



5110 E Fifth St
Tucson, AZ 85711
(520)514-PURE (7873)
www.pureaesthetics.edu
Date of Publication: July 11, 2014

CONTENTS

DISCLAIMER	3
VISION	3
MISSION STATEMENT	3
SCHOOL HISTORY	3
OBJECTIVES	3
LOCATION AND FACILITIES	4
REQUIRED EQUIPMENT	4
OWNERSHIP	4
ADMINISTRATION, STAFF & FACULTY	4
LICENSURE	6
ACCREDITATION	6
AFFILIATIONS	6
ADMISSIONS	6
CREDIT EVALUATION POLICY FOR VETERANS	8
COURSE OUTLINES	8
COURSE TOPICS	10
SCHEDULES	12
CLASS SIZE	13
STUDENT KIT	13
TUITION & FEES	14
PAYMENT OPTIONS	14
TITLE IV FINANCIAL AID RESOURCES	15
ADDITIONAL FINANCIAL AID RESOURCES	16
CODE OF CONDUCT	17
ATTENDANCE POLICIES	18
ABSENCE & TARDY POLICY	19
DRESS CODE	19
TIME CLOCK	20
MAKE UP POLICIES	20
SATISFACTORY ACADEMIC PROGRESS	21
APPEAL PROCESS	22
MAXIMUM TIME FRAME	23
LEAVE OF ABSENCE POLICY	23
CHANGE OF ADDRESS	23
RIGHTS UNDER FERPA	24
ALTERNATIVE LEARNING HOURS	24
TERMINATION BY THE SCHOOL	24
CANCELLATION AND REFUND POLICY	25
GRIEVANCE POLICY	26
GRADUATION AND DIPLOMA REQUIREMENTS	27
LICENSING REQUIREMENTS	27
CONTINUING EDUCATION	28
HOUSING	28
SAFETY	28
CHEMICAL DEPENDENCY/SUBSTANCE ABUSE PREVENTION	29
ADDITIONAL ASSISTANCE	29
SPECIAL NEEDS	29
PLACEMENT ASSISTANCE	29
COPYRIGHT INFRINGEMENT POLICY	29

DISCLAIMER

The purpose of this catalog is to inform and enforce the rules and policies of this institution to each student enrolled, with no matter to age, sex, or religion. All students need to read and understand the rules and regulations set forth by Pure Aesthetics, LLC and the Arizona State Board of Cosmetology. The rules set forth in this catalog will be enforced at all times by Pure Aesthetics staff.

Pure Aesthetics, LLC (hereinafter referred to as Pure Aesthetics) reserves the right to change, modify, delete or add to this catalog at any time. Changes will be followed by a posted memo and will occur only as needed.

PURE AESTHETICS VISION

Pure Aesthetics is a skincare school committed to broadening the perspectives of its students. Drawing from both Eastern and Western modalities, the educational emphasis is on healthful lifestyles, the interdependence of health and beauty, and ecological responsibility. We believe that a healthy body and mind is integral to healthy and beautiful skin. Our approach teaches students to enhance their personal well-being and gives them a greater depth of knowledge from which to work and succeed in the skincare industry.

MISSION STATEMENT

Pure Aesthetics will provide a superior skincare education based upon a unique integrated wellness approach. Our students will learn the latest trends and techniques along with basic skills in a spa-like setting, from accomplished professionals with practical experience within the industry. Offered in a positive, creative atmosphere, the training will encourage personal growth and produce qualified employment-ready graduates.

SCHOOL HISTORY

Pure Aesthetics opened in November 2006. By March 2007, Pure Aesthetics had its first graduating class. Founder Kaelen Johnson chose to create a program that goes above and beyond the basic 600-hour curriculum. By offering an extensive menu of services, the students are able to have a broad background in various skincare and spa treatments. Additionally, Kaelen felt it was important to augment the program with guest speakers and field trips for a well-rounded and informative education.

OBJECTIVES

- Provide comprehensive training in the study of aesthetics
- Introduce natural approaches to skincare and beauty
- Encourage personal and professional growth
- Create a respectful environment in which to learn and develop
- Prepare students for the Arizona State Board of Cosmetology licensing examination for aesthetics and aesthetics instruction

- Produce graduates qualified to work in the salon, spa, medical, and retail industries, or in the case of aesthetic instructors, in an educational capacity

LOCATION AND FACILITY

Pure Aesthetics is located at:
5110 East Fifth Street
Tucson, AZ 85711
(520) 514-PURE (7873)
www.pureaesthetics.edu

Pure Aesthetics is centrally located in Tucson, Arizona near a convenient city bus stop. The 3200-square-foot facility faces the beautiful Catalina Mountains. This tranquil learning environment includes a theory classroom, both a book and video library, a retail area, and a professionally equipped spa-like clinic with state-of-the-art equipment.

REQUIRED EQUIPMENT

Pure Aesthetics hereby states that the establishment has the equipment required by statute and rule for the school as set forth by the Arizona State Board of Cosmetology. The school is well-supplied with audio-visual equipment, massage tables, visual aids, and video and overhead projection equipment for educational purposes. Aesthetic equipment includes but is not limited to (6) steamers, (4) medical grade microdermabrasion machines, (1) LED machine, (6) hot towel cabinets, (1) herbal wrap roaster, (1) ultra-sonic skin scrubber and (4) UV sanitizers.

We ask that students please operate equipment with care and inform an instructor if equipment is not working properly.

OWNERSHIP

Kaelen H. Johnson, Founder, Owner & Director

ADMINISTRATION, STAFF AND FACULTY

KAELLEN JOHNSON – Founder/Owner

Kaelen Johnson has worked in the health and medical spa industry since 1993 providing herbal wraps, body treatments, facials, cosmetic applications, laser hair removal, and corrective makeup procedures. Her aesthetic experience includes almost 15 years at Canyon Ranch Spa and over 5 years at Loews Ventana Canyon Resort Spa. She has also been an educator for Essensa, an exclusive line of organic skincare products. Her training includes an apprenticeship with Bliss Spa, New York. Kaelen holds aesthetician licenses in both Arizona and New York in addition to an aesthetics instructor license in Arizona. She has spoken at national skincare conferences as well as written articles for industry trade magazines. In 2014 Kaelen launched her line of passion since the early nineties has been seeking out truly natural products. As a result of this long time desire, in 2014 Kaelen's vision came to fruition in the

release of her own organic line, Kaelen Harwell. Her goal is to increase awareness of ecological responsibility and holistic approaches to health and well-being. This and the need for a quality Aesthetics school led her to open Pure Aesthetics.

SARAH HOSEA – Acting Director

Sarah is our resident financial aid expert. Her experience in student services and financial aid and postsecondary school education dates back to 2005. Students are encouraged to visit with Sarah if they have questions or concerns in regards to their education at Pure Aesthetics so that they may have the best school experience possible. Sarah enjoys kickball, camping, reading and seeing our students achieve success in their chosen career paths.

BETHANY PARIS-PETTIT-Office Supervisor

Bethany was drawn to Pure Aesthetics because of the holistic philosophy and strong stand against toxicity in everyday products. In her free time Bethany is a Holistic Health Coach and Essential Oil Geek. She enjoys teaching classes on nutrition and detoxing, using essential oils as natural medicine, how to make simple changes in your home to reduce toxic exposure from everyday products, and teaches a number of these workshops here at Pure Aesthetics. She is very excited to watch our students dive into their passion and thrive in their new careers.

JAE SUTHERLAND - Admissions Advisor & Spa Coordinator

Jae enjoys helping students find their ideal career path as our admissions advisor. Jae guides prospective students through the admissions process and helps them to overcome any obstacles impeding their future success. Jae has a background in Psychology and Women's Studies. In her spare time she is a freelance photographer; in fact she shot the staff photos on our website.

TINA ARVIZU – Aesthetics Instructor

Tina Arvizu has over 15 years of experience in the cosmetic and skin care industry. As a makeup artist, she has worked for cosmetic lines such as Chanel, Awake and Bobbi Brown. While working as a makeup artist, Tina found a passion for skin care as well. As an aesthetician, she has worked for Loews Ventana Canyon Resort Spa and medical spas. Tina is certified in LASER and has knowledge of many advanced skin care modalities. She enjoys educating others about proper skin care and makeup techniques.

MARIPOSA LE FEY – Aesthetics Instructor

Mari is happy to join Pure Aesthetics as she enjoys passing her knowledge onto a new generation of Aestheticians. She has been a licensed Aesthetician and Massage Therapist since 1985 and still has a passion for the skincare industry. Mari has worked at resort spas and medical spas, and has various experiences in aesthetics, spa management and ayurveda. When she is not working, she enjoys yoga, dancing, holistic health and hiking.

KIMBERLY MADISON – Spa Coordinator & Administrative Assistant

Kimberly holds a deep passion for natural, holistic health of both human beings and their environment. She graduated from the University of Wisconsin-Madison in 2003 with a joint degree in Psychology and Environmental Science, and has continued to explore this connection of people and place in her career ever since. She is licensed as a massage therapist from the Providence Institute in Tucson. Joining Pure Aesthetics in December of 2009, Kimberly enjoys

being part of a caring team of people that supports beauty inside and out - and respects Mother Nature in the process!

MARGOT WOLFSON – Spa Coordinator & Warehouse Support Administrator

Margot is the newest staff member to join Pure Aesthetics. Discovered by Kaelen promenading through the desert, her enthusiasm for nature and wellness was self-evident. Now at Pure Aesthetics and the Kaelen Harwell warehouse, Margot brings her zest for life along with her eclectic mix of abilities and skills to us. She can be found covering the front desk, carrying out special projects or lending a hand wherever needed. Every once in a while she will take a moment to just breathe in the botanical aromas that infuse Pure Aesthetics.

LICENSURE

Pure Aesthetics is licensed by the:
Arizona State Board of Cosmetology
1721 E Broadway Rd
Tempe AZ 85282-1611
(480)784-4539

ACCREDITATION

Pure Aesthetics is accredited by:
Accrediting Council for Continuing Education and Training (ACCET)
1722 N Street NW
Washington, DC 20036
(202)955-1113

AFFILIATIONS

- Tucson Better Business Bureau
- Associated Skin Care Professionals (ASCP)
- Tucson Chamber of Commerce
- Arizona Department of Veterans Services
- Green Spa Network
- National Coalition of Estheticians, Manufacturers/Distributors & Associations (NCEA)
- Arizona Radiation Regulatory Agency

ADMISSIONS

To enroll in any program at Pure Aesthetics, potential students should make an appointment with the admissions advisor to tour the facility and complete an Application for Admission. Once his/her funding is in place, s/he must make an appointment with the admissions advisor at which time s/he will provide all required documentation (see Admissions Requirements section on page 7), pay the registration fee and sign the contract. If the admissions advisor is not available the office supervisor may also enroll a student.

Students who register at least 30 days prior to the scheduled start date will receive a \$100.00 gift certificate to be used toward spa services at Pure Aesthetics for family and friends.

Non-Discrimination Statement: The school in its admission, instruction, and graduation policies does not discriminate on the basis of age, sex, race, ethnic origin, sexual orientation, religion, financial status, or on the basis of handicap as required by Section 504, 34 Code of Federal Regulations.

Admission Requirements for Aesthetics Program:

- Tour facility
- Complete Application for Admission
- Provide government-issued photo identification with proof of age
- Provide social security card
- Provide proof of education: high school diploma, GED diploma, GED transcript, or an official high school transcript that shows proof of graduation; or an Associate's degree or higher. If the proof of education is from an institution located outside of the United States, an official translation and evaluation completed by an organization accredited by the National Association of Credential Evaluation Services (NACES) must also be provided.
- Complete Arizona Statement of Citizenship or Alien Status for State Public Benefits and provide evidence of U.S. Citizenship, U.S. National Status, or Alien Status
- Pay non-refundable \$200.00 registration fee

Please note: All documents presented must be originals.

Admission Requirements for Aesthetics Instructor Program:

In addition to meeting the admission requirements for the Aesthetics course, applicants for this course must already be licensed in the field of aesthetics or cosmetology by the Arizona State Board of Cosmetology and provide proof of one year of work experience.

Re-entry policy:

If a student has voluntarily withdrawn, been terminated, or failed to return after a leave of absence, s/he may make a re-entry request. A re-entry request is defined as a request for re-enrollment in order to complete his/her remaining hours of education. The following is required for re-entry:

- A non-refundable re-entry fee of \$1000.00
- A written re-commitment letter
- An appointment with the director to verify hours and establish an effective return to the curriculum
- Completion of a new enrollment contract
- All other admissions requirements met

Students who are re-entering the program are financially responsible for the full tuition payment as well as the re-entry fee regardless of completion of the program.

Transfer students:

Students who wish to transfer hours from other schools into Pure Aesthetics must meet several criteria. Only courses directly pertaining to the aesthetics program taken at an accredited institution recognized by the U.S. Department of Education will be considered. Courses must have been completed with a grade of at least 85% no more than four years prior to the class start date. Students who have previously obtained a cosmetology license that is active and in good standing may also be eligible to transfer hours into the Aesthetics course. Pure Aesthetics may accept up to 100 clock hours. The acceptance of transfer hours is at the discretion of the school.

In addition to the standard admission requirements, a transfer student must submit documentation as indicated on the Transfer Hours Form. Documentation may include but is not limited to: transcripts and/or grades, catalogs, syllabi, or course outlines from previously attended institutions. If Pure Aesthetics determines that the student is eligible, s/he must schedule to take a written examination administered by Pure Aesthetics and pay a \$50.00 test fee. The student must pass the test with at least an 85% to be eligible to transfer hours. The transfer hours process must be completed and approved before an enrollment contract is signed. A transfer fee of \$2.00 per hour will be assessed if the student is approved. Tuition costs for transfer students will be based on the total number of hours the student needs in order to fulfill the course requirements and will be pro-rated accordingly. A reduction in the number of hours a student is contracted to complete may lessen his/her financial aid award. If a student's transfer hours request is denied by Pure Aesthetics, the student has the right to appeal the decision. In order to appeal, the student must write a letter outlining the reasons his/her transfer hours should be considered and provide additional documentation to support the request.

Students who wish to transfer hours earned at Pure Aesthetics to another institution need to complete and submit a Transcript Request Form. Transcripts will be mailed to the student within 14 business days of receipt of the form by the school. Pure Aesthetics does not guarantee the transfer of hours from our school to other institutions. Transcript requests will not be granted until all financial obligations to Pure Aesthetics have been satisfied.

CREDIT EVALUATION POLICY FOR VETERANS

Pure Aesthetics will request each veterans or veterans dependent's previous education and training, and will examine transcripts from all prior institutions, including military training, traditional college course work and vocational training. Those transcripts will be evaluated and credit will be granted, as appropriate. The veteran or eligible person and the Veterans Administration will be notified of the evaluation result. All prior training for those using veterans' benefits must be evaluated; therefore no transfer fees will be assessed.

COURSE OUTLINE – Aesthetics Program**Description**

The primary goal of the Aesthetics program is to go above and beyond basic skills training. The curriculum as set forth by the Arizona Board of Cosmetology consists of theoretical knowledge, practical application, and professional business building skills, as well as Pure Aesthetics' introduction to natural approaches to skincare and beauty. The Aesthetics program consists of

approximately 300 hours of theory and 300 hours of practicum, including clinic activity. The clinic aspect of the course is an opportunity to apply methods and techniques on real clients in a spa environment. This experience enables students to learn how to interact with and meet the needs of each client. It allows students to hone their skills and gain valuable feedback, which is crucial to the learning process. The course is designed to prepare students for the State Board licensing examination for aestheticians and produce qualified, confident, employment-ready graduates. Upon licensure, career paths include spa or salon aesthetician, medical aesthetician, makeup artist, wax technician, product developer, manufacturer's representative, salesperson or sales manager, cosmetics buyer, aesthetics writer or editor, aesthetics educator, state licensing inspector or examiner, or researcher.

Objectives

Upon completion of the course requirements, the graduate should be able to:

- Demonstrate the basic manipulative skills required to succeed in the skincare industry as set forth by Pure Aesthetics and the Arizona State Board of Cosmetology.
- Practice effective communication skills.
- Apply theoretical and analytical knowledge required to be an effective professional.
- Demonstrate professional attitudes and work habits.
- Draw from Eastern and Western modalities as a source for health and well-being.
- Pass the Arizona State Board of Cosmetology exam for aesthetic licensing.

Format

The clock-hour program is taught through a sequential set of learning units that include aesthetic theory and practical application, including knowledge and skills necessary for graduation, licensure, and entry-level job placement. The course is presented through well-developed lesson plans and teaching techniques that reflect current educational methodology. Additionally, audio-visual aids, guest speakers, and field trips augment the instruction. Subjects are presented by means of lecture, demonstration, student participation, and student projects. Clinic equipment, implements, and products are comparable to industry standards.

Grading Criteria

The educational program includes both theory study and practical experience. Theory is evaluated by written examinations. Practical assignments are evaluated as completed and counted toward course completion when rated as satisfactory or better. If a student does not pass a test, s/he must take a make up test. The original test and the make up test scores will be averaged. Students must maintain a cumulative theory grade average of 85%. In order to graduate, students must pass a final written and practical exam with a minimum of 75%. Numerical grades are awarded based on the following grading scale:

- A = 100% - 92%
- B = 91% - 83%
- C = 82% - 74%
- F = Less than 75%

COURSE OUTLINE – Aesthetics Instructor Program

Description & Format

The Aesthetics Instructor program utilizes Milady's Master Educator and is designed to prepare licensed aestheticians or cosmetologists for a career in aesthetics instruction. The program length is 500 clock hours, approximately 200 of theory and 300 of practicum. Class schedules are created on an individual basis and the program must be completed within one year of start date.

Objectives

Upon completion of the course requirements, the graduate will be able to:

- Demonstrate practical skills required to succeed as an aesthetics instructor as set forth by Pure Aesthetics and the Arizona State Board of Cosmetology.
- Apply theoretical and analytical knowledge required to be an effective instructor.
- Demonstrate professional attitude and work habits.
- Draw from Eastern and Western modalities as a source for health and well-being.
- Be prepared for the Arizona State Board of Cosmetology Exam for aesthetic instructor licensing.

COURSE TOPICS - Aesthetics Program

The Aesthetics program will cover the following topics:

Theory of Aesthetics – 60 hours

Orientation, History, Arizona State Laws and Regulations, First Aid, Professional Development, Ethics, Chemistry, Electricity, Anatomy and Physiology, Nutrition

Practical aesthetics and practical theory involving all skin types:

Consultation and Analysis – 40 hours

Classification of Skin Types and Conditions, Disorders and Diseases, Acne, Skin Analysis Procedures

Preparation and Cleansing – 40 hours

Product Selection and Analysis, Supplies, Client Preparation, Cleansing Procedures, Safety and Sanitation

Massage – 65 hours

Benefits and Contraindications, Basic Massage Manipulations, Facial Incorporation, Self Care, Other Massage Techniques

Manual Facial – 35 hours

Supplies and Setup, Basic Facial Treatments for Skin Types, Towel Steaming, Extraction, Time Management, Advanced Topics (Peels, Acids, Serums)

Electrical Facial – 100 hours

Facial Machine Operation and Care, Principles and Techniques of the European/Machine Facial, Facial Treatments for Skin Types, Pre-and Post-op Care, Men's Facials, Advanced Topics (Lasers, IPL), Microdermabrasion

Packs and Masks – 25 hours

Types of Packs and Masks, Treatments for Skin Types, Application and Removal, Spa Body Treatments

Light Therapy – 25 hours

Principles and Techniques of Light Therapy

Cosmetic Application – 20 hours

Cosmetic Products, Tools, and Supplies, Color Theory and Facial Analysis, Application Techniques, Specialty Makeup

Physical and Chemical Depilatories – 80 hours

Depilatories, Methods of Hair Removal, Facial and Body Waxing

Artificial Eyelash Application – 5 hours

Individual and Band Lashes, Application and Removal, Lash and Brow Tinting

Disinfection Procedures – 35 hours

Bacterial Classifications and Growth, Infections, Public Sanitation, OSHA and State Regulations, Disinfection Methods, Chemical Agents and Equipment

Creative Preference – 30 hours

Aromatherapy, Yoga, Ayurveda, Asian Healing Modalities

Body Treatments – 40 hours

Exfoliation, Hydration, Herbal Wraps, Tanning

COURSE TOPICS – Aesthetics Instructor Program

The Aesthetics Instructor program will cover the following topics:

History of Teaching – 5 hours

Learning from History, Teaching Within the Industry

Characteristics of a Master Educator – 50 hours

Time Management and Organization, Ethics and Character, Communication Skills

Educator Relationships – 50 hours

Educator-to-Learner, Educator-to-Educator, Educator-to-Employer

Developing Lesson Plans and Syllabi – 50 hours

Planning and Analysis, Curriculum Development, Lesson Plan Development

Developing and Using Educational Aids – 50 hours

Advantages of Using Aids, Classifications of Materials

Teaching Skills and Presentation Techniques – 50 hours

Communication Skills, Generational Skills, C-R-E-A-T-E, Powerful Presentations

Classroom Management - 50 hours

Academic Advising and Counseling, Managing the Environment, Administrative Responsibilities

Student Evaluations and Testing Methods – 50 hours

Grading Styles, Grading Methods

Teaching to Diverse Learning Styles – 50 hours

Adult Learner Characteristics, Types of Learners, The 4MAT Cycle, Cosmetology Student Learner Styles

Teaching Methods and Learning Methods – 50 hours

Lecture, Demonstrations and Practice, Tools and Techniques

Professional Performance Evaluation – 10 hours

Standards of Evaluation, Sources of Assessment, Professional Development

Preparing for Licensure – 25 hours

Preparing for the Test, Preparing for Employment

Creative Preference – 10 hours

Aromatherapy, Yoga, Ayurveda, Asian Healing Modalities

SCHEDULES

Applicants may enroll at Pure Aesthetics at any time. The school reserves the right to reschedule, postpone, or cancel classes at any time.

Aesthetics Program

The school offers both full time (approximately 18 weeks) and part time (approximately 32 weeks for evening or 38 weeks for day) programs. Please refer to the website for a list of start dates for the calendar year. All class start and end dates are subject to change.

Full-time

Monday – Thursday 9 : 0 0 a.m. – 4:30 p.m.

Friday 9:00 a.m. – 3:00 p.m.

Part-time evening

For the first 120 hours all evening students must attend: Monday – Thursday 5:00p.m. – 9:00 p.m. and Saturday 12:00 p.m. – 6:00 p.m.

After 120 hours, students may continue the above schedule or change to Monday – Wednesday 5:00 p.m. – 9:00 p.m. and Thursday 12:30 p.m. – 9:00 p.m.

Part-time day

Monday, Wednesday, Friday 8:30 a.m. – 12:30 p.m.

There are 12 mandatory Saturdays throughout the program 9:00 a.m. – 6:00 p.m. During the months there are not mandatory Saturdays, students may choose two full Saturdays to attend or four half Saturdays 9:00 a.m. – 1:15 p.m.

Aesthetics Instructor Program

The Aesthetics Instructor program has open enrollment. Exact schedules will be made on an individual basis. The program must be completed within one year of start date. Program length will be determined on an individual basis and will not exceed one year.

Holiday Closure Dates

New Year's Day

Spring Break

Memorial Day

Summer Break

Labor Day

Thanksgiving Break

Winter Break

Based on demand, the school may be open for clinic floor hours during scheduled breaks. Participation will be optional for those students wishing to make up hours.

CLASS SIZE

The average class size at Pure Aesthetics is approximately ten to twelve students per instructor for the 600-hour Aesthetics course. In order to encourage the learning process our classes for each program shall not exceed an instructor/student ratio of 1:16 in lab and 1:20 in lecture, including student instructors. These ratios allow for participation and instructor support. The Aesthetics Instructor course has a maximum enrollment of four students at any given time.

STUDENT KIT

Students, with the exception of those enrolled in the Aesthetic Instructor program; receive a kit that includes supplies that will be used for the duration of the Aesthetics program.

Students are responsible for replacing any lost items. Each student will receive a list of kit items and will initial each item received. Some of the items in the Pure Aesthetics required kit are:

- 3 Pure Aesthetics logo shirts

- 2 black scrub pants
- A State Board kit
- A textbook and workbook
- A jump drive with the Arizona State Board of Cosmetology laws and rules
- A covered container for disinfected tool and implement storage as specified by Arizona Administrative Code Section R4-10-112
- Credit to be used towards the purchase of retail products
- Trial Kaelen Harwell products
- Free facial cards for friends or family
- Student liability insurance
- \$185.00 towards State Board examination and licensing fees
- NuFACE Trinity microcurrent device

**Only unopened kits may be returned for a refund.*

***Students will be given a 30% discount on Kaelen Harwell products and 10% on other items purchased in the Pure Aesthetics retail area. Upon completion of the program, graduates receive a 10% discount on products and services for life. Please note: no double discounts will apply.*

TUITION AND FEES

Tuition and fees are subject to change without notice, excluding those with prior contractual agreements.

The current catalog addendum contains a listing of current tuition and fees for all programs offered by Pure Aesthetics.

Please note the tuition, registration fee and books and supplies costs are mandatory for all students. An exception may apply for students re-enrolling or transferring hours per Pure Aesthetics policy.

PAYMENT OPTIONS

Payments can be made by cash, credit or debit card, certified check or money order. Additionally Pure Aesthetics accepts payments from Pima County OneStop, Veterans Administration (including the GI Bill®), the Military Spouse Career Advancement Accounts program, and Rehabilitation Services Administration. Pure Aesthetics is eligible to participate in the following Title IV programs: Pell Grant and Direct Stafford Loan.

DISCLAIMER: Title IV funds may be applied towards the Aesthetics program ONLY.

A non-refundable registration fee of \$200.00 must be paid at the time of enrollment for all programs. If a student is unable to attend the program s/he originally registered for, the fee may be applied towards a future start of the same program within one year of original program start date. Payments may be made monthly with no interest throughout program to equal total program cost. Please see the Enrollment Contract for plan details.

Late payments may be subject to a late fee of 10% of the delinquent amount owed after a five day grace period. Although the late fee may be charged on the fifth day after the due date, a 10 day grace period will be allowed before possible suspension.

Installment payments are expected on or before the scheduled due date. The first installment payment is due the first day of class. Subsequent installment payments are due the first of the month. If a class start date falls before the fifteenth of the month, the second payment is due at the start of the following month. If a class start date falls on or after the fifteenth of the month, the second payment is due at the start of the second full calendar month of the program (i.e. If a class starts on January 14th , the second payment is due February 1st. If a class starts January 15th, the second payment is due March 1st). All payments should be made on or before the first of the month or mailed to the school unless special arrangements are made with the director.

****It is the student's responsibility to make sure the payment is made on time. The school does not inform the student each day the payment is late. Students who are 30 days late or more in making a payment may be terminated from the program. Delinquent payments may be assigned to a licensed collection agency.***

TITLE IV FINANCIAL AID RESOURCES

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. There are three types of direct loans that may be available:

- Subsidized Stafford Loan

Subsidized Stafford loans are reserved for students with financial need. Pure Aesthetics will review the results of the Free Application for Federal Student Aid (FAFSA) to determine the amount that may be borrowed. 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. Pure Aesthetics will review the results of the Free Application for Federal Student Aid (FAFSA) to determine the amount that may be borrowed. 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 s/he chooses not to, the interest will capitalize on the loan amount.

- PLUS Loan

Parents of dependent students may apply for a Direct PLUS loan to help pay for their children's educational expenses.

ADDITIONAL FINANCIAL AID RESOURCES

Students may also be eligible to receive grant money through Pima County OneStop. Please see the admissions advisor for more details about how to apply.

The Kandi Clement Memorial Scholarship

Pure Aesthetics offers a minimum of four and a maximum of eight 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. On average the scholarship awards range from \$500.00 to \$1,000.00. The scholarship is named in honor of our dear friend and former instructor Kandi Clement, who passed away in 2011. A selection committee comprised of Pure Aesthetics staff members will review scholarship applications. In order to be eligible, applicants must meet the following criteria:

- Be enrolled at Pure Aesthetics.
- Complete a scholarship application by deadline, which includes an essay section.
- Submit at least three letters of reference.

Scholarship deadlines fall on the first of every March, June, September, and December. Scholarships will be applied towards the end of each recipient's program. To apply, one must submit a scholarship application along with a 300-word explanation of financial need or unique circumstances and a 600-word essay explaining his/her interest in aesthetics and future goals.

As it becomes available, the admissions advisor may provide students with additional scholarship information.

It is the student's responsibility to ensure that all financial aid applications and additional documentation requested are submitted prior to given deadlines. If a student fails to do so and has not been approved for financial aid by the class start date, s/he will be required to pay one-quarter of the total tuition prior to starting school. If after 30 days the student's financial aid has not been approved, s/he will be required to pay any balance in full or will be withdrawn from the program unless special arrangements have been made with the director.

CODE OF CONDUCT

In order to successfully complete a program at Pure Aesthetics, students must abide by certain standards of conduct. Adhering to these standards will ensure that each student is provided with exceptional training. Students are expected to know and comply with these standards of conduct while enrolled at Pure Aesthetics. Students are expected to treat their training as they would a job.

- All students must attend class as scheduled.
- An instructor or administrative staff member must approve absences, late arrivals, and early releases.
- All students must be in dress code prior to clocking in or out for the day.
- Hair, makeup, and attire must look neat and professional.
- At any time Pure Aesthetics may dismiss students for not complying with the dress code requirements (this includes personal hygiene).
- Name tag must be worn while on the clinic floor.
- Students must limit their cell phone usage to designated break times in designated areas. Cell phones ringers must be turned off while in the building.
- In order to accommodate the comfort of our clients, this is a non-smoking environment. We ask that students who smoke do so in the great outdoors, and out of sight of clients.
- Students are not permitted to use electronic cigarettes inside the facility.
- No food or drink is permitted on the clinic floor other than bottled water.
- Workstations must be kept clean.
- Only Pure Aesthetics products shall be used for practice and working on clients.
- Student exchange must be pre-approved by an instructor and documented on the clinic schedule.
- It is the student's responsibility to clock in and out properly. Any student who clocks another student in or out will be terminated by the school.
- Students are responsible for their own personal belongings. The school accepts no responsibility for lost or stolen property.
- Students caught vandalizing or stealing school property, equipment, or products will be terminated and held financially responsible.
- Students may not socialize with visitors during school hours.
- Students may not congregate in the lobby unless instruction is being offered there. Keep interactions with desk staff brief. Students are not permitted to sit or stand behind the reception desk; this area is for staff only.
- Students must park in designated areas.
- The presence of firearms, weapons, hazardous devices, or controlled substances on school property is strictly prohibited. Students found in possession of any of these items may be suspended or terminated.
- Conversations should be professional. The use of profanities is unacceptable.
- Cheating or dishonesty is not permitted.
- Students may not refuse to do client services or daily duties, unless in the case of extenuating circumstances.
- Be respectful and courteous to clients, staff and other students.
- Students suspected to be under the influence of drugs and/or alcohol will be asked to

- leave the school premises immediately.
- Students must get approval from their instructor if they wish to modify their appointments. Students may not ask front desk staff to change their clinic floor appointments.
 - Students caught plagiarizing on any assignment will be given an automatic zero. A second infraction may result in termination. If there is a question, please see your instructor.

**If concerns are identified, students may be required to seek outside resources to assist them in their personal and/or school life in order to continue in the program.*

ATTENDANCE POLICES

Absences and tardiness are disruptive and strongly discouraged. Pure Aesthetics requires our students to maintain a minimum 90% attendance average throughout the program. Students who plan on missing class must fill out the proper forms. We reserve the right to dismiss students whose attendance interferes with the learning environment. Any student who misses 14 consecutive calendar days (not including school-designated multi-day breaks) without prior approval will be terminated.

Part-time day students may clock in as early as 8:23 a.m. Full-time students may clock in as early as 8:53 a.m. Evening students may clock in as early as 4:53 p.m. Students must be in the classroom by class start time with the appropriate materials needed for class. Students are given one or two scheduled 10 minute breaks per day for which they are not required to clock out unless they leave the property. Please limit cell phone use to this allotted time. Students must clock out for a 30 minute lunch on any school day longer than six hours. If a student does not clock out for lunch, a half hour will be deducted from his/her time. Students returning late from lunch without notifying the school may be sent home for the rest of the day. Students not returning from lunch and failing to notify the school may be suspended the following school day.

It is crucial for students to attend class without absences the first four weeks (full-time students), the first six weeks (part-time evening students), or the first eight weeks (part-time day students). These first weeks equal approximately 120 program hours. After completion of 120 hours, students are allowed to take clients on the clinic floor. Clinic practice is vital to success; therefore absences during clinic floor time are ill-advised.

**Students have 32 grace hours built into their contracted graduation date to allow for missed time. Those students who do not complete the program by their scheduled graduation date will be charged \$18.00 per hour until they reach the number of required hours specified in the Enrollment Contract.*

***Pure Aesthetics will not submit a student's hours to the State Board until all missed hour fees are paid in full.*

ABSENCE/TARDY POLICY

In the event that a student must be absent from class s/he must call Pure Aesthetics at (520) 514-7873 at least one hour and 30 minutes before class start time. It is the responsibility of the student to speak with a staff member or to leave a voicemail on the school phone. In the case of an emergency, please notify a staff member as soon as possible. If you are unable to reach a staff member please make sure you leave a detailed voice message. Requests for future absences must be made in a timely manner and approval is at the discretion of an instructor or administrative staff member. Students who clock in eight minutes or more after class start time will be considered tardy. If a student is tardy three times in one calendar month, s/he will be suspended for one school day. Additional tardies may result in further suspension at the discretion of the director. Excessive absences and/or tardies may result in probation, suspension, or termination from the program.

DRESS CODE

With the exception of students enrolled in the Aesthetics Instructor program, students are required to wear a uniform while at school. Students must be in uniform while clocked in, unless they are participating in yoga. Students not in compliance with the dress code will be given the opportunity to make corrections or they may be sent home. Pure Aesthetics reserves the right to maintain aesthetic standards for all students. By enrolling in this institution you agree to adhere to the dress code policy. Exceptions to the dress code may be made for religious or medical reasons if proper documentation is provided. *Students are required to wear only the attire listed below. Items of clothing not listed are not permitted.* The required uniform consists of:

- A black Pure Aesthetics logo shirt (a colored logo shirt is allowed on Fridays, Saturdays, and during post-program clinic)
- Black scrubs (provided in student kit)
- Closed-toe shoes (no slippers or Uggs please)
- A name tag (a \$5.00 fee will be assessed to those who need a replacement name tag)

Aestheticians work around the faces of others, therefore it is inappropriate to wear certain types of jewelry. Acceptable jewelry includes small earrings and unobtrusive facial piercings. Rings, bracelets, and watches are not allowed. Nails should be kept short. Some people are sensitive to the chemicals in nail polish, thus it is not allowed. Students with shoulder length or longer hair must wear their hair tied back when working on clients and during practical procedures. No strong perfumes are allowed. Please observe personal hygiene standards.

**Smokers are required to remove their logo shirts before smoking on breaks. Pure Aesthetics would like to portray an image of health. Smokers are asked to refrain from smoking at least one hour before their clinic shift and must wash their hands after they smoke.*

TIME CLOCK

According to the Arizona State Board of Cosmetology, each student must clock hours by using a time clock. The time clock is the only legal recorded time in the school. Please set your clock to the school time. Pure Aesthetics uses a rounding time clock; therefore all punches will round to the nearest quarter-hour, i.e., if a student clocks in at 9:07, the punch will round to 9:00; if the student clocks in at 9:08, the punch will round to 9:15. Each student is responsible for clocking in or out at the beginning of the day, at the beginning and end of his/her lunch break, and at the end of the day. Early arrival at school is limited to five minutes prior to authorized clock-in time. All students leaving the school campus must clock out prior to leaving and back in upon return. Students attending more than six hours in one day are entitled to two 10 minute breaks and are required to clock out for one 30 minute lunch. If a student exceeds his/her break period, s/he will be clocked out for that timeframe and expected to clock back in when s/he returns.

Each student is allowed five time clock corrections during his/her program. Time clock corrections may be used if a student forgets to clock in or out. If a student wishes to make a time clock correction, s/he must fill out a Time Clock Correction form which must be verified and signed by his/her instructor and turned in to Sarah Hosea. Students are allowed five corrections ONLY. If a student forgets to clock in or out and the five corrections have been used, that student may lose the time for which s/he was present.

Clock, alternative, and field trip hours are compiled on a monthly basis and reported to the Arizona State Board of Cosmetology by the tenth of the following month. Each month students will be given a summary of their hours to review and sign to confirm their accuracy. **Students are responsible for keeping track of their hours.** If there is a discrepancy, please notify the director; however, the time clock will prevail.

**No student is permitted to clock another student in or out. This is grounds for termination.*

MAKE UP POLICIES

Pure Aesthetics will post designated times in which students may sign up to work on the clinic floor in order to make up missed time. Available hours for the following month are posted in the break room. Students may request to make up hours by filling out a Make Up Hours Request form. Forms are due by the 20th of each month; however, make up hours are granted on a first- come, first-serve basis. Each request must be for a minimum of two hours. Once the form is received, Pure Aesthetics has five business days to respond. If a student does not show up for approved make up hours for any reason, s/he may lose the privilege to attend future make up hours. Approval is based on need of hours and clinic availability. Each make up session is limited to a maximum of five students.

Students will have one week to make up missed tests and/or assignments or they will receive a zero. It is the student's responsibility to make arrangements with the instructor to make up all missed tests and assignments. Please contact the director to discuss an extension if extenuating circumstances exist.

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

Satisfactory Status

Students who achieve 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 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, they will be determined to be making satisfactory progress. If the student fails to meet the requirements, they 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 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 he/she is following the prescribed academic plan, he/she will be determined to be in 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 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 day time frame, the original decision will stand, resulting in an administrative withdrawal from the program. The student will be notified of his/her withdrawal by certified mail.

Once the appeal and supporting documents are submitted to the director, an academic plan meeting will be scheduled within three 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 progress requirements. The student will be sent the written decision by certified mail within ten days of receipt of the appeal. The decision of the director is final.

MAXIMUM TIME FRAME

All program requirements must be completed within a **maximum time frame** of 1.5 times the normal program length, as measured in scheduled clock hours. Time spent on an approved leave of absence is not counted against the maximum time frame calculation.

Students scheduled to exceed the maximum time frame will be administratively withdrawn.

LEAVE OF ABSENCE POLICY

A leave of absence (minimum 14 days and maximum 180 days or half of the program length, whichever is shorter) may be granted only by prior arrangement and approval by director. All tests, assignments, and clinic work must be made up on a schedule approved by the student's instructor or the director. A student must complete and sign a Leave of Absence Request form that includes the length of time and specific reason for request. In order to reflect a modification in graduation date, a student must sign an addendum to his/her enrollment contract upon return from a leave of absence. Pure Aesthetics reserves the right to deny or approve any request for a leave of absence.

1. A student must fill out a Leave of Absence Request form in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a time frame consistent with the institution's consecutive absence policy, s/he will be withdrawn.
2. The leave of absence is limited to 180 calendar days in one calendar year, or one-half the published program length, whichever is shorter. Multiple leaves of absence may be permitted provided the total time of the leaves does not exceed this limit.
3. The student must specify a reason for the leave and provide documentation. The reason must be specified in order for the institution to have a reasonable expectation of the student's return within the time frame of the leave of absence as requested.
4. The student must attest to understanding the procedures and implications for returning to his/her course of study.
5. The institution may not assess the student any additional charges as a result of the leave of absence.
6. An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit, as noted in item 2.

CHANGE OF ADDRESS

Please notify Pure Aesthetics of any changes in name, address, phone number, or email address. We ask that you do this even after graduation so we can stay in touch with you.

RIGHTS UNDER FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Pure Aesthetics complies with the Family Education 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 the 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 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 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.

ALTERNATIVE LEARNING HOURS/WORKSHOPS

Pure Aesthetics will periodically offer students the opportunity to learn more advanced skin care skills and techniques by conducting workshops. A student may complete up to 25 hours of workshops while in school to be accepted as alternative hours. Alternative hours may only be earned by attending workshops conducted by Pure Aesthetics. Students may take more than 25 hours of workshops at Pure Aesthetics; however no more than 25 hours will be accepted towards his/her program. In the case of extenuating circumstances, additional alternative hours may be allowed. Students must submit a written request to the director if they feel extenuating circumstances apply. The frequency and types of workshops offered during any given class schedule will depend on demand. Please see our website for a current schedule of workshops offered. It is recommended that students sign up at least two weeks in advance as workshops are subject to cancellation if enrollment is low.

TERMINATION BY THE SCHOOL

Pure Aesthetics retains the right to terminate a student prior to the completion of his/her program for one or more of the following reasons:

- Failure to meet program requirements
- Failure to meet financial obligations to the school
- Failure to uphold the ethics and standards of the aesthetics profession and/or exhibiting behaviors considered inappropriate as determined by Pure Aesthetics

- Failure to comply with the rules and regulations and code of conduct as established by Pure Aesthetics
- Missing 14 calendar days (not including school-designated multi-day breaks) without prior approval
- In the case of a leave of absence, on the documented date of return the student does not return

CANCELLATION AND REFUND POLICY

This policy applies to all terminations, for any reason, by 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) unless they have prior approval.

A. The registration fee is not 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 business days after signing an enrollment contract and making an initial payment minus the cost of unreturned or used student kit.

D. An applicant requesting cancellation in writing within three 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 50 percent 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 completed 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 percentage of the program elapsed. This percentage will be multiplied by the total tuition to determine 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 50 percent 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 case of 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 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 45 days from the last date of student attendance.

I. If the student does not return from an authorized leave of absence, refunds will be made within 30 calendar days from the 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 30 days following the scheduled start date. If for any reason Pure Aesthetics is permanently shut 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 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 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.

GRIEVANCE POLICY

In accordance with the institutions objective, Pure Aesthetics will make every effort to resolve any student grievance. The grievance policy is not to be invoked for frivolous or petty claims, or for the purpose of harassment or intimidation. Complaints must be submitted in writing and delivered or mailed to the director at:

Pure Aesthetics
5110 East Fifth Street
Tucson, AZ 85711

within 10 days of the date that the act occurred. All reviews are to be conducted in a timely manner and in accordance with standards of fairness. In matters involving adverse personnel actions such as disciplinary action or dismissal, the adverse action may be implemented prior to or during the processing of any grievance. If the student is unsatisfied at the conclusion of this process, a complaint may be filed with the school's accrediting agency:

ACCET
1722 N Street NW
Washington, DC 20036
(202)955-1113

GRADUATION AND DIPLOMA REQUIREMENTS

All students must fulfill the following requirements in order to graduate from Pure Aesthetics:

- Meet minimum course requirements
- Comply with attendance policy
- Complete all required course hours
- Maintain satisfactory progress
- Satisfy all financial obligations to the school
- Pass the practical final school examination
- Pass the written final school examination with a 75% or higher
- Have 90% cumulative attendance
- Receive professional facial
- Have a minimum cumulative grade point average of 85%
- Meet all Arizona State Board of Cosmetology requirements
- Pay any outstanding fees

If any of these requirements are not met prior to a student reaching 600 hours, s/he will be responsible for continuing to attend school until all of the outstanding items are fulfilled.

**Upon graduation, certification of hours will be provided. A diploma will be awarded upon submission of the Employment Verification Form (approximately 90 days after graduation). Certification of hours will not be provided until all requirements have been fulfilled. Hours will be submitted within one week of completion of required course work.*

LICENSING REQUIREMENTS

For admission to the Arizona State Board of Cosmetology aesthetics licensing examination, an applicant must:

- Complete the required hours of aesthetics instruction
- Obtain a certificate from a licensed school
- Submit proper forms
- Show proper identification, including a social security card
- Complete Arizona Statement of Citizenship or Alien Status for State Public Benefits and provide required documentation

If considering admission to a different state's licensing examination, it is the student's responsibility to determine what the state's requirements are. Please be aware that Pure Aesthetics will only provide the necessary requirements and documentation for the state of Arizona. It is advisable to become licensed in the state of Arizona in addition to becoming

licensed in another state. Transcripts are available through Pure Aesthetics or the Arizona State Board of Cosmetology for a fee.

**Arizona Administrative Code R4-10-108 states, "The Board shall conduct all examinations in English and applicants shall submit answers in English." All training at Pure Aesthetics is conducted in English.*

***An applicant must pass both the written and practical state board examinations for licensure. The exams are pass/fail.*

CONTINUING EDUCATION

All Pure Aesthetics students and graduates receive a discount on continuing education workshops held by Pure Aesthetics. The skincare industry is constantly changing; we strongly encourage students to further their education after graduation and licensure. Please visit www.pureaesthetics.edu for a list of our upcoming workshops and costs.

HOUSING

Pure Aesthetics does not offer student housing. Upon request a list of available housing in the area will be provided.

SAFETY

All students and staff are encouraged to take an active role in maintaining a safe environment. To avoid accidents, injuries, or falls, students and staff are required to take preventative measures by:

- Using equipment properly
- Following manufacturer's directions when using chemicals and products
- Immediately wiping up spills
- Disposing of trash
- Assisting elderly and handicapped clients
- Keeping work areas free from personal items and debris
- Immediately reporting building and equipment safety hazards to the director

In the case of a fire, students and staff must:

- Instruct all clients to evacuate the building
- Assist clients who need help
- Walk to the farthest end of the parking lot to avoid injury and allow room for emergency crews
- Not re-enter the building until clearance has been given

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 any Pure Aesthetics staff member. We will refer you to a counseling program. We also have a list of phone numbers of substance abuse hotlines posted in our break room. Pure Aesthetics strictly prohibits drug and alcohol use on school premises. If at any time a student is caught using, selling, or distributing mind-altering substances while on campus s/he will be placed on probation or expelled at the discretion of the director.

ADDITIONAL ASSISTANCE

At Pure Aesthetics we care about our students and their successes. We have an open door policy. Should you need advice or support in reference to your education or are having a challenging personal problem or instructor issues, please make an appointment with the director or other administrative staff so that we may assist you or refer you to the appropriate resource.

SPECIAL NEEDS

If you require special assistance please inform the director prior to or at the time of enrollment. We will make any reasonable accommodations.

PLACEMENT ASSISTANCE

Pure Aesthetics wants all of our students to be successful in the workplace. We offer lifetime placement assistance to our graduates. Pure Aesthetics has a job committee comprised of several employees who contact graduates with job leads. For this reason, we ask that our graduates inform us of any changes to their contact information. Although Pure Aesthetics does not guarantee employment, we maintain relationships with many local spas and resorts and are often contacted when positions become available. An employment binder is kept on the instructor's desk. This is continually being updated as prospective employers inform us of job openings. We encourage our students to utilize the employment binder as they approach graduation.

COPYRIGHT INFRINGEMENT POLICY

It is the policy of Pure Aesthetics to respect the copyright rights 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. CDs, MP3 files) graphical works (e.g. schematics and maps), pictorial works (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:

1. 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 copyright rights. 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.

2. The unlicensed public performance of copyrighted materials (such as music) is normally subject to copyright restrictions, particularly where the music is used solely for entertainment, the size of the group hearing 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 events sponsored by or affiliated with Pure Aesthetics, should be pre-approved by a member of management.

3. 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.

4. Whenever a copyrighted work is being used by Pure Aesthetics, L.L.C. 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.