



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

VOL. IV - August 2018 - August 2020

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 four 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 (DBPR) 2601 Blair Stone Road, Tallahassee, FL 32399-0790, (850) 487-1395.
- » Approved by the Board of Massage Therapy, Florida Department of Health, 4052 Bald Cypress Way, Tallahassee, Florida 32399-0774, (850) 245-4444.
- » 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 (561) 845-1400.

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.

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.

PROGRAMS

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: 1,200

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 REQUIREMENTS

- » FLC1007 - Florida Cosmetology Laws & Ethics (7 hours)
- » HIV1004 - HIV/AIDS Certification (4 hours)
- » SST1012 - Sanitation & Sterilization Techniques (20 hours)
- » BCS1012 - Basic Chemistry (20 hours)
- » HDS1020 - Hair and its Disorders (20 hours)
- » SRS1042 - Shampoo and Rinsing (30 hours)
- » STT1060 - Scalp & Hair Treatments (25 hours)
- » HDT1422 - Hair Design (291 hours)
- » HST2210 - Hair Shaping (136 hours)
- » CWR2096 - Chemical Waving & Relaxing/Straightening (94 hours)
- » HCT2132 - Hair Coloring (160 hours)
- » SCT2072 - Skin Care (260 hours)
- » MPE2066 - Manicure, Pedicure & Nail Extension (60 hours)
- » BUS2030 - Successful Business & Salon Management (53 hours)
- » ANP2020 – Anatomy & Physiology (20 hour)

SERVICES REQUIRED

- » Shampooing 50 services
- » Scalp treatment 45 services
- » Haircutting 75 services
- » Style 300 services
- » Perms and Relaxers 65 services
- » Manicure 10 services

- » Hand massage 10 services
- » Nail extensions 5 services
- » Pedicure 10 services
- » Foot massage 10 services
- » Facial 5 services
- » Facial Makeup 10 services
- » Hair removal 5 services
- » Hair Coloring 45 services
- » Sanitation 640 services

COSMETOLOGY TEXTBOOKS & REFERENCE MATERIAL

Milady's Standard Cosmetology Textbook
 Milady's Standard Cosmetology Workbook for Theory
 Milady's Standard Cosmetology Workbook for Practical

EQUIPMENT / MATERIALS

Students will receive a uniform, an equipment bag, all the necessary instruments and materials to perform the required services.

GRADUATION

After a student completes 1,200 hours, services, exams and fulfills all financial obligations to the school, a diploma will be awarded.

COMPLETION TIME

Completion time depends on the number of hours the student attends weekly. Based on a 30 hours per week schedule, the normal time frame of completion would be 10 months.

METHOD OF PAYMENT

Tuition and fee payments may be arranged on a weekly or monthly basis. The first payment is due on the first day of class, and on the same day of every week or month thereafter. Federal Financial Aid is available for those who qualify.

COST OF ATTENDANCE

Tuition	\$12,480.00
Fees	\$100.00
Books and supplies	\$1,060.00
TOTAL	\$13,640.00
Room and Board	\$10.782
Total with room and board	\$24,422.00

SKIN CARE PROGRAM

PROGRAM OBJECTIVE

To prepare students to meet the State of Florida mandated requirements to become a licensed Facial Specialist. To help students build their confidence and prepare them for the real world.

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.

CLOCK HOURS: 320

PROGRAM REQUIREMENTS

- » HIV104 (4 hours) - HIV & AIDS Education
- » SKI101 (2 hours) - Ethics
- » SKI102 (10 hours) - Product Chemistry
- » SKI103 (8 hours) - Hair Removal
- » SKI104 (10 hours) - Basics of Electricity
- » SKI105 (14 hours) - Sanitation
- » SKI106 (5 hours) - Florida Laws for Skin
- » SKI107 (85 hours) - Skin Theory, Diseases & Disorders of the Skin
- » SKI108 (152 hours) - Facial Techniques & Contraindications
- » SKI109 (20 hours) - Microdermabrasion
- » SKI110 (10 hours) - Glycolic Peel

SERVICES REQUIRED

- » Facials 40 services
- » Hair removal 20 services
- » Electrical devices 5 set ups.
- » Manual extractions 5 services
- » Eyelash and brow tinting 10 services
- » Makeup application 10 services
- » Eyelash application 10 services
- » Glycolic peels 8 services
- » Microdermabrasion 8 services
- » Sanitation 116 services

SKIN CARE TEXTBOOKS & REFERENCE MATERIALS

Milady's Standard Esthetician Textbook

EQUIPMENT / MATERIALS

Students will receive a uniform, an equipment bag, all the necessary instruments and materials to perform the required services.

GRADUATION

After a student completes 320 hours, services, exams and fulfills all financial obligations to the school, a diploma will be awarded.

COMPLETION TIME

Completion time depends on the number of hours the student attends weekly. Based on a 24 hours per week schedule, the normal time frame of completion would be 3 months.

METHOD OF PAYMENT

Tuition and fee payments may be arranged on a weekly or monthly basis. The first payment is due on the first day of class, and on the same day of every week or month thereafter. Federal Financial Aid is available for those who qualify.

COST OF ATTENDANCE

Tuition	\$3744.00
Fees	\$100.00
Books and supplies	\$424.00
TOTAL	\$4,268.00
Room and Board	\$4,193
Total with room and board	\$8,461.00

MASSAGE THERAPY PROGRAM

PROGRAM OBJECTIVE

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 wellbeing 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 REQUIREMENTS

- » BMT1100 Basic Massage Theory – (102 hours)
- » MCP1162 Massage Clinical Practicum - (167 hours)
- » APP1204 Anatomy & Physiology (186 hours)
- » BUS2024 - Business Skills for Massage (15 hours)
- » AMS2076 - Allied Modalities (96 hours)
- » HIV1003 HIV/AIDS Education (3 hours)
- » HYD2015 Hydrotherapy (15 hours)
- » FLM1010 Florida Laws (10 hours)
- » MES2002 Medical Errors (2 hours)
- » PEM2004 Ethics (4 hours)

SERVICES REQUIRED

- » Full body massage 72 services.

MASSAGE THERAPY TEXTBOOKS & REFERENCE MATERIALS

Theory & Practice of Therapeutic Massage Textbook
Theory & Practice of Therapeutic Massage Workbook
Illustrated Essentials of Musculoskeletal Anatomy Book

EQUIPMENT / MATERIALS

Students will receive a uniform, an equipment bag, all the necessary instruments and materials to perform the required services.

GRADUATION

After a student completes 600 hours, services, exams and fulfills all financial obligations to the school, a diploma will be awarded.

COMPLETION TIME

Completion time depends on the number of hours the student attends weekly. Based on a 24 hours per week schedule, the normal time frame of completion would be 6 months.

METHOD OF PAYMENT

Tuition and fee payments may be arranged on a weekly or monthly basis. The first payment is due on the first day of class, and on the same day of every week or month thereafter. Federal Financial Aid is available for those who qualify.

COST OF ATTENDANCE

Tuition	\$6,864.00
Fees	\$100.00
Books and supplies	\$530.00
TOTAL	\$7,494.00
Room and Board	\$7487.00
Total with room and board	\$14,981.00

BARBER PROGRAM

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 REQUIREMENTS

- » HIV102 - HIV/AIDS (2 Hours)
- » BA101 - Life & Study Skills (15 Hours)
- » BA102 - The History Of Barbering (30 Hours)
- » BA103 - Professional Image (40 Hours)
- » BA104 - Microbiology (40 Hours)
- » BA105 - Infection Control & Safe Work Practices (60 Hours)
- » BA106 - Implements, Tools & Equipment (60 Hours)
- » BA107 - Anatomy & Physiology (50 Hours)
- » BA108 - Chemistry (50 Hours)
- » BA109 - Electricity & Light Therapy (35 Hours)
- » BA110 - Properties & Disorders Of The Skin (50 Hours)
- » BA111 - Properties & Disorders Of The Hair & Scalp (50 Hours)
- » BA112 - Treatments Of The Hair & Scalp (40 Hours)
- » BA113 - Shaving & Facial Hair Design (60 Hours)
- » BA114 - Men's Haircutting & Styling (75 Hours)
- » BA115 - Men's Hair Replacement (50 Hours)
- » BA116 - Women's Haircutting & Styling (60 Hours)
- » BA117 - Chemical Texture Services (120 Hours)
- » BA118 - Hair Coloring & Lightening (120 Hours)
- » BA119 - Nails & Manicuring (53 Hours)
- » BA120 - State Board Preparation & Licensing Laws (60 Hours)
- » BA121 - The Job Search (35 Hours)
- » BA122 - Barbershop Management (45 Hours)

SERVICES REQUIRED

- » Haircutting 300 services
- » Shampooing/treatments of the hair and scalp 35 services
- » Hair coloring and highlights 50 services
- » Chemical Texture 50 services
- » Skin and facial hair design 50 services

» Sanitation 150 services

BARBER TEXTBOOKS & REFERENCE MATERIALS

Milady's Standard Barbering Textbook
Milady's Standard Barbering Workbook for practical
Milady's Standard Barbering Exam Review

EQUIPMENT / MATERIALS

Students will receive a uniform, an equipment bag, all the necessary instruments and materials to perform the required services.

GRADUATION

After a student completes 1,200 hours, services, exams and fulfills all financial obligations to the school, a diploma will be awarded.

COMPLETION TIME

Completion time depends on the number of hours the student attends weekly. Based on a 30 hours per week schedule, the normal time frame of completion would be 10 months.

METHOD OF PAYMENT

Tuition and fee payments may be arranged on a weekly or monthly basis. The first payment is due on the first day of class, and on the same day of every week or month thereafter. Federal Financial Aid is available for those who qualify

COST OF ATTENDANCE

Tuition	\$12,480.00
Fees	\$100.00
Books and supplies	\$1,060.00
TOTAL	\$13,640.00
Room and Board	\$10,782
Total with room and board	\$24,422.00

NAIL TECHNICIAN PROGRAM

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 REQUIREMENTS

- » HIV104 (4 Hours) – HIV/AIDS
- » NT101 (25 hours) – Professional Image
- » NT102 (25 hours) – Nail Tips & Wraps
- » NT103 (25 hours) – UV Gels
- » NT104 (10 hours) – Artificial Nail Removal
- » NT105 (25 hours) – Monomer Liquids & Polymer Powder
- » NT106 (10 hours) – Nail Fill-Ins
- » NT107 (25 hours) – Nail Diseases & Disorders
- » NT108 (25 hours) – Infectious Control; Principles & Practices
- » NT109 (5 hours) – Florida Law for Nails
- » NT110 (11 hours) – Polish & Nail Art
- » NT111 (25 hours) – Manicuring
- » NT112 (25 hours) – Pedicuring

SERVICES REQUIRED

- » Manicure 20 services
- » Pedicure 10 services
- » Tips with Overlay 15 services
- » Sculpting using forms 15 services
- » Nail wrap and /or mending 10 services
- » Nail fill-ins 10 services
- » Artificial nail removal 5 services
- » Polish and nail art 5 services
- » Sanitation 95 services

NAIL TECHNICIAN TEXTBOOKS & REFERENCE MATERIALS

Milady's Standard Nail Technology Textbook

EQUIPMENT / MATERIALS

Students will receive a uniform, an equipment bag, all the necessary instruments and materials to perform the required services.

GRADUATION

After a student completes 240 hours, services, exams and fulfills all financial obligations to the school, a diploma will be awarded.

COMPLETION TIME

Completion time depends on the number of hours the student attends weekly. Based on a 24 hours per week schedule, the normal time frame of completion would be 3 months.

METHOD OF PAYMENT

Tuition and fee payments may be arranged on a weekly or monthly basis. The first payment is due on the first day of class, and on the same day of every week or month thereafter. Federal Financial Aid is available for those who qualify.

COST OF ATTENDANCE

Tuition	\$750.00
Fees	\$112.00
Books and supplies	\$163.00
TOTAL	\$1,125.00
Room and Board	N/A
Total with room and board	N/A

HOME HEALTH AIDE PROGRAM

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 REQUIREMENTS

- » HHA101 (40 hours) – Introduction to Home Health Aide
- » HHA102 (30 hours) – Advanced Home Health Aide
- » CPR-BLS100 (5 hours) – Basic Life Support

HOME HEALTH AIDE TEXTBOOKS & REFERENCE MATERIALS

PROVIDING HOME CARE -A TEXTBOOK FOR HOME HEALTH AIDES 4TH ED. WILLIAM LEAHY, MD, JETTA FUZY, RN, MS & JULIE GRAFE, RN, BSN.

WORKBOOK FOR PROVIDING HOME CARE -FOR HOME HEALTH AIDES 4TH ED. WILLIAM LEAHY, MD, JETTA FUZY, RN, MS & JULIE GRAFE, RN, BSN.

TABER'S MEDICAL DICTIONARY, F.A. DAVIS

EQUIPMENT / MATERIALS

Students will receive a uniform, an equipment bag, all the necessary instruments and materials to perform the required services.

GRADUATION

After a student completes 75 hours, services, exams and fulfills all financial obligations to the school, a diploma will be awarded.

COMPLETION TIME

Completion time depends on the number of hours the student attends weekly. Based on a 25 hour per week schedule, the normal time frame of completion would be 1 month.

METHOD OF PAYMENT

Tuition and fee payments may be arranged on a weekly or monthly basis. The first payment is due on the first day of class, and on the same day of every week or month thereafter. Federal Financial Aid is available for those who qualify

COST OF ATTENDANCE

Tuition	\$550.00
Fees	\$100.00
Books and supplies	\$100.00
TOTAL	\$750.00
Room and Board	N/A
Total with room and board	N/A

HEMODIALYSIS TECHNICIAN PROGRAM

PROGRAM OBJECTIVE

To instruct individuals in area of hemodialysis to provide care to clients in either an acute or chronic setting. The program is designed to equip individuals with the knowledge that is needed to become a professional healthcare provider, providing exceptional care.

PROGRAM DESCRIPTION

The hemodialysis technician works under the supervision of a RN to both initiate and terminate hemodialysis treatments; treatment is accessed either via catheter (hemodialysis technician accesses as per state regulations), arteriovenous fistula or arteriovenous graft. The hemodialysis technician also assists the nurse with monitoring of patients during treatments.

CLOCK HOURS: 600

PROGRAM REQUIREMENTS

- » HDT001 - Introduction to Hemodialysis Course (80 hours)
- » HDT002 - HIV/AIDS (4 Hours)
- » HDT003 - Introduction to the Dialysis Delivery System (80 hours)
- » HHT003L - Laboratory (40 hours)
- » HDT004 - Introduction to Hemodialysis Accesses (80 hours)
- » HDT004L - Laboratory (40 hours)
- » HDT005 - Patient Assessment (40 hours)
- » HDT006 - Pharmacology (10 hours)
- » HDT007 - Complications of Hemodialysis (20 hours)
- » HDT008 - Interdisciplinary Team (10 hours)
- » HDT009 - CPR (4 hours)
- » HDT010 - Trends (12 hours)
- » HDT010E - Externship (180 hours)

HEMODIALYSIS TECHNICIAN TEXTBOOKS & REFERENCE MATERIALS

Core curriculum for the dialysis technician, fifth edition.

EQUIPMENT / MATERIALS

Students will receive a uniform, an equipment bag, all the necessary instruments and materials to perform the required services.

GRADUATION

After a student completes 600 hours, services, exams and fulfills all financial obligations to the school, a diploma will be awarded.

COMPLETION TIME

Completion time depends on the number of hours the student attends weekly. Based on a 25 hour per week schedule, the normal time frame of completion would be 6 months.

METHOD OF PAYMENT

Tuition and fee payments may be arranged on a weekly or monthly basis. The first payment is due on the first day of class, and on the same day of every week or month thereafter. Federal Financial Aid is available for those who qualify.

COST OF ATTENDANCE

Tuition	\$2,310.00
Fees	\$100.00
Books and supplies	\$200.00
TOTAL	\$2,610.00
Rooms and Boards	\$7,188
Total with room and board	\$9798.00

ELECTRONIC HEALTH RECORDS SPECIALIST

PROGRAM OBJECTIVE

This program is designed to provide students with the knowledge and technical skills needed to pursue entry-level employment in the health care industry as an Electronic Health Records Technician/Health Information Technician.

PROGRAM DESCRIPTION

Fundamental components, terminology and functions associated with electronic health record (EHR) systems in the health care provider practice. The role of the EHR in facilitating complete documentation, efficient workflow and timely communications among clinicians, staff and patients. Strategies and action steps required for successful EHR implementations including interface with practice management systems. Includes practice exercises to provide hands-on experience using EHR software to complete common work tasks in the health care provider office setting. This program is designed to provide students with the knowledge and technical skills needed to pursue entry-level employment in the health care industry as an Electronic Health Records Specialist/Health Information Specialist.

CLOCK HOURS: 300

PROGRAM REQUIREMENTS

- » EHR101 - Foundational EHR Concepts, Terminology and Standards (60 hours)
- » EHR201 - EHR Impact on Administrative and Clinical Workflow (100 Hours)
- » EHR301 - EHR: Connecting to Patients and Other Patient Care Providers (80 Hours)
- » NHA100 National health career association certification (55 hours)
- » CPR100 Basic Life support cardiopulmonary resuscitation certification (5 Hours)

TEXTBOOKS & REFERENCE MATERIALS

The electronic health record in the health care provider practice, 2nd ed.; Eichenwald Maki, S., & Petterson, B.
The Paperless Medical Office: Using Optum PM and Physician EMR, 1st edition; Michelle Heller, CMA (AAMA), RMA.

EQUIPMENT / MATERIALS

Students will receive a uniform, an equipment bag, all the necessary instruments and materials to perform the required services.

GRADUATION

After a student completes 300 hours, services, exams and fulfills all financial obligations to the school, a diploma will be awarded.

COMPLETION TIME

Completion time depends on the number of hours the student attends weekly. Based on a 25 hour per week schedule, the normal time frame of completion would be 3 months.

METHOD OF PAYMENT

Tuition and fee payments may be arranged on a weekly or monthly basis. The first payment is due on the first day of class, and on the same day of every week or month thereafter. Federal Financial Aid is available for those who qualify.

COST OF ATTENDANCE

Tuition	\$2,700
Fees	\$100.00
Books and supplies	\$250.00
TOTAL	\$3,050.00
Rooms and Boards	N/A
Total with room and board	N/A

MEDICAL ASSISTANT

PROGRAM OBJECTIVE

The program is designed to prepare students for entry-level position as a Medical Assistant in a private physician's office or clinic. This program offers a broad foundation of knowledge skills, expanding the traditional role of the Medical Assistant to include front and back office skills.

PROGRAM DESCRIPTION

The program focuses on a broad range of skills necessary for the medical office, which include: admissions, vital signs, assessment, preparing patients for physical examinations and/or treatment, performing lab work, operating diagnostic equipment and performing EKGs.

CLOCK HOURS: 900

PROGRAM REQUIREMENTS

- » MA101 - Medical Terminology (100 hours)
- » MA102 - Medical Office Management (100 hours)
- » MA103 - Anatomy & Physiology (100 hours)
- » MA104 - Word Processing & Business English (Keyboarding) (100 hours)
- » MA105 - Clinical Procedures (100 hours)
- » MA106 - Laboratory Procedures I (100 hours)
- » MA107 - Laboratory Procedures II (100 hours)
- » MA108 - Clinical Externship (200 hours)

TEXTBOOKS & REFERENCE MATERIALS

Pearson's comprehensive medical assistant textbook: Beaman/Fleming-McPhillips/Routh/Gohsman?/Reagan

Pearson Comprehensive medical assistant workbook: Beaman/Fleming-McPhillips/Routh/Gohsman?/Reagan

EQUIPMENT / MATERIALS

Students will receive a uniform, an equipment bag, all the necessary instruments and materials to perform the required services.

GRADUATION

After a student completes 900 hours, services, exams and fulfills all financial obligations to the school, a diploma will be awarded.

COMPLETION TIME

Completion time depends on the number of hours the student attends weekly. Based on a 27.50 hour per week schedule, the normal time frame of completion would be 9 months.

METHOD OF PAYMENT

Tuition and fee payments may be arranged on a weekly or monthly basis. The first payment is due on the first day of class, and on the same day of every week or month thereafter. Federal Financial Aid is available for those who qualify

COST OF ATTENDANCE

Tuition	\$13,390.00
Fees	\$100.00
Books and supplies	\$1,825.00
TOTAL	\$15,315.00
Rooms and Boards	\$10,782
Total with room and board	\$26,097.00

PATIENT CARE TECHNICIAN PROGRAM

PROGRAM OBJECTIVE

This program is designed to provide students with the knowledge and technical skills needed to pursue entry-level employment in the health care industry as Patient Care Technicians. Students in the Patient Care Technician program will be instructed in, among other things, patient assistance, geriatric care and nursing assistance.

PROGRAM DESCRIPTION

With a focus on patient care skills and life-long learning, graduates of the Patient Care Technician program will be positioned to have the skills and dispositions needed to effectively meet workplace demands. Prior to graduation, students are required to complete 60 hours in a health care setting which provides hands on training in the field. Clinical Sites require students to have completed a criminal background check and medical examination and may also require a drug screen, proof of immunizations or other requirements.

CLOCK HOURS: 900

PROGRAM REQUIREMENTS

- » AH1010 - Introduction to Allied Health (125 hours)
- » PCT120 - Articulated Nursing Assistant (100 hours)
- » PCT130 - Advanced Home Health Aide with CPR Training (100 hours)
- » PCT140 - Patient Care Assistant (115 hours)
- » AH1030 - Phlebotomy and Hematology (100 hours)
- » PCT160 - Respiratory Therapy Aide (100 hours)
- » AH1020 - Electrocardiography and Diagnostic Imaging (100 hours)
- » PCT210 - Occupational Therapy and Geriatric Aide (100 hours)
- » PCT250 - Patient Care Technician/Externship (60 hours)

TEXTBOOKS & REFERENCE MATERIALS

Patient Care in Imaging Technology 8th edition: Andrea Guillen Dutton, M.Ed., ARRT (R,M), CRT (R,F); TerriAnn Linn-Watson, M.Ed., ARRT (R,M), CRT (R,M,F), MTRT; Lillian S. Torres, RN, MS, CNS, NP, Lippincott.

(Optional) LWW's Student Success For Health Professionals Made Incredible Easy, 2nd Edition; Tom Lochhaas; Wolters Kluwer/Lippincott Williams & Wilkins, Philadelphia PA

Providing Home Care: A Textbook For Home Health Aides; 4th Edition; William Leahy, MD, Jetta Fuzy, RN, MS, and Julie Grafe, RN, BSN; Hartman, Albuquerque, New Mexico

Workbook for Providing Home Care: A Textbook For Home Health Aides; 4th Edition; William Leahy, MD, Jetta Fuzy, RN, MS, and Julie Grafe, RN, BSN; Hartman, Albuquerque, New Mexico

Tabers Medical Dictionary; F.A. Davis, Philadelphia P,A.

Foundations of Respiratory Care, 2nd Edition; Kennety A. Wyka , MS, RRT, AE-C, FAARC; Paul J. Matthews, PhD, RRT, FCCM, FCCO, FAARC; John A. Rutkowski, MPA, MBA, FACHE, RRT

Occupational Therapy with Elders, 3rd Edition; Rene Padilla, MS, OTR/L, Sue Byers-Connon, BA, COTA/L, ROH and Helene Lohman, MA, OTD, OTR/L, Elsevier Mosby , Maryland Heights, MO

Advanced Skills for Health Care Providers; 2nd Edition; Barbara Acello, Delmar Cengage Learning, Clifton Park, NY

Workbook to Accompany Advanced Skills for Health Care Providers; 2nd Edition; Barbara Acello, Delmar Cengage Learning, Clifton Park, NY

Phlebotomy Essentials, 6th Edition; Ruth E. McCall and Cathee M. Tankersley, Wolters Kluwer Health/Lippincott Williams & Wilkins

Student Workbook for Phlebotomy Essentials, 6th Edition; Ruth E. McCall and Cathee M. Tankersley, Wolters Kluwer Health/Lippincott Williams & Wilkins

Introduction to Health Care Professions, Roxann Delaet, RN, MS.; Lippincott Williams & Wilkins

EQUIPMENT / MATERIALS

Students will receive a uniform, an equipment bag, all the necessary instruments and materials to perform the required services.

GRADUATION

After a student completes 900 hours, services, exams and fulfills all financial obligations to the school, a diploma will be awarded.

COMPLETION TIME

Completion time depends on the number of hours the student attends weekly. Based on a 25 hours per week schedule, the normal time frame of completion would be 9 months.

METHOD OF PAYMENT

Tuition and fee payments may be arranged on a weekly or monthly basis. The first payment is due on the first day of class, and on the same day of every week or month thereafter. Federal Financial Aid is available for those who qualify

COST OF ATTENDANCE

Tuition	\$13,525.00
Fees	\$100.00
Books and supplies	\$1,625.00
TOTAL	\$15,250.00
Rooms and Boards	\$10,783
Total with room and board	\$26,032.00

REQUIREMENTS FOR THE STATE OF FLORIDA LICENSE AND CERTIFICATION

Program of Study	Hour Requirements	Testing Requirements
Cosmetology	1,200 Hours	Must be at least 16 years old, or have received a high school diploma or GED. Pass the Florida State Board of Cosmetology exam.
Skin Care	320 Hours	Must be at least 16 years old, or have received a high school diploma, or GED. Must be certified by the school to receive licensure.
Nail Technician	240 Hours	Must be at least 16 years old, or have received a high school diploma, or GED. Must be certified by the school to receive licensure.
Barber	1,200 Hours	Must be at least 16 years old. Passing the Florida Barbers' Board exam.
Massage Therapy	600 Hours	Must be at least 18 years old, or have received a high school diploma or GED. Pass the Massage and Bodywork Licensing Examination (MBLEx)
Home Health Aide	75 Hours	There is a requirement to complete twelve (12) hours of continuing education for every twelve (12) months
Medical Assistant	900 Hours	Medical Assistant has to take the National Center for Competency Test (NCCT) or the Allied Health Certification (NHA)
Patient Care Technician	900 Hours	
Hemodialysis Technician	600 Hours	Hemodialysis Certified Clinical Hemodialysis Technician CCHT is done by the Nephrology Nursing Certification commission and the

		BONENT is done by the Board of Nephrology Examiners Nursing technology
Electronic Health Records Specialist	300 Hours	

Certification Process

Palm Beach Academy is available to complete the certification process, upon student's completion of all program requirements and financial obligations with the school. Once the student is certified by the school, he/she is able to eligible to take the licensure exam(s) and/or receive their license in the mail. Please contact the Registrar department at your campus to make an appointment or to learn more about the certification process.

ADMISSION PROCEDURES & REQUIREMENTS

Please note that certain programs are offered at different locations and refer to each of the individual program offerings. Training is offered to all applicants on an equal basis, regardless of race, color, gender, sexual orientation, age, religion, national and ethnic origin. The school also complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against individuals with disabilities and mandates the provision of reasonable accommodations to ensure access to programs and services to qualified handicapped persons. Students are required to complete a criminal background disclosure for all of our programs. Felony convictions, and pleas of No Lo Contendere may disqualify certain individuals from obtaining licensure. The programs offered at Palm Beach Academy of Health and Beauty are designed to prepare an individual for employment in their field of study. These programs are open for regular enrollment to men and women who possess a high school diploma or the equivalent. Prospective students are invited to visit the school and discuss their needs, goals and objectives with an Admissions representative. A student interested in applying may begin the process by completing the Application for Admissions on campus. This may be obtained by calling the school Admissions office at the desired campus of choice.

Applicants must meet the following requirements to be admitted to Palm Beach Academy of Health and Beauty:

- » Complete the application and submit it to the Admissions Office at the address on the form.
- » Be at least 16 years of age.
- » Submit transcript or diploma, or recognized equivalency confirming High School Graduation, a G.E.D., an Associate, Bachelor degree or equivalent. Foreign transcripts and diplomas must be translated into English and evaluated by a recognized third party translation/evaluation provider. A signed affidavit statement may suffice, except for those programs which are Title IV eligible at our institution. Check with your state and accrediting agency.
- » Submit proof that you are a U.S. Citizen, Permanent Resident or on a legal status allowing you to study in the United States.
- » Ability to Benefit Students may not be accepted if they have never been in attendance at a post-secondary school previously. A student who attended an eligible program at a Title IV institution prior to July 1, 2012, may be able to establish eligibility at the same Title IV institution or a different Title IV institution under the guidelines provided by the Federal Student Aid office.

Upon acceptance, a student must complete an Enrollment Agreement, provide a copy of their Driver's License (or other form of government issued ID) and complete all necessary paperwork. Applicants are strongly encouraged to visit the Admissions Office at the desired campus of interest.

NOTE: Applicants for licensure with the Florida Massage Therapy Board must be 18 years of age or have a high school diploma or GED. Applicants for licensure with the Florida Electrolysis Council must be 18 years of age and have a high school diploma or GED. All other Boards require a minimum age of 16 on license applications.

SCHEDULE OF CLASSES

Massage Therapy:

Day - **Monday – Thursday** / 8:45am – 3:15pm (25 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 (13 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 (15 weeks)

Home Health Aide:

Day – **Monday – Friday** / 8:45am – 2:15pm (3 weeks)

Evening – **Monday – Thursday** / 5:15pm – 9:45pm **Saturday** 8:45am-4:15pm (3 weeks)

Barber:

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

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

Medical Assistant:

Day – **Monday – Friday** / 8:45am – 2:15pm (36 weeks)

Evening – **Monday – Thursday** / 5:15pm – 9:45pm **Saturday** 8:45am-4:15pm (50 weeks)

Patient Care Technician:

Day – **Monday – Friday** / 8:45am – 2:15pm (36 weeks)

Evening – **Monday – Thursday** / 5:15pm – 9:45pm **Saturday** 8:45am-4:15pm (50 weeks)

Hemodialysis Technician:

Day – **Monday – Friday** / 8:45am – 2:15pm (24 weeks)

Electronic Health Records specialist:

Day – **Monday – Friday** / 8:45am – 2:15pm (11 weeks)

SCHOOL CALENDAR

The school is closed on the following holidays:

- » Martin Luther King Day (third Monday of January)
- » Memorial Day (last Monday of May)
- » Independence Day (July 4th)
- » Labor Day (first Monday of September)
- » Thanksgiving Day (fourth Thursday of November)
- » Christmas Day (Dec 25th)
- » New Year's Day (Jan 1st)

NOTE: When a holiday falls on a Thursday, the school will be closed the following day. Any holiday that falls on a weekend will not be transferred to the next school day. The following Monday after the holiday will be a regular day of class.

In the event of an emergency due to inclement weather or a natural disaster (hurricane, tornado, etc.), the school will close as determined by the Palm Beach County Public School System. For any of these circumstances or other unforeseen events, call our Emergency Hotline at: 305.824.2045.

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.

Program	Registration Fee	Combined Books & Supplies Expense	Tuition	Total
Massage Therapy	\$100	\$530	\$6,864	\$7,494
Cosmetology	\$100	\$1,060	\$12,480	\$13,640
Skin Care	\$100	\$424	\$3,744	\$4,268
Nail Technician	\$100	\$275	\$750	\$1,125
Barber	\$100	\$1,060	\$12,480	\$13,640
Home Health Aide	\$100	\$100	\$550	\$750
Medical Assistant	\$100	\$1,825	\$13,390	\$15,315
Patient Care Technician	\$100	\$1625	\$13,525	\$15,250
Hemodialysis	\$100	\$200	\$2,310	\$2,610
Electronic Health Records	\$100	\$250	\$2,700	\$3,050

CREDIT FOR PREVIOUS EDUCATION / TRAINING

Transfer of hours, services and grades from a previous institution

If transferring hours, services and exams from another licensed and accredited institution, students may provide one of the following documents for consideration:

- » An official sealed transcript
- » An unofficial transcript
- » A letter from another licensed and accredited institution that verifies completion of program and the number of hours, services and exams completed.
- » An active license from any state with in the US.

Documentation submission does not guarantee full or partial or any credit for previous education or licensing. Students coming from another school or from another state with a license may be required to complete additional hours, services and

exams if their previous education or licensing does not meet our current program requirements. The final decision resides with the Regional Director of Education.

Transferring hours, services and grades within our school

To receive credit for courses previously completed within our school submission of an academic transcript is not required. Some of our programs contain educational components that are equivalent to one another. Those components may be transferable partially or in its entirety. The final decision resides with the Regional Director of Education. In most cases, there are no prerequisites to the order in which the student takes each phase of the program.

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, PBA 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 or Training

Students must report all previous education and training and provide a transcript for those credits earned where VA Benefits were paid. The school will then evaluate and grant credit, where eligible for enrolled program. If transfer credits reduce the training time of the enrolled program, the tuition will be reduced proportionately; the VA Department and the student will be notified.

NOTE: The required hours for HIV are not transferable 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.

RE-ENTRY POLICY

Student Re-Entering Within 180 Days

Students who return to PBA within 180 days from their previous enrollment will be credited all hours and exams that were previously completed in the prior enrollment. This will apply for students who are returning to the same program that they previously attended. For students returning within 180 days but wish to change programs a meeting with the Registrar department will help determine how many hours will be credited to the new program. The final decision resides with the Regional Director of Education.

Student Re-Entering After 180 Days

Students who are returning to PBA after being out for more than 180 days will have the timeframe they were absent evaluated by the Registrar department. Once the Registrar department has determined the length of time the student has been absent, hours and exams will be credited based on the PBA "Returning Former Student Policy". The final decision resides with the Regional Director of Education.

NOTE: A copy of this policy can be found in the Registrar department.

FEDERAL FINANCIAL AID INFORMATION

The Department of Education offers both Federal Grant and Loan programs for students and families to assist in helping paying for post-secondary education. Federal Student Aid is awarded on a need basis using the information provide by an applicant and their family on the Free Application for Federal Student Aid (FAFSA). The determination is made by a formula established by the U.S. Department of Education.

Students seeking financial assistance must apply to determine their eligibility for the different Federal Financial Aid programs. To apply for the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant and Federal Direct Loans the following form must be completed:

Free Application for Federal Student Aid (FAFSA):

Students my access the electronic application on the Department of Education's financial aid website: www.fafsa.ed.gov. Students completing the FAFSA online will receive their results in the form of a Student Aid Report (SAR). Students must list PBAs school code, 016111, on their FAFSA application in order for the PBA to receive the results of the students FAFSA electronically.

FEDERAL FINANCIAL AID PROGRAMS

Students and parents may access all requirements and detailed information on the Financial Aid programs and process set by the Department of Education at www.studentaid.ed.gov.

Federal Grants

There are two types of grants that may be awarded based on student and parent eligibility they are the Federal Pell Grant and the Federal Supplemental Educational Opportunity Grant (FSEOG):

- » **Federal Pell Grant:** This is a free grant that does not have to be repaid. The student must complete the FAFSA in order to determine eligibility for the Federal Pell Grant. A valid Student Aid Report (SAR) must be electronically received by PBA. Appropriate income tax transcripts and other financial aid forms must be submitted if the SAR indicates that the student's application has been selected for verification. Awards are based on enrollment on the published Pell census date.
- » **Federal Supplemental Educational Opportunity Grant (FSEOG):** Limited amounts of funds from the FSEOG program are available to students with the lowest Expected Financial Contribution (EFC). The information provided on the FAFSA application will be used to determine student eligibility. Awards vary based on financial need and fund availability.

Federal Loans

Low interest rate loans may be available to students. A completed FAFSA application must be submitted to determine loan eligibility. Loan programs available at PBA are the William D Ford Federal Direct Subsidized, Unsubsidized and Federal Direct PLUS Loan. Additional information on student loans may be accessed at www.studentloans.gov.

- » **Federal Direct Subsidized Loan:** This is a need based long-term repayable loan that the government pays the interest on while the student is in school.. PBA will determine the amount for which a student is eligible based on the FAFSA EFC and the student federal loan history. Repayment begins six months after a student graduates, drops below at least half time attendance or ceases to attend school.
- » **Federal Direct Unsubsidized Loan:** This is a non-need based long-term repayable loan where the student is responsible for interest payments on the loan. Students have the option to either pay the interest while in school, or have the interest capitalized (deferred) during an eligible in school status. Repayment begins six months after a student graduates, drops below half time attendance or ceases to attend school.

- » **Federal Direct Parent Loan for Undergraduate Students (PLUS):** This loan is a long-term repayable loan that enables parents who do not have an adverse credit history to borrow funds to pay the education of dependent children. Generally, parents can borrow up to the cost of education minus any other financial aid.

Federal Assistance is available to help students pay for their education and training. You may receive additional Financial Aid information from the Financial Aid department during office hours.

FEDERAL FINANCIAL AID ELIGIBILITY REQUIREMENTS

Financial Aid is available for those who qualify. In order to qualify for financial aid, you must meet the following criteria:

- » Demonstrate financial need (except for certain loans and scholarships)
- » Be a U.S. citizen or eligible noncitizen with a valid Social Security Number (SSN)
- » Be working towards a degree or certificate in an eligible program
- » Not currently enrolled in high school
- » Have earned a high school diploma or General Equivalency Diploma (GED)
- » Register with the Selective Service if you are a male between the ages of 18 and 25
- » Maintain Satisfactory Academic Progress (SAP) while attending Palm Beach Academy of Health & Beauty® (PBA)
- » Not be in default of student loans
- » Not owe Federal Overpayment
- » Not have certain drug convictions
- » Use federal and state aid for educational purposes only

AMOUNT OF FEDERAL AID DETERMINATION

- » Students are awarded Federal Aid based on the Expected Family Contribution (EFC) determination from the FAFSA. Federal and outside aid combined may not exceed students Cost of Attendance (COA). The COA is an estimate of the student's educational expenses for the period of enrollment. Components of COA include tuition, fees, room and board, books and supplies, transportation, personal, dependent care, handicap care and miscellaneous expenses for one academic year cost.
- » The COA for each program offered at PBA is located at <https://www.PBA.edu/programs/ge-disclosures/>

NOTE: Financial Aid and any other outside resources cannot exceed the Cost of Attendance.

LOAN ENTRANCE AND EXIT COUNSELING

Federal Direct Loan borrowers must complete Student Loan Entrance Counseling. Entrance counseling will provide the borrower with important information needed to know to be able to make an informed decision about student loan borrowing. Entrance counseling must be completed before the Financial Aid may accept and process a student loan application.

All graduating or students that drop below half time are required to complete Loan Exit Counseling. Students who drop and are Federal Loan recipients and were not seen by the Financial Aid office prior to their drop will be mailed the appropriate packet with information on how to complete Exit counseling on-line.

Student Loan Entrance and EXIT Counseling is completed at PBA electronically at www.studentloans.gov.

DEFERMENT AND FORBEARANCE FOR EDUCATIONAL LOANS

Under certain circumstances, students who borrowed Federal Student Aid funds and are unable to meet their repayment obligations may be eligible for a deferment or forbearance, allowing them more time to repay the loan and/or lower monthly payments. Borrowers should consult with the Financial Aid department for more information. Students must contact their loan servicer directly to apply for a deferment or forbearance.

FEDERAL LOAN DISBURSEMENT

Stafford Loans are disbursed by the Fiscal department in accordance to federal regulations. The following disbursement schedule is an estimated time period in which you can expect payment of your Stafford Loans.

Cosmetology & Barber programs (1,200 clock hours)

- » First disbursement for first time undergraduate students is 30 days after the start date (1-450 clock hours).
- » Second disbursement after completion of 451 clock hours.
- » Third disbursement after completion of 901 clock hours.
- » Clock hours.

Massage Therapy (600 clock hours)

- » First disbursement for first time undergraduate students is 30 days after the start date (1-300 clock hours).
- » Second disbursement after completion of 301 clock hours.

Skin Care (320 hours)

- » First disbursement for first time undergraduate students is 30 days after the start date (1-160 hours).
- » Second disbursements after completion of 161 hours.

STUDENT LOAN CODE OF CONDUCT

Palm Beach Academy of Health & Beauty® (PBA) participates in the William D. Ford Federal Direct Loan Program which includes the Direct Subsidized, Direct Unsubsidized and the Direct Parent PLUS Loans. To comply with the Higher Education Opportunity Act of 2008, the institution follows legislated requirements which prohibit a conflict of interest with the responsibilities of an officer, employee, or agent of the school regarding Title IV loans.

Policy Statement

Palm Beach Academy of Health & Beauty, as a participant in federal loan programs, is required to have a code of conduct applicable to the institution's officers, employees, and agents. The code of conduct requirements are set forth in the Higher Education Opportunity Act (HEOA) signed into law on August 14, 2008. The Code of Conduct Related to Student Loan Activities is a requirement specific to certain transactions and activities related to financial aid matters. In addition, the law includes requirements related to publication of the code and annual disclosures.

Reason for Policy

The HEOA program participation agreement, which must be executed by all institutions participating in Title IV financial aid programs including student loan programs, requires a code of conduct with which the institution's officers, employees, and agents shall comply. Such code must prohibit a conflict of interest with the responsibilities of an officer, employee, or agent of an institution with respect to such loans, and include the provisions set forth in the HEOA related to conflicts. The law further specifies that the code shall be displayed prominently on the institution's website and that all institutional officers, employees and agents with responsibilities related to such loans be annually informed of the provisions of the code of conduct.

Code of Conduct

Palm Beach Academy of Health & Beauty hereby adopts the following provisions from the HEOA, Section 493 as its Code of Conduct Related to Student Loan Activities and will annually inform all institutional officers, employees, and agents with responsibilities for student loan activities and decisions of the provisions of this code.

Ban on Revenue-Sharing Arrangements

(A) Prohibition -- The institution shall not enter into any revenue-sharing arrangement with any lender.

(B) Definition -- For purposes of this paragraph, the term 'revenue-sharing arrangement' means an arrangement between an institution and a lender under which --

(i) a lender provides or issues a loan that is made, insured, or guaranteed under this title to students attending the institution or to the families of such students; and

(ii) the institution recommends the lender or the loan products of the lender and in exchange, the lender pays a fee or provides other material benefits, including revenue or profit sharing, to the institution, an officer or employee of the institution, or an agent.

Gift Ban

(A) Prohibition -- No officer or employee of the institution who is employed in the Financial Aid Office, or an individual who has been assigned by Palm Beach Academy of Health & Beauty with supervisory authority over the Financial Aid Office or Director of Financial Aid, or who otherwise has responsibilities with respect to education loans, or agent who has responsibilities with respect to education loans, shall solicit or accept any gift from a lender, guarantor, or servicer of education loans.

(B) DEFINITION OF GIFT

(i) In General -- In this paragraph, the term 'gift' means any gratuity, favor, discount, entertainment, hospitality, loan, stock, or other item having a monetary value of more than a de minimums amount (\$25 per year). The term includes a gift of services, transportation, lodging, or meals, whether provided in kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has been incurred.

(ii) Exceptions -- The term 'gift' shall not include any of the following:

(I) Standard material, activities, or programs on issues related to a loan, default aversion, default prevention, or financial literacy, such as a brochure, a workshop, or training.

(II) Food, refreshments, training, or informational material furnished to an officer or employee of an institution, or to an agent, as an integral part of a training session that is designed to improve the service of a lender, guarantor, or servicer of education loans to the institution, if such training contributes to the professional development of the officer, employee, or agent.

(III) Favorable terms, conditions, and borrower benefits on an education loan provided to a student employed by the institution if such terms, conditions, or benefits are comparable to those provided to all students of the institution.

(IV) Entrance and exit counseling services provided to borrowers to meet the institution's responsibilities for entrance and exit counseling as required by subsections (b) and (l) of section 485, as long as --

(aa) the institution's staff are in control of the counseling, (whether in person or via electronic capabilities); and

(bb) such counseling does not promote the products or services of any specific lender.

(V) Philanthropic contributions to an institution from a lender, servicer, or guarantor of education loans that are unrelated to education loans or any contribution from any lender, guarantor, or servicer that is not made in exchange for any advantage related to education loans.

(VI) State education grants, scholarships, or financial aid funds administered by or on behalf of a State.

(iii) Rule for Gifts for Family Members -- For purposes of this paragraph, a gift to a family member of an officer or employee of an institution, to a family member of an agent, or to any other individual based on that individual's relationship with the officer, employee, or agent, shall be considered a gift to the officer, employee, or agent if --

(I) the gift is given with the knowledge and acquiescence of the officer, employee, or agent; and

(II) the officer, employee, or agent has reason to believe the gift was given because of the official position of the officer, employee, or agent.

Contracting Arrangements Prohibited

(A) Prohibition -- An officer or employee who is employed in the Financial Aid Office or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.

(B) Exceptions -- Nothing in this subsection shall be construed as prohibiting --

(i) an officer or employee of an institution who is not employed in the institution's Financial Aid Office and who does not otherwise have responsibilities with respect to education loans, or an agent who does not have responsibilities with respect to education loans, from performing paid or unpaid service on a board of directors of a lender, guarantor, or servicer of education loans;

(ii) an officer or employee of the institution who is not employed in the Financial Aid Office but who has responsibility with respect to education loans as a result of a position held at the institution, or an agent who has responsibility with respect to education loans, from performing paid or unpaid service on a board of directors of a lender, guarantor, or servicer of education loans, if the institution has a written conflict of interest policy that clearly sets forth that officers, employees, or agents must excuse themselves from participating in any decision of the board regarding education loans at the institution; or

(iii) an officer, employee, or contractor of a lender, guarantor, or servicer of education loans from serving on a board of directors, or serving as a trustee, of an institution, if the institution has an interest in policy that the board member or trustee must excuse themselves from any education loans at the institution.

Sanctions

Violations of Institutional policies, including the failure to avoid a prohibited activity or disclose a conflict of interest in timely manner, will be dealt with in accordance with applicable Institutional policies and procedures, which may include disciplinary actions up to and including termination from the institution. Palm Beach Academy of Health & Beauty® does not have a preferred lender list (PLL) for alternative loans, and therefore, will not use a preferred lender list (PLL) to:

1. Require a prospective borrower to use a lender on a PLL.
2. Deny or otherwise impede a borrower's choice of lender.
3. Cause unnecessary certification delays for borrowers who use a lender that is not listed on a PPL.

VERIFICATION POLICY AND PROCEDURES

Each year the U.S. Department of Education randomly selects financial aid recipients for a process called verification. Only those students who are selected for verification by the U.S. Department of Education will be required to submit supporting documents for information provided on their FAFSA application. All students will be notified in writing in a timely manner if they have been selected for verification and the documents required. Students will be informed of the time parameters and the consequences of not completing the verification process. Students have 30 calendar days from the date of notification to complete verification and submit documents to the Financial Aid department. Students will have 120 days from their last date of attendance or the processing year deadline set by the Department of Education to complete verification and still be eligible for any Title IV funds not yet disbursed.

If the verification process results in a change of a student's financial aid eligibility, the Financial Aid department will repackage the student for financial aid based on their new eligibility and notify the student with a new award letter. The institution will notify students of the results of verification and any other documentation that may be needed. If the student supplies inaccurate information on an application and refuses to correct the information after being counseled by the institution, the school must refer the case to the U.S. Department of Education in such circumstances. No financial aid will be disbursed to the student.

SECONDARY CONFIRMATION PROCEDURES

Palm Beach Academy of Health & Beauty® has established the following procedures relative to the secondary citizenship confirmation process for Title IV Financial Aid applicants who have indicated that they are Eligible Non-Citizens or U.S. Legal Permanent Residents. If the primary confirmation process does not confirm eligible Title IV applicant status and the student submits reasonable evidence of eligible status, the school will initiate the secondary confirmation process. All students who indicate an eligible status, but whose eligible status is not confirmed by the data match as evidenced by the Central Processing System output document, will be notified in writing of the documents required to validate status through the Department of Homeland Security SAVE system:

- » Students have 7 calendar days from the student's receipt of notification to submit documentation for consideration of eligible non-citizen status.
- » Failure to submit the information by the deadline prevents the institution from disbursing any Title IV funds or certifying the student as eligible for Title IV funds.
- » The institution will not make decisions regarding "eligible non-citizen" status without the student having the opportunity to submit the documentation supporting a claim of eligibility.
- » Students must submit documentation of their current immigration status to the Financial Aid department. The documentation must be official documents from the U.S Citizenship and Immigration Services (USCIS). In order to initiate the required process, students must submit USCIS documents which are legible and demonstrate their status with USCIS.
- » The institution will initiate secondary confirmation within 2 business days of receiving both the output documents and documents verifying the student's immigration status.

Students will be notified if their immigration status is not confirmed by the DHS SAVE system. Students with an unconfirmed immigration status are not eligible for Federal Student Aid.

NATIONAL STUDENT LOAN DATABASE SYSTEM (NSLDS)

The National Student Loan Data System (NSLDS) is our database for federal student financial aid where a student can find the history about aid that has been disbursed for the student. NSLDS receives data from schools, guaranty agencies, and the U.S. Department of Education programs. The NSLDS web site is generally available 24 hours a day, seven days a week and may be accessed at www.nsls.ed.gov.

VETERANS AFFAIRS

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.. 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 of Health & Beauty®, 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 or www.gibill.va.gov.

Scholarships

Palm Beach Academy of Health & Beauty offers scholarships in a number of areas. Students may apply directly with the Financial Aid Office at their campus. Scholarships and Grants awarded at PBA have specific criteria to qualify and are identified on page two of this document.

PBA Institutional Scholarships and Grants have a maximum award of \$1000 unless otherwise notated. Students are eligible for one (1) scholarship per full program enrollment.

Application procedure:

Qualified candidates will:

- » Request consideration thru the Campus Financial Aid Office.
- » Complete and submit the PBA Grant/Scholarship Application and all required documentation to the Financial Aid Office.

Disbursement of Scholarship:

All scholarship funds administered by Palm Beach Academy of Health & Beauty will be disbursed to the students account at the time of students' graduation provided:

- » Student maintained Satisfactory Academic Progress during the period of enrollment.
- » Student completed all hours, exams and services by their expected graduation date as indicated on the Enrollment Agreement.

Scholarship and Grant funds applied to a student's account that create a credit balance will be reduced to cover the actual remaining balance. Students are not entitled to stipend checks for credits created by an Institutional Scholarship or Grant.

Withdrawal of Institutional Scholarship or Grant:

At any time if a student is found to not be meeting the terms and conditions of the scholarship or grant awarded, the scholarship/grant will be revoked and the student will be responsible for the outstanding balance on their student account.

PBA SCHOLARSHIPS AND GRANTS

Terms and Conditions

PBA Institutional Grant

The intent of this need based grant is to ease the financial barrier for students with significant financial need. To qualify applicants must:

- » Be enrolled as a regular student at one of the PBA campus locations.
- » Demonstrate a financial need by having a Free Application for Federal Student Aid (FAFSA) on file.
- » Meet all eligibility requirements to receive Federal Title IV Funds.

PBA Institutional Scholarship

The intent of this non-need based scholarship is to assist students to achieve academic goals who have exhausted need based eligibility. To qualify applicants must:

- » Be enrolled as a regular student at one of the PBA campus locations.
- » Complete and have a Free Application for Federal Student Aid (FAFSA) on file.
- » Meet eligibility requirements to receive Federal Title IV Funds.
- » Have exhausted all Federal Need Based Aid eligibility.
- » Not have exceeded program Cost of Attendance limit with other expected funds.

PBA Valor Scholarship

The intent of this scholarship is to assist Veterans and their immediate family member or the immediate family member of a deceased Veteran to further their education. PBA considers an immediate family member to include spouse, domestic partner, child, step-child or grandchild of deceased Veteran. To qualify applicants must:

- » Be enrolled as a regular student at one of the PBA campus locations.
- » Meet all eligibility requirements to receive Federal Title IV Funds.
- » Have a gap in funding after Federal Title IV Aid and Veterans Benefits have been exhausted.
- » Provide a DD214 showing honorable discharge
- » Submit proof of relationship in the case of an immediate family member.

PBA Second Chance Scholarship

The intent of this scholarship is to assist prior students who have been out of school more than 180 days and owes a balance to PBA for the prior enrollment.

- » Re-enrolls as a regular student into the previous program of student or a new program of study.
- » Complete and have a Free Application for Federal Student Aid (FAFSA) on file
- » Meet all eligibility requirements to receive Federal Title IV Funds
- » Have not exceeded program Cost of Attendance limits with other expected funds.

PBA Community Based Scholarship

The intent of this scholarship is to assist members in community that are receiving assistance from a non-profit organization for under-represented, economically disadvantaged, victims of domestic violence or other such transitional conditions.

- » Be enrolled as a regular student at one of the PBA campus locations.
- » Demonstrate a financial need by having a Free Application for Federal Student Aid (FAFSA) on file.
- » Meet all eligibility requirements to receive Federal Title IV Funds.
- » Provide a letter from a community based organization of your circumstance.

PBA offers scholarships in a number of areas. Students may apply directly to the PBA department that has the responsibility for awarding the scholarship. Specific criteria are available in the campus offices of financial aid regarding the following scholarships:

INSTITUTIONAL PAYMENT PLAN OPTIONS

To help meet educational expenses for students and their families, PBA has established a flexible monthly payment plan for students and parents. This plan allows for all or a portion of uncovered educational cost to be spread out during the students enrollment and beyond graduation. While in school, the payment plan provided is a non-interest plan and upon graduation, a low interest rate will be assessed. No credit check will be required for the student or parent to qualify for the extended payment plan.

Students and parents wishing to pay in full prior to the start of the program may do so in person using one of the following payment methods:

Payment Methods:

Cash | Credit/Debit Card | Gift Cards | Cashier's Check | U.S Money Order

Credit/gift cards accepted: Visa, Master Card®, American Express®, Discover, and gift cards from major credit card companies.

Or may mail a check payable to:

Palm Beach Academy of Health & Beauty
ATTN: Student Accounts Department
1220A 10th Street
Lake Park, FL 33403

Returned Check Policy:

- » All returned checks will incur a minimum of \$35.00 in returned check charges.
- » Students who have been notified by the school that their checks have been returned must pay by cash, money order, cashier's check, debit card, credit card or gift cards (Visa, Master Card®, American Express®, Discover, and gift cards from major credit card companies).
- »

Payment Plan Term and Conditions:

- » Payment plans become effective on the first day of class.
- » Students are responsible for making payments according to the schedule set forth in their payment plan contract.
- » While students may be eligible for various types of Financial Aid, all financial obligations will be theirs.
- » Continued failure to pay past debt due could result in the debt being referred to a collection agency. Collection fees could be applied to your total debt.
- » Failure to pay will result in the following:
 1. Official transcripts will be withheld
 2. Diploma will not be issued
- » Refunds from the payment plan will be handled in accordance with the school refund policy. Refunds will be in the form of a check made payable to the student.

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.

Tuition Reimbursement Program

You may be eligible for Tuition Reimbursement from your employer and/or a government agency such as the Montgomery GI Bill benefit. The student must submit a letter from the employer and/or government agency on company letterhead with the following information:

- » Student's name
- » Student ID number

- » Amount of reimbursement
- » Length of entitlement

NOTE: Students participating in tuition reimbursement programs are responsible for making their own payment arrangements and for getting their tuition reimbursed directly from their sponsor agency or organization.

Third Party Sponsor

Palm Beach Academy of Health & Beauty® (PBA) accepts authorizations from third party sponsors to bill them directly for student charges. Tuition and fees paid by someone other than the student is considered a third party sponsor. Some examples of the types of sponsors may be:

- » An employer
- » An organization
- » A government agency
- » The military
- » Florida Prepaid College

The school must receive written authorization from the sponsoring agency or organization before third party billing can be processed.

Letter of Authorization from the sponsor must include:

- » Student's name
- » Duration of the program
- » Charges/amount they will be responsible for
- » Contact name and telephone number
- » Address where bill should be sent

NOTE: The student will be responsible for all amounts owed if the sponsoring agency does not submit payment in full.

All correspondence, contracts, military forms, tuition assistance forms and payment vouchers from the government or companies should be sent directly to the Student Accounts department at:

Palm Beach Academy of Health & Beauty
 ATTN: Student Accounts Department
 1220A 10th Street
 Lake Park, FL 33403

STUDENT RIGHTS AND RESPONSIBILITIES

As a Financial Aid recipient, you have the right to:

- » Ask questions and receive accurate answers that will assist in understanding how your aid package was determined and prepared.
- » Explain each type and amount of aid in your Financial Aid package; including how and when you will receive it.
- » Ask to review and reconsider your Financial Aid package if you believe a mistake has been made.
- » Ask what the interest rate is on the loan you have, the total amount you must repay, the length of time in which you have to pay, when you must start repaying, and any cancelation or deferment provisions that apply.
- » Have your Financial Aid information remain confidential and not be released without your written permission.
- » Be treated fairly and with respect.

All Title IV recipients have certain responsibilities to:

- » Complete and return all forms and documentation requested by the Financial Aid department accurately and in a timely manner.
- » Know and understand the requirements for all types of aid you are eligible for and are using at PBA.
- » Comply with the provisions of any promissory notes and any other agreements you sign.
- » Not to receive Federal Financial Aid from two schools at the same time.
- » Use Financial Aid received solely for educational purposes.
- » Maintain Satisfactory Academic Progress (SAP).
- » Repay all or a portion of aid received if you drop below the required minimum enrollment or cease attendance completely.
- » Register with Selective Service if you are a male between the ages of 18 and 25 years old or have already registered between the ages of 18 and 25 years old.
- » Renew their FAFSA application for each award year enrolled and requesting Federal Aid disbursements.
- » Not be in default with any Federal Stafford or Perkins student loans.
- » Not be in Federal Overpayment of any Title IV funds
- » Understand your school's refund policy.
- » Read, understand and keep copies of all forms you are asked to sign.
- » Notify your school of any change in name, home address, and telephone number and attendance status. If you have a loan, you must notify the Direct Loans Services Center of these changes.

You understand that PBA may:

- » Cancel all or any portion of your Federal Financial Aid if any irregularities are verified.
- » Void awards if and when incorrect information is revealed on your FAFSA application for Federal Financial Aid.

NOTE: Please see the PBA Financial Aid department for additional information about your rights and responsibilities.

FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

Federal law provides that a student who has been convicted of an offense under any Federal or State law involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving Financial Aid shall not be eligible to receive any Federal or Institutional Grants, or loans during the period beginning on the date of such conviction and ending after the interval specified in the following table.

If convicted of an offense involving:

POSSESSION OF A CONTROLLED SUBSTANCE	INELIGIBILITY PERIOD
First Offense	1 year from date of conviction
Second Offense	2 years from date of conviction
Third Offense	Indefinite
SALE OF A CONTROLLED SUBSTANCE	INELIGIBILITY PERIOD
First Offense	2 years from date of conviction
Second Offense	Indefinite

A student whose eligibility has been suspended based on a conviction for possession or sale of a controlled substance may resume eligibility before the end of the ineligibility period if:

- » The student satisfactorily completes a drug rehabilitation program that complies with the criteria prescribed in the federal regulations.
- » The student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with the criteria prescribed in the federal regulations.
- » The conviction is reversed, set aside, or otherwise rendered nugatory.

WITHDRAWAL PROCESS

A student who wishes to withdraw from school must contact the Registrar department during normal business hours. Once the student has notified the school verbally or in writing of their intent to withdraw, the date of notification will be used as the date of determination to calculate refunds and return of Title IV funds. The school will determine the rescission of this notice; a later date will be used based on the student's attendance or participation in an academically related activity.

Types of withdrawals:

- » Official Withdrawal: The student may provide official notification, in writing, of intent to withdraw to the Registrar's department. The withdrawal date will be the date the student begins the school withdrawal process. An Exit Interview will be completed at the time of notification.
- » Unofficial Withdrawal: Students will be withdrawn from the school by the Registrar's department if they fail to attend class for 14 consecutive calendar days. Exit Interview documentation will be mailed to the student.
- » Administrative Withdrawal: A student that is suspended from school will be administratively withdrawn. A student could be administratively withdrawn for inappropriate behavior that is detrimental to campus life. Administrative Withdrawal does not relieve the student of the responsibility for all debts, including tuition, fees, books and equipment. The Exit Interview can be completed either at the time of notification or mailed correspondence.

NOTE: Due to health and sanitation concerns, the student kit may not be returned. The charge for the kit and books will be as per your enrollment agreement. All refunds will be made within 45 days of the date of determination of the students' 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 more than 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-withdrawal 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-withdrawal 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 forty five days from the date of determination. In the case of a leave of absence, the refund shall not exceed forty five days from the date of documented non-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 of Health & Beauty 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 of Health & Beauty 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 45 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.

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 2018-2019 for a student living at home with parents is:

COA	AMOUNT
Tuition	\$ 12,480.00
Fees	\$ 100.00
Books and Supplies	\$ 1,060.00
Room and Board	\$ 3,627.00
Transportation	\$ 2,961.00
Personal	\$ 2,691.00
Dependent Care	\$ 0

Handicap Care	\$ 0
Miscellaneous	\$ 0
TOTAL	\$ 22,919.00

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

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

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

FEDERAL FINANCIAL AID RESOURCES

www.fafsa.ed.gov

www.fsaaid.ed.gov

www.studentaid.ed.gov

www.studentloans.gov

www.nsls.ed.gov

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, Barbering, Massage Therapy and Hemodialysis 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.

ATTENDANCE POLICY

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 the 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 305.824.2045 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 your campus and leave a detailed voicemail with your full name, instructor’s name / level (if applicable), reason for absence and a number where you can be reached.

VETERAN’S ATTENDANCE POLICY

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

Students exceeding 20% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

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

SATISFACTORY ACADEMIC PROGRESS (SAP)

All Palm Beach Academy of Health & Beauty enrolled students must meet standards of Satisfactory Academic progress (SAP) in order to receive Federal financial assistance. Each student must maintain SAP; he/she must achieve a cumulative Grade Point Average (GPA) of at least a "C" average and must attend at least 67% of the hours attempted during each increment.

To be eligible for financial assistance, a student must make Satisfactory Academic Progress (SAP). PBA standards of SAP apply to all students, not just those students receiving financial assistance PBA policy meets the statutory and regulatory requirements. It includes both, a qualitative and quantitative measure. These requirements are explained in detailed as follows:

Qualitative Standards - Grading Scale

The qualitative standard specifies that students must achieve a cumulative Grade Point average of at least "C" average. This means that both theory and practical work must have a minimum of a "C" average, 75% or a 2.0 at the end of each increment. The following scale is used for both theory and practical work:

A=91%to 100%=4.0

B=82%to 90%=3.0

C=75%to 81%=2.0

D=66%to 74%=1.0=Unsatisfactory

Grades of W or I are not computed in the qualitative measurement for satisfactory progress. If a student repeats a course, only the highest grade earned is computed in the grade point average.

Quantitative Standards

Our Satisfactory Academic Progress Policy as required by Federal regulations also includes a quantitative measure to determine the number of clock hours or Percentage of attendance completed by each student. Students are required to complete at least 67% of the hours attempted during each increment of the maximum time frame and complete the program of study they enrolled for during the normal time frame given for each schedule.

Palm Beach Academy of Health & Beauty has established a maximum time frame in which a student is expected to finish the program; this is 150% of the published length of the program. A student who does not complete the program within the normal time frame has until the maximum time frame to complete the program. If the student has not completed the number of hours required for graduation by the end of the maximum time frame, he/she will be expelled from school.

The normal time frame for a 1200 hour cosmetology/barber program is 40 weeks with a maximum time frame of 1800 hours and 60 weeks. Each 450 clock hour increment of 15 weeks must be completed within 22.50 weeks, and the final increment of 300 clock hours of 10 weeks, must be completed within 15 weeks. All other programs and schedules are adjusted accordingly.

Procedures for Monitoring Satisfactory Academic Progress

Satisfactory Academic Progress is calculated at the end of each level, for those programs with 900 hours or more. However, for Financial Aid purposes the points at which students will be evaluated is at end of each payment period. Programs greater

than 900 hours will be evaluated at 450 hours and 900 hours, and 1200 hours. Programs equal to 900 hours will be evaluated at 450 hours and 900 hours. Programs that are less than 900 hours will be evaluated at the end of the payment period (mid-point of the program) and scheduled end of the program.

At the end of each payment period the Registrar completes the Monitoring Satisfactory Progress (SAP) form for each student. The Registrar uses the form to advise the student regarding his satisfactory academic progress status and places a copy in the academic file. A copy of the form is also forwarded to the financial aid office.

If the student is not maintaining SAP due to either attendance or Grade Point Average (GPA) and he/she has completed the first increment, the Registrar will place these students on Financial Aid Warning. The student remains eligible for financial aid unless it is impossible to complete within the 150% requirement.

If student has not completed the first increment and is not maintaining SAP, the Registrar must advise the student how to better his/her attendance or GPA. The appropriate sections of the Monitoring SAP form must be filled out and signed by both the Registrar and the student.

Those students that are maintaining SAP, but have been absent ten percent or more of their scheduled hours will be notified of the need to complete required make up hours.

If the student does not meet both the 67% attendance requirement and the required GPA by the end of the second increment, financial aid will be terminated.

Appeal Procedure

A student may appeal the determination of unsatisfactory progress by submitting a written explanation to the Campus Director of his/her reasoning and documentation, which proves that he/she has not maintained SAP due to unforeseen circumstances. The Campus President will confer with the Regional Registrar and the Regional Financial Aid Director for final decision. Students will be notified by the Registrar office of final decision and any terms and conditions of decision.

A students may appeal when the determination of exceeding 150% of the published length of the program requirement has occurred. To petition the student will follow the same appeal procedure for unsatisfactory progress provided the student will be able to graduate within 200% of their published program length.

Probation Policy

Students must have achieved the qualitative and quantitative standards of Satisfactory Academic Progress (SAP) during each increment. At any time that a student is identified as not meeting either or both standards the student will be notified and corrective action taken.

If at the end of the Financial Aid Warning period the student does not comply with both requirements, he/she may appeal to through the Registrar office. The appeal must explain why they have not been able to succeed and what has changed to ensure future success in the program. The final decision resides with the Regional Registrar and Regional Financial Aid Director.

If approved, the Campus Director will make an action plan with the student to help them in succeeding and the student will be placed on Financial Aid Probation and will remain eligible for aid for one payment period. If at the end of the Financial Aid Probation period the student has not complied with the any of the requirements, financial aid will be terminated.

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.

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

Programs	Normal Time Frame in Months/Weeks	Maximum Time Frame in Months/Weeks
Cosmetology and Barber 1,200 Hours Program 30 Hours per week	10 Months/40 Weeks	14 Months/60 Weeks
Massage Therapy 600 Hours Program 24 Hours Per week	6 Months/25 Weeks	9 Months/35 Weeks
Skin Care 320 Hours Program 24 Hours Per week	3 Months/13 Weeks	5 Months/19 Weeks
Nail Technician 240 hours Program 24 Hours Per week	3 Months/10 Weeks	4 Month/14 Weeks
Home Health Aide 75 Hours Program 25 Hours Per week	1 Month/3 Weeks	1 Month/4 Weeks
Barber 1,200 Hours Program 30 Hours Per week	10 Month/40 Weeks	14 Months/60 Weeks
Medical Assistant 900 Hours Program 25 Hours Per week	9 Months/36 Weeks	13 Months/49 Weeks
Patient Care Technician 900 Hours Program 25 Hours Per week	9 Months/36 Weeks	13 Months/49 Weeks

Hemodialysis Technician 600 Hours Program 25 Hours Per week	6 Months/24 Weeks	9 Months/33 Weeks
Electronic Health Records Specialist 300 Hours Program 25 Hours Per week	3 Months/12 Weeks	4 Months/17 weeks

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. 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. Students who are in a Non-Title IV program will be evaluated at the mid-point of the program.

LEAVE OF ABSENCE (LOA)

There may be occasions when a student may need time off and must be absent from school. During these instances, the student may request a LOA in writing by completing the Request for Leave of Absence form available in the Registrar Department. All request for LOA must be signed and dated by the student prior to the LOA requested period and applies to all students in all programs.

The school may grant an emergency medical LOA due to an accident or other medical emergency for a student without documentation however, the student still must submit the signed and dated request. The student will be responsible for providing the documentation required prior to the return from the LOA or will be considered withdrawn from school for the period the emergency LOA was granted. Return to Title IV and institutional refund policies will be applied using the student's last day of attendance for the calculations.

A LOA may be requested for the reasons listed below with appropriate documentation that must be submitted at the time of the leave request. The reason for the leave must be an extenuating circumstance and the initial request may not be less than 14 days or more than 180 calendar days.

REASON FOR LEAVE	DOCUMENTATION TO BE SUBMITTED
Military Obligation	Military paperwork showing obligation dates
Jury Duty	Jury Duty Summons/Notification of Jury Selection

Medical/Health Condition (student)	Written explanation of difficulty and timeframe needed to resolve
Medical/Health Condition (immediate family)	Written explanation of difficulty and timeframe needed to resolve
Personal or Family Emergency Difficulty/Financial Difficulty	Written explanation of difficulty and timeframe needed to resolve

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 the students first approved LOA started. All request are subject to school approval and the decision of the Regional Director of Financial Aid and the Regional Compliance Director is final.

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.
- » Students must appear in person to request for an extension of a LOA. Such request will be approved by the Regional Director of Financial Aid and the Regional Compliance Director provided:
 - The student submits a request on or before the end date of the current approved LOA.
 - Documentation and written explanation is provided as required.
 - 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 month period, calculated from the first day of the that student's first LOA.
 - There is a reasonable expectation that the student will return.

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

A LOA is approved if:

- » The student has submitted a written, signed and dated request to the Registrar department with the appropriate documentation and explanation for the leave as required.
- » The Campus Director, Financial Aid and Registrar departments have met with the student and explained the terms and conditions of the LOA including but not limited to:
 - No institutional charges will be assessed during the leave
 - No Title IV Loan funds will be requested or disbursed to the student during the leave period.
 - Effects on all Title IV Loan funds already disbursed if the student does not return from a LOA.

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 a 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 the students contract without additional charges. The student must notify the Registrar department upon your return to school and see the Financial Aid Office, following their meeting with the Registrar department, for clearance to return to class and National Student Loan Data System (NSLDS) updating.

Failure to return from a Leave of Absence

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 students last day of physical attendance prior to the start of the leave to calculate the Return to Title IV calculation and Institutional refunds.

INTERNATIONAL STUDENTS

GENERAL ADMISSION REQUIREMENTS

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

- » Speak to an Admission Representative regarding the programs offered at the school and the various locations that are available.
- » Be at least 16 years of age.
- » Possess the equivalent of a U.S. high school diploma AND, Provide high school transcript/diploma or an evaluation of the high school transcript/diploma; Foreign transcripts and diplomas must be translated into English and evaluated by a recognized third party translation/evaluation provider.
- » Choose the program that he/she will study and the location.
- » Complete the International Student Application Form (IN-100) and submit it via e-mail to your Admission Representative.
- » 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. The information on the schools account is found on the I-20 package.
- » Have all documents translated into English by a professional certified translator.
- » Submit original documents, which will be returned to the applicant upon review by the International department.
- » Complete all forms in their entirety.
- » Have all forms typed. Handwritten forms will not be accepted.
- » Have a valid passport for at least six months beyond the applicant's intended period of stay in the U.S.

REQUIREMENTS TO APPLY FOR YOUR CERTIFICATE OF ELIGIBILITY (FORM I-20)

The I-20 package is the right source of information for you, as it provides you with everything you need to know in order to apply to Palm Beach Academy of Health & Beauty®. The International Package can be found on our website at www.pbacademy.edu in the International Student Admissions tab under Admissions. Please be aware that the Certificate of Eligibility (Form I-20) will be generated once our International Department receives a completed package.

In order to obtain your I-20 signed by Palm Beach Academy of Health & Beauty®, International Applicants must read and comply with ALL the requirements listed in the International Package (I-20 package). All forms must be typed and mailed to your Admission Representative. The non-refundable application fee and the down payment must be paid via wire transfer to the international school account or in person at the school, if in the U.S.

ATTENDANCE POLICY FOR INTERNATIONAL STUDENTS

International students must maintain a full course of study at all times. This means that students must follow their class schedule as indicated on the enrollment agreement. According to the M1 visa program, international students are not eligible for a Leave of Absence, as this would break the terms of their class schedule. Should an emergency arise that might require a student to miss school, the student must consult with the Primary Designated School Official in the International Department. There are certain exceptions such as a medical leave; however, the terms of the M1 visa require that the student provide sufficient documentation to substantiate the request for leave. The request and documentation must be reviewed and approved by the PDSO and USCIS for the student to be granted the exception.

CREDIT FOR PREVIOUS EDUCATION / TRAINING

This is only required if the applicant is requesting credit for previous education/training. Please keep in mind that an additional two (2) weeks will be added for processing of your I-20. If you are interested in requesting credit for your previous education/training the following procedure must be completed before processing and issuing applicants a Certificate of Eligibility (I-20).

Transfer of hours, services and grades from a previous institution

If transferring hours, services and exams from another licensed and accredited institution, students may provide one of the following documents for consideration:

- » An official sealed transcript
- » An unofficial transcript
- » A letter from another licensed and accredited institution that verifies completion of program and the number of hours completed.
- » An active license from any state with in the US.

Documentation submission does not guarantee full or partial or any credit for previous education or licensing. Students coming from another school or from another state with a license may be required to complete additional hours, services and exams if their previous education or licensing does not meet our current program requirements. The final decision resides with the Regional Director of Education.

Transferring hours, services and grades within our school

To receive credit for courses previously completed within our school submission of an academic transcript is not required. Some of our programs contain educational components that are equivalent to one another. Those components may be transferable partially or in its entirety. The final decision resides with the Regional Director of Education. In most cases, there are no prerequisites to the order in which the student takes each phase of the program.

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, PBA 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 or Training

A Veterans Administration benefit recipient has the responsibility to report all previous education and training to Beauty Schools of America. PBA evaluates the information and grants appropriate credit, with training time and tuition reduced proportionally. The veteran student and the Veterans Administration are notified. Transcripts must be received by the end of the student's first payment period.

NOTE: The required hours for HIV are not transferable 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.

SCHOOL RULES AND REGULATIONS

Personal Conduct and Professional Ethics The school reserves the right to dismiss any student whose personal conduct is deemed unsatisfactory. All students are required to conduct themselves in a professional manner as would be expected in a salon/barbershop/spa. When a student has a grievance he or she must communicate the concern in a professional manner following the stated Grievance Policy section of this catalog. **Respect** Students must have respect for Palm Beach Academy of Health and Beauty® (PBA) employees (faculty & staff), other students', clients, and guests. **Proper Language** The use of foul language is not permitted at any time anywhere in the school or its surrounding areas. **Politics & Religion** Politics and religion should not be discussed, outside of the classroom curriculum, with classmates, clients, staff and faculty. **Dress Code** All students must report to class in the proper uniform. The school reserves the right to send a student home to change if they are not wearing the appropriate clothing. School shirts/uniforms may not be transformed or altered. Students in the Cosmetology, Barber, Comprehensive Facial and Makeup (makeup section), and Makeup Artist Specialist programs must adhere to the following rules: » PBA shirt / black shirt (no other LOGO on the shirt can be allowed unless it is hidden by the apron jacket). » Black jeans / pants are permitted (blue / other color jeans are not permitted, no pants with holes). » The use of sleeveless tops, tank tops, spaghetti straps, miniskirts, shorts, leggings, or any garments deemed inappropriate are not permitted » Must have closed shoes – sandals (with or without socks), peep toes, house slippers, and similar styled shoes are NOT permitted. » May not wear hats or any sort of head gear – except for religious purposes. » Nails must be properly groomed and at an acceptable length. » Hair must be clean and styled. » Makeup must be professional. Students in the Spa Therapy, Full Specialist with Salon Management, Comprehensive Facial and Makeup (skin care section), Massage Therapy, Electrolysis and Laser Technician, Electrolysis, Makeup Artist and Skin Care, and Nail Technician programs must adhere to the following rules: » Dress in white slacks and top. » May use a white PBA t-shirt in lieu of the issued school top. » The use of miniskirts, shorts, leggings, or any garments deemed inappropriate are not permitted. » Must have closed shoes – sandals (with or without socks), peep toes, house slippers, and similar styled shoes are NOT permitted. » May not wear hats or any sort of head gear – except for religious purposes. » May wear all white headbands only. » Nails must be properly groomed and at an acceptable length.

Program Requirements

All students are required to complete all hours, services, written and practical examinations with satisfactory grades and acceptable attendance prior to reaching Maximum Time Frame (MTF) – please refer to the Attendance and Satisfactory Academic Progress (SAP) Policy section of this catalog for further details.

Student Kits

Student kits and other personal items are the responsibility of the student. The school, staff, and faculty are not liable for lost or misplaced equipment or for a student's personal property. A student must have the required supplies to perform services and/or to participate in class projects every day. In addition, you must have your own pencils, pens, notebooks, textbooks, etc.

Outside Products / Equipment

The use of outside products (chemicals) and/or equipment is not permitted to be used on any client, student, or yourself at any time. It is not the school or the instructors' responsibility to demonstrate how or when to use a product or equipment not included in the student kit.

Use of Chemicals

All students will be working with chemicals and must hold the school free from any claim arising from the use or application of any chemicals.

Break Times

Daily break times are every day from 11:45am – 12:15pm (morning schedule)

Daily Break time are every day from 7:50pm – 8:10pm (evening schedule),

If you return late from break, time will be deducted accordingly in 15 minute increments.

Leaving Class

When leaving the classroom, you should obtain a pass. Students are not permitted to loiter or to congregate in the restrooms, hallways, classrooms, reception area, building entrance, or any other working area of the school; nor are they permitted in the offices or stockroom without being accompanied by a member of the staff/faculty. You must stop at the Reception area to sign-in and wait until you are instructed to go to the office (someone may be ahead of you).

NOTE: It is encouraged to make an appointment with the specific department you wish to see to help expedite your questions or concerns.

Exams

All exams, including make-up exams are given on Mondays, unless it is a holiday or the school is closed; in which case the exam will be rescheduled. Students are required to meet the standards and criteria established to determine progress and competence in both academic study and practical training throughout the entire program. A 75% or above on every exam is required, as well as the Cumulative Grade Point Average at the end of the program.

Electronics

All electronics must be placed on silent mode or turned off at all times. No personal electronic devices are permitted during any school activity. Electronic devices are items such as cell phones, I-pods, Bluetooth's, laptops, etc. No recording devices or cameras are permitted anywhere in the school without the instructors approval.

Cleanliness & Sanitation

Cleanliness and sanitation is an extremely important part of your education. Cleanliness and sanitation is a state and school regulation and must be followed at all times. To help each student develop professional work habits, students will be responsible for the cleanliness and sanitation of their work stations and its components at all times. Equipment and work station must be cleaned before and after each use. The condition and cleanliness of any equipment/implement you use is your responsibility. Instructors may examine your kits and work stations at any time to assure proper sanitation is being conducted. Students should return any product/equipment used back where it belongs so that others can benefit from its use.

Personal Grooming

Having a professional appearance is very important at PBA and we expect our students to come to class properly dressed with clean uniforms and have good personal hygiene. You will not only be the face of PBA, but you will also be marketing your skills while working closely with clients and it is important that you maintain a professional image at all times. Remember you will be entering the world of Beauty and Spa and you need to represent the industry accordingly.

Smoking

According to Florida Law, smoking is prohibited in all school buildings and outdoor campus areas including parking lot, entrance and exit ways to the school. Smoking is permitted in designated areas. Electronic cigarettes are not permitted inside classrooms, salon areas, restrooms, administrative offices, laundry room or any other room inside the school building. Electronic cigarettes must be used outside in the designated smoking area.

Chewing Gum

Chewing gum is not permitted in school, classroom, at events, nor with a client.

Food

No food or drinks are permitted in the classroom, salon, barbershop, or spa areas while classes are in session.

Only bottles with caps are permitted in areas where services are not being performed. All meals must be eaten in designated areas and only during break times. Individuals using these areas are responsible for leaving them in a clean and tidy condition.

Drugs and Alcohol

No drug or alcohol use is permitted on school grounds, its surrounding areas and at PBA related events. Any student using, bringing, dispensing or selling drugs or alcohol will be dismissed immediately without prior warning and may be turned over to the local police.

Soliciting

Solicitation and selling of any kind by students or visitors is not permitted on the school premises or in the vicinity of any campus or any PBA related events.

Parking

Parking is only permitted in designated areas. Some campuses may require a parking permit to be displayed in student's vehicle. Please check with your campus regarding their parking policy.

Constitution Day

Students who are currently attending PBA on or around September 17th will be required to participate in an event for Constitution Day. An event will be held at each campus with special activities.

Voter Registration

In order to ensure that all students are made aware of their opportunity to participate in local, state and national elections, voter registration forms are available during the student's orientation. The above rules must be strictly adhered to and are provided for your benefit.

NOTICE OF NON-DISCRIMINATION

Palm Beach Academy of Health and Beauty (the School) does not discriminate in admission or access to our programs and activities on the basis of age, race, color, sex, disability, religion, sexual orientation, gender identity, financial status, veteran status or national origin. Inquiries regarding this nondiscrimination policy may be made to Ms. Ashley Rebstock, who is the School official designated to ensure compliance with this nondiscrimination policy. You may contact Ms. Rebstock at 1010 W 49th Street, Hialeah, FL 33012 phone: 305.824.2238, email: arebstock@bsa.edu . Regarding discrimination on the basis of sex, this notice is required by Title IX, and inquiries regarding Title IX may also be referred to Ms. Rebstock, who is the School's Title IX Coordinator who and has been designated to ensure compliance with Title IX, or to the Office for Civil Rights. SECTION 504/AMERICANS WITH DISABILITIES ACT POLICY If you would like to request academic adjustment or auxiliary aids, please contact the School's Section 504 Compliance Coordinator, Ashley Rebstock. You may contact Ms. Rebstock at 1010 W 49th Street, Hialeah, FL 33012, phone: 305.824.2238, email: arebstock@bsa.edu. You may request academic adjustments or auxiliary aids at any time.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j)(1)(i) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to provide necessary academic adjustments and auxiliary aids and services unless a particular adjustment would alter or waive essential academic requirements; fundamentally alter the nature of a service, program or activity; or result in undue financial or administrative burdens considering the School's resources as a whole. Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1) Notify Ms. Rebstock, the School's Section 504 Compliance Coordinator, of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. Requests should be submitted in writing unless you cannot provide the request in writing, in which case the School would accept a verbal request. You may contact Ms. Rebstock at 1010 W 49th Street, Hialeah, FL 33012, phone: 305.824.2238, email: arebstock@bsa.edu.

2) Ms. Rebstock will schedule a time to meet with you after receiving your request for accommodation. The purpose of this meeting is to help ensure that the School is obtaining adequate information and understanding of your individual needs.

3) Ms. Rebstock will review the request and provide you with a written determination as soon as practically possible but in no event more than two weeks after receiving the request.

4) If you would like to request reconsideration of the decision regarding your request, please contact Mr. John W. Rebstock, President of Palm Beach Academy of Health and Beauty, within 15 days of the date of the response. Please provide a statement of why and how you think the response should be modified. Statements may be submitted to the School's President by email at jrebstock@bsa.edu, or by mail to Mr. John W. Rebstock, 1010 W 49th Street, Hialeah, FL 33012, phone: 305.824.2100.

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. GRIEVANCE POLICY If ever a student feels that school procedures or practices result in an unfair or difficult situation for them, Palm Beach Academy of Health and Beauty® maintains an open communication policy designed to address such matters in a confidential and effective manner. Palm Beach Academy of Health and Beauty® managers and staff are committed to listening carefully and responding promptly, escalating the discussion to whatever level appropriate to achieve a satisfactory and lasting solution. In most cases, student should share their concerns directly with the instructor or staff member involved to resolve the issue in the most immediate and efficient way. If that discussion is not effective or if the student wishes to speak to a superior authority, they should seek a meeting with the Campus Director. If the Campus Director is not immediately available, the student may schedule an appointment with him or her through any campus staff or management personnel. At times, it may be necessary for the student to commit their concerns to writing. When writing a complaint or concern, it will be helpful to include the exact nature and details of the concern, the date, time, and place of any related incidents, names of witnesses, and any pertinent documentation. 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 described on page 5 of the school catalog.

GRIEVANCE POLICY AND PROCEDURE

Overview

The grievance procedure applies to students who have complaints of unfair and/or unlawful treatment. A student is defined as any person enrolled full time in a program at Palm Beach Academy of Health and Beauty. A grievance is a complaint of unfair and/or unlawful treatment formally charged by a student against a school employee or student, in regard to the application of school rules, policies, procedures, and regulations. If at all possible, a complaint should be resolved without initiating the formal grievance procedure. Please note that it is generally beneficial to the student to discuss the problem with the employee and the Campus President prior to filing a formal grievance. The school's Campus President is available to advise students, therefore, students should not hesitate to contact he/she to discuss the problem.

Procedure:

Level one

A grievance should be raised and settled as quickly as possible. The first step in the process is for the student to contact and meet with the employee who she or he believes acted in a grievous manner and the Campus President within five business days (a business day is defined as Monday through Friday when the school is open) following either the event that gave rise to the grievance or when the student reasonably should have gained knowledge of the issue. The school employee involved and the Campus President should be contacted by the student.

A phone call or email can substitute for a face-to-face meeting. During the communication between the student, the employee and the Campus President, every attempt should be made to resolve the complaint informally. If the matter cannot be resolved, the student may file a written grievance within five business days following the verbal response from the school employee involved. The written grievance should be presented to the employee with a notification of the grievance forwarded to the Campus President. The written grievance should contain the following:

- a) A complete description of the complaint;
- b) any supporting documents; and
- c) the redress sought.

An entire set of records should be assembled and maintained by the student. The person receiving the written grievance has five business days to reply to the student in writing – and a copy of the entire process sent to the Campus President.

Level two

If the student is not satisfied with the written response from the employee or the Campus President, he or she may appeal it to the Student Services at the Corporate division within five business days. The student should forward copies of all correspondence and relevant documents from Level 1, along with a cover letter, to the Student Services Department in Corporate. The Student Services Department in Corporate has five business days to reach a decision and reply in writing to the student, the employee and the Campus President.

Level Three

if the student is not satisfied with the written response from Level 2, he or she may appeal to the CEO of Palm Beach Academy of Health and Beauty. This appeal must be made within five business days after the reply from Level 2. The student should forward copies of all correspondence and relevant documents from Levels 1 and 2, along with a cover letter, to the employee, the Campus President and Student Services. The CEO has 10 business days to make a determination and reply in writing to the student, the employee, the Campus President and Student Services Department. This decision is final.

General Guidelines for Filing a Grievance

1. The student filing a grievance may be accompanied by an advisor or representative of his/her choice at any level of the procedure.
2. Revision of the deadlines for filing appeals and providing written responses may be made. This may be necessary because of vacations, examinations, illnesses or other extenuating circumstances. If the deadlines are changed by either party, the respective employee should inform the student of the receipt of the grievance and give an estimated date of the final reply.
3. The only issues that can be reviewed on appeal are those asserted in the filing of the initial grievance. No new issues can be raised or heard during the appeal review process.
4. Copies of the CEO's decision will be sent to the appropriate school's employees at Levels 1 and 2 and to the Campus President and Student Services in the Corporate division.

STUDENT GRIEVANCE REPORT FORM

Campus _____ Date: _____

Grievant Information

Student's Name: _____ Program: _____

Cell Phone: _____ Home Phone: _____

Date, Time and Place of event leading to grievance

Detailed account of occurrence (Include names of persons involved, if any)

Solution sought:

Requested Meeting: Yes No. If so, Meeting date scheduled: _____

Grievant's Signature: _____ Date: _____

Campus President's Signature: _____ Date: _____

Student Services Signature: _____ Date: _____

CEO Signature: _____ Date: _____

STUDENT COMPLAINT PROCEDURE TO ACCSC

Schools accredited by the Accrediting Commission of Career Schools and Colleges 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 reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org**

PROCESS OF CORRECTIVE ACTION

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 of Health and Beauty®, shall be subject to discipline, up to and including suspension or dismissal. PBA 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.

» Gambling.

» 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.

DISCIPLINARY PROCEDURE

Palm Beach Academy uses a four-tiered disciplinary procedure designed maintain a safe and effective learning environment for all students. Students who violate the Student Code of Conduct or whose behavior falls short of expectations described in the School Catalog may face any or all of the following steps:

Warning

A written statement will be given to the student describing his or her unacceptable behavior or violation of the Student Code of Conduct. It will also include a warning that further misconduct may result in more severe disciplinary action.

Probation

Probation will last for a period of time specified in a written statement and until any imposed conditions are met by the student. Any violation of rules or conditions during the probationary period will subject the student to further disciplinary action.

Suspension

Suspension consists of a temporary separation of the student from class attendance and of participation in any class or school events for a specified period and subject to specified conditions. Prior to suspension being lifted, the student must meet with the Campus Director to ensure clear understanding of expectations and conditions for reinstatement.

Dismissal

Should student misconduct continue despite warning, probation, and suspension, or in cases when the Campus Director feels it is in the best interest of the campus, PBA students, or the student in question, for issues of safety and order, the school will terminate the enrollment of that student. Upon termination, the student may not attend classes or participate in any events at PBA.

ZERO TOLERANCE POLICY

By accepting enrollment into PBA, and becoming part of its academic community, students accept the obligation and duty to abide by the Student Code of Conduct, either on or off campus. Any behavior that is considered to interfere with, impair, obstruct or limit the ability of other students to learn, or disrupt the overall goals and mission of PBA will be considered misconduct in violation of the Student Code of Conduct, and the student will be subject to dismissal. NOTE: As stated in our Zero Tolerance Policy, certain acts of misconduct may lead to immediate dismissal and/or other disciplinary actions by the school.

CAMPUS SAFETY

Palm Beach Academy (PBA) strives to ensure the safety of all students, faculty, staff, and clients of our institution. For complete information on Campus Safety please refer to the Consumer Information packet that is available at www.pbacademy.net this can be printed at the request of the student by your Admissions Representative.

GRADUATION REQUIREMENTS

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

6. Successful completion of all required hours, services, exams, and school assignments.
7. Achieve a "C" or better grade in all graded subjects.
8. Payment of all tuition, fees and costs.
9. Compliance with all rules and policies of the school.
10. 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.

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.

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.

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 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.

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.

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.

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 10th Street
Lake Park, FL 33403

Fax request to:

561-845-1360 Attn:

Transcript Request

Email request to:

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 1st 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.

STUDENT SERVICES DEPARTMENT

Welcome to Palm Beach Academy of Health & Beauty

The department of student services is here to ensure that you have opportunities and support to succeed and thrive while at PBA. We advance the efforts to assist its alumni in obtaining an excellence through hand on, educational and great support services. Together we facilitate the overall development of students and enhance the sense of community at Palm Beach Academy of Health and Beauty.

PBA offers a multitude of experiences that can enhance and enrich your academic studies and offer you real experience learning opportunities. Helping the community, or taking steps to ensure your health and well-being are just some of the ways that you can shape your student journey to reflect your needs and aspirations.

PBA Alcohol and Drug Policies and Prevention Programs

PBA is committed to promoting the health of our campus community members by preserving an environment that is free from illegal drugs and alcohol abuse. Included on the website and Catalog is information regarding campus alcohol and drug related policies, abuse prevention programs, and other resources. It is important that all members of the PBA community are aware of these policies and resources. All campus community members should be aware that law and PBA Policy prohibit the unlawful possession, use, manufacturing, dispensing, or distribution of alcohol or illegal drugs on campus property or as part of any educational activity.

PBA Tip Line

This voice mailbox, extension 1400 is available to students, faculty, staff or families who wish to leave anonymous information about policy violations or behavioral issues affecting community members. The Campus President listens to these messages and follows up on the information received

PALM BEACH SCHOOL CAREER CENTER

You choose Palm Beach Academy of Health & Beauty that best prepares you for the career you want. PBA can help prepare you to make the most of every opportunity—and even connect you with hiring managers who seek out PBA graduates.

MISSION

To provide an all-inclusive resource, mentoring, and developmental center for current students, graduates, and the community at large by acting as the bridge between graduation and professional life, enhancing student and graduate success opportunities through training, employment readiness, and the ability to confidently and successfully transition into the vertical or industry they have chosen to excel in.

VISION

To successfully act as the bridge between student and professional life for all our students, graduates and the community at large, Palm Beach Academy of Health & Beauty's Resource Center will focus on implementing an all-inclusive strategy for all individuals in order to successfully transition them into the workforce.

Specifically, the Career Center team will focus not just on current students and graduates, but reach back to our alumni that graduated over ten years ago. Our breadth of focus has no limitations, as our goal is to serve all who are willing to accept our efforts to better their skill-set and ultimately instill them with every facet necessary to excel in their industry of choice. Our end goal will always focus on the importance of stellar work ethic, and the encouragement of fiscal responsibility and business ownership. Furthermore, the Resource Center is not only open to PBA graduates, but also to provide assistance back to the community; by offering developmental assistance in their personal growth and professional careers, resulting in contributing members to their community and industry.

PLAN

Palm Beach Academy of Health & Beauty Career Center will help students work toward their career goals while they are still in school. Our Career Services Representatives help students explore the options available within their chosen program, and provide career assistance to help them in creating clearly defined career goals.

PREPARE

PBA School Career Center can help you identify and focus on your career goals—at the early stages of your educational development and will connect you with potential employers in the field providing a number of employment opportunities for the students.

Our Resume Writing Workshops and Tools help students craft a clear, focused resume that is the best possible representation of their skills and abilities. The Interviewing Skills workshop teaches techniques to secure a job interview along with interviewing skills to help them find a job in their profession. We also have workshops on dressing for success, career planning and research.

SUCCEED

Our extensive employer database partnerships with over 300 salon owners and organization in the fields help find opportunities when the student is ready to secure a job. We also offer Career Fairs, interview luncheons and scheduled visits from industry recruiters to provide further opportunities to talk face-to-face with representatives from local salons, Spa, and beauty providers. Career Services will provide individualized help with resume preparation, interview skills and locating open positions.



PBACADEMY.EDU

 PALM BEACH ACADEMY

1220A 10th Street
Lake Park, FL 33403
Ph: 561.845.1400
Fax: 561.845.1360