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**SHEAR FINESSE BEAUTY ACADEMY**  
School of Cosmetology and Barbering  
Jacksonville, Florida

*Turning Creativity into Careers*

Licensed by the Commission for Independent Education,  
No. 3981  
325 West Gaines Street, Ste # 1414  
Tallahassee, FL 32399-0400  
(888) 224-6684

9200 ARLINGTON EXPRESSWAY #28, JACKSONVILLE, FL 32225  
904-764-6474



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3015 Colvin St., Alexandria, VA 22314  
703-600-7600

## **Welcome to Shear Finesse Beauty Academy**

You have made an excellent decision to explore an exciting and rewarding career in the beauty industry. Choosing a career is a very important step in your life and we appreciate your decision to begin with our institution. We at Shear Finesse Beauty Academy furthermore known as SF Beauty Academy" are dedicated to providing you the most innovative education and professional training for success. The school is grateful for this opportunity and look forward to assisting you on your exciting career path in the fields of Cosmetology and Barbering.



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**Addendums become a part of this catalog**











































## Overtime Tuition Policy

Daily attendance is required. Excessive tardiness and absences will cause an interruption of training, thus, resulting in overtime tuition. Therefore, Shear Finesse Beauty Academy has provided in their enrollment contract extra time for absences and holidays. The cost of training is for a time period covering the required hours of scheduled attendance. Any student not completing the program within the scheduled time plus 10% will be charged an overtime tuition fee of \$12.50 per clock hour. Overtime fees are due when incurred, and the school reserves the right to suspend attendance until these fees are paid in full.

**EXAMPLE:** Calculation of Overtime Tuition upon completion of minimum 1200 Hour and all required services.

Overtime Tuition Calculation	
Contact Hour	1200
Hour Attended	1450
Contract Hour plus 10%	1320
Overtime Hour	130
Overtime Charge	\$12.50 X 130hr = \$1625.00

## Uniforms

Shear Finesse Beauty Academy students represent the future professionals of our industry and from day one are expected to cultivate the image. Students may purchase the school designated uniforms or request the school purchase the uniforms prior to day one. The cost of uniforms may range from \$25.00 to \$80.00 depending on the number of uniforms a student wishes to have. Students should be in clean black scrubs with closed toed, rubber soled shoes. Although the school encourages creativity, the hair must be neat and clean. Students not in uniform and/or in compliance with the school's standards for on campus appearance during their scheduled class time will not be admitted to class and ask to leave the campus until in compliance.

## Text Books and Tool Kits/Supplies

Books and tool kits/Supplies will be issued when payment for books and tool kits are received. This may be a cash payment during the first week of class or the student may wait for financial assistance to be disbursed. Books and Tool kits are non-refundable.

## Lockers

Shear Finesse Beauty Academy provides lockers free of charge to enrolled students on a first-come, first-served basis for storage purposes while actively enrolled in school.

### Guidelines

1. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, interference with school purposes or educational function, damage to the locker or the physical facility, or which are forbidden by local, state, federal law or the school policies.
2. This includes, but is not limited to, drugs and related paraphernalia (other than over-the-counter medication or that for which a student has a current prescription), weapons, any flammable substance or explosive device, any pungent or noxious acid or chemical, or perishable food products. Students shall take reasonable care that their locker contents not negatively impact the contents of any other locker (ie: spilled liquids).
3. Students will be expected to keep their lockers (interior and exterior) in a clean and orderly manner. No stickers or other adhesive-applied materials shall be used on the interior or exterior of the locker at any time, for any purpose.
4. Students may use only the locker registered in their name and may not change lockers with another student.
5. Access to lockers is limited to the school's regular operating hours and is restricted when the building is closed, including school holidays.
6. Do not store money, checks, credit and debit cards, jewelry, or other valuable items in your locker.



## Locks

1. Students must provide their own padlocks. It is strongly recommended students chose a sturdy lock in order to reduce the risk of theft. Do not share your locker key or combination with others.
2. Only standard combination or keyed padlocks designed for day-to-day use are permitted.
3. If a prohibited padlock is identified, the student will be asked to remove the padlock and either vacate the locker or replace the padlock with one that is approved within 72 hours. If no response is received within 72 hours, the padlock will be cut and the locker contents turned over to the Administrative Office of the school. Students must take full responsibility for retrieving these items, and items not claimed after the appropriate time will be disposed of at the discretion of the Director.

### The following types of locks are not permitted

- a. Guarded locks with metal guards that protect and surround the shackle leaving only the top of the shackle exposed. Example: Disc padlocks, hidden shackle padlocks, shrouded padlocks.
- b. High security padlocks that have hardened steel shackles for cut resistance.

## Procedures

1. Locker assignments are coordinated by the Admissions Office and are valid from the Start date until end date of the Enrollment Agreement, but may be extended upon the discretion of the Director.
2. After choosing a locker, students should place their padlock and then register their locker with the Admissions Office.
3. At the end the program, withdrawal, termination, lockers must be cleared of their contents, or risk having the padlock cut and contents removed.
4. Items removed from lockers at the conclusion of a student's program will be stored for a limited time (72 hours) and returned only upon request and presentation of appropriate identification. Students must take full responsibility for retrieving these items, and items not claimed after the appropriate time will be disposed of at the discretion of the Director.
5. Padlock cutting is available upon request through the Admissions Office and may be scheduled during normal business hours or after-hours for emergencies. When padlock cutting is requested, the locker's occupant must be present when their padlock is cut. The occupant must produce a valid id card and verify, in writing, their locker number and that the padlock being cut belongs to them. Students must sign a Lock Removal Request form authorizing the school authority to cut the padlock from registered lockers.
6. Shear Finesse Beauty Academy reserves the right to open any locker with or without notice to the locker's occupant and with or without the occupant being present, to search and remove its contents or inspect its condition. Shear Finesse Beauty Academy may, in its discretion, share the results of a locker search/inspection with police authorities or other external bodies. Following is a partial, but not exhaustive, list of examples of when the school may exercise its discretion:
  - Locker appears abandoned
  - Concern that the locker contains illegal or harmful contents
  - At the request of or in cooperation with police authorities
  - For investigative purposes related to suspected or alleged criminal, illegal, or inappropriate activities
  - Risk to the physical facilities or persons
  - Use of a locker without authorization
  - Physical damage to or defacing of the locker, or a contiguous locker
  - Odors indicating spoiled food or pungent chemicals
  - Prohibited lock is identified

## Liability

Students use on-campus lockers at their own risk, and are responsible for the security of their contents. Lockers are not regularly monitored by the school authority. Shear Finesse Beauty Academy is not responsible for the contents of the lockers, nor the padlocks.



(R2T4) funds will be completed and any applicable returns by the school shall be paid first to unsubsidized Federal Direct Loan Programs; second to subsidized Federal Direct Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program. A complete description of the Return to Title IV (Federal Student Aid) procedures will be provided by the Financial Administrator.

(End of Official Withdrawal Policy)

## **Unofficial Withdrawal Policy**

Unofficial withdrawals occur when a student is dropped from a program due to academics and/or attendance, terminated for conduct, fails to return from an official leave of absence, and/or ceases to attend class without having gone through Shear Finesse Beauty Academy's Official Withdrawal Process.

### **Date of Determination**

Regardless of whether the withdrawal was done officially or unofficially, the school will determine the date of withdrawal. In the case of unofficial withdrawals, the last documented date of attendance will be the withdrawal date with the exception of students not returning from an approved leave of absence. These students will be withdrawn from the program and the withdrawal date will be the earlier of the documented expected date of return or the date the student notifies the institution of withdrawal. This policy also applies to expelled students.

School officials will utilize attendance records and/or student academic records in determining the last date the student was considered in participation in their classes, if necessary.

Withdrawal dates for students who did not notify the school due to circumstances beyond their control will be given special consideration for an earlier withdrawal date based on appropriate third party documentation of their circumstances.

### **Identifying Unofficial Withdrawals**

At the end of each month, designated school officials audit attendance and academic records to identify students who may be considered an "unofficial withdrawal". The results are reported to the Administrative, Business, and Financial Aid Offices to complete the withdrawal process (if applicable).

### **Financial Responsibility for Unofficial Withdrawals**

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENTAGE OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	AMOUNT OF TUITION OWED TO THE SCHOOL
0.01% to 40%	Pro-Rata
40.1% to 49.9%	70%
50% and over	100%

- Students who withdraw or terminate prior to course completion may be charged a cancellation or administrative fee of \$150.00. 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. All fees are identified in the catalog and in this enrollment agreement.
- Books and kits are non-refundable
- For unofficial withdrawals, all refunds will be calculated based on the students last date of attendance. Any funds due a student shall be refunded within 30 days of that date. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

***Federal Financial Aid Recipients:*** The school will report official and unofficial withdrawals as mandated. Which will result in a calculation for Return To Title IV (R2T4) funds and any applicable returns by the school shall be paid first to unsubsidized Federal Direct Loan Programs; second to subsidized Federal Direct Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program. **A complete description of the *Return to Title IV (Federal Student Aid)* procedures will be provided by the Financial Administrator.**

(End of Unofficial Withdrawal Policy)

## **Return of Title IV FUNDS**

**(The phrase “*Your School*” refers to Shear Finesse Beauty Academy)**

The law specifies how Shear Finesse Beauty Academy (institution) must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs offered by the schools covered by this law are: Federal Pell Grants, Subsidized Direct Loans, Unsubsidized Direct Loans, and Plus Loans.

This policy applies to students' who withdraw officially, unofficially or dismissed from enrollment at Shear Finesse Beauty Academy It is separate and distinct from the Shear Finesse Beauty Academy refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire payment period for which the aid is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined utilizing the payment the period. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice. If a R2T4 calculation results in a credit balance on the student's account, it will be disbursed to the student as soon as possible and not later than 14 days from the date the school performed the R2T4.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs. **“Official” and “Unofficial” Withdrawal from the School**

A student is considered to be **“Officially”** withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 10 consecutive school days (14 calendar days), will be subject to termination and considered to have **“Unofficially”** withdrawn. The date of determination will be the last date the student was in attendance.

Upon determination of a withdrawal status, Shear Finesse Beauty Academy will complete the following:

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record.
2. Utilize the student’s ledger and attendance record to complete a *Return to Title IV Funds* electronic worksheet provided by Financial Aid Services (FAS).
3. Submit the form to FAS to calculate the Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV, HEA Funds Worksheets. The scheduled attendance is based upon the payment period.
4. Upon receipt of the completed *Treatment of Title IV Funds* worksheet from FAS electronically, the school will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the determination date.
5. Calculate the school’s refund requirement (see school refund calculation)
6. Shear Finesse Beauty Academy, Financial Director will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made and update the return on the student’s ledgercard.
7. If applicable, Shear Finesse Beauty Academy, will provide the student with a refund letter explaining Title IV requirements:
  - a) The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
  - b) Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
  - c) Supply the student with a final student ledger card showing outstanding balance due the school and the available methods of payment.
8. A copy of the completed worksheet, letter, and final ledger card will be kept in the student’s file.

In the event a student decides to rescind his or her **official** notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student’s withdrawal date is the original date of notification of intent to withdraw.

## **Disbursement Restrictions – 30 Day, First time, First Year Undergraduate Students**

There are some Title IV, HEA funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements.

For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

### **Earned AID**

Title IV, HEA aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the **payment period**. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

### **Withdraw Before 60%**

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

### **Withdraw After 60%**

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

*The institution measures progress in Clock Hours, and uses the payment period for the period of calculation.*

### **The Calculation Formula**

Determine the amount of Title IV, HEA Aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

1. Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

HOURS SCHEDULED TO COMPLETE TOTAL HOURS IN PERIOD = %  
EARNED

1. If this percentage is greater than 60%, the student earns 100%.
2. If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Students are not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

The institution will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to Shear Finesse Beauty Academy or Sign a repayment agreement with the U.S. Department of Education.

### **Order of Return**

Shear Finesse Beauty Academy is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Parent Plus loans – received on behalf of the student
- Federal Pell Grants for which a Return is required

### **Timeframe for Returning of Title IV, HEA funds:**

A school must return the amount of Title IV funds for which it is responsible as soon as possible, but no later than **45 days** after it determines or should have determined that the student withdrew.

### **Post-Withdrawal Disbursement**

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school).

The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. A post-withdrawal will be posted to the student's account first, and any credit balance will be disbursed to the student as soon as possible, but no later than 14 days from the date the school performs the R2T4 calculation.

### **Timeframe for post- withdrawal disbursement of Title IV, HEA funds**

A school must offer any post-withdrawal disbursement of loan funds within 30 days of the date the school determined the student withdrew to the parent/student and allow at least 14 days for a response to accept or decline loans. A school must always return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew.

- A school must disburse any Title IV grant funds a student is due as part of a post-withdrawal disbursement as soon as possible, but no later than 45 days after the date the school determined the student withdrew and disburse any loan funds a student accepts within 180 days of the date the school determined the student withdrew.

### **Time frame for returning an unclaimed Title IV, HEA credit balance**

If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.

If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period. The school must cease all attempt stop disburse the funds and return them no later than 240 days after the date it issued the first check.

### **Institution Responsibilities in regards to return of Title IV, HEA funds**

Shear Finesse Beauty Academy's responsibilities in regards to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV, HEA funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV, HEA programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

### **Overpayment of Title IV, HEA Funds**

Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangement with Shear Finesse Beauty Academy or Department of Education to return the amount of unearned grant funds.

### **Student Responsibilities in regards to return of Title IV, HEA funds**

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.



### **Institution Refund vs. Return to Title IV, HEA Funds**

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that Shear Finesse Beauty Academy may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Shear Finesse Beauty Academy may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you don't already know what your school's refund policy is, you can ask your school for a copy (provided during enrollment, orientation, school catalog). Your school can also provide you with the requirements and procedures for officially withdrawing from school (provided during enrollment/orientation and school catalog).

### **Return to Title IV, HEA questions?**

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web **[www.studentaid.ed.gov](http://www.studentaid.ed.gov)**.

**\*This policy is subject to change at any time, and without prior notice.**

(End of the Return to Title IV Policy)





8a

## Restricted Barbering

8d

The Restricted Barbering Program objective is to provide the students with the necessary education and training to meet the competencies for examination required by the Florida State Board of Barbering. The students are equipped with a variety of skills to begin a career in the Barbering or the related industry, including business skills, customer service, retailing, communications, and entrepreneurship.

8b

### Restricted Barbering General Program Description

8c

The Restricted Barbering Program is a 600 hour program that consists of academic (theory) and practical application with the exception of chemical services. Students are taught through class room lecture, demonstration and hands on training in a clinic setting, where they practice skills on mannequins and clients. Beginning students are taught the basics and are not allowed practice on clients until they have satisfactorily completed the basics skills to move on to the next level. Students are tested at the end of each subject listed in the program outline below and are expected to pass with a test score of 80%. The restricted barbering subjects are identified by a course number that begins with RBT (Restricted Barbering Theory) and RBP (Restricted Barbering Practical).

8f

Restricted Barbering Program Outline

8e

COURSE NUMBER	COURSE NAME	CLOCK HOUR	SERVICES
RBT000	Introduction to Barbering -Study Skills - History -Professional Image	3	
RBT100	Infection Control and Safe Work Practices - HIV/AIDS 4 Hours	60	
RBT101	Hair Structure -Properties and Disorders of the Skin -Properties and Disorders of the Hair and Scalp -Treatment of the Hair and Scalp/Shampoo -Haircutting and Styling	50	
RBT102	Shaving, Beard and Mustache Trimming	20	
RBT103	Florida Law and Rules -State Board Preparation -The Job Search -Barbershop Management	65	
RBP100	Infection Control: Principals and Practices- HIV/AIDS 4 Hours	265	
RBP101	Treatment of the Hair and Scalp-Shampooing	10	10
	Haircutting, Men and Women Haircutting -Free Hand -Shear Over Comb -Clipper Over Comb -Style Cuts with Blow Dry	90	90
RBP102	Shaving, Mustache and Beard Trim	30	50
RBP103	Seeking Employment	5	0
	Shop Management	2	0
Total Theory Hours-198		Total Practical-402	Total Services-600

8a

## Full Specialist

The objective of this program and curriculum is to provide complete training in the field of Facial Specialist and Nail Technician for students interested in employment in fine salon or spas. The students will be prepared for the final examination in order to be registered as a licensed Full Specialist. After completing the necessary credit hours and services, the students will receive a Diploma stating that they have satisfactorily completed the course.

### FULL SPECIALIST PROGRAM DESCRIPTION

This program combines the knowledge of two disciplines, Facial Specialist and Nail Technician. The students will develop skills in facial techniques, hair removal, makeup applications, manicure, pedicure, nail art and artificial nail work. The Full Specialist program at Shear Finesse Beauty Academy has additional hours beyond the state of Florida requirement of 500 hours to offer the student additional education and training beyond the basic nail technician and facial specialist programs, thus allowing the student to expand their practice, professional opportunities and earning potential.

### FULL SPECIALIST PROGRAM OUTLINE

(FST-Full Specialist Theory and FSP-Full Specialist Practical)

PROGRAM BREAKDOWN BY COURSE				
Course Number	Course Title	Clock Hours	Credit Hours	Services (If Applicable)
FST-100	Orientation, The Profession, Ethics	8		
FST-101	Florida Law	5		
FST-102	Infection Control: Principles and Practices/4hrs HIV	15		
FST-103	Skin Theory	85		
	General Anatomy Basic Chemistry Basic Electricity Basic Nutrition Skin Structure and Growth Disorders			
FST-104	Skin Care Products	25		
FST-105	Facial Techniques and Contraindications	77		
	<ul style="list-style-type: none"> <li>• Skin Analysis</li> <li>• Facial Treatments</li> <li>• Facial Massage</li> <li>• Facial Machines</li> </ul>			
FST-106	Hair Removal	10		
FST-107	Make Up	15		
FST-108	Nail Theory	28		
	Nail Structure and Growth Nail Disorders and Disease Nail Product Chemistry			
FST-109	Manicuring	20		
FST-110	Pedicuring	20		
FST-111	Artificial Nail Tips, and Wraps	30		
FST-112	Sculpted Nails	30.5		
FST-113	Polish and Nail Art	5		
FST-114	Business Skills	8		

FSP-- 105	Facials	40		40
FSP-105	Set up, use and maintenance of electrical devices	1.25		5
FSP-106	Hair Removal	15		20
FSP-107	Lash and Brow tinting	5		10
FSP-107	Eyelash Application	10		10
FSP-107	Make Up	5		10
FSP-105	Manual Extractions	1.25		5
FSP-109	Manicures	20		20
FSP-110	Pedicures	15		10
FSP-111	Tips with Overlay	38		15
FSP-111	Sculpting Using A Form	38		15
FSP-111	Nail Wraps and/or Mending	10		15
FSP-112	Nail Fill-Ins	10		10
FSP-112	Artificial Nail Removal	5		5
FSP-113	Polishing and Nail Art	5		10
<b>Total Theory Hours-396.50</b>		<b>Total Practical-203.50</b>		<b>Total Services-200</b>

# Course Descriptions

## COSMETOLOGY

### [COT100]

#### HISTORY AND CAREER OPPORTUNITIES

The objective is to explain the origins of appearance enhancement. Discuss the advancements made in cosmetology during the nineteenth, twentieth, and early twenty-first centuries.

Theory hours 2

Lab hours 0

Services 0

**Total Hours** 2

### [COT101]

#### LIFE SKILLS

The objective is to discuss the principals that contribute to personal and professional success. Describe good study habits. Defining ethics and discussing the characteristics of healthy, positive attitudes.

Theory hours 3

Lab hours 0

Services 0

**Total Hours** 3

### [COT102]

#### YOUR PROFESSIONAL IMAGE

The objective is to explain the concept of dressing for success. Discussing the importance professional hygiene and demonstrating ergonomically correct posture and movement.

Theory hours 2

Lab hours 0

Services 0

**Total Hours** 2

### [COT103]

#### COMMUNICATING FOR SUCCESS

The objective is to define effective communication. Discuss the golden rules of human relations. Demonstrate successful client consults and needs assessments.

Theory hours 3

Lab hours 0

Services 0

**Total Hours** 3

**[COT200]**

**INFECTION CONTROL: PRINCIPALS AND PRACTICES-HIV/AIDS**

This course introduces the study of bacteriology and infection control procedures necessary for the safe practice of a nail tech. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and first aid. Students will receive four (4) hours of HIV/AIDS awareness training. Upon completion, students would be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards.

Theory hours	10	
Lab hours	30	
Services	0	
<b>Total Hours</b>		40

**[COT201]**

**BASICS OF ELECTRICITY**

Introduction to the nature of basic electricity and its use in the salon. Describe how it is used in cosmetology services. Explain electrical safety.

Theory hours	5	
Lab hours	0	
Services	0	
<b>Total Hours</b>		5

**[COT202]**

**BASICS OF CHEMISTRY**

Introduction of the basic fundamentals of matter and potential hydrogen (PH)

Theory hours	5	
Lab hours	0	
Services	0	
<b>Total Hours</b>		5

**[COT203/COP203]**

**SCALP CARE, SHAMPOOING, AND CONDITIONING**

Identify the different types of shampoos, rinses, and conditioners to use in relationship to the clients hair and scalp. Also demonstrate proper shampooing, scalp massage, condition treatment, rinse and draping procedures.

Theory hours	20	
Lab hours	40	
Services	50	
<b>Total Hours</b>		60

**[COT204/COP204]**

**PROPERTIES OF THE HAIR AND SCALP**

Introduce the structure and chemical composition of the hair and scalp as it relates to hair growth and hair loss. Demonstrate hair analysis and describe the disorders of the hair and scalp.

Theory hours	20	
Lab hours	20	
Services	45	
<b>Total Hours</b>		40

**[COT300/COP300]**

**HAIR ARRANGING**

Objective is to introduce and demonstrate different styling techniques by using different styling tools and implements. Build manual dexterity and assist student to develop creativity through form, balance and design.



Theory hours	15	
Lab hours	250	
Services	250	
<b>Total Hours</b>		265

### **Braiding and Braid Extensions**

Theory hours	3	
Lab hours	25	
Services	25	
<b>Total Hours</b>		28

### **Wigs and Hair Additions**

Theory hours	2	
Lab hours	25	
Services	25	
<b>Total Hours</b>		27

### **[COT400/COP400]**

#### **HAIR CUTTING**

Introduction of the basic principles of hair cutting as it relates to shapes, angles, tools, body position, and safety. Introduce other cutting techniques as the student progresses. Demonstrate the use of shears, razor clippers and trimmers.

Theory hours	20	
Lab hours	180	
Services	75	
<b>Total Hours</b>		200

### **[COT500/COP500]**

#### **CHEMICAL TEXTURE SERVICES**

Objective is to introduce the different types of chemical services. Explain and demonstrate the chemical and physical action that each one has on the hair. Identify and demonstrate the different wrapping procedures. Identify the different types of neutralizers and the effect that each has on the hair.

#### **Permanent Waving**

Theory hours	8	
Lab hours	66	
Services	25	
<b>Total Hours</b>		74

#### **Relaxer**

Theory hours	7	
Lab hours	57	
Services	20	
<b>Total Hours</b>		64

#### **Soft Curl Permanent**

Theory hours	5	
Lab hours	37	
Services	20	
<b>Total Hours</b>		42

**[COT600/COP600]**

**HAIR COLORING**

Objective is to introduce color principals as it relates to hair color. Explain and demonstrate the basic categories and the chemical effect that each has on the hair. Explain and demonstrate the action of hair lighteners. Introduce and demonstrate special effects hair coloring.

Theory hours	30	
Lab hours	100	
Services	30	
<b>Total Hours</b>		130

**Lighteners and Toning**

Theory hours	10	
Lab hours	60	
Services	15	
<b>Total Hours</b>		70

**[COT700]**

**NAILS**

Describe the structure and growth of the nails

Theory hours	1	
Lab hours	0	
Services	0	
<b>Total Hours</b>		1

**[COT701]**

**NAIL DISORDERS AND DISEASES**

Describe and recognize the different diseases and disorders of the nails.

Theory hours	2	
Lab hours	0	
Services	0	
<b>Total Hours</b>		2

**[COT702/COP702]**

**MANICURING**

The objective is to introduce student to the basic procedures of manicuring. The recognition, proper handling, and function of tools. Demonstrate table set-up, step by step procedure, including massage. Describe and demonstrate proper sanitation and infection control procedures.

Theory hours	2	
Lab hour	20	
Services	10	
<b>Total Hours</b>		22

**[COT703/COP703]**

**PEDICURING**

Identify and demonstrate the proper equipment and material needed for a pedicure. Demonstrate the proper procedure for filing and trimming toe nails. Demonstrate foot massage and proper sanitation and infection control procedures.

Theory hours	2	
Lab hours	15	
Services	10	
<b>Total Hours</b>		17

**[COT704/COP704]**

**NAIL TIPS, WRAPS AND NO-LIGHT GELS**

The objective is to identify the type of nail tips and supplies. Describe procedure of tips, wraps and no-light gel.

Theory hours 3

Lab hours 5

Services 0

**Total Hours 8**

**[COT800]**

**SKIN**

Describe the structure and growth of the skin

Theory hours 1

Lab hours 0

Services 0

**Total Hours 1**

**[COT801]**

**SKIN DISORDERS AND DISEASES**

Recognize and describe the different diseases and disorders of the skin.

Theory hours 2

Lab hours 0

Services 0

**Total Hours 2**

**[COT802/COP802]**

**FACIALS**

Introduce student to analysis and consultation procedure in order to ascertain type of service and product to use.

Demonstrate massage and facial treatments.

Theory hours 3

Lab hours 20

Services 4

**Total Hours 23**

**[COT803/COP803]**

**HAIR REMOVAL**

Objective is to describe the different method of removing unwanted hair. Demonstrate technique for temporary hair removal.

Theory hours 1

Lab hours 5

Service 2

**Total Hours 6**

**[COT804/COP804]**

**FACIAL MAKE-UP**

Describe the different types of cosmetics. Demonstrate the application technique for different facial types. Demonstrate eyelash application and removal.

Theory hours 3

Lab hours 15

Service 4

**Total Hours 18**

**[COT900]**

**SEEKING EMPLOYMENT**

Objective is to transition student from school to employment. Discuss test taking and various types of salons. Discuss and prepare a resume and an employment portfolio.

Theory hours	6	
Lab hours	4	
Services	0	
<b>Total Hours</b>		10

**[COT901]**

**ON THE JOB**

Objective is to prepare student to be successful on the job. List and explain how to be a good team player, different ways in which salon professionals are compensated, product knowledge, selling products in the salon, professional attire, communication skills, building a client base, and budgeting.

Theory hours	5	
Lab hours	0	
Service	0	
<b>Total Hours</b>	5	5

**[COT902]**

**THE SALON BUSINESS**

The objective is to introduce students to some of the aspects of business ownership.

Theory hours	3	
Lab hours	2	
Service	0	
<b>Total Hours</b>		5

**[COT903]**

**FLORIDA LAW**

The objective is to provide each student with an overview of the state laws governing the principals and practices of Cosmetology.

Theory hours	20	
Lab hours	0	
Services	0	
<b>Total Hours</b>	20	20

# BARBERING

## [BST100]

### STUDY SKILLS

The objective is to discuss study skills and habits that can enhance your understanding of new information. Identify preferred learning styles.

Theory Hours	2	
Lab Hour	0	
Services	0	
<b>Total Hours</b>		2

## [BST101]

### HISTORY OF BARBERING

The objective is to introduce student to the evolution of barbering. Identify and discuss barbering organizations.

Theory Hours	3	
Lab hour	0	
Services	0	
<b>Total Hours</b>		3

## [BST102]

### PROFESSIONAL IMAGE

Explain the importance of developing and maintaining a professional image. Encourage behavior modifications in areas such as health, hygiene, communication, and time management.

Theory	3	
Lab hours	0	
Services	0	
<b>Total Hours</b>		3

## [BST200]

### MICROBIOLOGY

Identify the different types of bacteria and how they grow and reproduce. Explain the relationship between bacteria and the spread of disease.

Theory hours	20	
Lab hours	0	
Services	0	
<b>Total Hours</b>		20

## [BST201/BSP201]

### INFECTION CONTROL and SAFE WORK PRACTICES-HIV/AIDS

Discuss the ways in which infectious material may be spread in the barbershop. Discuss three levels of decontamination. Demonstrate proper decontamination procedures. Discuss Universal Precaution and your responsibilities. Practice proper decontamination procedures and Universal Precaution throughout barbering program.

Theory hours	20	
Lab hours	135	
Services	0	
<b>Total Hours</b>		155

**[BST202]**

**IMPLEMENTS, TOOLS, AND EQUIPMENT**

The objective is to identify the tools and implements used in barbering. Demonstrate the correct techniques for holding tools and implements.

Theory hours	15	
Lab hours	0	
Services	0	
<b>Total Hours</b>		15

**[BST300]**

**PROPERTIES AND DISORDERS OF THE SKIN**

Discuss and describe the structure and divisions of the skin. List the functions of the skin. Identify recognizable skin disorders.

Theory hours	10	
Lab hours	0	
Services	0	
<b>Total Hours</b>		10

**[BST301]**

**PROPERTIES AND DISORDERS OF THE HAIR AND SCALP**

Discuss and identify skin and scalp disorders. Identify the different types of hair disorders. Discuss the composition of hair.

Theory hours	10	
Lab hours	0	
Services	0	
<b>Total Hours</b>		10

**[BST302/BSP302]**

**TREATMENT OF THE HAIR AND SCALP- SHAMPOOING**

The objective is to identify services associated with treatment of the hair and scalp. Demonstrate scalp treatments and shampoo services. Identify the different types of shampoos, conditioners, rinses, and tonics.

Theory hours	10	
Lab hours	50	
Services	80	
<b>Total Hours</b>		60

**[BST400/BSP400]**

**FACIAL MASSAGE AND TREATMENT**

Describe the benefits of a facial massage. Discuss the location of muscles and nerves. Demonstrate facial massage and equipment.

Theory hours	10	
Lab hours	10	
Services	15	
<b>Total Hours</b>		20

**[BST401/BSP401]**

**SHAVING**

Discuss and demonstrate safety precaution in shaving. Discuss and demonstrate standard cutting and stroke position with the razor.

Theory hours	15	
Lab hours	10	
Services	13	
<b>Total Hours</b>		25

**[BST402/BSP402]**

**MUSTACHE AND BEARD TRIM**

Explain and demonstrate the fundamentals of facial hair design.

Theory hours	12	
Lab hours	5	
Services	12	
<b>Total Hours</b>		17

**[BST500/BSP500]**

**HAIRCUTTING: MEN AND WOMEN HAIRCUTTING**

Introduction of the basic principles of hair cutting as it relates to shapes, angles, implements, body position and safety. Introduce other cutting techniques as the student progresses. Demonstrate the use of shears, razor, clipper, and trimmers.

Theory hours	5	
Lab hours	0	
Services	0	
<b>Total Hours</b>		5

**Men's Haircutting**

Discuss the art and science of men's haircutting

Theory hours	10	
Lab hours	150	
Services	250	
<b>Total Hours</b>		160

**Women's Haircutting**

Explain and perform four basic women's haircuts.

Theory hours	5	
Lab hours	50	
Services	50	
<b>Total Hours</b>		55

**[BST501/BSP501]**

**MEN'S HAIRPEICES**

Discuss and demonstrate alternative hair replacement methods.

Theory hours	8	
Lab hours	2	
Services	0	
<b>Total Hours</b>		10

**[BST502/BSP502]  
MEN and WOMEN HAIRSTYLING**

**Men's Hairstyling**

Discuss and design men's hairstyles as it relates facial shapes and profiles.

Theory hours	15	
Lab hours	30	
Services	50	
<b>Total Hours</b>		45

**Women's Hairstyling**

The objective is to introduce and demonstrate different styling techniques by using different styling tools and implements. Build manual dexterity and assist students in developing creativity through form, balance and design.

Theory hours	5	
Lab hours	70	
Services	150	
<b>Total Hours</b>		75

**[BST600/BSP600]  
PERMANENT WAVING**

Explain the chemical and actions of the chemical that takes place during a permanent wave process. Demonstrate and explain the physical components of a permanent wave.

Theory hours	20	
Lab hours	100	
Services	50	
<b>Total Hours</b>		120

**[BST601/BSP601]  
RELAXERS AND SOFT CURL PERMANENTS**

Introduce the different chemical for each relaxer and explain the internal affect they each have on the hair.

Theory hours	15	
Lab Hours	100	
Services	10	
<b>Total Hours</b>		115

**[BST602/BSP602]  
HAIR COLORING AND LIGHTENING**

Discuss the principles of color. Identify the color classification and the action they have on the hair. Identify products used to color facial hair. Explain the action of lighteners. Demonstrate the procedures of color and lighteners.

Theory hours	30	
Lab hours	125	
Services	25	
<b>Total Hours</b>		155



**[BST700]****ELECTRICITY AND LIGHT THERAPY**

Introduce the nature of basic electricity and its use in the salon. Describe how it is used in Barbering services. Explain electrical safety.

Theory hours	10	
Lab hours	0	
Services	0	
<b>Total Hours</b>		10

**[BST800]****CHEMISTRY**

Define organic and inorganic chemistry. Introduce the basic fundamentals of matter. Understand the pH scale. Recognize how chemistry affects the different formulas used in barbering.

Theory hours	10	
Lab hours	0	
Services	0	
<b>Total Hours</b>		10

**[BST900/BSP900]****THE JOB SEARCH**

Discuss jobs that are available to barbers. Explain key elements for setting goals. Discuss wage structure and resume writing. Prepare a portfolio.

Theory hours	10	
Lab Hours	30	
Services	0	
<b>Total Hours</b>		40

**[BST901/BSP901]****SELLING IN THE SHOP**

Introduce student to customer service and retail sales skills.

Theory hours	10	
Lab hours	10	
Services	0	
<b>Total Hours</b>		20

**[BST902/BSP902]****SHOP MANAGEMENT**

Introduce student to some of the basic aspects of business ownership. Discuss the different type of ownership and employment situations as it relates to the barbering industry.

Theory hours	10	
Lab hours	15	
Services	0	
<b>Total Hours</b>		25

**[BST903]****FLORIDA LAW**

The objective is to provide each student with an overview of the state laws governing the principles and practices of the barbering industry

Theory hours	15	
Lab hours	0	
Services	0	
<b>Total Hours</b>		15

## RESTRICTED BARBERING

### [RBT000]

#### INTRODUCTION TO BARBERING

The objective is to discuss study skills and habits that can enhance your understanding of new information. Identify preferred learning styles, introduce students to the evolution of barbering. Identify and discuss barbering organizations. Explain the importance of developing and maintaining a professional image. Encourage behavior modifications in areas such as health, hygiene, communication, and time management.

Theory Hours	3	
Lab Hour	0	
Services	0	
<b>Total Hours</b>		3

### [RBT100]

#### INFECTION CONTROL AND SAFE WORK PRACTICES-HIV/AIDS

Discuss the ways in which infectious material may be spread in the barbershop. Discuss three levels of decontamination. Demonstrate proper decontamination procedures. Discuss Universal Precaution and your legal/ethical responsibilities. Practice proper decontamination procedures and Universal Precaution throughout barbering program

Theory Hours	60	
Lab Hours	265	
Services	0	
<b>Total Hours</b>		325

### [RBT101]

#### HAIR STRUCTURE

Discuss and describe the structure and divisions of the skin. List the functions of the skin. Identify recognizable skin disorders. Discuss and identify skin and scalp disorders. Identify the different types of hair disorders. Discuss the composition of hair. Identify services associated with treatment of the hair and scalp. Demonstrate scalp treatments and shampoo services. Identify the different types of shampoos, conditioners, rinses, and tonics. Learn tools and implements. Introduce the basic principles of hair cutting, safety and cutting techniques.

Theory Hours	50	
Lab Hours	100	
Services	100	
<b>Total Hours</b>		250

### [RBT102]

#### SHAVING, BEARD AND MUSTACHE TRIMMING

Discuss and demonstrate safety precaution in shaving. Discuss and demonstrate standard cutting and stroke position with the razor. Explain and demonstrate the fundamentals of facial hair design. Describe the benefits of a facial massage. Discuss the location of muscles and nerves. Demonstrate facial massage and equipment.

Theory Hours	20	
Lab Hours	30	
Services	50	
<b>Total Hours</b>		100

**[BST903]**

**FLORIDA LAW AND RULES**

The objective is to provide each student with an overview of the state laws governing the principles and practices of the barbering industry. Provide state board preparation. Discuss jobs that are available to barbers. Explain key elements for setting goals. Discuss wage structure and resume writing. Prepare a portfolio. Introduce student to some of the basic aspects of business ownership. Discuss the different type of ownership and employment situations as it relates to the barbering industry.

Theory Hours	10	
Lab Hours	0	
Services	0	
<b>Total Hours</b>		10

**FULL SPECIALIST**

**[FST100]**

**THE PROFESSION, ETHICS**

The objective is to discuss the principals that contribute to personal and professional success. Defining ethics and discussing the characteristics of healthy, positive attitudes. Explain the concept of dressing for success. Discussing the importance professional hygiene and demonstrating, effective communication and human relations. Demonstrate successful client consults and needs assessments.

Theory Hours	8	
Lab Hours	0	
Services	0	
<b>Total Hours</b>		8

**[FST101]**

**FLORIDA LAW**

The students will learn to establish and describe the different types of properties, structure, function and requirements necessary to run a successful business, the laws that govern a Full Specialist's activities, the requirements for license renovation, the penalties for different infraction, and the security and health requirements of a beauty salon and in general, all the laws and rules established by the State of Florida.

Theory Hours	5	
Lab Hours	0	
Services	0	
<b>Total Hours</b>		5

**[FST102]**

**INFECTION CONTROL: PRINCIPALS AND PRACTICES-HIV/AIDS**

This course introduces the study of bacteriology and infection control procedures necessary for the safe practice of a nail tech. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and first aid. Students will receive four (4) hours of HIV/AIDS awareness training. Upon completion, students would be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards.

Theory Hours	15	
Lab Hours	0	
Services	0	
<b>Total Hours</b>		15

**[FST103]**

**SKIN THEORY**

The students will learn to identify the composition of the skin, the different types of skin and its functions, as well as diseases of the skin and the treatment rendered to treat such diseases and care for their skin. Also basic chemistry as it applies to cosmetics, electrical equipment and safety. Nutrition, vitamins, and minerals it applies to cosmetics. In addition to general anatomy to discuss the organs and body systems to set a foundation for the

facial and nail care services.

Theory Hours	85	
Lab Hours	0	
Services	0	
Total Hours		85

#### **[FST104]**

##### **SKIN CARE PRODUCTS**

The students will learn the chemical composition of cosmetics and their classification. They will become familiar with products such as: suspensions, solutions, emulsions, pomades, soaps and powders in order to obtain better results when performing a service.

Theory Hours	25	
Lab Hours	0	
Services	0	
Total Hours		25

#### **[FST105]**

##### **FACIALS TECHNIQUES**

The students will be trained in the different types of facials and basic corrective treatment and maintenance techniques, application of electrical techniques in facials, dermatological, mechanical and chemical reactions of light therapy, and the use of proper methods to guarantee the health and well-being of the clients.

Theory Hours	77	
Lab Hours	42.50	
Services	50.00	
Total Hours		119.50

#### **[FST106]**

##### **HAIR REMOVAL**

The students will become familiar with the preferences for different methods and the clients' need to eliminate unwanted corporal hair, and to recommend to the client the most adequate way of such removal. They will also learn the temporary and permanent procedures available and the use of electrolysis and the application, rules and regulations of such a service.

Theory Hours	10	
Lab Hours	15	
Services	20	
Total Hours		25

#### **[FST107]**

##### **MAKEUP APPLICATION**

The students will learn the different designs and tendencies of make-up related to fashion, clothes and hair, and the artistic concept necessary to visually alter characteristics through the application of lighter and darker tones and corrective makeup. They will also be trained in the elements necessary for technical makeup and products, and the inspiring and exciting possibilities that exist in makeup design. Which includes, eyelash application and brow tinting.

Theory Hours	15	
Lab Hours	30	
Services	30	
Total Hours		45

#### **[FST108]**

##### **NAIL THEORY**

The student will learn safety and health preservation, nail anatomy, bacteria, virus, molds, diseases and disorders of the nail, diseases and disorders of the skin. Nail products and chemistry.

Theory Hours	28	
Lab Hours	0	
Services	0	
Total Hours		28

**[FST109]  
MANICURE**

The student will learn to use manicuring implements, supplies and procedures in shaping and polishing the nails, the artful care of hands, proper arrangement and preparation of the manicure table, massage, plain and hot oil manicure and identifying and using various products.

Theory Hours	20	
Lab Hours	20	
Services	20	
Total Hours		40

**[FST110]  
PEDICURE**

The student will learn to use pedicuring complements, supplies, procedures in shaping and polishing the nails, the artful care of feet, proper arrangement and preparation of the pedicure area and supplies, massage, identifying and using various products, safety in the handling of tools and products, etc.

Theory Hours	20	
Lab Hours	15	
Services	10	
Total Hours		35

**[FST111]  
ARTIFICIAL TIPS, OVERLAY, AND WRAPS**

Students will be trained in the proper use of supplies and implements, the various products and their safe use, the application of a tip with an adhesive, the repair and maintenance of these services. Also the application of the fiberglass over the natural nail or over an artificial nail, the procedure of using material to mend a break, the repair and maintenance of this service.

Theory Hours	30	
Lab Hours	86	
Services	45	
Total Hours		116

**FST 112                   SCULPTED NAILS**

Students will be trained in the proper use of supplies and implements, the various products and their safe use, the applications of nail forms, the procedures of the application of acrylic to form a nail, the use of an electric nail file, proper procedures on problem nails and the repair and maintenance of this service. The student will learn the correct way to apply product between nail cuticle and the grow out portion of the artificial nail. In addition to the correct procedures and techniques to remove artificial nails.

Theory Hours	30.5	
Lab Hours	15	
Services	15	
Total Hours		50

**[FST113]  
POLISH & NAIL ART**

The student will learn the correct polishing procedures to express his or her creativity in different ways from simple patterns to detailed images and to use different accessories for nail art and the correct polishing procedures.

Theory Hours	5	
Lab Hours	5	
Services	10	
Total Hours		10

**[FST114]**

**BUSINESS SKILLS**

The objective of this course is to describe the basic principles needed to plan and operate a salon as a successful business; to learn to apply for and fill out employment applications, study lease terms and negotiations, describe the legal forms of ownership, become aware of insurance needs, understand the basic accounting principles of business, understand techniques for interviewing prospective employees and techniques of filling out employment applications.

Theory Hours	8	
Lab Hours	0	
Services	0	
Total Hours		8







All Addendums become a part of the Catalog.

## **Veterans Policies**

The following information pertains to students attending Shear Finesse Beauty Academy utilizing benefits due to their eligibility through the Veterans Administration. These policies are applied only to those students and do not apply to the general student population of Shear Finesse Beauty Academy

### **Standards of Attendance for Veteran Students**

Veteran students enrolled at Shear Finesse Beauty Academy who are absent more than 20% of their total scheduled hours in any month will have their pay benefits terminated for unsatisfactory attendance. Absences may be excused due to extenuating circumstances only. Excused absences will be substantiated by entries in the students' files. Early departures, class cuts, being tardy, etc., for any portion of a class period will be calculated by the minute and counted towards the maximum percentage of absences allowed in a month.

If benefits are terminated due to unsatisfactory attendance, a student must show good attendance (as defined) for a period of one month after the determination. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's administrative file and in the student's electronic attendance record for USDVA and SAA audit purposes.

### **Standards of Academic Progress for Veteran Students**

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 80% each evaluation period. All students enrolled are evaluated at 450, 900, and 1200 actual clocked hours. All students are required to achieve a minimum CGPA average of 80% by the midpoint of training. VA students whose CGPA fall below 80% at the end of any evaluation period will be placed on an academic probation until the next evaluation period. If the VA student's CGPA is still below 80% at the end of the probation period, the student's VA educational benefits will be terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a minimum CGPA of 80% by the next evaluation period.

### **Veteran's Credit for Previous Education or Training**

VA students must disclose all previous education and training. All training from other institutions will be evaluated by the School Director and must be supported by an official transcript and catalog showing the course description. Shear Finesse Beauty Academy will grant appropriate credit based on the evaluation of previous education. The student must have earned at least a C (2.0) in the course for he/she desires credit for previous training. VA students training time will be shortened and tuition reduced proportionately. The Veteran Administration and the student will be notified when the evaluation is completed.

(End of Veteran Student Policy)

## VA Pending Payment Compliance

8/23/2019

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

# Consumer Disclosures

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosure and reporting requirements. A disclosure requirement is information that a postsecondary education institution is required to distribute or make available to another party, such as students or employees. A reporting requirement is information submitted to the U.S. Department of Education or other regulatory agencies. The following is a list of the information required to be made available to students as well as how to obtain the information.

**For your convenience**, most of the general school notifications required by the Higher Education Amendments of 1986 has been satisfied within this catalog, during orientation and on school website ([www.shearfinessehairacademy.com](http://www.shearfinessehairacademy.com)). The school's admission and financial aid personnel are also available to discuss consumer information in more detail with current and prospective students, in addition to providing hard copies of all the information below upon request.

- Notice of Availability of Institutional and Financial Aid Information
- Contact Information for Assistance in Obtaining Institutional or Financial Aid Information
- General Institutional Information
- Privacy of Student Records—Family Educational Rights and Privacy Act(FERPA)
- Facilities and Services for Students with Disabilities
- Student Diversity
- Price of Attendance
- Net Price Calculator
- Refund Policy and Requirements for Withdrawal and Return of Federal Financial Aid
- Textbook Information
- Educational Programs
- Instructional Facilities
- Faculty
- Transfer of Credit Policies and Articulation Agreements
- Accreditation, Approval, and Licensure of Institution and Programs
- Copyright Infringement—Policies and Sanctions
- Computer Use and File Sharing
- Student Activities
- Career and Job Placement Services
- Student Financial Assistance: Assistance Available From Federal, State, Local, and Institutional Programs
- Federal Student Financial Aid Penalties for Drug Law Violations
- Student Loan Information: Initial Loan Counseling for Student Borrowers Exit Counseling for Student Borrowers
- Institutional Code of Conduct for Education Loans
- Health and Safety: Drug and Alcohol Abuse Prevention Program; Vaccination Policies; Campus Security Policies, Crime Statistics and Crime Log;
- Student Outcomes: Retention Rate; Graduation Rates; Transfer-out Rates
- Job Placement for Graduates
- Job Placement Rates for Graduates
- Voter Registration
- Fraudulent Diploma Policy