



CATALOG

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# PALM BEACH ACADEMY OF HEALTH & BEAUTY

1220A Tenth Street, Lake Park, Florida, 33403  
Telephone: (561) 845-1400 Fax: (561) 845-1360

OCTOBER 1st, 2015 VOL. III

## HISTORY & OWNERSHIP

The school was established in 1994 as a private learning center for Massage Therapy. The original school operated under the name of Alpha School of Massage. The school was purchased by Keith Fingerhut and Douglas & Janice Espie in December 1996, and re-named Alpha Institute of South Florida, Inc. In June of 2001, the school was sold to David & Erin Creef. The name of the school was changed once again in September 2002, to Palm Beach Academy of Health & Beauty, to reflect the new direction of the Creef's. In April 2004, the school received its initial grant of accreditation from the Accrediting Commission of Career Schools and Colleges (ACCSC). A few months later in July, the school was relocated 2 blocks north to its current location of 1220 Tenth Street. The relocation allowed the school to expand to a beautiful, new 12,000 sq./ft. location. The new facility also allowed the school to offer the program of Cosmetology. Two years later, the school was approved by the U.S. Department of Education to offer Federal Financial Aid to its students. This allowed Palm Beach Academy to offer many more financing and aid options to its students. In September of 2013, the school was sold to Optimum Education Group Inc., with a sole owner John W. Rebstock. Mr. Rebstock owns five beauty schools in the Miami-Dade area and has been in the education industry for over 30 years.

## OUR MISSION

Palm Beach Academy strives to create an educational atmosphere that recognizes the individual needs of each student. A caring, relaxed atmosphere is provided in which each student is valued, supported, and appreciated.

We intend to educate our students to the highest state and national standards and to prepare them for the licensing examinations given by the State of Florida.

It is our goal to graduate students prepared to practice their profession with competence, confidence, and enthusiasm.

## ACCREDITATION

Palm Beach Academy is accredited by the **Accrediting Commission of Career Schools and Colleges (ACCSC)**, an accrediting commission approved by the U.S. Department of Education.

Accreditation is a voluntary process that identifies and acknowledges educational programs and schools for achieving and maintaining a level of quality, performance, and integrity that meets meaningful standards established by the accrediting commission.

## LICENSING, APPROVALS & AFFILIATIONS

- » Licensed by the Commission of Independent Education, License # 2446  
Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, Toll Free # (888) 224-6684, Fax # (850) 245-3234.
- » Approved by the U.S. Department of Education to participate in Title IV Federal Aid Programs.
- » Approved by the Board of Cosmetology, Department of Business and Professional Regulation, 1940 N. Monroe St., Tallahassee, FL 32399-0790, (850) 488-5702.

- » Approved by the Board of Massage Therapy, Florida Department of Health, 1940 N. Monroe St., Tallahassee, Florida 32399-0774, (850) 488-0595.
- » Approved by the U.S. Citizenship & Immigration Services (USCIS), to admit foreign students.
- » Approved by the Florida Department of Veteran's Affairs/Bureau of State Approving Veteran's Training for the training of veteran students.
- » Member of the American Association of Cosmetology Schools (AACCS) & the Florida State
- » Massage Therapy Association (FSMTA)

## ADMINISTRATION

To contact the Administrative staff at Palm Beach Academy of Health and Beauty you may dial: 305.824.2600

## FACILITIES

The school offers all of its programs and instruction in a beautiful, recently renovated 20,000 sq./ft. facility. The campus features plenty of student parking, 5 classrooms, 4 spacious clinic areas, dispensary, student & instructor lounge, student lockers, 3 private massage/skin care rooms, an on-premises laundry and an expanded facility for additional classroom and clinic areas. The school also maintains a learning resource center, which makes reference books, periodicals, and computers with internet access available to all students.

## LOCATION & DIRECTIONS

Palm Beach Academy is situated in the beautiful North Palm Beach area of Palm Beach County in historic Lake Park, Florida. Lake Park is one of South Florida's oldest cities and is minutes away from the Atlantic Ocean beaches. The school is located just off Northlake Blvd. on 10th Street. Coming from the north or south, take I-95 to the Northlake Blvd. exit. Go east on Northlake Blvd. for 2 miles. Make a right onto 10th Street, the school is ¼ of a mile down on the right hand side of the road at 1220 10th Street.

## PROGRAMS

### MASSAGE THERAPY

#### PROGRAM OBJECTIVE

To prepare students for the Florida Board of Massage Therapy Examination to become a licensed Massage Therapist. The program will prepare and qualify the graduate to take the licensing exam approved by the Florida Board of Massage Therapy. Each student will be presented the knowledge and skills necessary to enter the field of Massage Therapy as an entry-level LMT. The program exceeds the requirements established by the State of Florida and is designed not just to successfully prepare the graduate for licensure but for successful employment and/or self-employment in the Massage Therapy industry. Each graduate of the program will receive a diploma.

**CLOCK HOURS: 600**

#### PROGRAM DESCRIPTION

The Massage Therapy program is designed to fully prepare students to contribute to the health industry and the well-being of clients. The program offers a comprehensive curriculum that exceeds the current state and national average of hours required. It also provides the basic knowledge, tools, ethics and behaviors one needs to successfully practice as a Massage Therapist in any number of health care and wellness settings. No matter how the economy appears today, people are always seeking Massage Therapists to manage stress and relieve pain; these services will always be in demand. Career positions exist in spas, salons, medical practices, resorts, and cruise ships.

#### PROGRAM OUTLINE

**BMT1100 Basic Massage Theory (102 hours)** Lectures, discussions, and demonstrations on basic massage theory, practice and history.

**MCP1162 Massage Clinical Practicum (167 hours)** Basic massage techniques and practice includes: principles of Swedish massage, proper body mechanics, draping, positioning, common pathology, contraindications, and timing. The students perform massage on the general public under the supervision of an instructor.

**APP1204 Anatomy & Physiology (186 hours)** - Lecture and discussion of the anatomy, physiology, and pathology of the human body as well as kinesiology of the muscle groups.

**BUS2024 Business Skills for Massage (15 hours)** - Lecture, discussion and class projects on business practices and skills relevant to the massage therapy industry.

**AMS2076 Allied Modalities (96 hours)** - Lectures and demonstrations given by staff instructors and guest allied healthcare professionals to introduce students to post graduate studies available as well as concentrated, more in-depth study in a few modalities in demand in the spa industry.

**HIV1003 HIV/AIDS Education (3 hours)** - Lecture and discussion of the epidemiology, virology, transmission and prevention of HIV, in both a personal and professional setting.

**HYD2015 Hydrotherapy (15 hours)** - Lecture and demonstrations on the theory and practical application of hot & cold water techniques.

**FLM1010 Florida Laws (10 hours)** - Lecture and discussion on laws governing massage therapy in the State of Florida.

**MES2002 Medical Errors (2 hours)** - Lecture and discussion on the prevention of medical errors.

**PEM2004 Ethics (4 hours)** - Lecture and discussion on professional ethics in the massage therapy industry.

**Total Clock Hours – 600** The Massage Therapy Program is based on 25 weeks with the Academic Year being defined as 26 weeks for Federal Aid purposes.

## TEXTBOOKS & REFERENCE MATERIALS

- » Theory & Practice of Therapeutic Massage Textbook (ISBN: 9781435485242) (\$89)
- » Theory & Practice of Therapeutic Massage Workbook (9781435485259) (\$45)
- » Basic Clinical Massage Therapy: Integrating Anatomy & Treatment Textbook (9780781756778) (\$70)
- » The Massage Connection: Anatomy and Physiology (9780781759229) (\$71)
- » A Massage Therapist's Guide to Pathology (9781608319107) (\$65)
- » Review for Therapeutic Massage and Bodywork Exams (9781605477121) (\$45)
- » Board of Massage Therapy Laws and Rules Handout (FL Board of Massage Therapy, 2012)

## COST OF ATTENDANCE

Tuition	\$ 6,864.00
Fees	\$ 100.00
Books & Supplies	\$ 530.00
<b>TOTAL</b>	<b>\$ 7,494.00</b>
Room & Board	\$ 6,264.00
Total with Room & Board	\$ 13,758.00



# COSMETOLOGY

## PROGRAM OBJECTIVE

The program blends the technical training necessary with the artistry desired by so many salons and spas. Our graduates will be prepared to practice competently and confidently as an entry-level Cosmetologist immediately upon graduation and successful completion of the state licensure exam. Our program was designed to meet all of the requirements for Florida State licensure. A graduate of this program will receive a diploma.

**CLOCK HOURS: 1200**

## PROGRAM DESCRIPTION

The Cosmetology program prepares students with knowledge in all facets of the beauty industry. Students acquire proficiency in hair, skin, makeup, and nails. Foundational skills grow while learning on mannequins, classmates, and volunteer models. Gradual program skills advance to working with customers in a controlled salon setting under the supervision of licensed professionals. Techniques include runway fashion, wedding styles, special hair effects, up-dos and all facets of hair care and styling. The curriculum satisfies state requirements for professional licensing, equipping graduates to work in salons, barbershops, and spas.

## PROGRAM OUTLINE

**FLC1007 Florida Cosmetology Laws & Ethics (7 hours)** - Students learn the laws and statutes of the State of Florida concerning cosmetology. Ethics are then explored as it relates to cosmetology, moral/personal beliefs, professionalism, and the law.

**HIV1004 HIV/AIDS Certification (4 hours)** - This is an interactive class exploring HIV & AIDS including it's history, transmission, prevention, and symptoms. The class will also discuss legal and ethical issues in both the personal and professional setting.

**SST1012 Sanitation & Sterilization Techniques (20 hours)** - Students will be lectured on the appropriate methods and practices of sanitation and sterilization.

**BCS1012 Basic Chemistry (20 hours)** - Instruction on basic chemistry as it relates to hair, nail, and skin services and products.

**HDS1020 Hair and its Disorders (20 hours)** - Core instruction in the structure and function of the hair and related pathologies.

**SRS1042 Shampoo and Rinsing (30 hours)** - Lecture, demonstration, and clinical practicum in cleansing and rinsing of hair.

**STT1060 Scalp & Hair Treatments (25 hours)** - Basic instruction and clinical practicum in the anatomy of the scalp with procedures and treatments.

**HDT1422 Hair Design (291 hours)** - Instruction, demonstration, and clinical practicum in hair manipulation with Marcel waving, blow styling, and roller settings for short, medium and long hair.

**HST2210 Hair Shaping (136 hours)** - Lecture, demonstration, and practical instruction in hair shaping with shears, electric clippers, and razor for men and women with clinical practicum.

**CWR2096 Chemical Waving & Relaxing/Straightening (94 hours)** - Lecture, demonstrations, and clinical practicum in chemistry and application of chemical waving & straightening.

**HCT2132 Hair Coloring (160 hours)** - Lecture, demonstrations, and clinical practicum in hair coloring with a variety of techniques and types of product.

**SCT2072 Skin Care (260 hours)** - Instruction in the anatomy & pathology of the skin combined with instruction and clinical practicum in skin care procedures and treatments.

**MPE2066 Manicure, Pedicure & Nail Extension (60 hours)** - Instruction in the anatomy & pathology of the hand, arm, & foot combined with instruction and clinical practicum on procedures and services for the nails.

**BUS2030 Successful Business & Salon Management (53 hours)** - An overview of the business practices, tools, and skills necessary in to succeed in the salon/spa business with special emphasis on self-employment, salon management/ownership, & marketing are taught.

**ANP2020 Anatomy & Physiology (20 hours)** - A basic knowledge of anatomy, physiology and kinesiology.

**Total Clock Hours – 1200** The Cosmetology Program is based on 40 weeks with the Academic Year being defined as 30 weeks for Federal Aid purposes.

## TEXTBOOKS & REFERENCE MATERIALS

- » Milady's Standard Cosmetology Textbook (ISBN: 978143059296) (\$80)
- » Milady's Standard Cosmetology Workbook for Theory (ISBN: 978143059296) (\$36)
- » Milady's Standard Cosmetology Workbook for Practical (ISBN: 97813905234) (\$36)
- » Milady's Standard Cosmetology Exam Review (ISBN: 9781418049430) (\$35)

## COST OF ATTENDANCE

Tuition	\$ 12,480.00
Fees	\$ 100.00
Books & Supplies	\$ 1,060.00
<b>TOTAL</b>	<b>\$ 13,640.00</b>
Room & Board	\$ 9,396.00
Total with Room & Board	\$ 23,036.00

# SKIN CARE

## PROGRAM OBJECTIVE

To prepare students to meet the State of Florida mandated requirements to become a licensed Facial Specialist.

**CLOCK HOURS: 320**

## PROGRAM DESCRIPTION

It blends technical training with a holistic approach to Skin Care including basic therapeutic massage techniques, hair removal, make-up artistry, aromatherapy, as well as general business practices. Our graduates are prepared for the dynamic growing field of Skin Care and its allied modalities as an entry-level Esthetician. Our program was designed to meet and exceed all of the requirements for Florida state licensure. Each graduate of this program receives a diploma and is registered for licensure in the State of Florida.

## PROGRAM OUTLINE

**HIV104 HIV & AIDS Education (4 hours)** - This is an interactive class exploring HIV & AIDS including it's history, transmission, prevention, and symptoms. The class will also discuss legal and ethical issues in both the personal and professional setting.

**SKI101 Ethics (2 hours)** - Students will learn about the beauty and wellness industry. They will learn about personal hygiene, and professional image, communicating for success, human relations and how to develop good networking skills.

**SKI102 Product Chemistry (10 hours)** - Students will understand basic chemistry and learn about the ingredients for formulating products. They will learn about cosmetic ingredients and their functions, FDA regulations regarding cosmetics claims and product safety. They will understand the PH scale and how acids and alkalis affect the skin.

**SKI103 Hair Removal (8 hours)** - Students will learn the morphology of the hair; growth cycles, growth stages, methods of hair removal, waxing techniques and the contraindications, client consultation, room preparation and supplies needed, post wax treatments, and how to schedule services

**SKI104 Basics of Electricity (10 hours)** - Students will learn about the nature of electricity, electrical equipment safety, electrotherapy, phototherapy and their contraindications

**SKI105 Sanitation (14 hours)** - Students will learn about universal precaution, infection and disease control concerns. They will learn about the methods of equipment sterilization, sanitation procedures, health and safety in practical use as per the Occupational Safety and Health Administration (OSHA).

**SKI106 Florida Laws for Skin (5 hours)** - Students will be informed of all Rules and Regulations set forth by the Florida Department of Business and Professional regulations.

**SKI107 Skin Theory, Diseases & Disorders of the Skin (85 hours)** - Students will learn how to analyze skin disorders and diseases, identify the different types of skin lesions and inflammations; recognize pigmentation disorders and contagious conditions. They will learn about the potential damage of sun exposure and which conditions are to be referred to a physician.

**SKI108 Facial Techniques & Contraindications (120 hours)** - Students will learn how to perform mechanical facials and manual facials including extractions. They will learn how to utilize masks, and how to choose the appropriate treatment for different skin types. They will also learn about contradictions for all of the basic facials.

**SKI109 Microdermabrasion (20 hours)** - Students are taught the indications, contraindications, benefits, and procedures of doing skin exfoliations using the microdermabrasion machine.

**SKI110 Glycolic Peels (10 hours)** - Students are taught the indications, contraindications, benefits and procedures of doing skin exfoliations & cleansings with glycolic acid.

**Total Clock Hours – 320** The Skin Care Program is based on 13 weeks with the Academic Year being defined as 26 weeks for Federal Aid purposes.

## TEXTBOOKS & REFERENCE MATERIALS

- » Milady's Standard Esthetician Textbook (ISBN: 9781111306892) (\$107)
- » Milady's Standard Esthetician Workbook (ISBN: 9781111306915) (\$60)

## COST OF ATTENDANCE

Tuition	\$ 3,744.00
Fees	\$ 100.00
Books & Supplies	\$ 424.00
<b>TOTAL</b>	<b>\$ 4,268.00</b>
Room & Board	\$ 3,132.00
Total with Room & Board	\$ 7,400.00

# HOME HEALTH AIDE

## PROGRAM OBJECTIVE

The program is designed for the entry-level Home Health Aide who will be employed by agencies to work in the patient's homes. The students will be trained to provide consistent quality care for patients in the home setting and returning them to pre-episodic level with disease limitations and to maximize rehabilitation level of function.

**CLOCK HOURS: 75**

## PROGRAM DESCRIPTION

The program will introduce the responsibilities of the Home Health Aide ethical and legal issues, communication, documentation, safety, OSHA, infectious diseases, restorative care, vital signs, nutrition, transfer techniques and issues of death and dying. The student will be introduced to the basics of anatomy and physiology, medical terminology as it relates to each body system.

## PROGRAM OUTLINE

**HHA101 Introduction to Home Health Aide (40 hours)** – This course will introduce the responsibilities of the Home Health Aide, ethical and legal issues, communication, documentation, medical terminology, introduction to Anatomy and Physiology, basic patient care, ADLs, and Safety regulations. This course includes 4 hours of HIV/AIDS and OSHA.

**HHA102 Advanced Home Health Aide (30 hours)** – This course will guide students in proper assistance of ADLs, ROM, the Alzheimer patient, Ostomy Care; and basic first aid.

**CPR-BLS100 Basic Life Support (5 hours)** – This course provides skills meeting certification requirements by the American Heart Association standards. It includes CPR certification. This course awards a pass/fail grade. There is no certification awarded for an F (fail) grade. This course does not count toward the GPA.

**Total Clock Hours – 75** The Home Health Aide Program is based on 3 weeks.

## TEXTBOOKS & REFERENCE MATERIALS

- » Providing Home Care: A Textbook for Home Health Aides (4th Edition) Leahy, W., Fuzy, J., Grafe, J. (ISBN 978-1-60425-034-3) (\$35)

## COST OF ATTENDANCE

Tuition	\$ 550.00
Fees	\$ 100.00
Books & Supplies	\$ 100.00
<b>TOTAL</b>	<b>\$ 750.00</b>

# NAIL TECHNICIAN

## PROGRAM OBJECTIVE

To prepare students to meet the Florida State Board of Cosmetology mandated requirements to become a license Nail Technician.

**CLOCK HOURS: 240**

## PROGRAM DESCRIPTION

The Nail Technician program prepares students to become trained professionals in a growing industry. Students participate in a hands-on program of instruction in all areas of nail care, including practical application, related theory, infectious control, and customer service. The program is designed to provide comprehensive knowledge to provide basic manicures. Students may exercise their artistic talents with creative projects in nail design. Students will gain expertise that will equip them to work in nail salons, hotel spas, cruise ships, and at other nail service providers.

## PROGRAM OUTLINE

**HIV104 HIV/AIDS (4 hours)** - Students will receive a 4 hour lecture which is a State Board Requirement in order to receive certifiable status to become a licensed professional. This course covers all aspects of HIV/AIDS precautions and is followed with a test that must be completed with an HIV certified passing grade.

**NT101 Professional Image (25 hours)** - How to have a professional image and have an understanding of the ergonomic principles with how to have correct posture and movements. Become knowledgeable in ethical procedures; learn how to seek employment and how to have the knowledge of salon product safety.

**NT102 Nail Tips & Wraps (25 hours)** - Identify the supplies needed for nail tips and explain why they are needed. Identify the types of fabrics used in nail wraps and how they are used. Explain the benefits of using each type of fabric nail wrap. Learning the two weeks and four weeks fabric wraps Maintenance procedures.

**NT103 UV Gels (25 hours)** - Identify the supplies needed for UV Gel and explain why they are needed. Identify the chemistry and main ingredients of UV gels. Learn when to use the one-color and two color methods for applying UV gel. Identify which type of UV gel is best suited for service. Learn how to maintain UV gel nail enhancements, and how to correctly remove hard and soft UV gels

**NT104 Artificial Nail Removal (10 hours)** - Identify the supplies needed for removal. Proper steps to remove the different types of nail products.

**NT105 Monomer Liquids & Polymer Powder (25 hours)** - Identify the supplies needed for monomer liquid and polymer powders nail enhancement chemistry and how it works. Learn the proper procedures for applying one-color or two -color monomer liquid and polymer powder nail enhancement using forms, over nail tips and on natural nails. Learn how to perform crack repair procedures and the proper procedure for removing monomer liquid and polymer powder nail enhancements.

**NT106 Nail Fill-Ins (10 hours)** - Identify the supplies needed for maintenance on each type of artificial nails products.

**NT107 Nail Diseases & Disorders (25 hours)** - Identify and recognize the various disorders and diseases of the nail in order to determine if the client should be treated in the salon.

**NT108 Infectious Control; Principles & Practices (25 hours)** - Learning good hygiene, sanitation, sterilization, safety measures and bacteriology; have knowledge of the important factors of maintaining proper sanitation.

**NT109 Florida Law for Nails (5 hours)** - All rules set forth by the Florida Department of Professional Regulation, Chapter 477, Cosmetologist Licensures and Operations.

**NT110 Polish & Nail Art (11 hours)** - Introduction to the vast variety of the nail art form which includes nail design and polish free hand.

**NT111 Manicuring (25 hours)** - Will become familiar with the equipment, cosmetics and materials to be able to provide manicures; will learn the procedures and safety of properly providing a manicure, including a spa manicure.

**NT112 Pedicuring (25 hours)** - Will become familiar with the equipment, cosmetics and materials to be able to provide pedicures; will learn the procedures and safety of properly providing a pedicure, including a spa pedicure.

**Total Clock Hours – 240** The Nail Technician Program is based on 10 weeks.

### **TEXTBOOKS & REFERENCE MATERIALS**

- » Milady's Standard Nail Technology Textbook (ISBN 978-1435497689) (\$88)

### **COST OF ATTENDANCE**

Tuition	\$ 750.00
Fees	\$ 100.00
Books & Supplies	\$ 275.00
<b>TOTAL</b>	<b>\$ 1,125.00</b>

# BARBER

## PROGRAM OBJECTIVE

To prepare students for the State of Florida Barber's Board Examination to become a licensed Barber. To help students build their confidence and prepare them for the real world.

**CLOCK HOURS: 1,200**

## PROGRAM DESCRIPTION

The Barber program will prepare you to obtain the knowledge and expertise necessary to work in a high-end traditional or modern barbershop/salon. This comprehensive program will provide you with the proper training in a variety of areas such as the following: cutting with shears, styling hair, modern fades, shaving techniques as well as chemicals (perms/relaxers) in order to offer clients an array of services including artistic designs using color combinations to name a few. After the completion of this exciting program, you will have the skills necessary to be a platform artist, become a celebrity barber, or work with the most competitive companies in the industry.

## PROGRAM OUTLINE

**HIV102 HIV/AIDS (2 Hours)** - Students will receive a 2 hours of education on the transmission, control, treatment and prevention of HIV and AIDS; discussion of attitudes and behavior in dealing with individuals who may have the virus or syndrome; explanation of Board requirements regarding license renewal and completion of the Board approved education course on HIV and AIDS.

**BA101 Life & Study Skills (15 Hours)** - Students will learn study skills and different types of learning styles (Interactive, reader/listener, Systematic and Intuitive learners).

**BA102 The History Of Barbering (30 Hours)** - Students will learn origin of the Barber, customs and traditions and meaning of Barber pole. Additionally, rise of barber surgeons and state barber boards.

**BA103 Professional Image (40 Hours)** - Students will learn professional image, life skills and posture as well as human relations and the psychology of success.

**BA104 Microbiology (40 Hours)** - Students will learn study of Microbiology and bacteria, its classifications and reproductive stages; furthermore, viruses, Hepatitis, HIV/ AIDS, parasites and immunity.

**BA105 Infection Control & Safe Work Practices (60 Hours)** - Students will learn study of agencies that regulate safety and health and levels of decontamination (Sterilization, disinfection and sanitation); also, chemical substances that kill bacteria on various surfaces including safe work practices.

**BA106 Implements, Tools & Equipment (60 Hours)** - Students will learn study of tools (machines, blow dryers, irons), implements (combs, shears, razors) and equipment (stations, shampoo bowls) as well as its use, care and maintenance.

**BA107 Anatomy & Physiology (50 Hours)** - Students will learn study of anatomy, physiology and histology as well as cells, tissues, organs and systems.

**BA108 Chemistry (50 Hours)** - Students will learn the basics of chemistry including matter (elements, atoms and molecules) in addition to the chemistry of water and different types of cosmetics such as shampoos, conditioners, tonics and rinses.



**BA109 Electricity & Light Therapy (35 Hours)** - Students will learn study of electricity, currents and measurements as well as safety devices. Moreover, introduction to modalities (Galvanic, High frequency, Sinusoidal and Faradic) in addition to light rays.

**BA110 Properties & Disorders of The Skin (50 Hours)** - Students will learn histology of the skin and its divisions (Dermis and epidermis) including disorders and lesions.

**BA111 Properties & Disorders of The Hair & Scalp (50 Hours)** - Students will learn structure of the hair and its composition including growth cycles/patterns, texture, density, elasticity and porosity. Additionally, it includes disorders, infections and infestations of the scalp and hair.

**BA112 Treatments Of The Hair & Scalp (40 Hours)** - Treatments of the hair and scalp with the use of different shampoos, conditioners, tonics, steam and massages.

**BA113 Shaving & Facial Hair Design (60 Hours)** - Students will learn fundamentals of shaving, safety and precautions using the proper strokes and techniques. Also, how to line up beards, goatees and perform neck shaves.

**BA114 Men's Haircutting & Styling (75 Hours)** - Students will learn principles of haircutting and styling through by analyzing facial shapes, reference points, angles and guidelines; includes techniques like finger and shears, clipper over comb and shears over comb. Styles include layers, solid haircuts, fades, etc. with the use of razors, shears and machines.

**BA115 Men's Hair Replacement (50 Hours)** - Hair replacement systems, types of hair used including construction, bases, measuring bald area for placement and cleaning of hairpiece.

**BA116 Women's Haircutting & Styling (60 Hours)** - Four main types of haircuts used for women's haircutting and styling: 0o, 45o, 90o, 180o, razor cutting and texturizing techniques including styling with blow dryer, irons and rollers.

**BA117 Chemical Texture Services (120 Hours)** - Chemical texturizing services: Permanent waving, relaxer and re-formation curl. Also includes chemistry, consultation and analysis, placement, care and precautions.

**BA118 Hair Coloring & Lightening (120 Hours)** - Students will learn structure of hair and how it relates to color. Begins with color theory (primary, secondary and tertiary colors), types of hair dye classifications (Temporary, semi-permanent, demi-permanent and permanent). Also includes hydrogen peroxide, hair lighteners, application and post-care.

**BA119 Nails & Manicuring (53 Hours)** - Students will learn structure of nail unit, disorders and diseases including implements, equipment, material and cosmetics.

**BA120 State Board Preparation & Licensing Laws (60 Hours)** - State board preparation and two types of exams: Written and practical including state board rules and regulations.

**BA121 The Job Search (35 Hours)** - Students will learn preparation for employment, employment classifications, resume and portfolio creation including interview.

**BA122 Barbershop Management (45 Hours)** - Students will learn steps to barbershop ownership, buying an established barbershop, advertisement, location, handling complaints and selling products.

**Total Clock Hours – 1200** The Barber Program is based on 40 weeks with the Academic Year being defined as 30 weeks for Federal Aid purposes.

## TEXTBOOKS & REFERENCE MATERIALS

- » Milady's Standard Professional Barbering Textbook
- » Milady's Standard Professional Barbering Workbook
- » Milady's Standard Professional Barbering Review Book

## COST OF ATTENDANCE

Tuition	\$ 12,480.00
Fees	\$ 100.00
Books & Supplies	\$ 1,060.00
<b>TOTAL</b>	<b>\$ 13,640.00</b>
Room & Board	\$ 9,396.00
Total with Room & Board	\$ 23,036.00

## CLASS ENROLLMENT

Class starts vary by program. Students may speak with an Admissions Representative for information on the next class start date for their desired program. The average enrollment size for each class start of our programs is 15-20 students. On occasion, theory and/or lecture classes might exceed the number by 1.33 times (maximum allowable by the school) in order to allow for students to make-up missed classes and facilitate transfer students.

Palm Beach Academy of Health & Beauty does not offer classes that are less than half-time.

## ADMISSION PROCEDURES & REQUIREMENTS

Students are asked to meet the following requirements and procedures:

1. Contact an admissions representative at the school to schedule an appointment for a personal interview and tour of the school facilities.
2. Submit a completed Admission Application, a state issued photo ID or passport and required educational documentation (see High School Diploma Policy below). Persons interested in enrolling in the Cosmetology, Skin Care, Home Health Aide and Nail Technician programs that cannot provide the educational documentation and intend to pay cash for the program, must be at least 16 years of age and demonstrate the ability to benefit from the training being offered (see Ability-To-Benefit Policy below). The Massage Therapy program does not admit students under ability to benefit testing policies.

The Admissions Office is open Monday through Thursday 9:00am – 8:00pm and Friday 9:00am – 6:00pm. Other times are available by appointment. At the time of the interview, the prospective student will receive a tour of the facility, a complete explanation of the program, and the opportunity to meet the Palm Beach Academy staff. The prospective student may also attend a class for the day if he or she desires. A bound copy of the school catalog may be furnished prior to the student starting classes. A copy of the school catalog can also be downloaded from the school website, [www.pbacademy.net](http://www.pbacademy.net).

**Palm Beach Academy admits students regardless of Race, Creed, Gender, Age, Religion, Disability, Personal Lifestyle, or Marital Status, to the extent of the law.**

## HIGH SCHOOL DIPLOMA POLICY

Persons seeking admittance to Palm Beach Academy must submit one of the following in order to satisfy the educational documentation requirement for admission:

1. A standard high school diploma from a U.S. high school.
2. A state-issued General Educational Development (GED) certificate.
3. A home-study certificate or transcript from a home-study program that is equivalent to high school level and is recognized by the student's home state.
4. Educational documentation from a non-U.S. school certified by a third party evaluation service to be equivalent or greater to a standard high school diploma from a U.S. high school.

Prospective students for the programs not requiring a high school diploma or its equivalent for licensure or certification, who cannot provide the educational documentation above and intend to pay cash for the program, must demonstrate the ability to benefit with passing scores on the Wonderlic Basic Skills Test (WBST).

In accordance with standards required by the school's accrediting commission and the U.S. Department of Education, Palm Beach Academy is required to have policy and procedures for determining the validity of any educational documents submitted for admission purposes.

The decision will be made by the Campus Director and Director of Financial Aid based on internal guidelines established by the school. A prospective student may submit a written appeal along with supporting documentation to the Campus Director but the school maintains the right to accept or reject any documentation provided.

## ABILITY TO BENEFIT (ATB) POLICY

Applicants who are at least 16 years of age and intend to pay cash for programs that do not require a high school diploma or its equivalent for licensure or certification, but do not meet the education requirements noted above in the Admissions Procedures & Requirements section must demonstrate the ability to benefit from the training being offered at the school. Students who are admitted under the ATB policy and have not previously borrowed Title IV funds or attended a Title IV institution prior to July 1, 2012 will not be entitled to receive Title IV funds for their program. For students who attended an eligible program at another Title IV institution, received Title IV funds at another institution or at Palm Beach Academy of Health and Beauty prior to July 1st, 2012, may establish eligibility at Palm Beach Academy by using any of the ATB alternatives below:

- » Pass the Ability to Benefit Test (ATB)
- » Completing 225 hours to satisfy the academic qualifications for receiving FSA

Palm Beach Academy of Health and Beauty will document that a student qualifies to use one of the ATB alternatives. Such documentation could include documentation from the National Student Loan Data System (NSLDS) that a student previously received Title IV, HEA student assistance or a transcript or other documentation from a previous institution that demonstrates enrollment in a Title IV eligible program. Although a student may receive Title IV funds based on the ATB requirements prior to July 1, 2012, a program may require a high school diploma or its equivalent in order for the student to receive a license in their respective program of choice. You may speak with a Financial Aid representative in reference to what programs require a high school diploma or its equivalent.

ATB applicants for admission are required to pass the WBST with passing scores that achieve a minimum 8th grade level standard. The WBST consists of two 20-minute timed tests. Minimum acceptable scores are 200 on the Verbal & 210 on the Quantitative section.

The test is administered by an independent tester by appointment only at the school facility for the sole purpose of admission to Palm Beach Academy. If an applicant fails to pass the WBST, they may retake the entire test again immediately. After a second failing score, the applicant must wait at least six (6) months to re-test. The cost of each WBST is \$40.00, paid in advance. The fee is forfeited if applicant fails to appear on their scheduled date of exam for any reason.

Every student admitted under ATB guidelines must meet with the Registrar department during the Satisfactory Academic Policy checkpoints in their program. During this meeting the Registrar will go over the students' progress and offer additional guidance if needed.

If an ATB applicant is still enrolled in secondary school, a letter from a school administrator must be provided indicating pursuit of the training won't be detrimental to the student's regular school work.

The school does not accept students into the Massage Therapy program under the ATB testing policies.

## GED OR HIGH SCHOOL EQUIVALENCY ASSISTANCE

Students requiring assistance in obtaining a GED Certificate can contact the Adult Education Center, the only full-time Palm Beach County School for adults. Their contact information is below:

Adult Education Center  
2161 North Military Trail  
West Palm Beach, FL 33409

Phone: (561) 640-5074  
Website: <http://www.palmbeach.k12.fl.us/adultedcenter>

## SCHEDULE OF CLASSES

### Massage Therapy:

Day - **Monday - Thursday** / 8:45am - 3:15pm (12 weeks)

Evening - **Monday - Thursday** / 5:45pm - 9:45pm (38 weeks)

### Cosmetology:

Day - **Monday - Friday** / 8:45am - 3:15pm (40 weeks)

Evening - **Monday - Thursday** / 5:45pm - 9:45pm (75 weeks)

### Skin Care:

Day - **Monday - Thursday** / 8:45am - 3:15pm (14 weeks)

Evening - **Monday - Thursday** / 5:45pm - 9:45pm (20 weeks)

### Nail Technician:

Day - **Monday - Thursday** / 8:45am - 3:15pm (10 weeks)

Evening - **Monday - Thursday** / 5:45pm - 9:45pm (12 weeks)

### Home Health Aide:

Day - **Monday - Thursday** / 9:00am - 2:30pm (4 weeks)

Evening - **Monday - Thursday** / 5:00pm - 9:45pm (4 weeks)

### Barber:

Day - **Monday - Friday** / 8:45am - 3:15pm (40 weeks)

Evening - **Monday - Thursday** / 5:45pm - 9:45pm (75 weeks)

## PROGRAM COSTS & FEES

All fees must be paid according to the terms contained on the student's signed enrollment agreement. All tuition costs and fees are subject to change without notice. The costs and fees stated on the student's enrollment agreement will be honored.

The stated tuition costs and fees listed under each program represent all costs charged by the school for that individual program. The books and supplies expense includes the cost of uniforms, textbooks, and any supplies necessary to complete the program. Once books & supplies have been issued to the student this expense is not refundable. The admissions staff is able to provide a list of all items included as part of the school kit. The textbooks required for each program is listed under the program heading earlier. Some programs will require some personal items that the student may need for their own use such as personal linens and towels for individual practice. Additional reference materials, study guides, uniforms, and supplies are all available for sale at the school. They may also be purchased from outside sources. A list of these sources is available from our Admissions staff.

<b>Program</b>	<b>Registration Fee</b>	<b>Combined Books &amp; Supplies Expense</b>	<b>Tuition</b>	<b>Total</b>
<b>Massage Therapy</b>	\$100	\$530	\$6,864	\$7,494
<b>Cosmetology</b>	\$100	\$1,060	\$12,480	\$13,460
<b>Skin Care</b>	\$100	\$424	\$3,744	\$4,268
<b>Nail Technician</b>	\$100	\$275	\$750	\$1,125
<b>Barber</b>	\$100	\$1,060	\$12,480	\$13,460

<b>Home Health Aide</b>	\$100	\$100	\$550	\$750
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## TRANSFER CREDITS

Palm Beach Academy may grant credit for previous related education. Transfer credit will be awarded on an individual basis, determined by the directors of the school. All credits from other institutions will be evaluated according to these guidelines and subject to these conditions:

1. Upon enrollment, Palm Beach Academy must be provided a certified transcript mailed directly from an institution licensed by the Florida Board of Education or equivalent licensing authority of another state. Official transcripts must be sent to the Registrar's office.
2. Courses for which credit is granted shall parallel in content and intensity to courses offered by this school. Transfer students must complete at least 25% of the required number of hours necessary for graduation at Palm Beach Academy. They are also expected to comply with all school policies, rules, and procedures.
3. Students will be required to meet with the Financial Aid office to determine the best Financial Aid available and/or most suitable payment plan.
4. Transfer students must meet all admission requirements including the \$100 Registration Fee.

### Transferring hours, services and grades to another institution

Although Florida law requires licensed vocational schools to accept documented hours and services obtained by the student at a licensed Florida vocational school, Palm Beach Academy of Health and Beauty advises all of its students to check with the receiving school before assuming any or all hours, services and grades will be transferable, especially if the receiving school is located out of state.

### Veteran's Credit for Previous Enrollment of Training

Students must report all previous education and training. The school will then evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, the VA Department, as well as the student will be notified.

**NOTE:** The required hours for HIV are not transferrable between programs, nor will the grade be credited. You must obtain a new HIV certificate for each program taken. The HIV certificate is only valid for a period of two years

## FINANCIAL ASSISTANCE & PAYMENT OPTIONS

Palm Beach Academy offers a variety of payment options and also participates in Federal financial aid programs. More information on these programs is available in the next section titled "Federal Financial Aid Programs".

### Veteran's Benefits:

Veterans are admitted on the same basis and criteria as other applicants. Students seeking veteran's educational benefits must contact the Veterans Administration (VA) Certifying Official and/or Financial Aid Representative at the campus. Certification of enrollment is made by the VA Certifying Official. Funding from the Veterans Administration may be paid directly to the students by the Veterans Administration office. For other VA funds such as Chapter 33, the funds are sent directly to the school. The monthly stipend, when students are eligible, is paid directly to the students via a check that may be picked up at the campus in which they are attending or a check is mailed. Below is a list of eligible programs offered by the school:

- » Chapter 30 (Montgomery GI Bill)
- » Chapter 31 (Vocational Rehabilitation and Employment – VR&E)
- » Chapter 33 (Post 9/11 GI Bill)
- » Chapter 35 (Survivors and Dependents Educational Assistance Program - DEA)

- » Chapter 1606 (Montgomery GI Bill Selected Reserve)
- » Chapter 1607 (Reserve Educational Assistance Program - REAP)

For a list of required documents for students to apply for VA Educational Benefits at Palm Beach Academy , please contact your Financial Aid representative and/or VA Certifying official at the campus.

For additional information regarding VA Educational Assistance and to download related forms go to [www.va.gov](http://www.va.gov) or [www.gibill.va.gov](http://www.gibill.va.gov).

### **Scholarships for Children and Spouses of Deceased or Disabled Veterans and Service Members (CSDDV)**

The Scholarships for Children and Spouses of Deceased or Disabled Veterans and Service Members (CSDDV) provides scholarship for dependent children or un-remarried spouses of Florida veterans or service members who died as a result of service-connected injuries, diseases, or disabilities sustained while on active duty or who have been certified by the Florida Department of Veterans Affairs as having service-connected 100% permanent and total disabilities. CSDDV also provides funds for dependent children whose parent is classified as a prisoner of war or missing in action by the Armed Forces of the United States or as civilian personnel captured while serving with consent or authorization of the United States Government during wartime service. CSDDV provides a fixed award amount at an eligible public or private postsecondary institution in Florida.

#### **State Programs:**

- » Florida Prepaid College Tuition Plans - While the benefits of the FL Prepaid College Plan may be used at this institution, the plan operators does not endorse any particular educational institution.
- » FL Bright Futures Scholarships

**School Term Payment Plan:** This plan is for students who cannot afford to pay the tuition expense in full at start of classes or who may not qualify for any other type of financial aid. This plan requires a set deposit towards tuition and then equal monthly installments over the term of the program not to exceed 10 months. The payments are due on the 1st school day of every month after enrollment start date. The total balance must be satisfied before graduation.

Contact our Financial Aid Department for information regarding any of these financial assistance programs or the School Term Payment Plan. **All payment plans, tuition costs, and fees are subject to change without notice.**

#### **Reduction of Tuition or Fees:**

A reduction in tuition, fees, or other charges may be implemented when there are specific criteria for student eligibility and selection procedures precisely disclosed within a policy at the institution. All students within the enrollment period that the reduction is offered must be eligible to apply for this reduction under the same circumstance; however there shall be no reduction based upon the timing or method of payment.

## **FEDERAL FINANCIAL AID PROGRAMS**

Palm Beach Academy does participate in Federal financial aid programs (also referred to as Title IV programs) and is available to those who qualify. We are able to offer our students access to the following programs.

- » **Federal Pell Grant:** This is a grant to assist under-graduates who have not earned a bachelor's or professional degree with education expenses. It does **NOT** have to be paid back.
- » **William D. Ford Federal Subsidized Stafford Loan:** This is a low interest loan for students attending school at least half time. It **MUST** be paid back. Interest is non-bearing while students are attending school and during their grace period.
- » **William D. Ford Federal Unsubsidized Stafford Loan:** This is a low interest loan for independent students enrolled at least half-time. It **MUST** be paid back. Interest will accrue on this loan and can be paid while the student is in school.

- » **William D. Ford Federal PLUS Loan:** This is a low interest variable rate loan for parents who want to borrow to help for their child's education. This loan is available only to parents with good credit histories. It MUST be paid back.

Any student who wishes to apply for Federal financial assistance must complete a Free Application for Federal Student Aid (FAFSA). The FAFSA can be filled out electronically through the link provided, <http://www.fafsa.ed.gov> or a paper copy can be had by visiting the Financial Aid Office at the school. The FAFSA information is electronically transmitted to the Central Processor and the school receives in return a processed Institutional Student Information Record (ISIR). The ISIR is used to determine Federal Pell Grant and William D. Ford Federal Direct Loan eligibility.

The Financial Aid office will retain the ISIR as documentation of the student's eligibility. (If a student wishes to have a printed copy of their ISIR, it may be requested from the school's Financial Aid office.)

Any prospective or existing students who would like more information Federal financial assistance can contact the Financial Aid office, during normal business hours (Mon-Thu, 9am – 8pm & Fri, 9am – 6pm). "The Guide to Federal Student Aid" and other publications are available at the school to assist students with questions about the programs. Copies are available as reference in the learning resource center or students can request a copy from in the Financial Aid office. An electronic version of the publication is available at the link provided:

[http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)

Students can also visit the website, [www.federalstudentaid.ed.gov](http://www.federalstudentaid.ed.gov) for more information. **Palm Beach Academy does not work with or through any private and/or preferred lenders.**

## FEDERAL FINANCIAL AID ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- » Have a valid Social Security Card
- » Be admitted as a regular student enrolled or accepted for enrollment in an eligible program for the purpose of obtaining a degree or certificate
- » Be enrolled or accepted for enrollment in an eligible program on at least a half time basis
- » Must be a citizen or an eligible non-citizen
- » Not be in default and must not owe an overpayment on a Title IV loan or grant
- » Not have borrowed in excess of loan limits
- » Have financial need
- » Have verification completed if required
- » Be registered for selective service (if a male born on or after January 1, 1960)
- » Not be enrolled in secondary school
- » Have signed a statement of updated information
- » Have educational documentation described in the school's "High School Diploma Policy".
- » Agree to use any federal student aid received solely for educational purposes

Students receiving aid must:

- » Maintain satisfactory progress as described in the institutional policy.
- » Apply for financial aid as scheduled each award year and meet all deadlines.
- » Comply with all forms and documents required by the Financial Aid office to complete your file.
- » If selected for verification, you must fully complete that process.
- » Inform the Financial Aid office of changes in your personal information



## VERIFICATION PROCESS FOR FEDERAL FINANCIAL AID

The review process called verification is to ensure that all data provided on the federal application upon which you applied for financial aid is correct and complete. Students and their families may be asked to provide additional documentation, or to update their data by the school. Documentation will be requested, if necessary, in order to complete the verification process. Federal law requires the school to complete this procedure before we can process your Federal Financial Aid Application or disburse/credit your student account with any funds. Once the student has submitted the required documentation to the Financial Aid office, the student or the Financial Aid office will make the appropriate corrections to the application information and submit it to the central processing system (CPS). If, as a result of verification, the applicant's Title IV eligibility changes, the Financial Aid office will notify the student via a new award letter.

The deadline for submitting verification documents is the earlier of 45 days after the last day of attendance or 45 days after the last day of the award year. If an applicant fails to submit the required documents to verify the data by the deadline, no Title IV awards can be made to the student and any Title IV funds disbursed in the award year are immediately refunded. If a student has received funds they were not eligible to receive, the student must repay this amount.

If repayment is not made within 30 days, the overpayment will be referred to the U.S. Department of Education. No further applications will be processed by the U.S. Department of Education or by the school.

## GRADUATION REQUIREMENTS

For a student to graduate from any program, school records must evidence the following:

1. Successful completion of all required hours, services, exams, and school assignments.
2. Achieve a "C" or better grade in all graded subjects.
3. Payment of all tuition, fees and costs.
4. Compliance with all rules and policies of the school.
5. Satisfaction of each programs individual licensure/registration requirements.

Anyone with a score below a "C" must improve the score to an acceptable level before being allowed to graduate. Graduates from Cosmetology and Massage Therapy programs are required to pass a state and/or national examination in order to qualify for Florida licensure. Graduates from the Skin Care and Nail Technician program are eligible to apply for Florida registration upon graduation. The student will be provided a copy of their diploma and transcripts indicating their grades and passed courses once all graduation requirements have been met.

## GRADING SYSTEM

The scale for graded subjects is below:

**100 - 92 = A / 91 - 84 = B / 83 - 75 = C / 74 or below = F**

A student must complete all graded subjects with a least a "C" average or attain the designation of "Pass" in order to graduate. Anyone with a score below 75% must bring the score up before being allowed to graduate.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal regulations require that schools monitor the academic progress of each student and that the school certifies they are making SAP towards earning their diploma. Each student's progress is reviewed regularly by the Registrar department. Students must maintain SAP in order to remain eligible to continue as regularly enrolled student of PBA and to remain eligible to continue receiving Federal Financial Assistance.

Satisfactory Academic Progress is measured by:

- » The student's Cumulative Grade Point Average (CGPA) of 75% or above (Qualitative Progress)
- » Rate of Completion above 67% (Quantitative Progress)
- » The Maximum Time Frame (MTF) allowed to complete the academic program (150% for all programs) – see table below

**Qualitative Progress:** is calculated by adding the total amount of test scores and dividing them by the total number of tests taken to date.

**Quantitative Progress:** is calculated by dividing the total number of clock hours attempted by the total number of clock hours completed.

**Maximum Time Frame:** A program of study must be completed within 150% of the number of clock hours required for graduation or certificate completion to maintain Financial Aid eligibility.

For instance, if a clock hour program requires 1,200 clock hours for graduation, it must be completed within 1,800 scheduled clock hours (1,200 clock hours x 1.5 = 1,800 scheduled clock hours). Program clock hour requirements may vary; check the catalog for the precise number of clock hours required for a program and then multiply the figure by 1.5. Once a student has reached MTF he/she will be dismissed from the program. This applies to all students regardless if the student received Financial Aid.

**Transfer Credits:** Course work taken at another institution that is accepted and officially transferred will count toward the 150% MTF calculation on both hours earned and hours attempted.

The following scale is used for both theory and practical work:

- » 100% to 91% = A
- » 90% to 82% = B
- » 81% to 75% = C
- » 74% and under = F

Maintain a cumulative academic Practical grade of "Satisfactory" at the end of each evaluation period, per the grading scale below:

#### **Grade Numeric Value**

Satisfactory 75 – 100  
Unsatisfactory 0 – 74

All student progress reports are available upon request for review, explanations and clarification by the Registrar department during regular administrative hours.

#### **SAP Evaluation**

In order to succeed in your program you must attend classes regularly and in addition you may be required to come to school additional hours to be able to increase your percentage of attendance. Regulations from the U.S. Department of Education state that students must make SAP in order to continue receiving Federal Financial Assistance. However, Palm Beach Academy of Health & Beauty standards of SAP apply to all students not just those receiving Financial Aid. At the end of each payment period the student will be evaluated for SAP whether or not the student receives Federal Financial Aid.

#### **Good Standing Status**

Financial Aid applicants who meet a Cumulative Grade Point Average (CGPA) of 75% (and above) based on theory exams and the Rate of Completion of 67% (or above) on scheduled clock hours at the time of evaluation, are considered to be in Good Standing Status and are otherwise eligible for aid.

## Financial Aid Warning

If the student has not maintained a CGPA of 75% or above, and has not completed 67% of scheduled clock hours, the school will certify that the student is not making Satisfactory Academic Progress (SAP) and will put the student on a Financial Aid Warning status. A student placed on Warning status may continue to receive financial assistance. Students will be counseled on potential loss of eligibility. If a student in Warning Status fails to meet the cumulative minimum standards for another payment term, they become ineligible for aid.

## Financial Aid Probation Status

If a student fails to achieve SAP while on Financial Aid Warning status they will have their Financial Aid terminated for the following payment period. A student may submit an appeal to have their Financial Aid reinstated and be placed on a Financial Aid Probation status.

## Appeal Procedure / Re-Establishing Title IV Eligibility

A student may appeal the determination of unsatisfactory progress and re-determination of aid eligibility by completing the SAP appeal form. The student must explain in writing the reason why he/she failed to make SAP, provide a statement and documentation as to what has changed in the student's situation that will allow the student to meet SAP before the next term. A student who's Federal Financial Aid has been terminated for failure to meet SAP, may have it reinstated on the basis of:

- A. Mitigating circumstances which may include:
  - I. The death of a relative of the student
  - II. Personal injury or illness of the student or a relative/spouse
  - III. Special circumstances as determined by the institution
- B. A written explanation that must explain why the student failed to make SAP and what has changed in the student's situation that would allow them to meet SAP in the future.
- C. Documentation such as an obituary or funeral notice if due to a family death, and/or doctor's notice if due to injury or illness of the student or relative/spouse.

Appeals must be received and reviewed before or during the payment period for which the student is requesting Federal Financial Aid. The appeal must be submitted to the Registrar's department within 10 business days of the student's Federal Financial Aid being terminated.

The Regional Registrar will consult with the Regional Financial Aid Director and will have a final decision and will respond to the student in 10 business days. If a student's appeal is approved, the student will be placed on Financial Aid Probation and may continue to receive Federal Financial Aid for the current payment period and will be required to follow an academic plan for the following payment period based on the following:

- A. If the student failed to meet SAP because he/she did not meet the minimum Cumulative Grade Point Average (CGPA) of 75%.
- B. If student failed to meet SAP because he/she did not meet the minimum Rate of Completion of 67%.
- C. If a student fails to meet SAP due to Maximum Time Frame; all aid will stop and the student will be dismissed. The appeal process will not be available.

During the probationary period, students are given one payment period to satisfactorily either raise their CGPA and/or Rate of Completion. If successfully achieved, the probation is removed. If the student is unable to meet these conditions the student will be ineligible for aid. If appeal is denied, the student can remain in school at their own expense.

**NOTE:** An appeal determination will be between the Registrar office, Financial Aid office and the Campus Director.

## **Satisfactory Academic Policy (SAP) Students Receiving Veteran's Benefits**

The Bureau of State Approving Agency for Veterans Training requires that students receiving Veterans benefits maintain SAP. They must maintain a minimum cumulative grade point average (CGPA) of 75% or above each evaluation period. A VA student, whom CGPA falls below 75% at the end of any evaluation period, will be placed on academic probation for a maximum of two consecutive evaluating periods.

However, if the VA student is also receiving Title IV funds the VA student would be subject to follow the same financial aid requirements of Title IV recipients. Plus, if his/her CGPA is still below 75% at the end of the second 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 75% or above.

### **Academic Warning**

If the student is not a Financial Aid recipient, and at the time of a SAP evaluation is not meeting the minimum standards of 67% for Rate of Completion and 75% on CGPA, then they will be placed on Academic Warning. The student will be counseled on the risks and consequences of reaching the Maximum Time Frame (MTF) for program completion. Students not receiving Title IV funding who are in a Title IV program will be evaluated at the same time as a Title IV student. Evaluations will be taken during each regular scheduled payment period.

## **ATTENDANCE**

Attendance at all regularly scheduled classes and school functions is mandatory unless prior arrangements have been made with the Campus Director or the student's instructor. A student who is going to be absent is required to call the school beforehand. A student is considered tardy if he/she enters class more than fifteen minutes after the scheduled start time. All students are expected to be in class and ready to participate at the time that instruction is scheduled to begin. Palm Beach Academy of Health & Beauty (PBA) is aware that occasionally, unforeseen situations may arise where a student would not be able to attend class. It is the responsibility of the student to attend classes regularly following their approved class schedule and be punctual to all of their classes.

### **Tardiness**

In order to assure accuracy of records, students who are tardy are responsible for informing their instructor of their presence when class is finished. Tardiness is defined as arriving more than 15 minutes after the start of a regularly scheduled class. After arriving to class 15 minutes late, time will be deducted in 15 minute increments.

### **Excused Absence**

For purposes of Title IV funds, a student can have up to 10% of clock hours in each payment period considered as excused absences. These excused absences do not have to be made up.

### **Absences**

If the student is unable to attend class, it is recommended they contact the school in advance to advise that they will be absent from class. Instructors record attendance daily. A student absent for any reason is responsible for all academic work missed. Any missed hours above the 10% excused absence policy must be made up. The student will need to contact the Registrar department to discuss and schedule make up hours and exam times. Please be advised that if a student misses more than 14 consecutive calendar days, they will be withdrawn from school and upon return would have to reapply for admission. Failure of having too many absences and not making up hours could result in the student not meeting their Rate of Completion of 67% or above, which is one of the components for Satisfactory Academic Progress (SAP).

In the case of canceled classes due to inclement weather or other related emergencies, those hours and work assignments will be rescheduled. Students can call 561.845.1400 to check if PBA is open for classes when inclement weather or other related emergencies arise.

In the event that you must miss school, you are required to call the campus and leave a detailed voicemail with your full name, instructor's name, reason for absence and a number where you can be reached to 561.845.1400.

## VETERANS ATTENDANCE POLICY

Excused absences will be granted for extenuating circumstances only. Excused absences are only those, which are due, but not limited to medical reasons, religious, jury duty, military deployment, death of an immediate family member. Students must provide proof of the circumstances for the excused absence. All excused documented absences will be recorded by the Registrar department.

Early departures, class cuts, tardiness, etc., for any portion of a class period will be deducted accordingly by the instructor. As a reminder, PBA uses a clock hour system.

Students receiving Veterans benefits may not miss more than five consecutive school days. Any student who misses five consecutive days or more will be terminated from the VA program for unsatisfactory attendance and will not be certified for Veterans Educational Benefits until they regain SAP.

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

## LEAVE OF ABSENCE

There may be occasions when students may need time off and must be absent from school. In these instances, they can request an LOA. The reason for the leave must be extenuating circumstances and cannot exceed 60 calendar days.

**NOTE:** International students are not permitted to take an LOA.

If an LOA is needed beyond 60 calendar days, it can be requested for the reasons listed below with appropriate documentation that must be submitted at the time of the leave, unless it is not feasible due to an emergency medical reason such as an accident. The school may allow the student to take multiple LOA's as long as the sum of the leaves do not exceed 180 calendar days within a 12-month period. The 12-month period begins from the date of the students first approved LOA. All requests are subject to school approval and the decision of the Campus Director is final.

- » Military obligations
- » Jury duty
- » Pregnancy
- » Serious health condition
- » Emergency Family Health

### LOA Extensions:

A student on an approved LOA may submit a request to extend the LOA. Only one extension may be granted for the same reason as requested on the original LOA otherwise a new LOA must be requested. Students must appear in person, fax or email a request for an extension of an LOA. Such request must be approved by the Registrar department and the Campus Director provided:

- » The student submits a request on or before the end date of the current approved LOA.
- » The number of days in the absence period as extended, when added to all other approved leaves, does not exceed 180 calendar days in a twelve (12) month period, calculated from the first day of the student's first LOA.
- » There is a reasonable expectation that the student will return.

- » It does not exceed the 60 calendar day LOA unless it falls into one of the categories for leaves longer than 60 calendar days.

If the request is denied, the student will be withdrawn, Return to Title IV and institutional refund policies will be applied using the student's last day of attendance for the calculations.

#### **An LOA is Approved if:**

- » The student has submitted a written, signed and dated request to the Registrar department with the appropriate documentation as required.
- » The Registrar department has determined that there is reasonable expectation the student will return from the LOA.
- » The Financial Aid, Registrar and Campus Director has approved and signed the Leave of Absence.

The period of time for which a student has been given an approved leave shall be excluded from the Maximum Time Frame in which an individual student will be expected to complete their program of study.

#### **Returning from an LOA**

Upon return from an LOA, the student will not be charged any additional tuition or fees from when the student took leave or for re-admission after an LOA. Any official LOA will extend your contract without additional charges.

You must notify the Registrar department upon your return to school. Students will be sent to the Financial Aid department, following their meeting with the Registrar department, so that Direct Loan and the National Student Loan Data System (NSLDS) can be notified.

#### **Failure to Return from an LOA**

If a student does not return from an approved LOA, the student will be withdrawn from school using the date the student was supposed to return as the date of determination and the student's last day of physical attendance prior to the start of the leave to calculate the Return to Title IV calculation and Institutional refunds. For Federal Student Loan borrowers: If you do not return from your LOA, your grace period will be reduced by the amount of the leave.

## **TERMINATION**

A student is subject to termination for any of the following:

1. Failure to maintain Satisfactory Academic Progress.
2. Failure to comply with school's Attendance Policy.
3. Failure to meet all financial obligations to the school.
4. Violation of any of the conditions and terms set forth during Probation.
5. Violation of any of the conditions set forth and agreed to in the Enrollment Agreement.
6. Any of the violations listed under the "Professional Code of Conduct" section.

A terminated student may request in writing for re-instatement to the school after 30 days. The decision to re-instate a terminated student is evaluated on an individual basis and at the discretion of the Campus Director.

## **VOLUNTARY WITHDRAWAL**

Should a student wish to withdraw from a program, it is recommended that they write a letter of withdrawal to be included in their student records. The school will also accept a verbal intention to withdraw in person or over the phone. If the school does not receive a notification of intent to withdraw, 14 consecutive calendar days of absence without approval or notification will be considered a voluntary withdrawal by abandonment and a notation will be made as such in their student file. The last day of attendance will be the official date of withdrawal.

## RETURN TO TITLE IV POLICY

For each Title IV aid recipient who terminates/withdraws, the school must calculate the amount of Title IV assistance the student has earned which is determined on a pro-rata basis. The amount of aid that was disbursed or could have been disbursed for the payment period is multiplied by the percentage of scheduled clock hours up to the last date of attendance (date of withdrawal) divided by the clock hours in the payment period. Once the student has completed 60 percent of the payment period, the student has earned 100 percent of the assistance. If the amount earned is greater than the amount disbursed or could have been disbursed, the student may be eligible for a post-withdrawal disbursement. If a student is eligible for a post-withdraw disbursement, the school will confirm with the student or parent in the case of a PLUS loan, that they want a portion or all of the post-withdraw disbursement of the loan. If the amount earned is less than the amount disbursed or could have been disbursed, then the school and perhaps the student will be required to return Title IV funds back to the federal account(s). If the student is required to return loan funds (or the parent, in the case of a PLUS Loan), the student/parent must repay any unearned funds that the school did not return in accordance with the terms and conditions of the Master Promissory Note. If the student is required to return grant funds, he/she must return any grant funds that are in excess of 50 percent of the amount of grant(s) received.

Federal Regulations require the return of Title IV funds in the following order: Unsubsidized loans, Subsidized loans, Plus loans, and Pell Grants. These returns will be made within thirty days from the date of determination. In the case of a leave of absence, the refund shall not exceed thirty days from the date of documented return.

Under the Federal Regulations, once the Return of Title IV Funds policy has been applied, the school may then apply their Refund Policy (see Cancellation & Tuition Calculations) and charge for unpaid portions of their schooling.

It is the intent of Palm Beach Academy to inform Federal Aid recipients who may withdraw from school to seriously consider the implications of this R2T4 policy. Students who are having difficulty in their classes should seek assistance through their instructors. Palm Beach Academy is committed to student success and to helping students stay in school and reach his/her educational goals.

## CANCELLATION & INSTITUTIONAL REFUND CALCULATIONS

Should a student be terminated or withdraw for any reason, all tuition cost calculations and refunds will be made according to the following policies:

1. All monies, including the admission registration fee, will be refunded if the school does not accept the applicant.
2. Cancellation within three (3) business days after signing the Enrollment Agreement or before attendance in the 2nd scheduled day of classes will result in a refund of all monies paid toward tuition, including the registration fee of \$100.
3. Cancellation after the 2nd scheduled day of classes, but prior to 40% school presentation of the program, will result in a pro-rated tuition charge based upon the number of classroom hours provided/instructed by the school compared with the total cost of tuition.
4. Cancellation after school presentation of 40% of the required number of hours for graduation will result in the student being responsible for the full amount of tuition stated in their Enrollment Agreement. The number of hours the school has presented or instructed may differ from the number of hours a student completes/earns due to absences and missed time. All computations are based upon clock hours provided by the school since the Start Date.
5. The date for refund and tuition calculation purposes is the last date of actual attendance by the student.
6. Refunds will be made within 30 days of termination or receipt of cancellation notice.

7. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three (3) business days following either the first regular scheduled class or following a tour of the school facilities.

8. Cancellation or postponement of a program offering/class start date due to low enrollment or another unforeseen circumstance; will result in all tuition and fees refunded to the student or the opportunity to enroll in the program/class at a future date.

## DRESS & GROOMING CODE

Since the programs at Palm Beach Academy are directed towards professional careers within the health & beauty industry, the school maintains a dress & grooming code. Students are expected to take personal responsibility in the areas of personal hygiene and grooming while they are in school. These areas include but are not limited to bodily cleanliness, having short fingernails and wearing clean, wrinkle free clothes. Students are also expected to comply with the dress code of their program at all times. A student arriving at school not dressed or groomed properly will be asked to leave. Students will not receive credit for time spent at the school or in class while not in compliance. The school reserves the right to revise the dress code as necessary and may vary according to program. The dress and grooming will be issued in writing and discussed during orientation.

## STUDENT SERVICES

The Palm Beach Academy cannot guarantee employment for our graduates, but we do offer active career services assistance to our students and graduates. Prior to and after graduation, students can request placement guidance that will assist them in finding entry-level employment. To receive assistance, a student or graduate simply needs to schedule an appointment with the Career Services department.

The school does not provide housing, transportation, or childcare for students; however, a current listing of rental housing, local public transportation or childcare information is available by contacting the Director of Financial Aid. The school also provides students with referral to local area counseling services as needed.

## STUDENT ADVISING

Members of the Palm Beach Academy staff are available to assist and advise students upon request regarding specific problems in their coursework and work opportunities in the field. Student advising is done by appointment and will be scheduled at the administrator or instructor's earliest availability. Students are encouraged to seek advice with proper personnel if a problem exists that needs attention. During advisory sessions things are discussed such as hours, services, tuition, attendance, tardiness, attitude, job desires and any problems which the student may be having in school. School administrators and instructors are not qualified or permitted to discuss or advise students on matters unrelated to their enrollment at Palm Beach Academy.

## OCCUPATIONAL DEMANDS

The programs offered at Palm Beach Academy can allow our graduates to begin potentially rewarding careers within the beauty and spa industry. Like all jobs and career choices, there are specific occupational demands that can affect one's chances of success after graduation or potentially while enrolled in school. We ask each future student to carefully read and contemplate the tasks, skills and abilities the beauty industry demands of its successful people. We encourage each future student to ask questions and explore the industry.

All future students of Palm Beach Academy must acknowledge at or prior to enrollment that they have had an opportunity to review and contemplate the information regarding the occupational demands of the industry as well as the program. The school intends to educate our students so they are able to perform the tasks associated with the



industry as well as develop and enhance the student's inherent abilities and skills. Students must be able to perform these tasks and demonstrate these abilities/skills, with or without reasonable accommodation, in order to graduate.

The school has printed handouts of the occupational demands for each program available in the Admissions offices. There are links below to the U.S. Department of Labor's Standard Occupational Classification (SOC) website so future students can review the expected tasks, abilities, and skills.

The SOC for Cosmetology is #395012 or <http://www.onetonline.org/link/summary/39-5012.00>

The SOC for Massage Therapy is #319011.00 or <http://www.onetonline.org/link/summary/31-9011.00>

The SOC for Skin Care is #395094 or <http://www.onetonline.org/link/summary/39-5094.00>

The SOC for Barber is #395011 or <http://www.onetonline.org/link/summary/39-5011.00>

The SOC for Home Health Aide is #311011 or <http://www.onetonline.org/link/summary/31-1011.00>

The SOC for Electronic Health Records Specialist is #292071 or <http://www.onetonline.org/link/summary/29-2071.00>

The SOC for Hemodialysis Technician is #292012 or <http://www.onetonline.org/link/summary/29-2012.00>

The SOC for Patient Care Technician is #311014 or <http://www.onetonline.org/link/summary/31-1014.00>

The SOC for Medical Assistant is #319092 or <http://www.onetonline.org/link/summary/31-9092.00>

## QUALIFIED INDIVIDUALS WITH DISABILITIES

Palm Beach Academy admits students regardless of race, creed, gender, age, religion, sexual orientation, marital status and/or disability, to the extent of the law. To comply with all local, state and federal laws, it is Palm Beach Academy's policy to make reasonable accommodations for known physical or mental limitations of an otherwise qualified student with a disability.

All prospective students must complete the Occupational Demands form for the purpose of identifying any reasonable accommodation which may be necessary to perform the requirements of the program. Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should notify the Campus Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation. The request should be made at least four weeks in advance of the date needed. The directors will meet to consider each request and the student will be advised of the decision in writing within ten (10) business days, under most situations.

## DRUG-FREE SCHOOL

The Palm Beach Academy maintains a strict policy regarding the prohibition of alcohol and illegal drugs on school property. All students must sign a statement that they understand and agree to the school's policy on this matter. The school has information available on drug abuse counseling services and assistance programs available in the local area. This information is available from the Director of Financial Aid & Student Services during normal business hours.

## SEXUAL HARASSMENT

The Palm Beach Academy maintains a strict policy regarding any sexual harassment on school property. All students must sign a statement that they understand and agree to the school's policy on this matter.

## DISCRIMINATION, HARASSMENT & BULLYING POLICY

Discrimination means treating an individual or group less favorably than another based on a legally protected characteristic. Harassment is verbal or physical conduct that demeans stereotypes or shows hostility or aversion toward an individual or group because of a legally protected characteristic and which creates an offensive, intimidating or hostile school environment. Bullying is the continuous or repeated infliction of physical harm or psychological distress on one or more students or employees.

Palm Beach Academy strives to provide an environment in which all students and employees can be supported to achieve their goals. Discrimination, harassment, bullying or any significantly offensive behavior is a serious threat to maintaining a healthy learning environment and in some cases; such conduct may also violate the law. For these reasons, Palm Beach Academy will not tolerate discrimination, harassment, bullying or other significantly offensive conduct directed towards students or employees by persons they encounter in the course of their work or enrollment at Palm Beach Academy. This policy does forbid any behavior defined as sexual harassment detailed in the Sexual Harassment policy but goes further to include other potentially disturbing and damaging behavior.

Any student or employee who engages in discrimination, harassment, bullying or other offensive behavior is subject to disciplinary action, up to and including dismissal of the employee or termination of enrollment of the student.

Other individuals (non-employees and non-students) found to have engaged in harassing or discriminatory behavior may be asked to leave and not return. A student or employee who has a complaint of discrimination, harassment, bullying or offensive behavior should report the matter to Campus Director, immediately. All such complaints will be investigated and, where appropriate, corrective action will be taken. Palm Beach Academy will treat every complaint with discretion, but in order to conduct thorough investigations, Palm Beach Academy cannot guarantee that the matter will be kept confidential.

## ANTI-HAZING POLICY

Hazing is defined as any action taken or situation created, with or without the consent of the other person, which produces mental or physical discomfort, embarrassment, harassment, ridicule or places that person at a substantial risk of bodily injury. In the State of Florida, hazing is criminal offense and is considered a third degree felony. Additionally, any activity that sets an individual apart without constructive purpose shall be considered hazing. Actions considered as hazing may include, but are not limited to:

- » Engaging in any offensive or dangerous physical contact, restraint, abduction, or isolation of a student
- » Requiring or encouraging a student to perform any dangerous, painful, offensive, demeaning physical or verbal act, including the ingestion of any substance, inappropriate exposure to the elements, deprivation of sleep or rest, or extensive isolation
- » Subjecting a student to any dangerous, painful, harmful, offensive, or demeaning conduct, or other forced activity that could adversely affect the mental health of the student.
- » Kidnapping, including restricting a person to move about freely
- » Performing personal chores or errands

Any student who believes he/she has been a victim of hazing by another student should immediately report any alleged acts to school officials.

## STUDENT CODE OF CONDUCT

Any student who willfully violates or fails to follow school rules and regulations, and/or performs any act that materially interferes with or is detrimental to the orderly operation of a classroom or campus, school activity, or any other aspect of the educational process at Palm Beach Academy, shall be subject to discipline, up to and including suspension or dismissal.

Palm Beach Academy has an obligation to specify those standards of behavior essential to its educational mission and campus life. The following types of misconduct for which students are subject to disciplinary sanctions apply at all times on campus and at any off-campus functions sponsored or supervised by the school. These include but are not limited to:

- » Cheating, plagiarism, forgery, alteration or any other misuse of school document records of identification.
- » Use or possession of alcoholic beverages or any controlled substance including and without limitation: any narcotic drug, hallucinogenic substance or marijuana.
- » Physical or verbal abuse of any person or group, or any conduct which intimidates, threatens, or endangers the health or safety of another.
- » Assault, battery, or any threat of force or violence upon the school staff members, students, or visitors.
- » Harassment, including, but not limited to, the intimidation of another student or a school official or any other malicious act intended to substantially harm the physical or mental health of the person(s) threatened.
- » Possession of any weapons including, but not limited to: firearms or any props that resemble a firearm, handguns, rifles, shotguns, ammunition, fireworks, major or minor explosives, electric weapons or destructive device, sword/sword cane, razor blade, box cutter, common pocket knife, mace or any lethal weapon is forbidden.
- » Unauthorized possession or use of explosives, dangerous chemicals, or other materials.
- » Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, assaults, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects or pictures.
- » Destruction or defacing of school property.
- » Intimidation or bullying of any instructor, administrator, student, or others by threat of force or violence.
- » Extortion.
- » Theft of, or damage to, the property of the school, school officials, students or visitors. Such actions may result in the imposition of fees for the loss, damage, or defacement of books and equipment.
- » Fighting.
- » Disruptive behavior, willful disobedience, profanity or vulgarity aimed towards defiance or abuse of school officials.
- » Committing a criminal act as defined by law.
- » Dressing in an inappropriate or disruptive manner.
- » Disruptive behavior
- » Hazing or any acts of discrimination that injures, degrades or disgraces another person or group.
- » Conducting any raffles, pools, or gambling games on school property.
- » Arson.
- » Unauthorized entry to the school or facilities.

Students who violate the Student Code of Conduct are subject to disciplinary procedures. Violations of the Student Code of Conduct will be adjudicated by the Campus Director. Students may appeal to the Campus Director when accused of any violation. If the student is interested in making an appeal, he/she must request a meeting with the Campus Director and present a formal written appeal.

## WEAPONS POLICY

Palm Beach Academy prohibits students and employees from carrying, possessing, or using firearms and/or weapons (knives, bow& arrows, bomb materials, fireworks, or anything that could be deemed a weapon by policing authorities) while on school property and while attending school-related events off property. This policy applies to all students and employees, including those with a valid permit to carry a firearm. Students and employees who violate this policy will be terminated without further warning.

## PERSONAL SAFETY

Palm Beach Academy employs Campus Security Officers with training specific to public safety. Criminal incidents are referred to the local police who have jurisdiction on the campus. All crime victims and witnesses are strongly encouraged to immediately report any crime to Campus Security Officers and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

- » When going to and from parking area, always walk with others, rather than alone
- » Do not carry an excess of cash or credit cards and lock all personal items in your locker
- » Keep expensive jewelry & electronic devices hidden and to a minimum
  
- » Always lock your car while inside the school and keep valuable items left in car out of sight
- » Always report any strange behavior or people hanging around the school to instructors or staff

## PERSONAL ITEMS POLICY AND STUDENT LOCKERS

Students are responsible for their own personal property including kit items and supplies. Palm Beach Academy is not responsible for loss or theft of any items. All articles or supplies that can be labeled with permanent marker or engraved with the student's name should be. Students should not bring large amounts of cash, jewelry, electronic devices, or any other items to the school that may be present a target for theft.

Each student is allowed to secure personal items in a locker located in the main hall. The lockers can be secured by a lock and are only intended for single day use. Overnight or long term use is prohibited. All personal belongings and all valuable equipment should be kept in the locker. This includes: purse, money, makeup etc. Students should have no expectation of privacy in their lockers or in any other location at Palm Beach Academy. Lockers are the property of the school. Palm Beach Academy reserves the right to inspect the contents of all student lockers at any time. The school will not be held responsible for lost or damaged items, including the lock. Lockers are for use by current, active students only. Students must remove all belongings, including their locks, from their lockers immediately upon graduation, termination, or upon taking a leave of absence (LOA). Palm Beach Academy will cut the locks of lockers that are being used in prohibited ways. The contents of lockers that are being misused are subject to donation or being thrown away. A student who damages a locker will be required to pay the cost of repairing or replacing the locker.

## LIBRARY AND OTHER LEARNING RESOURCES

Learning resources are available for use that includes videos, DVDs, styling books, textbooks as well as current magazine publications. Resources are accessible at any time the school is open, Monday – Friday, 8:45am to 9:45pm. There is a check in and out system for removing the resources from the library. The school has additional learning resources that are kept in a locked cabinet in the teacher workroom.

These resources can be reviewed and checked out by special request of a program instructor. The school also maintains two internet accessible computers for all student use located in the salon area. These computers are only available for educational related activities which do not include checking email, downloading files, checking Facebook, etc.

## CANCELLATION OF CLASSES

In case of inclement weather, the school will follow the lead of the Palm Beach County Public School System. If the public schools close for the day, start late, or end early, the Palm Beach Academy will do the same. We ask that the students listen to the radio or TV stations for the appropriate information.

## HOLIDAYS & VACATION DAYS

The school will be closed for the following days/extended breaks during the 2015 Year:

- » Martin Luther King Day
- » Memorial Day
- » Independence Day
- » Labor Day
- » Thanksgiving
- » Winter Break (TBD)

The school's schedule for the following calendar year will be made available upon request.

## EMERGENCY RESPONSE, FIRE SAFETY & EVACUATION PROCEDURES

Federal Regulations require that Palm Beach Academy have in place a policy and procedure that describes how the institution will immediately notify the campus staff and students upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the property, unless said notification compromises efforts to contain the emergency. Upon acceptance to this school, the required policy and procedures will be made available in a handbook to each student on the day of Orientation. Should an immediate threat to the health or safety of students or staff occur on campus, the school's staff will handle all necessary school notifications. All staff and students are empowered and encouraged to call 911 in the event they feel it is warranted.

The building has fire alarm systems in place for student and faculty safety. Evacuation and exit maps are posted in each classroom and in other school areas. Fire extinguishers are located in various locations (reviewed during orientation) around the school. The school conducts periodic fire drills to assess school preparedness.

## VACCINATION POLICY

The school currently does not require its students to show proof of any type of vaccinations.

## VOTER REGISTRATION POLICY

Palm Beach Academy will provide voter registration cards to any students upon request in the Financial Aid Directors office.

## COMMUNITY & INDUSTRY EVENTS

From time to time, Palm Beach Academy participates in or organizes events outside of the school. Our participation in these events is meant to raise community awareness for the fields of wellness and beauty as well as to promote the Palm Beach Academy as a learning center within these fields. Students may be required to participate in at least one event before their graduation.

## CLOCK HOURS & COURSE NUMBERING SYSTEM

For academic purposes, the Palm Beach Academy measures the length of its programs in clock hours. A clock hour for our purposes is defined as 50 minutes of instruction per hour, depending on the class schedules and breaks. Course numbers contain a letter prefix representing the program and are numbered in the sequence in which they are taught.



## INTERNATIONAL STUDENTS

### GENERAL ADMISSION REQUIREMENTS

The International applicant who wishes to study at Palm Beach Academy of Health & Beauty (PBA) must:

1. Possess the equivalent of a U.S.A. high school diploma AND,
2. Provide an official evaluation of the high school diploma; this evaluation must be prepared by a credential evaluation company.
3. Be at least 16 years of age.
4. Have all documents translated into English by a professional certified translator.
5. Submit original documents, which will be returned to the applicant upon review by the International department.
6. Complete all forms in their entirety.
7. Have all forms typed - Handwritten forms will not be accepted.
8. Have a valid passport. Passport must be valid for at least six months beyond the applicant's intended period of stay in the United States.
9. Pay the International Application Non-refundable fee.

### REQUIREMENTS FOR APPLYING TO PBA

1. International prospects must speak to an International Admission Representative regarding the programs offered at the school and the various locations that are available. Once all the questions have been answered, the next step is to choose the program that he/she will study and the school location.
2. Complete the International Student Application Form (IN-100) and submit it via e-mail to your International Admission Representative.
3. Pay a one-time non-refundable \$100.00 USD application fee. This fee should be paid via wire transfer to the school's account at the same time you submit Form IN-100.
4. Complete and submit the Applicant Declaration Form (IN-101) via e-mail to your International Admission Representative with Form IN-100. STUDENT

### STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Student concerns or complaints should first be brought to the attention of the instructor. Concerns or complaints that are not satisfactorily resolved at this level should be submitted in writing to the Campus Director. Upon receipt, the Campus Director will schedule a meeting to address the concerns. Written responses and actions as a result of the meeting will be given within five school days. If the student is unable to obtain a satisfactory resolution through the Campus Director, he or she may file an appeal with the school President, who will address the matter personally. The contact information for the school President can be provided by the Campus Director at each location. If the grievance remains unresolved, the student has the right to contact the Florida State Licensing Board/Council, the accreditation and/or state agency.

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the accrediting commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The Commission will keep the complainant(s) informed as to the status of the complaint as well as the final resolution. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges (ACCSC)  
2101 Wilson Blvd. / Suite 302  
Arlington, VA 22201  
(703) 247-4212  
www.ACCSC.org

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Campus Director.

## STUDENTS' RIGHT TO PRIVACY & ACCESS TO RECORDS (FERPA)

Palm Beach Academy of Health & Beauty complies with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). A copy of the school's written policy for compliance is available upon request from the Director of Student Services. This policy is also acknowledged in writing by each student upon enrollment into the school.

1. Right to inspect and review his/her education records within 14 days of the day the school receives a request for access. Students should submit a written request to the Campus Director that identifies the record(s) they wish to inspect. The Campus Director or designated school official will make arrangements for access and notify the student of the time and place where the record(s) may be inspected.
2. The right to request the amendment of the students' education record(s) that the student believes is inaccurate or misleading. Students must ask the school to amend the record(s) that they believe is inaccurate or misleading by written request addressed to the Campus Director. The student should clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the records as requested by the student, the school will notify the student of the decision and advise the student of his/her right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student's education record(s), except to the extent FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the school in administrative, supervisory, academic research or support staff position, a person or company with whom Palm Beach Academy of Health & Beauty has contracted, i.e. an attorney, auditor, or a person serving on the Board of Advisors. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education (below) concerning alleged failures by to comply with the requirements of FERPA.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Av., SW  
Washington DC 20202-4605

## RECORDS ON FILE

The school maintains permanent student records and guarantees the right of students to gain access to their files. A written request is required and an appointment must be scheduled for the Registrar or Financial Aid department to review the records with the student. All grades, services, hours and student accounts are recorded and kept on file. The school recognizes the right to privacy; therefore, no information on a student will be released without the written permission of the student. Notification of rights under the Family Educational Rights and Privacy Act (FERPA) is available in the Financial Aid department.



The school shall keep all records confidential and maintained. The records of all students including those who are denied entry, withdraw, or terminated before meeting graduation requirements will remain on file for at least five years.

## REQUESTING TRANSCRIPTS

You may request official academic transcripts once you have a zero balance, by mail, email, or fax. PBA will have 30 days; from the date the request is received to send a student their official academic transcript.

### Mail request to:

1220A 10<sup>th</sup> Street  
Lake Park, FL 33403

### Fax request to:

561-845-1360 Attn:  
Transcript Request

### Email request to:

[Registrar@bsa.edu](mailto:Registrar@bsa.edu)  
Subject: Transcript Request

You may find the transcript request form online at <http://www.pbacademy.net/> or you can request in writing by including the following information:

- » Full name
- » Current address
- » Current phone number
- » Date of birth
- » Last 4 of your Social Security number (if applicable)
- » Dates of attendance (month and year) » Campus attended » Signature

## STUDENT STATISTICS

For general information regarding school details and student body statistics such as diversity see <http://nces.ed.gov> or College Navigator at <http://nces.ed.gov/collegenavigator>. You can use this site to research the details on any school who administers Federal Financial Aid.

## ANNUAL CAMPUS CRIME/SECURITY REPORT

{SECTION 486 (E) HIGHER EDUCATION ACT OF 1998}

Students and employees should ask for the assistance of any Director working at the time of an incident. That Director will assist the student or employee in reporting the incident to local or state police and try to resolve the matter. Every year, the Regulatory Affairs department requests a crime report from the local police department. A copy of the annual report is provided to students, faculty and staff by October 1<sup>st</sup> every year. Crime statistics are always available in the student bulletin board.

The Palm Beach Academy of Health & Beauty refers all campus law enforcement issues to the Palm Beach County's Sheriff Dept. (561) 688-3400 (non-emergency) or #911 (emergency). The school encourages prompt reporting of criminal activity or actions such as manslaughter, arson, murder, forcible & non-forcible sex offenses, robbery,

aggravated assault, burglary, drug & alcohol violations, weapons violations, and crimes that show evidence of prejudice based on race, religion, sexual orientation, or ethnicity as prescribed by the Hate Crimes Statistics Act {28 U.S.C. 534}, as being in the best interest of all students and/or employees.

## LOCALIZED COST OF ATTENDANCE BUDGET

Cost of Attendance is an overall look at tuition, fees, books, kit and what it will cost a student to live, room, board, transportation, etc., while attending school. The following is the Localized COA Budget for full time students for the longest programs offered.

The COA based on full-time enrollment for 2015-2016 for a student living at home with parents is:

<b>COA</b>	<b>AMOUNT</b>
<b>Tuition</b>	\$ 12,480.00
<b>Fees</b>	\$ 100.00
<b>Books and Supplies</b>	\$ 1,060.00
<b>Room and Board</b>	\$ 3,627.00
<b>Transportation</b>	\$ 2,961.00
<b>Personal</b>	\$ 2,691.00
<b>Dependent Care</b>	\$ 0
<b>Handicap Care</b>	\$ 0
<b>Miscellaneous</b>	\$ 0
<b>TOTAL</b>	<b>\$ 22,919.00</b>

The COA based on fulltime enrollment 2014-2015 for a student living away from home is:

<b>COA</b>	<b>AMOUNT</b>
<b>Tuition</b>	\$ 12,480.00
<b>Fees</b>	\$ 100.00
<b>Books and Supplies</b>	\$ 1,060.00
<b>Room and Board</b>	\$ 9,396.00
<b>Transportation</b>	\$ 2,961.00
<b>Personal</b>	\$ 5,049.00
<b>Dependent Care</b>	\$ 0
<b>Handicap Care</b>	\$ 0
<b>Miscellaneous</b>	\$ 0
<b>TOTAL</b>	<b>\$ 31,046.00</b>

**NOTE:** Financial Aid and any other outside resources cannot exceed the student budget.

## NORMAL AND MAXIMUM TIMEFRAME FOR COMPLETION OF CLOCK HOUR PROGRAMS FOR FULL-TIME ENROLLMENT

<b>Cosmetology 1,200 Hour Program</b>	<b>Normal Time Frame in Months/Weeks</b>	<b>Maximum Time Frame in Months/Weeks</b>
30 hours (DAY)	9 months/36 weeks	13 ½ months/54 weeks
16 hours (EVE)	14 months/60 weeks	21 months/90 weeks

<b>Massage Therapy 600 Hour Program</b>	<b>Normal Time Frame in Months/Weeks</b>	<b>Maximum Time Frame in Months/Weeks</b>
24 hours (DAY)	5 ¾ months/25 weeks	8 ½ months/37 ½ weeks
16 hours (EVE)	8 ¾ months/37 ½ weeks	13 ¼ months/56 ¼ weeks

<b>Skin Care 320 Hour Program</b>	<b>Normal Time Frame in Months/Weeks</b>	<b>Maximum Time Frame in Months/Weeks</b>
24 hours	3 ¼ months/13 weeks	4 ¾ months/19 ½ weeks
16 hours	4 months/20 weeks	6 months/30 weeks

<b>Nail Technician 240 Hour Program</b>	<b>Normal Time Frame in Months/Weeks</b>	<b>Maximum Time Frame in Months/Weeks</b>
25 hours	2 ½ months/10 weeks	3 ¾ months/15 weeks

<b>Barber Program 1200 Hour Program</b>	<b>Normal Time Frame in Months/Weeks</b>	<b>Maximum Time Frame in Months/Weeks</b>
30 hours (DAY)	9 months/36 weeks	13 ½ months/54 weeks
16 hours (EVE)	14 months/60 weeks	21 months/90 weeks

<b>Home Health Aide 75 Hour Program</b>	<b>Normal Time Frame in Months/Weeks</b>	<b>Maximum Time Frame in Months/Weeks</b>
25 hours	1 month/3 weeks	1 ½ months/6 weeks



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