



pure aesthetics®
natural skincare school

2850 E. Speedway Blvd.
Tucson, Arizona 85716
(520) 514-PURE (7873)
January 2022

VISION	1	FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)	14
MISSION STATEMENT	1	FEDERAL DIRECT LOANS	14
SCHOOL HISTORY	1	DIRECT SUBSIDIZED LOANS	14
OBJECTIVES	1	DIRECT UNSUBSIDIZED LOANS	14
DISCLAIMER	1	DIRECT PARENT PLUS LOANS	14
LOCATION AND FACILITY	2	HOW TO APPLY FOR FINANCIAL AID	14
REQUIRED EQUIPMENT	2	TITLE IV ELIGIBILITY REQUIREMENTS	14
OWNERSHIP	2	FINANCIAL AID RIGHTS & RESPONSIBILITIES	15
ADMINISTRATION, FACULTY AND STAFF	2	METHODS & FREQUENCY OF DISBURSEMENTS	15
LICENSURE	4	ACADEMIC YEAR	15
ACCREDITATION	4	US DEPARTMENT OF EDUCATION OMBUDSMAN	16
AFFILIATIONS	4	ADDITIONAL FINANCIAL AID RESOURCES	16
ADMISSIONS	5	RELATED PROFESSIONAL SCHOLARSHIP INFORMATION	16
ADMISSION REQUIREMENTS FOR AESTHETICS PROGRAM	5	TITLE 38 – VETERAN’S RESOURCES	16
ADMISSION REQUIREMENTS FOR AESTHETICS INSTRUCTOR PROGRAM	5	CODE OF CONDUCT	17
TRANSFER STUDENTS	6	ATTENDANCE POLICIES	18
RE-ENTRY POLICY	6	ABSENCE / TARDY / EARLY DEPARTURE POLICY	19
CREDIT EVALUATION POLICY FOR RECIPIENTS OF VETERANS BENEFITS	7	DRESS CODE	19
VETERAN’S ADMINISTRATION APPROVAL	7	TIME CLOCK	19
ELIGIBILITY FOR VETERAN BENEFITS	7	MAKE UP HOURS/ASSIGNMENTS POLICIES	20
COURSE OUTLINE - AESTHETICS PROGRAM	8	SATISFACTORY ACADEMIC PROGRESS POLICY	20
DESCRIPTION	8	SATISFACTORY STATUS	21
OBJECTIVES	8	ACADEMIC WARNING STATUS	21
FORMAT	8	FINANCIAL AID PROBATION STATUS	21
GRADING CRITERIA	8	APPEAL PROCESS	22
COURSE OUTLINE – AESTHETICS PROGRAM	9	MAXIMUM TIME FRAME	22
COURSE OUTLINE – AESTHETICS INSTRUCTOR PROGRAM	10	LEAVE OF ABSENCE POLICY	22
OBJECTIVES	10	CHANGE OF CONTACT INFORMATION	23
COURSE TOPICS	10	RIGHTS UNDER FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)	23
GRADING CRITERIA	10	ALTERNATIVE LEARNING HOURS/WORKSHOPS	23
HOURS OF OPERATION	11	TERMINATION BY THE SCHOOL	23
RETAIL HOURS	11	CANCELLATION AND REFUND POLICY	24
EDUCATIONAL HOURS	11	GRIEVANCE POLICY	25
SCHEDULES	11	GRADUATION AND DIPLOMA REQUIREMENTS	26
AESTHETICS PROGRAM	11	LICENSING REQUIREMENTS	26
FULL-TIME: APPROXIMATELY 18 WEEKS	11	CONTINUING EDUCATION	27
PART-TIME EVENING: APPROXIMATELY 30 WEEKS	11	HOUSING	27
PART-TIME DAY: APPROXIMATELY 34 WEEKS	11	SAFETY GUIDELINES	27
SCHOOL CLOSURES	11	CHEMICAL DEPENDENCY/SUBSTANCE ABUSE PREVENTION PROGRAM	27
CLASS SIZE	11	ADDITIONAL ASSISTANCE	27
STUDENT KIT	12	SPECIAL NEEDS	28
TRANSCRIPT REQUEST	12	PLACEMENT ASSISTANCE	28
PAYMENT OPTIONS	13	COPYRIGHT INFRINGEMENT POLICY	28
TITLE IV FINANCIAL AID & RESOURCES	13	TUITION AND FEES	29
FEDERAL PELL GRANT	14		

PURE AESTHETICS NATURAL SKINCARE SCHOOL

VISION

Pure Aesthetics Natural Skincare School is committed to broadening the perspectives of its students. Drawing from both Eastern and Western modalities, our programs emphasize the interdependence of health and beauty, healthy lifestyles and ecological responsibility. We believe a healthy body and mind are essential to healthy, beautiful skin. Our approach teaches students to enhance their personal well-being, which in turn gives them a greater depth of knowledge to use in their professional careers.

MISSION STATEMENT

Pure Aesthetics Natural Skincare School provides a high-quality skincare and massage therapy programs. Our education is based on a unique, integrated wellness approach. Our students learn the latest trends and techniques along with basic skills in a spa-like setting from accomplished professionals with practical experience in the industry. Offered in a positive and creative atmosphere, the training encourages personal growth and produces qualified, employment-ready graduates.

SCHOOL HISTORY

Pure Aesthetics opened in November 2006 and by March 2007 had its first graduating class. Over the next several years Pure Aesthetics continued to grow, producing highly qualified, employment-ready aestheticians. Student enrollment began to increase, and guests were returning for all their spa needs and bringing their friends. Before we knew it, we had outgrown our school.

In January 2016, we were incredibly excited to have opened our brand-new facility. It is in a high traffic area, which has greatly improved visibility and walk-in clientele for both spa services and potential students. The lobby area is bright and welcoming with floor to ceiling windows. As you walk into our school, you will notice the clean and professional setup we achieved through modern furniture accented with bright color pops.

Perhaps the most appealing aspect to our school is our six private treatment rooms. Each room is fully equipped with supplies the students may need to perform treatments like professionals in a spa-like atmosphere. Relaxing music and dimmable lighting provide guests with a true spa experience. In addition, we now have separate classrooms, one for theory and written testing and one for practical application. In the practical application room students get hands-on training before accepting outside guests in the spa.

OBJECTIVES

- Provide comprehensive training in the study of aesthetics;
- Cultivate natural approaches to skincare and beauty;
- Challenge students to develop skills necessary for personal and professional growth;
- Maintain a respectful, nurturing learning environment;
- Prepare students for the Arizona State Board of Cosmetology licensing examinations in 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.

DISCLAIMER

The purpose of this catalogue is to inform students of the policies and procedures of this institution, without consideration of race, color, age, ethnicity, nation of origin, pregnancy, sex, sexual orientation, gender identity, marital status, disability or status as a US veteran. All students are required to read and understand the policies and procedures set forth by Pure Aesthetics, LLC and the Arizona State Board of Cosmetology. The policies and procedures in this catalogue will be enforced by Pure Aesthetics staff. Pure Aesthetics, LLC reserves the right to change, modify, delete or add to this catalogue at any time.

*Spring of 2022 Pure Aesthetics Natural Skincare School plans to offer a Massage Therapy program.

LOCATION AND FACILITY

Pure Aesthetics is centrally located in Tucson, Arizona near a convenient city bus stop. The 5100 square-foot facility faces the beautiful Catalina Mountains. This tranquil learning environment includes a theory classroom, a practical classroom, both a book and a video library, a retail area, and a professionally equipped spa-like clinic with state-of-the-art equipment and private treatment rooms.

2850 East Speedway Boulevard

Tucson, Arizona 85716

(520) 514-PURE (7873)

www.pureaesthetics.edu

REQUIRED EQUIPMENT

Pure Aesthetics hereby states that this 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 10 steamers, 4 medical grade microdermabrasion machines, 3 laser machines, 1 LED light therapy machine, 9 hot towel cabinets, 1 herbal wrap roaster, 1 galvanic machine, 1 ultrasonic skin scrubber, 2 microcurrent machines, 9 high- frequency wands and 4 UV sanitizers.

We ask that students treat equipment as if it were their own. Please operate equipment with care and inform a staff member immediately if the equipment fails to work properly.

OWNERSHIP

Pure Aesthetics, LLC

ADMINISTRATION, FACULTY AND STAFF

KAELEN H. JOHNSON – FOUNDER, DIRECTOR, CEO & LICENSED AESTHETICS INSTRUCTOR

Kaelen began her career in the health and wellness industry in 1993, at the spa at Canyon Ranch. Additionally, at this time so also worked at a med spa which included consultations for laser hair removal and corrective makeup. With fifteen years at Canyon Ranch, and more than five years at Loews Ventana Canyon Resort Spa, Kaelen provided a wide variety of services that included herbal wraps, facials, and makeup. She was also an educator and sale representative for the exclusive organic skincare product line Essensa and completed a rigorous apprenticeship with Bliss Spa in New York City. Kaelen holds aesthetics licenses in both Arizona and New York, along with her aesthetics instructor license here in Arizona. She has been an invited speaker at national industry conferences and has written for industry trade publications.

Inspired by what she wished she learned during her own beauty school experience, Kaelen opened Pure Aesthetics Natural Skincare School in 2006 to help spread her passion for ecological responsibility and to fill the need for a quality aesthetics school in Tucson. In 2014, Kaelen made her dream a reality when she launched a line of organic skincare products. Based on her recognition that what we put onto our bodies is as important as what we put into our bodies, Kaelen and her product development team spent over a year getting the products Made-Safe Certified. This is a demanding process that ensures products are safe for humans, animals, and the environment.

In 2018, Kaelen launched KH Organic Day Spa, where she could utilize her products and hire her top graduates. The spa is in the heart of downtown Tucson at the AC Hotel.

MAX SIMAKHODSKIY – ASSOCIATE DIRECTOR, LICENSED MASSAGE THERAPIST

Max comes to Pure Aesthetics with over 20 years of experience in therapeutic massage and bodywork, and a degree in business from the University of Maryland. As Associate Director, he is responsible for managing program development, curriculum review and prospective growth.

MELISSA LABORIN – OFFICE MANAGER

Melissa Laborin is the Office Manager and Office Administrator at Pure Aesthetics. She has worked in the administrative field for over 5 years. She handles the day-to-day office administrative duties and makes sure the school runs smoothly. Melissa enjoys watching the professional growth from students and staff throughout their time at Pure Aesthetics Natural Skincare School.

HEATHER PENNINGTON – COMPLIANCE & STUDENT SERVICES

Heather comes to Pure Aesthetics with 6 years in the beauty school industry. She is a licensed cosmetologist from Aveda Institute Tucson where she was then hired on as a team member. Since then, she has gone through the re-accreditation process and holds a high standard for being in compliance with local, state and federal officials. She enjoys reaching out to students after graduation to help with placement. (Placement Coordinator).

YUNIKE JACQUEZ – STUDENT SERVICES

Yunike Jacquez has been with Pure Aesthetics since 2019. She graduated from our Aesthetics program in 2020. After earning her Certificate in Aesthetics, Yunike continued her education and pursued a Laser Technician Certification. Now, as part of the Student Services department, her work focuses on supporting students and their educational journey.

SIMONE PAISLEY – LICENSED AESTHETICS INSTRUCTOR & LASER INSTRUCTOR

Simone started her career in the Skin Care and Beauty Industry in 1985. Beginning at Houston's first premiere full-service Day Spa Urban Retreat as an esthetician. She continued her training and education going on to work in the Medical Spa environment. She remains passionate about the industry, learning the most current techniques and sharing her knowledge with students. She holds her Instructor's License and Laser Hair Removal in AZ.

DENISE HODAY – LICENSED AESTHETICS INSTRUCTOR

She has been teaching Aesthetics since 2009, which came after working in the medical field for over a dozen years. Her extensive medical background truly helps her to teach the more intense chapters like Anatomy and Physiology with great passion! Teaching is her calling as she takes pride in her educational journey, and loves to share her knowledge with others. Seeing her students grow and become successful makes her heart beam with joy!

DANE JOHNSON – SPA COORDINATOR

Dane Johnson is a 2020 graduate and a University of Arizona Sophomore studying political science. When he is not at Pure Aesthetics working the front desk, he is thrifting, listening to music and driving aimlessly.

BRIANA ACEDO – SPA COORDINATOR

Briana was born and raised in Tucson Az. She has been married for 14 years to her husband Nick who is currently in the Airforce. They have two kids, one daughter and one son. Briana has been a Licensed Aesthetician for almost 15 years. She worked in a medspa for a short period and for a few years at Canyon Ranch as an aesthetician, before taking some time off to be with her family full time. She loves to continue her education in Aesthetics as the industry is always changing. She loves being a part of the Pure Aesthetics team.

LICENSURE

Pure Aesthetics is licensed by:
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
1722 N Street NW
Washington, DC 20036
(202) 955-1113

AFFILIATIONS

American Association of Cosmetology Schools (AACS)
Arizona Department of Health Services, Bureau of Radiation Control
Arizona State Board of Cosmetology (AZBOC)
Associated Skin Care Professionals (ASCP)
Green Spa Network
National Association of Financial Aid Administrators (NASFAA)
Spa Industry Association
Tucson Better Business Bureau

ADMISSIONS

Pure Aesthetics encourages all prospective students to make an appointment to tour the facility and meet with an admissions advisor prior to completing the Application for Admission. Once students are accepted into our programs, a member of the admissions department works closely with them to complete the FAFSA, secure financial aid and submit all documentation required for enrollment. Once a prospective student's funding is in place, an additional appointment with an advisor is required where a potential student will submit all required documentation (see Admissions Requirements section), pay the registration fee and sign an Enrollment Contract.

Non-Discrimination Statement: Pure Aesthetics in its admission, instruction, and graduation policies does not discriminate based on 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

Prospective students must have completed high school or received a graduate equivalency degree (GED) in order to be admitted as a regular student to the aesthetics program at Pure Aesthetics Natural Skincare School. The following is a list of the steps students will take as part of the admissions process.

- Tour Pure Aesthetics Natural Skincare School. This gives you the opportunity to see the campus, meet an advisor, observe a class, and receive a complimentary service from a current student.
- Complete an admission application and submit the documents required with the application, including:
 - Proof of education (either your high school or college diploma, official transcript, or GED);
 - A copy of your signed Social Security card;
 - Provide a valid government photo identification to prove the age of compulsory school attendance of 16 years old;
 - Complete and Arizona Statement of Citizenship or Immigrant Status for State Public Benefits;
 - Evidence of U.S. citizenship or immigration status.
 - Pay all applicable due before signing the Enrollment Contract.

If your proof of education is from an institution located outside the United States, you must submit an official translation and evaluation to determine the credential awarded is the U.S. equivalency. This evaluation must be completed by an organization accredited by the National Association of Credential Evaluation Services (NACES). You are responsible to pay whatever fees may be associated with this service.

For Title IV purposes, Pure Aesthetics Natural Skincare School does not accept Ability-to-Benefit students.

ADMISSION REQUIREMENTS FOR AESTHETICS INSTRUCTOR PROGRAM

(This program is not Title IV eligible.)

Candidates for the aesthetics instructor program at Pure Aesthetics Natural Skincare School must provide the same documentation of education and citizenship as applicants for the aesthetics program, along with the following additional documentation:

- A diploma or certificate from a licensed, accredited aesthetics or cosmetology program;
- A current Arizona aesthetics or cosmetology license;
- A complete Arizona State Board of Cosmetology Proof of Work Experience Form (1 year).

TRANSFER STUDENTS

Pure Aesthetics Natural Skincare School may accept up to 100 clock hours from students who began training elsewhere. Students who wish to transfer their hours from another school to Pure Aesthetics Natural Skincare School must meet the following criteria:

- Program hours must have been awarded by an accredited institution recognized by the US Department of Education and the Council for Higher Education Accreditation.
- Only aesthetics coursework will be accepted.
- Students must have received a grade of no less than 85%.
- Courses must have been completed within the four years prior to enrolling at Pure Aesthetics Natural Skincare School.

Prospective students who have previously obtained a cosmetology license that is active and in good standing may also be eligible to transfer hours into Pure Aesthetics. The acceptance of transfer hours is at the discretion of the school. Students using Veterans Administration educational benefits must abide by the policies set forth by the Veterans Administration.

In addition to the standard admission requirements, a transfer student must obtain a Transfer Hours Form when completing the admission application. Along with the Transfer Hours Form, the student must submit an official transcript, catalog and course syllabi or outlines from the transferring institution. Once Pure Aesthetics determines whether the hours completed elsewhere are eligible for transfer, the transferring student must schedule an Infection Control Exam, administered by Pure Aesthetics Natural Skincare School, and pay the \$50.00 testing fee. The transferring student must pass with at least an 85%. The entire transfer process must be completed, and the final number of transfer hours must be approved, before an enrollment contract may be drawn up.

Approved transfer hours are assessed a fee of \$3.00 per hour. Tuition for transferring students is calculated based on the total number of hours needed to fulfill the program requirements. A reduction in the number of hours a student is contracted to complete may reduce the amount of financial aid awarded.

If a transfer hours request is denied, a student has the right to appeal the decision within five (5) business days. The appeal must be made in writing and outline the reasons the student believes the transfer hours should be considered. The student may provide additional documentation to support the appeal. Once the appeal has been received, Pure Aesthetics Natural Skincare School will issue its decision within ten business days. Decisions are made by the Director and issued in writing. All appeals decisions are final.

Students who wish to transfer hours earned at Pure Aesthetics Natural Skincare School to another institution must complete and submit a Transcript Request Form. Transcripts will be mailed to the designated institution within 14 business days of receipt of the request. There is a \$10 fee for production of official transcripts. Pure Aesthetics Natural Skincare School cannot guarantee that another institution will accept transfer hours from our school, as each school determines its own criteria for accepting transfer hours. Requests for official transcripts will not be granted until all financial obligations to Pure Aesthetics have been satisfied.

RE-ENTRY POLICY

A student who has voluntarily withdrawn, failed to return after a leave of absence, or been terminated for causes other than violations of our academic integrity or honesty policies, may request to re-enter the program. A re-entry request is defined as a request for re-enrollment to complete any remaining hours of education. The following is required for re-enrollment:

- A non-refundable fee of \$200.00
- A signed re-commitment letter that outlines changes the student made to support success.
- A re-admission appointment with the admissions advisor to verify remaining hours and establish an effective plan for completion of the curriculum
- Completion of a new enrollment contract

CREDIT EVALUATION POLICY FOR RECIPIENTS OF VETERANS BENEFITS

Students receiving veteran's education benefits must provide proof of ALL previous postsecondary education and training. Pure Aesthetics Natural Skincare School will examine transcripts from all prior institutions, including military training, traditional college/university coursework and vocational training. Credit will be granted as appropriate. The veteran or eligible recipient and the VA will be notified of the transcript evaluation results. All prior training for those using veteran's education benefits is required to be evaluated; therefore, no transfer fees are assessed.

VETERAN'S ADMINISTRATION APPROVAL

Pure Aesthetics is approved by the State Approving Agency to enroll veterans and other eligible persons. Our program is approved by the State Approving Agency (SAA) for Veterans Education based on this catalog. Our programs have been approved for:

- Chapters 33, 30, 35, 32, 1606, 1607

ELIGIBILITY FOR VETERAN BENEFITS

The Department of Veteran Affairs (VA) offers education benefits to eligible Service members, Veterans and their dependents who wish to further their education and advance their career. VA Education Service administers five benefits programs to provide benefits and resource. These benefits include financial support for undergraduate and graduate degrees, non-college degree programs, licensing and certification tests, apprenticeships, on-the-job training and more.

- You may be eligible for one or more of the following VA education benefit programs:
- Post-9/11 GI Bill® (Chapter 33)
- Montgomery GI Bill® Active Duty (MGIB-AD) (Chapter 30)
- Montgomery GI Bill® Selected Reserve (MGIB-SR) (Chapter 1606)
- Veterans' Education Assistance Program (VEAP) (Chapter 32)
- Survivors' and Dependents' Education Assistance (DEA) Program (Chapter 35)

For more information on VA education benefit programs and eligibility please visit www.va.gov/education/eligibility/

Select Reserve participants may be eligible under Chapter 1606.

To ensure continuity of benefits, satisfactory progress (90%) must be made toward stated program goals. Satisfactory attendance (90%) in enrolled programs is always expected.

To use Veteran Administration benefits to pay your tuition and fees, you will need to provide our school with the following:

- A copy of your complete and submitted VA Form 22-1995
- A copy of the DD2-14 provided to you from the VA
- A current and valid certificate of eligibility
- All documents required for admission and listed in the Admissions section of this catalog.

To obtain these documents, please visit the VA website at www.gibill.va.gov.

COURSE OUTLINE - Aesthetics Program

DESCRIPTION

The primary goal of the aesthetics program is to not only meet, but exceed state mandated basic skills training. Curriculum as set forth by the Arizona Board of Cosmetology consists of theoretical knowledge, practical application, and professional business building skills. In addition to these requirements Pure Aesthetics focuses on an all-natural approach to skincare and beauty, healthy lifestyles, the interdependence of health and beauty, and ecological responsibility. The aesthetics program consists of approximately fifty percent theoretical knowledge and fifty percent practicum.

The clinical aspect of our program is designed to give students an opportunity to apply learned methods and techniques on guests in a spa-like setting. Our clinical practice is similar to a real-world work experience where students learn how to interact with and assess a variety of guests' specific needs and apply appropriate products. Guests are asked to fill out a short performance review at the end of every service, providing students with invaluable honest and constructive feedback, which is crucial to the learning process.

The aesthetics program prepares students to take the Arizona Board of Cosmetology licensing examinations for aesthetics and produces qualified, employment-ready graduates. Upon licensure, graduates can choose several career paths, including but not limited to, spa/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, laser technician.

OBJECTIVES

Upon completion of the aesthetics program requirements, the graduate will:

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

FORMAT

The 600-hour aesthetics program is comprised of theoretical instruction and practical application of aesthetics. The program is presented through comprehensive lesson plans and teaching techniques that reflect current educational methodology. Subjects are presented by lecture, demonstration, student participation, audio-visual aids, and guest speakers. Clinic equipment, tools, implements, and products are comparable to industry standards.

As of March 2020, per the Arizona State Board of Cosmetology, we are conducting a portion of instruction through alternative learning/interactive distance learning.

GRADING CRITERIA

The aesthetics program includes both theory and practical experience. Theory is evaluated by written examinations and projects. Practical assignments are evaluated as completed and counted towards program requirements. Students must maintain a cumulative theory grade average of 85%. 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:

(Approximate theory hours/approximate practical hours)

- Theory of Aesthetics – 50/10 hours
Orientation, history, Arizona state laws and regulations, first aid, professional development, ethics, chemistry, electricity, anatomy and physiology, nutrition
- Consultation and Analysis – 20/20 hours
Classification of skin types and conditions, disorders and diseases, acne, skin analysis procedures
- Preparation and Cleansing – 20/20 hours
Product selection and analysis, supplies, client preparation, cleansing procedures, safety and sanitation
- Massage – 25/40 hours
Benefits and contraindications, basic massage manipulations, facial incorporation, self-care, and other massage techniques
- Manual Facial – 10/25 hours
Supplies and setup, basic facial treatments for skin types, towel steaming, extraction, time management, advanced topics (peels, acids, serums)
- Electrical Facial – 50/50 hours
Facial machine operation and care, principles, and techniques of the European/machine facial treatments for skin types, pre- and post-treatment care, men's facials, advanced topics (lasers, IPL), microdermabrasion
- Packs and Masks – 10/15 hours
Types of packs and masks, treatments for skin types, application and removal, spa body treatments
- Light Therapy – 20/5 hours
Principles and techniques of light therapy
- Cosmetic Application – 10/10 hours
Cosmetic products, tools and supplies, color theory and facial analysis, application techniques, specialty makeup
- Physical and Chemical Depilatories – 30/50 hours
Depilatories, methods of hair removal, facial and body waxing
- Artificial Eyelash Application – 3/2 hours
Individual and band lashes, application and removal, lash, and brow tinting
- Disinfection Procedures – 20/15 hours
Bacterial classifications and growth, infections, public sanitation, OSHA and state regulations, disinfection methods, chemical agents, and equipment
- Eastern modalities – 15/15 hours
Aromatherapy, yoga, Ayurveda, Asian healing modalities

- Body Treatments – 15/25 hours
Exfoliation, hydration, herbal wraps, self-tanning

COURSE OUTLINE – Aesthetics Instructor Program

(CIP Code 12.0409) (SOC Code: 39-5094)

The 350-hour Aesthetics Instructor program, complemented by Milady's Master Educator textbook, is designed to prepare licensed aestheticians and/or cosmetologists, with at least 1 year of work experience, for careers in aesthetics instruction. The program is composed of approximately 160 theory, shadowing and self-study hours and 190 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 aesthetics instructor program requirements, the graduate will be able to:

- Demonstrate practical skills required to work 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 examinations for the Aesthetics Instructor license.

COURSE TOPICS

The Aesthetics Instructor program will cover the following topics: (approximate theory hours/approximate practical hours). The instructor syllabus consists of student teachers shadowing licensed teachers and is primarily self-paced.

- Developing and Using Educational Aids – 25/25 hours
Advantages of using aids, classifications of materials.
- Developing Lesson Plans and Syllabi – 10/40 hours
Planning and analysis, curriculum development, lesson plan development
- Classroom Management – 25/25 hours
- Characteristics of a Master Educator – 20/20 hours
Academic advising and counseling, managing the environment, administrative responsibilities.
- Teaching to Diverse Learning Styles including cultural differences – 25/25 hours
Adult learner characteristics, types of learners, the 4MAT cycle, cosmetology learner styles
- Teaching Methods and Learning Methods – 25/25 hours
Lecture, demonstrations and practice, tools, and techniques
- Teaching Skills and Presentation Techniques – 25/25
- Professional Performance Evaluations – 5/5 hours
Standards of evaluation, sources of assessment, professional development.

GRADING CRITERIA

The aesthetics instructor program includes both theory and practical experience. Theory is evaluated by written examinations and projects. Practical assignments are evaluated as completed and counted towards program requirements. Students must maintain a cumulative theory grade average of 85%. 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%

HOURS OF OPERATION

RETAIL HOURS

Sunday: Closed

Monday-Thursday: 9am - 7:30pm

Friday: 9am - 2:30pm

Saturday: 2pm - 5:30pm

EDUCATIONAL HOURS

**See below, based on program scheduled hours.*

**Note: Due to the varying hours of the educational programs offered, a bell is located at the front lobby entrance door for access when the door is locked to provide the required safety for our students and instructors.*

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 and 2 part-time. Please refer to our website pureaesthetics.edu for a list of upcoming start dates. Start and end dates are subject to change.

FULL-TIME: APPROXIMATELY 18 WEEKS

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

Friday 9:00 a.m. – 3:00 p.m.

PART-TIME EVENING: APPROXIMATELY 30 WEEKS

Monday – Thursday 5:00 p.m. – 9:00 p.m.

Saturday 2:00 p.m. – 6:00 p.m.

PART-TIME DAY: APPROXIMATELY 34 WEEKS

Monday and Tuesday 9:00 a.m. – 5:00 p.m.

Saturday - 9:00 a.m. – 1:00 p.m.

**Some course work may be in a blended format.*

SCHOOL CLOSURES

New Year's Day, Martin Luther King Jr. Day, Presidents Day, Labor Day, Spring Break, Good Friday, 4th of July, Indigenous People's day, Veteran's Day, Thanksgiving Break, Memorial Day, Winter Break and Summer Break.

***Pure Aesthetics may be open for clinic floor hours during scheduled breaks if demand necessitates. Participation will be optional for those students wishing to make up hours.*

CLASS SIZE

Class sizes at Pure Aesthetics have approximately eight to twenty students per instructor for the 600-hour program. To encourage effective learning, Pure Aesthetics aims not exceed the classroom instructor-student ratio of 1:20 in clinic and 1:40 in lecture for all schedules and programs. AZBOC no longer has a limit for instructor/student ratio.

Student instructors are included in class sizes. These ratios allow for active participation and instructor support. The Aesthetics Instructor program has a maximum enrollment of four students at any given time.

STUDENT KIT

Students (except those enrolled in the Aesthetics Instructor program) receive a kit with supplies used for the duration of their Aesthetics program. Students are responsible for their personal kits and must replace any lost items. Each student will receive an itemized list of kit items and will initial each item received. The content of our kit does not change, per se. The content of the kit remains the same, however, there could be a change with brand/product name, especially in a case where a product has been discontinued. If there is a change in price, Pure Aesthetics would seek VA approval before certifying those fees for veteran students. Each kit contains at minimum:

- 3 Pure Aesthetics uniform logo shirts
- 2 pairs of black scrub pants
- Chromebook with Milady CIMA access
- Syllabus, project descriptions, Arizona Board of Cosmetology rules and regulations, scheduled hours worksheet, etc.
- Credit to be used towards the purchase of retail products, student services and/or workshops.
- Kaelen Harwell Organic Skincare products
- 20% off discount cards
- Student Liability Insurance
- Pure Aesthetics Protocol Book
- Student dermaplaning kit
- Container for contaminated implements

In addition, the \$247.00 cost of the Arizona Board of Cosmetology practical and written aesthetics examinations and the first license fee are covered by Pure Aesthetics.

Gift Cards and Service gift certificates are not covered under VA education benefits. Please see Kit list for the breakdown.

*Only unopened/unused 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 are given a 20% discount on Kaelen Harwell Organic Skincare 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.

TRANSCRIPT REQUEST

Students can obtain their academic transcripts from Pure Aesthetics by submitting a \$10.00 Transcript Fee and Transcript Request Form to:

Pure Aesthetics Natural Skincare School
2850 E. Speedway
Tucson AZ, 85716

All transcript requests must be made in writing.

PAYMENT OPTIONS

Payments may be made via cash, Visa, Discover, or MasterCard, certified check, ACH or money order. Pure Aesthetics also accepts payments from ARIZONA@WORK (Pima One-Stop), the Veterans Administration (VA educational benefits), the Military Spouse Career Advancement Accounts (MyCAA) program, Tribal WIOA, and Rehabilitation Services Administration. Pure Aesthetics is eligible for the following Title IV programs: Pell Grant, Direct Stafford Loans, and Federal Supplemental Educational Opportunity Grant (FSEOG). *Please note that Title IV financial aid is only available to those who qualify.*

DISCLAIMER: Title IV funds may not be applied towards the Aesthetics Instructor program.

A registration fee must be paid at the time of enrollment. Registration fee is non-refundable after three days of signing the enrollment contract. If a student is unable to attend the program they originally registered for, the fee may be applied towards a future start date of the same program within one calendar year of the original start date specified on the signed enrollment contract. 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 in advance 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 must be paid 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 each month. If a class starts before the fifteenth of the month, the second payment is due at the start of the following month. However, if a class starts after the fifteenth of the month, the second installment 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 on January 15th, the second payment is due March 1st). All payments are due on the first day of the month unless alternative arrangements are made in advance.

*It is the student's responsibility to make payments on time. The school may not inform a student each day a payment is late. Students who are 30 days late or more and have not set up a new payment plan may be terminated from the program. Delinquent payments will be assigned to a licensed collection agency.

TITLE IV FINANCIAL AID & RESOURCES

Pure Aesthetics offers financial aid for students who qualify. Qualified students can apply for and receive Federal PELL Grant, FSEOG (based on availability of funds), Federal Direct Loan Program (FSLP) while attending college. FPELL is a gift from the Federal Government for the students who qualify. Students do NOT need to pay back the FPELL. There are no payments due for the Subsidized and Unsubsidized loans until six (6) months after the student leaves school. This departure date refers to graduation well as early withdrawal from the program. If the student does not finish the program, Pure Aesthetics will refund any unused tuition back to the lender/servicer; however, the student is responsible for any funds kept by Pure Aesthetics for tuition needs.

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance for both direct and indirect costs. Financial aid includes grants and loans. Grants do not have to be repaid. Financial aid is awarded to students who have

‘need’. Need is the difference between the amount of money that the family will be expected to contribute to meet the costs and the cost of education at this school.

Pure Aesthetics participates in the following Title IV financial aid programs:

FEDERAL PELL GRANT

The Federal 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. Formula 4 is used for the Aesthetics program and is based on the full-time schedule, regardless of the student’s enrollment status.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

Federal Supplemental Educational Opportunity Grant (FSEOG) is a grant for undergraduate students with exceptional financial need. Students who receive Pell Grants and have the most financial need will receive FSEOG first on a first come, first serve basis and availability of funds. FSEOG does not have to be repaid unless the student withdraws prior to the completion of his/her program. The FSEOG aid is administered by Pure Aesthetics and is considered campus-based aid.

FEDERAL DIRECT LOANS

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

DIRECT SUBSIDIZED LOANS

Subsidized loans are reserved for students demonstrating financial need. Interest is not charged while the student is in school at least half time or during certain deferment periods.

DIRECT UNSUBSIDIZED LOANS

Students are not required to demonstrate financial need to be eligible for Unsubsidized loans. Interest accrues on the unsubsidized loan as soon as it is disbursed and until it is paid in full. Students are encouraged to make interest-only payments while they are in school, during grace periods, and during deferment and forbearance periods. If a student chooses not to make interest-only payments, the interest will capitalize on the loan amount.

DIRECT PARENT PLUS LOANS

Parents of a dependent student may apply for a Direct Parent PLUS loan to help pay for their children’s educational expenses.

For more information regarding these programs, please visit [Understanding Federal Aid](#).

HOW TO APPLY FOR FINANCIAL AID

To be considered eligible for Title IV financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) and is available to those who qualify.

TITLE IV ELIGIBILITY REQUIREMENTS

All Title IV funds are awarded based on eligibility, determined by information students, or their parents, provide when they complete the Free Application for Federal Student Aid (FAFSA). The application is accessible online at <https://fafsa.ed.gov>. Students may be required to provide additional documentation to support information provided on the FAFSA. This request may delay the disbursement of federal student aid. Typically, students receive a Financial Aid Estimate before Title IV funds are awarded. Once

an award amount is determined, an Offer Letter is generated and the file and is deemed complete. Students must be enrolled at Pure Aesthetics before the Title IV funds can be disbursed.

Students who accept a Federal Direct Loan must complete entrance counseling and sign a Master Promissory Note (MPN). Upon enrollment, students' information is entered in the National Student Loan Data System (NSLDS) and is accessible to guaranty agencies, lenders, and institutions authorized to use that data system.

FINANCIAL AID RIGHTS & RESPONSIBILITIES

Students who receive federal financial aid have the following rights:

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

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

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

METHODS & FREQUENCY OF DISBURSEMENTS

Generally, students receive Title IV funding in two installments, called disbursements. Disbursements typically occur at the beginning and midpoint of a student's program. Title IV disbursements are issued once all eligibility requirements are fulfilled. Direct Loan first-time borrowers must wait thirty (30) days after the first day of class before Pure Aesthetics is permitted to release loan money to students. Otherwise, loans will be disbursed upon enrollment, and once a student completes 300 hours. Disbursement Notifications are updated in the RGM student portal.

Scheduled Direct Loan disbursement(s) will not be released while a student is on an official Leave of Absence.

Pure Aesthetics applies students' financial aid awards towards tuition and fees. Once a student's tuition and fees are paid in full, any Title IV funds exceeding the tuition and fees are released directly to the student within fourteen (14) calendar days, unless a student requests in writing that those funds be held longer or returned to their student loan to minimize their loan debt.

ACADEMIC YEAR

An academic year for Pure Aesthetics is defined as 900 clock hours and 26 weeks. Since the Aesthetics program is less than an academic year, financial aid is prorated accordingly.

US DEPARTMENT OF EDUCATION OMBUDSMAN

The US Department of Education has an FSA Ombudsman Group that is neutral, informal, confidential. The office is available to help resolve disputes about your federal student loans. You can contact them by mail:

P.O. Box 1843
Monticello, KY 42633
1(877) 557-2575

ADDITIONAL FINANCIAL AID RESOURCES

Students may also be eligible to receive grant money through ARIZONA@WORK. Please see the admissions advisor for more details about where to apply.

RELATED PROFESSIONAL SCHOLARSHIP INFORMATION

Additional scholarship information may be provided as it becomes available.

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, they will be required to pay the first monthly payment amount calculated from the total tuition cost. This amount will be due prior to starting school unless prior written approval is granted by the Executive Director.

TITLE 38 – VETERAN'S RESOURCES

In accordance with the Veterans Benefits and Transition Act of 2018, section 3679 of Title 38, Pure Aesthetics complies with the requirements of 38 USC 3679(E) as outlined below.

NOTE: A Covered Individual is any individual who is entitled to education assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, post-9/11 GI Bill® benefits.

Any covered individual attending our program is permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Pure Aesthetics will not prevent the student's enrollment, impose any penalty, including late fees, denial of access to classes, educational resources, or other institutional facilities, or require that the covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

*All covered individuals are required by Pure Aesthetics to take the following additional actions:

- Provide a certificate of eligibility for entitlement to educational assistance no later than the first day of class.

- Submit a written request to use such entitlement.

CODE OF CONDUCT

In order to be successful at Pure Aesthetics, students must abide by certain standards of conduct. Adhering to these standards ensures each student is afforded the exceptional training they deserve. Students are expected to know and comply with these standards of conduct while enrolled at Pure Aesthetics and are expected to treat their training as they would a job.

- All students must attend classes as scheduled.
- An instructor or administration 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 be neat and professional.
- Pure Aesthetics may, at any time, dismiss students for not complying with the dress code requirements (this includes personal hygiene).
- Name Tag IDs must always be worn while on the premises of the school.
- Students are permitted to use cell phones for texting during designated breaks and/or during their lunch breaks. Students must go outside of the building, to use their cell phones to make phone calls. Students may also use the office phone for emergency calls if they receive permission from an instructor or administrative staff member. In cases of emergency, family members may call the school directly and a staff member will deliver the message to the student per FERPA guidelines.
- To stay conscientious of our guest's comfort, this is a no smoking facility. We ask students who smoke to do so in the great outdoors, out of sight of guests, in a non-uniform shirt.
- Students are not permitted to use electronic cigarettes inside the facility.
- No food or drink, except bottled water, is allowed on the clinic floor or in the practical classroom.
- Workstations must be kept clean.
- Only Pure Aesthetics' products may be used for practice and working on guests.
- Student exchanges must be pre-approved by an instructor.
- It is the student's responsibility to clock in and out properly.
- Students are responsible for their 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, or at the front desk, unless formal instruction is being offered.
- Please keep interaction with desk staff brief and professional. Students (except student instructors) are not permitted to sit/stand behind the instructor/front desk; this area is for staff.
- Students must park in designated areas (on the west side).
- The presence of firearms, weapons, hazardous devices, or controlled substances on campus 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 guest services or daily duties, with the exception for pre-approved

extenuating circumstances at the discretion of the instructor or administration.

- Students are expected to be respectful and courteous to guests, staff, and other students. Students who fail to comply may be asked to leave for the day and will lose the hours for that period.
- Students suspected to be under the influence of drugs and/or alcohol will be asked to leave the school premises immediately and find a safe ride home.
- 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 to continue in the program.

ATTENDANCE POLICIES

Pure Aesthetics requires students to maintain a minimum 90% cumulative attendance average throughout the program. Students with prior knowledge of an absence must fill out the proper forms before the date of the absence. Pure Aesthetics reserves the right to dismiss any student whose attendance interferes with our learning environment. Any student who misses 14 consecutive calendar days (excluding school-designated multi-day breaks) without prior approval will be terminated.

Students must be in the classroom with their required materials by the start of class. Both full and part-time students are given at least one 10-minute break per day (Full Day-2 and Evening-1) during which they are not required to clock out unless leaving the property. Students are automatically clocked out for a 30-minute lunch break on school days exceeding six hours. Students who are leaving campus for lunch need to sign in/out on the sign in/out sheet located at the front desk. Students may not sign in/out their classmates. Students returning late from lunch without notifying the school may be sent home for the remainder of the day. Students who do not return from lunch and fail 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 150 program hours. After completion of the initial 150 hours, students are allowed to service guests on the clinic floor. Clinic practice is vital for success; therefore, absences during clinic floor time are ill advised.

*Students have 33 grace hours throughout their program to allow for missed time. These hours are divided into 11 hours per quarter (150, 300, 450 hours). Grace hours can be rolled over if unused and accumulated into the next quarter. Using more than the allotted hours for any quarter where there are not extra rolled over hours will incur the \$10.00 charge for every hour over, they use.

Students who do not complete 600 hours by their scheduled graduation date and need more than 20 hours to reach 600 will be charged at a rate of \$25.00 per additional hour needed to reach the required hours specified in the Enrollment Contract.

For example, if a student is scheduled to graduate and has attended 590 of 600 hours, they will not incur over hours charges and will continue to attend their regular schedule. However, if a student is scheduled to graduate and has only attended 579 hours of the 600 hours, they will be charged \$25.00 for the extra hour.

**Any additional incurred expenses to make up hours will not be certified for VA Educational Benefits.

***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, with the exception of approved payment plans.

ABSENCE / TARDY / EARLY DEPARTURE POLICY

In the event a student must be absent from class they must submit a written request in advance, to info@pureaesthetics.edu at least 1.5 hours before class start time. It is the student's responsibility to speak with the staff or to leave a detailed voicemail or email with the school. 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 begins will be considered tardy. Students who clock out before the scheduled class end time will be considered having an early departure. Tardies and early departures may be excused if the student provides documentation including, but not limited to, medical notes, legal-related documentation, mandatory Department of Economic Security (DES) appointments, or other pre-arranged appointments. However, these hours must still be made up. Additional tardies or early departures may result in suspension at the discretion of administration. Excessive absences, tardies and/or early departures may result in probation, suspension, or termination from the program.

DRESS CODE

All students enrolled in the Aesthetics program are required to wear the prescribed uniform while at school and during school functions. Yoga attire is permitted when a Yoga class is offered on campus. Students not in compliance with the dress code will be given the opportunity to either make corrections (rent loaner clothes) or be sent home. Pure Aesthetics reserves the right to set and maintain aesthetic standards for all students. By enrolling in this institution, students agree to this dress code policy and the consequences for violating said dress code. Exceptions to the policy may be made for religious or medical reasons if proper documentation is provided and prior authorization is given by the Director and/or other administrator staff. Students are permitted to wear only the attire listed below.

The required uniform consists of:

- A black Pure Aesthetics logo shirt.
- Colored logo shirts are allowed on Fridays, Saturdays and during post-program clinic at no additional charge.
- Black scrub pants – no leggings or tights (provided in the student kit).
- Closed-toe shoes (no slippers or boots).
- Pure Aesthetics name tags (a \$10.00 fee is required for replacement tags).

Aestheticians work closely with 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 artificial enhancements (tips, acrylic, gel), as some guests are sensitive to chemicals. Non-toxic, non-chipped nail polish in nude colors is acceptable. Students with shoulder length or longer hair must wear it tied back when working on guests 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 afterward.

TIME CLOCK

According to the Arizona State Board of Cosmetology, each student must record their hours using a time clock. The time clock is the only legal record of time in the school. Students are advised to set their

personal watch/clock to the time clock and record their hours in the calendar we have provided. 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. Students are responsible for clocking in or out at the beginning of the day, before and after lunch, and at the end of the day. **Early arrival at school is limited to 15 minutes prior to the 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, they will be clocked out for the full amount of break time.

Each student is allowed five time clock corrections during the 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, they must complete a Time Clock Correction form, which is then verified and signed by the instructor on duty and turned in to an administrative staff member. Students are allowed six corrections ONLY. If a student forgets to clock in or out and their six corrections have been used, that student may lose time for which they were present.

Hours are compiled monthly and reported to the Arizona State Board of Cosmetology by the tenth of the following month. Students are responsible for keeping track of their own hours. Pure Aesthetics recommends that students transcribe their hours to the calendar. Students may request a meeting with Student Services to review their hours. If there is a question or discrepancy about the hours, please notify administration; however, the time clock prevails.

*Students can check their hours through the RGM portal. Your on-campus hours are recorded daily, however, your distance learning hours are recorded on a weekly basis.

MAKE UP HOURS/ASSIGNMENTS POLICIES

An administrative staff member will email designated dates and times in which students may sign up for didactic or hands-on make up hours to make up missed time that is comparable in time, content and delivery. Students are not permitted to attend make up hours to advance their scheduled graduation dates. Sign up for make-up hours is on a first come, first-served basis. Students with excused absences are given priority. Each excused absence may only be applied towards make-up hours one time. If a student does not attend their approved make up hours, they may lose the privilege to attend future make up hours. Additional makeup hours may be acquired through attending workshops. However, workshops are subject to cancellation if minimum student enrollment is not met.

Students are required to make up missed tests and/or assignments within two weeks 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 up to 30% off. It is the student's responsibility to plan with their instructor to make up all missed tests and assignments. Please contact administration to discuss an extension if extenuating circumstances exist.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress (SAP) is a measurement of both attendance and academics as a student progresses through the program. All students are required to meet these minimum requirements

regardless of schedule or payment method. Students receiving federal funds under the Title IV Department of Education federal financial aid programs must maintain satisfactory progress to continue eligibility for said funds. The SAP policy is consistently applied to all students, in all programs offered at Pure Aesthetics.

For the 600-clock hour Aesthetics program and the 350-clock hour Aesthetics Instructor program, satisfactory academic progress will be monitored on a quarterly basis (150, 300, 450, and 600 hours), (87.50, 175, 262.5, and 350 hours) respectively. Additionally, students may stay informed on their progress in RGM.

Each student is required to make quantitative (time-based) progress toward program completion. To be considered making satisfactory academic progress, a student must attend at least 90% of the scheduled class hours on a cumulative basis during each evaluation period.

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

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 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) progress for an evaluation period will be making satisfactory progress until the next scheduled evaluation period.

ACADEMIC 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, HEA 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 academic warning status. At the end of the next 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 lose federal financial aid. The student may appeal, and if deemed successful, will be placed on Financial Aid Probationary status. If incremental qualitative or quantitative measures are less than the minimum allowed at any evaluation period, the student must demonstrate to the school that he/she can attain the minimum standard at graduation.

FINANCIAL AID 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, HEA federal aid programs. The student does have the right to appeal their probationary status. A successful appeal allows for assistance under the Title IV, HEA federal aid program funds to be reinstated until the next scheduled evaluation period. At the end of the probationary period, if the student is meeting the minimum requirements or if s/he is following the prescribed academic plan, they will be determined to be in satisfactory academic progress. Failure to achieve these requirements at the end of the probationary evaluation period may result in the administrative withdrawal of the student.

APPEAL PROCESS

Within five calendar days of the receipt of the probation notification, the student must submit a written appeal of their status to the Director. The appeal must be accompanied by documentation supporting the mitigating circumstances that have prevented the student from obtaining satisfactory academic progress and what has changed that will allow the student to return to satisfactory academic progress prior to the completion of their 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 if they are withdrawn in person or by mail.

Once the appeal and supporting documents are submitted to the Director and/or Office Manager, an academic plan meeting will be scheduled within three business days. During the meeting, the School Director and/or the Office Manager, and the 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 their program. The School Director will assess all appeals and determine whether the student may be permitted to continue in school on a Financial Aid probationary status, despite not meeting the satisfactory progress requirements. The student will be presented in person or sent the written decision by mail within ten business days of receipt of the appeal. The decision of the School 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 student requesting a leave must complete and sign the Request for a Leave of Absence Form that includes the length of time and specific reason for request. The form must be completed in advance of the leave unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within the time frame consistent with Pure Aesthetics' consecutive absence policy, they will be withdrawn. The leave of absence must be between 14 calendar days and 180 calendar days or one-half the published program length (whichever is shorter). Multiple leaves of absence may be permitted provided the total of the leaves does not exceed the limit. The request must be accompanied by appropriate documentation specifying the reason for request. No additional charges will be assessed for taking a leave of absence alone. To reflect a modification in graduation date, a student will be required to sign an addendum to their 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.

The National Student Loan Data System (NSLDS) will be updated on the LOA status. Any LOA period will affect the student loan grace period and repayment date. Contact the loan servicer.

CHANGE OF CONTACT INFORMATION

Please notify Pure Aesthetics of any changes in name, address, phone number or email address while in school and after graduation. 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 their 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 or legal guardians of students under age 18) have the right to request that the school correct any records they believe to be inaccurate or misleading. If the school decides not to amend the record, the student may submit a request for a formal hearing in writing to the Administration Office.

Following the student's request for a formal hearing, the Director or designee will schedule a meeting for the formal hearing within 10 business days of the request. Following the formal hearing, the Director or designee will contact the student in person or via writing within ten business days with a final decision as to whether Pure Aesthetics will accept or reject the student's request to amend the record. If the school decides not to amend the record, the student has the right to place a statement with their record setting forth their view regarding the contested information.

All current student records are kept in the locked administrative office at the school. Records greater than 5 years old are held in off-site storage. Current and former students may view their records by making an appointment with an administrative staff member. Appointment requests for on-site records will be held within 10 business days of the request. Records older than 5 years may require an additional 7 business days as they are stored off-site.

ALTERNATIVE LEARNING HOURS/WORKSHOPS

Pure Aesthetics periodically offers workshops for additional opportunities to learn advanced skills and techniques not offered in the curriculum. A student may complete these workshops to be accepted as alternative hours while in school. Alternative hours may only be earned by attending workshops conducted by Pure Aesthetics. In extenuating circumstances, additional alternative hours may be available through other means such as distance learning. The frequency and types of workshops offered during any given class schedule will depend on demand. Please see www.pureaesthetics.edu/workshops for a current workshop schedule. It is recommended that students sign up for at least two weeks in advance as workshops are subject to cancellation if enrollment is low.

Alternate Learning hours/workshops are not certified or charged for veteran students.

TERMINATION BY THE SCHOOL

Pure Aesthetics reserves the right to terminate a student prior to the completion of their 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.
- Failure to comply with the established rules, regulations, and code of conduct.
- Missing 14 calendar days (excluding school-designated breaks) without prior approval.
- Failure to return to school on the documented date of return for any student on a leave of absence will.

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.

The registration fee is non-refundable after three days.

An applicant rejected by the school is entitled to a refund of all monies paid minus the registration fee.

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.

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.

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.

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 prorated 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 the student has been scheduled to attend through the last recorded date of attendance. These hours are divided by the total program hours to determine the percentage of the program elapsed. This percentage will be multiplied by the total tuition to determine the amount of 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. 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.

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.

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.

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 withdrawal date.

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.

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.

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 fewer than eight students are registered and confirmed at least one week prior to the scheduled class start date.

**Note: The cost of the student kit items received is non-refundable.*

GRIEVANCE POLICY

In accordance with Pure Aesthetics' objective, every reasonable effort will be made to resolve any student grievance internally, in a timely manner and in accordance with standards of fairness. Pure Aesthetics first encourages the student to speak with a Pure Aesthetics staff or faculty member to resolve their grievance. If this does not lead to a resolution, a written complaint is to be submitted to the Office Manager and/or Director within ten business days of the date of the incident. The written complaint can be submitted in person or via mail. A copy of the written complaint will be kept in the student's file.

Please send mail to the following address:

Attn: School Director
Pure Aesthetics Natural Skincare School
2850 E. Speedway Blvd
Tucson, AZ 85716

The Director will respond to the written complaint within ten business days in writing. This response will be delivered either in person, through email or via mail. A hardcopy of the response will be kept in the student's file. If the student is still unsatisfied following Pure Aesthetics' written response, the student has the right and is encouraged to submit a written complaint to Pure Aesthetics' accrediting agency, ACCET, at the following address:

ACCET Chair,

Complaint Review Committee
1722 N Street NW
Washington, DC 20036
(202) 955-1113
complaints@accet.org www.accet.org

In matters involving adverse actions taking by Pure Aesthetics faculty or administrators, such as disciplinary action or dismissal, the adverse action may be implemented prior to or during processing.

GRADUATION REQUIREMENTS

All students must meet the following requirements to graduate from Pure Aesthetics:

- Meet minimum program requirements.
- Comply with the attendance policy (90% cumulative attendance).
- Complete all the required program hours.
- 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 their regular schedule until all of the outstanding items are completed. Additional tuition/fees may apply.

*Upon graduation, certification of hours is 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 fourteen business days of completion.

LICENSING REQUIREMENTS

For admission to the Arizona State Board of Cosmetology Aesthetics licensing examination, applicants 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 prior to becoming licensed in another state. Transcripts are available through Pure Aesthetics and/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 Arizona State Board of Cosmetology prescribed examinations for licensure. Both exams are pass/fail.

CONTINUING EDUCATION

Pure Aesthetics students and graduates receive a discount on continuing education workshops held at the school. The skincare industry is constantly evolving; we strongly encourage aestheticians to continue their education after graduation and licensure. Please visit www.pureaesthetics.edu/workshops for a list of our upcoming workshops and costs.

HOUSING

Pure Aesthetics does not offer institutional housing.

SAFETY GUIDELINES

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.
- Properly disposing of trash and other used materials.
- Assisting elderly and handicapped clients.
- Keeping work areas free from personal items and debris.

Immediately report 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 may need additional assistance.
- Walk to the far 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. Pure Aesthetics may refer students to a counseling program and provide a list of substance abuse hotline numbers, also posted in the break room. Pure Aesthetics strictly prohibits drug and alcohol use on school premises. If at any time a student is caught selling or using mind-altering substances while on campus s/he will be placed on probation and/or expelled at the discretion of the Director.

ADDITIONAL ASSISTANCE

At Pure Aesthetics we are passionate about our students and their success. Our administrative staff has an open-door policy and encourages students to speak up should they need advice or support in reference to their education or if they are having a challenging personal problem or instructor issues. Please do not hesitate to make an appointment with an administrative staff member so we may assist you or refer you

to the appropriate resources.

SPECIAL NEEDS

Students who require special assistance, should inform Pure Aesthetics prior at the time of enrollment, or as soon as the need arises. Faculty and staff will make any reasonable accommodations. Documentation may be required.

PLACEMENT ASSISTANCE

Pure Aesthetics wants all its students to succeed in the workplace after graduation, and offers lifetime placement assistance. Pure Aesthetics has a designated Placement Coordinator to facilitate the placement process, including informing graduates of relevant job leads, contacting graduates to gather placement documentation and assisting graduates in their job search in the Aesthetics field. This is one of several reasons we encourage our graduates to inform us of any changes to their contact information. Although Pure Aesthetics does not guarantee employment, we maintain relationships with many local salons, spas and resorts and are often contacted when positions become available. Graduates are invited to join a private Facebook group where Pure Aesthetics administrators post new job leads as they become available. ONLY students who have met all graduation requirements are authorized to join this group.

COPYRIGHT INFRINGEMENT POLICY

Pure Aesthetics honors U.S. copyright laws, which provide 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 the 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 ensure compliance with copyright law.

No reproduction of sound recordings, software, or audiovisual works is permitted using Pure Aesthetics facilities, or for work on a Pure Aesthetics project, absent confirmation that (a) Pure Aesthetics is the copyright owner of the work, or (b) confirmation that Pure Aesthetics has the right to use the copyrighted materials, 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 unlicensed sites or unlicensed file sharers, or the production of additional copies of software beyond the scope of a software license.

The unlicensed public performance of copyrighted materials (such as music) is 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 music, video, or audio/visual broadcast at Pure Aesthetics, or at any outside events sponsored by or affiliated with Pure Aesthetics, must be approved by the owner.

The reproduction of copyrighted materials by Pure Aesthetics faculty and staff, at Pure Aesthetics facilities, or for the benefit of Pure Aesthetics, is prohibited absent appropriate license rights or copyright exceptions. This applies regardless of whether the copying is by downloading something from the Internet, or whether it is by photocopying or other reproduction from a hard copy, or whether it is by

distribution via the Internet.

Whenever a copyrighted work is being used under license by Pure Aesthetics, 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.

TUITION AND FEES

Course	Clock Hours	Tuition	Fees	Books and Supplies
Aesthetics	600	\$11,517.00	\$200.00	\$2,083.00
Aesthetics Instructor	350	\$2,650.00	\$200.00	\$150.00

Note: Per DoD instruction clock hour tuition rate = \$19.20 per clock hour

Each student enrolled in the Aesthetics program is required to receive one professional facial before graduation and provide proof of receipt. The cost will range between \$50 and \$150 and is not included in the total program costs. The professional facial will enable students to experience a treatment outside of the classroom setting.

*Due to COVID-19 this is option at this time.

Tuition for a student with transfer hours will be based on the total number of hours the student needs to fulfill the course requirements and will be prorated accordingly.

Veteran students cannot be certified beyond 600 clock hours.