ANN WEBB SKIN INSTITUTE

DO SOMETHING ♥ WATCH SOMETHING ♥ TEACH SOMETHING ♥ *every day!*

Discover a *beautiful* career!

School Catalog 2023

Ann Webb Skin Institute

11701 Jollyville Road, Suite 103, Austin, TX 78759
512.614.4012 www.awskininstitute.com

Effective January, 1 2023

Welcome to the Ann Webb Skin Institute! **We look forward to having you join the world of Esthetics.**
Here is some important information that will help you start your journey with us.

Courses Offered ***(all courses are taught In English):****

ESTHETICS: 750 hours
COSMETOLOGY: 1000 HOURS
EYELASH EXTENSIONS: 320 hours
MANICURIST: 600 hours
MANICURIST/ESTHETICS: 1200 Hours

*All programs have orientation the first week of school.

Our graduates of the Esthetics, Eyelash Extensions and Manicurist courses can go on to work for doctors' offices, medical spas, hotels, skin care companies, schools, etc. Many open their own businesses. Our graduates of the Instructor programs can go on to work as instructors, demonstrators, school or spa owners, presenters, etc.

Important Information:

*We communicate by email and text at ANN WEBB SKIN INSTITUTE. It is ***mandatory*** that you have daily access to email and text so that you receive important updates and information.

*Each student is responsible for knowing the information in this catalog. The AW Skin Institute reserves the right to update policies and/or to revise the curricula.

Mission Statement:

The Ann Webb Skin Institute is dedicated to creating leaders in the Esthetics fields by providing an exceptional education and a friendly, upbeat environment in which students can hone real-world skills. Our students go far beyond the basics, with an education taught entirely by working professionals in the Esthetics field. We focus on giving students the skills they need to make a real change in clients' skin. Students may choose from the following courses: Esthetics, Eyelash Extensions, Manicurist, Manicurist/Esthetics, and Instructor. Our goal is to empower students to take charge of their career, excel in their field, become licensed and employed in their chosen field of study, and become a positive influence in their community.

Licensing Body:

Texas Department of Licensing and Regulation
920 Colorado Street Austin, TX 78701 (512) 463-6599

Accredited By:

National Accrediting Commission of Career Arts and Science (NACCAS)
3015 Colvin St. Alexandria, Virginia 22314

Non-Discrimination Statement:

Ann Webb Skin Institute practices no discrimination on the basis of age, race, sex, color, creed, religion, financial status, nationality, ethnic origin or area of residence in any of its practices and policies on admissions, instruction, or graduation.

Important Contact Information:

STAFF

Ann Webb: Founder
ann@awskinclinic.com

Joanna Marceaux:
Co-Founder
joanna@awskinclinic.com

Aundrea Wagner:
School Director/SCO
aundrea@awskinclinic.com

Sam Webb: Founder/Instructor/ Manager
sam@awskinclinic.com

Sandra Salazar:
Financial Aid Director
sandra@awskinclinic.com

AW Skin Institute Phone Number: 512-614-4012
Ann Webb Skin Institute is owned by AWSCI, LLC

About Ann Webb:

Ann's passion for developing optimal skin care began at an early age. Her own struggles with cystic acne were the driving force behind her passion for finding a way to develop and improve beautiful skin. Ann traveled far beyond her small town of Gueydan, Louisiana to research and educate herself about every type of skin treatment available. She discovered that most treatment protocols were limited to a topical medication and antibiotics until she met Dr. Brent Schillinger. She was fascinated by his hands-on, specialized acne treatments that finally brought about a positive change in her skin. This fateful meeting began her journey into Esthetics.

Ann went on to work for the PGA Spa, The Florida Center of Cosmetic Surgery, and to serve as Cosmetic Director for the Austin Plastic Surgery Center while maintaining an Esthetics studio in her home. Developing a product line came about when she recognized a need for affordable, clean products for her local Esthetics clients. She had already contributed to the development of two other product lines, and was ready to put more than 10 years of research and labor into a line of her own. Ann envisioned products that would be affordable, simple to use, and contain the best pharmaceutical-grade ingredients available. She turned to her best friend, Joanna Marceaux, who had worked for more than 8 years as a business development specialist, for guidance. With Joanna's help, Skin By Ann Webb was born and quickly launched into natural food stores like Whole Foods and Sprouts. After experiencing national and international success with Skin By Ann Webb, Ann and Joanna decided to sell the product line in 2011 to focus on the Ann Webb Clinic and the Ann Webb Skin Institute. As life-long friends, Ann and Joanna have established a successful business partnership and have grown the Ann Webb brand together over the years!

Student Policies and Expectations:

We pride ourselves on giving students an interactive and educational experience with Instructors and Managers who care about them and their futures. We prepare students for a career in the beauty industry or any service industry at any level of employment. Everything that we ask students to do has a solid reason behind it. Students' time in school is just the beginning!

City of Austin, TX: Our AW Skin Institute is located in Austin, TX, a city of **2,176,000** people. Austin is one of the fastest growing cities in the country with over 100 people moving here each day. Austin boasts a diverse group and credits its economic strength to the young workforce that lives in the city. We are located in northwest Austin, approximately 12 miles from downtown. Concerts, shopping and cultural events happen on a regular basis.

Facilities and Equipment: The AW Skin Institute is over 7,000 square feet with state-of-the-art equipment and spacious areas for skin, nail, and lash instruction including classrooms, practice areas and offices. We do not offer hair programs.

Class Size: The class size is limited for all programs. Early enrollment is encouraged.

Class Start Dates:

Esthetician: Feb 27, May 16, Aug 25, Oct 23 (weekend), Feb 27, May 16, Aug 7, Oct 23 (day/night)

Lash Extensions: Jan 13, May 12

Operating Hours: Monday through Friday from 9:00 a.m. to 9:30 p.m, Saturday from 9:30 a.m. to 7 p.m., and Sunday from 9:30. to 5 p.m. Hours of attendance depend on the schedule and course selected.

Graduate Statistics: 2021 student statistics are as follows:

- Graduation rate – 92.66%
- Placement rate – 65.82%
- Licensure rate - 100%

Educational Requirements: Students must have a high school diploma or G.E.D. certificate to enroll. The AW Skin Institute does not admit ability-to-benefit students.

Admissions Requirements: The following are required for admission to all programs at the AW Skin Institute:

* Down payment for in house payment plans

*Copy of student's high school transcript with graduation date or diploma with the graduation date or G.E.D. certificate. Foreign high school diplomas must be translated to English using a professional service. The transcript must be on file by the day of enrollment.

*Copy of student's valid photo ID (i.e. driver's license, passport)

*Social Security number

How to Enroll:

•Fill out an application on our website and we will contact you to schedule a tour. There is no fee for submitting this application/ tour request to us.

*Our administration will review the application and alert students of their acceptance or rejection.

•Upon acceptance, students will set up an enrollment meeting in which the student will sign a school contract. A payment plan will also be set up at this time if the tuition is not paid in full or covered by financial aid funding.

Transfers: A transfer student may be accepted after careful evaluation of the student's academic records. Each transfer is evaluated individually. We do not recruit students who are already attending or have been admitted to other schools offering similar programs.

Re-Entry Policy: In the event a student wishes to re-enroll, it is determined how many hours the student has left to complete, they are re-enrolled with a new contract, tuition is pro-rated at the current tuition rate, and they are re-enrolled with TDLR. The student will be re-enrolled in the same satisfactory progress status at which he or she departed. Students must pay a re-entry fee of $125 to re-enroll.

2023 **Holidays & School Closures:** We are closed for school holidays/breaks on the following dates:

- December 23,2022 - January 5, 2023: Winter Holiday Break
- January 16, 2023: Martin Luther King Jr. Day
- February 20, 2023: Presidents Day
- February 23, 2023Instructor Prep Day
- March 13-19, 2023: Spring Break
- April 7 2023: Good Friday
- April 8-9 2023: Easter Break
- May 15, 2023 Instructor Prep Day
- May 26-29, 2023: Memorial Day Break
- June 19, 2022 Junetenth
- July 1-7, 2023: Summer Break
- August 3, 2023 Instructor Prep Day
- September 1-4, 2023: Labor Day Break
- October 9, 2023: Columbus Day
- November 10-12, 2023: Veterans Day Break
- November 20-26, 2023: Thanksgiving Break
- December 22, 2023 - January 4, 2022: Winter Holiday Break

* The Institute may also close for administration days or severe weather.
Students will be notified of school closures via text and email.

Student Tips: Students may keep the tips that they earn during their treatments. Students may receive cash tips directly from their clients.

Photo Release: Students' photos may be used in marketing including signs, flyers, website, and emails. If you do not wish to be in such materials please advise Management.

Disability Services: We are committed to providing a quality education to all students, including those with disabilities. For more information on disability services, please contact our administrative staff at 512-614-4012.

Privacy Policy: Students and parents/guardians of dependent minors are guaranteed the right to access and review the student's educational file. Students must submit a written request to the School Director to review their file. The student will be granted supervised access to their records within five business days of the request. Any third party request for information will require written authorization from the student or parent/ guardian of a dependent minor. Ann Webb Skin Institute requires that a release form be completed for each third party request of information. Ann Webb Skin Institute provides access to student records without written consent to its accrediting agency, the United States Department of Education, the State Licensing agency and any other school official. The school maintains a record of all release forms and requests for information.

Graduation Requirements: The school will grant a diploma of graduation for the applicable program of study when the student has successfully completed all levels of study, required tests, practical assignments, treatment logs and passed a final written and practical examination; completed the required hours; completed exit paperwork; and made satisfactory arrangements for payment of all debts owed to the school.

Employment Assistance: The school will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is not guaranteed.

Dress Code: All students are responsible for looking their best. Students should reflect the beauty industry that they are studying to become a part of. Students are required to wear cobalt blue scrubs in the esty program, green scrubs in the lash program and magenta in the cosmetology & nail programs. Shoes should be "spa shoes," meaning no heel, with soft and quiet soles (think Toms slip-ons or sneakers). They must have closed toes with a back and can be any color. Students should be prepared to remove makeup for practice facial treatments when necessary. Receiving facials enriches learning and is just as important as giving facials. Students may be asked to leave for the day resulting in loss of hours if they break dress code. Students are considered beauty professionals and should look the part! Students may pair their scrubs color pants with an Ann Webb T Shirt.

Time Clock Policy, Permits, & Hours: All students will be given a student permit. This is part of your dress code and must be worn every day while in the building. TDLR (Texas Department of Licensing and Regulation) requires all students to clock in and out daily. Clocking in is the first thing that each student should do upon arrival. If a student leaves the campus for lunch or personal reasons, **THEY MUST CLOCK OUT**. If hours are missed by missing clock-in, please let a manager know immediately. Hours are crucial for each student to successfully complete the program and graduate with the hours required by the state of Texas.

Rules About Clocking Hours:

•Students must clock in and out any time they enter or leave the building. Students clock in or out with their fingerprints. The clock will say "thank you" each time a student's time is registered.

•A 30 minute break is required for any student who is at school 8 hours or more on any given day. •Students can be at school a maximum of 12 hours per day and 48 hours per week.

•Students who forget their permit must clock in and come directly to a manager to receive a temporary permit.

•Students must **ALWAYS** have their permit and TDLR Rules & Regulations book when they are at school. Inspectors will be checking for these two things. Due to shortages, TDLR books have not been available. New edition will be out in August 2023. •Hours are turned in to TDLR at the beginning of every month for the previous month (i.e. all hours for May will be turned in at the beginning of June).

•Students will get an email from TDLR when their hours have been posted each month.

Parking: Our parking lot is not available to students Monday- Sunday between the hours of 8:30 and 4:15pm. Week Day students must park at the Pavilion Park and Ride at 11933 Jollyville Rd. 78759. After parking, week Day students are shuttled into school by our school van during the hours of 9am-5pm. Weekend Students at any time, and Night students that arrive after 4pm, must park in the parking lot across Bell Street. You will park in our lot on your first day of school and further instruction will be provided.

Grades: All training must be completed with an overall 70% grade average. The grading scale is A = 90-100; B = 80-89; C = 70-79; F (FAILING) = 0-69. Students must achieve a 90% on all **Student Clinic Practical testout** to show mastery before they work on clients.

Missing School Before Student Clinic: Please give your instructor at least a 24 hour notice if you are going to miss school. Everyone gets sick, has car troubles, runs late, gets stuck in traffic, or needs a personal day off, and here at AW Skin Institute we understand this, however tracking tardies and missed days are mandatory. . Three tardies will result in a pink slip.

Same day call outs are frowned upon and should be avoided. If you can not avoid a same day call out, you will be given a warning for the first time and given a pink slip to record future instances. Multiple pink slips can result in suspension or expulsion

Missing School During Student Clinic: Please give your instructor at least a 24 hour notice if you are going to miss school. Everyone gets sick, has car troubles, runs late, gets stuck in traffic, or needs a personal day off, and here at AW Skin Institute we understand this, however tracking tardies and missed days are mandatory. All tardies will result in a pink slip.

Same day call outs are frowned upon and should be avoided. If you can not avoid a same day call out, you will be given a pink slip to record the instances. Multiple pink slips can result in suspension or expulsion

Missing School For All Students : Students may not miss more than 7 days in a 10-week period. If a student misses any days during a 10-week period, those days are considered unexcused unless documentation for the following can be provided:Documented car accident

Documented hospital/ER Stay

Documented Contagious Illness

Documented death of a family member

Documented military deployment

Documented loss of Childcare (Childcare provider must be provided at enrollment and updated with admissions as necessary to receive this excused absence) Once documentation is provided for any of the above reasons, the absence will be considered excused. Your contract end date will be extended one day for every excused absence day. Admissions reviews absences every 10 weeks to determine the status of your absences.

7 days missed in a 10-week period will result in an evaluation of the attendance and pink slips will be written with disciplinary action taken, whether it be a Warning, In House Detention, Out of School Suspension or an Expulsion.

A students' classwork must be caught up to move on to the next status of their program, whether the absence is excused or unexcused.

You will be automatically dropped from the program if you miss more than 7 days in a row without submitting a leave of absence for the 7 days. Federal Financial aid attendance policies override our school attendance policy for those that are receiving Title IV funding. Be advised that taking the maximum amount of days allowed by the school may result in falling out of compliance with the Department of Ed or with your enrollment contract completion date

Attendance Policy for VA Students:

Students using veterans' benefits to attend Ann Webb Skin Institute will have attendance monitored until the time the student drops, graduates, or completes the program. Unsatisfactory attendance will I be reported to the DV A even if the VA student has completed the required number of hours and no refund is due the student and/or refund sources. Therefore, the attendance policy (20% of the total program and/or being absent five [5] consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to DV A on VA Form 22-I 999b within 30 days at such time the student exceeds the allowed number of absences.

Vacation: Students who have a planned trip should let student administration know in writing (e-mail is fine). Failure to follow this attendance policy may result in a student review. In most cases a LOA will be required of the student. We encourage you to avoid vacation or absence during your time in school, however scheduling this during your senior status will be the most ideal time within your course.

Leaves of Absence: Students who anticipate missing 7 or more calendar days must apply in writing for a leave of absence. Students must follow this policy in requesting a Leave of Absence. The application must be received in advance of the leave. Leaves of absence will only be granted for extenuating circumstances, such as medical issues. The reason for the request of the Leave of Absence must be included by the student and contain the student's signature and date of the request. In the event that a student is unable to provide the request in advance, the school may determine that a Leave of Absence should be granted. The school shall document why the Leave of Absence was warranted (such as a car accident). The school will gather the documentation necessary to have granted such a Leave at a later date. The start date of the Leave of Absence will be the first date that the student was absent as a result of the event. **Administration will determine the best day to reenter the school.** Leaves of absence will extend a student's contract period by the same number of days taken in the leave. A contract addendum is used to document the change in contract end date. Signatures and dates will be required of the student, and the school to document the revision. Leaves of absence may not exceed 180 days in any twelve-month period. A student granted a Leave of Absence is not considered to have withdrawn, and therefore no refund calculation is performed. If a student does not return from a leave on the scheduled return date, he or she will be dropped with the withdrawal date being the student's last day of physical attendance. No additional charges will be assessed as a result of a student's leave.

Over Contract Fee: All students receive a contracted end date tailored to their schedule. There is a $10 per hour rate once the contract end date is surpassed. It is important that students commit to the schedule that they choose in order to receive the best education possible. *Please note that Title IV funds may not be used to pay over contract fees.*

Appointment Schedule: Students are responsible for maintaining their schedules in our appointment software, MindBody by letting the supervisor know of any upcoming absences. Students' schedules must be correct for each day that they are in school.

Theft: Any student found stealing property from other students, the AW Skin Clinic, or the AW Skin Institute will be expelled immediately.

Smoking: **ABSOLUTELY NO SMOKING ON CAMPUS!** This is a rule that is part of the dress code and professional etiquette. Students must leave the campus area to smoke and must not return smelling of smoke.

Cell Phones: Please keep phones on silent, as this is a spa setting and we want to respect other students as well as our clients. Students are allowed to use and check their phones as long as they are on break or lunch and it is not disruptive to others.

Attitude: We hope that all students will have a professional and positive attitude while attending AW Skin Institute. We want this to be a fun, exciting learning environment, but we need students to have the same upbeat attitude to help maintain morale and keep everyone happy. ☺

Student Disagreements: If a student has a problem with another student or staff member, he or she must fill out a Grievance Form and turn it in to management. We want this to be a mature and nurturing environment, so please help us make that happen!

Spa Attendant Duties: Spa duties are mandatory for all students. Having a clean environment for clients to see when they walk through the door is a must! Maintaining cleanliness throughout the day is important due to walk-in clients. **All equipment must be turned off at the end of the day to avoid fire hazards.** Spa Attendant duties are the foundation for repeat clientele and compliance with sanitation regulations. Students are required to know the set-up and demonstrate the ability to turn over a room in an appropriate amount of time. Changing the sheets, emptying the garbage and linen bins, checking on back bar, candles, gowns/ robes, the temperature of hot water pillows, equipment sanitization, and much more goes into being prepared for each client.

Marketing Student Services: Students will find that most clients do not book without some kind of message being sent to them about available services. We are fortunate to have a list of people to call who have shown an interest in getting a spa treatment. We consistently send out mass emails to help book appointments, but students must also do their best to bring in clients to work on.

Student Clinic Responsibilities: Students may be given appointments on any day that they are scheduled to be here. They will also be asked to fill in as Spa Attendant or Reception Greeter if needed. Shift work in the reception area may be performed by all students. Please do not give instructors a hard time if assigned to shift work. These are real-world skills that can help you in your future job. You must maintain your schedule and once you are in Student Clinic status you must keep your schedule open to attend school.

Respect Your Instructors and Their Time: Instructors have scheduled classes that they must teach on time. Students who are in the building must attend a class if they have not had it before. If they have already attended the class and are practicing something else, they should refrain from interrupting an instructor while he/she is teaching. Instead, students should work with the instructor on a time that he/she can answer questions or help. We offer a friendly, easy-going, and self-paced atmosphere, but students are required to follow directions from their instructors. Please pay attention when taking a class and participate. It is important to remember all of these rules. Failure to comply could result in expulsion as we have complete confidence in our staff's etiquette, knowing that they truly have students' best interests at heart. They wouldn't be Ann Webb Skin Institute material if they didn't!

Locker Assignments: Each student will receive a locker. Students will need to bring a combination lock for their locker. All lockers are to remain the same until graduation. Any illegal or hazardous materials (i.e. alcohol, drugs, and paraphernalia) are not tolerated and should not be brought into the building or placed in lockers. Please respect the property of others.

Pink Slip Disciplinary Policy: Please be advised that any incidents or any general misconduct of AW Institute policies or TDLR policies, or your enrollment agreement could result in a pink slip and any of the following disciplinary actions: WARNING, SUSPENSION, IN HOUSE DETENTION OR TERMINATION

Disciplinary action can be taken in the building, in our outdoor areas, and on all field trips. A student cannot receive more than three warnings before action is taken, however any single incident may result right away in a suspension or a Dismissal/Termination.

A. WARNING: A pink slip is given, and the student may return to class with a warning.

B. SUSPENSION: A pink Slip is given, and enrollment may be immediately suspended for three days at the discretion of the school

C. IN HOUSE DETENTION: A pink slip will be given. Students will remain in solitary detention for a designated amount of time per management.

D. DISMISSAL - EXPULSION-TERMINATION: Enrollment may be terminated at the discretion of school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution. Disciplinary decisions may be appealed, if permitted in your Termination Letter, by submitting a written statement containing as much detail and information as you can within 10 days of your termination. The appeal will be reviewed by the school administration and the Student will be notified of the decision within 30 days of the receipt of the appeal. Students are encouraged to voice their grievances with school management or the corporate office by means of the Institution's Grievan Procedure. Students terminated for conduct violations may be readmitted at the discretion of school management or owner however IMPROPER Conduct generally results in a low chance for re enrollment.

Grounds for Immediate Expulsion/Termination due to IMPROPER Misconduct & Policy Non-Compliance:

*Alteration of grade reporting
*Breaking and Entering School Property
*Any criminal act, including one that causes bodily harm or stealing
*Reckless Endangerment
*Fighting with an instructor or manager with or without bodily harm
*Disruption of client treatments
*Sexual Harassment/ Harassment
*Smoking/Vaping anywhere on school premises including the outdoor areas
*Misappropriation (stealing) client lists
*Any non-compliance of our Pink Slip Disciplinary Policy that management deems grounds for expulsion.
*Breaking TDLR Rules
*Breaking Contract payment terms
*Going over your Max Time Frame

All students sign a copy of the Pink Slip Disciplinary Policy in orientation and it is retained in your student folder as acknowledgement of your understanding. Ann Webb Skin Institute does not require additional signatures on each pink slip to take action. We hold our students to a very high standard and do not tolerate threats or verbal/physical attacks that will hinder the learning environment for the rest of the currently enrolled students and staff.

We do not consider students who are:

* negative and rude
* cause trouble and drama by forming cliques
* give their instructors a hard time
* do not participate in duties

Work Hours and Environment: Professionals in esthetician-related fields and manicuring fields work in clean and sterile environments. They must frequently sterilize equipment and organize their environment for safety and work efficiency. They may also wash their hands frequently or wear gloves, depending on the procedure. Some estheticians work in spas where the atmosphere is calm and pleasant, often with relaxing background music. Other estheticians work in salons, but are often placed in private rooms. Evenings and weekends work hours are common. They may stand on their feet for long periods or may have the option to sit, depending on the treatment they are providing. They can work full-time or part-time. Some even work more than 40 hours a week.

Scholarships: All employees/independent contractors of the Ann Webb Skin Clinic are eligible for a scholarship at AW Skin Institute upon approval from management. If their employment at AW Skin Clinic ends, the student may remain enrolled on a cash pay basis.

Our Curriculum:

We have a number of programs at AW Skin Institute that are not eligible for Title IV funds. These include Manicurist, Manicurist/Esthetics, Eyelash Extensions, Cosmetology. Currently only our Esthetics course is eligible for Title IV funds.

ESTHETICS - 750 HOURS

(A) Facial treatment, cleansing, masking, therapy - 225 Hours
(B) Anatomy and physiology - 90
(C) Electricity, machines, and related equipment - 75 Hours
(D) Makeup - 75 Hours
(E) Orientation, rules and laws - 50 Hours
(F) Chemistry - 50 Hours
(G) Care of client - 50 Hours
(H) Sanitation, safety, and first aid – 40 Hours
(I) Management - 35 Hours
(J) Superfluous hair removal - 25 Hours
(K) Aroma therapy - 15 Hours
(L) Nutrition - 10 Hours
(M) Color psychology - 10 Hours

EYELASH EXTENSIONS- 320 HOURS

(A) Orientation, rules and law - 10 Hours
(B) First aid and adverse reactions - 15 Hours
(C) Sanitation and contagious diseases - 20 Hours
(D) Safety and client protection - 10 Hours
(E) Eyelash growth cycles and selection - 20 Hours
(F) Chemistry of products - 5 Hours
(G) Supplies, materials and related equipment - 10 Hours
(H) Eyelash extension application - 190 Hours
(I) Eyelash extension isolation and separation - 15 Hours
(J) Eye shapes - 15 Hours
(K) Professional image/salon management - 10 Hours

COSMETOLOGY-1,000 HOURS

(A) Haircutting, Styling and Related Theory -500 Hours
(B) Hair Coloring and Related Theory - 150 Hours
(C) Cold Waving and Related Theory-100 Hours
(D) Manicuring and Related Theory -100 Hours
(F) Orientation, Rules and Laws -75 Hours
(G) Shampoo and Related Theory- 75 Hours
(H) Chemical Hair Relaxing and Related Theory – 50 Hours
(I) Hair and Scalp Treatment and Related Theory – 25 Hours
(J) Facials and Related Theory- 25 Hours

MANICURIST - 600 HOURS (NOT ELIGIBLE FOR TITLE IV) (IS ELIGIBLE FOR GI Bill®)

A procedures: 320 Hours
basic manicure and pedicure, oil manicure, removal of stains, repair work, hand and arm massage, buffing, application of polish, application of artificial nails, application of cosmetic fingernails, preparation to build new nail, and application of nail extensions, sculptured nails, tips, wraps, fiberglass/gels and odorless products
bacteriology, sanitation and safety: 100 Hours definitions, importance, rules, laws, methods, safety measures, hazardous chemicals and ventilation odor in salons
professional practices: 80 Hours
manicuring as a profession, vocabulary, ethics, salon procedures, hygiene and grooming, professional attitudes, salesmanship and public relation arms and hands: 70 Hours
major bones and functions, major muscles and functions, major nerves and functions, skin structure, functions, appendages, conditions and lesions, nails structure, composition, growth, regeneration, irregularities and diseases
orientation, rules, laws and preparation 15 Hours
equipment, implements and supplies 15 Hours

MANICURIST/ESTHETICS - 1200 HOURS (NOT ELIGIBLE FOR TITLE IV) (IS ELIGIBLE FOR GI Bill®)

Orientation, rules, laws and preparation (F and M)
30 Hours
Electricity, machines, related equipment, implements and
supplies (F and M) 90 Hours
Facial treatment, cleansing, masking, therapy (F) 215 Hours
Procedures - basic manicure and pedicure, oil manicure, removal of stains, repair work, hand and arm massage, buffing, application of polish, application of artificial nails, application of cosmetic fingernails, preparation to build new nail, and application of nail extensions, sculptured nails, tips, wraps,
fiberglass/gels and odorless products (M) 310 Hours
Anatomy and physiology (F) 50 Hours
Arms and hands - major bones and functions, major muscles and functions, major nerves and functions, skin structure, functions, appendages, conditions and lesions, nails structure, composition,
growth, regeneration, irregularities and diseases (M) 50 Hours
Makeup (F) 75 Hours
Chemistry (F) 30 Hours
Sanitation, safety, and first aid (F) 40 Hours
Care of client (F) 50 Hours
Management (F) 20 Hours
Superfluous hair removal (F) 25 Hours
Aroma therapy (F) 15 Hours
Nutrition (F) 10 Hours
Color psychology (F) 10 Hours
Bacteriology, sanitation and safety - definitions, importance, rules, laws, methods, safety measures, hazardous chemicals and
ventilation odor in salons (M) 100 Hour

Costs:

Esthetics:	Tuition:	$12,960.00
	Registration Fee:	$ 75.00
	Kit/Textbooks/Supplies:	$ 1,775.00
	TOTAL:	$14,810.00
Esthetics:	Tuition:	$12,960.00
VA Students	Registration Fee:	$ 75.00
	Kit/Supplies:	$ 1,475.00
	TOTAL:	$14,510.00
Eyelash Extensions:	Tuition:	$4,000.00
	Registration Fee:	$ 75.00
	Kit/Textbook/Supplies:	$ 545.00
	TOTAL:	$4,620.00
Eyelash Extensions:	Tuition:	$4,000.00
VA Students	Registration Fee:	$ 75.00
	Kit/Supplies:	$ 430.00
	TOTAL:	$4,505.00
Cosmetology :	Tuition:	$16,000.00
	Registration Fee:	$ 75.00
	Kit/Supplies:	$1650.00
	TOTAL:	$17,725.00
Cosmetology:	Tuition:	$16,000.00
VA Students	Registration Fee:	$ 75.00
	Kit/Supplies:	$1650.00
	TOTAL:	$17,725.00
Manicurist:	Tuition:	$3,275.00
	Registration Fee:	$ 75.00
	Kit/Textbook/Supplies:	$ 550.00
	TOTAL:	$3,900.00
Manicurist:	Tuition:	$3,275.00
VA Students	Registration Fee:	$ 75.00
	Kit/Supplies:	$ 440.00
	TOTAL:	$3,790.00

Manicurist/Esthetics:	Tuition:	$8,900.00
	Registration Fee:	$75.00
	Kit/Textbook/Supplies:	$1,975.00
	TOTAL:	
	$10,950.00	

Manicurist/Esthetics:	Tuition:	$8,900.00
VA Students	Registration Fee:	$75.00
	Kit/Supplies:	$1,565.00
	TOTAL:	$10,540.00

Other Costs: State Exams for License - $50 written portion, $70 practical portion

Forms of Payment: We accept cash, personal check, Mastercard, Visa and institutional loans. A 3% fee will be charged for credit card payments.

Additional Policies:

Section 1602.457. Cancellation and Settlement Policy

The holder of a private beauty culture school license shall maintain a cancellation and settlement policy that provides a full refund of money paid by a student if the student:

(1) cancels the enrollment agreement or contract not later than midnight of the third day after the date the agreement or contract is signed by the student, excluding Saturdays, Sundays, and legal holidays; or (2) entered into the enrollment agreement or contract because of a misrepresentation made:

(A) in the advertising or promotional materials of the school; or (B) by an owner or representative of the school.

Section 1602.458. Refund Policy

(a) The holder of a private beauty culture school license shall maintain a refund policy to provide for the refund of any unused part of tuition, fees, and other charges paid by a student who, at the expiration of the cancellation period established under Section 1602.457:

(1) fails to enter the course of training; (2) withdraws from the course of training; or (3) is terminated from the course of training before completion of the course.

(b) The refund policy must provide that:

(1) the refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by an enrollment agreement, contract, or other document acceptable to the department;

(2) the effective date of the termination for refund purposes is the earliest of:

(A) the last date of attendance, if the student is terminated by the school;

(B) the date the license holder receives the student's written notice of withdrawal; or

(C) 10 school days after the last date of attendance; and

(3) the school may retain not more than $100 if:

(A) tuition is collected before the course of training begins; and

(B) the student fails to withdraw from the course of training before the cancellation period expires.

School Closure/Course Cancellation

In the event that AW Skin Institute cancels the course in which a student is enrolled or permanently closes the school *before* instruction has begun, student will be refunded the full amount paid. In the event that AW Skin Institute cancels the course or permanently closes the school *after* instruction has begun, student will receive a pro rata refund of tuition.

Section 1602.459. Withdrawal or Termination of Student

(a) If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, during the last 50 percent of the course, withdraws from the course or is terminated by the school, the school:

(1) may retain 100 percent of the tuition and fees paid by the student; and

(2) is not obligated to refund any additional outstanding tuition.

(b) If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, before the last 50 percent of the course, withdraws from the course or is terminated by the school, the school shall refund:

(1) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter;

(2) 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course;

(3) 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and

(4) 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.

(c) A refund owed under this section must be paid not later than the 30th day after the date the student becomes eligible for the refund.

This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the Student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal.

Satisfactory Academic Progress (SAP) Policy

1. All students, regardless of course or attendance schedule are required to maintain satisfactory progress throughout their training to be in compliance with institutional policy and to remain eligible for HEA, Title IV federal student financial assistance. Satisfactory progress is measured in both quantitative terms (attendance), as well as qualitative terms (academics/grades). Students must meet the school's attendance standard and the academic standard on a cumulative basis (start date to evaluation date) to be considered as making satisfactory progress unless the student is on probation as defined in this policy. This policy is available so applicants can understand the requirements prior to enrollment.

2. Attendance Standard

Students must maintain an attendance rate of 67% at the evaluation point to be considered to be in satisfactory academic progress.

3. Academic Standard

All training must be completed with an overall 70% grade average. The grading scale is A = 90-100; B = 80-89; C = 70-79; F (FAILING) = 0-69. *(However, please note that students must achieve a 90% on the **Black Status Practical test out** to show mastery before they work on clients.)*

Students must maintain an academic average of at least 70% (C) or higher to meet the standards of this policy.

4. Evaluation Periods

Progress will be evaluated at the following ACTUAL hour intervals:

Esthetics:	375 hours, 750 hours
Eyelash Extensions:	160 hours, 320 hours
Manicurist:	300 hours, 600 hours
Manicurist/Esthetics:	450 hours, 900 hours, 1200 hours
Instructor (500)	250 hours, 500 hours
Instructor (750)	375 hours, 750 hours

Students who meet the 67% attendance standard and the 70% academic standard will be considered to be making satisfactory progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress determination at the time of each evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV* funding interrupted unless the student is on warning or has prevailed upon appeal resulting in a status of probation *(*Ann Webb Skin Institute is not yet eligible for such funds).*

5. Warning

Students who fail to meet the minimum requirements for attendance or academic progress are placed on **warning and are not considered making Satisfactory Academic Progress (SAP).** The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation, which is normally at the end of the current payment period.

If the student is not meeting SAP at the end of the Financial Aid Warning Period, there will be a loss of Title IV, HEA eligibility **with the right to appeal**. The student will be placed on Financial Aid Suspension, with a ***loss*** of Title IV, HEA funding and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility.

During this period the student will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment should be completed before the student resumes classes.

6. Financial Aid Probation

1. A student can be placed on Financial Aid Probation for one payment period only if their appeal is granted as outlined by the appeal process.

   Any student that prevails upon the appeal process shall be placed on **Financial Aid Probation** and will be eligible to receive Title IV, HEA during this period. A student placed on **Financial Aid Probation** may receive Title IV, HEA program funds for that payment period. While on Title IV, HEA Financial Aid Probation, the student must meet the institution's SAP standards by the end of the payment period.

2. Students placed on Financial Aid Probation with an academic plan must complete the requirements of the Academic Improvement Plan by the end of the payment period.
3. Academic Improvement Plan is developed by the institution to assist the student in regaining their Title IV, HEA eligibility by regaining SAP. The student's approval email/letter will explain all requirements that must be met during his/her probationary period to continue to receive financial aid.

   A student who fails to complete a single course or has a complete withdrawal from Ann Webb Skin Institute after receiving financial aid may be automatically placed on suspension

7. Title IV, HEA Appeal Procedures Of Suspension

A student who loses their financial aid eligibility due to not making SAP at the end of a financial aid warning has the right to file an appeal regarding their SAP evaluations.

A student who wishes to appeal his or her **Financial Aid Suspension** and loss of Title IV, HEA eligibility, and has extenuating circumstances may appeal a financial aid suspension by submitting a written appeal to the Financial Aid Director within 5 calendar days of a negative progress determination. Appeals must explain **in detail** why the student failed to meet the minimum academic standards, what extenuating circumstances caused the failure, and how the situation has since improved.

Examples of extenuating circumstances include illness, medical issues with immediate family members, or a death in the family. *Personal or financial issues with family, friends, or roommates are not considered extenuating circumstances.*

8. Re-establishment of Satisfactory Academic Progress/Reinstatement of Federal Financial Aid

Students must re-establish satisfactory academic progress and Title IV eligibility by the end of the warning/probation period in order to regain Title IV, HEA funds. If the student does not reach satisfactory academic progress by the next payment period, the student will remain ineligible for Title IV, HEA funding.

9. Leave of Absence and Withdrawals

Students must submit a written request for a leave of absence in advance that includes the reason for the leave, the dates of the desired leave, and the student's signature. AW Skin Institute may grant a leave of absence to a student who did not apply in advance for the leave due to unforeseen circumstances (i.e. car accident or injury) that prevent the student from doing so. In this case, the beginning date of the leave is determined by the institution to be the first date the student was unable to attend school because of the accident or injury. If enrollment is temporarily interrupted for a leave of absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract and maximum time frame period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. There is a maximum of 180 days of leave of absence for a 12 month period. No additional charges will be assessed as a result of a student's leave. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. A student who withdraws from a class prior to its completion is permitted to repeat that class at a later date.

10. Course Incompletes, Repetitions and Non-Credit Remedial Courses

Course Incompletes, Repetitions and Non-Credit Remedial Courses do not apply to this institution and therefore, these items have no effect upon the school's satisfactory academic progress standards.

11. Transfer Hours

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame (150% Title IV, HEA requirements) has been exhausted.

SAP evaluation periods are based on actual contracted hours at the school.

12. Maximum Time Frame

Students who maintain satisfactory progress in attendance will complete the program during the allowable maximum time frame of 150%. Students who have not completed the course within the maximum time frame may continue as a student at the institution on a cash pay basis.