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[www.pureaesthetics.edu](http://www.pureaesthetics.edu)

## Consumer Information and Disclosures and Financial Assistance Information for Students

The U.S Department of Education, under 34 CFR §668.41 and 34 CFR §668.42, requires the disclosure of general information to students with regard to consumer-information regulations and financial assistance information.

### PROGRAM CAREER/OCCUPATION INFORMATION

The Department of Education requires Pure Aesthetics to disclose Standard Occupational Codes (SOC) for each program listed below. Links to Career Occupational Guides for each program offered at Pure Aesthetics posted on the O\*NET website are also listed below. The Classification of Instructional Programs (CIP) code is listed as well.

<u>Program</u>	<u>SOC Code</u>	<u>O*NET Link</u>	<u>CIP Code</u>
Aesthetics	39-5094 Skincare Specialists	<a href="http://www.onetonline.org/link.summary/39-5094.00">www.onetonline.org/link.summary/39-5094.00</a>	12.0409 Aesthetics/Esthetician and Skin Care Specialist
Aesthetics Instructor	25-1194 Vocational Education Teachers, Postsecondary	<a href="http://www.onetonline.org/link.summary/25-1194.00">www.onetonline.org/link.summary/25-1194.00</a>	12.0413 Cosmetology, Barber/Styling, and Nail Instructor

### TEXTBOOK INFORMATION

<u>Name</u>	<u>Type</u>	<u>Copyright</u>	<u>Edition</u>	<u>ISBN</u>	<u>Retail Price</u>
Milady's Standard Esthetics: Fundamentals	Textbook	2009	10 <sup>th</sup>	978-1-4283- 1892-2	\$132.50
Milady's Standard Esthetics: Fundamentals Student Workbook	Workbook	2009	10 <sup>th</sup>	978-1-4283- 1894-6	\$73.50

### TITLE IV FINANCIAL AID

At Pure Aesthetics, we aim to keep our costs as low as possible while providing an exceptional education.

Pure Aesthetics was granted the approval to administer Title IV funds in April of 2011. Sarah Hosea, the Financial Aid Administrator, is available Monday through Friday from 9:00 a.m. – 4:00 p.m. to answer any financial aid related questions. She can be reached by phone at (520) 514.PURE, or by email at sarah@pureaestheticstucson.com.

All Title IV funds are awarded based on eligibility. Eligibility can be determined by completing the Free Application for Federal Student Aid (FAFSA). The application can be found online at [www.studentloans.gov](http://www.studentloans.gov). Students must have begun enrollment at Pure Aesthetics before any Title IV aid can be disbursed. All information regarding Direct Stafford loans and Parent PLUS loans will be submitted to the National Student Loan Data System (NSLDS) and will be accessible by guaranty agencies, lenders, and institutions deemed to be authorized users of the data system.

Title IV financial aid is initially requested after each student completes three (3) business days of class. The subsequent disbursement is requested after each student completes 301 hours.

The Cost of Attendance (COA) for the Aesthetics course (600 clock hours) is as follows:

#### Student Cost of Attendance Budgets

##### Living with Parents

	<b>FULL TIME</b>	<b>¾ TIME</b>	<b>HALF TIME</b>
Tuition	\$10,850	\$10,850	\$10,850
Fees	\$200	\$200	\$200
Books and Supplies	\$1,150	\$1,150	\$1,150
Room and Board	\$1,350	\$1,890	\$2,430
Personal Expenses	\$900	\$1,260	\$1,620
Transportation	\$420	\$588	\$756
<b>TOTALS</b>	<b>\$14,870</b>	<b>\$15,938</b>	<b>\$17,006</b>

##### Living off Campus

	<b>FULL TIME</b>	<b>¾ TIME</b>	<b>HALF TIME</b>
Tuition	\$10,850	\$10,850	\$10,850
Fees	\$200	\$200	\$200
Books and Supplies	\$1,150	\$1,150	\$1,150
Room and Board	\$3,050	\$4,270	\$5,490
Personal Expenses	\$900	\$1,260	\$1,620
Transportation	\$860	\$1,204	\$1,548
<b>TOTALS</b>	<b>\$17,010</b>	<b>\$18,934</b>	<b>\$20,858</b>

#### MEDIAN LOAN DEBT

For all students completing the Aesthetics program between July 1, 2012 and June 30, 2013 the median cumulative amount of debt from the following sources are listed below:

<u>Type of Debt</u>	<u>Median Amount</u>
Title IV Student Loan Debt	\$6,333
Private Loan Debt	\$0
Institutional Financing Debt	\$0

## TYPES OF FINANCIAL AID

Pure Aesthetics participates in the following Title IV programs:

### Pell Grant

The Pell Grant is aid awarded to eligible students with financial need who do not have a Bachelor's degree or higher. These grants do not have to be repaid unless the student withdraws prior to the completion of his/her program. Award amounts are subject to change annually. The amounts are dependent on cost of attendance, estimated family contribution, enrollment status, and whether the student attends for a full academic year or less.

### Direct Stafford Loan

Direct loan funds are those lent directly to students by the U.S. Department of Education and must be repaid with interest. These low interest loans are used to help cover the costs of higher education. Pure Aesthetics will review the results of the Free Application for Federal Student Aid (FAFSA) to determine the amount that may be borrowed. There are three types of Direct Loans that may be available:

- **Subsidized Stafford Loan**  
Subsidized Stafford loans are reserved for students with financial need. Interest is not charged while the student is in school at least half time or during certain deferment periods.
- **Unsubsidized Stafford Loan**  
Students are not required to demonstrate financial need to be eligible for Unsubsidized Stafford loans. Interest accrues on the unsubsidized loan as soon as it is disbursed and until it is paid in full. Students are encouraged to make interest-only payments while they are in school, during grace periods, and during deferment and forbearance periods. If a student chooses not to make interest-only payments, the interest will capitalize on the loan amount.
- **PLUS Loan**  
Parents of a dependent students may apply for a Direct PLUS loan to help pay for their children's educational expenses.

Additional financial resources (non-Title IV):

### Pima County OneStop Career Center

Students may be eligible to receive grant monies through Pima County OneStop. Please see the admissions advisor for more details.

### The Kandi Clement Memorial Scholarship

Pure Aesthetics offers a minimum of four partial scholarships per year to offset the cost of tuition to applicants who demonstrate financial need and a strong desire to enter the field of aesthetics. A

selection committee comprised of Pure Aesthetics staff members will review all scholarship applications. For more information please go to <http://pureaesthetics.edu/training-programs/>.

### Veterans' Education Benefits

Pure Aesthetics has been approved to administer Veterans' Education Benefits for veterans, eligible dependents and National Guard and Reserve members. More information can be requested through Pure Aesthetics' financial aid department or on [www.gibill.va.gov](http://www.gibill.va.gov).

### Institutional Financing

Institutional financing is available to students who choose to make monthly payments towards their tuition balance instead of paying up front. Pure Aesthetics does not charge interest on institutional financing payments that are made on time. Institutional financial plans are determined by the financial aid department.

### TFC Tuition Financing

Pure Aesthetics offers additional tuition financing through TFC. Students can apply for TFC loans through the financial aid department at the school. TFC loans are available to those who qualify after exhausting federal student aid eligibility but have a gap balance of at least \$1,000.00. The amount borrowed may only be used to cover the tuition balance. Eligibility, loan terms and payment amounts are determined by the school. Each borrower must apply with a co-borrower and both must be over age 18. Neither the borrower nor the co-borrower can have defaulted on any prior federal student loans.

## FINANCIAL AID RIGHTS AND RESPONSIBILITIES

Students who receive federal financial aid have the following rights:

- The right to review your individual financial aid files.
- The right to accept or decline your financial aid award.
- The right to know how your financial need was determined.
- The right to request an explanation of the funding sources on your financial aid award.
- The right to know Pure Aesthetics' refund policy.

While receiving financial aid, each student has the following responsibilities:

- The responsibility to remain in Satisfactory Academic Progress (SAP).
  - Satisfactory Academic Progress is defined by Pure Aesthetics as maintaining a cumulative GPA of at least 85% and cumulative attendance of at least 90%.
  - Failure to maintain SAP may result in loss of eligibility for financial aid.
- The responsibility to complete all application forms accurately and honestly.
- The responsibility to provide correct information. If it is found that a student purposely provided false information, it may be considered a criminal offense, which could result in an indictment under the U.S. Criminal Code Chapter 47.
- The responsibility to provide all requested documentation to the financial aid department in a timely manner. Failure to do so may result in a delay or loss of financial aid.
- The responsibility of reading and understanding all materials s/he signs.
- The responsibility to keep copies of all signed documents.

- The responsibility for all agreements that s/he signs.

## FINANCIAL AID APPOINTMENT

After each prospective student has toured the facility and completed a Free Application for Federal Student Aid (FAFSA), a financial aid appointment will be scheduled. During that appointment, the financial aid award estimate will be presented to the student, and billing options will be discussed in detail. The financial aid award estimate provides a breakdown of the aid anticipated from each source. The financial aid representative will explain in detail what each type of aid consists of and how each award amount is determined, disbursed and applied to the student account. The prospective student will also receive instructions on how to complete the online Loan Entrance Counseling and Master Promissory Note found on [www.studentloans.gov](http://www.studentloans.gov). A summary of repayment plans is also presented during the financial aid appointment. The financial aid representative will also explain, in detail, the ramifications of withdrawing. If the student has previously received Title IV loans, s/he may be eligible to defer payment on the prior loans while enrolled at Pure Aesthetics. For assistance in deferring student loans, please contact the financial aid department at (520)514.7873.

## ENTRANCE COUNSELING

As part of the application process for Direct Stafford Loans, each prospective student is required to complete the U.S. Department of Education's online entrance counseling session at [www.studentloans.gov](http://www.studentloans.gov) prior to the start of school and/or any loans being disbursed.

## CONSUMER INFORMATION

Consumer information and disclosures (including information pertaining but not limited to campus security, placement, graduation rates, and drug and alcohol prevention) can be obtained from an administrative staff or financial aid staff member and can also be found on our website <http://pureaesthetics.edu/consumer-information-disclosures/>.

## REPAYMENT OF STUDENT LOANS

Should you fail to make payments on your student loans otherwise known as default, there may be numerous serious consequences including but not limited to:

- Your entire loan balance (both principal and interest) will be due in full immediately.
- Your postsecondary records may be placed in hold status.
- You may lose eligibility for future loan deferments.
- You will lose eligibility for any additional federal student aid.
- Your account may be turned over to a collections agency which may cause you to be responsible for additional charges, late fees, and collection costs.
- Your credit rating will be damaged for several years. Defaulted loans are reported to all of the national credit bureaus.

- You may find it difficult to qualify for credit cards, car loans, mortgages, or renting an apartment.
- Your income tax returns (both federal and state) may be withheld and applied to your student loan debt.
- Your wages may be withheld (garnished).
- You may not be able to apply or renew your professional license.
- You may not be hired by an employer that performs credit checks.

Please note: the Direct Stafford loans are federally funded; therefore, you do not have the option of filing bankruptcy to discharge them.

## EXIT COUNSELING

Upon graduation or withdrawal from PA, a student who has received Direct Stafford loans is required to complete online exit counseling at [www.studentloans.gov](http://www.studentloans.gov). The exit interview must be completed prior to the last day of attendance. It is mandatory that this counseling be completed in order for the student's hours to be released to the Arizona Board of Cosmetology. A member of the financial aid office is available to answer any questions on Mondays, Tuesdays, and Thursdays from 9:00 a.m. – 5:00 p.m., Wednesdays from 10:00 a.m. – 6:00 p.m. and Fridays from 9:00 a.m. – 3:00 p.m. Upon reaching approximately 500 hours, each graduating student meets with a member of the financial aid department for a pre-exit appointment. During this appointment students are given the Department of Education's Exit Counseling pamphlet as well as instructions on how to complete exit counseling online. Please see below for a sample letter presented to each student prior to their graduation:

Dear \_\_\_\_\_,

Congratulations on your upcoming graduation from Pure Aesthetics.

In order to prepare you for entering repayment on your Direct Loans, it is necessary and valuable for you to complete online Exit Counseling. During this tutorial, you will be presented with information about your loans such as payment amounts and interest rates, as well as the ability to choose a Repayment Plan that best suits your budget. You will be asked to provide three references with addresses and phone numbers that may be contacted by your lender. Please be sure that each reference has a different address. You may access this tutorial at [www.studentloans.gov](http://www.studentloans.gov). After you log in there is a link in the middle of the home page for Counseling. This tutorial must be completed prior to graduation. Be sure to complete this counseling prior to your graduation, as your graduation status will not be reported to the Arizona Board of Cosmetology until this requirement is met. Any delay will cause a delay of both your testing and licensure.

Thank you in advance for taking the steps necessary to ensure responsible borrowing and on-time repayment of your Direct Loans.

The Direct Loan servicer for your loans is:

Name of Direct Loan Servicer  
 Address of Servicer  
 City, State and Zip Code of Servicer  
 Phone Number of Servicer

## Website of Servicer

Please do not hesitate to contact either your servicer or me should you have any questions or need further assistance. I can be reached at (520)514-PURE or [sarah@pureaesthetics.edu](mailto:sarah@pureaesthetics.edu).

Sincerely,

Sarah Hosea  
Financial Aid Administrator

## COMPLETION/GRADUATION RATE

Pure Aesthetics tracks annual performance with respect to student completion and placement. The requirement from our accrediting agency, the Accrediting Council for Continuing Education & Training (ACCET) is 67% completion and 70% placement. It is one of Pure Aesthetics' goals to exceed the minimum rates.

For the most recent ACCET annual reports submitted May 1 of each year, Pure Aesthetics achieved the following performance statistics:

	<u><b>Aesthetics 2012</b></u>	<u><b>Aesthetics Instructor 2012</b></u>	<u><b>Aesthetics 2011</b></u>	<u><b>Aesthetics Instructor 2011</b></u>
<u><b>Completion Rate</b></u>	82.93%	100%	88.46%	N/A
<u><b>Placement Rate</b></u>	73.33%	100%	80.95%	N/A

Each year, the administrative staff compiles these statistics per ACCET requirements. Additionally, the completion, graduation, and transfer rates of Pure Aesthetics are submitted to the U.S. Department of Education annually via the Integrated Postsecondary Education Data System (IPEDS) by the financial aid department keyholder. This and other data is made public on the College Navigator website at [www.nces.ed.gov/collegenavigator/](http://www.nces.ed.gov/collegenavigator/).

## PELL RECIPIENTS BY RACE/GENDER

If necessary, Pure Aesthetics will disaggregate completion and graduation rates by gender, racial and ethnic groups by the participants of Pell Grants and Direct Stafford Loans (unless the number would not yield statistically reliable information or would reveal personally identifiable information).

## PROOF OF EDUCATION

Pure Aesthetics is required to review and evaluate documentation of completion of high school level education or higher for each student. To ensure compliance, a transcript or diploma complete with date of graduation and award conferred is required as a condition of enrollment. Should the validity of such documentation or institution from which the documentation was obtained from be

in question, further documentation may be required for an administrative staff member to perform further investigation.

## ABILITY-TO-BENEFIT STUDENTS

Pure Aesthetics does not currently accept Ability-to-Benefit (ATB) students.

## VACCINATION POLICY

At this time, Pure Aesthetics does not have requirements regarding vaccinations. However, Pure Aesthetics does encourage each student to take responsibility for his or her individual health and wellness.

## CANCELLATION AND REFUND POLICY

This policy applies to all terminations, for any reason, be either party. The percentage of program completion will be based on the number of scheduled course hours. The termination date is the last date of actual attendance by the student. Students will be automatically dismissed if they are absent over a continuous 14 day period (not including school-designated multi-day breaks).

- A. The registration fee is non-refundable.
- B. An applicant rejected by the school is entitled to a refund of all monies paid minus the registration fee.
- C. All monies paid by the applicant minus the registration fee are refunded if requested in writing to Pure Aesthetics within three (3) business days after signing an enrollment contract and making an initial payment minus the cost of unreturned or used student kit items.
- D. An applicant requesting cancellation in writing within three (3) days after signing an enrollment contract and making an initial payment but prior to entering the school is entitled to a refund of all monies paid minus the registration fee unless otherwise required by law.
- E. Students withdrawing after beginning a program and prior to completing fifty percent (50%) of the scheduled period of enrollment will be refunded based on the tuition and fees assessed to the student on a pro-rated basis. The scheduled period of enrollment is defined as the entire program. Veteran's benefits and Vocational Rehabilitation refunds will be based on state and federal policies.

The refund will be based on the period of enrollment that has elapsed through the last day of attendance by the student. This is determined by the number of clock hours the student has been scheduled to attend through the last recorded date of attendance. These hours are divided by the total program hours to determine the percentage of the program elapsed. This percentage will be multiplied by the total tuition to determine the amount of tuition earned. Earned tuition will be subtracted from total tuition to determine unearned tuition for the period of training that was not completed. Ten percent (10%) of the amount of unearned tuition will be added to the amount of earned tuition and charged to the student. A \$100.00 administration fee will also be added to the

final total. The sum of these two calculations will then be compared to the amount of tuition paid by the student to determine whether a refund is due or additional tuition is owed.

- F. For a student terminating training after completing more than fifty percent (50%) of the scheduled period of enrollment, the school will retain the entire contract price of the program. No administrative fee will be charged. Veteran's benefits and Vocational Rehabilitation refunds will be based on state and federal policies.
- G. Special Cases: In the case of a prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement which is reasonable and fair to both parties.
- H. Any monies due to the applicant will be refunded within forty-five (45) days from cancellation or failure to appear on or before the first day of class. Any monies due to the student shall be refunded within forty-five (45) days from the last date of student attendance. If amount due is owed to Pure Aesthetics by the student, the student has forty-five (45) days to make the payment.
- I. If a student does not return from an authorized leave of absence, refunds will be made within thirty (30) calendar days from the scheduled end of the leave of absence.
- J. In the event Pure Aesthetics cancels a program due to insufficient enrollment, all tuition paid will be refunded to the enrolled student within thirty (30) days following the scheduled start date. If, for any reason, Pure Aesthetics permanently shuts down after students have begun the course, refunds will be issued based on the amount of course time completed.
- K. If a class is postponed more than sixty (60) days from the original scheduled start date and the student no longer wishes to continue enrollment, the student may receive a full refund of any registration fees in addition to all tuition paid. Classes are subject to postponement if less than five (5) students are registered and confirmed at least one week prior to the scheduled class start date.
- L. The cost of student kit items received is non-refundable.

#### RETURN TO TITLE IV FUNDS (R2T4) CALCULATION

Students acknowledge and understand that admission into Pure Aesthetics is limited. Due to the limited number of students admitted into Pure Aesthetics, students understand that once they are accepted for admission that Pure Aesthetics relies on each student's contribution and tuition. Any student who has not visited the school prior to enrollment may withdraw without penalty within three days of attending, or visiting the school. If a student withdraws or has his/her enrollment terminated, the following policy is set forth for all Title IV funds:

Federal financial aid is awarded to students contingent upon the student attending classes and successfully completing the entire enrollment period. If the student fails to complete the enrollment period successfully, the student may be responsible for repaying part or all of his/her federal financial aid. The financial aid department is required by federal regulations to recalculate federal financial aid eligibility for students who withdraw, drop out, are terminated (voluntarily or involuntarily), or take a leave of absence prior to completing 60% of their enrollment period. Earned Title IV funds are federal funds used to cover education costs according to the length of time the student was enrolled before withdrawing. The amount of funds earned is directly proportional to the time enrolled, through 60% of the enrollment period. After 60%, the student is considered to have earned 100% of his/her

federal student aid. Unearned Title IV funds are the amount of grant and/or loan assistance awarded prior to the completion of 60% of the enrollment period, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return to Title IV (R2T4) formula:

The percentage of the enrollment period completed = the number of clock hours the student was scheduled to complete in the course as of the day the student withdrew divided by the total clock hours in the course. This percentage is also the percentage of earned aid. If a student earned less aid than was disbursed, Pure Aesthetics would be required to return a portion of the funds and the student may be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe an additional balance to Pure Aesthetics. If a student earned more aid that was disbursed to him/her, Pure Aesthetics may owe the student a post-withdrawal disbursement, which must be paid within 180 days of the student's withdrawal. Pure Aesthetics must return the amount of Title IV funds for which it is responsible no later than forty-five (45) days after the date of the determination that the student withdrew. Refunds are allocated in the following order:

- Direct Unsubsidized Stafford Loan
- Direct Subsidized Stafford Loan
- Direct PLUS Loan
- Federal Pell Grant

## CONSTITUTION DAY OBSERVANCE

Pure Aesthetics observes Constitution Day on September 17th of each year. If the 17th falls on a Sunday or a holiday, the observation shall be held the preceding or following week. Activities that celebrate or educate students, and staff on the Constitution will be arranged. This observation will commemorate the signing of the U. S. Constitution on September 17, 1787.

## CHEMICAL DEPENDENCY/SUBSTANCE ABUSE PREVENTION PROGRAM

The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness policy. Any student with a dependency problem is encouraged to seek help by confiding in a Pure Aesthetics staff member. That staff member will refer you to a counseling program. There are phone numbers of substance abuse hotlines posted in our break room.

Pure Aesthetics has a zero tolerance policy for drug and alcohol use. For the safety of students and clients, drug use, possession, or sale are not allowed. This includes alcohol, prescription and illegal drugs. Students whose behavior is influenced by the use of nonprescription or prescription drugs, alcohol, or any unknown substance (including before school, during school, on a field trip or at a Pure Aesthetics event) will be asked to leave the premises immediately. An investigation and termination proceedings may follow. A student convicted of any drug or alcohol offense during a period of enrollment of which a student was receiving Title IV funds, under any federal or state law involving the possession or sale of illegal drugs will result in loss of eligibility for any Title IV grant or loan funds.

The use of drugs and alcohol can cause numerous health problems and may lead to death. The effects to a person's health include respiratory failure, heart attack, overdose, acute intoxication and transmittable diseases such as Hepatitis C and AIDS. Thousands of deaths are caused each year by drug overdoses, allergic reactions to drugs, toxic combinations of drugs and alcohol poisoning. The manufacture, distribution, dispensation, possession, sale, purchase, offer to buy/sell, or use of alcohol, illegal drugs or related paraphernalia and the illegal use of drugs (including the misuse of prescription drugs) at Pure Aesthetics, on campus or while engaged in the course curriculum, is strictly prohibited. Pure Aesthetics also prohibits such conduct during non-curriculum time to the extent that, in the judgment of Pure Aesthetics, it impairs a student's ability to progress through the curriculum, threatens the reputation and integrity of the school or violates the law. Any student who violates this policy is subject to suspension or expulsion from the program. Any staff member who violates this policy is subject to sanctions leading up to or including termination. Any student or staff member who has illegal possession of or engages in the illicit use of drugs or alcohol is also subject to criminal prosecution. Pure Aesthetics will refer violators to the authorities for prosecution, consistent with local, state, or federal law.

Arizona state law is specific as to the sanctions and penalties or offenses for minors and adults, ranging from possession, administering, manufacturing, sales, and use of dangerous drugs and/or prescription medication. A guide to the Arizona statutes for drug offenses can be found online at [www.azleg.gov/arizonarevisedstatutes.asp?Title13](http://www.azleg.gov/arizonarevisedstatutes.asp?Title13) under Chapter 34 Drug Offenses.

Students and staff members who use prescription drugs should follow the prescribing physician's directions for use. All prescriptions are to be kept in the prescription bottle with the name of the person the medication is prescribed for. If use of a prescription drug may impair your performance or affect safety while performing course related services, you should notify your educator or immediate supervisor so Pure Aesthetics can take the action it deems appropriate to protect your safety and that of fellow students, coworkers and guests. Any student or staff member found in violation of this policy is subject to suspension or expulsion from the program.

If you or someone you know is struggling with drug or alcohol abuse, please contact the Substance Abuse and Mental Health Services Administration at (800)662-HELP (4357) or <http://findtreatment.samhsa.gov/> for a referral or contact one of the local treatment centers listed below.

#### SUBSTANCE ABUSE TREATMENT FACILITIES

Southern Arizona Mental Health Corporation (SAMHC)  
2502 N. Dodge Blvd., Ste. 190  
Tucson, AZ 85716  
(520) 617-0043  
[www.samhc.com](http://www.samhc.com)

La Frontera Center  
504 W. 29<sup>th</sup> St.  
Tucson, AZ 8571  
Eastside: (520) 296-3296  
Central, West, Southside: (520)838-3804

[www.lafronteraarizona.org](http://www.lafronteraarizona.org)

Sierra Tucson  
39580 S. Lago Del Oro Parkway  
Tucson, AZ 85739  
(855)373-7752  
[www.sierratucson.crchealth.com](http://www.sierratucson.crchealth.com)

Casa de Palmas  
100 S. Avenida de Palmas  
Tucson, AZ 85716  
(520) 770-1880  
[www.casadepalmas.org](http://www.casadepalmas.org)

The Haven  
1107 E. Adelaide Dr.  
Tucson, AZ 85719  
(520) 623-4590  
[www.thehaventucson.org](http://www.thehaventucson.org)

Circle Tree Ranch  
10500 East Tanque Verde Road  
Tucson, AZ 85749  
(520)749-5980  
[www.circletreeranch.org](http://www.circletreeranch.org)

COPE Community Services  
82 S. Stone Ave.  
Tucson, AZ 85701  
(520) 792-3293  
[www.copecommunityservices.org](http://www.copecommunityservices.org)

Compass Behavioral Health Care  
2475 N. Jackrabbit  
Tucson, AZ 85745  
(520) 882-5608  
[www.compasshc.org](http://www.compasshc.org)

Sonora Behavioral Health Hospital  
6050 N. Corona Road  
Tucson, AZ 85704  
(520) 469-8700  
[www.sonorabehavioral.com](http://www.sonorabehavioral.com)

Please note: Pure Aesthetics does not have a professional relationship with or endorse any of the treatment centers listed above.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY

Pure Aesthetics complies with the Family Educational Rights and Privacy Act of 1974 (amended in January 1975 and appearing in its final form in July 1976). The act defines requirements, which are designed to protect the privacy of students concerning their records maintained by Pure Aesthetics. The information pertaining to a student's records shall not be released to a third party without written authorization of the student, judicial order, or a lawfully issued subpoena. Education records are defined as all records Pure Aesthetics maintains regarding a student.

Students (or the parents of students under age 18) have the right to inspect and review their educational records maintained by the school by requesting to do so at the school's administrative office.

Students (or the parents of students under age 18) have the right to request that the school correct any records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the student may request a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his/her view regarding the contested information.

Pure Aesthetics respects the privacy and security of your personal information and your educational records. We are required by law to explain to you how we will collect, use, and safeguard your personal information. Students and prospective students can get additional information by contacting an administrative staff member during business hours. Note: Annual notice of this policy may be found in the school's catalog and online.

Collection and use of personal and educational records: The school collects information from various sources including but not limited to your enrollment application and forms. We use that information to provide you with products and/or services you have requested from us and in order to comply with reporting and/or other legal requirements or mandates.

You should be advised that the school may allow access to your educational records without your consent in order to comply with requests from governing authorities including but not limited to accrediting bodies, the U.S. Department of Education, and the State. Records will be released to such agencies in order to fulfill the duties, directives or orders of such or to assist the school in fulfilling its mission and objectives. The school will indicate in the file if such a review has been performed.

Safeguarding Records: The school keeps student educational and financial records in secure offices and in a manner to maintain them safely. We maintain physical, electronic, and procedural safeguards that comply with federal and state regulations and industry standards. We restrict access to your non-public personal information to those employees who have a specific business purpose in utilizing your data.

Release of information with your consent: Students (or parent/guardian of dependent minors) may authorize the release of information to outside/third parties if they wish. The FERPA Request form must be completed and remitted to an administrative staff member (a fax with a signature is acceptable). Blanket releases will not be approved. No information will be released without the student's (or parent/guardian's) consent.

## Your FERPA Rights:

- The school guarantees each student (or parent/guardian if a dependent minor) their right to access that student's records.
- You have the right to consent to or withhold the disclosure of personally identifiable information.
  - Note: Pure Aesthetics does not currently produce a student directory; however, should a directory be published in the future you will have the right to withhold personally identifiable information from it.
- You have the right to inspect and review your educational records. Such a request must be made in writing and will be complied with within 45 days of the request. If during a review of your educational records you have found an item(s), which you feel, are in error, you may request in writing modification to the information.
  - Note: Request(s) for review and/or modification should be submitted to the Director. The school will review the item(s) and will provide you with a written response explaining the outcome of the request.

Responsibility for the protection of the privacy of the student educational records rests primarily with the student services coordinator and the financial aid representative. Educational records are defined by FERPA to include records, files and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution.

Pure Aesthetics will disclose information from a student's educational record only with the written consent of the student except:

- To school officials within the institution who have been determined by Pure Aesthetics to have a legitimate interest in the records. School officials include instructors who are involved in advising students, administrators who assist in advising students with other problems, professional staff and clerical staff who directly relate to the administrative task of Pure Aesthetics. A school official has a legitimate educational interest if the official is performing a task that is specified in his or her position description or by a contract agreement, performing a task related to a student's education, or performing a task related to the discipline of the student. When doubt is raised about an individual's 'need to know' or legitimate educational interest having access to specific information, the issue shall be decided by the Director of Pure Aesthetics.
- To certain officials of the U.S Department of Education, the Comptroller General, and State and local educational authorities in connection with certain states of federally supported education programs.
- In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of financial aid, or to enforce the terms and conditions of that aid.
- To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute.
- To organizations conducting certain studies for or on behalf of Pure Aesthetics.
- To accrediting organizations to carry out their accrediting functions.
- To parents of eligible students who claim the students as dependents for income tax purposes. Determining dependency, as defined by Section 152 of the Internal Revenue code,

requires a copy of the parent's most recent Federal Income Tax Form. In case of a divorce, separation, or custody, when only one parent declares the student as dependent, Pure Aesthetics will grant equal access to the student's educational records upon demonstration of dependency as described above.

- To appropriated parties in a health of safety emergency subject to determination by the Director.
- To personnel complying with a judicial order or lawfully issued subpoena provided that PA makes reasonable attempts to notify students in advance of compliance.
  - NOTE: Pure Aesthetics is not required to notify students if a federal grand jury subpoena, or any other subpoena issued for law enforcement purpose, orders the college not to disclose the existence or contents of the subpoena.
- To an alleged victim of any crime of violence (as that term is defined in 18 U.S.C. 16) of the result of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

Pure Aesthetics will inform parties to whom personally identifiable information is released that they are not permitted to disclose the information to others without the written consent of the students.

Pure Aesthetics will maintain a record of all requests for and/or disclosure of information from a student's educational records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in obtaining the information. Eligible students may review the record.

#### STUDENTS RIGHTS AFTER CEASING ATTENDANCE OR GRADUATION

Students who have withdrawn or graduated from Pure Aesthetics have basically the same FERPA rights as students that are currently attending, including the right to:

- Inspect their education records
- Appeal information found in educational record
- Have their education record privacy protected by Pure Aesthetics

#### PRIVACY RIGHTS OF DECEASED STUDENTS

The release of education records information will not be made unless authorized by the student's parents or the executor of the deceased student's estate for twenty-five years following the death of a student.

#### INCENTIVE COMPENSATION

All employees of Pure Aesthetics are paid on an hourly or salary basis, according to state labor laws, and are not rewarded financially or otherwise based on the number of students who enroll in any Pure Aesthetics program. This would include bonus pay, issuance of gift cards or product, time off with pay above individually earned paid time off, or anything of monetary value.

## CAMPUS SECURITY

The Jeanne Clery Disclosure of Campus Security Policy of Campus Crime Statistics Act or Clery Act is a federal law that requires institutions of higher education in the United States to disclose campus security information including crime statistics for the campus and surrounding areas. To comply with these regulations, we are providing the information as follows:

- Annual security report compiled from data collected by the Tucson Police Department
- Disclosure of Pure Aesthetics' Security Policy, and
- Guidance on prompt crime reporting

This information is available:

- Electronically on Pure Aesthetics' website [www.pureaesthetics.edu](http://www.pureaesthetics.edu)
- In paper form available upon request to an administrative staff member

## SECURITY POLICY

Pure Aesthetics prepares this report to comply with the Clery Act. Students, parents, and staff may access this report in full by contacting the Tucson Police Department. A complete copy of this report is also available from an administrative staff member.

Campus crime, arrest and referral statistics include those reported to the Tucson Police Department. Please note that Pure Aesthetics has only one campus, with no campus housing nor satellite locations. Pure Aesthetics does not have a campus police staff. Local law enforcement has the arresting authority on the Pure Aesthetics campus. Upon written request, Pure Aesthetics will disclose to the alleged victim of any crime of violence or non-forcible sex offense, the result of any disciplinary hearing conducted by Pure Aesthetics against a student who is the alleged perpetrator of such crime or offense.

Each year, by October 1, Pure Aesthetics will compile a crime statistics report to be sent to the Department of Education upon receipt of the letter requesting the crime reports. This information will be uploaded via <http://surveys.ope.ed.gov/security/> by an administrative staff member. Crime statistics from the area surrounding Pure Aesthetics will also be requested from the Tucson Police Department and will be disclosed in the annual crime report.

Newly enrolled students will receive all Consumer Disclosures, including Campus Security policies on a thumb drive. New staff members will receive a copy of the policy during their New Hire Orientation.

CRIMINAL OFFENSES - ON CAMPUS

<b><u>Criminal Offense</u></b>	<b><u>2010</u></b>	<b><u>2011</u></b>	<b><u>2012</u></b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses – Forcible	0	0	0
d. Sex offenses – Non-forcible			
Incest	0	0	0
Statutory Rape	0	0	0
e. Robbery	0	0	0
f. Aggravated Assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

CRIMINAL OFFENSES - PUBLIC PROPERTY

<b><u>Criminal Offense</u></b>	<b><u>2010</u></b>	<b><u>2011</u></b>	<b><u>2012</u></b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses – Forcible	0	0	0
d. Sex offenses – Non-forcible			
Incest	0	0	0
Statutory Rape	0	0	0
e. Robbery	0	0	0
f. Aggravated Assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

HATE CRIMES – ON CAMPUS 2012

<u>Criminal Offense</u>	<u>2012 Total</u>	<u>Race</u>	<u>Religion</u>	<u>Sexual Orientation</u>	<u>Gender</u>	<u>Disability</u>	<u>Ethnicity/National Origin</u>
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
b. Negligent manslaughter							
c. Sex offenses-Forcible	0	0	0	0	0	0	0
d. Sex offenses – Non-forcible							
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
e. Robbery	0	0	0	0	0	0	0
f. Aggravated Assault	0	0	0	0	0	0	0
g. Burglary	0	0	0	0	0	0	0
h. Motor vehicle theft	0	0	0	0	0	0	0
i. Arson	0	0	0	0	0	0	0
j. Simple assault	0	0	0	0	0	0	0
k. Larceny-theft	0	0	0	0	0	0	0
l. Intimidation	0	0	0	0	0	0	0
m. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

HATE CRIMES – ON CAMPUS 2011

<u>Criminal Offense</u>	<u>2011 Total</u>	<u>Race</u>	<u>Religion</u>	<u>Sexual Orientation</u>	<u>Gender</u>	<u>Disability</u>	<u>Ethnicity/National Origin</u>
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
b. Negligent manslaughter							
c. Sex offenses-Forcible	0	0	0	0	0	0	0
d. Sex offenses – Non-forcible							
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
e. Robbery	0	0	0	0	0	0	0
f. Aggravated Assault	0	0	0	0	0	0	0
g. Burglary	0	0	0	0	0	0	0
h. Motor vehicle theft	0	0	0	0	0	0	0
i. Arson	0	0	0	0	0	0	0
j. Simple assault	0	0	0	0	0	0	0
k. Larceny-theft	0	0	0	0	0	0	0
l. Intimidation	0	0	0	0	0	0	0
m. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

HATE CRIMES – ON CAMPUS 2010

<u>Criminal Offense</u>	<u>2010 Total</u>	<u>Race</u>	<u>Religion</u>	<u>Sexual Orientation</u>	<u>Gender</u>	<u>Disability</u>	<u>Ethnicity/National Origin</u>
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
b. Negligent manslaughter							
c. Sex offenses-Forcible	0	0	0	0	0	0	0
d. Sex offenses – Non-forcible							
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
e. Robbery	0	0	0	0	0	0	0
f. Aggravated Assault	0	0	0	0	0	0	0
g. Burglary	0	0	0	0	0	0	0
h. Motor vehicle theft	0	0	0	0	0	0	0
i. Arson	0	0	0	0	0	0	0
j. Simple assault	0	0	0	0	0	0	0
k. Larceny-theft	0	0	0	0	0	0	0
l. Intimidation	0	0	0	0	0	0	0
m. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

HATE CRIMES – PUBLIC PROPERTY 2012

<u>Criminal Offense</u>	<u>2012 Total</u>	<u>Race</u>	<u>Religion</u>	<u>Sexual Orientation</u>	<u>Gender</u>	<u>Disability</u>	<u>Ethnicity/National Origin</u>
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
b. Negligent manslaughter							
c. Sex offenses-Forcible	0	0	0	0	0	0	0
d. Sex offenses – Non-forcible							
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
e. Robbery	0	0	0	0	0	0	0
f. Aggravated Assault	0	0	0	0	0	0	0
g. Burglary	0	0	0	0	0	0	0
h. Motor vehicle theft	0	0	0	0	0	0	0
i. Arson	0	0	0	0	0	0	0
j. Simple assault	0	0	0	0	0	0	0
k. Larceny-theft	0	0	0	0	0	0	0
l. Intimidation	0	0	0	0	0	0	0
m. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

HATE CRIMES – PUBLIC PROPERTY 2011

<u>Criminal Offense</u>	<u>2011 Total</u>	<u>Race</u>	<u>Religion</u>	<u>Sexual Orientation</u>	<u>Gender</u>	<u>Disability</u>	<u>Ethnicity/National Origin</u>
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
b. Negligent manslaughter							
c. Sex offenses-Forcible	0	0	0	0	0	0	0
d. Sex offenses – Non-forcible							
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
e. Robbery	0	0	0	0	0	0	0
f. Aggravated Assault	0	0	0	0	0	0	0
g. Burglary	0	0	0	0	0	0	0
h. Motor vehicle theft	0	0	0	0	0	0	0
i. Arson	0	0	0	0	0	0	0
j. Simple assault	0	0	0	0	0	0	0
k. Larceny-theft	0	0	0	0	0	0	0
l. Intimidation	0	0	0	0	0	0	0
m. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

## HATE CRIMES – PUBLIC PROPERTY 2010

<u>Criminal Offense</u>	<u>2010 Total</u>	<u>Race</u>	<u>Religion</u>	<u>Sexual Orientation</u>	<u>Gender</u>	<u>Disability</u>	<u>Ethnicity/National Origin</u>
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
b. Negligent manslaughter							
c. Sex offenses-Forcible	0	0	0	0	0	0	0
d. Sex offenses – Non-forcible							
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
e. Robbery	0	0	0	0	0	0	0
f. Aggravated Assault	0	0	0	0	0	0	0
g. Burglary	0	0	0	0	0	0	0
h. Motor vehicle theft	0	0	0	0	0	0	0
i. Arson	0	0	0	0	0	0	0
j. Simple assault	0	0	0	0	0	0	0
k. Larceny-theft	0	0	0	0	0	0	0
l. Intimidation	0	0	0	0	0	0	0
m. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

## ARRESTS – ON CAMPUS

<u>Crime</u>	<u>2010 Total</u>	<u>2011 Total</u>	<u>2012 Total</u>
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

## ARRESTS – PUBLIC PROPERTY

<u>Crime</u>	<u>2010 Total</u>	<u>2011 Total</u>	<u>2012 Total</u>
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

## DISCIPLINARY ACTIONS – ON CAMPUS

<b><u>Crime</u></b>	<b><u>2010 Total</u></b>	<b><u>2011 Total</u></b>	<b><u>2012 Total</u></b>
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

## DISCIPLINARY ACTIONS – PUBLIC PROPERTY

<b><u>Crime</u></b>	<b><u>2010 Total</u></b>	<b><u>2011 Total</u></b>	<b><u>2012 Total</u></b>
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

## EMERGENCY PROCEDURES

In the event of emergency, fire, evacuation, or inclement weather, students and employees are alerted by a verbal announcement from a Pure Aesthetic staff member.

Guidelines in case of an emergency are as follows:

- In the event of fire or other emergency required evacuation of the facility, all students and employees shall evacuate immediately following direction from an administrative staff member.
- In the event of an emergency, students, guests, and employees shall evacuate by means of the nearest available marked exit.
- Portable fire extinguishers are provided in the workplace for employee use. In the event of fire, any employee may use extinguishers to attempt to extinguish the fire before evacuating.
- In the event of emergency, the following employees are to remain in the workplace to shut down or monitor critical operations before they evacuate: Director and/or Office Supervisor.
- After an emergency evacuation, students and employees are to gather in the following location: near the dumpster in back parking lot. Educators must take attendance by completing roll call.
- After emergency evacuation, the procedure for accounting for all students and employees is: All employees check-in with their direct supervisor, all students check-in with the educator they were assigned to when they evacuated the building.
- In the event of an emergency (medical, fire or other), please call 9-1-1.

- First Aid Kits are available in the classroom, administrative office, and dispensary. They are replenished periodically by the staff. If you have hurt yourself or witness an accident, please immediately notify a staff member.

## LOCK-DOWN PROCEDURES

- In the event of a “lock-down” (due to inclement weather, a dangerous situation, etc.), you will be notified by the staff that we are in “lock-down mode”.
- All students and educators in classrooms should remain there and close all doors. Educators should perform roll call to account for all students.
- All students and educators on clinic floor should remain there with your guests and not leave. Educators should perform roll call.
- All entrances/exits to the school will be locked by the Director and/or Office Supervisor or other staff member until it is safe.
- When all is safe, the staff will perform a “walk-through” to notify students, staff, and guests that the threat is gone.

## FIRE SAFETY REPORT

Since opening in November 2006, Pure Aesthetics has had zero fire-related incidents causing injury to person or property. Please refer to the emergency procedures for the fire evacuation plan.

## ADDITIONAL SAFETY AND SECURITY MEASURES

- Fire drills are held periodically throughout the year to practice proper evacuation procedures.
- Safety is maintained with an alarm-monitored security system, and surveillance cameras. Only management and assigned staff have access to view camera footage. In the event of any criminal activity, video can be saved to a computer hard drive or disc.
- Master keys to the building are only held by select few approved staff members.
- All students must leave the building with a “buddy” and/or educator during evening hours.
- Any accident occurring on campus must be reported immediately to a staff member and documented with a complete incident report. The report must be completed by a staff member and signed by all parties involved (students, staff, and/or guests). The completed report may be photocopied and given to a guest if requested; the original should be filed with the Director. Any incident needing further investigation shall be presented immediately to the Director for review.
- Any incident involving safety or crime should be reported to the Director or the Office Supervisor immediately.

## ACCESS POLICY

During normal business hours, Pure Aesthetics is open to all students, parents, employees, approved contractors, clients, guests and invitees. During non-business hours, access to Pure Aesthetics is by key and security code for staff members and contracted cleaning crew only. In

periods of extended closure, access to Pure Aesthetics will be granted to those issued a key, and who have obtained prior approval. Maintenance personnel are also subject to the above restrictions.

## SEX OFFENSES AND SEXUAL HARASSMENT POLICY

It is the policy of Pure Aesthetics to immediately report any sexually related offense to the Tucson Police Department, whether committed on or off campus. It is imperative that victims of any kind of sexual offense immediately report the crime to a staff member and/or the Tucson Police Department. It is also important to preserve any and all evidence (i.e. clothing, objects, and any biological evidence) that may be related to the criminal offense. When sexual assaults are committed off campus, persons are encouraged to report the crime to the appropriate law enforcement agency, but a student may elect, instead to report the sexual assault to a Pure Aesthetics staff member. Any assault perpetrated will be immediately reported to the Tucson Police Department.

What to do if you are a victim of sexual assault:

- Tell the first person you see and point out the attacker, if possible.
- Do not shower or bathe.
- Report the assault to the police.
- Remember all you can about the attacker, including age, height, weight, race, color of eyes, hair, clothes, complexion traits, voice characteristics, scent, etc.

Disciplinary Action for Sex Offense Convictions:

If a student or staff member is convicted of a sexual offense, regardless of whether or not the action took place on campus, said individual may be subject to disciplinary actions taken by Pure Aesthetics. Any student or staff member may be subject to sanctions leading up to or including termination if convicted of any sex offense, including rape, acquaintance rape or any other forcible or non-forcible sex offenses. Both the accuser and the accused will be informed of the outcome of any institutional sanctions. Additionally, both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Should any amendments in academic arrangements be desired, please contact the Director of Pure Aesthetics.

## REGISTERED SEX OFFENDERS

Arizona requires sex offenders to register with their local Sheriff's Department based on their Arizona Risk Assessment score. Information can be found online at [www.azsexoffender.com](http://www.azsexoffender.com). Arizona currently does not have any law against offenders seeking or obtaining employment or living near educational institutions.

## HATE CRIMES

Pure Aesthetics does not condone violence or hate crimes of any kind. Pure Aesthetics strives to safeguard the rights of American citizens that are mandated by the U.S. Constitution, regardless of ethnicity, national origin, religion, gender, sexual identity, disability and political or religious beliefs.

## SECURITY TIPS

### Personal Safety

Prevention is the best protection against crime

- Do not dismiss suspicious people or situations.
- Do not put yourself in harm's way: avoid dangerous situations.
- Lock your car doors.
- Use common sense.
- Do not walk alone at night; stay in well-lit areas.
- Park your vehicle in well-lit areas and lock doors.
- Keep valuables out of sight; don't tempt a thief.
- Do not give out your keys as they can be copied.
- Report all crimes and suspicious acts to the authorities.

### Things to do to reduce your Risk

- Lock doors.
- Avoid out of the way places.
- Vary your routine.
- Learn about people before becoming friendly.
- Watch alcohol intake.
- Leave lights on in rooms.
- Have your own transportation or use public transportation.

### Auto Theft Prevention

- Always lock your car, even if leaving it for a short time.
- Do not leave keys hidden inside or outside vehicle.
- Completely roll up all windows.
- Park as close to the destination building as possible.
- Park in a well-lit attended parking garage whenever possible.
- When parking in a public lot, never tell anyone how long you will be gone. If a key must be left with an attendant, only leave ignition key.
- Do not leave valuables visible in car. Lock them in the trunk.
- Do not leave credit cards, checkbooks or legal papers in the car.
- Do not attach address information to your key ring. If it is lost or stolen, it could lead thieves directly to your home.

## COPYRIGHT INFRINGEMENT

It is the policy of Pure Aesthetics to respect the copyrights of others. U.S. copyright law provides protection for "works of authorship" such as textual works (e.g. software, reports and periodicals), musical works, sound recordings (e.g., clip art, sketches, photographs, and paintings), audiovisual

works (e.g. videos and DVDs) and sculptural works. Subject to limited exceptions, the “exclusive rights” provided by U.S. copyright law with respect to such works permit the owner to control the copying of them, the making of a derivative work based thereon, the distribution of them, and even certain “public performances” of them.

Pure Aesthetics has adopted the following policy guidelines to help insure compliance with copyright law:

- No reproduction of sound recordings, software, or audiovisual works is permitted using Pure Aesthetics facilities, or for work on a Pure Aesthetics project, absent confirmation that (a) Pure Aesthetics is the copyright owner of the work or (b) confirmation that Pure Aesthetics has sufficient license rights to permit the proposed activity, or (c) confirmation that there is another reason why such copying would not infringe upon copyrights. This policy normally precludes downloading copyrighted music, video, or any other type of file from the internet from non-licensed sites or non-licensed file sharers, or the production of additional copies of office software beyond the scope of a software license.
- The unlicensed public performance of copyrighted materials (such as music) is normally subject to copyright restrictions, particularly where the music is large, and the site where the music is played is not a private home. Thus, any in-house broadcast of music, video, or audio/visual at Pure Aesthetics, or at any outside event sponsored by or affiliated with Pure Aesthetics, should be pre-approved by a member of the management.
- The reproduction of copyrighted textual or pictorial materials by Pure Aesthetics personnel at Pure Aesthetics facilities, or for the benefit of Pure Aesthetics, is prohibited absent appropriate license rights or copyright exceptions. This applies regardless of whether the copying is by downloading something from the Internet, or whether it is by photocopying or other reproduction from a hard copy, or whether it is by distribution via the Internet.
- Whenever a copyrighted work is being used by Pure Aesthetics under a license, special care should be taken that the use conforms to the limitations of the license. This is particularly important in the case of software, clip art, and access to databases.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

Pure Aesthetics’ copyright infringement policy is distributed to each student in the catalog. This information is also accessible on the Pure Aesthetics website under Consumer Information.

## SATISFACTORY PROGRESS

Satisfactory academic progress is the measurement in both attendance and academics as a student progresses through his/her program. All students are required to meet minimum requirements regardless of schedule or payment method. Students receiving federal funds under the Title IV financial aid programs must maintain satisfactory progress to continue eligibility for such funds. For the 600-hour aesthetics program, satisfactory academic progress will be monitored at both 300 and 600 scheduled clock hours.

- Each student is required to make **quantitative progress towards his/her program completion**. To be considered making satisfactory quantitative progress, a student must attend at least 90% of his/her cumulative scheduled clock hours during each evaluation period.

- Each student is required to make **qualitative progress towards his/her program completion**. To be considered making satisfactory qualitative progress, a student must achieve a minimum cumulative grade point average of 85% during each evaluation period.

Incomplete grades and remedial courses are not given. If a student earns less than 70% on any individual test or assignment, s/he must repeat the test or assignment to achieve a better grade. The lower of the two grades will be dropped and the highest will be used in the qualitative progress calculation.

Any approved leave of absence will be time not factored into the satisfactory academic progress calculation. Students returning from a leave of absence will re-enter school with the same academic status they had prior to the leave.

Any student who re-enrolls after withdrawing will only be given credit for coursework that was completed. The coursework and hours attended in the previous enrollment will count towards his/her cumulative satisfactory academic progress evaluations.

Students contracted to complete less than the full program hours will be evaluated at the scheduled midpoint and the scheduled endpoint of their program. At the end of each evaluation period, students will be notified in writing of their academic progress status.

#### Satisfactory Status

Students who achieve both the minimum quantitative (90% attendance) and qualitative (85% GPA) progress for an evaluation period will be considered to be making satisfactory progress until the next scheduled evaluation period.

#### Warning Status

Students who fail to achieve the minimum quantitative (90% attendance) and/or qualitative (85% GPA) cumulative progress for an evaluation period will be placed in warning status for one scheduled evaluation period with the chance to regain satisfactory academic progress prior to their next evaluation period. During warning, a student may continue to receive assistance under the Title IV federal aid programs for one payment period despite the determination that the student is not making satisfactory academic progress. There is no appeal available for those in warning status. At the end of the following evaluation period, progress will be re-evaluated. If the student has attained the minimum quantitative (90% attendance) and qualitative (85% GPA) progress, s/he will be determined to be making satisfactory progress. If the student fails to meet the requirements, s/he will be placed on a probationary status.

#### Probation Status

Students who fail to meet the quantitative (90% attendance) and/or qualitative (85% GPA) cumulative progress for a second consecutive evaluation period will be placed on probation. They will no longer be eligible to receive assistance under the Title IV federal aid programs. The student does have the right to appeal his/her probationary status. A successful appeal allows for assistance under the Title IV federal aid program funds to be reinstated until the next scheduled evaluation period. At the end of the probationary period, if the student is meeting the minimum requirements or if s/he is following the prescribed academic plan, s/he will be determined to be making satisfactory academic progress. Failure to achieve these requirements at the end of the probationary evaluation period will result in the administrative withdrawal of the student.

### Appeal Process

Within five (5) calendar days of receipt of the probation notification, the student must submit a written appeal of his/her status to the director. The appeal must be accompanied by documentation supporting the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and what has changed that will allow the student to return to satisfactory academic progress prior to the completion of his/her program. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family, injury or illness of the student, etc. Should a student fail to submit an appeal within the five (5) day timeframe, the original decision will stand, resulting in an administrative withdrawal from the program. The student will be notified of his/her withdrawal in person or by certified mail.

Once the appeal and supporting documents are submitted to the director, an academic plan meeting will be scheduled within three (3) days. During the meeting, the director and student will develop a written plan that will ensure that the student is able to meet the minimum satisfactory academic progress standards prior to the end of his/her program. The director will assess all appeals, and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory academic progress requirements. The student will be sent the written decision by mail within ten (10) days of receipt of the appeal. The decision of the director is final.

### DISCLOSURE OF DISABILITIES

Pure Aesthetics does not discriminate in its admissions practices or other policies against handicapped persons. The licensing requirements for courses offered at the school may restrict some applicants. The admissions representative may answer questions regarding licensing requirements and the physical demands of the industry. Pure Aesthetics is committed to providing accommodations for enrolled students who have documented disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). It is the responsibility of the student to seek available assistance from Pure Aesthetics and to request reasonable accommodations.

Students must provide documentation of a disability from an appropriate medical or educational specialist that describes the disability and functional limitations. Documentation should not be older than two years. Students must also provide documentation on how the disability affects how they function in a learning environment.

After a student submits the required documentation, Pure Aesthetics' administration and/or educational staff will meet with the student to discuss reasonable accommodations that may be made available. Requested accommodations, which compromise the essential elements of the course of study, may not be reasonable.

Prospective students are encouraged to seek assistance prior to the start of their course of study. Those who fail to seek reasonable accommodations at the beginning of their course of study may find that the scope of available accommodations has diminished.

## HANDICAPPED ACCESS

Pure Aesthetics is readily accessible for handicapped individuals with appropriate restroom facilities. While the facility is handicap accessible, and the school adheres to the Americans with Disabilities Act, some of the student spa services may require the ability to climb on top of a spa table in order to receive or give a service. Also, our programs require manual dexterity and may not be suitable for all individuals. Pure Aesthetics will not exclude any handicapped person from enrolling in our program.