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SHEAR FINESSE BEAUTY ACADEMY

School of Cosmetology and Barbering
Jacksonville, Florida

Turning Creativity into Careers

5238-2 NORWOOD AVE. JACKSONVILLE, FL 32208
904-764-6474

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

Accredited by the National Accrediting Commission of Career Arts & Sciences, Inc
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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General Information

Mission Statement

The mission of Shear Finesse Beauty Academy is to provide quality training and education to students who have the ability to benefit from the programs. We promote an environment of learning and personalized training needed for licensure and success in the work place including business skills, customer service, retailing, and communication. The school recognizes a need to foster the students' specific talents and career goals by building positive relationships with the faculty, staff and other industry related professionals to promote career success.

School Philosophy

Shear Finesse Beauty Academy aims to:

1. To provide the students with the necessary education and training to meet the competencies for examination required by the Florida State Board of Cosmetology and Barbering.

2. Equip students with a variety of skills to begin a career in the Cosmetology, Barbering or related industry, including business skills, customer service, retailing, communications, and entrepreneurship**.**

Licensure and Accreditation

Shear Finesse Beauty Academy is licensed by the Commission for Independent Education, Florida Department of Education (#3981). Additional information regarding this institution may be obtained contacting the Commission of Independent Education at the following information:

Commission for Independent Education
325 W. Gaines Street, Ste 1414
Tallahassee, Florida, 32399-0400
888- 224-6684

Shear Finesse Beauty Academy is accredited by The National Accrediting Commission of Career Arts & Sciences, Inc (NACCAS), which is recognized by the U.S. Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences and massage therapy, including those offered via Distance Education. The Cosmetology, Barbering, Restricted Barbering, and Full Specialist program are accredited by NACCAS.

Information concerning the current accreditation status of the campus can be found at:
www.naccas.org

3015 Colvin St.
Alexandria, VA 22314
Phone: (703) 600-7600 Fax: (703) 379-2200

Facility

Shear Finesse Beauty Academy is housed in a modern 2311 square feet facility located in the Gateway Town Center. It is conveniently located off Interstate 95. The strip mall has plenty of name brand dining and shopping areas. The facility is located in an area that is conducive for the type of environment that we wish to provide for our students. There is 55 acres of security monitored parking. The Jacksonville Sherriff's Office has a sub-station located in the center. Additionally, the city's Transportation Authority has a large bus transfer site located within the Town Center.

General Statement of Policies

The school reserves the right to make changes in school policy, procedures, curriculum content, or structure as deemed necessary to maintain compliance with regulatory requirements, and/or to ensure compliance with current standards and practices in the professions for which training is provided. Students will be notified of any changes in school policy prior to effective date of change.

Admissions

Equal Access/Equal Opportunity

Shear Finesse Beauty Academy in making admissions decisions, we do not discriminate on the basis of disability, age, race, color, religion, creed, national origin, ethnic origin, sex, marital status, sexual orientation, or membership in other protected groups, as defined by local, state or federal law. Rather, we make admissions decisions based on merit, including each applicant's interest, aptitude, and ability. The specific requirements to gain admission are outlined in the admissions requirements.

Admissions Procedures

Enrollment occurs year round for all programs. All applicants will be required to meet with an admissions representative before any decision is made to submit an application. During the interview the representative will discuss the prospective student's program choice, training needs, individual motivation and other important pre-enrollment information.

Admissions Requirements

The school requires each applicant complete an enrollment application and meet the following minimum requirements.

- Submit documentation showing that you are at least 16 years of age (birth certificate, driver's license, state ID, passport)
- Proof of graduation from high school or its equivalent, GED, an official transcript of secondary school completion, or a state certification of home-school completion.

The school does not accepts students under the *Ability to Benefit* alternative (ATB)

Instruction in every course is conducted exclusively in English. Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an approved outside agency.

Credit for Previous Training

Transfer students in all programs must submit formal application for admission and adhere to the admission policy and procedures. Students must provide official documentation of all prior credits earned. Credit for previous education and training will be evaluated and granted, if appropriate. All course work will be shortened accordingly, and all records of previous education will be maintained in the student's file. Upon receipt of an official transcript of previous hours, the student's tuition will be adjusted accordingly. Students are advised that the acceptance of credits is at the sole discretion of the receiving institution. No representation is made whatsoever concerning the transferability or acceptance of any credits to any institution. It is the student's responsibility to confirm whether or not credits earned will be accepted by another institution of the student's choice. ***Please Note:*** Shear Finesse Beauty Academy does not recruit students already attending or admitted to another school offering similar programs of study.

Out of State Training

Credits for out of state training must be evaluated and approved by the State Board of Cosmetology prior to being accepted by the School. An institution's accreditation does not guarantee that the credits earned at that institution will be accepted for transfer. Students must contact the admissions office of the receiving institution to determine what credits, if any, will be accepted.

Re-entry

A student who has withdrawn or been terminated may request to re-enter the school, and if accepted, must follow the admissions policies and procedures. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after withdrawal/termination, of $50.00 plus the registration fee of $100.00. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. Students will be required to repeat any part the program that was incomplete or recommended for repetition by the school administration. Circumstances regarding a student's application for re-entry will be considered on an individual basis.

Transcripts

Shear Finesse Beauty Academy transcripts are maintained a minimum of 3 years located at 5238-2 Norwood Ave, Jacksonville, Florida 32208. An official transcript is available upon request by completing a transcript request form and paying a $10.00 processing fee. Graduates will be granted an official transcript when he/she has successfully completed all graduate requirements and made satisfactory arrangements for payment of all debts owed to the school. (*See Graduation Requirements*) Students who withdraw or are terminated prior to program completion will be issued an official transcript upon request, when the student has successfully completed the required exit paperwork, attended an exit interview, and *settled all debts owed to the school*, and have paid the $10.00 processing fee.

Financial Assistance

Federal Student Aid

Financial Aid is available for those who qualify. Applicants interested in federal student aid should complete a free online application by visiting www.fafsa.ed.gov. For additional information regarding federal financial aid and assistance completing your free application, contact Shear Finesse Beauty Academy's Financial Aid Representative for assistance. **Shear Finesse Beauty Academy's School Code- 042095**

Veterans Training

Shear Finesse Beauty Academy is approved for Veterans Training. Qualifying applicants and their family members can call the school for more information. The school's Certifying official can provide more information and answer any questions you may have. Additional Veteran policies are located on pages (57-58).

Private Loans

Financial assistance in the form of private loans may be available through banks and credit unions. Loan availability is generally dependent on the student's ability to qualify for such aid and the school makes no representation that financial aid in the form of loans will be obtainable by each applicant. Applicants are reminded that loans must be repaid according to the terms of the lending institution.

Institutional Payment Plans

The school offers flexible payment plans for students while attending Shear Finesse Beauty Academy as they prepare to enter their field of work. Additional information regarding the school's payment plans may be obtained by contacting the school's Admissions office.

Note: Any student receiving federal loans for assistance must complete entrance counseling prior to loan disbursement and an exit interview with the Financial Aid Administrator prior to leaving the institution, regardless of the reason of departure.

Student Services

Advising

Shear Finesse Beauty Academy makes provisions for advising students through the Admissions Office. Advisors canhelp in registering, discussing a student's interests, career planning, and educational planning. We are here to motivate students to maintain a positive and professional outlook throughout the program. Each student is allowed the opportunity to discuss any issues that will help them reach their full potential. All information discussed with the staff is confidential and will not be discussed with others unless there is clear evidence of danger to the student and/or others, or unless the student gives written permission for confidential release of information.

Services for Students with Disabilities

In accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title III of the Americans with Disabilities Act of 1990 (ADA), it is Shear Finesse Beauty Academy's policy that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives federal financial assistance. Section 504 defines a "qualified individual with a disability" as an individual with a disability who meets the academic and technical standards requisite for admission or participation in the recipient's program or activity. **Shear Finesse Beauty Academy will not ask**

applicants or current students if they have a disability. The disclosure of a disability is voluntary and confidential. It is the responsibility of person with disabilities to seek available assistance and make their needs known at the time of enrollment. Documentation to support the disability must be provided to Shear Finesse Beauty Academy at the time ofthe request. A reasonable effort at no additional cost will be made to overcome the effects of conditions that limit the participation of qualified disabled students.

Career Services

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available

Guest Lecturers

Shear Finesse Beauty Academy invites industry and business related professionals to give lectures and or demonstrations to the students. The school attempts to introduce positive, successful professionals to the students to encourage, motivate and inform on the industry latest developments.

Grievance Policy

The school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the schoolDirector.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of thecomplaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's licensing below:

The Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
(888)224-6684

Privacy Policy

Students and parents or guardians of dependent minors are guaranteed the right to access and review the student's educational file. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within five business days of the request. The institution maintains a record of all release forms and requests for information in each student's file. Student records are secured in a secure location and are kept for a minimum of three years. Any third party request for information will require written authorization from the student or parent/guardian of a dependent minor. The school requires a release form be completed for each third party request of information. Shear Finesse Beauty Academy provides access to student records without written consent to its accrediting agency, the United States Department of Education, the State Licensing Agency, third party servicer (Financial Aid Services), other school officials and any regulatory agency outlined in the Family Educational Rights and Privacy Act (FERPA). Students are notified of their rights outlined in the privacy act during orientation on the first day of school.

Student Conduct

Students enrolled at Shear Finesse Beauty Academy are subject to federal, state, and local laws as well as regulations set by the institution at all times. Students are expected to dress professionally and conduct themselves in a businesslike manner. Students must be aware that this section may not account for all situations and the school reserves the right to change and/or amend any of the following rules and regulations as deemed necessary.

Discrimination, Harassment, Bullying & Offensive Behavior

Shear Finesse Beauty Academy strives to provide an environment in which all students can achieve their goals and thrive. Discrimination, harassment, bullying, and any significantly offensive behavior create barriers to education and achievement and are contrary to the school's core values. Shear Finesse Beauty Academy pledges to comply with all applicable laws providing equal educational opportunities to individuals regardless of disability, age, race, color, religion, creed, national origin, ethnic origin, sex, marital status, sexual orientation, or membership in other protected groups, as defined by local, state or federal law or other applicable protected classes under federal, state, or local law. This pledge covers admissions, recruitment, financial assistance, course offerings, counseling, advising, and employment.

- *Descriptive discrimination behavior is treating an individual or group less favorably than another because of a membership in a legally protected class.*
- *Descriptive harassing behavior is verbal or physical conduct that demeans, stereotypes or shows hostility or aversion toward an individual or group because of a membership in a legally protected class and which creates an offensive, intimidating or hostile school environment.*
- *Descriptive bullying behavior is the continuous or repeated infliction of physical harm or psychological distress on one or more students or employees*.

For all these reasons, Shear Finesse Beauty Academy will not tolerate discrimination, harassment, bullying or other significantly offensive conduct directed towards students in connection with their educational programs and activities at the school, without regard for the intent or basis for the conduct. The school Director shall terminate any student found to be engaging in any behaviors described in the above policy.

Drug Free School and Work Place Policy

Shear Finesse Beauty Academy is hereby declared a drug and alcohol free school and work place. Students and employees are prohibited from the unlawful manufacture, distribution, possession or use of a controlled substance or alcohol anywhere on school property. Including the grounds, parking areas, or while participating in school related activities. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination of employment.

As a condition of enrollment or employment, students and employees must abide by the terms of the policy or Shear Finesse Beauty Academy will take one or more of the following actions within 30 days with respect to any student or employee who violates this policy by:

1. Reporting the violation to law enforcement officials.
2. Taking appropriate disciplinary action against such student or employee, up to and including expulsion or termination of employment
3. Requiring such student or employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or other appropriate agency.

In conformance with the law, Shear Finesse Beauty Academy will make a good faith effort to maintain a drug and alcohol free school and work place through implementation of the preceding policy and will establish and maintain a drug and alcohol free awareness program.

Convictions of Possessions or Sale of Illegal Drugs and Federal Student Financial Aid

A federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he is eligible; you're not required to confirm this unless you have conflicting information.
Convictions only count against a student for aid eligibility purposes (FAFSA question 23c) if they were for an offense that occurred during a period of enrollment for which the student was receiving Federal Student Aid—they do not count if the offense was not during such a period, unless the student was denied federal benefits for drug trafficking by a federal or state judge (see drug abuse hold sidebar, next page). Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when she was a juvenile, unless she was tried as an adult.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

	Possession of illegal drugs	**Sale of illegal drugs**
1st offense	**1 year from date of conviction**	**2 years from date of conviction**
2nd offense	**2 years from date of conviction**	**Indefinite period**
3+ offenses	**Indefinite period**	**Indefinite period**

Disciplinary Actions

Violation of the student conduct rules or school policies and procedures will result in disciplinary actions. In each instance, Shear Finesse Beauty Academy retains full discretion to determine what discipline (up to and including termination) is warranted. The following outlines the schools most common disciplinary actions:

1. Verbal Warning
   Generally, a verbal warning is appropriate when the school has no knowledge of prior misconduct by the student and the school determines that the misconduct is moderate in nature. A memorandum of the verbal warning will be placed in the student's record.

2. Written Warning

Generally, a written warning is appropriate when it is determined that the student has engaged in a prior act of misconduct or the misconduct is serious in nature.

3. Three-Day Suspension
   Generally a three-day suspension is appropriate when the student has engaged in repeated acts of prior misconduct or the misconduct is severe.

4. Termination

   A student's enrollment may be terminated for repeated noncompliance with the school's General Policies, State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act. However, certain types of misconduct are so severe that the school will choose to terminate the student's enrollment upon a first offense.

The following list provides examples of conduct that, when committed by a student, are likely to result in disciplinary action:

- Statements or conduct towards a fellow student, staff member, or guest that demeans, harasses, or discriminates against that person on the basis of race, color, national origin, ethnic origin, religion, disability, gender, sex, sexual orientation, or any protected characteristic
- Sexualized, abusive, bullying, profane, or other offensive statements or conduct towards a fellow student, staff member, or guest
- Refusal to follow reasonable directions from a staff member or other insubordination
- Chronic or excessive tardiness or absences that are disruptive to the learning environment, guests services, or otherwise
- Not calling in during absences-"no call, no shows"
- Acts in violation of applicable federal, state, and local law.
- Theft or destruction of property belonging to the school, students, guests, or co-workers
- Acts or threats of violence towards a fellow student, staff member, or guest or on school property
- Violation of the drug and alcohol-free school policy
- Appearing in the campus intoxicated or under the influence of a controlled substance
- Refusing a client
- Cheating on an exam
- Disrupting the learning environment
- Possession of alcohol, illegal drugs, firearms, explosives, weapons or other unlawful or dangerous materials or items on school property
- Excessive Tardiness and Absences

.This list does not limit the circumstances under which Shear Finesse Beauty Academy may impose disciplinary action against students. Any conduct that falls below our standards of conduct or breaches the school's policies is subject to disciplinary action.

Photographs & Recordings

You may not audio-record, video-record, or photograph a fellow student, an employee, or third party with whom you interact in the course and scope of your enrollment without the knowledge and consent of that person. Often the school takes photographs, videos, and audio-recordings of campus activities including its students, guests, and others for promotional or other purposes. If you wish not to be included in such photographs, videos, and audio-recordings, please notify a school official, instructor, or the Director to ensure the school honors your decisions.

Appeals of Disciplinary Actions

In the event that you disagree with a final decision or disciplinary action issued by Shear Finesse Beauty Academy, you may seek a review of the outcome by submitting an appeal to the Director. To submit an appeal, you must submit a written statement that clearly identifies the decision (that is, the decision with which you disagree), the reason that you disagree with the decision, and any other information that you would like to be considered. The appeal must be filed within 14 calendar days of receipt of the disciplinary action. The school officials will review the appeal and make a final decision within 5 days of the written appeal. All decisions following appeals for disciplinary actions are final.

Clery Act

The "Clery Act" is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46. The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the United States Department of Education. The law is named for Jeanne Clery, a 19-year-old Lehigh University freshman who was raped and murdered in her campus residence hall in 1986. The backlash against unreported crimes on numerous campuses across the country led to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. [2] The Clery Act, signed in 1990, was originally known as the Crime Awareness and Campus Security Act.

In compliance with provisions of the Campus Security Act, Shear Finesse Beauty Academy prepares an annual security report, along with policies and procedures (*Campus Security Policies and Procedures Handbook)* concerning campus security safety. This report includes statistics for the previous three years related to reported crimes that occurred on campus; in or on certain off-campus space (parking lot) being utilized by the school and its students.
The policies and procedures handbook contains information concerning alcohol and drug use and prevention, crime prevention, the reporting of crimes, sexual assault, and other matters.
For more information or a copy of the annual security report and handbook of policies and procedures contact the admissions office 904-764-6474 or visit the school website. www.sharfinessehairacademy.com

Academics

Clock Hour Credit

Shear Finesse Beauty Academy measures and awards credit based on a clock hours. Clock hours are a measure of time defined as a minimum of 50 minutes of supervised instruction during a 60 minute period. It is the amount of time the student spends in educational or training activities.

Grading System

Both Academic/Theory and Practical Evaluations will be measured according to the grading scale below.

Grading Scale		
100%-95%	Excellent	A
94%-85%	Good	B
84%-80%	Satisfactory	C
79% and below	Unsatisfactory	Failing

Student Classification

The programs at Shear Finesse Beauty Academy are classified by the amount of clock hours a student has obtained.

1200 hour programs

- Basic or Beginning Student: 0-300 Clock Hours
- Intermediate Student: 301-600 Clock Hours
- Advanced Student: 601-1200 Clock Hours

600 hour programs

- Basic or Beginning Student: 0-200 Clock Hours
- Intermediate Student: 201-300 Clock Hours
- Advanced Student: 301-600 Clock Hours

Testing Policy

The following outlines the school's testing policy:

1. All students are required to be tested after each chapter in the textbook and must pass with a score of 80% or higher. Each student is required to turn in their workbook assignment prior to each test and must not have missed 75% or more of the chapter's theory instructions. If you fail to turn in the workbook assignment or absent 75% or more of the chapter's theory without meeting with your instructor for missed assignments/lectures, you will be ineligible to take the test on the scheduled test date. The assignment of additional work is the responsibility of the student. He/she must meet with their instructor regarding missed lectures and work book assignments.
2. Any student tested on the scheduled test date and scores 79% or lower will be allowed to retest with a different test. The testing date will be provided by the instructor within 24 hours of failure notice. The higher of the two scores will be recorded in the student's file. If the student fails the retake test, he/she is allowed to retake a different test after 5 calendar days and will be charged a fee of 25.00 for each retake test requested. Payment is due prior to taking the test and is non-refundable. (*Test dates are subject to change at the discretion of the school and/or instructor. Students will be notified of all changes in a reasonable time frame prior to test date.*)
3. Any student absent on the scheduled test date without prior approval, mitigating circumstances, and/or missed more than 75% of the chapter's theory instructions without additional assignments from the instructor, or failed to complete the assigned workbook lesson will be allowed to take the test on the scheduled date for retesting. If the student scores 79% or lower on the retake test he/she will be allowed to retake a different test after 5 calendars days and will be charged a fee of 25.00 for each test requested. Payment is due prior to taking the test and is non-refundable. *Test dates are subject to change at the discretion of the school and/or instructor. Students will be notified of all changes in a reasonable time frame prior to test date.*)
4. There is a zero tolerance policy for cheating of any kind. Any student found cheating will receive a grade of zero for the exam. Any student found assisting another student on an exam will be considered cheating and given a zero on the exam. Students will be referred to the Director for disciplinary action in the form warning, suspension, or termination. If the student is allowed to continue in the program, he/she will be allowed to retest and charged a fee of 25.00 for each additional test requested. Payment is due prior to taking the test and is non-refundable. If a student is found to be cheating again, he/she will be automatically terminated from the program.

In the event of extreme circumstances students may be allowed to test outside of the scheduled testing dates. These events will be examined by the Director on an individual bases and may require documentation from the student prior to the rescheduling of any test. If the student takes the test and fails with 74% or lower, he or she will not be assessed a 25.00 fee for administering a retake test. However, if the retake test is failed the additional test fee of 25.00 applies. All tests given under these circumstances will only be given on Mondays from 10am-12pm.

(End of Testing Policy)

Make-Up Work

Each student is responsible for satisfactory completion of all assigned work and test during absences. Students must work with their instructors on an individual basis to complete all make up assignments within the time period set by the instructor. Students are reminded that missing test dates and scheduled theory hours due to absences may increase your program hours, tuition fees and cause unsatisfactory progress. Also see *Testing Policy*.

Tutorial Services

Free tutoring services are available to all students currently enrolled or graduated and preparing to take their state board exams. This service provides a student additional assistance in mastering a particular module of training. Tutoring is also available to non- students who have gone to an accredited school and need additional training in order to retake the state board exam. Non students may be assessed a 25.00 exam fee and charged the current rate per hour for each hour of agreed training not to exceed 200 hours.

Graduation Requirements

A Diploma of graduation is awarded for successful completion of the following requirements:

- Satisfactory completion all phases of study: tests, practical assignments, service requirements according the State and Institutional requirements
- Pass an Exit written and practical examination with a passing score of 80% or higher
- Student has made satisfactory payment arrangements for all debts owed to the school
- Successfully completed the required exit paperwork and attended an exit interview

When all graduation requirements are complete the instructors and/or Director will assist students with filling out the appropriate initial examination application for the state of Florida. Students are responsible for the application and state testing fee at the time of application submission. The testing fees are set by the State of Florida and are subject to change. You will be subject to the most current fee at the time your application is submitted.

The Designated School Official will certify program completion and provide a copy to the student. The student will submit the school certification, HIV certificate (*see HIV certification requirements in State Licensure Requirements section below),* and payment to Department of Business and Professional Regulations.

1. Students should allow approximately 2 weeks for the Board to approve their application. Once the application has been approved the Board will send authorization to Pearson Vue testing center and notify the student.
2. Student then contacts: Pearson Vue, Inc to book an appointment to test. Customer Care: 1-888-204-6230
   Website: **www.PearsonVue.com**
   Student may go online and choose a location in the area and book an appointment. Students will receive the results of the examination immediately.

State Licensure Requirements

Cosmetology License
To become a licensed Cosmetologist in the State of Florida you must be at least 16 years of age or have received a high school diploma, attend a Florida school of cosmetology and successfully complete a minimum of 1,200 hours of education. Upon the successful completion of the educational hours, a completed cosmetology examination application should be submitted to the Florida Department of Business and Professional Regulation along with the applicable fees. The Board require as a condition of granting an initial license, completion of an education course approved by the Board, on HIV and AIDS. Certification of completion of a HIV/AIDS course shall accompany the application for initial licensure. Any applicant for licensure may take an approved course within the time given by the state preceding application for initial licensure. After the examination application has been approved, you will receive written notification from the department with instructions to schedule a date and time for your examination with the vendor, Pearson VUE. After successfully passing both portions of the cosmetology examination with a minimum score of 75%, you will be issued a cosmetology license.

The website for Pearson VUE is www.pearsonvue.com. Exception: Florida cosmetology students qualified to take the examination after completion of only 1,000 hours of education and fail the examination must complete the full 1,200 hours of education before reexamination.

Full Specialist License
A Florida specialty registration is required to perform Full Specialist services. A Full Specialist registration is a combination of the nail specialty registration and the facial specialty registration. Applicant must be at least 16 years of age or have received a high school diploma and complete a minimum of 500 school hours in a Florida Full Specialist program. Applicants should submit the initial HIV/AIDS course completion certificate received from their school. The HIV/AIDS course must have been completed within two years prior to submitting an application and must be at least four hours long. You ***do not*** have to take the Florida cosmetology examination for this registration. A Certification of Eligibility Form will be completed by the school and provided to the student. The student will submit the certification, HIV certificate, diploma, and applicable fees to the state for licensure.

Barber
To become a licensed Barber in the State of Florida you must be at least 16 years of age or have received a high school diploma, attend a Florida barbering school and successfully complete a minimum of 900 hours of barber training. Upon completion of the educational hours, a completed examination application should be submitted to the Florida Department of Business and Professional Regulation for processing, along with the applicable fees. The Board shall require as a condition of granting an initial license, completion of an education course approved by the Board, on HIV and AIDS. Certification of completion of a HIV/AIDS course shall accompany the application for initial licensure. Any applicant for licensure may take an approved course within the time frame set by the state preceding application for initial licensure. After the examination application has been approved, you will receive written notification from the department with instructions to schedule a date and time for your examination with the vendor, Pearson VUE. After successfully passing the Barber examination with a minimum score of 75%, you will be issued a Barber license.

The website for Pearson VUE is www.pearsonvue.com. Exception: Florida Barber students qualified to take the examination after completion of only 1,000 hours of education and fail the examination must complete the full 1,200 hours of education before reexamination.

Restricted Barber License
(*A "restricted barber" is an individual who can cut hair and shave but is not allowed to perform any chemical services. Examples of chemical services include coloring and applying highlights***)**
To become a licensed Restricted Barber in the State of Florida you must be at least 16 years of age or have received a high school diploma, attend a Florida barbering school and successfully complete a minimum of 600 hours of barber training. Upon completion of the educational hours, a completed examination application should be submitted to the Florida Department of Business and Professional Regulation for processing, along with the applicable fees. The Board shall require as a condition of granting an initial license, completion of an education course approved by the Board, on HIV and AIDS. Certification of completion of a HIV/AIDS course shall accompany the application for initial licensure. Any applicant for licensure may take an approved course within the time frame set by the state preceding application for initial licensure. After the examination application has been approved, you will receive written notification from the department with instructions to schedule a date and time for your examination with the vendor, Pearson VUE. After successfully passing the Restricted Barber examination with a minimum score of 75%, you will be issued a Restricted Barber license.

The website for Pearson VUE is www.pearsonvue.com.

All applications for licensure are available online at www.MyFloridaLicense.com.

Military: Military veterans, their spouses and Florida National Guard members may be eligible for a fee waiver, fee reimbursement, and/or fee discount. Please visit our DBPR Military Services page for more information. All others may be eligible for a low income fee waiver and/or discount.

All Applicants: Applicants for licensure will be subject to a background checks by the Department of Business and Professional Regulation. Felony convictions or revocations of other licenses may result in denial of licensure.

Career Choices

A Cosmetology, Barber or Full Specialist license can open the door to variety of career options, depending on your license type, the depth of your passion for your career and craft and how much you are willing to invest in continuing education. Careers include, but not limited to the following:

- Be Your Own Boss
  Many Cosmetology and Barbers work on a self-employed basis, either in their own barbershops/Salons or in spaces they have leased in businesses such as salons, hotels and spas.
  Nail Technician If you have a passion for pedicures, you can have a rewarding career as a nail technician. Nail technicians provide manicures, pedicures, and synthetic nail services. Esthetician Estheticians are all about skin care, including facials, waxing, spa services, and more. They help beautify and maintain the health of their clients' skin.
  Makeup Artist Makeup artists transform clients with skilled makeup techniques. Having a cosmetology license will set you apart from many freelance makeup artists, making you more appealing to established makeup brands.
  Beyond the Salon or Barber Shop: What Else Can You Do as a Licensed Cosmetologist or Barber?
  Fashion Show Stylist Work behind-the-scenes in fashion as a stylist. People look to runway shows for their fashion, hair, and makeup inspiration, and you'll make connections with fashion experts worldwide.
  Editorial and Advertising Stylist Get models camera-ready for editorial and commercial photo shoots. This is a fun career for stylists who can execute a wide variety of hair and makeup looks.
  Celebrity or Personal Stylist Picture your favorite celebrity. Now picture yourself being the person responsible for doing their hair and makeup! Everyone from actors, musicians, to even local news anchors use personal stylists to help them look their best before going on camera.
  Film and Theater Stylist Before lights, camera, action, there's lights, hair, and makeup. Film and theater stylists are responsible for transforming actors into their characters, so they possess a wide variety of skills and techniques to alter someone's appearance.

- Platform Artist
  Is all the world a stage for you? Platform artists are a mix of master stylists, teachers, and live entertainers. They travel and perform onstage at hair shows, beauty shows, and other beauty industry events, showcasing techniques, products, and collections on live models.

- Commercial Care Services
  Licensed Barbers and Cosmetologist often find jobs in the personal care industry working in a variety of locations, such as resorts and cruise ships. Nursing homes and retirement communities often hire to provide services for their residents, along with government agencies to provide haircuts at military bases and public institutions, such as hospitals or prisons.
- Educational Instructors
  Since many states require prospective barbers to attend training programs before they can obtain a license, there is a need for barber school instructors. Many schools hire experienced licensed barbers and cosmetologist to teach students the skills needed to become licensed.

Note: Certain Career choices in the Beauty Industry are limited by license type**.**

Occupational Demands

It is extremely important that you are provided with all the facts about the physical requirements that your future career demands.

The following is a list of physical demands you may encounter in this industry.

- **Body Position**: Long periods of time standing are required for cosmetologists.
- **Hands**: Your hands will need protection from chemicals and continuous exposure to water and cleansing agents. Hand care products are recommended for all service professionals.
- **Back:** Minor back stress may be caused by long intervals of standing, sitting or leaning. Please consult your physician or chiropractor if you have experienced back pain in the past.
- **Chemicals:** As a cosmetologist you will be required to work with many different types of products and chemicals. If you currently have allergies or sensitivities to chemicals, please consult your physician with a list of the chemicals you will be exposed to.
- **Sanitation:** Communicable disease can be easily transmitted from one individual to the next. Special attention must be paid to yourself and your client to avoid spreading any disease.
- **Trade Tools**: There are obvious hazards when working with sharp objects such as scissors, razors, clippers, lancets, extractors, etc. Caution must be used when handling any such item.
- **General Safety**: On a daily basis use caution and common sense to avoid entering into any of the following situations: chemical burns, cuts and abrasions, excessive heat from hair dryer, hot water, harmful vapors or fumes, injury to eyes, and physical injury resulting from spilling liquid.

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy (SAP) is consistently applied to all students enrolled at Shear Finesse Beauty Academy It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Evaluation Period
Students are evaluated for Satisfactory Academic Progress as follows:

Program	Actual Clock Hours of Evaluation*
Cosmetology	450-15 weeks 900-30 weeks 1200-40 weeks
Barbering	450-15 weeks 900-30 weeks 1200-40 weeks
Restricted Barbering	300-10 weeks
Full Specialist	300-10 weeks

*Transfer Students- Evaluation periods will be based on actual contracted hours at this institution.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

Attendance Progress Evaluation
Students are required to attend a minimum of 67% of their contracted hours based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frameallowed.

Full time students are scheduled to be in attendance 6 hours per day, Tuesday through Saturday for a total of 30 hours per week. All part time students are scheduled to be in attendance 5 hours per day, Tuesday, Wednesday, Thursday and Saturday, 4 hours on Friday for a total of 24 hours per week.

Maximum Time Frame
The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Course				Maximum Time Allowed	
Full Program Length		**Academic Year Length**		**Approx. Weeks**	**Scheduled Hours**
Cosmetology (Full time, 30hrs/wk-40 weeks)	1200 Hours	30hrs/wk-30 weeks	900 Hours	60	1800
Cosmetology (Part time, 24hrs/wk-50 weeks)	1200 Hours	24hrs/wk-37.5 weeks	900 Hours	75	1800
Barbering- (Full time, 30hrs/wk-40 weeks)	1200 Hours	30hrs/wk-30 weeks	900 Hours	60	1800
Barbering-(Part time, 24hrs/wk-50 weeks)	1200 Hours	24hrs/wk-37.5 weeks	900 Hours	75	1800
Restricted Barbering-(Full-time,30hrs/wk-20 weeks)	600 Hours	30hrs/wk-20 weeks	900 Hours	30	900
Restricted Barbering-(Part time, 24hrs/wk-25 weeks)	600 Hours	24hrs/wk-25 weeks	900 Hours	36	900
Full Specialist-(Full-time,30hrs/wk-20 weeks)	600 Hours	30hrs/wk-20 weeks	900 Hours	30	900
Full Specialist-(Full-time,30hrs/wk-25 weeks)	600 Hours	30hrs/wk-25 weeks	900hrs	36	900

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

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.

Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by Shear Finesse Beauty Academy Students must maintain a written grade average of 80% to be considered making satisfactory progress.

Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Grading Scale		
100%-95%	Excellent	A
94%-85%	Good	B
84%-80%	Satisfactory	C
79% and below	Unsatisfactory	Failing

Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. 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.

Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period, which lasts for one evaluation period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation for one evaluation period and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

Re-establish of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

Interruptions, Course Incompletes, Withdrawals

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 period and maximum time frame 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. 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.

Appeal Procedures

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Noncredit, Remedial Courses, Repetitions

Noncredit, remedial courses and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

Transfer Hours

Transfer hours that are accepted are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

(End of Satisfactory Progress Policy)

Attendance Policy

The importance of regular attendance and punctuality cannot be over-emphasized. The Institution, future employers and your clients will expect dependability. All students are required to clock in electronically and/or manually. Attendance is monitored daily to ensure students are adhering to the attendance policies. Students are required to notify the school if they are going to be tardy or absent. Students may notify the school verbally, school official email, or voice mail.

Absences

Excessive absences, tardiness, and no call no show conduct without notification and no documented mitigating circumstance is will be subject to the schools disciplinary actions. Additional policies and procedures regarding attendance are included in the school's *satisfactory progress policy.*

All students absent 14 consecutive calendar days and not on an approved leave of absence will automatically be terminated from their program. On the 14th day of absence, students must clock at least three hours to be considered present for that day. (***Also see school Refund Policy-Notice of Cancellation***)

Leaving Class Early

Students are expected to attend class according to their approved class schedule. Students are required to notify their instructor if they have to leave class before the end of their class schedule. A student who leaves early from class frequently will be counseled by the instructor. Leaving class early excessively may lead to disciplinary actions described in the conduct section of the catalog.

Make-Up Hours

Although absences are discouraged, the school will permit students to make-up hours missed due to documented scheduled absences and documented mitigating circumstances. No student will be allowed to make up time due to tardiness, no call no show, and unscheduled absences. All make up time must be approved by the Director prior to completion in order to receive credit and should not exceed the approved make up hours. Make up time will be documented in the same manner as regular attendance by the electronic clocking method and/or manually signing the attendance roster.

Leave of Absence Policy

Shear Finesse Beauty Academy's policy regarding Leave of Absences (LOA) is as follows:

1. All students are required to the follow the school's policy when requesting a Leave of Absence.

2. All requests for leaves of absences must be in writing, include the reason for the request, signed and dated.

   Reasons for which a Leave of Absence may be granted are:

   - The birth or adoption of a child or placement of a foster child
   - The care of a sick spouse, child or parent
   - The students own serious health condition
   - Death of an immediate family member
   - Documented military duty
   - Documented jury duty

3. If a student is unable to provide a written request in advance due to an unforeseen circumstance, the school will document its reason for the leave of absence, if granted and collect the request from the student at a later date. The beginning date of the approved LOA will be the first date the student was unable to attend class due to the unforeseen circumstance.
4. Leave of absences are reviewed for approval, all requests for LOA will be considered on an individual basis and is typically limited to one leave of absence in a 12 month period with a reasonable expectation that the student will return after the LOA
5. Leave of absences cannot exceed 180 days within a 12 month period. A student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 days in any 12-month period.
6. Students will not be charged any additional tuition for an approved Leave of Absence.
7. Students returning from a leave of absence will return to school in the same progress status prior to the leave of absence and resume their level of study at the same point in which they left
8. Students will have their contracts extended by the same number of days taken in the LOA. Changes to the contacted enrollment agreement will be documented with an addendum signed and dated by the student and designated school official.
9. Students granted a LOA that meet these criteria are not considered as withdrawn, no refund calculation is required at this time.
10. Failure to return from the Leave of Absence on the schedule date will result in immediate termination from school, unless the student speaks with the administrator to extend the Leave of absence before the schedule return date. All institutional refunds and Return to Title IV calculations will then go into effect based on the student's last date of attendance.
11. Student will be withdrawn if the student takes an unapproved Leave of Absence or does not return by the expiration of an approved Leave of Absence and the students withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.
12. VA students may not be approved for a leave of absence due to VA pay purposes. Education Benefits will be terminated during periods of absence as outlined by the Veteran's Policies regarding attendance and extended absences.

Tuition

Tuition Policy

Student and Sponsor (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance or payments are satisfied. School will charge additional tuition for hours remaining after the contract ending date and minimum hours plus 10% have been reached at the rate of $13.50 per hour, until graduation. The school may charge a $10.00 transcript fee for transcript requests. The school will charge a registration fee for students enrolling or transferring to the school of $100.00. The school will charge a $50.00 re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after withdrawal/termination plus the registration fee of $50.00. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card, scholarships, loans, grants or any 3rd party agency providing tuition assistance. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest. **Note:** *The school agrees that it will not increase tuition when the student remains in continuous training according to the terms of their enrollment agreement.*

Program Tuition and Fees

Program	Tuition	Registration Fee	Text Books	Tool Kit	Total Cost
Cosmetology	**16200.00**	**100.00**	**300.00**	**1700.00**	**18300.00**
Barbering	**16200.00**	**100.00**	**300.00**	**1700.00**	**18300.00**
Restricted Barbering	**7500.00**	**100.00**	**100.00**	**1100.00**	**8800.00**
Full Specialist Program	**7500.00**	**100.00**	**300.00**	**1000.00**	**8900.00**

***Note:** Books, CDS and Supplies/Tool kits are non-refundable.

In addition to the above fees, students may be subject to following fees:

Item	Fee
Overtime Fee	$13.50 per hour (*also see Overtime Tuition Policy)*
Re-entry Fee	$50.00
Late Payment Fee	$25.00 (Tuition)
Replacement ID badge	$10.00
Replacement electronic attendance card	$40.00
Termination Fee	$150.00
Replacement Text/Work Books/CD or tools	Current cost of items at the time of replacement
Uniforms	$25.00 to $80.00 (*also see Uniforms)*
Project/Lab Fees	$0.00 to $100.00
HIV Certification Test	$20.00
Test Retake Fee (See Testing Policy)	$25.00
Transcript (See Transcript Policy)	$10.00
State Licensure Fees	Current State Fee for initial licensure at the time the school submits your application (*also see State Licensure Requirements)*

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	$13.50 X 130hr = $1755.00

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.

Refund Policy-Notice of Cancellation

Official Withdrawal

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.
Any monies due the applicant or students shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of $100.00 and the $50.00 re-entry fee if applicable.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
8. 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%

9. All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially. 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. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

10. Text Books and tool Kits are non-refundable.

11 Students who withdraw or terminate prior to course completion are charged a cancellation 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.

12 If a Title IV financial aid participant withdraws prior to course completion, a calculation Return To Title IV (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 outstandingbalance 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.**

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

(End of the Return to Title IV Policy)

Programs
Cosmetology

The Cosmetology 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 Cosmetology. The students are equipped with a variety of skills to begin a career in Cosmetology or related industry, including business skills, customer service, retailing, communications, and entrepreneurship.

Cosmetology General Program Description

The Cosmetology Program is a 1200 hour program that consists of academic (theory) and practical application. 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 cosmetology subjects are identified by a course number that begins with COT (Cosmetology Theory) and COP (Cosmetology Practical).

Cosmetology Program Outline

COURSE NUMBER	COURSE NAME	CLOCK HOURS	SERVICES
COT100	History and Career Opportunities	2	
COT101	Life Skills	3	
COT102	Theory-Your Professional Image	2	
COT103	Theory-Communicating for Success	3	
COT200	Theory-Infection Control: Principals and Practices-HIV/AIDS 4 Hours	10	
COT201	Basics of Electricity	5	
COT202	Basics of Chemistry	5	
COT203	Scalp Care, Shampooing, and Conditioning	20	
COT204	Properties of the Hair and Scalp	20	
COT300	Hair Arranging	20	
COT400	Hair Cutting	20	
COT500	Chemical Texture	20	
COT600	Hair Coloring	40	
COT700	Nail Structure and Growth	1	
COT701	Nail Disorders and Diseases	2	
COT702	Manicuring	2	
COT703	Pedicuring	2	
COT704	Nail Tips, Wraps and No-Light Gels	3	
COT800	Skin Structure and Growth	1	
COT801	Skin Disorders and Diseases	2	
COT802	Facials	3	
COT803	Hair Removal	1	
COT804	Facial Make-up	3	
COT900	Business Skills	10	
COT901	On the Job	5	
COT902	The Salon Business	5	
COT903	Florida Law	20	
COP200	Infection Control: Principals and Practices-HIV/AIDS 4 Hours	30	0
COP203	Scalp Care, Shampooing and Conditioning	40	50
COP204	Properties of the Hair and Scalp	20	45
COP300	Hair Arranging	300	300
COP400	Hair Shaping	180	75
COP500	Chemical Texture	160	65
COP600	Hair Coloring	160	45
COP702	Manicuring	20	10
COP703	Pedicuring	15	10
COP704	Nail Tips, Wraps, and No-Light Gels	5	0
COP802	Facials	20	4
COP803	Hair Removal	5	2
COP804	Facial Make-up	15	4
Total Theory Hours-230		Total Practical Hours-970	Total Services-610

Barbering

The 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.

Barbering General Program Description

The Barbering Program is a 1200 hour program that consists of academic (theory) and practical application. 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 barbering subjects are identified by a course number that begins with BST (Barber Stylist Theory) and BSP (Barber Stylist Practical).

Barbering Program Outline

COURSE NUMBER	COURSE NAME	CLOCK HOUR	SERVICES
BST100	Study Skills	2	
BST101	The History of Barber Styling	3	
BST102	Professional Image	3	
BST200	Microbiology	20	
BST201	Infection Control and Safe Work Practices HIV/AIDS 4 Hours	20	
BST202	Implements, Tools, and Equipment	15	
BST300	Properties and Disorders of the Skin	10	
BST301	Properties and Disorders of the Hair and Scalp	10	
BST302	Treatment of the Hair and Scalp-Shampooing	10	
BST400	Facial Massage and Treatment	10	
BST401	Shaving	15	
BST402	Mustache and Beard Trim	12	
BST500	Haircutting: Men & Women Haircutting	20	
BST501	Men's Hairpieces	8	
BST502	Men and Women Hairstyling	20	
BST600	Permanent Waving	20	
BST601	Relaxers and Soft Curl Permanents	15	
BST602	Hair Coloring and Lightening	30	
BST700	Electricity and Light Therapy	10	
BST800	Chemistry	10	
BST900	Job Search	10	
BST901	Selling in the Shop	10	
BST902	Shop Management	10	
BST903	Florida Law	15	
BSP201	Infection Control and Safe Work-HIV/AIDS 4hours	135	
BSP301	Treatment of the Hair and Scalp- Shampooing	50	80
BSP400	Facial Massage and Treatment	10	15
BSP401	Shaving	10	13
BSP402	Mustache and Beard Trim	5	12
BSP500	Haircutting, Men & Women Haircutting	200	300
BSP501	Men's Hairpieces	2	0
BSP502	Men and Women Hairstyling	100	200
BSP600	Permanent Waving	100	50
BSP601	Relaxers and Soft Curl Permanent	100	10
BSP602	Hair Coloring and Lightening	125	25
BSP900	Job Search	30	0
BSP901	Selling in the Shop	10	0
BSP902	Shop Management	15	0
Total Theory Hours-308	Total Practical Hours-892	Total Services-705	

Restricted Barbering

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.

Restricted Barbering General Program Description

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).

Restricted Barbering Program Outline

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	

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		
	• Skin Analysis • Facial Treatments • Facial Massage • Facial Machines			
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**

Total Theory Hours-396.50	**Total Practical-203.50**	**Total Services-200**

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
Total Hours	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
Total Hours	5

[COT202]
BASICS OF CHEMISTRY
Introduction of the basic fundamentals of matter and potential hydrogen (PH)

Theory hours	5
Lab hours	0
Services	0
Total Hours	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
Total Hours	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
Total Hours	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	
Total Hours		265

Braiding and Braid Extensions

Theory hours	3	
Lab hours	25	
Services	25	
Total Hours		28

Wigs and Hair Additions

Theory hours	2	
Lab hours	25	
Services	25	
Total Hours		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	
Total Hours		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	
Total Hours		74

Relaxer

Theory hours	7	
Lab hours	57	
Services	20	
Total Hours		64

Soft Curl Permanent

Theory hours	5	
Lab hours	37	
Services	20	
Total Hours		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
Total Hours	13(

Lighteners and Toning

Theory hours	10
Lab hours	60
Services	15
Total Hours	70

[COT700]
NAILS
Describe the structure and growth of the nails

Theory hours	1
Lab hours	0
Services	0
Total Hours	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
Total Hours	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
Total Hours	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
Total Hours	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	
Total Hours		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	
Total Hours	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	
Total Hours		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	
Total Hours	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	
Total Hours		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	
Total Hours		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	
Total Hours		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	
Total Hours		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	
Total Hours		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	
Total Hours		15

[BST300]
PROPERTIES AND DISORDERS OF THE SKIN
Discuss and describe the structure and divisions of the skin. List the functions of the skin. Identifyrecognizable skin disorders.

Theory hours	10	
Lab hours	0	
Services	0	
Total Hours		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	
Total Hours		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	
Total Hours		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	
Total Hours		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	
Total Hours		25

[BST402/BSP402]
MUSTACHE AND BEARD TRIM
Explain and demonstrate the fundamentals of facial hair design.

Theory hours	12	
Lab hours	5	
Services	12	
Total Hours		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	
Total Hours		5

Men's Haircutting
Discuss the art and science of men's haircutting

Theory hours	10	
Lab hours	150	
Services	250	
Total Hours		160

Women's Haircutting
Explain and perform four basic women's haircuts.

Theory hours	5	
Lab hours	50	
Services	50	
Total Hours		55

[BST501/BSP501]
MEN'S HAIRPEICES
Discuss and demonstrate alternative hair replacement methods.

Theory hours	8	
Lab hours	2	
Services	0	
Total Hours		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	
Total Hours		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	
Total Hours		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	
Total Hours		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	
Total Hours		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	
Total Hours		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	
Total Hours		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	
Total Hours		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	
Total Hours		40

[BST901/BSP901]
SELLING IN THE SHOP
Introduce student to customer service and retail sales skills.

Theory hours	10	
Lab hours	10	
Services	0	
Total Hours		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	
Total Hours		25

[BST903]
FLORIDA LAW
The objective is to provide each student with an overview of the state laws governing the principles and practices ofthe barbering industry

Theory hours	15	
Lab hours	0	
Services	0	
Total Hours		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	
Total Hours		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	
Total Hours		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	
Total Hours		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	
Total Hours		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
Total Hours	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
Total Hours	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
Total Hours	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
Total Hours	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 mineralss 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 or 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

Class Schedules and School Holidays

Program Hours and Class Schedules

Cosmetology and Barbering

- **Full Time Day**- Tuesday-Saturday 9:00am-3:30pm (30 hrs/week with 30 min. break)
- **Part Time Evening**-Monday-Thursday 5:00pm-10:00pm,
- Friday 5pm-9pm,Saturday 9:00am-3:30pm (24hrs/week)

Restricted Barbering

- **Full Time Day**- Tuesday-Saturday 9:00am-3:30pm (30 hrs/week with 30 min. break)
- **Part Time Evening**-Monday-Thursday 5:00pm-10:00pm,
- Friday 5pm-9pm,Saturday 9:00am-3:30pm (24hrs/week)

Full Specialist Program

- **Full Time Day**- Tuesday-Saturday 9:00am-3:30pm (30 hrs/week with 30 min. break)
- **Part Time Evening**-Monday-Thursday 5:00pm-10:00pm,
- Friday 5pm-9pm,Saturday 9:00am-3:30pm (24hrs/week)

Program Start Dates

The following dates represent program start dates for the Cosmetology, Barbering and Restricted Barbering Programs.. These dates are subject to change based on the demands of the school or applicant. Any changes will be made known to the student prior to the new date change. For students who are unable to begin class or cancels enrollment prior to the start date, the school cancellation policy will apply. (***See Refund/Cancellation Policy***)

Cosmetology- Barbering- Restricted Barbering-Full Specialist

2025		2026	
January	6		13
February	10		10
March	10		10
April	15		14
May	6		12
June	10		9
July	15		14
August	12		11
September	9		8
October	7		6
November	4		3
December	2		1

Holidays and School Closings

Shear Finesse Beauty Academy operates continuously 12 months a year during the normal school schedule. The school does acknowledge the following holidays and is closed to students, faculty and guest for observance. Students will be made aware in advance of any other school closing not listed in this catalog by the Director or Administrative Staff.

New Year's Day

Martin Luther King Day

Junetenth

Independence Day

Memorial Day

Thanksgiving Day

Christmas Day

Veteran's Day

Administration and Staff

School Officials
Yvonne Williams-Director
Markeya Nealy-Compliance
Officer

Admissions and Registration
Yvonne Williams-Administrator

Financial Aid
Markeya Nealy–Administrator

Instructors
Yvonne Williams-(Full Time)
Florida State College of Jacksonville, Licensed Cosmetologist 1994

Robert Channelle-(Full Time)
Shear Finesse Beauty Academy, Jacksonville, Florida, Licensed Barber 1992

Sheronda Cooper-(Full Time)
North Florida Institute, Jacksonville, Florida, Licensed Cosmetologist 2008

Board of Directors

Shear Finesse Beauty Academy is owned by the Corporation, Shear Finesse Beauty Academy, Inc. Located at 5238-2 Norwood Ave, Jacksonville, Fl 32208. Shareholders elect a Board of Directors, and that Board has legal control over the Corporation, overseeing its management and ensuring compliance with governing laws and internal rules.

Executive Officers
Yvonne Williams-President and Chief Executive Officer
Markeya Nealy-Vice President

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.

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

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http://www.benefits.va.gov/gibill."

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*). 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
- TextbookInformation
- 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