



**PALM BEACH ACADEMY**  
*of Health & Beauty*

**PALM BEACH ACADEMY OF HEALTH & BEAUTY**

2601 S. Military Trail, Suite 13, West Palm Beach FL 33415

Telephone: (561) 845-1400 eFax: (561) 327-2905

**VOL. XIID – July 2024 – June 2025**

**Rev 10-17-24**

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Certified true and correct in content and policy.

The effective date of this catalog is June 10, 2024, and is in effect for all enrolments for classes starting after June 10, 2024, and up to the next catalog revision.

**Ann Bouchard, EdS**  
**Campus Director**

*Mrs. Ann H. Bouchard, EdS*

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Signature of Authorized School Official

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Telephone: (561) 845-1400 eFax: (561) 327-2905

**VOL. 12, NO. 5 – July 2024 – June 2025**

**Updated: January 20, 2025**

## 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 Cosmetologist. 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.

In August 2019, Palm Beach Academy of Health and Beauty was acquired by Genesis Educational Services of Florida, Inc.

## 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.

Students graduating from Palm Beach Academy of Health and Beauty will be awarded a Diploma in their chosen program of study after successfully meeting all graduation requirements.

## 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 for Independent Education, Florida Department of Education, License # 2446.



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

- » Approved by the U.S. Department of Education to participate in Title IV Federal Aid Programs.
- » Approved by the Board of Cosmetology and Barbers, 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)
- » Florida Department of Business and Professional Regulation – approved education provider 4-hr HIV course.

## ADMINISTRATION

To contact the administrative staff at Palm Beach Academy of Health and Beauty you may dial (561) 845-1400.

## FACILITIES

The school offers its programs and instruction in a beautiful, recently renovated 7,833 sq./ft. facility conveniently located in the Shoppes at Cresthaven, in West Palm Beach, Florida. The campus features plenty of student parking, classrooms, spacious clinic areas, dispensary and inventory sections, a student and instructor lounge, private skin care rooms, and on premises laundry 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 of Health and Beauty is situated in the beautiful West Palm Beach area of Palm Beach County. The campus is located on Military Trail just north of Cresthaven Blvd. Coming from the north or south, take I-95 to the Forest Hill Blvd. exit going westbound until making a left turn on Military Trail. Then make a right on the Shoppes at Cresthaven, the school is located just past the parking lot on the left.

## CLASS ENROLLMENT CAPACITY

Class starts varying 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 with the maximum number of 20 students. On occasion, theory and/or lecture classes might exceed

the number by 1.33 times (maximum allowable by the school) 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

All programs at Palm Beach Academy of Health and Beauty are offered on campus. Distance learning is not available.

### COSMETOLOGIST

#### 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 the requirements for Florida State licensure. A graduate of this program will receive a diploma.

CLOCK HOURS: 1,200 and 79 quarter credit hours

#### PROGRAM DESCRIPTION

The Cosmetologist 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

## EQUIPMENT / MATERIALS

Students will receive a uniform, an equipment bag, and 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 daytime schedule, the normal time frame of completion would be 40 weeks. If taken in the evening, the completion time is 75 weeks at 16 hours per week.

## 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.

## PROGRAM COST - COSMOTOLOGIST

<b>TUITION</b>	<b>\$17,652.00</b>
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\*Includes initial state application fee and one state board exam fee for first attempt.

## 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 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

**EQUIPMENT / MATERIALS**

Students will receive a uniform, an equipment bag, and 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 day schedule, the normal time frame of completion would be 13 weeks. The evening program, if offered, can be completed in 20 weeks at 16 hours per week.

**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.

**PROGRAM COST – SKIN CARE**

<b>TUITION</b>	<b>\$5,545.00</b>
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\*Includes initial state application fee and one state board exam fee for first attempt.

**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 too 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

- » 72 massage services.

## EQUIPMENT / MATERIALS

Students will receive a uniform, an equipment bag, and 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 day schedule, the normal time frame of completion would be 25 weeks. Evening students, attending 16 hours per week are expected to complete the program in 38 weeks.

## 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

## PROGRAM COST – MASSAGE THERAPY

<b>TUITION</b>	<b>\$11,676.00</b>
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\*Includes initial state application fee and one state board exam fee (for first attempt)

# 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) 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. Each graduate of the program will receive a diploma.

## 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

## EQUIPMENT / MATERIALS

Students will receive a uniform, an equipment bag, and 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 daytime schedule, the normal time frame of completion would be 40 weeks. If taken in the evening, the completion time is 75 weeks at 16 hours per week.

## 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

## PROGRAM COST - BARBER

<b>TUITION</b>	<b>\$17,652.00</b>
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\*Includes initial state application fee and one state board exam fee (for first attempt)

## 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. Each graduate of the program will receive a diploma.

### 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

### EQUIPMENT / MATERIALS

Students will receive a uniform, an equipment bag, and instruments and materials to perform 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 day schedule, the normal time frame of completion would be 10 weeks. Students attending evening classes are expected to complete the program in 15 weeks when attending 16 hours per week.

### 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.

### PROGRAM COST – NAIL TECH

<b>TUITION</b>	<b>\$3,145.00</b>
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\*Includes initial state application fee and one state board exam fee for the first attempt.

### 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)

### 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 day schedule, the normal time frame of completion would be 36 weeks. Students enrolled in the evening schedule are expected to complete the program in 50 weeks when attending 16 hours per week.

### 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

### PROGRAM COST – MEDICAL ASSISTANT

<b>TUITION</b>	<b>\$16,930.00</b>
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\*Includes initial application fee and one exam fee (for first attempt).

### REQUIREMENTS FOR THE STATE OF FLORIDA LICENSE AND CERTIFICATION

Program of Study	Hour Requirements	Testing Requirements
Cosmetologist	1,200 Hours/79 quarter credits	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. Have no disqualifying criminal record.
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). Have no disqualifying criminal record
Medical Assistant	900 Hours	Medical Assistant may take the National Center for Competency Test (NCCT) or the Allied Health Certification (NHA)

## Certification Process

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

## Difference between Day and Evening Schedules

Academic programs at Palm Beach Academy of Health and Beauty are offered on a standard day schedule and on an extended evening schedule. Not all schedules are available for all start dates. The table below lists program schedules.

- Day\***: Monday through Friday 8:45am -3:15pm = 30 hours per week (Barber and Cosmetologist)
- Day\***: Monday through Thursday 8:45 – 3:15 = 24 hours per week (Skin Care and Nail Technician)

- Evening:** Monday through Thursday 5:45pm- 9:45 pm = 16 hours per week (all programs, check for availability)

The estimated time to complete the academic programs at the institution, based on the schedule noted above, are presented below. Palm Beach Academy of Health and Beauty offers courses on a clock hour basis. Therefore, all hours in the program must be completed to meet the program completion requirements. Please note that poor attendance, leaves of absences or other interruptions in student attendance will extend the estimated program completion time s noted below.

Program	Clock Hours	Estimated Time to Complete (Day Schedule)	Estimated Time to Complete (Evening Schedule)
Barber	1200	40	75
Cosmetologist	1200	40	75
Skin Care	320	13	20
Nail Technician	240	10	15
Medical Assistant	900	36	50
Massage Therapy	600	25	38

\*Day schedule is required for I-20 applicants enrolled in programs of 1,000 hours or more.

## ADMISSIONS PROCEDURES & REQUIREMENTS

Please note that all programs are offered at the campus. 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 our programs. Please note that felony convictions, and pleas of No Lo Contendere may disqualify certain individuals from obtaining licensure. The institution does not perform criminal background check screening during the admissions process. A criminal record does not prevent a student from enrolling. However, applicants for admission are advised to carefully consider program choices, as applicants with criminal records may be unable to obtain licensure post-graduation.

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 campus at 561.845.1400.

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

- » Complete an interview with the Admissions Office.
- » Be at least 16 years of age.
- » Submit transcript or diploma, or recognized equivalency confirming High School Graduation, a G.E.D., an associate's degree, bachelor's degree or equivalent. Foreign transcripts and diplomas must be translated into English and evaluated by a recognized third-party translation/evaluation provider.
- » 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 (ATB) will not be accepted for regular admission if they have never previously attended a post-secondary school. An ATB 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, as noted below.
  - These ATB applicants must meet the grandfather clause under Gen12-09, to be accepted at Palm Beach Academy of Health & Beauty based on 1) documentation from the National Student Loan Data System that states that they previously received Title IV aid, or 2) a transcript or other documentation from a previous institution that demonstrates that the applicant was enrolled or attended an eligible program at a Title IV institution or passed an approved ATB test.
- » Palm Beach Academy of Health and Beauty will accept, by exception, prospective students who do not have a high school diploma or its recognized equivalent, and who do not meet the grandfather clause under GEN 12-09 if they 1) pass an independently administered and USED-approved ATB exam and 2) if they enroll into an Eligible Career Pathways Program as defined in section 484(d)(2) of the HEA. These students must concurrently enroll in an adult secondary education program while attending Palm Beach Academy of Health and Beauty. Students who are participating in the Eligible Career Pathways Program should attain their high school diploma or GED before graduating from Palm Beach Academy of Health and Beauty.
- » For Active Duty military and Veterans students, the DD Form 214 Certificate of Release or Discharge from active duty may serve as an alternative documentation to verify a student's high school graduation if it indicates that the individual is a high school graduate or has the equivalent.

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.

**NOTE:** Applicants for licensure with the Florida Massage Therapy Board must be 18 years of age or have a high school diploma or GED.

## CLASSE MEETING TIMES

Class times are subject to change. Please confirm all class times with your instructor. Saturday classes and or clinic hours may be scheduled. Please consult with your faculty member.

### Massage Therapy:

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

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

**Note:** Fridays are typically used for students to make up hours and services.

### Cosmetologist:

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)

**Note:** Fridays are typically used for students to make up hours and services.

### Nail Technician:

Day – **Monday – Friday** / 8:45am – 3:15pm (10 weeks)

Evening – **Monday – Thursday** / 5:45pm – 9:45pm (15 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

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 4<sup>th</sup>)
- » Labor Day (first Monday of September)
- » Thanksgiving Day and Day after Thanksgiving (fourth Thursday and Friday of November)
- » Christmas Day (Dec 24<sup>th</sup> & 25<sup>th</sup>)
- » New Year's Day (Jan 1<sup>st</sup>)

**NOTE:** If the official holiday falls on a Saturday, then the holiday is observed on Friday. If the official holiday falls on a Sunday, then the holiday is observed on Monday.

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, the campus at: 561.845.1400.

## Class Start Calendar

Classes at Palm Beach Academy of Health and Beauty start monthly. The anticipated class start dates for 2024-25 academic year are listed below. Please check with the admissions office for updates.

2024	2025
July 8, 2024	January 6, 2025
August 5, 2024	February 3, 2025
September 3, 2024	March 3, 2025
September 30, 2024	March 31, 2025
October 28, 2024	April 28, 2025
November 25, 2024	May 27, 2025

## Student Orientation

Orientation programs are held on campus the week prior to the class start. Please check with the admissions office for dates and times.

## PROGRAM COST

### Tuition and Fees

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

The stated tuition costs and fees listed under each program represent all costs charged by the school for that individual program. Tuition charges are presented below along with the various fees charged by the institution. Fees at the school include textbooks, uniforms, supplies and kit, an identification badge and licensure registration fees. They do not include third-party examination fees. 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.

Program	Fees by Category					Tuition	Total
	Books	Supplies and Kit*	Uniform	Badge	State License Fee		
Massage Therapy	\$995	\$741	\$60	\$25	\$119	\$10,431	\$11,676
Cosmetologist	\$1408	\$500	\$60	\$25	\$265	\$15,394	\$17,652
Skin Care	\$500	\$215	\$60	\$25	\$75	\$4,670	\$5,545
Nail Technician	\$500	\$155	\$60	\$25	\$55	\$2,350	\$3,145
Barber	\$1408	\$500	\$60	\$25	\$265	\$15,394	\$17,652
Medical Assistant	\$995	\$741	\$60	\$25	\$119	\$14,990	\$16,930

Tuition and fees are effective as of July 1, 2024.

\* Students will have access to expendable supplies for classroom use.

## Non-Program Fees

The institution charges the following fees:

Fee Description	Cost
Additional Diploma Fee <sup>1</sup>	\$50.00
Additional official transcript Fee <sup>2</sup>	\$15.00
International Student Application Fee	\$100.00
CPR (optional to obtain at Palm Beach Academy of Health and Beauty)	\$65.00
Exam challenge fee with prior experienced or education	\$50.00 per examination

<sup>1</sup> One Diploma is issued to each student at no cost.

<sup>2</sup> One official transcript is issued to each student at no cost.

## Program Billing

Tuition is charged by the payment period. The payment periods are shown below, along with the applicable tuition charge.

<b>Program</b>	<b>Payment Period 1 (PP1) Hours</b>	<b>Tuition Fee PP1</b>	<b>Payment Period 2 (PP2) Hours</b>	<b>Tuition Fee PP2</b>	<b>Payment Period 3 (PP3) Hours</b>	<b>Tuition Fee PP3</b>	<b>Total Tuition</b>
<b>Massage Therapy</b>	0-300	\$6460.50	301-600	\$5215.50	--	--	\$11,676
<b>Cosmetologist</b>	0-450	\$8030.75	451-900	\$5772.75	901-1200	\$3848.50	\$17,652
<b>Skin Care</b>	0-160	\$3210.00	161-320	\$2335.00	--	--	\$5,545
<b>Nail Technician</b>	0-240	\$3145.00	--	--	--	--	\$3,145
<b>Barber</b>	0-450	\$8030.75	451-900	\$5772.75	901-1200	\$3848.50	\$17,652
<b>Medical Assistant</b>	0-450 hours	\$9435.00	451-900 hours	\$7495	--	--	\$16,930

### High School Completion Program

Students who have not achieved a high school diploma or GED and who wish to pursue a program at PBAHB must simultaneously enroll in an approved High School Completion Program.

## 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 must provide the following document for consideration:

- » An official sealed transcript, delivered directly to PBAHB.
- » If the institution is based outside of the US, the student must include an English translation (if not in English) and an academic equivalency determination. Forms are available from the admissions office for students to use to submit their academic records to a review agency. Agencies charge a fee for this service. Students shall pay this fee directly to the agency. Please provide adequate time for academic records to be reviewed by the agencies.
- » A signed academic credit transfer request form, available from the registrar.

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 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 Director of Education and Campus Director. 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 first check with the receiving institution because transferability of hours, services, grades and credit is at the discretion of the accepting institution, and that it is the student's responsibility to confirm whether or not their hours, services, grades, or credits will be accepted by another institution of the student's choice. Students should not assume 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 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. Once the Registrar 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 Director of Education.

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

### **Credit by Examination**

Students may request advanced standing in a diploma program through credit by examination. This may be accomplished using institutional challenge examinations.



### *Institutional Challenge Examinations*

Students must document prior experience or training in the subject area to qualify for credit by challenge examination. Students must pay a fee of \$50.00 for each challenge examination. The examination fee must be paid prior to taking the examination and is non-refundable. The examination must be completed prior to the start of the course. The grade earned on the examination shall be recorded as the grade for the class. A minimum grade of 70% must be earned or the student must take the course and pay the tuition associated therewith. The sum of credits obtained by challenge examinations may not exceed 50 percent of program completion requirements. Students must submit a signed request and proof of prior experience to the Registrar within 90 days of enrollment in the institution.

# FEDERAL FINANCIAL AID INFORMATION

The Department of Education offers both Federal Grant and Loan programs for students and families to assist in helping to pay 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 must meet eligibility requirements to participate in federal student aid programs.

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](http://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, 041063**, on their FAFSA application 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](http://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 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](http://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. 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 can be requested from the financial aid department.

**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](http://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 with federal regulations. The following disbursement schedule is an estimated period in which you can expect payment of your Stafford Loans.

### **Cosmetologist & 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.

### **Medical Assistant (900 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

### **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.

## 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 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). 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](http://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](http://www.va.gov) or [www.gibill.va.gov](http://www.gibill.va.gov).

## INSTITUTIONAL PAYMENT PLAN OPTIONS

To help meet educational expenses for students and their families, PBA has established a flexible monthly payment for students and parents. This plan allows for all or a portion of uncovered educational cost to be spread out during the student’s 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  
2601 S. Military Trail, Suite 13,  
West Palm Beach FL 33415

### 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. PBAHB must maintain verifiable records including detailed and complete data when students are granted a bona fide reduction in tuition or fees. This must include copies of all application records, notes of selection committee meetings, and copies of notices to the student who received the reduction. This information shall be kept on file at the institution.

### **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  
 2601 S. Military Trail, Suite 13,  
 West Palm Beach FL 33415

## 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 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:

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

## CANCELLATION AND REFUND POLICY

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 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. However, if such cancellation occurs after the three-business-day period but before the commencement of classes, the school will refund any tuition deposits paid.
3. Cancellation after the 2nd scheduled day of classes, but prior to 40% of the school's presentation of the program, will result in a pro-rated tuition charge based upon the number of classroom hours provided/instructed in the current payment period by the school compared with the cost of tuition for the payment period.
4. Cancellation after school presentation of 40% of the required number of hours in the payment period will result in the student being responsible for the full amount of tuition for the payment period. 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 payment period start date.
5. The date for refund and tuition calculation purposes is the last date of actual attendance by the student.
6. Refunds will be made within 30 days of termination or receipt of cancellation notice.
7. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three (3) business days following either the first regular scheduled class or following a tour of the school facilities.
8. Cancellation or postponement of a program offering/class start date due to low enrollment or another unforeseen circumstance; will result in all tuition and fees refunded to the student or the opportunity to enroll in the program/class at a future date.

## INSTITUTIONAL REFUND CALCULATION POLICY

Institutional refund calculations will be calculated by the program length for all students who withdraw from the institution. The student will be obligated to pay for any tuition, fees, books, and equipment. Under a pro-rated refund calculation, the institution is entitled to retain only the percentage of charges proportional to the scheduled hours in the payment period at the time of the student's Last Date of Attendance (LDA). The amount of tuition earned is calculated by taking the total scheduled hours at the point in the payment period in which the student withdrew, divided by the total number of hours in the payment period. Institutional refunds are completed within 30 days. The following refund policy will be applied:

- Withdrawal from the 1<sup>st</sup> day of class and during the first 10% of the payment period: The school shall retain 10% of the tuition.
- Withdrawal after 10% and through 20% of the payment period: The school shall retain 20% of the tuition.
- Withdrawal after 20% and through 30% of the payment period: The school shall retain 30% of the tuition.

- Withdrawal after 30% and through 40% of the payment period: The school shall retain 40% of the tuition.
- Withdrawal after 40% of the payment period will result in no refund of the tuition charged for the payment period.

## RETURN TO TITLE IV POLICY

For any Title IV recipient who withdraws from an eligible program of study after entering the school, the statutory return of the Title IV funds policy will be implemented. The amount of Federal Financial Aid that a student earns is determined on a pro-rated basis. Once the student has completed more than 60% of the payment period, all Financial Aid assistance is considered to be earned. This policy will calculate the amount of Financial Aid funds earned by the student during their attendance in school. The withdrawal date is defined as the student's last date of an academically related activity whether they are an official withdrawal, an unofficial withdrawal, or an administrative withdrawal. The school will calculate the Title IV Aid that was earned based on the payment period. The institution will determine:

- The Title IV Aid disbursed or that could have been disbursed.
- The percentage of the Title IV Aid earned by the student.
- The amount of the Title IV Aid earned by the student.
- The total Title IV Aid to be returned or disbursed as a post withdrawal disbursement.
- The amount of unearned Title IV Aid to be returned to the school.
- The amount of unearned Title IV Aid to be returned by the student.

The school will process all refunds in the following manner:

- Any refund will be made first to the William D. Ford Federal Direct Unsubsidized Loan up to the amount disbursed.
- Any addition refunds will be made to the William D. Ford Federal Direct Subsidized Loan up to the amount disbursed.
- Any additional refunds will be made to the William D. Ford Federal Direct PLUS Loan up to the amount disbursed
- Any additional refunds will be made to the Federal Pell Grant Program up to the amount disbursed.
- Any additional refunds will be made to the Federal Supplemental Opportunity Grant Program up to the disbursed amount.

## 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, transportation, etc., while attending school. The following is the Localized COA Budget for full time students for the longest programs offered.

Please contact the Financial Aid Department for updated cost of attendance budgets for dependent and independent students.

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

## FEDERAL FINANCIAL AID RESOURCES

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)  
[www.fsaid.ed.gov](http://www.fsaid.ed.gov)

# Student Academic Policies

## 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 and 2.0 GPA.
3. Payment of all tuition, fees and costs.
4. Compliance with all rules and policies of the school.
5. Satisfaction of each program’s 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 Cosmetologist, Barbering, and Massage Therapy programs are required to pass a state and/or national examination 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 grading system used at the institution is listed below:

Grades	Percentage Equivalent	Credit Earned	Credit Attempted	Grade Points	GPA Calculation	SAP Calculation
A – Excellent	90.0-100	Y	Y	4	Y	Y
B – Above Average	80.0-89.99	Y	Y	3	Y	Y
C – Average	70-79.99	Y	Y	2	Y	Y
D – Passing	60-69.99	Y	Y	1	Y	Y
F – Failing	Below 60	N	Y	0	Y	Y
I – Incomplete	N/A	N	N	N/A	N	N
P – Passing	60-100	Y	Y	4	Y	Y
S - Satisfactory	60 – 100	N	Y	4	Y	Y
CR – Credit	CR	N	N	N/A	N	N
WP – Withdraw/Pass	N/A	N	Y	N/A	N	N
WF – Withdraw/Fail	N/A	N	Y	0	Y	Y
WNA-Withdraw/nonattendance	N/A	N	N	0	N	N

A student must complete all graded subjects with a least a “C” average or attain the designation of “Pass” to graduate. Anyone with a score below 70% must bring the score up before being allowed to graduate, by repeating course work where the earned grade is less than a 70% or a “C” grade.

The Institution expects students to complete all course requirements established in the syllabus. A grade of incomplete may be assigned, with the approval of the Campus Director and the instructor, when course work is <sup>32</sup>

not completed due to circumstances beyond the student's control. An incomplete grade represents a formal written agreement among the instructor, the Campus Director, and the student for the submission of unfinished coursework under prescribed conditions. Students must initiate their request for an incomplete on or before the final day of classes by contacting the Campus Director. If approved, all necessary individuals sign the Incomplete Agreement Form, and the date is set by which time all outstanding coursework must be submitted. The student shall have 14 calendar days into the next scheduled course to complete the course requirements. If course requirements are not met, the Registrar will automatically convert any incomplete grade not removed by the student to a failing grade (F). A grade of WP is assigned when the student voluntarily withdraws in writing from a course and the instructor determines that the student's work is satisfactory at the time of withdrawal. The WP grade is not included in the calculation of the GPA. A grade of WF is assigned when the student voluntarily withdraws from a course and the instructor determines that the student's work is unsatisfactory at the time of withdrawal. A WF grade has the same academic effect as an F grade when computing the GPA. Certain courses are available as Pass/Fail. The P grade is included in the calculation of the GPA. The S grade is used to denote a passing grade for the institution's developmental or other courses that do not yield academic credit. Credit grades (CR) are used for transferred grades and are omitted from calculation of the GPA. -approved third party test agencies and are omitted from the calculation of the GPA. A WNA grade is used when a student does not attend any class and completes no academic work but fails to withdraw from the class.

## Course Repetitions

A student may repeat any course in which a grade has been earned, provided he or she pays for the course. Both initial and repeat grades in the course will appear on the transcript, but only the grade from the latest attempt will be used to calculate quality points for the GPA calculations. The fees for repeat courses are calculated based on the tuition for the program, divided by the clock hours in the program to obtain a per clock hour value. This value is then multiplied by the number of clock hours in the repeated course to obtain the charge for the repeated course.

## Effect of Course Withdrawals, Incompletions, or Course Failures on Program Completion Timeframes.

When a student withdraws from a course or earns an incomplete or failing grade in a course, or must repeat a course, the expected graduation data will change to reflect the additional time required to successfully complete the required clock hours.

Students in these situations are required to meet with the Registrar, in person, to complete and sign an action plan and the student's academic record is updated to reflect the new completion date. The student will be notified during the meeting, of the new estimated program completion date.

## 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. Attendance is maintained by the institution non a course-by-course basis. Students must attend a minimum of 70% of the clock hours and required services in any course in which they are enrolled, to obtain a passing grade in the course.

## **Tardiness**

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.

## **Absences**

If the student is unable to attend class, they must contact the instructor, 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. If you must miss school, you must call the 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.

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. Students having too many absences and not making up hours could result in the student not meeting the minimum required Rate of Completion of 67%, which is one of the components for Satisfactory Academic Progress (SAP).

In the case of canceled classes due to inclement weather or other related emergencies, those hours and work assignments will be rescheduled. Students can call (561) 845-1400 to check if PBA is open for classes when inclement weather or other related emergencies arise.

## **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 10% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. 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) 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, 70% or a 2.0 grade point average (GPA) at the end of each increment. The following scale is used for both theory and practical work. If a student repeats a course, only the highest grade earned is computed in the grade point average. Please see the description of grades in the Grading System section of this catalog.



## 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 normal time frame and complete the program of study they enrolled for during the normal time frame given for each schedule. The normal time frame is the published program length. 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. This is the calculation:

$$\text{Maximum Time Frame (MTF)} = \text{Program Clock Hours} \times 1.5$$

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 dismissed from school.

## Procedures for Monitoring Satisfactory Academic Progress

Satisfactory Academic Progress is calculated at the end of each payment period. SAP evaluation periods are noted in the table below.

<b>Program</b>	<b>SAP Evaluation Point 1</b>	<b>SAP Evaluation Point 2</b>	<b>SAP Evaluation Point 3</b>
<b>Massage Therapy</b>	301	600	--
<b>Cosmetologist</b>	451	900	1200
<b>Skin Care</b>	161	320	--
<b>Nail Technician</b>	240	--	--
<b>Barber</b>	451	900	1200
<b>Medical Assistant</b>	451	900	--

At the end of each payment period the Registrar completes a Satisfactory Progress (SAP) analysis for each student. The Registrar then advises the student regarding his satisfactory academic progress status and notifies 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.

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 pacing requirement and the required 2.0 (GPA) by the end of the second payment period increment, financial aid will be terminated.

### **Make-up Work Policy**

All students that are missing hours as indicated on their progress report are entitled to make up hours of which they may have two options as outline below:

**Option one:** attend the class session on the opposite schedule of their regularly scheduled course. Students must inform the instructor of record that they will be making up time and must obtain the designated form that must be completed by the student and signed by the instructor of record after which the form must be signed by the instructor that receives the student. The form will be given to the Registrar to update the student record.

**Option two:** students may make up to two hours daily from Monday through Thursday from 3:30 PM to 5:30 PM. A professor will be designated to oversee make up hours during this time. All students must attend this make up session and sign an attendance sheet. The sheet will also be provided to the registrar to update the student record.

### **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 Director will confer with the Registrar and the 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 student 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.

### **Academic 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 Registrar and 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.

### **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 70% or above each evaluation period. A VA student, whom CGPA falls below 70% at the end of any evaluation period, will be placed<sup>86</sup>

on academic probation for a maximum of two consecutive evaluating periods. If his/her CGPA is still below 70% 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 70% 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 70% or 2.0 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 by completing the Request for Leave of Absence form available in the Registrar Department or by emailing Registrar. All requests for LOA must be in writing and signed and dated by the student prior to the requested LOA period.

The school may grant an emergency LOA due to an accident or other emergency for a student without immediate documentation. However, the student still must submit a signed and dated request as soon as soon as possible following the emergency. In all cases, the student will be responsible for providing the documentation 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 an emergency, illness, or extenuating circumstances. The initial leave request may not be less than 14 days or more than 90 calendar days.

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 requests are subject to school approval and the decision of the Campus Director is final.

### **LOA Extensions**

- » A student on an approved LOA may submit a request to extend the LOA via email or in person.
- » The request will be approved by the Campus Director provided:
  - The student submits a request in writing on or before the end date of the current approved LOA.
  - The number of days in the absence period as extended, when added to all other approved leaves, does not exceed 180 calendar days in a twelve-month period, calculated from the first day of the that student's first LOA.

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.
- » The Campus Director has 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, after a 5-day grace period, 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.

### **Effect of Leaves of Absence on Program Completion Timeframes**

When a student elects to take a leave of absence, the expected graduation data will change to reflect the additional time required to successfully complete the required clock hours.

Once the student returns from the leave of absence, the student is required to meet in-person with the registrar and sign an return acknowledgement form. The student's records will be updated during the meeting the student will is given the new estimated program completion date.

## **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.
- » 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 to apply to Palm Beach Academy of Health & Beauty®. The International Package can be found on our website at [www.pbacademy.net](http://www.pbacademy.net) 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.

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 previous coursework from another licensed and accredited institution, Palm Beach Academy of Health & Beauty may accept up to 50% (fifty percent) of credits or hours towards the new program. PBAHB transfers courses, not clock hours and students must complete the required number of courses specified by the institution and shall not simply rely upon a calculation of clock hours. Students may use a maximum of 50% (fifty percent) of previous classwork towards their diploma of degree. Students must provide all of the following documents for consideration:

- » An official sealed transcript, delivered directly to PBAHB
- » If the institution is based outside of the US, the student must include an English translation (if not in English) and an academic equivalency determination. Forms are available from the admissions office for students to use to submit their academic records to a review agency. Agencies charge a fee for this service. Students shall pay this fee directly to the agency. Please provide adequate time for academic records to be reviewed by the agencies.
- » A signed academic credit transfer request form, available from the registrar.
- » A copy of any applicable licenses or certifications.

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 Director of Education.

### **Transfer of Hours, Services, and grades from a previous Institution for a licensed applicant.**

If transferring previous coursework from another licensed and accredited institution, and the applicant holds a state license in a related field, Palm Beach Academy of Health & Beauty may accept up to 65% (sixty-five percent) previous credits or towards the new program. Students must take a minimum of 35% (thirty-five percent) of credits or hours towards their diploma of degree. PBAHB transfers courses, not clock hours and students must complete the required number of courses specified by the institution and shall not simply rely upon a calculation of clock hours. Students must submit the following documents for consideration:

- » An official sealed transcript, delivered directly to PBAHB
- » If the institution is based outside of the US, the student must include an English translation (if not in English) and an academic equivalency determination. Forms are available from the admissions office for students to use to submit their academic records to a review agency. Agencies charge a fee for this service. Students shall pay this fee directly to the agency. Please provide adequate time for academic records to be reviewed by the agencies.
- » A copy of any applicable licenses or certifications.
- » A signed academic credit transfer request form, available from the registrar.

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 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 Director of Education and Campus Director. In most cases, there are no prerequisites to the order in which the student takes each phase of the program. Palm Beach Academy of Health & Beauty may accept up to 65% (sixty five percent) of credits or hours towards the new program. Students will take 35% (thirty five percent) of credits or hours towards their diploma of degree. PBAHB transfers courses, not clock hours and students must complete the required number of courses specified by the institution and shall not simply rely upon a calculation of clock hours.

### **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 Palm Beach Academy of Health & Beauty. 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. 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 uniform or clothing. School uniforms may not be transformed or altered. Students 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).
- » 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.
- » The use of miniskirts, shorts, leggings, or any garments deemed inappropriate are not permitted.

## 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. However, the student may allow the institution to purchase the kit and other supplies on their behalf. 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) or as scheduled by your instructor.

Daily Break time are every evening from 7:50pm – 8:10pm (evening schedule), or as scheduled by your instructor.

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 withdrawal exams are given as scheduled. 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 70% or above on every exam is required, as well as the Cumulative 2.0 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 instructor's approval.



## Cleanliness & Sanitation

Cleanliness and sanitation are an extremely important part of your education. Cleanliness and sanitation are 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 workstations and its components at all times. Equipment and workstation 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 workstations 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 in 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 are 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

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 the Campus Director of Palm Beach Academy of Health and Beauty, who is the school official designated to ensure compliance with this nondiscrimination policy. You may contact the Campus Director at 2601 S. Military Trail, Suite 13, West Palm Beach FL 33415, phone: 561.845.1400, email: [achapman@pbacademy.edu](mailto:achapman@pbacademy.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 Campus Director, 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, Campus Director of PBAHB. You may contact the Campus Director at 1220 10<sup>th</sup> Street, Lake, FL 33403, phone: 561.845.1400, email: [achapman@pbacademy.edu](mailto:achapman@pbacademy.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 the Director of Education and Campus Director of PBAHB, 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 the Campus Director of PBAHB at 2601 S. Military Trail, Suite 13, West Palm Beach FL 33415, phone: 561.845.1400, email: [achapman@pbacademy.edu](mailto:achapman@pbacademy.edu).

- 2) The Director of Education and Campus Director of PBAHB 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) The Director of Education and Campus Director of PBAHB 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 the Campus Director 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 Campus Director by email at [achapman@pbacademy.edu](mailto:achapman@pbacademy.edu), or by mail to Campus Director of PBAHB, 2601 S. Military Trail, Suite 13, West Palm Beach FL 33415, phone: 561.845.1400.

## 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 Campus Director, who will address the matter personally. The contact information for the school Campus Director 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 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 or part 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, regarding to the application of school rules, policies, procedures, and regulations. If 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, Director of Education and the Campus Director prior to filing a formal grievance. The school's Campus Director is available to advise students; therefore, students should not hesitate to contact him/her to discuss the problem.

### Procedure:

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, Director of Education and the Campus Director 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, Director of Education and the Campus Director 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, Director of Education and the Campus Director, 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 Director of Education and Campus Director. The written grievance should contain the following:

- a) A complete description of the complaint.
- b) Any supporting documents; and
- c) The preferred solution sought.

### General Guidelines for Filing a Grievance

1. The student filing a grievance may be accompanied by another staff or faculty of his/her choice at any time during 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 the 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 Campus Director's decision will be given to the appropriate school's employees, student and all other parties involved.
5. All grievances / complaints and resolutions will be documented in the Grievance Policy binder.

If the student is not satisfied with the decision outcome from the employee, Director of Education, or the Campus Director, he or she may file a complaint to the Commission for Independent Education (CIE) or the Accrediting Commission of Career Schools and Colleges (ACCSC). The information for contacting these regulatory agencies is provided below.

### **Student Grievance / Complaint Procedure to CIE**

A grievance procedure to the Commission for Independent Education is available to any student who believes a decision or action has adversely affected his/her status, rights, or privileges as a student. The purpose is to provide a prompt and equitable process for resolving student grievances. Students with grievances should first meet with a School Director or Campus Director and complete a written statement. If the grievance is not resolved, then the School Director or the Campus Director will review it with all parties concerned. The school Campus Director's decision is final. Students who feel a grievance is unresolved may refer their grievance to the Executive Director, Commission for Independent Education, at the below address.

**The Commission for Independent Education**  
**325 W. Gaines Street, Suite 1414**  
**Tallahassee, FL. 32399-0400**  
**Email: [cieinfo@fldoe.org](mailto:cieinfo@fldoe.org)**  
**Fax: 850-245-3238**  
**[www.fldoe.org](http://www.fldoe.org)**

### **Student Grievance / 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](http://www.accsc.org)**

A sample Student Grievance Report Form is presented on the following page. This form is to be used when filing a grievance with the institution.

## 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: \_\_\_\_\_

Director of Education Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Services Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Campus Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 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 always apply 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 pocketknife, 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 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 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](http://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:

- Successful completion of all required hours, services, exams, and school assignments.
- Achieve a “C” or 2.0 GPA or better grade in all graded subjects.
- Payment of all tuition, fees and costs.
- Compliance with all rules and policies of the school.
- Satisfaction of each program’s individual licensure/registration requirements.

Anyone with a score below a “C” or 2.0 GPA must improve the score to an acceptable level before being allowed to graduate. Graduates from Cosmetologist and Massage Therapy programs are required to pass a state and/or national examination 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 can 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, 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 Cosmetologist 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 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

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.

## 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 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. Clock Hour means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor, 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 plan 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 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 three 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. There is a \$25.00 fee for each transcript requested.

### **Mail request to:**

Registrar  
2601 S Military Trail  
Suite 13  
West Palm Beach, FL 33415

### **Call to request:**

561-845-1400  
Attn: Registrar  
Transcript Request

### **Email request to:**

Registrar: Daniella Torres [dtorres@pbacademy.edu](mailto:dtorres@pbacademy.edu)  
Subject: Transcript Request

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

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

## STUDENT STATISTICS

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

## ANNUAL CAMPUS CRIME/SECURITY REPORT

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

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

The Palm Beach Academy of Health & Beauty refers all campus law enforcement issues to the Palm Beach County's Sheriff Dept. (561) 688-3400 (non-emergency) or #911 (emergency). The school encourages prompt reporting of criminal activity or actions such as manslaughter, arson, murder, forcible & non-forcible sex offenses, robbery, aggravated assault, burglary, drug & alcohol violations, weapons violations, and crimes that show evidence of prejudice based on race, religion, sexual orientation, or ethnicity as prescribed by the Hate Crimes Statistics Act {28 U.S.C. 534}, as being in the best interest of all students and/or employees.

## 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.

## **PBAHB 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 Director 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.

### **Career Center 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 career or industry they have chosen.

### **Career Center 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 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 several 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.

# Course Descriptions

## BARBER PROGRAM COURSE DESCRIPTIONS

### **HIV102-HIV/AIDS- 2 clock hours**

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

### **BA101- Life & Study Skills-15 clock hours**

Students will learn study skills and different types of learning styles (Interactive, reader/listener, Systematic and Intuitive learners).

### **BA102- The History of Barbering- 30 clock hours**

Students will learn the origin of the Barber, customs and traditions and meaning of the Barber pole. Additionally, the rise of barber surgeons and state barber boards.

### **BA103- Professional Image- 40 clock hours**

Students will learn professional image, life skills and posture as well as human relations and the psychology of success.

### **BA104- Microbiology- 40 clock hours**

Students will learn the study of microbiology and bacteria, its classification and reproductive stage; furthermore, viruses, Hepatitis, HIV/AIDS, parasites and immunity.

### **BA105- Infection Control & Safe Work Practices- 60 clock hours**

Students will learn study of agencies that regulate safety and health and levels of decontamination (Sterilization, disinfection, sanitation); also, chemical substances that kill bacteria on various surfaces including safe work practices.

### **BA106- Implements, Tools & Equipment- 60 clock hours**

Students will learn study of tools (machines, blow dryers, irons), implements (combs, shears, razors) and equipment (stations, shampoo bowls) as well as its use, care and maintenance.

### **BA107- Anatomy & Physiology- 50 clock hours**

Students will learn study of anatomy, physiology, and histology as well as cells, tissues, organs, and systems.

### **BA108-Chemistry- 50 clock hours**

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

### **BA109- Electricity & Light Therapy- 35 clock hours**

Students I will learn study of electricity, currents, and measurements as well as safety devices. Moreover, introduction to modalities (Galvanic, High Frequency, Sinusoidal, and Faradic) in addition to light rays.

### **BA110- Properties & Disorders of the Skin-50 clock hours**

Students will learn histology of the skin and its divisions (Dermis and Epidermis) including disorders and lesions.

### **BA111- Properties and disorders of the Hair & Scalp- 50 clock hours**

Students will learn the structure of the hair and its composition including growth cycles/patterns, texture, density, elasticity and porosity. Additionally, it includes disorders, infections, and infestations of the scalp and hair.

### **BA112- Treatments of the Hair & Scalp- 40 clock hours**

Treatments of the hair and scalp with the use of different shampoos, conditioners, tonics, steam and massages.

### **BA113- Shaving & Facial Hair Design-60 clock hours**



Students will learn fundamentals of shaving, safety and precautions using the proper strokes and techniques. Also, how to line up beards, goatees and perform neck shaves.

**BA114- Men's Haircutting & Styling-75 clock hours**

Students will learn principles of haircutting and styling through by analyzing facial shapes, reference points, angles and guidelines; includes techniques like fingers and shear, clipper over comb and shears over comb. Styles include layers, solid haircuts, fades, etc. with the use of razors, shears, and machines.

**BA115-Men's Hair Replacement- 50 clock hours**

Hair replacement systems, types of hair used to include construction, bases, measuring bald area for placement and cleaning of hairpiece.

**BA116- Women's Haircutting & Styling- 60 clock hours**

Four main types of haircut's used for women's haircutting and styling: 0o, 45o, 90o, 180o, razor cutting and texturizing techniques including styling with blow dryer, irons, and rollers.

**BA117- Chemical Texture Services- 120 clock hours**

Chemical texturizing services: Permanent waving, relaxer and re-formation curl. Also includes, chemistry, consultation, and analysis, placement, care, and precautions.

**BA118- Hair Coloring & Lightening- 120 clock hours**

Students will learn structure of hair and how it relates to color. Begins with color theory (Primary, Secondary, and Tertiary colors), types of dye classifications (Temporary, semi- permanent, demi-permanent, and permanent). Also include hydrogen peroxide, hair lighteners, application and post-care.

**BA119- Nails & Manicuring- 53 clock hours**

Students will learn structure of a nail unit, disorders and diseases including implements, equipment, material, and cosmetics.

**BA120- State Board Preparation and Licensing Laws- 60 clock hours**

State board preparation and two types of exams: Written and practical including state board rules and regulations.

**BA121- The Job Search- 35 clock hours**

Students will learn preparation for employment, employment classifications, resume and portfolio creation including interview.

**BA122- Barbershop Management- 45 clock hours**

Students will learn steps to barbershop ownership, buying an established barbershop, advertisement, location, handling complaints, and selling products.

## **COSMETOLOGIST PROGRAM COURSE DESCRIPTIONS**

**FLC1007- Cosmetology Laws and Ethics- 7 clock hours**

Students will gain knowledge on all laws and regulations associated with the Florida Department of Business and Professional Regulations (DBPR). Students will learn the qualifications for licensure, disciplinary guidelines, and what is needed to pass the State Board Exam.

**HIV104- HIV/AIDS- 4 clock hours**

Students will receive a four-hour lecture which is a State Board requirement to receive certifiable status to become a licensed professional. This course covers all aspects of HIV/AIDS precautions and is followed with a test that must be completed with an HIV certified passing grade.

**SST1012- Sanitation & Sterilization Techniques- 20 clock hours**

Students will learn all aspects of infection control and sanitation, as well as the Universal Precautions within the salon environment to maintain safety practices.

**BCS1012- Basic Chemistry-20 clock hours**

This subject teaches chemistry and its branches, acids, alkaline, and P.H., affect product chemistry components; how to safely use a variety of products; chemical reactions, chemical terms estheticians should know.

**HDS1020- Hair and its Disorders- 20 clock hours**

Histology of pilosebaceous unit. Hair follicle and stages of development. Types of hair and structure, cellular activity. Dynamics of hair overgrowth and its diseases. Stages of development, and hair layers.

**SRS1042- Shampoo & Rinsing- 30 clock hours**

Students will learn the proper techniques for shampooing and conditioning the clients scalp and hair.

**STT1060- Scalp and Hair Treatments- 25 clock hours**

Students will be able to effectively learn the different structures and disorders of the hair and scalp as well as how to properly complete a hair and scalp analysis.

**HDT1422- Hair Design- 291 clock hours**

Students will learn about facial structure and its influence on hairstyles for both men and women.

**HST2210-Hair Shaping- 136 clock hours**

This course explains the principles of haircutting which include but are not limited to safety and body positioning, client consultation, cutting techniques, and different procedures for cutting. Students will also learn about different tools and when to utilize them.

**CWR2096- Chemical Waving & Relaxing/Straightening- 94 clock hours**

This course will prepare the student for understanding all aspects of relaxers, perms, and chemical straightening as they pertain to the structure of the hair.

**HCT2132- Haircoloring-160 clock hours**

Students will learn how to identify different tonal values and levels within the hair as well as how to formulate, apply, and correct color applications. This course will provide all aspects of hair color theory and its safety precautions to the students.

**SCT2072- Skin Care- 260 clock hours**

Student will be able to classify and employ variations in skin treatments, develop and employ protocols, identify sensitive skin and its issues; select peels appropriate for client, demonstrate different mask technologies; perform manual microdermabrasion.

**MPE2066- Manicure, Pedicure & Nail Extension 60 clock hours**

Will become familiar with the equipment, cosmetics and materials to provide manicures; will learn the procedures and safety of properly providing a manicure, including a spa manicure. Will become familiar with the equipment, cosmetics and materials to be able to provide pedicures; will learn the procedures and safety of properly providing a pedicure, including a spa pedicure.

**BUS2030- Successful Business & Salon Management- 53 clock hours**

Students will learn the ins and outs of owning and operating a salon as well as how to profitably build a business.

**ANP2020- Anatomy & Physiology- 20 clock hours**

Students will engage in understand the systems of the body and their operating functions.

## **MASSAGE THERAPY PROGRAM COURSE DESCRIPTIONS**

**BMT1100- Basic Massage Theory-102 clock hours**

The importance of knowing the history is that it will help guide students into where the massage started and where we are headed as a profession. A rich knowledge of history lends credibility and will help them understand the reasoning behind different techniques. Massage movements are the staple in which most other massage modalities are built. By understanding the effects and theory behind each massage stroke, therapists can build better routines and better treatment plans. Mastering the flow of the entire session from greeting your client, performing the consultation, the massage itself, and closing with our client is also integral to making the entire experience flow nicely. It is also important to master the skills of proper sanitation, cleaning equipment's and hand washing to prevent the spread of disease.

**MCP1162- Massage Clinical Practicum-167 clock hours**

This chapter describes the effects, benefits of massage, which is one of the main reasons to practice massage therapy. Understanding these will help therapist market themselves and recruit clients, help educate clients about the health benefits of massage. One of the most important skills massage therapists need to understand is how to recognize and determine if massage is contraindicated. The consultation and documentation are essential to the successful practice of massage therapy. Consultation will ultimately help the therapist tailor the massage session to fit the needs of the clients. It is also important to see where massage fits in with the complimentary or alternative medicine. Knowing how to navigate the medical industry is also imperative in facilitating forward and positive progress of health care. Also, many common injuries are explained and described in this chapter; with better understanding about these common injuries, better treatment plans can be designed. In addition to body mechanics and posture, learning how to ground and shield is important so that the transference of physical and emotional pain between the therapist and the client is reduced.

#### **APP1204- Anatomy/Physiology-186 clock hours**

A basic knowledge of anatomy and physiology is necessary in mastering the theory and practice of therapeutic massage. The massage practitioner should study the structures and functions of the human body to know when, where and how to apply massage benefits for the most beneficial results. Through a clear understanding of kinesiology and the structure involved in body movement, the student will identify which specific structure is involved in the areas of pain. This knowledge enables the practitioner to adjust the massage treatment to the needs of the individual client and to anticipate the results. The more understanding that therapist have of the human body and how it functions; the better they can direct their treatment to produce the desired effects.

#### **BUS2024-Business Skills for Massage- 15 clock hours**

Massage therapy is a business and massage therapist are businesspeople. Having good massage skills is simply not enough to succeed as a massage therapist. Finding employment is the first goal, and the information in this chapter helps a little in finding a good job in your new career as a massage therapist. In addition, there are important in running your own business now, being introduced to the concepts of business management will open the door. Much of what you do as a therapist is marketing yourself, regardless of where you work or what kind of practice you may want.

#### **AMS2076- Allied Modalities-96 clock hours**

In addition to the relaxing effects of massage, students will review different therapeutic techniques to treat areas of tension, limited range of motion, pain and stiffness, and minor injuries in chronic or sub-acute stages. The massage practitioner will assess techniques to increase harmony in the client's life through Asian medicine. It is important to tailor the massage to fit the abilities clients who have different disabilities. Many people who are ill often feel isolated and alone and touch starved. Massage can help them reconnect with people. Learning how to work with all these individuals and discomfort will grant more career opportunities.

#### **HIV1003- HIV/AIDS Education- 3 clock hours**

This chapter describes how massage therapists play a role in the lives of those infected with HIV and AIDS by complementing the patient's medical team. Massage therapy plays a vital role in helping patients cope with the various symptoms of HIV/AIDS and indirectly boosts the immune system at the same time. The factors that seemed to contribute to immune enhancement were pressure strokes, dosage and period of massage therapy.

#### **HYD2015- Hydrotherapy-15 clock hours**

Hydrotherapy is an excellent addition to massage therapy and is one of the most valuable tools we must treat injuries. Knowing how heat and cold applications affect the body give us an infinite number of combinations towards the therapeutic effect of massage. Hydrotherapy is also a term that has been adopted to cover other spa treatments. Essentially, other than touch, the application of heat and cold is one of the most valuable adjunctive care modalities we can learn. These treatments are designed to encourage circulation, improve the body's efficiency in eliminating toxins, promote relaxation, and can be synergistic when combined with traditional massage therapy.

#### **FLM1010- Florida Laws- 10 clock hours**

Therapeutic massage is a personal health service that can provide a great deal of benefit to others and to oneself. Understanding the law and scope of practice is essential to the ethical and safe practice of massage therapy. Legislation and regulation help increase the credibility of the practitioner and the field of massage in general.

Students will review all rules as set forth by the Florida Department of Health, {Chapter 456 and 480, F.S. and Chapter 64B7, F.A.C} Massage Therapist Licensure Operations.

**MES2002- Medical Errors-2 clock hours**

As a part of the health care industry, massage therapist has the responsibility to be aware of the risks of medical errors as well as learn strategies to minimize the potential risks. Medical errors can occur at any point in massage therapy treatment. Student will be learning some common behaviors and situations that create such risks. Also, students will learn their responsibilities regarding the law for reporting medical errors.

**PEM2004- Ethics-4 clock hours**

This chapter describes the ethical massage therapy. Following good ethics will ensure success as a massage therapist. One of the most important aspects discussed in this chapter is that of maintaining professional boundaries to protect the therapist and the client. Due to the caring and nurturing nature of massage, care must be taken in preventing improper relationships. It is important to practice good ethics right now as a student so that better behavior is learned prior to entering the field. Ethical behavior is of even more importance in the field of medicine because patients/clients put the trust of their health in their medical practitioner's hands.

## **NAIL TECHNICIAN PROGRAM COURSE DESCRIPTIONS**

**HIV104- HIV/AIDS- 4 clock hours**

Students will receive a four-hour lecture which is a State Board requirement to receive certifiable status to become a licensed professional. This course covers all aspects of HIV/AIDS precautions and is followed with a test that must be completed with an HIV certified passing grade.

**NT101- Your Professional Image- 25 clock hours**

How to have a professional image and understand the ergonomic principles with hoe to have correct posture and movements. Become knowledgeable in ethical procedures; learn how to seek employment and how to have the knowledge of salon product safety.

**NT102- Nail Tips & Wraps-25 clock hours**

Identify the supplies needed for nail tips and explain why they are needed. Identify the types of fabrics used in nail wraps and how they are used. Explain the benefits of using each type of fabric nail wrap. Learning the two weeks and four weeks fabric wraps Maintenance procedures.

**NT103- UV Gels – 25 clock hours**

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

**NT104- Artificial Nail Remover – 10 clock hours**

Identify the supplies needed for removal. Proper steps to remove the different types of nail products.

**NT105- Monomer Liquid & Polymer Powder- 25 clock hours**

Identify the supplies needed for monomer liquid and polymer powders nail enhancement chemistry and how it works. Learn the proper procedures for applying one-color or two-color monomer liquid and polymer powder nail enhancement using forms, over nail tips and on natural nails. Learn how to perform crack repair procedures and the proper procedure for removing monomer liquid and polymer powder nail enhancements.

**NT106- Nail Fill-Ins-10 clock hours**

Identify the supplies needed for maintenance on each type of artificial nails product.

**NT107- Nail Diseases and Disorders-25 clock hours**

Identify and recognize the various disorders and diseases of the nail to determine if the client should be treated in the salon.

**NT108- Infection Control Principles and Practices- 25 clock hours**

Learning good hygiene, sanitation, and sterilization, safety measures, and bacteriology; have knowledge of the important factors of maintaining proper sanitation.

**NT109- Florida Law for Nail- 5 clock hours**

All rules set forth by the Florida Department of Professional Regulation, Chapter 477, Cosmetology Licensures and Operations.

**NT110- Polish & Nail Art- 11 clock hours**

Introduction to the vast variety of the nail art form which includes nail design and polish free hand.

**NT111- Manicuring - 25 clock hours**

Will become familiar with equipment, cosmetics and material to be able to provide manicures; will learn the procedures and safety of properly providing a manicure, including a spa manicure.

**NT112- Pedicuring-25 credit hours**

Will become familiar with equipment, cosmetics and material to be able to provide pedicures; will learn the procedures and safety of properly providing a pedicure, including a spa pedicure.

## SKIN CARE PROGRAM COURSE DESCRIPTIONS

**HIV104- HIV/AIDS-4 clock hours**

Students will receive a four-hour lecture which is a State Board requirement to receive certifiable status to become a licensed professional. This course covers all aspects of HIV/AIDS precautions and is followed with a test that must be completed with an HIV certified passing grade.

**SKI101- Ethics- 2 clock hours**

Students will learn about the beauty and wellness industry. They will learn about personal hygiene, and professional image, communicating for success, human relations and how to develop good networking skills.

**SKI102- Product Chemistry -10 clock hours**

Students will understand basic chemistry and learn about the ingredients and their functions, FDA regulations regarding cosmetics claims and product safety. They will understand the PH scale and how acids and alkalis affect the skin.

**SKI103- Hair Removal- 8 clock hours**

Students will learn the morphology of the hair; growth cycles, growth stages, methods of hair removal, waxing techniques and the contraindications, client consultation, room preparation and supplies needed, post wax treatments, and how to schedule services.

**SKI104- Basics of Electricity-10 clock hours**

Students will learn about the nature of electricity, electrical equipment safety, electrotherapy, phototherapy, and their contraindications.

**SKI105- Sanitation- 14 clock hours**

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

**SKI106- Florida Laws for Skin- 5 clock hours**

Students will be informed of all rules and regulations set forth by the Florida Department of Business and Professional regulations.

**SKI107- Skin Theory, Disease & Disorders of the Skin-85 clock hours**

Students will learn to recognize skin disorders and diseases, identify the different types of skin lesions and inflammations; recognize pigmentation disorders and contagious conditions. They will also learn about the potential damage of sun exposure and which conditions are to be referred to a physician.

**SKI108- Facial Techniques & Contraindications – 152 clock hours**

Students will learn how to perform mechanical facials and manual facials including extractions. They will also learn how to utilize masks, and how to choose the appropriate treatment for different skin types. They will also learn about the contraindications for a basic facial.

**SKI109-Microdermabrasion-20 clock hours**

Students will learn to use and understand the mechanical machine exfoliation that originated in Europe.

**SKI110-Glycolic Peel- 10 clock hours**

Students will learn about glycolic peels which use a chemical solution with glycolic acid to remove dead outer layers of the skin.

**MEDICAL ASSISTANT PROGRAM COURSE DESCRIPTIONS****MA100 Medical Terminology – 100 Clock Hours**

This course provides instruction on the basic structure of medical words, including prefixes, suffixes, roots and combining forms and plurals. Correct pronunciation, spelling and the definition of medical terms will be covered.

**MA101 Medical Office Management – 100 Clock Hours**

This course provides instruction in fundamentals of the operation and maintenance of a medical office. This instruction will include use of computerized software for medical office. Student will learn bookkeeping principles, perform procedural and diagnostic coding, document and maintain accounting and banking records. Medical ethic, legal concepts and liabilities, HIPPA rules and regulations, professionalism and communication skills will be covered.

**MA102 Anatomy & Physiology – 100 Clock Hours**

This course introduces the various systems of the body and principals of human physiology. The course will include the study of the skeletal, muscular, nervous, circulatory, lymphatic, digestive, respiratory, urinary, endocrine, and integumentary and reproductive systems.

**MA103 Word Processing and Business English (Keyboarding) – 100 Clock Hours**

This course provides the fundamentals of the operation of a computer keyboard and the basics of working processing. The instruction will include learning the basic functions and operations of a computer, learning keyboarding skills up to a required speed and accuracy and typing professional documents as a word document.

**MA104 Clinical Procedure – 100 Clock Hours**

This course will provide skills and knowledge for the students to assist practitioner with various aspects of the clinical practice. This course initially includes 4 hrs. of HN/AIDS/OSHA training. These skills will include patient care, preparation for examination as well as procedures, treatments and diagnostic testing. Students will apply principals of aseptic technique, infection control, EKG's, equipment use, and care and routine maintenance. First aid and pharmacology appropriate to the module will be presented.

**MA105 Laboratory Procedures - 100 Clock Hours**

Students will study patient care concepts involved in preparing patients for a medical examination or specialized test. Students will learn appropriate draping procedures, procedures for preparation for minor surgery, interpersonal skills required for patient communication, and the importance of maintaining well stocked, clean and well-prepared examination areas.

**MA106 – Laboratory Procedures II - 100 Clock Hours**

In this course students will learn the basic concepts behind laboratory testing. Students will learn Phlebotomy skills, use of Vacutainer, proper techniques involved in collecting biological specimens and material, appropriate storage and processing. Students will develop a well-rounded skill base in the clinical laboratory testing.

**MA107 Clinical Externship – 200 Clock Hours**

This course includes an extern for the preparation of documentation required before beginning at an official extern site and healthcare facility. This course is designed to simulate the working environment of

<b>Staff Member</b>	<b>Title</b>	<b>Education</b>	<b>School Name</b>	<b>Status</b>
Ann Bouchard	Chief Operating Officer and Campus Director	BS MBA EDS	Tampa College Florida Metropolitan University Walden University	Full Time
James Garrett	Director of Finance and Administration	BS Financial Management MS, Athletic Administration	Florida State University St. Thomas University	Full Time
Daniella Torres	Student Accounts	BS- Accounting Certificate in Marketing	Universidad de Santa Maria Instituto Profesionales Nuevas	Full Time
Wanda Holloway	Senior Admissions Officer			Full Time
Carmen Tirado	Director of Financial Aid	BA, Business	Monroe College	Full Time
Marissa Barbee	Career Services Coordinator	Skin Care Specialist	Palm Beach State College	Part Time

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healthcare facility as closely as possible. The student will be placed in a physician's office, clinic, hospital or other suitable facility to practice and enhance their clinical and administrative skills. The student will be supervised by the physician or other qualified health-care practitioner and will experience various aspects of the medical office.

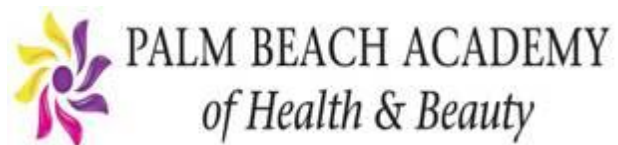
## ADMINISTRATIVE STAFF LISTING





## FACULTY LISTING

FACULTY MEMBER:	COURSE(S) TAUGHT:	DEGREES/DIPLOMAS HELD & AWARDING INSTITUTION:	FLORIDA PROFESSIONAL CREDENTIAL(S)		
			TYPE:	LICENSE NUMBER:	EXP. DATE:
Dale Gena Spatola	Massage Therapy courses	Diploma, Florida Institute of Massage Therapy	Massage Therapy	MA12920	8/31/25
Marissa Barbee	Skin Care courses	Diploma, Palm Beach State College,	Facial Specialist	FB9770502	10/31/25
Gina Silvestri	Cosmetologist	AS Nutrition, Palm Beach State College Cosmetology, Palm Beach State College	Cosmetology	CL1188105	10/31/26
Drewell Peralta	Massage Therapy courses	Florida Career College, Diploma	Massage Therapy	MA53998	8/31/2025
Tanita Guthrie	Barbering courses	Certificate in Barbering, Lively Technical College, Tallahassee, FL	Barber	BB8889556	07/31/2026
Yolanda McDonald	Nail courses	Georgia Career Institute, Diploma  University of Arizona, B.S. Marketing M.S. Business Administration	Nail specialist	FV9601513	10/31/24
Crystal Felder	Skin Care Courses	B.S. Liberty University	Facial Specialist	FB9794367	10/31/2024



PBACADEMY.NET

PALM BEACH ACADEMY OF  
HEALTH AND BEAUTY

2601 S Military Trail  
Suite 13  
West Palm Beach, FL 33415

Ph: 561.845.1400  
Fax: 561 .845.1360