quality education to those seeking a successful career in Electrolysis/Laser-light based modalities and/or Skin Care. Through hands-on training and small class sizes, we maintain an optimum environment to ensure excellence in these exciting new careers. Our mission is to prepare the student for career opportunities in Electrolysis/Laser-light based services and Facials by preparing them to enter the work force with the confidence, skill and knowledge needed to perfect the science of permanent hair removal using needle type electrolysis/laser-light based modalities and/or the skills needed to perform a variety of different types of facials.

2019 SCHOOL/HOLIDAY CALENDAR

January 07, 2019	Open Enrollment - Classes in Session
January 21, 2019	Martin Luther King - no class-office open
April 13 -24, 2019	Spring Break - no class/office open
May 27, 2019	Memorial Day - School Closed
July 4, 2019	Independence Day - School Closed
August 1 - 7, 2019	Summer Break - no class/ office open
September 2, 2019	Labor Day - School Closed
November 11, 2019	Veterans Day - no class/office open
November 25 - 29, 2019	Thanksgiving week - no class/office
December 13, 2019 - January 7, 2019	no class- Christmas/New Year's Break - office open -Open Enrollment

DESCRIPTION OF SCHOOL FACILITIES

The school consists of approximately 1300 square feet, located in Pensacola, Florida, situated near the airport, malls and schools. It is convenient for public transportation and has ample parking. The school has sufficient space for at least 7 treatment stations, a spacious lobby, reception area, administrator's office, classroom, and student and client restrooms. The kitchen area includes a refrigerator, microwave and a washer and dryer. The lab is equipped with an autoclave and a dry heat sterilizer. A resource center of books and videotapes are available for the students' use. The facility is handicapped accessible.

Class areas are equipped with:

(A Variety of electrolysis epilators/lasers/light based equipment and facial equipment to include)

- Facial Steamers
- Hot towel caddies
- Galvanic and Tesla modalities
- Laser/light based equipment
- Treatment tables
- Shortwave Epilators
- Treatment Chairs
- Blend Epilators
- Dry heat sterilizer, autoclave
- Multi-needle Epilators
- Tweezers and Probes
- Pro-stand magnifiers, lamps

DISCLOSURES FOR THE ELECTROLOGY PROGRAM

Cindy Cassady School of Electrology, Health and Beauty holds an annual license, #2865, by the Commission. Accreditation and financial aid are not available at this time. The school is approved for Veteran's Training and MYCAA for those who qualify. Credit for previous training or experience is at the discretion of the Administrator. Transferability of credit is at the discretion of the accepting institution, and is the student's responsibility to confirm whether or not another institution will accept credits. Students may take an examination to earn credit for a specific course, for a maximum of fifty percent of the academic portion of the program. Completion of this Electrology course prepares the student for the Florida Department of Health examination for Electrology licensure. This licensure is required to practice Electrology/laser-light based hair removal in the state of Florida. Students must register for the American

Electrology Association's (AEA) International Board of Electrologist Certification (IBEC) Licensure Examination with exam vendor, Prometric. After they have passed the exam, applicants must submit the application for licensure along with the required documents. Application must be made to the state by the student including a \$205.00 application fee, (\$100 application fee; \$100 licensure fee; \$5 unlicensed activity fee) an Electrology diploma, proof of date of birth, proof of high school education, and a certificate of completion of 2 units of continuing education in medical errors.

All applicants requesting admission must have prior proof of completion of High School or a GED and be at least 18 years of age. Good eyesight is a necessity. The applicant must have the ability to read and perform simple mathematical calculations. Criminal histories must be reported to the Department of Health, Electrolysis Council on Electrolysis applications for permission to pursue licensing in a health care position.

Additional information regarding the institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number 888-224-6684.

Each Prospective student shall have access to this institutions catalog one week prior to enrollment or the collection of any tuition. Catalogs may be accessed on line at www.electrolysischools.com .

DISCLOSURES FOR THE FACIAL SPECIALIST PROGRAM

Cindy Cassady School of Electrology, Health and Beauty holds an annual license, #2865, by the Commission. Accreditation and financial aid are not available at this time. The school is approved for Veteran's Training and MYCAA for those who qualify. Credit for previous training or experience is at the discretion of the administrator. Transferability of credit is at the discretion of the accepting institution, and is the student's responsibility to confirm whether or not another institution will accept credits. Students may take an examination to earn credit for a specific course, for a maximum of fifty percent of the academic portion of the program. Completion of this Facial Specialist program prepares the student for application to the Florida Board of Cosmetology for Facial Specialist licensure. This licensure is required to practice facials in the state of Florida. Application must be made to the state by the student along with the Facial Specialist Certification.

All applicants requesting admission must be at least 16 years of age. Good eyesight is a necessity. The applicant must have the ability to read and perform simple mathematical calculations. All candidates must interview with the school administrator and tour the school before admission.

Additional information regarding the Institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number 888-224-6684.

Complaints and disciplinary actions will be given careful consideration by Administration. The health and safety of students and staff are the institution's primary concern. Complaints and disciplinary actions shall be documented and dealt with accordingly.

Each Prospective student shall have access to this institutions' catalog one week prior to enrollment or collection of any tuitions. Catalogs may be viewed on line at www.electrolysischools.com.

POLICY STATEMENT

The school does not discriminate regarding race, color, creed and/or religion. The training offered by the school may also be recommended to specific handicapped persons who are unable to undertake strenuous vocations or lack the mobility required by other occupations.

PROGRAM DESCRIPTION OF ELECTROLOGY PROGRAM

The training center prepares technicians in all needle-type/laser-light based hair removal modalities accepted and approved by the state of Florida. Students use modern equipment and receive personalized training.

OBJECTIVES OF THE ELECTROLOGY PROGRAM

The objectives of this program are to provide students with complete knowledge in the science of permanent hair removal and teach the expert skill required in being able to permanently remove unwanted hair for those in our community and elsewhere.

In this program of study, students are taught the technical skills required to be successful Electrologists. Along with hands-on-experience you will obtain in depth knowledge of your new profession and confidence to pursue career opportunities and answer questions in detail pertaining to electrolysis.

This program is recommended for anyone desiring:

- Working one on one with the public
- Helping another's self esteem
- Having flexible hours
- Seeking self employment or employment in the service business
- Part-time or full time work

Total Electrology Program Hours: 320 Hours- Hours and classes are based on actual clock hours.

Required for completion: 20 hour weeks for 16 weeks (18 hours min. approved for full time veterans training) OR 10 hour weeks for 8 months available to help accommodate working students. **Hours may be adjusted to meet the student's needs.** Consult with the Administrator for special accommodations. **Hours may vary to accommodate students.** Students are required to attend 10 hours minimum per week.

Course Numbering and Unit of Credit

The course numbering system uses a five or six digit alphanumeric identifier. The prefixes are characters that represent the type of course, and the suffixes are numbers that represent the sequence in which they are taught. All academic courses of study are numbered in a 100 series. The clinical hours are numbered with a 200 series. A clock (or contact) hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.

ELECTROLOGY PROGRAM CURRICULUM

(As required by Florida Law)

This program is devoted to the study of hair and skin. The student is exposed to the history of electrolysis from single-needle galvanic to multiple needles and laser-light based modalities. The student will begin practicing insertions/ and conducting experiments with the different modalities. They will learn general treatment procedures as well as building a practice, pre and post treatment, interviewing clients, answering the telephone and booking appointments.

Electrology Academic Schedule/Course of Study

1) Study of Chapter 64B8, F.A.C., as it relates to electrolysis, Chapter 478, F.S., and Chapter 455, Part 11 F.S.: This unit familiarizes the student with the legal requirements of Electrology in the State of Florida.

EL101 Florida Laws and Rules - 10 hours

2) Introduction to electrolysis techniques through Thermolysis, Galvanic/ Blend, and Laser and Light-Based Modalities. History of permanent hair removal, general treatment procedures: This unit looks at the chemical decomposition of the lower part of the hair root by the use of a Galvanic current (Galvanic), high frequency electro coagulation, its actions and processes in relationship to Electrology (Thermolysis), and a dual action method by simultaneously using high frequency and galvanic current in one application (Blend). Laser/light based hair removal modality will discuss the thermal heat and its effects on tissue.

EL102 Introduction to Thermolysis, Electrolysis/Blend and Laser and Light Based Modalities - 15 hours

3) Principles of electricity, epilator functions and adjustments: This unit will give the student technical knowledge to grasp the fundamental properties and behavior of electricity and its role in Electrology.

EL103 Electricity - 5 hours

4) Discussion of key terms, laser removal, photo-epilation, laser devices, laser physics, treatment parameters, safety issues, & case history.

EL 104 Laser and Light Based Hair Removal – 5 hours

5) To ensure safe use of the laser. To ensure patient and personnel safety. Environment, equipment, personnel, patient safety, & documentation will be discussed.

EL 105 Laser Safety and Precautions- 5 hours

6) Integumentary System (skin and appendages): This unit identifies appendages of the skin and explains their functions.

EL106 Integumentary System - 10 hours

7) Biology of hair growth: This unit gives the students an overall blueprint of the architecture and activity of the skin and hair. It also offers a technical analysis of the intricate structure of the hair follicle and details of its development.

EL107 Biology of the Hair - 10 hours

8) Microbiology of the skin (flora and fauna), sanitation and safety procedures including demonstrations: This unit of study defines bacteria, its growth and reproduction and non-bacterial causes of infection. Students are taught effective methods of sanitation and disinfections of implements, supplies and equipment.

EL108 Microbiology - 10 hours

9) Study of blood-borne pathogens with emphasis on hepatitis (all types, and HIV/AIDS): This unit defines bacterial growth and reproduction, destruction of bacteria, and methods to prevent disease.

EL109 Blood Borne Pathogens - 10 hours

10) Skin assessment, including types, effects of specific current, effects of temporary removal, and complications of the skin: This unit teaches the student to recognize different skin types and apply the correct amount of current for a specific area.

EL110 Skin Assessment – 20 hours

11) Clinic and office management, communications, professional ethics, bookkeeping and patient management: This unit gives the student an overview of ethics necessary for proper conduct of the professional Electrologist. Topics covered include; dress, hygiene, courtesy, honesty, and confidentiality.

EL111 Clinical Management - 10 hours

12) Consultations: medical history, contraindications and complications: This unit helps the Electrologists develop valuable communication skills when dealing with the client.

EL112 Consultations - 5 hours

13) Endocrine system, including related diseases: This unit covers glands and which ones can cause excess hair growth.

EL113 Endocrine System - 10 hours

14) Circulatory (blood and lymph and nervous system): this unit's purpose is to understand what effects electrology treatments have on the body.

EL114 Circulatory System - 10 hours

SUBTOTAL = 120 ACADEMIC HOURS

ELECTROLOGY CLINICAL APPLICATION

1) Coordination skills with probe holder and forceps. Hands on techniques in manipulating instruments.

EL201 Skills - 5 hours

2) Insertions. Practice angles and techniques to insure proper insertions.

EL202 Insertions - 15 hours

3) Sanitation/Sterilization procedures. Demonstrate proper procedures—hands on practice.

EL203 Sanitation - 10 hours

4) Hands on Equipment Instruction (Thermolysis). Experiments with meat and eggs-different intensity and timing

EL205 Thermolysis - 5 hours

5) Hands on Equipment Instruction (Electrolysis). Experiments with meat and eggs-different intensity and timing.

EL204 Electrolysis/Blend - 5 hours

6) Hands on Equipment Instruction

EL206 Laser and Light Based Modalities -5 hours

7) Client Pre/Post Treatment. Instruction in proper preparation of skin before and caring for skin after procedure.

EL207 Client Preparation - 5 hours

8) Client Assessment. Instruction in proper assessment of skin before and after treatment.

EL208 Client Assessment - 10 hours

9) General Treatment Procedures. Hands on hours- students work practicing procedures on clients.

EL209 Procedures - 105 hours

10) Consultations. Interviewing clients, evaluating client history, explaining procedures, selecting proper treatment for individual situation.

EL210 Consultations - 15 hours

11) Visuals/ Library. Viewing videos of treatments from insertions to action in the hair follicle, oral quizzes on content, group and independent study from library.

EL211 Visuals - 10 hours

12) Review/Exam Preparation. Group and independent study of content covered, oral quizzes, question and answer.

EL212 Review - 10 hours

SUBTOTAL = 200 CLINICAL HOURS

TOTAL ACADEMIC & CLINICAL HOURS

320 HOURS

A diploma will be issued to each student who successfully completes the program and satisfies all requirements.

Cindy Cassady School of Electrology, Health and Beauty prepares the student to be qualified to enter a field of employment in Electrology.

ELECTROLOGY PROGRAM TUITION & SCHEDULE

Registration fee: \$100.00

Cost of Books/Materials: \$200.00

Tuition Cost: \$8,200.00

(Cost of books includes textbooks, instruments and required lab supplies for clinical-books and materials are non-refundable)

Total Program Cost: **\$8,500.00**

Uniform Cost: \$100.00 (purchased by student at a uniform store)

(The student is required to purchase black scrub bottoms with a white uniform top, white or black shoes and a personal pair of magnifying glasses or loops.)

The registration fee of \$100.00 and Cost of Books/Materials of \$150.00 is due at the time of registration for admission to the school.

All payments must be paid in full **before** the first day of school unless other arrangements have been approved by the School Administrator.

DESCRIPTION OF FACIAL SPECIALIST PROGRAM

The facial specialist program includes teaching services in facials, client consultations/skin analysis, exfoliation-manual, mechanical, or chemical, cleansing, toning, manipulations and packs, masks, or other treatments as needed.

OBJECTIVES OF THE FACIAL SPECIALIST PROGRAM

To teach numerous skin care techniques, skin analysis, exfoliation, applications, manipulations both manual and mechanical, product knowledge, and include the science of skin care to those pursuing an exciting career in the skin care industry.

In this program of study, students are taught the technical skills required to be successful facial specialists. Along with hands-on experience, you will obtain in- depth knowledge of your new profession and confidence to pursue career opportunities and answer questions in detail pertaining to facials.

This program is recommended for anyone desiring:

- Working one on one with the public
- Helping another's self esteem
- Having flexible hours
- Seeking self employment
- Part-time or full time work

Working one on one with the public, helping another's self-esteem, having flexible hours, seeking self employment, part-time or full time work.

Total Facial Program Hours: 260 Hours - Hours and classes are based on actual clock hours.

Required for completion: 20 hour weeks for 13 weeks (18 hours min. approved for full time veterans training) OR 10 hour weeks for approximately 6 months available to help accommodate working students. **Hours may be adjusted to meet the student's needs.** Consult with the administrator on special accommodations

Hours may vary to accommodate students. Students are required to attend 10 hours minimum per week

FACIAL SPECIALIST PROGRAM CURRICULUM

Course Numbering and Unit of Credit

Facial Specialist Academic Hours

Study of the Integumentary system to include the biology of the skin and hair, including layers of the epidermis, dermis and subcutis, functions of the layers, nerves and glands. Reviews diseases of the skin, symptoms, causes, treatments and when to refer to an M.D.

FS101 Skin Theory and Disease - 85 hours

Explains the morphology of hair and its growth stages. Describes methods of temporary and permanent hair removal. Learn to identify different hair removal equipment, tools, and accessories. Learn how to perform face and body waxing, learn conditions that contraindicate hair removal, and provide a thorough client consultation before hair removal.

FS102 Hair Removal-2.5 hours

Describe the different types of cosmetics and their uses. Be able to demonstrate an understanding of cosmetic theory. Learn to consult with clients to determine their needs and preferences identify different facial features and demonstrate procedures for basic corrective make-up. Learn how to perform a basic makeup procedure for any occasion.

FS103 Makeup-2 hours

Be able to understand product chemistry and components in formulating products, and be able to describe the most common cosmetic ingredients and their functions. Learn to understand product formulation for different skin types, recognize and understand the benefits of many ingredients, and be able to recommend home care for different skin types and conditions.

FS104 Product Chemistry-8 hours

Study the types and classifications of bacteria, hepatitis and AIDS, and explain how they are transmitted. Be able to discuss the different types of disinfectants and how they are used, and how to safely sanitize and disinfect various salon tools and surfaces. Learn to understand the importance of sanitation for the health and safety of your clients and for yourself.

FS105 Sanitation-10 hours

Learn about HIV, the virus that causes AIDS, how it breaks down the immune system, symptoms, and determine how AIDS is transmitted from person to person.

FS106 HIV/AIDS-4 hours

Learn to define the nature of electricity and the two types of electrical current. Be able to describe the four types of electromagnetic radiation and the visible spectrum of light, describe rays used in light therapy and their benefits.

FS107 Basics of Electricity-8 hours

Learn facial treatments, benefits, skills and techniques, treatment and client preparation, key elements of the basic facial treatment, facial philosophies and methods, treatments for different skin types and conditions, and acne facials. This also includes incorporating massage during the facial, massage contraindications, types of massage movements, and massage techniques. Magnifying lamps are used with steamers, galvanic current, high frequency machines, electric mitts for hands, and information on leading equipment and purchasing the necessary items to begin working.

FS108 Facial Techniques and Contraindications-66 hours

Learn the principals of good character, proper conduct, and moral judgment expressed through personality, human relation skills, and professional image.

FS109 Ethics-2 hours

Learn Florida Law and Rules pertaining to Facial Specialist including rules and requirements for examination, to become licensed, the licensing process, continuing education requirements, facility licenses and application procedures, preparing and passing inspections, reviewing Florida Statutes for Facial Specialists, disciplinary proceedings for licensee's not in compliance.

FS110 Florida Law and Rules-5 hours

TOTAL ACADEMIC HOURS = 192.50

Facial Specialist Service Hours

Learn manual and mechanical facials, including masks, packs or treatments which must be performed on a variety of skin types including normal, oily, dry, combination, problem, and mature skin. Learn skills and techniques, treatment and client preparation, key elements of the basic facial treatment, facial philosophies and methods, variation of the basic facial, the mini facial, treatment for different skin types and conditions, acne facials, and men's skin care.

FS201 Facials — 40 services, 40 hours

Learn set up, use and maintenance of galvanic and high frequency current including care of machines and accessories.

FS202 Electrical Devices - 5 services, 1.25 hours

Learn hair removal including tweezing, waxing, threading, and sugaring, the hair growth cycle, characteristics and differences in hair growth, methods of hair removal, temporary methods, waxing

techniques, and contraindications for hair removal, and general procedures for waxing, threading, and sugaring.

FS203 Hair removal – 20 services, 5 hours

Learn application for both day-time and nighttime looks, makeup products, makeup brushes, makeup color theory, selecting make up colors, face shapes and proportions, corrective makeup, tips and guidelines. Includes retailing products.

FS204 Makeup application – 10 services, 5 hours

Lash and brow tinting is used to darken lashes and brows. Tinting is a quick procedure and can be a great add-on service to facials or waxing.

FS205 Lash and brow tinting - 10 services, 5 hour

Includes strip lashes, individual lashes, and semi-permanent lashes.

FS206 Eyelash application - 10 services, 10 hours

Manual extractions removing impurities and comedones to unblock clogged areas and refine pores.

FS207 Manual Extractions - 5 services, 1.25 hours

SUBTOTAL = 67.50 SERVICE HOURS

TOTAL ACADEMIC & SERVICE HOURS

260 HOURS

A diploma will be issued to each student who successfully completes the program and satisfies all requirements.

FACIAL SPECIALIST PROGRAM TUITION

Registration fee: \$100.00

Cost of Books/Materials: \$295.00

Tuition Cost: \$2000.00

(Cost of books includes textbooks, instruments and required lab supplies for clinical-books and materials are non-refundable)

Total Program Cost: **\$2,395.00**

Uniform Cost: \$100.00 (purchased by student at a uniform store)

The student is required to purchase black scrub bottoms with a white uniform top, (purchased by student at a uniform store), white or black shoes and a personal pair of magnifying glasses or loupes.

The registration fee of \$100.00 and cost of Books/Materials for \$295.00 is due at the time of registration for admission to the school.

All payments must be paid in full **before** the first day of school unless other arrangements have been approved by the School Administrator.

ADMISSION REQUIREMENTS FOR THE ELECTROLOGY PROGRAM

All applicants requesting admission must have proof of completion of High School or a GED and be at least 18 years of age. Good eyesight is a necessity. The applicant must have the ability to read and perform simple mathematical calculations. Criminal histories must be reported to the Department of Health, Electrolysis Council on Electrolysis applications for permission to pursue licensing in a health care position.

ADMISSION REQUIREMENTS FOR THE FACIAL SPECIALIST PROGRAM

All applicants requesting admission must be 16 years of age. Good eyesight is a necessity. The applicant must have the ability to read and perform simple mathematical calculations. All candidates must interview with the school administrator and tour the school before admission.

Licensure is by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

CLASS STARTING & ENDING DATES

The school offers enrollment at different times during the year (open entry). The date of completion is determined by the date of entrance and the frequency of attendance. Students must attend a minimum of 10 hours a week.

HOURS OF OPERATION

The business office is open 9:00 am to 5:00 pm and when classes are in session.

The school's office hours are Monday through Friday 9:00 am to 5:00 pm. The school library will be open for students Tuesday through Friday 9:00 am to 5:00 pm.

Full time hours: 30 hours a week-when available. Part time hours: 20 hours a week for 13 weeks

(Arrangements may be made to accommodate personal schedules.)

Part-time classes are available Monday thru Saturday. Lunches are from 12:00-12:30. Saturdays may be alternated as needed (When offered).

Special arrangements may be requested through the School Administrator to attempt to accommodate personal schedules.

GRADUATION REQUIREMENTS

A diploma is presented to the Student that has:

- 1) Successfully completed all required courses in the Electrology and/or Facial Specialist programs.
- 2) Attended all class hours; and
- 3) Fulfilled all monetary obligations to the School.
- 4) Met a completion grade of at least 70%

All progress records kept by the school will be furnished to the student.

GRADING

Students at Cindy Cassady School of Electrology, Health and Beauty will receive grades based on classroom participation, laboratory and project work, written examinations, professional appearance, client rapport and personal conduct. Grade reports are reviewed at mid-term. Final grades are issued at the end of the program and are based on the following:

- A – 90-100
- B – 80-89
- C – 70-79
- D – 60-69
- F – 59 or below

Grades below a 70% will be reviewed with an instructor and re-taken until knowledge of subject meets with the satisfaction of the instructor. If a student has unsatisfactory grades or progress, they may be placed on academic probation for 30 days and counseled by the School Administrator. If at that time, grades have not met satisfactory level, the student may be suspended from the program for a minimum of 2 weeks and re-entrance would only be allowed if an open slot is available. If the classroom is full, the student would receive an incomplete until re-entrance was available. Termination of the program is at the School Administrator's discretion.

A student may appeal the School Administrator's decision to suspend or terminate for failure to comply with grades, professional appearance, client rapport or personal conduct but it is still ultimately the Administrations final decision.

Students need to appeal or file complaints in writing to the School Administrator within 1 week of being placed on academic probation, suspended or terminated from the program.

A written examination will be given at the completion of the program. Generally, students are not terminated for failure to pass a test, but repeated failure may result in additional classes before obtaining a diploma. (At an additional cost)

STUDENT SERVICES

This institute designates the school administrator, Cindy Cassady who is properly trained to provide each of the following student services: academic advisement, financial aid advisement, personal advisement, and placement services.

A. Housing

The school does not provide housing. The administrator may be able to assist the applicant in locating hotels, motels or boarding in private residences. A list of reliable realtors and rental properties in close proximity to the school will be provided to the student that requests assistance at the time of enrollment.

B. Student Records

Student records are permanently retained by the school and are available to students upon individual request. Student's records will be provided to potential employers only after the student has made written request.

C. Student Placement

Students are assisted with placement and furnished names and addresses of employment possibilities. Inquiries made to the school from potential employers will be posted on the bulletin board. The school will assist the student with employment to the best of its ability, but cannot guarantee employment.

Students seeking assistance with academic advisement, financial aid advisement, personal advisement, or placement services should see the school's administrator, Cindy Cassady.

RULES & REGULATIONS

A. Attendance

Students are expected to attend all scheduled classes in order to achieve the highest degree of learning. Each absence must be made up. After five unexcused absences, the student is counseled by the School Administrator and placed on probation. Should the student have another unexcused absence while on probation, the student is counseled by the School Administrator and at the School Administrator's discretion, may be terminated. Class cuts without prior approval from the instructor or School Administrator is not permitted and is considered an absence for the entire class period.

B. Tardiness

A student arriving after attendance has been taken is considered late and will be marked absent unless the instructor considers the reason for tardiness legitimate. All class time missed in excess of 15 minutes must be made up by the student prior to graduation. Tardiness cannot be tolerated. Patients must not be kept waiting.

C. Conduct

Students are expected to conduct themselves in a professional manner at all times. Foul language, possession of un-prescribed drugs or alcoholic beverages, and disrespectful behavior is considered unsatisfactory conduct and may be grounds for dismissal. A student who conducts himself in a manner detrimental to the School, staff or other Students will be terminated. Theft of property from the School or other Students is grounds for immediate dismissal. Uniforms with name badges shall be worn at all times.

D. Grievance

Complaints and disciplinary actions will be given careful consideration by administration. The health and safety of students and staff are the institution's primary concern. Complaints and disciplinary actions shall be documented and dealt with accordingly. Grievances or complaints by students will be documented by the instructor. Each complaint shall be dated and initialed by the student and instructor at the time of the complaint. Documentation shall be reviewed by the School Administrator. The School Administrator will schedule time to discuss concerns with the student privately to resolve the issue. A copy of the documented complaint shall be placed in the students file. The student may contact the Commission for Independent Education with questions or concerns. The toll free number is (888)224-6684.

E. Make-up Work

Students who have been absent for any reason are required to make up any missed classes before proceeding to the next course of study. A student may make up missed time by attending another class in session or attending a makeup class given at the discretion of the administrator. A fee of \$15.00 per hour may be charged for make up hours that are attended outside of normal school hours.

F. Probation

A student that does not adhere to the attendance policy will be placed on probation for 30 days. Should the student be absent while on probation, he/she will be counseled by the School Administrator, which may result in termination. Probation periods are not applicable for academic progress.

G. Interruptions in Training/Termination

A Student is not terminated for failure to learn the required skills. A Student that has not successfully completed the examinations at the end of each course is encouraged to attend the additional class sessions for extra practice. The Student is permitted to retake the examinations within a reasonable time as determined by the instructor. If the student fails to achieve a passing grade the second time, he/she is counseled by the School Administrator as to the advisability of continuing and that if he/she decides to continue, a Diploma may not be awarded. A Student may be dismissed for failure to follow rules, nonpayment of tuition or unacceptable progress, as noted by the School Administrator, and he/she is granted a refund according to the Refund Policy.

H. Leaves of Absence

A Student may be granted a leave of absence for up to eight weeks if approved by the Chief Administrative Officer. A request for a leave of absence must be in writing and the date of expected return must be specified. If the Student does not re-enter within the specified time and has not notified the School, the Student's contract will be terminated and he/she is granted a refund according to the Refund Policy.

I. Re-entry

A student that has canceled or has been terminated and desires to reenter the program of study must notify the school and follow the required admission procedures. A Student that was terminated for any reason must have an interview with the Chief Administrative Officer and show cause why he/she should be reinstated. The decision of the Chief Administrative Officer is final.

CANCELLATION AND REFUND POLICY

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by certified mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if student cancels within three (3) Business Days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
4. Cancellation after attendance has begun, but prior to 50% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 50% of the program will result in no refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. Refunds will be made within 30 days of termination of the student's enrollment or receipt of Cancellation Notice from the student.
8. A student may be dismissed for failure to follow rules, nonpayment of tuition or unacceptable progress, as noted by the Chief Administrative Director, with no refund to student.
9. The institution's policy regarding course or program cancellations are as follows:
 - a. The student will be notified if the program is cancelled and enrollment fee will be refunded.
 - b. The program may be cancelled if class is not filled.

ADDENDUM

Veteran's Attendance Policy

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as **one** absence. A total of more than 5 absences per program is grounds for dismissal.

Students exceeding 20% **total** absences in a calendar month **will be** terminated from their VA benefits for unsatisfactory attendance. Translates to only one absence per month allowed.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

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Standards of Academic Progress for VA Students

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.5 each (term, quarter, semester, evaluation period, etc.)

A VA student whose CGPA falls below 2.5 at the end of any course (term, quarter, semester, evaluation period, etc.) will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 2.5 at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.5.

**This Addendum becomes a part of the catalog for all intents and purposes.
CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY.**

School Official's Signature Date Title

Cindy Cassady School of Electrology, Health and Beauty
6103 Tippin Avenue, Suite E
Pensacola, Florida 32504

VETERANS REFUND POLICY

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The pro-ration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY

School Official Signature: _____

Date: _____

School Name: Cindy Cassady School of Electrology, Health and Beauty
Address: 6103 Tippin Avenue, Suite E
Pensacola, Florida 3250

VETERANS' TRANSFER OF CREDITS

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

This Addendum becomes a part of the Catalog for all intents and purposes.

CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY.

School Official's Name

Title

School Official's Signature

Date

School

Address

City, State, zip code
