



pure aesthetics®
natural skincare school

2850 East Speedway Boulevard

Tucson, Arizona 85716

(520) 514-PURE (7873)

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 are required to read and understand the rules and regulations set forth by Pure Aesthetics, LLC and the Arizona State Board of Cosmetology. The rules and policies presented 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 natural, skincare school committed to educating and broadening the perspectives of its students. Drawing from both Eastern and Western modalities, our programs emphasize healthful lifestyles, the interdependence of health and beauty, 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 education based upon 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 within 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.

We were incredibly excited to open our brand new facility in January 2016. The new location 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 our most exciting upgrade is the addition of 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. In addition to the separate rooms for instruction, there are now six private treatment rooms. Each room is fully equipped with supplies the students may need to perform treatments like professionals. Soft, relaxing music and lights with dimming capabilities provide guests with a true spa experience.

OBJECTIVES

- o Provide comprehensive training in the study of aesthetics
- o Introduce natural approaches to skincare and beauty
- o Encourage personal and professional growth
- o Create a respectful and enjoyable environment in which to learn and develop
- o Prepare students for the Arizona State Board of Cosmetology licensing examinations for aesthetics and aesthetics instruction
- o 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 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 video library, a retail area, and a professionally equipped spa-like clinic with state-of-the-art equipment and private treatment rooms.

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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, 1 LED light therapy machine, 9 hot towel cabinets, 1 herbal wrap roasters, 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 equipment fails to work properly.

OWNERSHIP

PURE AESTHETICS, LLC

ADMINISTRATION, STAFF AND FACULTY

KAELEN H. JOHNSON – EXECUTIVE DIRECTOR

Kaelen has worked in the health and medical spa industry since 1993 with almost 15 years at Canyon Ranch Spa and more than 5 years at Loews Ventana Canyon Resort Spa providing a wide variety of services like herbal wraps, facials, laser hair removal and makeup. She was also an educator for Essensa, an exclusive line of organic skincare products and completed an apprenticeship with Bliss Spa in New York City. Kaelen holds aesthetics licenses in Arizona and New York and her aesthetics instructor license here in Arizona. Kaelen has presented at national industry conferences and written for industry trade publications. Since the beginning of her aesthetics career, Kaelen has had a passion for aesthetics and truly natural products. Inspired by what was lacking in her own beauty school experience Kaelen opened Pure Aesthetics in 2006 to help spread her passion for ecological responsibility and to fill the need for a quality aesthetics school in Tucson. In 2014, at the end of an unsuccessful search for a line whose beliefs matched her own, Kaelen decided to make her dream a reality and Kaelen Harwell Organic Skincare was born.

KATHLEEN LOHNES– FINANCIAL AID ADMINISTRATOR/ASSISTANT DIRECTOR

KRISTINA DANIELS – ADMISSIONS ADVISOR

ANGIE WILLIS – SPA COORDINATOR/PLACEMENT COORDINATOR

GYPSY ESTRADA - SPA COORDINATOR/ADMINISTRATIVE SUPPORT

JANA ENGELHARDT - SPA COORDINATOR

MARSHAY LILLEY – AESTHETICS INSTRUCTOR

BROOK GRANT – AESTHETICS INSTRUCTOR

MARIA RIVERA – AESTHETICS INSTRUCTOR

RACHEL SANTA CRUZ-RAPP – ON CALL AESTHETICS INSTRUCTOR

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

AFFILIATIONS

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

ADMISSIONS

Before enrolling in any Pure Aesthetics program, potential students should first make an appointment with an admissions advisor to tour the facility and complete an Application for Admission. 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 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

- o Tour Pure Aesthetics
- o Complete Application for Admission
- o Provide government-issued photo identification with proof of age being 18 years or older
- o Provide social security card
- o Provide proof of education:
 - o High school diploma
 - o Official high school transcripts (showing proof of graduation)
 - o General educational development (GED) diploma
 - o General educational development (GED) transcript

- o 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.

- o Complete Arizona Statement of Citizenship or Alien Status for State Public Benefits
- o Provide evidence of U.S. Citizenship, U.S. National status, or Alien status
- o Pay non-refundable \$200.00 registration fee
- o Complete Enrollment Contract

Admission Requirements for Aesthetics Instructor Program

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

- o Current Arizona Aesthetics or Cosmetology license
- o 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:

- o A non-refundable fee of \$1,000.00
- o A written/typed and signed re-commitment letter
- o An appointment with Administration to verify remaining hours requirements and establish an effective plan for return to the curriculum
- o Completion of a new Enrollment Contract
- o All original admissions requirements

Transfer Students

Students who wish to transfer hours from other schools into Pure Aesthetics program(s) 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 or the Council for Higher Education Accreditation will be considered. Courses must have been completed with a grade of at least 85%, no more than four years prior to the class start date.

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.

Pure Aesthetics may accept up to 100 clock hours. The acceptance of transfer hours is at the discretion of the school. Students using Veterans Administration educational benefits must abide by the policies as set forth by the Veterans Administration.

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, catalogs, syllabi, or course outlines from previously attended institutions. If the student is deemed eligible to transfer hours, they are required to schedule time to take the Infection Control exam administered by Pure Aesthetics and pay the associated \$50.00 testing fee. The transferring student must pass with at least an 85% to complete the transfer process. The entire transfer hour process must be completed and the final number of transfer hours must be approved before an Enrollment Contract may be signed.

Approved transfer hours are assessed at a fee of \$2.00 per hour. Tuition costs for transfer students are calculated based on the total number of hours needed for a student to fulfill the program requirements, and will be prorated accordingly. A reduction in the number of hours a student is contracted to complete may reduce his/her financial aid award amount. If a transfer hours request is denied, the student has the right to appeal the decision within 5 business days. In order to appeal, the student must write a letter outlining the reasons his/her transfer hours should be considered and may provide additional documentation to support his/her request. Once the appeal has been received, it is reviewed by the Director. Within 10 business days, Pure Aesthetics' response is communicated to the prospective student via writing by the Director or Office Manager. All decisions made by Pure Aesthetics are final.

Students who wish to transfer hours earned at Pure Aesthetics to another institution must complete and submit a Transcript Request Form. Transcripts will be mailed to the student or designated institution within 14 business days of receipt of the form and payment of \$10.00 per request. Pure Aesthetics does not guarantee the transfer of hours from our school to other institutions and students should understand acceptance may vary between institutions. Requests for official transcripts will not be granted until all financial obligations to Pure Aesthetics have been satisfied.

CREDIT EVALUATION POLICY FOR RECIPIENTS OF VETERANS BENEFITS

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

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 State 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, healthful lifestyles, the interdependence of health and beauty, and ecological responsibility. The aesthetics program consists of approximately 270 theoretical knowledge hours and 330 practicum hours, including hands-on clinic activity.

The clinical aspect of our program is designed to give students an opportunity to apply methods and techniques learned on real guests in a spa-like setting. By keeping our clinical practice similar to a real world experience, students learn how to interact with and assess the needs of a variety of different guests, adjusting to their specific needs and applying accordingly. Guests are asked to fill out a short performance review at the end of every treatment allowing students access to invaluable feedback. We ask guests to give honest and constructive feedback, which has proven crucial to the learning process.

The aesthetics program prepares students for the Arizona State 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.

Objectives

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

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

Format

The 600-hour aesthetics program is taught through sequential units that encompass aesthetics theoretical instruction and practical application. The program is presented through well-developed lesson plans and teaching techniques that reflect current educational methodology. Subjects are presented by lecture, demonstration, student participation, and projects. Audio-visual aids, and guest

speakers also augment the instruction. Clinic equipment, implements, and products are comparable to industry standards.

Grading Criteria

The aesthetics 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 requirements. If a student does not pass a written test, they may make-up the test within two weeks of the original test date. The original and make-up test scores will be averaged and recorded. 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:
(approximate theory hours/approximate practical hours)

- o **Theory of Aesthetics** – 50/10 hours
Orientation, history, Arizona state laws and regulations, first aid, professional development, ethics, chemistry, electricity, anatomy and physiology, nutrition
- o **Consultation and Analysis** – 20/20 hours
Classification of skin types and conditions, disorders and diseases, acne, skin analysis procedures
- o **Preparation and Cleansing** – 20/20 hours
Product selection and analysis, supplies, client preparation, cleansing procedures, safety and sanitation
- o **Massage** – 25/50 hours
Benefits and contraindications, basic massage manipulations, facial incorporation, self-care, and other massage techniques
- o **Manual Facial** – 10/25 hours
Supplies and setup, basic facial treatments for skin types, towel steaming, extraction, time management, advanced topics (peels, acids, serums)
- o **Electrical Facial** – 50/40 hours
Facial machine operation and care, principles and techniques of the European/machine facial, facial treatments for skin types, pre- and post-treatment care, men’s facials, advanced topics (lasers, IPL), microdermabrasion

- **Packs and Masks** – 20/15 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** – 15/10 hours
Cosmetic products, tools and supplies, color theory and facial analysis, application techniques, specialty makeup
- **Physical and Chemical Depilatories** – 15/50 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
- **Creative Preference** – 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

Description and Format

The 350-hour Aesthetics Instructor program, complimented 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 comprised of approximately 170 theory hours and 180 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 – Aesthetics Instructor Program

The Aesthetics Instructor program will cover the following topics:
(approximate theory hours/approximate practical hours)

- o **Developing and Using Educational Aids** – 10/10 hours
Advantages of using aids, classifications of materials
- o **Developing Lesson Plans and Syllabi** – 20/70 hours
Planning and analysis, curriculum development, lesson plan development
- o **Classroom Management** – 40/90 hours
Academic advising and counseling, managing the environment, administrative responsibilities
- o **Teaching to Diverse Learning Styles including cultural differences** – 5/5 hours
Adult learner characteristics, types of learners, the 4MAT cycle, cosmetology learner styles
- o **Teaching Methods and Learning Methods** – 20/0 hours
Lecture, demonstrations and practice, tools and techniques
- o **Professional Performance Evaluations** – 5/5 hours
Standards of evaluation, sources of assessment, professional development
- o **Creative Preference/Alternative Learning** – 70/0 hours
Aromatherapy, yoga, Ayurveda, Asian healing modalities

HOURS OF OPERATION

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.

Retail Hours

M-Th, 9am - 7:30pm

F 9am - 2:30pm

S 9am - 5:30pm

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 www.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

- 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: approximately 37 weeks

- Monday, Wednesday, Friday 8:30 a.m. – 12:30 p.m.
- Saturdays 9:00 a.m. – 1:15 p.m.

Aesthetics Instructor Program

The Aesthetics Instructor program has open enrollment. Schedules and program length are determined on an individual basis, but may not exceed one calendar year.

School Closures

New Year's Day	Labor Day	<i>**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.</i>
Spring Break	Thanksgiving Break	
Memorial Day	Winter Break	
Summer Break		

CLASS SIZE

Class sizes at Pure Aesthetics are approximately eight to fourteen students per instructor for the 600-hour program. In order to encourage effective learning, our classes for all schedules and programs will not exceed the AZBOC maximum instructor-student ratio of 1:20 in clinic and 1:40 in lecture. 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. Each kit contains at minimum:

- o 3 Pure Aesthetics uniform logo shirts
- o 2 pairs of black scrub pants
- o State board kit items
- o Milady MindTap Chromebook
- o 1GB jump drive including: syllabus, project descriptions, Arizona State Board of Cosmetology rules and regulations, scheduled hours worksheet, etc.
- o Credit to be used towards the purchase of retail products and/or workshops
- o Credit to be used towards student services
- o Kaelen Harwell Organic Skincare products
- o 20% off discount cards
- o Student liability insurance
- o Pure Aesthetics Protocol Book
- o Student dermaplaning kit
- o Magnifying head lamp

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

*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.

TUITION AND FEES

Please refer to the most recent catalog addendum for our current tuition and fees for all programs. 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.

PAYMENT OPTIONS

Payments may be made via cash, Visa, Discover, or MasterCard, certified check or money order. Pure Aesthetics also accepts payments from ARIZONA@WORK, the Veterans Administration (including the GI Bill®), the Military Spouse Career Advancement Accounts (MyCAA) program, 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 available to those who qualify.

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

A non-refundable registration fee must be paid at the time of enrollment. If a student is unable to attend the program s/he 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 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 each 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. However, if a class start date falls on or 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 should be made on or before the first of the month unless alternative arrangements are made with school administration.

****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 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. Pure Aesthetics participates in the following Title IV programs:

PELL Grant

The PELL Grant is awarded to eligible students with financial need who have not obtained a Bachelor's degree or higher. These federal grants do not have to be repaid unless a student withdraws prior to the completion of his/her program. Award amounts and eligibility are subject to change annually at the discretion of the U.S. Department of Education. 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.

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Direct Stafford Loans

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:

- o **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 the student is eligible to borrow. Interest is not charged while the student is in school at least half-time or during certain deferment periods.

- o **Unsubsidized Stafford Loan**

Students are not required to demonstrate financial need to qualify for Unsubsidized Stafford loans. Pure Aesthetics will review the FAFSA results to determine the amount that the student is eligible to borrow. Interest accrues on the loan as soon as it is disbursed and interest accrues 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.

- o **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 ARIZONA@WORK. Please see the admissions advisor for more details about where to apply.

The Kandi Clement Memorial Scholarship

Pure Aesthetics offers between one and eight partial scholarships per year to offset tuition costs to applicants who demonstrate financial need and a strong desire to enter the field of Aesthetics. Each scholarship award ranges from \$500.00 to \$1,000.00. The scholarship is named in honor of a 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. To be eligible applicants must meet the following criteria:

- o Must be eligible for enrollment at Pure Aesthetics.
- o Must complete the full scholarship application process by the deadline, including the essay section.
- o Must submit at least three signed letters of reference (personal or professional).

Scholarship deadlines fall on March 1, June 1, September 1, and December 1. To apply, the student must submit a scholarship application along with a 200-300 word explanation of financial need or unique circumstances AND a 400-600-word essay detailing his/her interest in the field of aesthetics and future career 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 within four months of the date of the scholarship award letter or be currently enrolled in a program. Thirty days after starting school or after the application deadline (whichever falls later or is applicable), 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. If there are fewer than four months left in the program, the scholarship will be split over the remaining months. 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.

Related Professional Scholarship Information:

Pure Aesthetics offers between one and fifteen partial scholarships per year to offset tuition costs to applicants who demonstrate financial need and a strong desire to enter the field of Aesthetics. Each scholarship award ranges from \$500.00 to \$1,000.00. A selection committee comprised of Pure Aesthetics staff members will review each scholarship application packet. To be eligible applicants must meet the following criteria:

- o Must be eligible for enrollment at Pure Aesthetics.
- o Must complete the full scholarship application process by the deadline, including the essay section.
- o Must submit at least three signed letters of reference (personal or professional).

- o Must provide proof of licensure and/or credentials (as certain medical professions require certifications rather than licensure).

There are no scholarship deadlines for the Related Professional Scholarship. Applications can be submitted at any time. To apply, the student must submit a scholarship application along with a 200-300-word explanation of financial need or unique circumstances AND a 400-600-word essay detailing his/her interest in the field of aesthetics and how dual licensure or certification will support his/her future career goals.

Within 30 days after submission, 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 within four months of the date of the scholarship award letter or be currently enrolled in a program. Thirty days after starting school or 30 days after the finalist notification date (whichever falls later or is applicable) 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. If there are fewer than four months left in the program, the scholarship will be split over the remaining months. 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.

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, s/he will be required to pay the stated first monthly payment amount in full of the total tuition. This amount will be due prior to starting school unless prior written approval by the Executive Director.

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 administration.

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.

- o All students must attend classes as scheduled.
- o An instructor or administration staff member must approve absences, late arrivals, and early releases.
- o All students must be in dress code prior to clocking in or out for the day.
- o Hair, makeup and attire must be neat and professional.
- o Pure Aesthetics may, at any time, dismiss students for not complying with the dress code requirements (this includes personal hygiene).
- o Nametags must be worn at all times.
- o Students are permitted to use cell phones for texting during designated breaks and/or during their lunch breaks. Students must go outside 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, please have family members call the school directly and a staff member will deliver the message to the student.
- o To stay conscientious of our guest's comfort, this is a no smoking facility. We ask students who smoke do so in the great outdoors, out of sight of guests, in a non-uniform shirt.
- o Students are not permitted to use electronic cigarettes inside the facility.
- o No food or drink, except bottled water, is allowed on the clinic floor or in the practical classroom.
- o Workstations must be kept clean.
- o Only Pure Aesthetics' products may be used for practice and working on guests.
- o Student exchanges must be pre-approved by an instructor.
- o It is the student's responsibility to clock in and out properly. Any student caught clocking in or out for another student will be terminated by the school.
- o Students are responsible for their personal belongings. The school accepts NO responsibility for lost or stolen property.
- o Students found vandalizing or stealing school property, equipment, or products will be terminated and held financially responsible.
- o Students may not socialize with visitors during school hours.
- o Students may not congregate in the lobby, or at the front desk, unless formal instruction is being offered.
- o Please keep interaction with desk staff brief and professional. Students (except student instructors) are not permitted to sit/stand behind the front desk; this area is for staff only.
- o Students must park in designated areas (on the east side of or behind the building)
- o 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.
- o Conversations should be professional. The use of profanities is unacceptable.
- o Cheating or dishonesty is not permitted.
- o Students may not refuse guest services or daily duties, with the exception of pre-approved extenuating circumstances at the discretion of the instructor or administration.
- o Students are expected to be respectful and courteous to guests, staff and other students.

- o 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.
- o 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

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 may clock in no earlier than seven minutes prior to class start times. 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 (FT-2 and PT-1) during which they are not required to clock out unless leaving the property. Students are required to clock out for a 30-minute lunch break on school days exceeding six hours. If a student does not clock out for a required lunch, a half-hour will be deducted from his/her time for the day. 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 120 program hours. After completion of the initial 120 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 32 grace hours to allow for missed time. Students who do not complete 600 hours by their scheduled graduation date plus the 32 grace hours will be charged \$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 March 15 (his/her grace period ends March 20) and s/he has only attended 590 of 600 hours on March 20 s/he will incur over hours charges of \$250 that must be made prior to graduation notice being sent to the AZ State Board of Cosmetology.*

***Any additional incurred expense to make up hours will not be certified for VA 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 TFC or extended payment plans.*

ABSENCE / TARDY / EARLY DEPARTURE POLICY

In the event a student must be absent from class they must either submit a written request in advance, call Pure Aesthetics at (520) 514-7873, or email 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 or more minutes 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, or mandatory Department of Economic Security (DES) appointments. 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. Students not in compliance with the dress code will be given the opportunity to either make corrections 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 Office Manager. Students are permitted to wear only the attire listed below.

The required uniform consists of:

- o A black Pure Aesthetics logo shirt
 - Colored logo shirts are allowed on Fridays, Saturdays and during post-program clinic at no additional charge
- o Black scrubs (provided in the student kit)
- o Closed-toe shoes (no slippers or UGG style boots)
- o Pure Aesthetics name tag (a \$5.00 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 polish or artificial enhancements (tips, acrylic, gel), as some guests are sensitive to chemicals.

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. Please set your personal watch/clock to the time clock. 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 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, 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 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.

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. Pure Aesthetics recommends that students transcribe their hours to the calendar provided on the first day of class. If there is a question or discrepancy about the hours, please notify administration; however, the time clock prevails.

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

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 in order 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-serve basis. Once approved for make-up, students fill out and submit a make-up form. 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 for any reason, they may lose the privilege to attend future make up hours.

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 until the assignment is turned in. It is the student's responsibility to make arrangements with his/her instructor to make up all missed tests and assignments. Please contact administration to discuss an extension if extenuating circumstances exist.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress is a measurement of both attendance and academics as a student progresses through his/her 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.

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 are informed of their progress on a monthly basis utilizing monthly evaluation forms.

- o Each student is required to make **quantitative 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.
- o Each student is required to make **qualitative 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.

Incomplete grades and remedial courses are not given. If a student earns less than 75% on any test or assignment, s/he must repeat the test or assignment to achieve a better grade. The two grades will be averaged and 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 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 considered to be making satisfactory progress until the next scheduled evaluation period.

Warning Status

Students who fail to achieve the quantitative (90% attendance) and/or qualitative (85% GPA) cumulative progress for an evaluation period will be placed in warning status for one scheduled evaluation period with the chance to regain satisfactory academic progress prior to their next evaluation period. During warning, a student may continue to receive assistance under the Title IV, 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 warning status. At the end of the following evaluation period, progress will be re-evaluated. If the student has attained the minimum quantitative (90% attendance) and qualitative (85% GPA) progress, s/he will be determined to be making satisfactory progress. If the student fails to meet the requirements, s/he will be placed in a probationary status. If incremental qualitative or quantitative measures less than the minimum are allowed at any evaluation period, the institution must demonstrate that the student is able to attain the minimum standard at graduation.

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 his/her 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, s/he will be determined to be in satisfactory academic progress. Failure to achieve these requirements at the end of the probationary evaluation period will result in the administrative withdrawal of the student.

Appeal Process

Within five calendar days of the receipt of the probation notification, the student must submit a written appeal of his/her status to the Director. The appeal must be accompanied by documentation supporting the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and what has changed that will allow the student to return to satisfactory academic progress prior to the completion of his/her program. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family, injury or illness of the student, etc. Should a student fail to submit an appeal within the five day time frame, the original decision will stand, resulting in an administrative withdrawal from the program. The student will be notified 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 Director and/or 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 his/her program. The Director and/or Office Manager, will assess all appeals, and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements. The student will be presented in person or sent the written decision by mail within ten business days of receipt of the appeal. The decision of the Director and/or Office Manager, 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 student requesting a leave must complete and sign the Request for 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, s/he 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. In order to reflect a modification in graduation date, a student will be required to sign an addendum to his/her Enrollment Contract upon return from a leave of absence. Pure Aesthetics reserves the right to deny or approve any request for a leave of absence.

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, Office Manager, and/or designee will schedule a meeting for the formal hearing within 10 business days of the request. Following the formal hearing, the Director, Office Manager, and/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 his/her record setting forth his/her view regarding the contested information.

All current student records are kept in locked cabinets at the school. Records greater than 7 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 7 years may require an additional 7 business days as they are stored offsite.

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 up to 25 workshop hours to be accepted as alternative hours while in school. Alternative hours may only be earned by attending workshops conducted by Pure Aesthetics. Students may take more than 25 hours of workshops at Pure Aesthetics; however, no more than 25 hours will be accepted towards their program. In extenuating circumstances, additional alternative hours may be allowed. Students must submit a written request with documentation to administrative staff 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 for a current workshop 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 reserves the right to terminate a student prior to the completion of his/her program for one or more of the following reasons:

- o Failure to meet program requirements
- o Failure to meet financial obligations
- o Failure to uphold the ethics and standards of the aesthetics profession and/or exhibiting behaviors considered inappropriate as determined by Pure Aesthetics
- o Failure to comply with the established rules, regulations and code of conduct
- o Missing 14 calendar days (excluding school-designated breaks) without prior approval
- o 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 the 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
- M. less than eight students are registered and confirmed at least one week prior to the scheduled class start date.
- N. 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 in an attempt to resolve his/her 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.

If sending via mail, please send to the following address:

Pure Aesthetics, Attn: Office Manager/Director
2850 E Speedway Blvd
Tucson, AZ 85716

The Director and/or Office Manager 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 personnel actions such as disciplinary action or dismissal, the adverse action may be implemented prior to or during processing.

GRADUATION AND DIPLOMA REQUIREMENTS

All students must meet the following requirements in order to graduate from Pure Aesthetics.

- o Meet minimum program requirements
- o Comply with the attendance policy (90% cumulative attendance)

- o Complete all of the required program hours
- o Maintain satisfactory progress
- o Satisfy all financial obligations to the school
- o Pass the practical final school examination with a 75% or higher
- o Pass the written final school examination with a 75% or higher
- o Receive and evaluate a professional facial
- o Have a minimum cumulative grade point average of 85%
- o Meet all Arizona State Board of Cosmetology requirements
- o 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. Additional tuition/fees may apply.

**Upon graduation, certification of hours are 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, applicants must:

- o Complete the required hours of Aesthetics instruction
- o Obtain a certificate from a licensed school
- o Submit proper forms
- o Show proper identification, including a social security card
- o 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

All 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:

- o Using equipment properly
- o Following manufacturer's directions when using chemicals and products
- o Immediately wiping up spills
- o Properly disposing of trash and other used materials
- o Assisting elderly and handicapped clients
- o Keeping work areas free from personal items and debris
- o Immediately reporting building and equipment safety hazards to a staff member

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

- o Instruct all clients to evacuate the building
- o Assist clients who may need additional assistance
- o Walk to the far end of the parking lot to avoid injury and allow room for emergency crews
- o 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

If you require special assistance, please inform Pure Aesthetics administration prior to, or at the time of, enrollment. We will make any reasonable accommodations. Documentation may be required.

PLACEMENT ASSISTANCE

Pure Aesthetics wants all of our students to be successful 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 the 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.

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of a derivative work based thereon, the distribution of them, and even certain “public performances” of them.

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

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