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

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## **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 race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability or status as a U.S. veteran. 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 are 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.

For more information about the Aesthetics program, please follow this link:  
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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 examinations for aesthetics and aesthetics instruction
- Produce graduates qualified to work in the salon, spa, medical, and retail industries, or in the case of aesthetics instructors, in an educational capacity

## **LOCATION AND FACILITY**

Pure Aesthetics is located at:

5110 East Fifth Street

Tucson, Arizona 85711

(520) 514-PURE (7873)

[www.pureaesthetics.edu](http://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 projection equipment for educational purposes. Aesthetics equipment includes but is not limited to 6 steamers, 4 medical grade microdermabrasion machines, 1 LED light therapy machine, 6 hot towel cabinets, 2 herbal wrap roasters, 1 ultrasonic skin scrubber and 4 UV sanitizers.

For more information about the Aesthetics program, please follow this link:  
<http://disclosures.pureaesthetics.edu/gainful-employment/>

We ask that students treat equipment as if it were their own. Please operate equipment with care and inform a staff member as soon as equipment is not working properly.

## **OWNERSHIP**

Kaelen H. Johnson, Founder, Owner & Director of Education

## **ADMINISTRATION, STAFF AND FACULTY**

### **KAELEN JOHNSON – FOUNDER/OWNER/DIRECTOR OF EDUCATION**

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 aesthetics 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, located in New York. Kaelen holds aesthetics licenses in both Arizona and New York in addition to her aesthetics instructor license in Arizona. She has spoken at national conferences as well as written articles for industry trade publications. Since the early nineties, Kaelen's passion has been seeking out truly natural products. As a result of this longtime desire, in 2014 Kaelen's vision came to fruition with the release of her own organic skincare 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 – DIRECTOR OF FINANCIAL AID**

Sarah Hosea has worked in postsecondary education as both a Financial Aid Administrator and Student Services Coordinator since 2005. In 2014, she was promoted to the role of Director. Since arriving at Pure Aesthetics, she has become dedicated to not only using but recommending natural skincare products. Sarah is our resident financial aid expert and refers to herself as a "numbers nerd". 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. She enjoys kickball, camping, reading and seeing our students achieve success in their chosen careers.

### **BETHANY PARIS – OFFICE SUPERVISOR**

Bethany Paris 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 self-proclaimed "essential oil geek". She enjoys teaching classes on nutrition and

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detoxing, essential oils as natural medicine, and how to make simple changes in your home to reduce toxic exposure from everyday products. She leads a number of workshops here at Pure Aesthetics. Bethany is very excited to watch our students dive into their passion and thrive in their new careers.

#### **TINA ARVIZU – LEAD AESTHETICS INSTRUCTOR**

Tina Arvizu has worked in the cosmetics and skincare industry since 1997. She joined Pure Aesthetics in 2002 as a student instructor and became a licensed instructor the following year. In 2015, she was promoted to the position of Lead Instructor. As a makeup artist, she has worked for cosmetic lines such as Chanel, Awake and currently freelances for Bobbi Brown. While working as a makeup artist, Tina discovered her passion for skincare. As an aesthetician, she has worked for Loews Ventana Canyon Resort Spa and various medical spas. She is a certified laser technician and brings extensive knowledge of advanced skincare modalities to Pure Aesthetics. Tina also works as an independent contractor, which keeps her abreast of advances in the industry. As Lead Instructor, she enjoys sharing her knowledge not only with the students but also student instructors and staff.

#### **ANGELA RALAMBOS – AESTHETICS INSTRUCTOR**

Angela Ralambos is very passionate about aesthetics, especially the holistic, natural side of the industry. She embodies a holistic lifestyle that includes yoga, exercise and any outdoor adventure. Angela has won awards at Massage Envy for highest retail sales, was nominated for aesthetician of the year four years in a row. She fell in love with skincare at a young age and was swept away with it when she began modeling school. Angela followed her love by becoming an aesthetician and went further to become an aesthetics instructor. Her main goal is to teach what she loves in a way she is most passionate: healthy, holistic and happy.

#### **JAE SUTHERLAND – ADMISSIONS ADVISOR/SPA COORDINATOR**

Jae Sutherland 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. She 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.

#### **SHELYSE ROBERTS – ADMISSIONS ADVISOR**

Shelyse Roberts strives to promote education by helping students to learn about the programs offered while serving as an Admissions Advisor at Pure Aesthetics. She has a strong background in retail having managed various stores for over five years. In addition, Shelyse has become very knowledgeable about the aesthetics industry. She has used this to serve as the Operations Manager for Kaelen Harwell Natural Skincare. Shelyse is very

excited to continue her journey with Pure Aesthetics and share what she has learned with others. When she is not working, Shelyse plays the role of a renaissance woman. She enjoys traveling, cooking and spending quality time with her family.

### **KIMBERLY MADISON – SPA COORDINATOR/ADMINISTRATIVE ASSISTANT**

Kimberly Madison holds a deep respect for the natural, holistic health of both human beings and their environment. Educated in psychology and environmental science, Kimberly has also been a massage therapist since 2009. Joining Pure Aesthetics that same year, she is now a seasoned Spa Coordinator who enjoys being part of a fun, caring team of people who support beauty inside and out - and respects Mother Nature in the process.

### **TOMI MURPHEY – SPA COORDINATOR**

Tomi Murphey brings extraordinary skill and passion to Pure Aesthetics. She is a seasoned massage therapist and has been a massage instructor since 1997 as well as a licensed aesthetician. Tomi began her journey into healing arts in 1979 with an introduction to Jin Shin Jytsu and has since studied many modalities. Having children of her own encouraged her to delve deeply into a holistic lifestyle for both herself and her family. Tomi enjoys a natural approach to skincare. She is currently enrolled in the Aesthetics Instructor program and anxiously awaits the time when she can share her passion for skincare with the students at 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 the:  
Accrediting Council for Continuing Education and Training (ACCET)  
1722 N Street NW  
Washington, DC 20036  
(202) 955-1113

For more information about the Aesthetics program, please follow this link:  
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## AFFILIATIONS

- American Association of Cosmetology Schools (AACCS)
- Arizona Department of Veterans' Services
- Arizona Radiation Regulatory Agency (ARRA)
- Associated Skin Care Professionals (ASCP)
- Day Spa Association
- National Association of Financial Aid Administrators (NASFAA)
- Tucson Better Business Bureau
- Tucson Chamber of Commerce

## 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), pay the registration fee and sign the enrollment 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 towards spa services at Pure Aesthetics for family, friends, and/or self.*

**Non-Discrimination Statement:** Pure Aesthetics in its admission, instruction, and graduation policies does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran.

### **Admission Requirements for Aesthetics Program**

- Tour Pure Aesthetics
- Complete Application for Admission
- Provide government-issued photo identification (with proof of age)
- Provide social security card
- Provide proof of education:
  - High school diploma

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- Official high school transcripts (showing proof of graduation)
- General educational development (GED) diploma
- General educational development (GED) transcript
- Associate's degree or higher

Please note: If 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
- Provide evidence of U.S. Citizenship, U.S. National Status, or Alien Status
- Pay non-refundable \$200.00 registration fee
- Complete Enrollment Contract

### **Admission Requirements for Aesthetics Instructor Program**

In addition to meeting the admission requirements for the Aesthetics program, applicants for the Instructor Program must provide:

- Current Arizona Aesthetics or Cosmetology license
- Completed Arizona State Board of Cosmetology Proof of Work Experience Form

### **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 request to re-enter the program. 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-enrollment:

- A non-refundable fee of \$1,000.00
- A written re-commitment letter
- An appointment with the Director of Operations to verify hours and establish an effective return to the curriculum
- Completion of a new Enrollment Contract
- All other admissions requirements
- The ability to successfully complete all graduation requirements

### **Transfer Students**

Students who wish to transfer hours completed at another institution to 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

4 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 program. 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 to transfer hours, s/he must schedule to take a written examination administered by Pure Aesthetics and pay a \$50.00 testing fee. The student must pass the test with at least an 85% to be eligible to transfer hours. The transfer hour process must be completed and the hours 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 are calculated based on the total number of hours the student needs in order to fulfill the program 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 should complete and submit a Transcript Request Form. Transcripts will be mailed to the student or designee 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 BENEFITS**

Pure Aesthetics will request from each recipient of veterans' education benefits proof of previous education and training, and will examine transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Those transcripts will be evaluated and credit will be granted, as appropriate. The veteran or eligible recipient will be notified of the evaluation result. All prior training for those utilizing veterans' education benefits are required to be evaluated; therefore, no transfer fees will be assessed.

## **COURSE OUTLINE – Aesthetics Program**

### **Description**

The primary goal of the Aesthetics program is to exceed basic skills training. The curriculum as set forth by the Arizona State Board of Cosmetology consists of theoretical knowledge, practical application, and professional business building skills, as well as Pure Aesthetics' inclusion of natural approaches to skincare and beauty. The Aesthetics program consists of approximately 300 hours of theory and 300 hours of practicum, including hands-on clinic activity. The clinical aspect of the program is an opportunity to apply methods and techniques learned on real clients in a spa-like setting. This experience enables students to learn how to interact with and meet the needs of each client. It also allows students to hone their skills and gain valuable feedback, which is crucial to the learning process. The program is designed to prepare students for the Arizona State Board of Cosmetology licensing examination for aesthetics 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 representative, salesperson or sales manager, cosmetics buyer, aesthetics writer or editor, aesthetics educator, state licensing inspector, examiner or researcher.

### **Objectives**

Upon completion of the program 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 skincare professional.
- Demonstrate professional attitudes and work habits.
- Draw from both Eastern and Western modalities as a source for health and well-being.
- Pass the Arizona State Board of Cosmetology written and practical exams for aesthetics licensure.

### **Format**

The 600-clock hour Aesthetics program is taught through a sequential set of units that encompass aesthetics theory and practical application. This includes knowledge and skills necessary for graduation, licensure and entry-level job placement. The program 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 and projects. Practical assignments are evaluated as completed and counted towards program completion. 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 both 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% - 75%
- F = Less than 75%

## **COURSE TOPICS – Aesthetics Program**

The Aesthetics program covers 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
- **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, and 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, self-tanning

## **COURSE OUTLINE – Aesthetics Instructor Program**

### **Description and Format**

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

### **Objectives**

Upon completion of the program 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 both theoretical and analytical knowledge required to be an effective instructor
- Demonstrate professional attitude and work habits
- Draw from both Eastern and Western modalities as a source of health and well-being
- Be prepared for the Arizona State Board of Cosmetology written and practical exams for the Aesthetics Instructor license

## **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 Preparation 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 Evaluations** – 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 in Pure Aesthetics training programs at any time. The school reserves the right to reschedule, postpone, or cancel classes.

### **Aesthetics Program**

Pure Aesthetics offers 3 schedules: one full-time and 2 part-time. The full-time schedule runs approximately 18 weeks. The part-time evening schedule runs approximately 32 weeks. The part-time morning schedule runs approximately 38 weeks. Please refer to our website [www.pureaesthetics.edu](http://www.pureaesthetics.edu) for a list of upcoming start dates. All class start and end dates are subject to change.

#### **Full-time**

Monday - Thursday 9:00 a.m. – 4:30 p.m.

Friday 9:00 a.m. – 3:00 p.m.

#### **Part-time Evening**

For the initial 120 scheduled hours, students must attend: Monday – Thursday 5:00 p.m. – 9:00 p.m. and Saturday 2:00 p.m. – 6:00 p.m.

After the initial 120 scheduled 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 Morning**

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

There are approximately 13 mandatory Saturdays 9:00 a.m. – 6:00 p.m. throughout the program. During the months there are not mandatory Saturdays, students may choose to attend either two full (9:00 a.m. – 6:00 p.m.) 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 is required to be completed within one year of the start date. Program length will be determined on an individual basis not to exceed one calendar year.

## **School Closures**

New Year's Day  
Spring Break  
Memorial Day  
Summer Break  
Labor Day  
Thanksgiving Break  
Winter Break

Based on demand, Pure Aesthetics 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 class sizes at Pure Aesthetics are approximately ten to fourteen students per instructor for the 600-hour Aesthetics program. In order to encourage the learning process, our classes for each program and schedule shall not exceed an instructor-student ratio of 1:16 in clinic and 1:20 in lecture, including student instructors. These ratios allow for participation and instructor support. The Aesthetics Instructor program has a maximum enrollment of four students at any given time.

## **STUDENT KIT**

Students, with the exception of those enrolled in the Aesthetics 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 an itemized list of kit items and will initial each item received. Each kit contains at minimum:

- 3 Pure Aesthetics uniform logo shirts
- 2 pairs of black scrub pants
- State board kit items
- Milady Standard Esthetics Fundamentals textbook
- Milady Standard Esthetics Fundamentals workbook
- 1GB jump drive including: syllabus, project descriptions, Arizona State Board of Cosmetology rules and regulations, scheduled hours worksheet, etc.
- Credit to be used towards the purchase of retail products
- Trial Kaelen Harwell products
- 20% off discount cards

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- Student liability insurance
- The \$217.00 cost of the Arizona State Board of Cosmetology practical and written aesthetics examinations and the first license fee

*\*Only unopened kits may be returned for a refund. All items must be returned to the school within three business days of the student's last date of attendance. Partial kits are not eligible for returns.*

*\*\*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**

Please see the current catalog addendum for a listing of tuition and fees for all programs offered by Pure Aesthetics.

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.

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

## **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, the 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, Direct Stafford Loans, and beginning with the 2015/2016 financial aid award year, Federal Supplemental Educational Opportunity Grant (FSEOG). The Title IV aid is available for those who qualify.

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

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<http://disclosures.pureaesthetics.edu/gainful-employment/>

A non-refundable registration fee 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 the original program start date. Payments may be made monthly, with no interest, throughout the program to equal total program cost. An extended payment plan may be available to those who request it through Pure Aesthetics administration. Please see the Enrollment Contract for plan details.

Late payments may be subject to a fee of 10% of the delinquent amount owed after a 5-day grace period. Although the late fee may be charged on the sixth 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 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 14<sup>th</sup>, the second payment is due February 1<sup>st</sup>. If a class starts on January 15<sup>th</sup>, the second payment is due March 1<sup>st</sup>). All payments should be made on or before the first of the month unless alternative arrangements are made with the Director of Operations.

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

## **TITLE IV FINANCIAL AID RESOURCES**

To qualify for any Title IV financial aid, a prospective student must complete the Free Application for Federal Student Aid (FAFSA). Title IV financial aid is available for those who qualify. 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 a student withdraws prior to the completion of his/her program. Award amounts are subject to change annually at the discretion of the U.S. Department of Education. The amounts are dependent

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on cost of attendance, estimated family contribution, enrollment status, and whether the student attends for a full academic year or less.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

The Federal Supplemental Educational Opportunity Grant (FSEOG) is awarded to Pell Grant eligible students who have the most need. The FSEOG program, administered by the school, is considered “campus-based” aid. Each participating school receives a limited amount of FSEOG funds annually from the U.S. Department of Education. Once those funds have been awarded, no additional FSEOG awards can be made.

### **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 to those who qualify:

- **Subsidized Stafford Loan**  
Subsidized Stafford loans are reserved for students with financial need. Pure Aesthetics will review the results of the 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 FAFSA to determine the amount that may be borrowed. Interest accrues on the 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 dependent student’s educational expenses. The PLUS loan is credit based.

## **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 up to 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 typically 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 each scholarship application packet. In order to be eligible, applicants must meet the following criteria:

- Be eligible for enrollment at Pure Aesthetics
- Complete the full scholarship application process by deadline

Scholarship deadlines fall on the first business day of every March, June, September, and December. 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 detailing his/her interest in aesthetics and future goals.

Within 30 days after each deadline, the selection review committee meets to review each application packet individually and finalists are selected. Every applicant is notified whether s/he is a finalist or if his/her application was denied. Each finalist must begin a program before the next scholarship deadline. Thirty days after starting school, each finalist will be notified whether s/he is awarded a scholarship and the amount of the award. The award is then split into four monthly payments. The student must meet minimum cumulative attendance of 90% and minimum cumulative GPA of 85%. Students who are not meeting the minimum standards or who are suspended during the month will lose a portion of the scholarship for the following month. Scholarships may be rescinded at Pure Aesthetics' discretion.

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***

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*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 of Operations.*

## **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 classes 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 tags must be worn at all times.
- Students must limit their cell phone usage to designated break times in designated areas. Cell phone ringers must be turned off while students are 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, out of sight of clients, in a non-uniform shirt.
- 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 may be used for practice and working on clients.
- Student exchanges 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 found 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 that is where instruction is being offered.
- Please keep interactions with desk staff brief. Students are not permitted to sit or stand behind the reception desk; this area is for staff only. This does not apply to student instructors.
- 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 client services or daily duties, unless in the case of extenuating circumstances and under the discretion of the Director of Operations or Instructor.
- 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 obtain approval from their Instructor if they wish to modify their appointments. Students may not ask front desk staff to change clinic floor appointments.
- Students caught plagiarizing on any assignment will earn an automatic zero. A second infraction may result in termination. If there is a question, please see an 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 POLICIES**

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.

For more information about the Aesthetics program, please follow this link:  
<http://disclosures.pureaesthetics.edu/gainful-employment/>

Students may clock in no earlier than seven minutes prior to their class start times. Students must be in the classroom by class start time with the appropriate materials needed for class. Full-time students are given two and part-time students are given one 10-minute break per day during which they are not required to clock out unless they leave the property. Students are required to clock out for a 30-minute lunch break on any school day exceeding six hours. Please limit cell phone usage to these allotted breaks. If a student does not clock out for a required 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 remainder 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 all classes without absences for the first 120 program hours. After completion of the initial 120 hours, students are allowed to service clients on the clinic floor. Clinic practice is vital for success; therefore, absences during clinic floor time are ill-advised.

*\*Students have 32 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 \$19.00 per hour until they reach the number of required hours specified in the Enrollment Contract.*

*\*\*Pure Aesthetics will not submit a graduation notice to the Arizona State Board of Cosmetology until all charges (including over-hours charges) are paid in full.*

## **ABSENCE/TARDY POLICY**

In the event that a student must be absent from class s/he must either submit a written request in advance, or call Pure Aesthetics at (520) 514-7873 at least 1.5 hours before his/her class start time. It is the responsibility of the student to speak with a staff member or to leave a detailed voicemail on the school phone. In the case of an emergency, please notify a staff member as soon as possible.

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. Tardies may be excused if the student provides documentation including, but not limited to, medical notes, legal-related documentation, or mandatory Department of Economic Security (DES) appointments. Additional tardies may result in further suspension

at the discretion of the Director of Operations. 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 the prescribed uniform while at school and during school functions. Participating in Pure Aesthetics yoga classes are an exception. Students not in compliance with the dress code will be given the opportunity to make corrections or may be sent home. Pure Aesthetics reserves the right to maintain aesthetic standards for all students. By enrolling in this institution, students agree to the dress code policy. Exceptions to the policy 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 Wednesdays with a \$1 donation to our monthly charity
  - Colored logo shirts are allowed on Fridays, Saturdays and during post-program clinic
- Black scrubs (provided in the student kit)
- Closed-toe shoes (no slippers or UGG boots please)
- Pure Aesthetics name tag (a \$5.00 fee will be assessed to those in need of a replacement)

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 during practical applications. Nails should be kept short with no polish or artificial enhancements as some people are sensitive to chemicals. Students with shoulder length or longer hair must wear it 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 immediately before their clinic shift and must wash their hands immediately afterwards.*

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## 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 time clock time. Pure Aesthetics uses a rounding time clock; therefore, each punch rounds to the nearest quarter hour, i.e., if a student clocks in at 9:07, the punch will round to 9:00; if a 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 ending of his/her lunch, and at the end of the day. Early arrival at school is limited to fifteen 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. Students attending less than six hours in a day are entitled to one 10-minute break. If a student exceeds his/her break period, s/he will be clocked out for the full amount of break time.

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 complete the Time Clock Correction form, which is then verified by the Instructor and turned into an administrative staff member. Students are allowed five corrections ONLY. If a student forgets to clock in or out and his/her five corrections have been used, that student may lose 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 breakdown of their monthly hours to review and sign to confirm accuracy. **Students are responsible for keeping track of their own hours.** If there is a question about the hours, please notify the Director of Operations; however, the time clock prevails.

*\*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 during which students may sign up to work on the clinic floor in order to make up missed time. Available hours are posted in the classroom. Students may request to make up hours by filling out a Make Up Hours Request form. Forms

are due by the deadline posted on the make up calendar and times 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 attend his/her 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 five students.

Students are required to make up missed tests and/or assignments within three class days or at the discretion of the Instructor. Any missed tests and/or assignments not made up, will be assigned a zero. Late assignments are subject to an automatic deduction of 10% of the available points on the first day and an additional 5% each day until the assignment is turned in. It is the student's responsibility to make arrangements with the Instructor to make up all missed tests and assignments. Please contact the Director of Operations to discuss an extension if extenuating circumstances exist.

## **SATISFACTORY ACADEMIC PROGRESS**

Satisfactory academic progress is the measurement of 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 funding 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 hours. For the 500-hour Aesthetics Instructor program, satisfactory academic progress will be monitored at both 250 and 500 scheduled hours. Students contracted to complete less than the full program hours will be evaluated at the scheduled midpoint and the scheduled endpoint of their program.

- 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 their cumulative scheduled clock hours.
- 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 of 85%.

Incomplete grades and remedial courses are not offered. If a student earns less than 75% on any individual test or assignment, s/he must retake the test or assignment to attempt a higher grade. The original test score and the make up test score will be averaged. That average grade 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.

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) cumulative progress for an evaluation period will be considered making satisfactory progress until the next 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 a chance to regain satisfactory academic progress prior to their next evaluation. 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 and qualitative progress, s/he will be determined to be making satisfactory progress. If a student fails to meet the requirement(s), s/he will be placed in probation status.

### **Probation Status**

Students who fail to achieve the minimum 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. In order for the student to remain enrolled in the program, s/he is required to appeal his/her probationary status. A successful appeal allows for assistance under the Title IV federal aid program to be reinstated until the next scheduled evaluation period. At the end of the probationary period, if the student is meeting the minimum requirement or if s/he is following the prescribed academic plan, s/he will be determined to be in satisfactory academic progress.

Failure to achieve these requirements at the end of the probationary 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 of Financial Aid. 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 in person or by mail.

Once the appeal and supporting documents are submitted to the Director of Financial Aid, an academic plan meeting will be scheduled within three days. During the meeting, the Director of Financial Aid 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 of Financial Aid will assess all appeals and determine whether or not the student will be permitted to continue attending school in a probationary status, despite not meeting the satisfactory progress requirements. The student will be presented with the decision in person or by mail within ten days of receipt of the appeal. The decision of the Director of Financial Aid 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**

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 the Director of Operations. All tests, assignments, and clinic work must be made up on a schedule approved by the Instructor or Director of Operations. A student must complete and sign the Leave of Absence Request form that includes the length of time and specific reason for request in advance of the leave unless unforeseen circumstances prevent the student from doing so. The student must provide appropriate documentation for the request. S/he must also attest to understanding the procedures and implications for returning to his/her program of study. Provided that the student abides by the leave of absence agreement, Pure Aesthetics will not assess any additional charges to the student. An approved leave of absence may be extended for an additional period of time provided the extension request meets all of the requirements, and the total length of the leave of absence does not exceed the specified time limits.

If a student does not request a leave of absence within a time frame consistent with Pure Aesthetics' absence policy, s/he will be withdrawn. 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 approve or deny any request for a leave.

## **CHANGE OF CONTACT INFORMATION**

Please notify Pure Aesthetics of any changes in name, address, phone number or email address while in school and afterwards. This will ensure our students and alumni receive necessary documents including but not limited to federal tax form 1098-T.

## **RIGHTS UNDER FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

Pure Aesthetics complies with the Family and Education Rights and Privacy Act (FERPA) 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 and his/her records shall not be released to a third party without the 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 administrative office.

Students (or the parents of students under age 18) have the right to request the school correct any records that they believe to be inaccurate or misleading. If the school decided 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 periodically offers students the opportunity to learn advanced skincare skills and techniques not offered in the curriculum by conducting workshops. A student may complete up to 25 hours to be accepted as alternative hours while in school. Alternative hours may only be earned by attending workshops conducted by Pure Aesthetics or other activities approved in advance by the Director of Operations. 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 of Operations, if they feel extenuating circumstances apply. The frequency and types of workshops offered during any given class schedule will depend on demand. Please see [www.pureaesthetics.edu/workshops](http://www.pureaesthetics.edu/workshops) for a current schedule. 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
- Failure to uphold the ethics and standards of the aesthetics profession and/or exhibiting behaviors considered inappropriate as determined by Pure Aesthetics

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- 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
- Failure to return to school on the documented date of return for any student on a leave of absence

## **CANCELLATION AND REFUND POLICY**

This policy applies to all terminations, for any reason, by either party. The percentage of program completion is based on the number of scheduled program hours occurring between the start date of the program and the last date attended. The termination date is the last date of actual attendance by the student.

- 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. An applicant requesting cancellation within three days after signing the Enrollment Contract but prior to entering school is entitled to a refund of all monies paid minus the registration fee unless otherwise required by law.
- D. All monies paid by the applicant minus the registration fee are refunded if requested to Pure Aesthetics within three business days after beginning the program minus the cost of unreturned or used student kit items.
- E. During the first week of class, tuition charges retained will not exceed 10% of the stated tuition up to a maximum of \$1,000.00.
- F. A student withdrawing after the first week of classes but prior to completing 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 Rehabilitation Services Administration 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 that student has been scheduled to attend through the last recoded 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 the amount of earned tuition. Earned tuition will be subtracted from the total tuition to determine the amount of 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 administrative 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.

- G. For a student terminating training after completing more than 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 Rehabilitation Services Administration refunds will be based on state and federal policies.
- H. Special Cases: In the 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.
- I. 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 the student shall be refunded within 45 days from the last date of student attendance.
- J. If the student does not return from an authorized leave of absence, refunds will be made within 30 calendar days from the scheduled end of the leave of absence.
- K. In the event Pure Aesthetics cancels a program due to insufficient enrollment, all tuition paid will be refunded to the student within 30 days following the scheduled start date. If for any reason, Pure Aesthetics is permanently closed after students have begun a program, refunds will be issued based on the amount of program time completed.
- L. 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 the registration fee in addition to all tuition paid. Classes are subject to postponement if less than eight students are registered and confirmed at least one week prior to the scheduled class start date.

M. The cost of the student kit items received is non-refundable.

## **GRIEVANCE POLICY**

In accordance with the institution's 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 of Operations within ten days of the date that the incident occurred. Please send to:

Pure Aesthetics  
5110 East Fifth Street  
Tucson, AZ 85711

Within ten 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 Pure Aesthetics' accrediting agency:

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

## **GRADUATION AND DIPLOMA REQUIREMENTS**

All students must fulfill all of the following requirements in order to graduate from Pure Aesthetics.

- Meet minimum program requirements
- Comply with the attendance policy (90% cumulative attendance)
- Complete all of the required program hours

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- Maintain satisfactory progress
- Satisfy all financial obligations to the school
- Pass the practical final school examination with a 75% or higher
- Pass the written final school examination with a 75% or higher
- Receive and evaluate a 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-clock hours, s/he will be responsible for continuing to attend school in his/her regular schedule until all of the outstanding items are completed.

*\*Upon graduation, certification of hours will be provided. Certification of hours will not be provided until all requirements have been fulfilled. Pure Aesthetics will submit each graduate's graduation packet to the Arizona State Board of Cosmetology within five business days of completion.*

## **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 the 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 that 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 and/or the Arizona State Board of Cosmetology for a fee.

For more information about the Aesthetics program, please follow this link:  
<http://disclosures.pureaesthetics.edu/gainful-employment/>

*\*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 Arizona State Board of Cosmetology prescribed examinations for licensure. Both exams are pass/fail.*

## **CONTINUING EDUCATION**

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

## **HOUSING**

Pure Aesthetics does not offer institutional 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 a staff member

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

- Instruct all clients to evacuate the building
- Assist clients who need help

For more information about the Aesthetics program, please follow this link:  
<http://disclosures.pureaesthetics.edu/gainful-employment/>

- 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 the 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 terminated at the discretion of the Director of Operations.

## **ADDITIONAL ASSISTANCE**

At Pure Aesthetics we care about our students and their success. 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 of Operations or another administrative staff member so that we may assist you or refer you to the appropriate resources.

## **SPECIAL NEEDS**

If you require special assistance, please inform the Director of Operations 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. We have a jobs committee comprised of several staff members 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 leads

binder is kept behind the instructor's desk. This is continuously updated as prospective employers inform us of job openings. We encourage our students to utilize the employment leads 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 or 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 the respect to such works permit the owner to control the copying of them, the making of 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 ensure compliance with copyright law:

- A. No reproduction of sound recordings, software, 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) Pure Aesthetics has sufficient license rights to permit the proposed activity, or (c) 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.
- B. 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 event sponsored by or affiliated with Pure Aesthetics, should be pre-approved by a member of management.
- C. 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 hard copy, or whether it is distribution via the Internet.

- D. Whenever a copyrighted work is being used at 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.