

DERMALINE SKIN CARE & ACADEMY

966 W. State Rd. 434
Longwood, FL 32750
(407) 410-9080

COURSE CATALOG

Volume 1

Revised 2025

**Unlock Your Beauty Potential at DERMALINE
SKIN CARE & ACADEMY – Where Skills Blossom,
Confidence Grows, and Beauty Flourishes.**

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ABOUT DERMALINE SKIN CARE & ACADEMY

Background

DERMALINE SKIN CARE & ACADEMY is a leading beauty institution dedicated to skincare education. Rooted in a passion for skincare and a commitment to excellence, our academy provides individuals with the tools and knowledge they need to build successful careers in the beauty industry. Established in November 2020 at the Seminole Towne Center Mall, we also operate as a fully functional skincare facility serving beauty needs.

At the core of our offerings is a comprehensive diploma program for aspiring Skin Care Specialists. This program is carefully designed to give students a deep understanding of skincare techniques, beauty treatments, and the entrepreneurial skills essential for excelling in this dynamic field.

DERMALINE SKIN CARE & ACADEMY employs a combination of instructional methods, including classroom lectures, hands-on lab/equipment training, and online access to quizzes and course materials. Our goal is to prepare students for gainful employment in their chosen profession. While we incorporate online learning elements, the school does not currently offer distance education exclusively.

All curricula include digital media resources accessible both in class and at home, enhancing student skills and knowledge. DERMALINE SKIN CARE & ACADEMY is committed to inclusivity and does not discriminate based on race, creed, color, sex, age, disability, or national origin.

Licensure

DERMALINE SKIN CARE & ACADEMY is licensed by the Florida Commission for Independent Education, Florida Department of Education (License #13105). Additional information regarding this institution may be obtained by contacting the Commission at:

325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
(850) 245-3200 Main Line
(888) 224-6684 Toll Free

Mission Statement

DERMALINE SKIN CARE & ACADEMY's mission is to empower each student to achieve their highest occupational potential in the fields of beauty and skincare as a Facial Specialist. Our programs are aligned with the standards set by the Florida Department of Business and Professional Regulation and meet the Curriculum Frameworks and Program Standards established by the Florida Department of Education.

Purpose of the Institution

The purpose of DERMALINE SKIN CARE & ACADEMY is to deliver high-quality education and training in the field of skincare, ensuring that students acquire the knowledge, hands-on experience, and theoretical understanding needed to achieve licensure and secure employment as Skin Care Specialists in Florida. Our programs blend comprehensive, hands-on instruction with theoretical training to provide a well-rounded educational experience.

In alignment with Section 1005.01, F.S., we are dedicated to contributing to the career development and long-term success of our students while promoting the highest professional standards in the beauty industry.

FACULTY

Institutional Data for DERMALINE SKIN CARE & ACADEMY		ID No.: 13105		
		License:	License #:	Exp. Date:
Sadat, Shala	Owner Administrator Educator	Facial Specialist	FB9754501	10/31/2025

OWNERSHIP

DERMALINE SKIN CARE/ACADEMY, LLC is the official corporate name, as registered with the Florida Division of Corporations. All operations of the academy are owned and managed by this corporation.

GOVERNING BODY

Shala Sadat, Owner
966 W. State Rd. 434, Longwood, FL 32750
407-410-9080

ORGANIZATION

Campus Facility

DERMALINE SKIN CARE & ACADEMY is located inside of the Shoppes at Island Lake in Longwood, Florida. The school's facility features modern 1,400 sq.ft. of instructional and training space, including several salon beds, work tables, a front desk, a computer work station, a restroom, a reception area, and administrative offices. DERMALINE SKIN CARE & ACADEMY complies with relevant local safety and health standards, including fire, building and sanitation codes.

Drug/Alcohol/Smoke – Free Policy

DERMALINE SKIN CARE & ACADEMY is a drug-free, alcohol-free, and smoke-free environment. Alcohol consumption, smoking, and/or vaping on campus will not be tolerated. The school has zero tolerance for drugs and alcohol for any individual on the school property. Use or possession of alcohol, drugs, or any other illegal substances on site is grounds for termination/dismissal. No student or employee may be on the school site and under the influence of alcohol or drugs at any given time.

The school follows federal government regulations for a drug-free workplace for students and employees. Any student or employee caught possessing, using, or distributing any illegal substances or paraphernalia will be dismissed and/or referred to the appropriate agency for arrest.

Weapons Policy

Possession of a weapon of any kind for any reason by anyone on DERMALINE SKIN CARE & ACADEMY campus is strictly prohibited. No knives, guns (pistols or rifles), bomb materials, bows and arrows, bazookas, stun guns, fireworks, or anything that could be deemed a weapon by legal authorities are permitted on campus, and campus is defined as parking lot and buildings. Violation of this rule will result in immediate termination and notification of the appropriate authorities. Any student, faculty, or staff member who sees or hears of anyone on campus with a weapon is urged to notify the office immediately.

Hate Crime Reporting

Current federal regulations require institutions to report as a hate crime any occurrence of criminal homicide; sex offense; robbery; aggravated assault; burglary; motor vehicle theft; arson, larceny-theft; simple assault; intimidation (bullying); destruction, damage, or vandalism of property; and any other crime involving bodily injury to local law enforcement agencies that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Students are encouraged to report crimes that fall into this category to their instructor(s) or directly to the administration as soon as possible. All faculty and staff hearing of any such crimes are to report them immediately to the director.

Discrimination

DERMALINE SKIN CARE & ACADEMY does not discriminate based on race, creed, color, sex, age, pregnancy, parental status, disability, or national origin.

Sexual Harassment/Hazing

The school will not tolerate harassment or hazing of any sort. Sexual harassment includes unwelcome sexual advances, offensive comments, gestures, or physical contact of a sexual nature by students or staff. Harassment based on age, race, color, religion, national origin, pregnancy, parental status, or disability also will not be tolerated, nor will hazing (defined as harassment, abuse, or humiliation of any other sort). Harassment or hazing

may result in termination/expulsion from the school. Anyone believing they have suffered harassment or hazing should report the offense immediately to school administration. Students who are terminated for harassment or hazing will not receive a tuition refund.

ADMISSIONS

Basic Admission Requirements

Individuals requesting admission or accepted into any program at DERMALINE SKIN CARE & ACADEMY must meet and follow all of the below requirements:

- Must be at least 16 years old.
- Must possess a high school diploma or GED and present a copy at the time of enrollment.
- Must demonstrate good manual dexterity (full use of hands and fingers).
- Must be willing to accept and perform treatments/services such as (but not limited to): Facials, Electrical Devices, Hair Removal/Waxing, Makeup Application, etc. while enrolled in the program.
- Must have effective communication skills and demonstrate basic English proficiency.
- Must have a tour of the school prior to enrolling into any of the programs.
- Must not be impaired by medications, etc. while performing services

The school does not require standardized test scores (e.g., SAT or ACT) for admission. Admissions are based on a personal interview, review of the applicant's educational background, and fulfillment of the above requirements.

Applicants who live within the state of Florida must come in person for tours and enrollment appointments. Before acceptance into a program, prospective students are advised of all program costs, interviewed by the administration, required to submit a signed enrollment agreement with all necessary documents, and agree to the student code of conduct as outlined in this catalog. Admission will be denied if the applicant fails to meet these standards or violates the student code of conduct during the admissions process.

If a student has any condition(s) that may affect their education or ability to participate in certain modalities, they are responsible for informing the school. Pregnancy may limit a student's ability to engage in certain lab activities.

DERMALINE SKIN CARE & ACADEMY does not discriminate based on race, creed, color, sex, age, disability, or national origin. Students who require additional learning assistance must provide documentation from a physician prior to enrollment, specifying the accommodations needed and confirming the student's ability to complete the program.

Criminal History: The school does not inquire about an applicant's criminal history during the admissions process. However, some state licensing boards may restrict licensure based on criminal history. It is the responsibility of the student to understand any restrictions that may apply to their specific situation.

Student Modality Requirements

Students must be able to accept and perform treatments/services such as (but not limited to): Facials, Electrical Devices, Hair Removal/Waxing, Makeup Application, etc. while enrolled in any program. Students are expected to have knowledge of the four main different skin types. Students are required to perform and receive services and treatments on multiple skin types by partnering with other students in the classroom. Students who are not willing to participate will be re-enrolled, be advised to withdraw, or be subject to dismissal.

Financial Requirements

Students must submit a completed and signed Enrollment Agreement and pay all base registration fees prior to being accepted into any program. Unfortunately, financial assistance is not available.

Denial of Admissions

The school reserves the right to deny admission to a prospective student if one or more of the admissions requirements are not met or if the applicant refuses to agree to and/or follow any of the school policies. If an applicant is denied admission to the school, the school will fully inform the applicant of the nature of the denial. The school owner, who acts as the administrator, will make the final judgment as to the denial based on the school's published policies. The school will maintain a record of any applicant for at least 12 months.

Start Dates

Students must begin class on the specified start date listed in this enrollment agreement, unless prior approval has been given by Administration, in writing, and a new start date has been designated. New students can submit a request to change their start date no later than 2 weeks prior to the start of class. If approved by administration, it will result in an additional \$150 registration fee charge. The academy uses rolling admissions and offers flexible start dates for the program.

Program Changes

If a student is enrolled in a program and decides to change to another program, a re-registration fee of \$150 will apply.

Withdrawal Policy (Prior to Starting)

Withdrawals that occur after three (3) business days of signing the enrollment agreement, but before the first day of class, will result in a full refund of all monies paid, minus the registration fee and any fees for books, supplies, and materials.

Scheduled School Hours

- Full time students will attend school courses for 20 hours per week, for up to 14 weeks, with plenty of time in between to accommodate their busy schedules.

Graduation Requirements

Once a student has met all the below requirements, they will receive the Diploma for the Facial Specialist program. To be eligible for graduation, a student must:

- Complete all required clock hours in the program
- Pass all written and practical exams and complete all clinical (hands on) requirements
- Pay all tuition costs or make satisfactory arrangements for payment of all monies owed to the school
- Submit all required documentation

All students who have completed their required clock hours by their contracted end date will receive their Diploma for Facial Specialist on graduation day. Any students who have not completed their required program clock hours will not be given any certificates or paperwork until all hours have been completed. Once hours are completed, students will be able to pick up their certificates on the next business day during a pickup window from 10 AM until 4 PM. If they are unable to pick up their certificates, the school will mail all program certificates and paperwork to the student. If students are not completed with their required hours by the contracted end date and/or graduation date, they may be required to stay additional days to complete hours. The student will be given available make up days by Administration.

ACADEMIC CALENDAR, OBSERVED HOLIDAYS, AND HOURS OF OPERATION

DERMALINE SKIN CARE & ACADEMY operates on a rolling enrollment basis, allowing students to enroll and start their programs throughout the year. While there is no set deadline for enrollment, students may begin their studies as soon as they have completed the registration process and course availability permits. Each program follows the calendar year (January through December), with start dates determined individually based on enrollment.

Observed Holidays:

New Year's Day	Good Friday	Columbus Day
Martin Luther King, Jr. Day	Memorial Day	Veteran's Day
President's Day	Fourth of July	Thanksgiving Break
Spring Break	Labor Day	Christmas Break

****Other/Additional holidays may be announced****

On observed holidays, DERMALINE SKIN CARE/ACADEMY will be closed, and no classes or office hours will be held.

School Hours of Operation

Office Hours	Monday – Thursday	10:00 a.m. to 5:00 p.m. (Friday until 4:00 p.m.)
Day Classes	Monday – Friday	10:00 a.m. to 3:30 p.m.

Note: The school reserves the right to alter class schedules, change the sequence of instruction, or adjust class hours as necessary, providing notice of such changes when possible. Weather or other extenuating circumstances may affect the hours of operation.

TRANSFER POLICY

Granting Credit for Prior Learning

In compliance with **Rule 6E-2.0041, F.A.C.**, DERMALINE SKIN CARE & ACADEMY does not grant credit for prior learning, life experience, or by examination. All students must complete the full required curriculum to earn their diploma, and no credit can be obtained in advance for previous knowledge or courses taken at other institutions. No credit can be awarded for previous knowledge or courses taken at other institutions, and no fees will be charged for evaluating prior learning as it is not offered.

Policies and Procedures for Prior Learning

Since DERMALINE SKIN CARE & ACADEMY does not award credit for prior learning, there are no validation procedures, confirmation steps, or appeal processes available for prior learning credits. All students are required to complete the entire curriculum without exceptions. Additionally, there are no associated fees for this process as it is not applicable.

Transferring Hours/Credits to DERMALINE SKIN CARE & ACADEMY

In compliance with paragraph **6E-1.0032(6)(f), F.A.C.**, DERMALINE SKIN CARE & ACADEMY does not accept transfer hours or credits from other institutions, nor do we grant credit for prior knowledge or previously taken courses.

Acceptance of Credits Earned through Examinations

In compliance with **Rule 6E-2.0041(10), F.A.C.**, DERMALINE SKIN CARE & ACADEMY does not accept credits earned through challenge examinations or standardized tests. As such, there are no limitations on the number of credits that can be awarded through examinations, and no fees associated with challenge exams, as these options are not offered. Students are required to complete all components of the program to earn their diploma.

Transferring Credits to Other Institutions

The transfer of credits from DERMALINE SKIN CARE & ACADEMY to other schools is at the sole discretion of the receiving institution. Students should confirm in advance whether their credits will be accepted by another institution if they plan to continue their education elsewhere.

Transferring License(s) to and from Out of State

Students seeking licensure in another state during or after their education at DERMALINE SKIN CARE & ACADEMY are responsible for researching the specific requirements for that state. The academy does not provide counseling on out-of-state licensure requirements, nor does it offer endorsements for students transferring their license to Florida.

TUITION AND FEES

Skin Care Specialist Program – 220 Clock Hours

Tuition	\$ 3,195
Registration Fee (non-refundable)	\$ 150
Total Program Cost	\$ 3,345

Other Costs

Students are required to purchase their own textbooks and scrub uniform. The student may also be required to have their own smart phone, laptop or tablet to access our website for extra learning content. There is no additional cost for this. The textbooks required for each Diploma Program are listed in their respective sections.

FINANCIAL AID POLICY

DERMALINE SKIN CARE & ACADEMY does not currently participate in federal or state financial aid programs, including **Veteran's Affairs** benefits. We do not offer scholarships, in-house loans, or grants. We do not provide financing or loans for the tuition. Students are responsible for the full cost of tuition and fees as outlined in their enrollment agreement.

Loans and Repayment Terms

Since no loans or financial aid programs are offered by DERMALINE SKIN CARE & ACADEMY, there are no obligations for students to repay loans or grants through the institution. Students who seek external financial support through third-party loan programs should consult with those lenders directly regarding repayment terms, dates, and amounts. DERMALINE SKIN CARE & ACADEMY does not endorse or arrange external financial aid but can provide documentation to assist with external loan applications.

EDUCATIONAL PROGRAMS

General Curriculum

Each program has a curriculum that encompasses the expected current standards of the aesthetics industry. Periodically each curriculum is reviewed and updated as the industry advances. Each student is provided with a program curriculum that they will be trained on while enrolled in the school. Should any changes or updates be made to any of the programs, previous students should have the understanding that the industry is constantly evolving as time progresses and they may have been taught slightly different material. DERMALINE SKIN CARE & ACADEMY will not be responsible for re-training past students on updated material as it is the student's responsibility to keep up with evolving industry standards after graduation.

METHOD OF INSTRUCTION (Hybrid Online/In-Person, Synchronous and Asynchronous)

This program consists of both online theory coursework and in-person hands-on training. The theoretical portion of the program will be completed online through our Learning Management System (LMS), which will be fully operational by early 2025. All practical service hours will be completed on-site under the supervision of an instructor.

Online Theory Courses: Students will access lectures, reading materials, and quizzes through the online portal. Each course is structured to provide foundational knowledge in key areas such as skin theory, product chemistry, and sanitation. The online courses will incorporate both synchronous and asynchronous learning components to accommodate diverse learning preferences.

- **Synchronous Learning:** Students will participate in live lectures and interactive sessions, allowing for real-time engagement with instructors and peers. These scheduled classes will provide opportunities for immediate feedback, discussion, and clarification of concepts.
- **Asynchronous Learning:** Students will also have access to recorded lectures, reading materials, and quizzes that they can complete at their own pace. This flexibility allows students to review course materials and complete assignments according to their individual schedules, making it easier to balance their studies with other commitments.

In-Person, Hands-On Service Courses: Practical training will take place in our on-campus facilities in the presence of the instructor. Students will gain experience performing facials, hair removal techniques, makeup application, and lash/brow treatments, applying the theoretical knowledge acquired through the online components.

SKIN CARE SPECIALIST – 220 CLOCK HOURS – DIPLOMA PROGRAM

Program Description

The Skin-Care Specialist program at Dermaline Skin Care & Academy is designed to provide students with the knowledge and practical skills necessary for an entry-level position as a licensed facial/skin-care specialist. The program includes a total of **220 clock hours**, with a combination of theoretical coursework and hands-on practical training. Upon completion of the required hours and successful evaluation, students will receive a diploma and be eligible to apply for licensure with the State of Florida as a Facial Specialist. One clock hour consists of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

This program follows the educational requirements outlined by the Florida Department of Education and is aligned with current industry standards. The curriculum is regularly reviewed and updated to reflect advances in the aesthetics field, ensuring that students receive training that prepares them for the evolving beauty and skincare

industry.

The facial specialist program includes teaching services in facials, client consultations, skin analysis, mechanical, manual, and chemical exfoliation, cleansing, toning, manipulations, masks, or other treatments as needed. Students will also learn the basics of temporary hair removal methods such as waxing and sugaring, makeup application, lash application, and lash and brow tinting.

Program Objectives

The Skin Care Specialist program aims to:

- Provide students with a comprehensive understanding of skin biology, analysis, and care.
- Equip students with skills in facials, chemical exfoliation, temporary hair removal methods, makeup application, and lash and brow treatments.
- Prepare students for state licensure by offering curriculum aligned with Florida Department of Education standards.
- Cultivate both theoretical knowledge and practical skills needed for a successful career in skincare.
- Ensure students develop the confidence to perform a range of skincare services, communicate effectively with clients, and adhere to professional and ethical standards in the industry.

Program Completion Requirements

To successfully complete the Skin-Care Specialist program, students must:

- Complete **220 clock hours** of coursework, including 149 hours of theory and 71 hours of practical service training.
- Achieve a minimum grade average of **75%** in both theory and practical examinations.
- Complete all required services under instructor supervision.
- Pass a final written and practical exam demonstrating competence in key skills and knowledge.
- Attend a minimum of **10 hours per week** over the duration of the program, which typically spans **14 weeks**. Scheduling adjustments can be made to accommodate students' needs, with approval from the program administrator.

Skin-Care Specialist Program Breakdown by Course

ONLINE THEORY COURSES:		Hours (Theory)	Hours (Service)
FS-101	HIV/AIDS	4	
FS-102	Skin Theory and Disease	63	
FS-103	Hair Removal	5	
FS-104	Makeup	1	
FS-105	Product Chemistry	8	
FS-106	Sanitation	10	
FS-107	Basics of Electricity	2	
FS-108	Facial Techniques and Contraindications	50	
FS-109	Ethics	2	
FS-110	Florida Law and Rules	4	
Total Theory Hours		149	

IN-CLASS, HANDS-ON SERVICE COURSES:		Hours (Theory)	Hours (Service)
FS-201	Facials		30
FS-202	Electrical Devices - 1 hour		1
FS-203	Hair removal – 10 hours		10
FS-204	Makeup application – 10 hours		10
FS-205	Lash and brow tinting - 2 hours		2
FS-206	Eyelash application - 12 hours		12
FS-207	Manual Extractions - 6 hours		6
	Total Service Hours		
TOTAL DIPLOMA HOURS			220

Course Numbering System

The course numbering system uses FS to denote “Facial Specialist”. The 100-level courses represent theoretical courses to be completed on-line via computer, whereas the 200-level courses represent service or the in-class and hands-on courses.

Unit of Credit

DERMALINE SKIN CARE & ACADEMY operates on a **clock hour** system. One clock hour consists of **60 minutes**, with a minimum of **50 minutes of instruction** in the presence of an instructor. The remaining time is allocated for breaks or transition between classes. The academy does not utilize semester or quarter credit hours, and all student progress is based on the completion of clock hours.

Required Textbooks

Students enrolled in the Facial Specialist Diploma Program are responsible for purchasing their own textbooks and scrub uniforms. These items are essential for participating in both the theoretical and practical components of the program. Students will also need access to a smartphone, laptop, or tablet to use our Learning Management System (LMS) and other online resources. However, there is no additional cost to access the LMS or extra learning content through our website

Student Workbook for Milady Standard Esthetics: Fundamentals, 12th + Student Workbook for Milady Standard Foundations ISBN-13: 978-0357482841, Publisher: Milady; 12th edition (May 23, 2019)

[THIS IS THE LATEST EDITION]

Milady Standard Foundations with Standard Esthetics: Fundamentals, 12th Edition ISBN-13: 978-0357263792, Publisher: Milady; 12th edition (April 28, 2019)

[THIS IS THE LATEST EDITION]

FACIAL SPECIALIST PROGRAM BREAKDOWN BY COURSE

Online Theory Courses (149 Hours Total)

FS-101 HIV/AIDS – 4 clock hours

Study of the integumentary system to include the biology of the skin and hair, layers of the epidermis, dermis and subcutis, functions of the layers, nerves and glands. This unit discusses diseases of the skin, symptoms,

causes, treatments and appropriate referral to a physician. Study of HIV, the virus that causes AIDS, how it breaks down the immune system, its symptoms, and transmission.

FS-102 Skin Theory and Disease – 63 clock hours

Study of the integumentary system to include the biology of the skin and hair, layers of the epidermis, dermis and subcutis, functions of the layers, nerves and glands. This unit discusses diseases of the skin, symptoms, causes, treatments and appropriate referral to a physician. Study of HIV, the virus that causes AIDS, how it breaks down the immune system, its symptoms, and transmission.

FS-103 Hair Removal – 5 clock hours

Explains the morphology of hair and its growth stages, and describes methods of temporary and permanent hair removal. Students will learn to identify different hair-removal equipment, tools, and accessories. Students will also learn how to perform face and body waxing, contraindications, and to provide a thorough client consultation before hair removal.

FS-104 Makeup – 1 clock hours

Describes the different types of cosmetics and their uses. Students will be able to demonstrate an understanding of cosmetic theory. Students will learn to consult with clients to determine their needs and preferences, to identify different facial features, and to demonstrate procedures for basic corrective makeup. Students will also learn how to perform a basic makeup procedure for any occasion.

FS-105 Product Chemistry – 8 clock hours

Describes product chemistry and components in formulating products, the most common cosmetic ingredients and their functions. Students will learn how to understand product formulation for different skin types, recognize and understand the benefits of many ingredients, and be able to recommend home care for different skin types and conditions.

FS-106 Sanitation – 10 clock hours

Study of the types and classifications of microbes, including hepatitis and HIV, and their transmission. Students will learn different types of disinfectants and their uses, and how to safely sanitize and disinfect various salon tools and surfaces. Students will also learn the importance of sanitation for the health and safety of clients and themselves.

FS-107 Basics of Electricity – 2 clock hours

Discusses the nature of electricity and the two types of electrical current. Students will learn to describe the four types of electromagnetic radiation and the visible spectrum of light, describe rays used in light therapy and their benefits.

FS-108 Facial Techniques and Contraindications – 50 clock hours

Study of facial treatments and their benefits, skills and techniques, treatment and client preparation, key elements of the basic facial treatment, facial philosophies and methods, treatments for different skin types and conditions, and acne facials. Students will also learn how to incorporate massage during the facial, massage contraindications, types of massage movements and techniques. Students will use magnifying lamps, steamers, galvanic current, high-frequency machines, electric hand-warmers. Students will also learn about equipment and purchasing the necessary items to begin working.

FS-109 Ethics – 2 clock hours

Learn the principals of good character, proper conduct, and moral judgment expressed through personality, human relation skills, and professional image.

FS-110 Florida Law and Rules – 4 clock hours

Examination of Florida laws and rules pertaining to the facial specialist including rules and requirements for examination, licensing, the licensing process, continuing education requirements, facility licenses and application procedures, preparing and passing inspections, reviewing Florida Statutes for facial specialists, and disciplinary proceedings for licensee's not in compliance.

In-Class, Hands-On Service Courses (71 Hours Total)

FS-201 Facials – 30 clock hours

Practice manual and mechanical facials, including masks, packs or treatments which must be performed on a variety of skin types including normal, oily, dry, combination, problem, and mature skin. Students will learn skills and techniques for facial services and treatments, client preparation, key elements of the basic facial treatment, facial philosophies and methods, variation of the basic facial, the mini facial, treatment for different skin types and conditions, acne facials, and men's skincare.

FS-202 Electrical Devices - 1 clock hours

Work with galvanic and high-frequency currents. Students will also learn care of machines, devices, and accessories.

FS-203 Hair removal – 10 clock hours

Perform hair removal including tweezing, waxing, threading, and sugaring. Students will learn the hair-growth cycle, characteristics and differences in hair growth, methods of hair removal, temporary methods, waxing techniques, contraindications for hair removal, and general procedures for waxing, threading, and sugaring.

FS-204 Makeup application – 10 clock hours

Application of both daytime and nighttime looks. Use of makeup products, makeup brushes, makeup color theory, selecting makeup colors, evaluating face shapes and proportions, corrective makeup, tips and guidelines. This section also includes retailing products.

FS-205 Lash and brow tinting - 2 clock hours

Perform lash and brow tints to darken lashes and brows. Students will learn safety procedures and contraindications.

FS-206 Eyelash application - 12 clock hours

Application of strip lashes, individual lashes, and semi-permanent lashes.

FS-207 Manual Extractions - 6 clock hours

Perform manual extractions to remove impurities and comedones, and to unblock clogged areas and refine pores.

TOTAL DIPLOMA PROGRAM HOURS: 220 CLOCK HOURS

Program Structure and Schedule

- **Duration:** 14 weeks (20 hours per week). Adjustments can be made to the schedule to meet students' needs with approval.
- **Minimum Weekly Attendance:** 10 hours per week.
- **Grading:** Students must maintain a grade average of 75% or higher and pass both written and practical exams.
- **Format:** Hybrid format (online theory + in-person service hours). Theory courses will be available online by the first quarter of 2025.

GENERAL STUDENT POLICIES

Student Code of Conduct

The following code of conduct has been adopted by DERMALINE SKIN CARE & ACADEMY to provide its students with a pleasant and professional educational environment. The following are reasons that a student may be placed on probation or terminated. Enforcement of the below is subject to Administration's discretion. Students who violate any school policies listed on the Student Code of Conduct are subject to receiving a formal student disciplinary report. The student will be advised of any violation(s) in writing via a formal warning letter and will receive a copy via e-mail or mail.

- Noncompliance or failure to abide by all school policies as listed in this Catalog, enrollment agreement, and/or Student Code of Conduct.
- Unprofessional conduct which might discredit the school.
- Use of abusive language or profanity / Argumentative or Confrontational.
- Excessive absences or tardiness / Leaving early / Leaving campus while clocked in / Not abiding by appropriate break times.
- Cheating / Stealing / Theft / Dishonesty / Forgery / Plagiarism.
- Bringing a firearm to school.
- Harassment / Violence / Discrimination / Bullying / Intimidation (of any kind).
- Willful destruction of school property or another student's property.
- Smoking or use of alcohol or illegal substances on school property.
- Verbal, physical, or mental abuse.
- Failure to maintain sanitary and proper sterilization procedures.
- Disturbance that interferes with the concentration of other students.
- Lack of respect for the instructors, administration, and/or other students (ex: shouting, cursing, etc.).
- Failure to follow directions given by instructor and/or administration.
- Failure to pay tuition/fees.
- Possession, use, or sale, of any illegal substance or alcohol on school property.
- Lack of knowledge or ability to be taught minimum requirements.
- Failure to comply with decision or action of management regarding any school policies.
- Failure to meet the program requirements.

Student Responsibilities

- Students are responsible for the care of school equipment and property.
- Students are responsible for professionally representing DERMALINE SKIN CARE & ACADEMY.
- Any books or materials that are lost or need to be replaced will be at the student's expense.

Dress Code and Hygiene (Hair & Nails)

Students are expected to abide by all school, county, and State of Florida rules pertaining to hygiene and sanitation and should always be well groomed. Nails should be kept short and clean to allow students to participate in hands on training. Any type of nail extensions (press-on, acrylic, etc.) are prohibited. Hair should be worn up or back from the face while students are performing services. Students must wear the appropriate uniform during class. The required uniform is medical scrubs and closed toe shoes.

The guidelines for the uniform are:

- Scrubs may be any color except neon (although black is preferred).
- The top and bottom scrubs must match.

- No pullover sweatshirts, hoodies, ponchos, hats, beanies, etc. are permitted.
- Students are permitted wear long sleeves under their scrub top. It must be a solid color.
- Students may only wear a solid color zip up sweater or a scrub jacket over their scrubs.
- Shoes must be closed toe only.

Cell Phone Policy

The possession and use of a cell phone or other electronic devices are welcomed at DERMALINE SKIN CARE & ACADEMY according to the following guidelines:

- Should be set to “silent” and kept out of sight in an inconspicuous location.
- Only used in the classroom when part of the instructor’s lesson activities.

Privacy Rights

All outside audio and video recording of the school premises, including classrooms, lobby, products, etc. or of any educators, clients, students, etc. is strictly prohibited unless explicit written consent is provided. DERMALINE SKIN CARE & ACADEMY reserves the sole right to record all media with consent from students. Students may not record any program lectures, discussion, or general content from educators without DERMALINE SKIN CARE & ACADEMY’s written and/or explicit permission. Any student or guest violating the privacy rights may be asked to leave the school premises.

ATTENDANCE POLICY

Students are required to complete 100% of the total hours in the program. Attendance is taken daily. At all times, students must maintain 87% attendance on average. Students who are absent for legitimate reasons must provide appropriate documentation. Students are responsible for keeping track of their own hours.

Unexcused Absences

Students are expected to attend all scheduled classes in order to achieve the highest degree of learning. Each absence must be made up. After five unexcused absences, the student will be counseled by the school administrator and placed on probation. An absence is considered unexcused if the student fails to both notify the school and provide written documentation. Should the student have another unexcused absence while on probation, the student will be counseled by the school administrator, and at the school administrator’s discretion, may be terminated. Leaving class early without prior approval from the instructor or school administrator is not permitted and is considered an absence for the entire class period.

Excused Absences

An excused absence is one in which the student has: 1) notified the school and administration on the day of the absence; and 2) provided written documentation of the absence. Documentation can be in the form of an email to administration, doctor’s note, jury summons, or other official excuse form. It is the student’s responsibility to attend make-up hours for the absence. If students have excessive excused absences and are unable to graduate with their class, they may take a leave of absence and re- enroll with the next class.

Attendance Guidelines

- Students are required to complete 100% of the total hours in the program.
- Attendance is taken daily.
- At all times, students must maintain 87% attendance on average.

- Students who are absent for legitimate reasons must provide appropriate documentation.
- Students are responsible for keeping track of their own hours.
- Students are only able to miss a certain number of days for each program.
- Students can only make up time on the assigned make up days.
- Students who miss more days than available make up days, will be dismissed or placed on LOA per Administration's discretion based on the excused/unexcused absences policy.

Tardiness / Leaving Class Early

A student arriving after attendance has been taken is considered late and will be marked absent unless the instructor considers the reason for tardiness legitimate. All class time missed in excess of 15 minutes must be made up by the student prior to graduation. Tardiness cannot be tolerated. Clients must not be kept waiting.

Scheduled Breaks

Students are given a 30-minute meal break. No other breaks are permitted, and students should be in the classroom at all times. If any student leaves without logging off of their program hours, the administrator/instructor will do this manually. In addition, leaving the school while on the clock may result in a warning letter.

Leave of Absence (LOA) & Absent Days

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to a specific time period during an ongoing program when a student is not in academic attendance. Student's may not arbitrarily decide to "take" a leave of absence. A Leave of Absence can be granted in cases of emergency or medical problems with doctor notification, which causes attendance to be impossible or impractical. Leaves of Absence will be granted in the case of pregnancy or new mothers. A leave of absence for a medical reason will only be permitted with a letter from the student's doctor. If a student is called into active duty for the military, the school will grant a leave of absence.

A student is required to notify the instructor anytime they will be absent from school. This form is used to notify Administration that a student will not be present for their scheduled class. The student must e-sign the LOA request. No Leave of Absence will be approved without the student's e- signature unless the student is medically unable to provide it. In such cases the student will be required to sign the LOA document upon returning to school.

Failure to Return from LOA

Failure to return from an approved LOA will result in the student's withdrawal from the program at any time within a two (2) week period without incurring a financial charge for reentry.

Students must provide DERMALINE SKIN CARE & ACADEMY any applicable documentation in writing for the appeal to be considered. The student may appeal to an owner within five (5) business days of the dismissal date. The owner will make a determination within five (5) business days of receipt of the appeal and will respond to the dismissed student in writing.

Major Medical Reasons / Pregnancy

If a student has a major documented medical reason or any other extenuating circumstances that has discussed with and approved by school administration, the student may be placed on an extended Leave of Absence. In such circumstances, the school will address each issue on an individual basis.

Program Interruptions / Incompletion

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to DERMALINE SKIN CARE & ACADEMY 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.

No Call/No Show Policy

When a student is absent from school for three (3) or more consecutive scheduled school days, the school administration will attempt to contact the student to see if the student plans to return to the program or has withdrawn.

The determination must follow these guidelines:

- All students who state they will not return to school shall be promptly withdrawn. They must subsequently send the notice of withdrawal in writing.
- If the school attempts to contact the student, relatives, and /or emergency contact, and the student does not respond within ten (10) business days, the student will be considered as withdrawn.

All students who state they will return must:

- Attend the next scheduled class after the violation and post positive attendance thereafter
- File an appeal within five (5) business days after the date of violation
- Have perfect attendance while the appeal is pending
- May be charged a \$150 re-registration fee and enrolled in the next program based on availability and on how much time was missed
- Will be required to meet with School Administration to discuss corrective action

MAKEUP HOURS POLICY

All DERMALINE SKIN CARE & ACADEMY's programs are offered on a rolling admission and flexible start dates. Students are provided with a graduation date stated in their signed contract. The date given is the official end of the program and is student's last day of regularly scheduled attendance. The student must complete 100% of the program's clock hours to graduate. If all required hours are not completed by the given graduation date, students will not be issued a certificate of completion. Students are responsible for keeping track of their own hours. Additional days after the graduation date will be provided to make up any missed hours during the program.

If any hours are missed (which includes tardiness/leaving early), students must register for makeup hours.

- An excused absence is defined as: Medical, Legal/Criminal, Obituary
- An unexcused absence is defined as: Any undocumented time missed (vacation, personal, etc.)

If the absence is excused, students must provide documentation to attend makeup days at no additional cost. Excused documentation must include the student's first and last name and the date. The student's scheduled hours will also stop while the student is on LOA that has been approved by Administration. If the absence is unexcused, the student will be subject to a \$20 per hour makeup fee for every hour absent.

All hours missed that are unexcused will count against the student's attendance and scheduled hours. If

the student is unsure what is considered excused or unexcused time, the student should contact Administration for clarification and to see if makeup fee is applicable. If a student has under one hour of missed time, they do not need to pay to make it up.

Makeup Hour Rules

- Students are only required to stay for the number of hours that they missed.
- Students must follow all normal school policies and procedures.
- Any students not abiding by the rules will be sent home.

Maximum Time Frame

The program requirements must be completed within a maximum time frame. Students are provided with an official start date and graduation date stated in their signed contract. The date given is the official end of the program and is the last attendance date allowed. At 20 hours per week, this program can be completed within 11 weeks. However, DERMALINE SKIN CARE & ACADEMY provides 14 weeks to account for students schedules for the Skin Care Specialist Program, which represents an additional 3 weeks of time for the students.

Students who have not completed their hours or required coursework by their graduation date, will not be issued a certificate of completion. Additional days after the graduation date may be provided when approved by Administration. Students must complete all necessary hours during their program. If a student misses more time than maximum time frame, the School will charge additional tuition for hours remaining after the contract ending date at the rate of \$500, plus tax, per week until graduation.

School Closed

If the school is closed due to an event beyond the school's control, such as a hurricane, severe weather, power outage, etc., opportunities for making up for lost time will be provided at no additional cost. The school will first attempt to provide alternative accommodations (if applicable), and if no substitutions can be made, then students may be sent home without penalty against their hours.

SATISFACTORY ACADEMIC PROGRESS (SAP)

The Satisfactory Academic Progress policy is consistently applied to all students enrolled at DERMALINE SKIN CARE & ACADEMY. It is printed in the catalog to ensure that all students have access online to a copy prior to enrollment.

Satisfactory Academic Progress is measured by:

- The student's cumulative grade point average (CGPA).
- The student's rate of progress toward completion (ROP); and
- The maximum time frame (MTF) allowed to complete the academic program.

Standard Academic Progress (SAP) requirements must be met. SAP is calculated at mid-point of the program.

Students who fail to meet minimum requirements for attendance or academic progress, at the next checkpoint after the warning period, will 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 SAP. The student will be advised in writing of the actions required to attain SAP 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 SAP or by the academic plan, he/she will be determined as NOT making SAP.

Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making SAP until the next scheduled evaluation. Students will receive a hard copy of their SAP determination at the time of each of the evaluations. Students deemed not maintaining SAP, will be placed on warning unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Evaluation Period

Students are evaluated for Satisfactory Academic Progress as follows:

Program	Total Program Clock Hours	Evaluation Periods for SAP
Skin Care Specialist	220	110

Attendance Progress Evaluations

Students are required to attend a minimum of 87% of the hours possible based on the applicable attendance schedule, 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 DERMALINE SKIN CARE & ACADEMY will determine if the student has maintained at least 87% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

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 The DERMALINE SKIN CARE & ACADEMY. Students must maintain a written grade average of 75% and pass a final written and practical exam prior to graduation. Students must makeup missed tests and incomplete assignments. The following grade scale is utilized for theory and practical skill evaluation which utilizes a 100-point grading scale:

Grading System

The following grading system is used. A student is permitted to retake any failed test once with the second grade substituting for the first, even if the second grade is lower. An Incomplete will convert to an F if the student does not make-up their work within their assigned program's time frame.

A	100 to 90	Excellent
B	89 to 80	Very Good
C	79 to 70	Good/Acceptable
F	69 or below	Failing
I	Incomplete	F if not made up within 30 days

Noncredit, Remedial Courses, Repetitions

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon DERMALINE SKIN CARE & ACADEMY's standards for satisfactory academic progress.

DISCIPLINARY POLICIES

Disciplinary Forms, Warning Letters, & Probation

Students who fail to meet minimum requirements for attendance, academic progress, or any other violation listed on the Student Code of Conduct are subject to receiving a formal disciplinary report and/or a warning letter. The student will be advised of any violation(s) in writing and will receive a copy via e-mail or mail.

Once a student has received the first warning letter, they begin a period of probation. During the probationary period, the student has five (5) scheduled school days to resolve the issue. If the violation is not resolved within a 5 day probationary period and if any other rules are violated, the student will receive a second warning letter. A student is only able to receive up to three (3) warning letters total per program before they are subject to being dismissed from the school.

If a student is placed on probation due to excessive tardiness or absenteeism and, after the probation period has passed, has met all of the school's requirements (as determined by Administration), the student will be allowed to continue training. If after the probation period has passed the student has not met all the school's requirements, the student will receive another warning letter.

A student can only have three (3) warning letters total for the entire program before they are subject to being dismissed from the school.

DISMISSAL POLICY

Any student or client, who is dismissed from DERMALINE SKIN CARE & ACADEMY for any reason, is not permitted to return to school property, the surrounding plaza, or the parking lot for any reason. Once a student or client is dismissed, they will not be permitted to receive any services, purchase products or supplies, attend advanced classes, or attend continuing education classes. DERMALINE SKIN CARE & ACADEMY will no longer service their equipment and all beauty rewards points will be voided.

General Grounds for Dismissal

Students terminated for any of these reasons will not receive a tuition refund. A student or client may be dismissed for any one or more of the following reasons:

- Failure to maintain satisfactory academic progress after being placed on academic probation.
- Excessive absenteeism/tardiness as defined in this catalog under Attendance Policy.
- Unprofessional conduct as defined in this catalog under Student Conduct, including failure to observe the school's drug/smoking policy, violence, cheating, theft, bullying/harassment, etc. (Any of these listed are considered serious violations of school policies.)
- Failure to pay tuition or fees as set forth in the enrollment agreement. (Students will have 72 hours after being informed by the school manager to pay their outstanding tuition balance.)
- Disputing charges after already making a purchase at DERMALINE SKIN CARE & ACADEMY.

If any students are involved in violence of any kind, they will be immediately dismissed from the school and will not be able to continue with their program. School Administration will report any violence to local law enforcement agencies. Students will be financially responsible and required to pay for all their scheduled hours up until the dismissal date. The dismissal date is automatically calculated as the next business day.

Students who are dismissed will be able to receive their transcripts with the status of 'Incomplete' providing

they pay their outstanding financial balance. Students have the right to appeal the dismissal in writing. Students must provide any applicable documentation in writing for the appeal to be considered. The student may appeal to school administration within five (5) business days of the dismissal date. School Administration will make a determination within five (5) business days of receipt of the appeal and will respond to the dismissed student in writing.

Dismissal for Unsatisfactory Progress

Any student, who is dismissed from DERMALINE SKIN CARE & ACADEMY, due to unsatisfactory progress, may appeal the dismissal to Administration in writing within five (5) business days of the dismissal date. Administration will make a determination within 5 business days of receipt of the appeal and will respond to the dismissed student in writing. If the appeal is approved, the student will be re-admitted to DERMALINE SKIN CARE & ACADEMY; however, the student will follow the same Warning and Probation policies if applicable, upon re-entry. The student must achieve cumulative SAP by the next checkpoint to be eligible and to remain enrolled at The DERMALINE SKIN CARE & ACADEMY.

Dismissal for Poor Attendance

If a student is dismissed for poor attendance, they have the right to appeal the dismissal in writing. Students must provide any applicable documentation in writing for the appeal to be considered. The student may appeal to school administration within five (5) business days of the dismissal date. School Administration will make a determination within five (5) business days of receipt of the appeal and will respond to the dismissed student in writing.

Beauty and Heath Institute will consider serious mitigating circumstances such as:

- Death of a relative
- Medical reason(s)
- Criminal/Legal/Jury Duty
- Dismissal for Violence / Fighting

Suspension

A student may be suspended for up to 30 days for nonpayment of fees or failure to abide by the rules as stated in the Student Code of Conduct. The Student Code of Conduct can be found in the Catalog.

WITHDRAWAL POLICY

Students who withdraw must submit the notice in writing. All monies paid will be refunded if the student withdraws within three (3) business days after signing the Enrollment Agreement. Withdrawals that occur after three (3) business days of signing the enrollment agreement, but before the first day of class, will result in a full refund of all monies paid, minus the registration fee and any fees for books, supplies, and materials.

Students that withdraw in good academic standing and attendance will be withdrawing with satisfactory progress. Students who withdraw in satisfactory progress will be able to receive their transcripts with the status of 'Incomplete' once they pay their outstanding financial balance. Students who withdraw shall have up to one year (12 months) from the date of withdrawal to request reentry into a program of study.

Students who withdraw with poor attendance and want to return to the school will be placed on a reentry probationary period of one month (30 days), after which time the student must maintain 87% attendance to remain in the program. Students who withdraw with failing grades and want to return to the school will be placed on a reentry probationary period of one month (30 days), after which time the student must have attained a minimum grade average of at least 75% to remain in the program.

Withdrawals/Cancellations before classes have commenced through 40% completion of the program will

result in a prorated refund on the number of scheduled hours to the total program hours. Withdrawals/Cancellations after completing more than 40% of the program will result in no refund. As a courtesy, the school will provide any and all paperwork to the student once the cost of the program is paid in full. The student may request their student records by submitting their request in writing.

REENTRY POLICIES

Dismissal and Reentry

A student who has been dismissed due to violation of school policies may request reentry to a program by contacting the school administration in writing. The school administration will determine whether the student qualifies for reentry. If a student qualifies for reentry, they must adhere to the Student Code of Conduct upon returning to school and they may apply for part time only. If there are any other Attendance policy violations or Student Code of Conduct violations, the student will be dismissed again without being able to reenter. Furthermore, all the outstanding financial charges will apply and will have to be paid in full upfront together with re-registration fees. Books and material fees may re-apply.

Withdrawal and Reentry

A student who was withdrawn due to personal request in the event of their individual circumstance may qualify for the reentry within a year of the withdrawal date. The student should submit their request for reentry in writing to the school. The student must also contact the school administration to find out the outstanding financial charges and remaining program hours. If a student applies for reentry, they must sign a new enrollment agreement. The student must also agree to any change in tuition, attendance policies, etc. Students should be aware that only the part time schedule may be offered upon reentry. Registration fees will re-apply. Books/materials fees may re-apply.

REFUND POLICY

General Refund Policy

DERMALINE SKIN CARE/ACADEMY, LLC will issue refunds based on the amount paid to the school. Refunds will be processed within 30 days of the student's withdrawal, termination, or cancellation date. Any balance owed to the school is due immediately, and students will be contractually responsible for paying any remaining unpaid balance.

Students acknowledge and accept the refund policy and terms when they sign an enrollment agreement. Refunds will be processed according to the following terms:

- **Right to Cancel:** If the student cancels within three (3) business days after signing the enrollment agreement and making the initial payment, they will receive a full refund of all monies paid, including the registration fee. If the applicant is not accepted by the school, all monies paid, including the registration fee, will be refunded in full. If the student has not visited the school prior to enrollment, they may cancel without penalty within three (3) business days following their scheduled orientation or after a tour of the school facilities and equipment.
- **Refund Policy for Withdrawals:** Withdrawals must be made in person or in writing by mail or email. If the student withdraws after three (3) business days from signing the enrollment agreement but before the first class, they are entitled to a full refund minus the registration fee (not to exceed \$150) and any applicable fees for books, supplies, and materials.
- **Determination of Withdrawal Date:** The last date of attendance will be used for refund calculations.
- **A student is considered withdrawn if they:** Provide written notice of withdrawal, are absent from

scheduled classes for 8 consecutive days without notice, or fail to meet Satisfactory Academic Progress as defined in the school catalog.

- **Prorated Refunds:** Withdrawals after the first day of class but before completing 40% of the program (88 clock hours for the 220-hour program) will result in a prorated refund based on the percentage of completed hours relative to the total program hours.
- **No Refund After 40% Completion:** If a student withdraws after completing 40% of the program, no refund will be issued.
- **Refund Calculation Formula:**
(Cost of tuition ÷ Total program hours) × Completed hours = Tuition earned
Total tuition paid – Tuition earned = Refund amount

Example Calculation:

- Program cost: **\$3,195** for **220 hours**
- Hourly rate: **\$3,195 ÷ 220 = \$14.52 per hour**
- If a student withdraws after completing 50 hours:
 - Tuition earned: **\$14.52 × 50 = \$726.00**
 - Refund amount: **\$3,195 - \$726.00 = \$2,469.00**
- **Refund Disbursement:** All refunds will be issued within 30 days of the withdrawal or termination date. Refunds will be issued using the same payment method as the original tuition payment. Refunds by credit card will be credited to the original card used. Refunds by cash or check will be issued by check and mailed via certified mail. The refund letter will include refund policy details as stated in the catalog and enrollment agreement.
- **School Closure or Program Cancellation:** If DERMALINE SKIN CARE/ACADEMY, LLC permanently closes or discontinues a program while students are still enrolled, students will receive a full refund of all tuition paid.

Refund Eligibility Based on Completed Hours

- Withdrawals before completing 40% of the program (88 hours): Students are eligible for a prorated refund based on the percentage of completed hours relative to the total program hours.
- Withdrawals after completing 40% of the program (88 hours or more): No refund will be issued. Any remaining unpaid tuition balance is still due immediately, and the student is contractually responsible for paying the remaining amount.

Refund Calculation

Refunds will be calculated using the following formula:

$$\begin{aligned} &(\text{Cost of tuition} \div \text{Total program hours}) \times \text{Completed hours} = \text{Tuition earned} \\ &\text{Total tuition paid} - \text{Tuition earned} = \text{Refund amount} \end{aligned}$$

For example,

- Program Cost: \$3,195 for 220 clock hours
- Hourly Rate: $\$3,195 \div 220 = \14.52 per hour
- If a student withdraws after completing 50 hours:
 - Tuition Earned: $\$14.52 \times 50 = \726.00
 - Refund Amount: $\$3,195 - \$726.00 = \$2,469.00$

Refunds will be processed within 30 days of the official withdrawal or termination date using the original payment method.

Scheduled vs. Completed Hours

- **Scheduled Hours:** The total number of hours a student was scheduled to complete based on their enrollment period. Minimum attendance requirements are calculated based on these scheduled hours.
- **Completed Hours:** The actual number of hours a student attended from the start of the program up until their withdrawal or cancellation date. Any approved leave of absence is excluded from this count.
- **Total Program Hours:** The full length of the enrolled program, which for the Skin Care Specialist program is 220 clock hours.

PROGRAM & COURSE CANCELLATIONS

Program Postponements & Cancellations: (Program is defined as a long training resulting in a license.)

If the school cancels or postpones a program, while the student has a signed enrollment agreement with the school, then the school will do one of the below:

- Attempt to make other arrangements for the student by offering another program start date and credit amount paid toward that program.
- Refund all monies paid by the student.

Course Postponements & Cancellations: (Course is defined as a short training resulting in a certificate.)

If the school cancels or postpones a course, after payment has been accepted, then the school will do one of the below:

- Offer to enroll in the same course at a different available date.
- Refund all monies paid by the student.

GRIEVANCE/COMPLAINT POLICY

Appeal Procedure

Students have the right to appeal a negative progress determination within five (5) business days of receipt. Students must submit their appeal in writing to DERMALINE SKIN CARE & ACADEMY and state reasons why the determination should be reversed. They should also include any supporting documentation such as death of a relative, an injury or illness of the student, or any other mitigating circumstance.

The appeal should also state what has changed about the student's situation that will allow them to achieve Satisfactory Academic/Attendance Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within five (5) business 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. Complaints and disciplinary actions will be given careful consideration by administration. The health and safety of students and staff are this institution's primary concern.

Unresolved Disputes

If a dispute cannot be resolved utilizing the means outlined above, the student may contact the Commission for Independent Education.

Executive Director Commission
for Independent Education
325 West Gaines Street, Ste 1414
Tallahassee, Florida 32399-0400

STUDENT SERVICES

New Student Information and Class Syllabus

New students receive a student folder with pertinent information and a program syllabus on the first day of class or at orientation.

Student Records/Transcripts

Student records are maintained on site at the school in a secure location and digitally stored as part of nightly back-up procedures. Records are available to students upon written request. Student records will be provided to potential employers only after a written release has been submitted by the student. Transcripts are provided free of charge at graduation. Additional or replacement copies of transcripts are available at a cost of \$25 each. Additional charges will apply for mailing outside of the country. All student records are held in the strictest confidence and in a secure location on school property. The school complies with the Family Educational Rights and Privacy Act of 1974, Buckley Amendment, Public Law 93-380, Section 438. DERMALINE SKIN CARE & ACADEMY reserves the right to withhold transcripts and certificates, and refuse enrollment for future terms, if any tuition or other fees or charges owed to the school are not paid when due.

Program Certificates

At graduation, students will receive certificates and transcripts for the program they have completed. Program completion means all services, theory requirements, and hour requirements have been satisfied. The program certificates of completion are included in the cost of tuition. DERMALINE SKIN CARE & ACADEMY reserves the right to withhold transcripts and certificates, and refuse enrollment for future terms, if any tuition or other fees or charges owed to the school are not paid when due.

Replacement Certificates

Any certificate replacements will be a cost of \$75 each.

Applications for License / Graduation Requirements

Students will be provided with all certificates, transcripts, and paperwork needed for license application(s) upon the completion of the program in which they are enrolled in, according to the following criterion:

- All hours are completed for the program the student enrolled in.
- There is no outstanding tuition balance (For those who finance, all payments must be current with no past due balance).
- All required documents have been submitted to the school.
- All assignments such as: exams, clinical (hands on) requirements, etc. have been completed for the program.

If hours are completed before the contracted graduation date, all certificates, transcripts, and paperwork needed for license application(s) will only be given to students on the contracted graduation date as listed on their enrollment agreement.

State Board Exams and Misc. Fees

The Facial Specialist program requires a State of Florida licensure Fee. Those fees are not included in tuition, and they are not fees that are paid to the school. These fees are to be paid directly to the state department.

Employment Placement

Pursuant to Florida Rule 6E-1.0032(6)(j), DERMALINE SKIN CARE & ACADEMY will not make any employment guarantee or implication. DERMALINE SKIN CARE & ACADEMY may disclose information relating to market and job availability that is verified through statistical research; however, DERMALINE SKIN CARE & ACADEMY will not promise or imply any specific market or job availability amounts.

Recommendation Letter

Recommendation letters are solely based on the instructor's discretion and will only be considered for students who have met the following criteria:

- No absences (excused or unexcused), tardiness, or leaving early.
- Maintain SAP (above 75%) on both theory and practical training.
- Have not violated the code of conduct at any time during their enrollment period.
- Have completed all the necessary requirements for graduation.

DISTANCE ONLINE EDUCATION POLICY

DERMALINE SKIN CARE & ACADEMY'S Distance Education Policy will comply with all requirements of Rules 6E-1.0032 and 6E-2.004, F.A.C. We are in the process of implementing an online Learning Management System (LMS), aiming to have some of our theory courses accessible online by the year 2025. Upon the LMS becoming fully operational, our program will be offered in a hybrid format, enabling students to complete the theoretical aspects and periodic quizzes online through our website.

The policy is as follows:

1. Distance Education will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and /or client.
2. The interaction with the instructor must be validated by regular measurable participation (clock hours, credit hours, or competency-based) in the academic programs.
3. Participation must be documented within a log of all student activity comprised of (at a minimum) a record of regular and substantive interaction between student(s) and instructor. Currently, there are not any additional cost associated with verifying the student's identity passed onto the student.
4. The Academy must evaluate the student's qualitative academic performance for each 10% of the Distance Education (modules) completed within the program at the Academy (in person) by the instructor.
*Student must have ability to be on-line via wifi to access the on-line course modules and have a laptop/desktop or tablet device.
5. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam to include any applicable competencies required by the state license prior graduation from the program.
6. All transcripts or other documents, (official or unofficial), listing academic attainment received must identify the distance education component;
7. Students will need to complete the on-line hours required by the contractual agreement and will not be able to accelerate.