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WANT TO LEARN?

Cosmetology
Barbering
Nail Tech
Facial
Massage

Financial Aid Available to Those Who Qualify

*High School Diploma or GED Required

School Hours
The school hours of operation are:

Monday – Friday
8:00 a.m. to 10:00 p.m.

Saturday and Sunday
9:00 a.m. to 5:00 p.m.

Admissions:
727-848-8415
www.benes.edu

7027 U.S. Highway 19
New Port Richey, FL 34652

1486 Pinehurst Drive
Spring Hill, FL 34606

698 S. Broad Street
Brooksville, FL 34601
Mission

Bene's Career Academy provides career preparation in the Cosmetology arts and sciences including Barbering, Skin Care, Instructor Training, Massage Therapy and Nail Care in order to prepare the student for employment in the Beauty Industry to serve God, the family and community.

Bene's Career Academy, is a private school specializing in vocational training in Cosmetology and related arts and sciences. It was founded in the spring of 1976, accredited 1979. It was located at 7127 U.S. Highway 19, New Port Richey. Over the years the school has grown and we have moved to 7027 U.S. Highway 19, New Port Richey.

In 2009, an additional campus was opened at 1486 Pinehurst Drive, Spring Hill, FL 34606.

In 2014 our newest campus opened at 698 S. Broad Street, Brooksville, FL 34601.

Accrediting And Licensing

We are Accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS), located at 4401 Ford Ave., Suite 1300, Alexandria, VA 22302, telephone number 1-703-600-7600. NACCAS is recognized by the U.S. Department of Education as the national accrediting agency for cosmetology schools.

Bene's Career Academy is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

Florida Education License #3101 New Port Richey, #4048, Spring Hill, and #5099, Brooksville.

Certificates from these agencies are on display at the school.

We are an approved institution for Veterans’ Training and Department of Immigration.

We are an approved provider of CEU’s by The Department of Business & Professional Regulation for Cosmetology, Skincare and Nails.

Our provider number for massage therapy is MCE288-05 from the Florida Department of Health Division of Medical Quality Assurance Board of Massage Therapy.

School’s Governing Body

Bene’s Career Academy is owned by Bene’s International School of Beauty, Inc., 7027 U.S. Highway 19, New Port Richey, FL 34652.

The officers of the corporation, since January 2004, are Patrick J. Bené and Vicki L. Bené.

The Corporation owns and operates three locations:
• Bene’s Career Academy
  7027 U.S. Highway 19, New Port Richey, FL 34652
• Bene’s Career Academy
  1486 Pinehurst Avenue, Spring Hill, FL 34606
• Bene’s Career Academy
  698 S. Broad Street, Brooksville, FL 34601

Educational Objective

Our objective is to provide students with diversified, integrated theory and practical courses based on eight sources selected from the common body of knowledge of cosmetology, nails and skin care. This prepares the Cosmetology and Barbering students to pass a State Exam so that the students may receive a license from the State of Florida, and prepares the Specialty students to pass a school exam, to apply for a specialty registration. Massage students are provided diversified, integrated, theory and practical courses based on twelve NCBTMB sources. This prepares the massage student to pass the NCETMB, the NCETM or the MBLEx exam.

Occupations

Barber Styling, Cosmetology and Cosmetology/
Barber Styling

• Stylist
• Salon Manager
• Salon Owner
• Haircolor Specialist
• Retail Specialist
• Day Spa Stylist
• Product Educator
• Platform Artist

Facial Skin Care

• Facial Technician
• Hair Removal Specialist
• Hair Removal Specialist
• Make Up Artist
• Body Wrap Specialist
• Make Up Artist

Full Specialty

• See Facial Skin Care and Manicuring/Nail Extension

Instructor Training

• Instructor

Manicuring Nail Extension I & II

• Manicurist
• Artificial Nail Specialist
• Pedicurist

Massage Therapy

• Massage Therapist

Barber Restricted

• Barber
• Retail Specialist
• Shop Manager
• Product Educator
• Shop Owner
• Platform Artist
Admissions

Admissions Requirements
All programs require applicants have proof of being above the age of compulsory school attendance. In Florida, this is 16 years of age or above. Also required is that students have a High School Diploma or GED approved by the Florida Department of Education. Home Schooled students must have a state-issued credential for secondary school completion.

Instructor Training students must hold a current Florida Cosmetology, Barber or Specialty License AND have two years salon experience.

The school cannot guarantee anyone with a criminal background will be issued a license. You may have to appear before the board prior to testing or prior to receiving a license. Please contact the board that you plan on seeking licensure from: The Department of Business and Professional Regulation (D.B.P.R.), 1940 N. Monroe St., Tallahassee, FL 32399-1027.

Policy For Re-enrollment
Students who dropped or were dropped from their program and want to re-enroll at Bene’s Career Academy must write an essay, have a letter of recommendation, and make an appointment with the admission representative in the campus you are looking to re-enroll, to turn in your documents. Guidelines for the essay and letter of recommendation are available with Mary Stuprich in the New Port Richey Campus. The Re-enrollment Committee will meet within ten business days to review the material and make a decision.

Transfer Policy Evaluation/ Previous Training
Evaluation Fee $200.00
Credit for previous training will be evaluated based on a transcript of previous hours and services and granted if appropriate. The training time will be reduced appropriately and the student will be notifed prior to enrollment. It will be the policy of Bene’s Career Academy to accept hours from another cosmetology school providing:
a) Sufficient evidence is presented to our school that their courses are equivalent to Bene’s Career Academy, and
b) A test is taken for the transfer of hours. If the student scores a 95-100, all hours will be credited. If the student scores a 75-94, the clock hours will be reduced appropriately prior to enrollment.
Transfer hours will only be evaluated prior to enrollment.
Transferability of credit from Bene’s is at the discretion of the accepting institution, and that it is the student’s responsibility to confirm whether or not credits will be accepted by another institution of the student’s choice.

Policy On Student Scholarships
Student scholarships are awarded based on student need and merit. They may be awarded for, but not limited to, these situations: second course scholarship or extreme need and ability to benefit.

Business Office Staff
Business Office Staff offices are located in the New Port Richey Branch and serves the student population of all Campus locations.

Mr. Patrick J. Bené, President
- BS - College of St. Francis, Joliet, IL – Diploma
- MBA - DePaul University, Chicago, IL – Diploma

Ms. Vicki L. Bené, Vice President
- BS – Illinois State University, Bloomington, IL – Diploma

Mrs. Patricia Martin, Admissions
- Licensed Cosmetologist – Harpers, Rochester, NY – Diploma, Ohio Teachers Certification

JoAnn DiBlasio, Financial Aid Officer
- Licensed Cosmetologist
- BS - International College, Naples, FL – Diploma

Dave Bracken, Chief Operations Officer
- BS – University of Nebraska, Lincoln, NE – Diploma
- MBA – University of Nebraska, Lincoln, NE – Diploma

Mary Stuprich, Attendance Office Staff
- Licensed Cosmetologist – Bene’s International School of Beauty, New Port Richey, FL – Diploma

Julian Slavinsky, Business Office Manager
- BS - University of South Florida, Tampa, FL – Diploma

Adrienne Inman, Substitute Part Time Cosmetology, Facial, Nail Instructor

Full Time Office Personal Records
- Licensed Cosmetologist & Full Specialist – Bene’s International School of Beauty, New Port Richey, FL – Diploma

Johnella Kozlowski, Cosmetology Instructor
- Licensed Cosmetologist – Artistic Beauty, Tampa, FL – Diploma

Zachary Bené, Information Technology
- Rasmussen College, New Port Richey, FL

Ottie Stuprich, IT Student Services
- PHSC, New Port Richey, FL

Jessica Fletcher, Public Relations, Social Media

*All staff are full time unless otherwise noted.
Financial Aid

- JoAnn DiBlasio, Financial Aid Officer - Instructor, Cosmetologist, A.A., PHCC; B.S. in Management, International College, Naples, FL – Diploma

Facilities and Equipment
New Port Richey

Bene’s Career Academy holds its classes at a 10,000 foot facility in New Port Richey, Florida. The facility holds five separate educational centers: Cosmetology, Barber, Skin Care, Nail Care and Massage Therapy. The facility holds up to 200 students on a rotating basis and is equipped with a 16 camera security system in the classroom and clinic areas.

All educational centers are equipped with a television set, DVD/VCRs as well as a new computer system with internet access. A student library is available with books and videos, as well as a student courtyard for breaks. B.I.S.B. is a smoke free facility.

Massage Education Center

The Massage department is equipped with eight tables for the clinic separated by a full length curtain for privacy, one Dermalife “Space Pod” for hydro therapy (Hydrofusion skin and body care system), 10 massage chairs for 1/2 hour massages, a Hydrocollater which heats and keeps moist heated packets for massages, two large skeletal dummies, one medium dummy and two small dummies for educational tools. The Massage Education Center also includes one separate classroom for theory learning.

Facial Education Center

The Facial Education Center consists of three serenely appointed tables for the clinic area, a separate room for waxing, and two massage tables used for body wraps. Mag lights are used to review skin, and four galvanic current and vacuum machines are used to care for skin. These machines also include a microderm abrasion attachment. The clinic area has a UV towel warmer caddie and two facial steamers. The Facial Education Center has one separate classroom for learning.

Nail Education Center

The Nail Education Center consists of seven granite topped contemporary styled Nail tables, ram nail drills and a built in ventilation system. Three large pipeless Massaging/Pedicure Chairs grace this department along with an OPI backbar. The classroom is inside the Nail Tech area.
Cosmetology and Barber Education Center

The Cosmetology Education Center has 23 granite topped contemporary styled stations, four Belvedere hair dryers, a separate shampoo area with five sinks and a washer/dryer for towels. The Cosmetology Education Center has a separate classroom area.

Barber Education Center

The Barber Education Center has 17 diamond plate aluminum stations and shares the shampoo area with Cosmetology. The Barber classroom is within the Barber clinic area.

Instructional Staff*

Spring Hill

- **Jessica Bowman, Campus Director**
  - Licensed Cosmetologist – Tomlinson’s Cosmetology, St. Petersburg, FL – Diploma
  - Licensed Barber – Bene’s International School of Beauty, New Port Richey, FL – Diploma

- **Rachel Solazzo, Admissions**
  - Brewster Tech – Tampa, FL – Diploma

- **Charity Baker, Massage Instructor**
  - Licensed Massage Therapist – Edutech, Brandon, FL – Diploma

- **Stacey Cobb, Cosmetology Instructor**
  - Licensed Cosmetologist – Suncoast Cosmetology, New Port Richey, FL – Diploma

- **Dalia Colon, Cosmetology Instructor**
  - Licensed Cosmetologist – American Business College, Bayamon, PR – Diploma

- **Diane Harlan, Cosmetology Instructor**
  - Licensed Cosmetologist – Bene’s International School of Beauty, New Port Richey, FL – Diploma

- **Amanda Kiely, Cosmetology Instructor**
  - Licensed Cosmetologist – Bene’s International School of Beauty, New Port Richey, FL – Diploma

- **Jessica Martinez, Cosmetology Instructor**
  - Licensed Cosmetologist – Empire Beauty School, Pottsville, PA – Diploma

- **Talya Roberts, Barber Instructor**
  - Licensed Barber – American Institute of Beauty, Largo, FL – Diploma

- **Erin Scruggs, Nail Instructor**
  - Licensed Nail Specialist – Bene’s International School of Beauty, New Port Richey, FL – Diploma

- **Christina Slavinsky, Nail & Facial Instructor**
  - Licensed Full Specialist – The Salon Professional Academy, Tampa, FL – Diploma

- **Joyelle Stramiello, Massage & Facial Instructor**
  - Licensed Massage Therapist and Facial Specialist – Bene’s International School of Beauty, New Port Richey, FL – Diploma

- **Evan Trowell, Barber Instructor**
  - Licensed Barber – Bene’s International School of Beauty, Spring Hill, FL – Diploma

*All staff are full time unless otherwise noted.

Facilities and Equipment

Spring Hill

The Spring Hill campus is located in Hernando West Plaza in Spring Hill, Florida. This campus is 4,000 square feet and will facilitate students from Spring Hill, Weekie Wachee, Aripeka, Brooksville, Land O’ Lakes and the Lutz area. The school holds four clinic areas and one classroom that will facilitate all five courses on a rotating basis.

Classroom Area

Consists of 25 seat/desks, two DVD/VCR combination televisions. A teacher’s desk, computer and teacher’s chair.

Cosmetology and Barber Education Center

The Cosmetology and Barber Education Center has 20 Cosmetology/Barber Styling Chairs, three shampoo sinks and three shampoo chairs and professional hair dryers for clients. It also has a washing machine/dryer for towels.

Massage Education Center

Three tables for the clinic separated by a full length curtain for privacy. A hydrocollater which heats and keeps moist heated packets for massages, skeletal dummies to use as an educational tool.

Facial Education Center

Tables for the clinic area and a separate private area for waxing. Mag lights, galvanic current and vacuum machines with a micro-dermabrasion attachment. The clinic area has a UV towel warmer caddie and facial steamers.

Nail Education Center

The Nail Education Center consists of contemporary styled Nail tables, ram nail drills and massaging/pedicure chairs. The room also includes a ventilation system. The Nail Education Center uses OPI nail products.
Instructional Staff
Brooksville

■ April Ozark, Campus Director
  • Licensed Cosmetologist – Career Institute of Technology, Easton, PA – Diploma

■ Mary K. Anderson, Admissions
  • Brewster Tech, Tampa, FL – Diploma

■ Jeannette Branham, Full Specialty Instructor and Facial-Skin Care Instructor
  • Licensed Facial Specialist – Salon Professional Academy, Inverness, FL – Diploma

■ Dawn St. Germain, Cosmetology Instructor
  • Licensed Cosmetologist – Connecticut Institute of Hair Design, Wotcott, CT – Diploma

■ Ricardo Inlesias, Barber Instructor
  • Licensed Barber – Shear Excellence, Tampa, FL – Diploma

■ Jillian Melucci, Nail Instructor
  • Licensed Nail Specialist – Illinois Nail Technicians Academy, Arlington Heights, IL – Diploma

■ Elizabeth Mills, Massage Instructor
  • Licensed Massage Therapist – Cortiva Institute, Pinellas Park, FL – Diploma

■ Samuel R. Rowley, Massage Instructor
  • Licensed Massage Therapist – Arizona College of Allied Health, Glendale, AZ – Diploma

■ Maria Szymanski, Cosmetology Instructor
  • Licensed Cosmetologist – Waukegan School of Cosmetology, Waukegan, IL – Diploma

*All staff are full time unless otherwise noted.

Facilities and Equipment
Brooksville

The Brooksville campus holds its classes at a 7,000 sq. foot facility in Brooksville, Florida. The facility holds five separate educational centers: Cosmetology, Barber, Skincare, Massage and Nail Care. The facility holds up to 120 students on a rotating basis.

All educational centers are equipped with a television set, DVD/VCRs as well as a new computer system with internet. BCA is a smoke free facility.

Facial Education Center

The Facial Education Center consists of three serenely appointed tables for the clinic, a wet room with vichy shower and vichy table and a stand up shower. Mag lights are used to review skin, and four galvanic current and vacuum machines are used to care for skin. These machines also include a microdermabrasion attachment. The clinic area has a UV towel warmer caddie and two facial steamers. The Facial Education Center has an attached classroom for learning.

Nail Education Center

The Nail Education Center consists of five granite topped contemporary styled nail tables, ram nail drills and a built in ventilation system. Three large pipeless massaging/pedicure chairs grace this department along with an OPI backbar. The classroom is inside the Nail Tech area.

Massage Education Center

Five tables for the clinic separated by a full length curtain for privacy. A hydrocollater which heats and keeps moist heated packets for massages, skeletal dummies to use as an educational tool.

Cosmetology and Barber Education Center

The Cosmetology Education Center has 22 contemporary styled stations, four wall hair dryers, a separate shampoo area with five sinks and washer/dryer for towels. The Cosmetology Education Center has a separate classroom area.

Barber Education Center

The Barber Education Center has 22 contemporary styled statins and shares the shampoo area with Cosmetology. The Barber classroom is within the Barber clinic area.

Course Numbering System

The prefix are characters that represent the type of course and the suffix are the numbers that represent the sequence in which they are taught.
Restricted Barber
New Port Richey, Spring Hill & Brooksville Campus

Title
Restricted Barber– 1200 hours

Objective
This program provides skills to grant the student entry into the barbering profession and provides the foundation necessary to pass the State exam.

Description
This program instructs the student in barber practices and state law related to the profession. In addition to classroom theory, the student performs barber services.

Instructional Methods
The theory portion of Restricted Barber is designed for the instructor to review each chapter on a weekly rotating schedule. In our Restricted Barber program, the theory portion of the program is integrated with the practical skills. The following instructional methods are used to present theory and practical lessons:

- Drill and Practice – Hands on step by step practical demonstration and repetitive use
- Visual Aids such as hand outs, video/DVD, flash cards, skeletons, mannequins
- Discussion – small group, debates, lecture, role playing, guided and assisted reading
- Laboratory groups, field trips, clinic work
- Guest lecturers and educators

Course Description
FLB1 To learn the laws of the State of Florida as they apply to barbering, including how to seek and obtain employment, payroll deductions, employment applications and consumer safety. Introduction to computers. HIV AIDS – 4 hrs

BR2 To describe the growth and reproduction of bacteria. To learn proper techniques of sanitation, disinfection and sterilization.

BR3 To develop chemical understanding of professional hair products and techniques. To learn about hair growth and basic concepts of hair science.

BR4 To learn hair cutting via taper cuts: 1) freehand; 2) shear over comb; 3) clipper over comb, and to learn style cuts which include blow drying.

BR5 To learn shampoo procedures by draping, discuss PH and learn scalp massage.

BR7 To define and demonstrate shaving using a razor to design a mustache and beard, trim using clippers, comb and trimmers.

*All objectives include safety precautions.
*Students must complete a graduate project.

Completion Time
Night full time students may attend 25 hours per week and complete the course in 48 weeks.
Night full time class schedule is Monday – Friday, 5:00 p.m. to 10:00 p.m. A part time schedule is available – minimum 12 hours per week (after basics).

Breakdown by Course Number Theory Practical
FLB1 Florida Law & Rules, Barbering....... 200 ............0 (HIV AIDS – 4 hrs)
BR2 Safety Sanitation/Sterilization .......... 275 .......125
BR3 Hair Structure/Chemistry .......................75 ............0
BR4 Hair Cutting................................................... 0 .......300
BR5 Shampooing ................................................. 0 .......100
BR7 Shaving, Beard & Mustache Trimming....... 0 ...... 125
HOURS ......................................................550 ..... 650
TOTAL CLOCK HOURS ....................................... 1200

Evaluation
Students take weekly quizzes on theory work. Progress tests are given at 300, 600, 900 and 1200 hours which evaluate each student on theory, services completed and practical application of their work. Students are notified prior to these progress tests as to their needs in order to be prepared. An 80% average in each skill must be achieved.

Tuition
RESTRICTED BARBER- 1200 Hours
14.00 per clock hour Tuition 16,800.00
Registration Fee 150.00

Cost of Program Includes ChromeBook, EBooks, Kit, 2 Jackets
Total Cost $16,950.00

Payment Schedule*
The student has the option of paying the tuition costs:
1. In full prior to attending the first class, or
2. Paying the unpaid balance in equal weekly or monthly installments.

*There is Financial Aid available to those who qualify.
*All students must schedule an appointment with Admissions to complete license application.
*License Registration Fee (payable to the state) is due upon graduation.
Barber Styling
New Port Richey, Spring Hill & Brooksville Campus

Title
Barber Styling – 1200 hours

Objective
This program provides skills to grant the student entry into the barbering profession and provides the foundation necessary to pass the State exam.

Description
This program instructs the student in barber practices and state law related to the profession. In addition to classroom theory, the student performs barber services.

Instructional Methods
The theory portion of Barber Styling is designed for the instructor to review each chapter on a weekly rotating schedule. In our Barber Styling program, the theory portion of the program is integrated with the practical skills. The following instructional methods are used to present theory and practical lessons:

• Drill and Practice – Hands on step by step practical demonstration and repetitive use
• Visual Aids such as hand outs, video/DVD, flash cards, skeletons, mannequins
• Discussion – small group, debates, lecture, role playing, guided and assisted reading
• Laboratory groups, field trips, clinic work
• Guest lecturers and educators

Course Description
FLB1 To learn the laws of the State of Florida as they apply to barbering, including how to seek and obtain employment, payroll deductions, employment applications and consumer safety. Introduction to computers. HIV AIDS – 4 hrs

BR2 To describe the growth and reproduction of bacteria. To learn proper techniques of sanitation, disinfection and sterilization.

BR3 To develop chemical understanding of professional hair products and techniques. To learn about hair growth and basic concepts of hair science.

BR4 To learn hair cutting via taper cuts: 1) freehand; 2) shear over comb; 3) clipper over comb, and to learn style cuts which include blow drying.

BR5 To learn shampoo procedures by draping, discuss PH and learn scalp massage.

BR6 To identify chemical composition of products in permanent waving, demonstrate hair analysis and perm procedures. To demonstrate procedures for haircolor and strand tests, understand hydrogen peroxide, lighteners, single and double process tint. To define the purpose of chemical hair relaxing, sodium hydroxide and ammonium thioglycolate.

BR7 To define and demonstrate shaving using a razor to design a mustache and beard, trim using clippers, comb and trimmers.

*All objectives include safety precautions.
*Students must complete a graduate project.

Completion Time
Night full time students may attend 25 hours per week and complete the course in 48 weeks. Night full time class schedule is Monday – Friday, 5:00 p.m. to 10:00 p.m. A part time schedule is available – minimum 12 hours per week (after basics).

Breakdown by Course Number
<table>
<thead>
<tr>
<th>Theory</th>
<th>Practical</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLB1 Florida Law &amp; Rules, Barbering........ 150 ............0</td>
<td></td>
</tr>
<tr>
<td>(HIV AIDS – 4 hrs)</td>
<td></td>
</tr>
<tr>
<td>BR2 Safety Sanitation/Sterilization .......... 300 ..........25</td>
<td></td>
</tr>
<tr>
<td>BR3 Hair Structure/Chemistry .......................50 ............0</td>
<td></td>
</tr>
<tr>
<td>BR4 Hair Cutting.................................................50 .......150</td>
<td></td>
</tr>
<tr>
<td>BR5 Shampooing ................................................. 0 ..........75</td>
<td></td>
</tr>
<tr>
<td>BR6a Perm................................................................. 0 ......100</td>
<td></td>
</tr>
<tr>
<td>BR6b Color/Bleach .................................................. 0 ......200</td>
<td></td>
</tr>
<tr>
<td>BR6c Hair Relax/Curling...........................................0 ..........50</td>
<td></td>
</tr>
<tr>
<td>BR7 Shaving, Beard &amp; Mustache Trimming......... 0 ..........50</td>
<td></td>
</tr>
<tr>
<td>HOURS ......................................................550 ..... 650</td>
<td></td>
</tr>
<tr>
<td>TOTAL CLOCK HOURS ....................................... 1200</td>
<td></td>
</tr>
</tbody>
</table>

Evaluation
Students take weekly quizzes on theory work. Progress tests are given at 300, 600, 900 and 1200 hours which evaluate each student on theory, services completed and practical application of their work. Students are notified prior to these progress tests as to their needs in order to be prepared. An 80% average in each skill must be achieved.

Tuition
BARBER STYLING - 1200 Hours
14.00 per clock hour Tuition 16,800.00
Registration Fee 150.00

Cost of Program Includes
ChromeBook, EBook, Kit, 2 Jackets Total Cost $16,950.00

Payment Schedule*
The student has the option of paying the tuition costs:
1. In full prior to attending the first class, or
2. Paying the unpaid balance in equal weekly or monthly installments.

*There is Financial Aid available to those who qualify.
* All students must schedule an appointment with Admissions to complete license application.
* License Registration Fee (payable to the state) is due upon graduation.
Cosmetology
New Port Richey, Spring Hill & Brooksville Campus

Title
Cosmetology – 1200 hours

Objective
This program provides skills to prepare one for entry into cosmetology and provides the foundation necessary to pass the state exam.

Description
This program instructs the students in cosmetology practices and state law related to the profession. In addition to classroom theory, the student performs cosmetology services.

Instructional Methods
The theory portion of Cosmetology is designed for the instructor to review each chapter on a weekly rotating schedule. In our Cosmetology program, the theory portion of the program is integrated with the practical skills. The following instructional methods are used to present theory and practical lessons:
• Drill and Practice – Hands on step by step practical demonstration and repetitive use
• Visual Aids such as hand outs, video/DVD, flash cards, skeletons, mannequins
• Discussion – small group, debates, lecture, role playing, guided and assisted reading
• Laboratory groups, field trips, clinic work
• Guest lecturers and educators

Course Description
FL1 To learn the laws of the State of Florida as they apply to Cosmetology, including how to seek and obtain employment, payroll deductions, employment applications and consumer safety. Introduction to Computers. HIV AIDS – 4 hrs

CO2 To describe the growth and reproduction of bacteria.

CO3 To learn proper techniques of sanitation, disinfection and sterilization.

CO4 To define the composition of hair/analyze clients hair and scalp.

CO5 Demonstrate draping for all services.

CO6 Demonstrate shampoo procedures, and understand the PH. Identify rinses.

CO7 To learn haircutting techniques, use of scissors, razor, thinning shears, safety precautions and understand prismatic technique.

CO8 To explain and demonstrate fingerwaving.

CO9 To define hairstyling and demonstrate procedures and proper use and care of instruments for hair styling.

CO10 To define the purpose of thermal waving, curling, blow dry styling and air waving.

CO11 To identify chemical composition of products in permanent waving, demonstrate hair analysis and perm procedures.

CO12 To demonstrate procedures for haircolor and strand tests, explain hydrogen peroxide, understand lighteners, single and double process tint application.

CO13 To define the purpose of chemical hair relaxing, describing basic steps. Demonstrate sodium hydroxide and ammonium thioglycolate.

CO14 Understand and demonstrate the hair pressing procedures for both soft and hard pressing.

CO15 To demonstrate types of wigs, extensions and hairpieces. To be able to order, clean, shape and color wigs.

CO16 To demonstrate the proper techniques for giving manicures/pedicures and have an understanding of acrylics.

CO17 To be able to describe the disorders and diseases of the nail.

CO18 To identify the various types of massage and be able to perform physical manipulations.

CO19 To describe the benefits of a facial and demonstrate the basic procedures.

CO20 To describe correct make up and demonstrate procedures.

CO21 To list functions of the skin and learn skin disorders.

CO22 To learn three methods of permanent hair removal and demonstrate temporary hair removal.

CO23 To define functions of human cells, demonstrate an understanding of anatomy/physiology.

CO24 To define the nature of electricity and define four types of electrical current.

CO25 To understand matter, PH, acids, alkalines and understand the chemistry of hair.

SB1 To discuss finance in a salon, reception skills, job search and compensation. Project Internet.

*All objectives include safety precautions.
*Students must complete a graduate project.

Completion Time Days
Day full time students attending 30 hours per week complete the course in 40 weeks. Day full time class schedule is Monday – Friday, 8:00 a.m. to 2:00 p.m.
Night full time students attending 25 hours per week complete the course in 48 weeks. Night full time class schedule is Monday – Friday, 5:00 p.m. to 10:00 p.m. Part time schedule is available – minimum 12 hours per week.

<table>
<thead>
<tr>
<th>Breakdown by Course Number</th>
<th>Theory</th>
<th>Practical</th>
</tr>
</thead>
<tbody>
<tr>
<td>FL1 Florida Law/Ethics/History</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>(includes employment, personality, job opportunities, chemical awareness, HIV AIDS – 4 hrs, resume class). Intro to computers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CO2 Bacteriology</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>CO3 Decontamination</td>
<td>15</td>
<td>0</td>
</tr>
<tr>
<td>(daily salon management)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CO4 Properties of the Scalp and Hair</td>
<td>15</td>
<td>55</td>
</tr>
<tr>
<td>CO5 Draping</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>CO6 Shampooing, Rinsing</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>CO7 Haircutting</td>
<td>60</td>
<td>125</td>
</tr>
<tr>
<td>CO8 Fingerwaving</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>CO9 Wet Hairstyling (sets)</td>
<td>30</td>
<td>125</td>
</tr>
<tr>
<td>CO10 Thermal Hairstyling (blow drying)</td>
<td>60</td>
<td>120</td>
</tr>
<tr>
<td>CO11 Permanent Waves</td>
<td>30</td>
<td>120</td>
</tr>
<tr>
<td>CO12 Haircolor (includes semi, permanent &amp; bleach)</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>CO13 Chemical Hair Relaxing</td>
<td>30</td>
<td>25</td>
</tr>
<tr>
<td>CO14 Thermal Straightening</td>
<td>30</td>
<td>25</td>
</tr>
<tr>
<td>CO15 Wigs</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>CO16 Manicuring/Pedicuring</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>CO17 Nail/Disorders</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>CO18 Massage Theory</td>
<td>5</td>
<td>5</td>
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<tr>
<td>CO19 Facials</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>CO20 Facial Make Up</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>CO21 Skin/Disorders</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>CO22 Unwanted Hair</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>CO23 Cells/Anatomy</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>CO24 Electric Light Therapy</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>CO25 Chemistry</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>SB1 Salon Business - Project Internet</td>
<td>5</td>
<td>0</td>
</tr>
</tbody>
</table>

**HOURS** ..................................................500 ..........................700

**TOTAL CLOCK HOURS** ...........................................1200

**Evaluation**

Students take weekly quizzes on theory work. Progress tests are given at 300, 600, 900 and 1200 hours which evaluates each student on theory, services completed and practical application of their work. Students are notified prior to these progress tests as to their needs in order to be prepared. **An 80% average in each skill must be achieved.**

**Payment Schedule**

The student has the option of paying the tuition costs:
1. In full prior to attending the first class, or
2. Paying the unpaid balance in equal weekly or monthly installments.

*There is Financial Aid available to those who qualify.

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**Cosmetology/Barber Styling**

New Port Richey & Brooksville Campus

**Title**

Cosmetology/Barber Styling – 1500 hours

**Objective**

This program provides skills to prepare one for entry into the cosmetology and barbering profession and provides the foundation necessary to pass the State exam.

**Description**

This program instructs the students in cosmetology and barbering practices and state law related to both professions. In addition to classroom theory, the student performs cosmetology and barber services.

**Instructional Methods**

The theory portion of Cosmetology/Barber is designed for the instructor to review each chapter on a weekly rotating schedule. In our Cosmetology/Barber program, the theory portion of the program is integrated with the practical skills. The following instructional methods are used to present theory and practical lessons:

- Drill and Practice – Hands on step by step practical demonstration and repetitive use
- Visual Aids such as hand outs, video/DVD, flash cards, skeletons, mannequins
- Discussion – small group, debates, lecture, role playing, guided and assisted reading
- Laboratory groups, field trips, clinic work
- Guest lecturers and educators

**Course Description**

FL1 To learn the laws of the State of Florida as they apply to Cosmetology, including how to seek and obtain employment, payroll deductions, employment applications and consumer safety. Introduction to Computers. HIV AIDS – 4 hrs

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**Tuition**

COSMETOLOGY - 1200 Hours

14.00 per clock hour

Tuition 16,800.00

Registration Fee 150.00

Cost of Program Includes ChromeBook, EBook, Kit, 2 Jackets

Total Cost $16,950.00
CO2 To describe the growth and reproduction of bacteria.

CO3 To learn proper techniques of sanitation, disinfection and sterilization.

CO4 To define the composition of hair/analyze clients hair and scalp.

CO5 Demonstrate draping for all services.

CO6 Demonstrate shampoo procedures, and understand the pH. Identify rinses.

CO7 To learn haircutting techniques, use of scissors, razor, thinning shears, safety precautions and understand prismatic technique.

CO8 To explain and demonstrate fingerwaving.

CO9 To define hairstyling and demonstrate procedures and proper use and care of instruments for hair styling.

CO10 To define the purpose of thermal waving, curling, blow dry styling and air waving.

CO11 To identify chemical composition of products in permanent waving, demonstrate hair analysis and perm procedures.

CO12 To demonstrate procedures for haircolor and strand tests, explain hydrogen peroxide, understand lighteners, single and double process tint application.

CO13 To define functions of human cells, demonstrate an understanding of anatomy/physiology.

CO14 Understand and demonstrate the hair pressing procedures for both soft and hard pressing.

CO15 To demonstrate types of wigs, extensions and hairpieces. To be able to order, clean, shape and color wigs.

CO16 To demonstrate the proper techniques for giving manicures/pedicures and have an understanding of acrylics.

CO17 To be able to describe the disorders and diseases of the nail.

CO18 To identify the various types of massage and be able to perform physical manipulations.

CO19 To describe the benefits of a facial and demonstrate the basic procedures.

CO20 To describe correct make up and demonstrate procedures.

CO21 To list functions of the skin and learn skin disorders.

CO22 To learn three methods of permanent hair removal and demonstrate temporary hair removal.

CO23 To define functions of human cells, demonstrate an understanding of anatomy/physiology.

CO24 To define the nature of electricity and define four types of electrical current.

CO25 To understand matter, pH, acids, alkalines and understand the chemistry of hair.

SB1 To discuss finance in a salon, reception skills, job search and compensation. Project Internet.

BR4 To learn hair cutting via taper cuts:
1) freehand; 2) shear over comb; 3) clipper over comb, and to learn style cuts which include blow drying.

BR7 To define and demonstrate shaving using a razor to design a mustache and beard, trim using clippers, comb and trimmers.

FLB1 To learn the laws of the State of Florida as they apply to Barbering, including how to seek and obtain employment, payroll deductions, employment applications and consumer safety. Introduction to computers. HIV AIDS – 4 hrs

*All objectives include safety precautions.
*Students must complete a graduate project.

**Completion Time**

Night students may attend 25 hours per week for 60 weeks. Night full time class schedule is Monday – Friday, 5:00 p.m. to 10:00 p.m. Part time schedule is available – minimum 12 hours per week.

**Breakdown by Course Number**

<table>
<thead>
<tr>
<th>Course</th>
<th>FL1 Florida Law/Ethics/History, Cosmetology</th>
<th>CO2 Bacteriology</th>
<th>CO3 Decontamination</th>
<th>CO4 Properties of the Scalp and Hair</th>
<th>CO5 Draping</th>
<th>CO6 Shampooing, Rinsing</th>
<th>CO7 Haircutting</th>
<th>CO8 Fingerwaving</th>
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<th>CO11 Permanent Waves</th>
<th>CO12 Haircolor</th>
<th>CO13 Chemical Hair Relaxing</th>
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<th>CO20 Facial Make Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory</td>
<td>30</td>
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</tr>
</tbody>
</table>
CO21 Skin/Disorders .............................................. 5 ............0
CO22 Unwanted Hair .............................................5 ............5
CO23 Cells/Anatomy .............................................. 5 ............0
CO24 Electric Light Therapy ............................... 5 ............0
CO25 Chemistry ....................................................... 5 ............0
SB1 Salon Business - Project Internet ........ 5 ............0
BR4 Hair Cutting................................................... 0 .......200
BR7 Shaving, Beard and Mustache Trim ... 0 ..........50
FLB1 Florida Laws and Rules, Barber........... 50 ............0
HOURS ..............................................................................550 .... 950
TOTAL CLOCK HOURS ....................................... 1500

Evaluation

Students take weekly theory quizzes on theory work. Progress tests are given at 300, 600, 900, 1200 and 1500 hours which evaluates each student on theory, services completed and practical application of their work. Students are notified prior to these progress tests as to their need to be prepared. An 80% average in each skill must be met.

Tuition

COSMETOLOGY/BARBER STYLING - 1500 Hours
14.00  per clock hour  Tuition  $21,000.00
Registration Fee  150.00

Cost of Program Includes
ChromeBook, EBook, Kit, 2 Jackets  Total Cost  $21,150.00

Payment Schedule*
The student has the option of paying the tuition costs:
1. In full prior to attending the first class, or
2. Paying the unpaid balance in equal weekly or monthly installments.
*There is Financial Aid available to those who qualify.

Additional Tuition Surcharge

All students who do not complete their course by their graduation date will be charged for all unexcused absences as follows: $5.00 per hour over graduation date.

Facial - Skin Care

New Port Richey, Spring Hill & Brooksville Campus

Title

Facial - Skin Care – 360 hours

Objective

This program prepares the student to master BCA’s techniques to enter the skin care industry with a license.

Description

This program instructs the students in skin practices and State law related to the profession. In addition to classroom theory, the student performs skin services including body wraps.

Instructional Methods

The theory portion of Skin Care is designed for the instructor to review each chapter on a weekly rotating schedule. In our Skin Care program, the theory portion of the program is integrated with the practical skills. The following instructional methods are used to present theory and practical lessons:

• Drill and Practice – Hands on step by step practical demonstration and repetitive use
• Visual Aids such as hand outs, video/DVD, flash cards, skeletons, mannequins
• Discussion – small group, debates, lecture, role playing, guided and assisted reading
• Laboratory groups, field trips, clinic work
• Guest lecturers and educators

Course Description

FL1 Florida Laws and Rules – Student will gain information and knowledge of an overview of Cosmetology ethics, law, rules and regulations in relation to consumer protection for both health and economic matters.

FL2 HIV/Aids. – Modes of transmission, infection control, procedures, clinical management and prevention of HIV and AIDS syndrome.

FS3 Product Chemistry – This course will teach an understanding of the science that deals with composition, structures and properties of matter and how the chemicals effect the skin and to choose correct products.

FS4 Sanitation – Study of the use of chemical agents and ultraviolet rays to sanitize implements and equipment in the salon and promote and protect good health in the community. The student performs sanitation on implements and equipment during their program length.

FS5 Basics of Electricity – An understanding of the
use and precautions of electricity as it applies to facial skin care and the machines which are utilized. The student will perform practical services on the set up, and use and maintenance of electrical devices.

FS6 Facial Techniques and Contraindications – The study of Facials, manual and mechanical, including masks, packs, peels or treatment to be performed on a variety of skin types, including normal, oily, dry, combination, problem and mature. Basic facial massage movements and manipulations. Students will engage in practical hours during their program performing facials, masks, packs, peels and treatments.

FS7 Skin Theory, Disease & Disorders of the Skin – The study of the fundamentals of human skin, its structure and function. Recognizing lesions and the ability to describe diseases of the glands. Students will engage in practical services in skin analysis, and manual extractions.

FS8 Body Wrap – This course instructs students in the technique and function of body wrap and its detoxifying benefits. Students engage in practical services performing body wraps.

FS9 Microdermabrasion – This course will teach manual and electric microdermabrasion and its exfoliating benefits to the skin. Students will engage in practical services performing manual and machine assisted microdermabrasion.

FS10 Make-up – Students will learn make-up application for evening and day wear, and photo/stage application, lash and brow tinting as well as eyelash application, including strip lashes, individual lashes and semi-permanent lashes. Students will engage in practical hours performing these services.

FS11 Hair Removal – This course will teach hair removal including tweezing, waxing, threading and sugaring. Students will engage in practical hours performing these services.

SB1 Salon Management/Reception Skills – Students will learn basic principles needed to plan and operate a salon as a successful business, booking appointments and managing clientele, staff management and techniques for interviewing prospective employees.

Completion Time

Full time students may attend 30 hours per week for 12 weeks. Days – Monday through Friday 9:00 a.m. to 3:00 p.m. Night school is offered Monday through Wednesday 5:00 p.m. to 9:00 p.m. Part time schedule is available – minimum 12 hours per week.

Breakdown by Course Number Theory Practical
FL1 Florida Laws, Rules and Ethics ..........7 ..........0
FS2 HIV/AIDS................................................. 4 ..........0
FS3 Product Chemistry .....................8 ..........0
FS4 Sanitation...........................................10 ..........10
FS5 Basics of Electricity .....................8 ..........5
FS6 Facial Techniques and Contraindications..........................66 ..........60
FS7 Skin Theory, Disease and Disorders of the Skin ............85 ..........10
FS8 Body Wrap............................................10 ..........5
FS9 Microdermabrasion ....................10 ..........5
FS10 Make-up............................................2 ..........30
FS11 Hair Removal.........................................3 ..........20
SB1 Salon Management/Reception Skills ......2 ..........0

HOURS ..................................................215 ..... 145
TOTAL CLOCK HOURS .............................................360

Evaluation

Students take theory quizzes on theory work. Progress tests are given at 120, 240 and 360 hours which evaluates each student on theory, services completed and practical application of their work. Students are notified prior to these progress tests as to their need to be prepared. An 80% average in each skill must be met.

Tuition

FACIAL - SKIN CARE
(Aesthetician - esthetician)

360 hours

15.00 per clock hour Tuition 5,400.00
Registration Fee 150.00

Cost of Program Includes
Books, Kit, 2 Pairs of Scrubs Total Cost $5,550.00

Payment Schedule*
The student has the option of paying the tuition costs:
1. In full prior to attending the first class, or
2. Paying the unpaid balance in equal weekly or monthly installments.

*Financial Aid is available to those who qualify.

Extra Cost

Students must supply a notebook, pen and 2 rolls of paper towels the first week of school. (Approximate cost $5.00.) Specialty Registration Fee is $85.00 for skin care and $30.00 for body wrap (payable to the state) due upon graduation*.

* All students must schedule an appointment with admissions to complete the specialty registration application.
Full Specialty
New Port Richey & Brooksville Campus

Title
Full Specialty – 600 hours

Objective
This program prepares the student to master B.I.S.B.'s techniques to enter the nail and skin care industry.

Description
This program instructs students in skin and nail practices and state law related to the profession. In addition to classroom theory, the student performs skin and nail services.

Instructional Methods
The theory portion of Full Specialty is designed for the instructor to review each chapter on a weekly rotating schedule. In our Full Specialty program, the theory portion of the program is integrated with the practical skills. The following instructional methods are used to present theory and practical lessons:
- Drill and Practice – Hands on step by step practical demonstration and repetitive use
- Visual Aids such as hand outs, video/DVD, flash cards, skeletons, mannequins
- Discussion – small group, debates, lecture, role playing, guided and assisted reading
- Laboratory groups, field trips, clinic work
- Guest lecturers and educators

Course Description

FL1 Florida Laws and Rules – Student will gain information and knowledge of an overview of Cosmetology ethics, law, rules and regulations in relation to consumer protection for both health and economic matters.

FL2 HIV/Aids. – Modes of transmission, infection control, procedures, clinical management and prevention of HIV and AIDS syndrome.

FS3 Product Chemistry – A knowledge of the Chemistry makeup of products used on the skin and desired effects. Exploration of MSDS sheets in relation to understanding product hazards and adverse effects.

FS4 Sanitation – Study of the use of chemical agents and ultraviolet rays to sanitize implements and equipment in the salon and promote and protect good health in the community. The student performs sanitation on implements and equipment during their program length.

FS5 Basics of Electricity – An understanding of the use and precautions of electricity as it applies to facial skin care and the machines which are utilized. The student will perform a minimum of 5 practical hours on the set up, and use and maintenance of electrical devices.

FS6 Facial Techniques and Contraindications – The study of Facials, manual and mechanical, including masks, packs, peels or treatment to be performed on a variety of skin types, including normal, oily, dry, combination, problem and mature. Basic facial massage movements and manipulations. Students will perform a minimum of 60 practical hours during their program performing facials, masks, packs, peels and treatments.

FS7 Skin Theory, Disease & Disorders of the Skin – The study of the fundamentals of human skin, its structure and function. Recognizing lesions and the ability to describe diseases of the glands. Students will perform a minimum of 10 practical hours in skin analysis, and manual extractions.

FS8 Body Wrap – This course instructs students in the technique and function of body wrap and its detoxifying benefits. Students will perform a minimum of practical hours performing body wraps.

FS9 Microdermabrasion – This course will teach manual and electric microdermabrasion and its exfoliating benefits to the skin. Students will perform a minimum of 5 practical hours performing manual and machine assisted microdermabrasion.

FS10 Make-up – Students will learn make-up application for evening and day wear, and photo/stage application, lash and brow tinting as well as eyelash application, including strip lashes, individual lashes and semi-permanent lashes. Students will perform a minimum of 30 practical hours performing these services.

FS11 Hair Removal – This course will teach hair removal including tweezing, waxing, threading and sugaring. Students will perform a minimum of 20 practical hours performing these services.

MI2 HIV/Aids. – Modes of transmission, infection control, procedures, clinical management and prevention of HIV and AIDS syndrome.

MI3 Sanitation – Study of the use of chemical agents and ultraviolet rays to sanitize implements and equipment used in Manicuring-Nail care in the salon and promote and protect good health in the community. The student performs sanitation on implements and equipment during their program length.

MI4 Ethics – The understanding of good character, proper conduct and moral judgment. To provide
skilled and competent services.

MI5 Nail Theory – Understanding nail structure, irregularities and identifying nail diseases.

MI6 Manicures – The use of professional manicuring implements, supplies and procedures in shaping and polishing finger nails (including paraffin treatments). This includes exfoliating the skin as well as hand and arm massage. Students will engage in practical services during their program performing manicures.

MI7 Pedicures – The use of professional pedicuring implements, supplies and procedures in shaping and polishing toe nails. This includes exfoliating skin as well as proper foot massage. Students will engage in practical services during their program performing pedicures.

MI8 Tip with Overlay – The course instructs students in the steps performed to apply an artificial nail using a nail tip and overlay material such as acrylic or gel. Students will engage in practical services during their program applying artificial nails with a tip and overlay method.

MI9 Sculpting Using a Form – This course instructs students in forming artificial nails using a nail form and drill for shaping. Students engage in practical services during their program sculpting artificial nails utilizing a form.

MI10 Nail Wraps or Mending – Students will learn the procedures used to apply nail wraps or to mend broken nails. Students will engage in practical services during their program performing nail wraps and mending.

MI11 Nail Fill In – Students will learn the procedure involved in nail fills for artificial nails using acrylic product and drill procedures.

MI12 Artificial Nail Removal – Students will learn the procedures involved in artificial nail removal including chemical and manual removal utilizing the drill. Students will engage in practical services during their program performing artificial nail removal.

MI13 Polish/Nail Art/Project/Essay – Students will learn the proper nail preparation for polishing and polishing techniques including nail art. During this course students will complete a nail art project with essay. Students will engage in practical services during their program performing polish and nail art.

SB1 Salon Management/Reception Skills – Students will learn basic principles needed to plan and operate a salon as a successful business, booking appointments and managing clientele, staff management and techniques for interviewing prospective employees.

Completion Time

Full time students may attend 30 hours per week for 20 weeks. Days – Monday through Friday 9:00 a.m. to 3:00 p.m. Night school is Monday through Wednesday 5:00 p.m. to 9:00 p.m.

Part time schedule is available – minimum 12 hours per week.

Breakdown by Course Number

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Theory</th>
<th>Practical</th>
</tr>
</thead>
<tbody>
<tr>
<td>FL1 Florida Laws, Rules and Ethics</td>
<td>12</td>
<td>0</td>
</tr>
<tr>
<td>FS2 HIV/AIDS</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>FS3 Product Chemistry</td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td>FS4 Sanitation</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
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<td>FS6 Facial Techniques and Contraindications</td>
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<tr>
<td>FS7 Skin Theory, Disease and Disorders of the Skin</td>
<td>85</td>
<td>10</td>
</tr>
<tr>
<td>FS8 Body Wrap</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>FS9 Microdermabrasion</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>FS10 Make-up</td>
<td>2</td>
<td>30</td>
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<tr>
<td>FS11 Hair Removal</td>
<td>3</td>
<td>20</td>
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<tr>
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<tr>
<td>MI3 Sanitation</td>
<td>4</td>
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<td>MI4 Ethics</td>
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<td>MI6 Manicures</td>
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<td>MI7 Pedicures</td>
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<td>MI8 Tips with overlay</td>
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<td>MI9 Sculpting using a form</td>
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<td>MI10 Nail Wraps or Mending</td>
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<td>MI11 Nail Fill-Ins</td>
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<td>MI12 Artificial Nail Removal</td>
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<td>MI13 Polish/Nail Art/Project/Essay</td>
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</tr>
<tr>
<td>SB1 Salon Management/Reception Skills</td>
<td>2</td>
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</tr>
</tbody>
</table>

TOTAL CLOCK HOURS ................................. 600

Evaluation

Students take weekly theory quizzes on theory work. Progress tests are given at 200, 400 and 600 hours which evaluates each student on theory, services completed and practical application of their work. Students are notified prior to these progress tests as to their need to be prepared. An 80% average in each skill must be met.

Tuition

FULL SPECIALTY - 600 Hours

<table>
<thead>
<tr>
<th>Cost</th>
<th>13.60 per clock hr</th>
<th>Tuition 8,160.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>150.00</td>
<td></td>
</tr>
<tr>
<td>Total Cost</td>
<td>$8,310.00</td>
<td></td>
</tr>
</tbody>
</table>

Cost of Program Includes
Books, Kit, 1 Set Scrubs, & 1 Jacket

Payment Schedule*.
The student has the option of paying the tuition costs:
1. In full prior to attending the first class, or
2. Paying the unpaid balance in equal weekly or
monthly installments.  
*There is Financial Aid available to those who qualify.

Students must supply a notebook, 1 pen for NT course.  
Full Specialty Registration Fee is $85.00; Body Wrap License Registration Fee is $30.00 (both payable to the state due upon graduation*).

* All students must schedule an appointment with admissions to complete the specialty registration application.

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**Instructor Training**

**New Port Richey & Brooksville Campus**

**Title**

Instructor Training – 600 hours

**Objective**

This program is designed to prepare a licensed barber, cosmetologist, skin care technician, nail technician, or massage therapist to be able to demonstrate their practical skill and develop skill necessary to teach theory in a classroom.

**Description**

The student is to be considered in training as an instructor during the entire course under our trained instructors.

**Instructional Methods**

The theory portion of Instructor Training is designed for the instructor to review each chapter on a weekly rotating schedule. In our Instructor Training program, the theory portion of the program is integrated with the practical skills. The following instructional methods are used to present theory and practical lessons:

- Drill and Practice – Hands on step by step practical demonstration and repetitive use
- Visual Aids such as hand outs, video/DVD, flash cards, skeletons, mannequins
- Discussion – small group, debates, lecture, role playing, guided and assisted reading
- Laboratory groups, field trips, clinic work
- Guest lecturers and educators

**Course Description**

IT1 The Career Education Instructor – The course will identify the qualities and characteristics desired in a master Educator. The student will learn to identify, prepare, and organize elements for effective teaching, identify various types of classroom arrangements and activities for which they are suited, and understand the importance of administrative tasks required of the educator.

IT2 Basic Learning Styles and Principles – The student will gain an understanding of teaching study skills to their class as well as defining learning styles.

IT3 Communicating Confidently and Effective Presentations – This course will identify barriers to communication, instruct on reading body language, and identify communication styles. Students will learn the skills necessary to inspire learning through delivering effective presentations.

IT4 Achieving Learner Results – This course will provide the student with the tools to recognize learning disabilities and be able to facilitate learning to all their students.

IT5 Program Review, Development, and Lesson Planning – Students will learn to develop curriculum, learning objectives, and an effective orientation and lesson planning.

IT6 Career and Employment Preparation – Students will learn how to teach resume writing, application preparedness and effective interviewing.

IT7 Assessing Progress and Advising Students – This course teaches the purpose of grading and the types of grading styles.

IT8 Making the Salon an Adventure and Teamwork – Students will learn the role played by the clinic, and assist learners in developing a solid client base. The course will teach the importance of teamwork in motivation.

IT9 The Art of Retaining Students – Students will learn to understand critical questions of implementing a sound student retention program, creating mission statements, and installing school ownership in students.

IT10 Educator Relationships – This course examines the teacher/student relationships and teaches how to cultivate a positive relationship.

IT11 Humor in the Classroom and A Winning Career – Identifies the role humor plays as an effective teaching tool and teaches understanding the importance of student self-assessment in the learning process.

IT12 Evaluating Professional Performance – Understanding the importance of and steps required in developing a Professional Development Plan.
Completion Time

Full time students attending 20 hours per week complete the course in 30 weeks. Schedules vary by department.

Part time schedule is available – minimum 12 hours per week.

Breakdown by Course Number

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Theory</th>
<th>Practical</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT1</td>
<td>The Career Education Instructor</td>
<td>20</td>
</tr>
<tr>
<td>IT2</td>
<td>Basic Learning Styles &amp; Principles</td>
<td>20</td>
</tr>
<tr>
<td>IT3</td>
<td>Communicating Confidently and Effective Presentations</td>
<td>20</td>
</tr>
<tr>
<td>IT4</td>
<td>Achieving Learner Results</td>
<td>20</td>
</tr>
<tr>
<td>IT5</td>
<td>Program Review, Development and Lesson Planning</td>
<td>250</td>
</tr>
<tr>
<td>IT6</td>
<td>Career &amp; Employment Preparation</td>
<td>50</td>
</tr>
<tr>
<td>IT7</td>
<td>Assessing Progress and Advising Students</td>
<td>50</td>
</tr>
<tr>
<td>IT8</td>
<td>Making the Salon an Adventure and Teamwork</td>
<td>70</td>
</tr>
<tr>
<td>IT9</td>
<td>The Art of Retaining Students</td>
<td>40</td>
</tr>
<tr>
<td>IT10</td>
<td>Educator Relationships</td>
<td>35</td>
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<tr>
<td>IT11</td>
<td>Humor in the Classroom and A Winning Career</td>
<td>15</td>
</tr>
<tr>
<td>IT12</td>
<td>Evaluating Professional Performance</td>
<td>10</td>
</tr>
</tbody>
</table>

HOURS ......................................................600 0*
TOTAL CLOCK HOURS ......................................... 600

Evaluation

Students take theory quizzes on theory work. Progress tests are given at 200, 400 and 600 hours which evaluates each student on theory, services completed and practical application of their work. Students are notified prior to these progress tests as to their need to be prepared. An 80% average in each skill must be met.

Tuition

INSTRUCTOR TRAINING - 600 Hours

8.00 per clock hr Tuition 4,800.00
Registration Fee 150.00

Cost of Program Includes Books Total Cost $4,950.00

Payment Schedule*

The student has the option of paying the tuition costs:
1. In full prior to attending the first class, or
2. Paying the unpaid balance in equal weekly or monthly installments.
3. Financial aid is available for those who qualify.

* The completion of the Instructor Training Program is not a State of Florida requirement

MANICURING - NAIL EXTENSION I - 240

New Port Richey & Brooksville Campus

Title

Manicuring - Nail Extension I - 240 hours

Objective

This program of study designed to instruct a student in manicuring, pedicuring, and sculptured nails.

Description

This program instructs the students in nails and state law related to the profession. In addition to classroom theory, the student performs nail services.

Instructional Methods

The theory portion of Nail Care is designed for the instructor to review each chapter on a weekly rotating schedule. In our Nail Care program, the theory portion of the program is integrated with the practical skills. The following instructional methods are used to present theory and practical lessons:

- Drill and Practice – Hands on step by step practical demonstration and repetitive use
- Visual Aids such as hand outs, video/DVD, flash cards, skeletons, mannequins
- Discussion – small group, debates, lecture, role playing, guided and assisted reading
- Laboratory groups, field trips, clinic work
- Guest lecturers and educators

Course Description

FL1 Florida Laws and Rules – Student will gain information and knowledge of an overview of Cosmetology ethics, law, rules and regulations in relation to consumer protection for both health and economic matters.

MI2 HIV/Aids. – Modes of transmission, infection control, procedures, clinical management and prevention of HIV and AIDS syndrome.

MI3 Sanitation – Study of the use of chemical agents and ultraviolet rays to sanitize implements and equipment used in Manicuring-Nail care in the salon and promote and protect good health in the community. The student performs sanitation on implements and equipment during their program length.

MI4 Ethics – The understanding of good character, proper conduct and moral judgment. To provide skilled and competent services.

MI5 Nail Theory – Understanding nail structure,
irregularities and identifying nail diseases.

MI6 Manicures – The use of professional manicuring implements, supplies and procedures in shaping and polishing finger nails (includes paraffin treatments). This includes exfoliating the skin as well as hand and arm massage. Students will engage in practical services during their program performing manicures.

MI7 Pedicures – The use of professional pedicuring implements, supplies and procedures in shaping and polishing toe nails. This includes exfoliating skin as well as proper foot massage. Students will engage in practical services during their program performing pedicures.

MI8 Tip with Overlay – The course instructs students in the steps performed to apply an artificial nail using a nail tip and overlay material such as acrylic or gel. Students will engage in practical services during their program applying artificial nails with a tip and overlay method.

MI9 Sculpting Using a Form – This course instructs students in forming artificial nails using a nail form and drill for shaping. Students will engage in practical services during their program sculpting artificial nails utilizing a form.

MI10 Nail Wraps or Mending – Students will learn the procedures used to apply nail wraps or to mend broken nails. Students will engage in practical services during their program performing nail wraps and mending.

MI11 Nail Fill In – Students will learn the procedure involved in Nail Fills for artificial nails using acrylic product and drill procedures.

MI12 Artificial Nail Removal – Students will learn the procedures involved in artificial nail removal including chemical and manual removal utilizing the drill. Students will engage in practical services during their program performing artificial nail removal.

MI13 Polish/Nail Art/Project/Essay – Students will learn the proper nail preparation for polishing and polishing techniques including nail art. During this course students will complete a nail art project with essay. Students will engage in practical services during their program performing polish and nail art.

Completion Time

Full time students may attend 30 hours per week for 8 weeks. Days – Monday through Friday 9:00 a.m. to 3:00 p.m. Night school is offered Monday through Wednesday 5:00 p.m. to 9:00 p.m.

Part time schedule is available – minimum 12 hours per week.

Breakdown by Course Number

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Practical</th>
</tr>
</thead>
<tbody>
<tr>
<td>FL1 Florida Cosmetology laws and rules</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>MI2 HIV/AIDS</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>MI3 Sanitation</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>MI4 Ethics</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>MI5 Nail Theory</td>
<td>85</td>
<td>0</td>
</tr>
<tr>
<td>MI6 Manicures</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>MI7 Pedicures</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>MI8 Tips with overlay</td>
<td>0</td>
<td>37.5</td>
</tr>
<tr>
<td>MI9 Sculpting using a form</td>
<td>0</td>
<td>37.5</td>
</tr>
<tr>
<td>MI10 Nail Wraps or Mending</td>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td>MI11 Nail Fill-Ins</td>
<td>0</td>
<td>10</td>
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<tr>
<td>MI12 Artificial Nail Removal</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>MI13 Polish/Nail Art/Project/Essay</td>
<td>0</td>
<td>5</td>
</tr>
</tbody>
</table>

HOURS .................................................. 100 .... 140
TOTAL CLOCK HOURS ................................... 240

Course includes drill class, paraffin hand and foot treatment.

Evaluation

Students take theory quizzes on theory work. Progress tests are given at 120 and 240 hours which evaluates each student on theory, services completed and practical application of their work. Students are notified prior to these progress tests as to their need to be prepared. An 80% average in each skill must be met.

Tuition

MANICURING - NAIL EXTENSION I - 240 Hours

11.50 per clock hour  
Tuition  2,760.00  
Registration Fee  150.00

Cost of Program Includes Books, Kit, 2 Jackets  
Total Cost  $2,910.00

Payment Schedule*

The student has the option of paying the tuition costs:
1. In full prior to attending the first class, or
2. Paying the unpaid balance in equal weekly or monthly installments.

Students must supply notebook and 1 pen Registration Fee is $85.00 (payable to the state) due upon graduation*.  

* All students must schedule an appointment with admissions to complete the specialty registration application.
MANICURING -
NAIL EXTENSION II - 360

New Port Richey, Spring Hill & Brooksville Campus

Title
Manicuring - Nail Extension II – 360 hours

Objective
This curriculum and program of study is designed to instruct a student in manicuring, pedicuring, and sculptured nails.

Description
This program instructs students in nails and state laws related to the profession. In addition to classroom theory, the students perform 120 additional hours in sculptured nails.

Instructional Methods
The theory portion of Nail Care is designed for the instructor to review each chapter on a weekly rotating schedule. In our Nail Care program, the theory portion of the program is integrated with the practical skills. The following instructional methods are used to present theory and practical lessons:
• Drill and Practice – Hands on step by step practical demonstration and repetitive use
• Visual Aids such as hand outs, video/DVD, flash cards, skeletons, mannequins
• Discussion – small group, debates, lecture, role playing, guided and assisted reading
• Laboratory groups, field trips, clinic work
• Guest lecturers and educators

Course Description
FL1 Florida Laws and Rules – Student will gain information and knowledge of an overview of Cosmetology ethics, law, rules and regulations in relation to consumer protection for both health and economic matters.

MI2 HIV/Aids. – Modes of transmission, infection control, procedures, clinical management and prevention of HIV and AIDS syndrome.

MI3 Sanitation – Study of the use of chemical agents and ultraviolet rays to sanitize implements and equipment used in Manicuring-Nail care in the salon and promote and protect good health in the community. The student performs sanitation on implements and equipment during their program length.

MI4 Ethics – The understanding of good character, proper conduct and moral judgment. To provide skilled and competent services.

MI5 Nail Theory – Understanding nail structure, irregularities and identifying nail diseases.

MI6 Manicures – The use of professional manicuring implements, supplies and procedures in shaping and polishing finger nails (includes paraffin treatments). This includes exfoliating the skin as well as hand and arm massage. Students will engage in practical services during their program performing manicures.

MI7 Pedicures – The use of professional pedicuring implements, supplies and procedures in shaping and polishing toe nails. This includes exfoliating skin as well as proper foot massage. Students will engage in practical services during their program performing pedicures.

MI8 Tip with Overlay – The course instructs students in the steps performed to apply an artificial nail using a nail tip and overlay material such as acrylic or gel. Students will engage in practical services during their program applying artificial nails with a tip and overlay method.

MI9 Sculpting Using a Form – This course instructs students in forming artificial nails using a nail form and drill for shaping. Students engage in practical services during their program sculpting artificial nails utilizing a form.

MI10 Nail Wraps or Mending – Students will learn the procedures used to apply nail wraps or to mend broken nails. Students will engage in practical services during their program performing nail wraps and mending.

MI11 Nail Fill In – Students will learn the procedure involved in Nail Fills for artificial nails using acrylic product and drill procedures.

MI12 Artificial Nail Removal – Students will learn the procedures involved in artificial nail removal including chemical and manual removal utilizing the drill. Students will engage in practical services during their program performing artificial nail removal.

MI13 Polish/Nail Art/Project/Essay – Students will learn the proper nail preparation for polishing and polishing techniques including nail art. During this course students will complete a nail art project with essay. Students will engage in practical services during their program performing polish and nail art.

Completion Time
Full time students may attend 30 hours per week for 12 weeks. Days – Monday through Friday 9:00 a.m. to 3:00 p.m. Night school is offered Monday through Wednesday 5:00 p.m. to 9:00 p.m.
Part time schedule is available – minimum 12 hours per week.
**Course Description**

<table>
<thead>
<tr>
<th>Breakdown by Course Number</th>
<th>Theory</th>
<th>Practical</th>
</tr>
</thead>
<tbody>
<tr>
<td>FL1 Florida Cosmetology laws and rules</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>MI2 HIV/AIDS</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>MI3 Sanitation</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>MI4 Ethics</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>MI5 Nail Theory</td>
<td>85</td>
<td>0</td>
</tr>
<tr>
<td>MI6 Manicures</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>MI7 Pedicures</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>MI8 Tips with overlay</td>
<td>0</td>
<td>87.5</td>
</tr>
<tr>
<td>MI9 Sculpting using a form</td>
<td>0</td>
<td>87.5</td>
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<tr>
<td>MI10 Nail Wraps or Mending</td>
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<td>15</td>
</tr>
<tr>
<td>MI11 Nail Fill-Ins</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>MI12 Artificial Nail Removal</td>
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<td>10</td>
</tr>
<tr>
<td>MI13 Polish/Nail Art/Project/Essay</td>
<td>0</td>
<td>10</td>
</tr>
</tbody>
</table>

HOURS ......................................100 ...... 260
TOTAL CLOCK HOURS ......................... 360

Course includes drill class, paraffin hand and foot treatment training.

Nail Tech II students master speed with the requirement of 120 additional hours in artificial nails.

**Evaluation**

Students take theory quizzes on theory work. Progress tests are given at 180 and 360 hours which evaluates each student on theory, services completed and practical application of their work. Students are notified prior to these progress tests as to their need to be prepared. An 80% average in each skill must be met.

**Tuition**

**MANICURING - NAIL EXTENSION II - 360 Hours**

11.50 per clock hour

Tuition 4,140.00
Registration Fee 150.00

Cost of Program Includes
Books, Kit, 2 Jackets Total Cost $4,290.00

Payment Schedule*

The student has the option of paying the tuition costs:
1. In full prior to attending the first class, or
2. Paying the unpaid balance in equal weekly or monthly installments.*Financial Aid is available to those who qualify.*

* Nail tech II students master speed with the requirement of 120 additional hours in sculpted nails.

Students must supply notebook and 1 pen.

Registration Fee is $85.00 (payable to the state) due upon graduation*.

Course includes air brush demo, drill class, paraffin hand and foot treatment training.

* All students must schedule an appointment with admissions to complete the specialty registration application.

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**Massage Therapy**

New Port Richey, Spring Hill & Brooksville Campus

**Title**

Massage Therapy – 600 hours

**Objective**

The Massage Therapy program has two goals. The first goal is to instruct the student on the technical skills necessary to perform a professional Classic Swedish Massage.

The second goal is to introduce the student to the education needed to successfully pass a state approved exam. The successful passing of this exam would qualify the student to apply for the State of Florida Massage Therapy license.

**Description**

The Massage Therapy Program will give the student instruction in the assessment, theory and hands-on application of a classic Swedish Massage. It will also instill a general knowledge of anatomy, physiology, kinesiology, and pathology. The professional standards expected in the massage field such as business, ethics and legal practices will be emphasized. To complete the course, the student will be familiarized with other modalities related to this field of study.

**Instructional Methods**

Much of the theory in this program is given in weekly chapter overviews by the instructor. A portion of the theory will be integrated with practical skills. The following are typical instructional methods used by the instructor for both theory and practical lessons:

- Practicum – hands on with step by step instruction, demonstrations, instructional video/DVDs, and clinical practice
- Visual Aids – hand outs, flash cards, whiteboard, skeleton, websites, DVDs
- Discussion – lectures, games, student/teacher lessons, group question and answer participation
- Clinical Work – lab groups, clinics, field trips, community service
- Guest Lecturers and Educators

**Course Description**

On completion of each chapter in the Theory and Practice of Therapeutic Massage, you will be able to explain or demonstrate the following:

**MT2 Anatomy and Physiology** – Students explore the anatomy and physiology of the normal functioning of the systems of the human body. Emphasis in this course is on the muscular, skeletal, and nervous systems.

**MT3 Clinical Pathology** – The students will be familiarized with some of the common pathologies
of the human body systems. This can assist in recognizing contraindications for massage.

MT4 Basic Massage Theory and History – Lecture topics include screening, history taking, documentation and charting, and client consultation. The students learn draping, advanced positioning techniques, range of motion, body mechanics, medical terms.

MT5 Clinical Practicum – The hands on portion of this program will involve the student working on clients. This is done in a professional environment in our massage clinic, and under the supervision of the Instructor.

MT6 Allied Modalities – Although the student will be training in the Classic Swedish Massage, we want to introduce other forms of massage, such as Traditional Chinese Medicine, Ayurvedic Theory, Reflexology, Hot Stone Massage, and Chair Massage.

MT7 Theory and Practice of Hydrotherapy – Students will learn the use of water in its three forms, solid, liquid, and vapor, as it is applicable in the massage practice. There will be hands-on experience as well as theory.

MT8 Business Practices – Education in the tools needed to be successful in the industry of a massage practice will be emphasized. This instruction will include how to do a resume, types of business operations, licenses and permits, bookkeeping, marketing, and business law.

MT9 Professional Ethics – The code of ethics, as pertaining to the profession of Massage Therapy will be defined for the massage student. Emphasis will be placed on learning, and understanding the personal and professional boundaries, and ethical business practices.

MT10 Florida Laws and Rules – The requirements of the Florida Massage Practices Act (Chapter 456 F.S. & 480 F.S.) of the Florida Statutes and the Rules and Regulations (Chapter 64B7 F.A.C.) are presented in lecture and thoroughly discussed in class. Each student learns the laws and rules governing the field of massage therapy as set forth by the State of Florida.

MT11 HIV/AIDS Education – Students are instructed in the current information concerning this illness. This education will include: mode of transmission, progression of the infection, which immune response is infected, and the Universal Precautions.

MT12 Medical Errors – Students will be informed in the factors that may contribute to a medical error, and how to recognize the difference between preventable and un-preventable adverse events.

* A Graduation Project is required from each student before the course is completed.
* When the opportunity is presented, videos, guest speakers, and field trips may be offered.

**Completion Time**

Students attending the day and evening classes in Massage Therapy will be in school for 20 hours per week for a 30 week program. In our weekend Massage Therapy Program, students will attend school for 16 hours per week for 37.5 weeks. The hours are as follows:

**Brooksville Campus**
- Day Class: Monday–Thursday, 9:00 a.m. – 2:00 p.m.
- Night Class: Monday–Thursday, 5:00 p.m. – 10:00 p.m.

**New Port Richey Campus**
- Day Class: Monday – 9:00 a.m. – 4:00 p.m.
  - Tuesday – 9:00 a.m. – 3:00 p.m.
  - Tuesday – 9:00 a.m. – 4:00 p.m.
- Night Class: Monday–Thursday, 5:00 p.m. – 10:00 p.m.
- Weekend Class: Saturday and Sunday
  - 9:00 a.m. – 5:00 p.m.

**Spring Hill Campus**
- Day Class: Monday–Thursday, 10:00 a.m. – 3:00 p.m.
- Night Class: Monday–Thursday, 5:00 p.m. – 10:00 p.m.

**Course Numbers for Massage Therapy:**

The following is the course number requirements:

<table>
<thead>
<tr>
<th>Breakdown by Course Number</th>
<th>Theory</th>
<th>Practical</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT2 Anatomy, Physiology &amp; Kinesiology</td>
<td>150</td>
<td>0</td>
</tr>
<tr>
<td>MT3 Clinical Pathology</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MT4 Basic Massage Theory &amp; History</td>
<td>100</td>
<td>0</td>
</tr>
<tr>
<td>MT5 Clinical Practicum</td>
<td>125</td>
<td>0</td>
</tr>
<tr>
<td>MT6 Allied Modalities</td>
<td>134</td>
<td>0</td>
</tr>
<tr>
<td>MT7 Theory and Practice of Hydrotherapy</td>
<td>15</td>
<td>0</td>
</tr>
<tr>
<td>MT8 Business Practices</td>
<td>15</td>
<td>0</td>
</tr>
<tr>
<td>MT9 Professional Ethics</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>MT10 Florida Laws and Rules</td>
<td>10</td>
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<td>MT11 HIV/AIDS Education</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>MT12 Medical Errors</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

**HOURS** ............................... 475 ... 125
**TOTAL CLOCK HOURS** ................. 600

**Evaluation**

The Massage Therapy Program is separated into three modules. Students will be receiving weekly chapter tests. At the end of each module, an overview exam, an oral muscle exam, and a graded practicum will be required. A status report containing the student's GPA will also be provided after each module. An 80% average is required in attendance, academics, and practical skills.

A graduation project will be completed by each student. It will be used as a study tool to help prepare for the successful passing of a Florida State approved exam, which is required for licensure.
Instructional Charges Policy

Each course/program has been scheduled for completion with an allotted time frame. A grace period of approximately 25% has been added to the calculated completion date for each program. This 25% is based on our attendance policy of 75%. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contracted period, additional training will be billed at the rate of $5 per hour, payable in advance, until graduation. Students will not be allowed to clock in until applicable daily payments are made.

Program Hours Charges Apply After
1500........................................................................................1875
1200........................................................................................1500
600 .........................................................................................750
360 .........................................................................................450
240 .........................................................................................300

Make-Up Policy

Bene’s Career Academy is open Monday through Friday from 8:00 a.m. - 10:00 p.m. and Saturday from 9:00 a.m. - 5:00 p.m. (massage only). Our students are expected to come to school according to their contract. If for any reason a student needs to be excused, he will be expected to make arrangements with the teacher to make up the time the following week between 2:00 and 10:00 p.m., Monday through Friday.

Satisfactory Academic Progress Policy

Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in the school. 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 Periods

Students are evaluated for Satisfactory Academic Progress based on actual hours as follows:

<table>
<thead>
<tr>
<th>Program Hours</th>
<th>Evaluation Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>240 Hr</td>
<td>121</td>
</tr>
<tr>
<td>360 Hr</td>
<td>181</td>
</tr>
<tr>
<td>600 Hr</td>
<td>301</td>
</tr>
<tr>
<td>1200 Hr</td>
<td>451, 901</td>
</tr>
<tr>
<td>1500 Hr</td>
<td>451, 901, 1201</td>
</tr>
</tbody>
</table>

Transfer Students – Midpoint of the contract hours or the established evaluation period whichever comes first. Evaluations will determine if the student has met the minimum requirement for satisfactory academic progress. The frequency of evaluations ensure that students have had at least one evaluation by midpoint in the course.

Attendance Progress Evaluations

Students are required to attend a minimum of 75% of the hours possible 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 75% 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 study. Practical assignments are evaluated as completed and counted towards course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as 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 practical skills evaluation criteria adopted by the school. Student must maintain a written grade average of 80% and pass a FINAL written and practical exam prior to graduation. Student must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

- 100 – 90 = Excellent
- 89 – 80 = Satisfactory
- 79 or below = Unsatisfactory

**Maximum Time Frame**

The maximum time (which does not exceed 1.33 of the course length) allowed for student to complete each course at satisfactory progress is stated below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs. Per Week</th>
<th>Scheduled Weeks</th>
<th>Maximum Allowed Weeks</th>
<th>Scheduled Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology - 1200 Hrs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time Days</td>
<td>30</td>
<td>40</td>
<td>53.2</td>
<td>1596</td>
</tr>
<tr>
<td>Part Time Days</td>
<td>18</td>
<td>66.67</td>
<td>88.67</td>
<td>1596</td>
</tr>
<tr>
<td>Full Time Nights</td>
<td>25</td>
<td>48</td>
<td>63.84</td>
<td>1596</td>
</tr>
<tr>
<td>Part Time Nights</td>
<td>15</td>
<td>80</td>
<td>106.4</td>
<td>1596</td>
</tr>
<tr>
<td>Barber Styling - 1200 Hrs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time Nights</td>
<td>25</td>
<td>48</td>
<td>63.84</td>
<td>1596</td>
</tr>
<tr>
<td>Part Time Nights</td>
<td>15</td>
<td>80</td>
<td>106.4</td>
<td>1596</td>
</tr>
<tr>
<td>Restricted Barber - 1200 Hrs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time Nights</td>
<td>25</td>
<td>48</td>
<td>63.84</td>
<td>1596</td>
</tr>
<tr>
<td>Part Time Nights</td>
<td>15</td>
<td>80</td>
<td>106.4</td>
<td>1596</td>
</tr>
<tr>
<td>Cosmo-Barber - 1500 Hrs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time Nights</td>
<td>25</td>
<td>60</td>
<td>79.8</td>
<td>1995</td>
</tr>
<tr>
<td>Part Time Nights</td>
<td>15</td>
<td>100</td>
<td>133</td>
<td>1995</td>
</tr>
<tr>
<td>Full Specialist - 600 Hrs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time Days</td>
<td>30</td>
<td>20</td>
<td>26.6</td>
<td>798</td>
</tr>
<tr>
<td>Part Time Days</td>
<td>18</td>
<td>33.33</td>
<td>44.33</td>
<td>798</td>
</tr>
<tr>
<td>Full Time Nights</td>
<td>12</td>
<td>50</td>
<td>66.5</td>
<td>798</td>
</tr>
<tr>
<td>Nail Technology - 240 Hrs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time Days</td>
<td>30</td>
<td>8</td>
<td>10.64</td>
<td>319.2</td>
</tr>
<tr>
<td>Part Time Days</td>
<td>18</td>
<td>13.33</td>
<td>17.73</td>
<td>319.2</td>
</tr>
<tr>
<td>Full Time Nights</td>
<td>12</td>
<td>20</td>
<td>26.6</td>
<td>319.2</td>
</tr>
<tr>
<td>Massage - 600 Hrs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time Days</td>
<td>20</td>
<td>30</td>
<td>39.9</td>
<td>798</td>
</tr>
<tr>
<td>Full Time Nights</td>
<td>20</td>
<td>30</td>
<td>39.9</td>
<td>798</td>
</tr>
<tr>
<td>Full Time Weekends</td>
<td>16</td>
<td>37.5</td>
<td>49.875</td>
<td>798</td>
</tr>
<tr>
<td>Facial - 360 Hrs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time Days</td>
<td>30</td>
<td>12</td>
<td>15.96</td>
<td>478.8</td>
</tr>
<tr>
<td>Part Time Days</td>
<td>18</td>
<td>20</td>
<td>26.6</td>
<td>478.8</td>
</tr>
<tr>
<td>Full Time Nights</td>
<td>12</td>
<td>30</td>
<td>39.9</td>
<td>478.8</td>
</tr>
<tr>
<td>Teacher Training - 600 Hrs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time Days/Nights</td>
<td>30</td>
<td>20</td>
<td>26.6</td>
<td>798</td>
</tr>
</tbody>
</table>

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 75% of the scheduled hours.

**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 are considered to be making satisfactory academic progress while during the warning 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, student 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 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-Establishment 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 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 Procedure

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 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 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 and Remedial Courses

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

Transfer Hours

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned 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.

Attendance

Policy

Students must Clock In and Out on the computer in their Education Center. A student must maintain a minimum of 75% of his or her contracted hours. Student's attendance will be monitored monthly. All absences must be called into the office at ext. 304.

Leave of Absences

Leave of absence (LOA) is a temporary interruption in a student's program of study at the request of the student for personal reasons. The request of the student must be submitted in advance in writing, include the reason for the student's request and include the student's signature. The student must have the expectation that they will return from the LOA to finish their program. In the case of unforeseen circumstances such as injury, the request can be made verbally. The student must then fill out the proper form as soon as they are able. In the case of unforeseen circumstances, the leave of absence will be dated for the first day the student was unable to attend. No additional charges will result from the LOA. LOA must be a minimum of 30 days and a maximum of 180 days in any 12 month period. A student's contract will be extended by the same number of days taken in the LOA. A contract addendum with the new dates will be signed by all parties.

Class Change Policy

Class changes from nights to days or days to nights are allowed one time unless there are mitigating circumstances.
Financial Aid

Financial Aid is available to those who qualify. The Financial Aid office requires an entrance interview with all prospective students. Materials regarding financial aid are distributed free of charge.

Bene's Career Academy participates in five federal programs of assistance – Federal Pell Grant, FSEOG, Federal Work Study and Federal Stafford Loans (subsidized and unsubsidized). The amount and type of financial aid offered is based upon financial need as determined by the federal government’s system of need analysis. All students will qualify for loans, either through subsidized/unsubsidized guaranteed student loans; the exception would be a student who is in default on a previous student loan, or a student who has been convicted of possessing or selling illegal drugs.

Application Process

In order to apply for federal financial aid, the student must complete the application for federal student aid (FAFSA), and furnish the necessary documentation required for verification of information submitted. An interview is appropriate and required in almost all circumstances.

After the application is completed by the student, the information will be sent to a servicer – to determine the financial aid eligibility. Once eligibility is determined, the financial aid office will develop a breakdown showing the estimated charges and the financial aid that will cover those charges.

Financial Aid Programs

FEDERAL PELL GRANT: A federal program of grants (gift) based on demonstrated financial need. Upon receipt of the Student Aid Report, it is signed by the student and used by this institution to receive aid for the student. The maximum annual award is $4,310.00. It may change on an annual basis.

SUBSIDIZED FEDERAL DIRECT STAFFORD LOANS: This is a loan guaranteed by the federal government. It is available to students who may require additional funds beyond the subsidized Stafford Loan. The government does not pay the interest while the student is attending school, but interest and principal can be deferred until six months after graduation, or it may be repaid while the student is attending school. Interest rates are identical to the subsidized Stafford Loans. It is strongly recommended that students borrow under this program only what is absolutely necessary to meet educational expenses. THIS IS A LOAN AND MUST BE REPAYED BY THE STUDENT.

UN-SUBSIDIZED FEDERAL DIRECT STAFFORD LOANS: This is a loan guaranteed by the federal government. It is available to students who may require additional funds beyond the unsubsidized Stafford Loan. The government does not pay the interest while the student is attending school, but interest and principal can be deferred until six months after graduation, or it may be repaid while the student is attending school. Interest rates are identical to the subsidized Stafford Loans. It is strongly recommended that students borrow under this program only what is absolutely necessary to meet educational expenses. THIS IS A LOAN AND MUST BE REPAYED BY THE STUDENT.

FSEOG: A gift award that is based on financial need. If you are awarded the Federal Pell Grant, you will receive first priority for this grant. An FSEOG does not require repayment.

Federal Work Study: Based on financial need. See Financial Aid for details.
*We are also approved for training grants from vocational rehabilitation and Veteran’s training. See office for details.

Refund Policy

Notice of Cancellation

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 in the case of a student under legal age, his/her parent or 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 $150.
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.

- 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:

<table>
<thead>
<tr>
<th>Percentage of Scheduled Time Enrolled to Total Course or Program</th>
<th>Amount of Tuition Owed to the School</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.01% to 40% ..................................................................</td>
<td>Prorata based on Hours Completed</td>
</tr>
<tr>
<td>40.1% and over ...................................................................</td>
<td>100%</td>
</tr>
</tbody>
</table>

- All refunds will be calculated on a prorata basis calculated by the length of time the student remains enrolled, up to a minimum of 40% of the program, multiplied by the cost of the program. Enrollment end date will be based on the student’s last date of attendance. Any monies due a student who withdraws shall be refunded with 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 cancelled 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, 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.

- Students who withdraw or terminate prior to course completion are 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.

### Return of Title IV

If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student 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 TIV 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.

### Veteran’s Policies

We are State approved for Veteran’s training. For Veterans, excused absences will be granted for extenuating circumstances only, and will be substantiated by entries in a student’s files. Early departures, class cuts, tardies, etc. for any portion of an hour will be counted as a full hour absence. Students exceeding three days of unexcused absences in a calendar month will be terminated for VA pay purposes, for unsatisfactory attendance. Make-up work will be scheduled by the teacher.

Breaks – see School Rule #5 (page 25).

### Barber-Styling, Cosmetology, Cosmetology/Barber-Styling, Full Specialty, Instructor Training and Massage Therapy

VA students falling below an 80% average at the end of a calendar month will be put on academic probation for one month. At the end of the probation month, the VA will be notified to terminate benefits if the student has not attained an 80% average. A veteran student terminated for unsatisfactory progress may be re-certified to the VA after attaining satisfactory progress at the end of a monthly evaluation period.

### Manicuring/Nail Extension and Facial/Skin Care

VA students falling below an 80% average at the end of a weekly evaluation period will be put on academic probation for one week. At the end of the probation week, the VA will be notified to terminate benefits if the student has not attained an 80% average. A veteran student terminated for unsatisfactory progress may be re-certified to the VA after attaining satisfactory progress at the end of a weekly evaluation period.
Veterans Evaluation/Previous Training
Credit for previous training will be evaluated and granted if appropriate. The training time and tuition will be reduced proportionately with the VA and the veteran student notified.

Evaluation/Dexterity/Physical Challenges
If a person has any questions about the dexterity needed to be successful in our courses, an evaluation can be done for a fee of $75.00. This evaluation takes one full day.
Students must be physically capable to perform the skills necessary for the course chosen.

Non-Discrimination Policy
Bene’s Career Academy prohibits discrimination against current or prospective students and employees on the basis of race, color, sex, religion, ethnic origin, age, disability, sexual orientation, or any other legally protected characteristic.

Reserved Rights
Bene’s Career Academy reserves the right to make changes in the policies, procedures, schedules and other provisions in this catalog in order to enhance the educational quality and effectiveness of the Institute. Students will always be given notification of any policy change.
Tuition and fees are subject to change without notice.

Student Policies

Dress Code
1. Cosmetology, Barber, and Nail students will be issued two short sleeved jackets with their name and the school’s name embroidered on the front. Students must be wearing their jacket at all times while on school property. Students may wear their street clothes under the jacket. In order to maintain a professional appearance, no jeans with holes or too short shorts.
2. Massage and Facials will be issued two sets of scrubs and these must be worn everyday at all times while on school property.
3. Shoes should be comfortable and closed toe.
4. New students will be issued a Bene’s t-shirt that will be their uniform until their “official” uniform comes in (Usually 14 business days).

Breaks and Meals Policy
- Breaks and meals may be taken only after receiving permission from your instructor.
- Students that choose to leave the building for a break or lunch must clock out. A student who remains in the building during breaks and or lunch earns the clock hour time.
- A clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.

Personal Services
Students may receive personal services in their department if they meet the below criteria.
- Personal services may be performed after 12:30 p.m. for day and weekend classes and 7:30 p.m. for night class. Clients must be served prior to a student’s need!
- No personal services on Mondays for Cosmetology and Barber.
- You must receive prior permission from your instructor and have the ability to pay for supplies used.

School Rules
1. Students must adhere to the Attendance Policy. Students must clock in and out each day or night.
2. Day students report absences by 8:00 a.m.; night students report absences by 4:00 p.m. Personal or child illness (documented by a physician) and court appearances are excused absences.
3. Student parking is assigned.
4. Student must provide a notebook, pen and required supplies. Students may not clock in for school unless they are dressed according to policy, have books and their supplies to perform services.
5. A student who leaves school without permission and without clocking out will be clocked out at the time they were last seen by their instructor. Students that choose to leave the school for a break or lunch must clock out and clock back in when the student returns. A student who remains in the school during breaks and or lunch earns the clock hour time.
6. Specific sanitation assignments are given to each student.
7. Students must stay with their clients during chemical services.
8. Students must be at their station performing services on clients or manikins, or doing bookwork at all times.
9. Any equipment left in the school becomes property of the school if not picked up within 30 days of last day of attendance.
10. Students are not permitted visitors during class
All policies regarding discrimination and proper behavior while in school, apply to social media. Any student who uses social media to discriminate for any reason, verbalize disparaging or disrespectful remarks is in violation of the school conduct code and rules and may be grounds for termination. If the improper social media is on the school website/facebook page, it will be removed and the student will be brought into the office to discuss further actions. If the remark is on your own personal page, you will be asked to remove the statement and will be given a 24 hour period to do so. You will then be brought to the office to discuss further actions which may be taken. Conduct that is inappropriate in the classroom is inappropriate online. The way you represent yourself online is an extension of yourself and may be viewed by prospective employers.

Disciplinary Policy

Degrees of discipline are generally progressive and are used to ensure that the student has the opportunity to correct his or her performance. There is no set standard of how many oral warnings must be given prior to a written warning or how many written warnings must precede termination.

Factors to be considered are:

• How many offenses are involved
• The seriousness of the offense
• The time interval and student response to prior disciplinary action

In cases of serious offenses such as fighting, theft, threats of violence, the sale or possession of drugs or abuse of alcohol on company campus, termination may be the first and only disciplinary step taken.

In general, the sequence of warnings will be oral, written and the discharge.

A student who is being loud, disrespectful to other students or staff, argumentative, using inappropriate language, or leaves the campus without permission/clocking out, may be sent home for the day and must meet with the attendance person before returning to school. If a student is not willing to make amends and correct their behavior a three day suspension may be in order.

Student Grievance Procedure

In accordance with the institution’s mission statement, 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 school Director.
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 the complaint.

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 accrediting agency, if applicable.

Release of Information

Bene’s Career Academy distributes to the student body the FERPA privacy and release of information policy in the pre-enrollment packet given during the admissions process.

The school follows policies that provide a student with the opportunity to review his or her education records within 45 days of the receipt of the request. Copies of the educational records are provided at no cost. A student must provide written consent, before an education agency or school may disclose personally identifiable information from the student’s education records. If the student is out of state, a notarized written request must be sent to the school. The written consent must:

- State the purpose of disclosure
- Specify the records that may be disclosed
- Identify the party to whom the disclosure may be made

- Be signed and dated

The above rights and transfer to a parent or guardians of a student, who is considered to be dependant per IRS law. In addition, the school maintains a record in a student’s file listing to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information.

The school may disclose educational records to the appropriate government agencies as required by state and federal law. This includes, but is not limited to our accrediting body NACCAS.

Student Services

Advising

Academic advising is provided to all students at each evaluation period.

Mental Health referral is available to all students if required at any other time. (Seminars may be scheduled focusing on drugs, alcohol, AIDS, etc.)

Students in crisis are referred to the Bay Care Behavioral Health, phone number 727-841-4430.

Housing

Bene’s Career Academy does not provide housing. There are many apartments to rent near the school. We are happy to assist out of town, state or out of country students.

Campus Security

Campus security policies statistics are available upon request in the office. Campus is monitored by a surveillance system.

Lockers and Personal Belongings

Personal belongings are the student’s responsibility. Locker space may be available for rental, and all equipment should be marked for identification and cared for carefully. Lockers and locks are school property. For safety reasons, school management requires the use of school locks, and reserves the right to cut off any personal locks, or to enter lockers at any time. Personal effects left in lockers after student has dropped below half time attendance may be removed and held for 30 days. During this 30 day time, we will attempt to notify the student to make other storage arrangements. After 30 days, the school assumes no responsibility for these items and they may be disposed of in any way convenient. All equipment necessary to the courses is part of the student kits or is provided by the school. It is the student’s responsibility to replace any equipment as necessary to complete work assignments, if such equipment becomes lost, stolen, or broken. Students should have all equipment they might need, to complete any assignment, available
at all times.

**Policy on Academic Remediation**

Students who are admitted to Bene’s Career Academy are given the following instructions if the student finds it necessary to obtain extra academic assistance with any course.

The administration will set up specific times during the day or night, not to interfere with theory hours or practical skills, to overview material necessary for remediation. The total hours necessary for remediation are determined on an individual basis. Assignments given to the student in need may be completed as homework at school during the student’s free time. Any students that let their grades fall below 80% must be remediated.

**Graduation Requirements**

Bene’s Career Academy will grant a diploma of graduation and Official Transcript of Hours for the Applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to the State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

* All students may schedule an appointment with the office to complete testing and/or license applications.

**Placement Services**

Student information board is provided where job opportunities are posted. Prior to graduation all students are counseled as to jobs in which they wish to apply for. The school however, does not guarantee job employment, and makes no statements to the fact that after graduation a job is guaranteed. Jobs are posted on Bene’s Facebook page.

**Exam and License Fees**

- **Cosmetology (Promissor Test Fee)** - $27.00
  - Re-Exam App - $13.50/section Retest Fee
- **Cosmetology Florida License** - $68.00
  - Re-Exam App - $23.00

- **Full Barber Exam** - $27.00
  - $13.50/section Retest Fee
- **Full Barber License**
  - April 1 of even year to
    - July 31 of odd year - $228.00
  - August 1 of odd year to
    - March 31 of even year - $178.00
  - Re-Exam App - $123

- **Restricted Barber (Promissor Written Test Fee)** - $9.00
  - $9 Retest Fee
- **Barber Florida License (Restricted)**
  - April 1 of even year to
    - July 31 of odd year - $246.00
  - August 1 of odd year to
    - March 31 of even year - $196.00
  - Re-Exam App - $141

- **Full Specialist Fee** - $75.00
- **Manicuring Nail Extension Specialty Registration Fee** - $75.00
- **Facial/Skin Care Specialty Registration Fee** - $75.00
- **Body Wrap** - $25.00
- **Hair Braider** - $25.00
- **Massage Therapy Examination for Static Licensing (MBLEx) Application** - $195.00
- **Massage Therapy Florida License Fee (DOH)** - $155.00
- **Fingerprinting (massage only)** - $85.00
Bene’s Career Academy is proud to announce our new electronic initiatives to introduce technology into our career education programs.

In the last few months, we have been working hard to integrate the use of technology in the beauty industry.

For example:

☞ All classes and campuses have been upgraded for high speed, bandwidth WiFi.

☞ Bene’s has our own mobile app, Be-connect, available free for Apple and Android devices.

☞ Teachers have integrated computer based learning and video lessons into the classroom.

☞ All students will receive free Google Cloud accounts and school email accounts.

☞ All students will build professional online portfolios and professional online accounts utilizing BLOOM, our leading edge cloud based beauty industry portal.

☞ Online career boards, via facebook and our salon network.

☞ Starting July 2014, Bene’s students enrolling in the cosmetology and barber programs will be issued their own Google Chromebook instead of paper textbooks.*

*The cost of the PC is included in the tuition for these programs.
Cosmetology
1200 Hours - Days
Monday – Friday 8:00 am – 3:00 pm
August 3, 2015 April 18, 2016
September 14, 2015 May 30, 2016
October 26, 2015 July 11, 2016
December 7, 2015 August 22, 2016
March 7, 2016 November 14, 2016

Cosmetology Nights
1200 Hours - Nights
Monday – Friday 5:00 pm – 10:00 pm
August 3, 2015 July 11, 2016
October 26, 2015 October 3, 2016
January 25, 2016 January 2, 2017
April 18, 2016

Barbering
1200 Hours - Nights Only
Monday – Friday 5:00 pm – 10:00 pm
September 14, 2015 August 22, 2016
December 7, 2015 November 14, 2016
March 7, 2016 February 13, 2017
May 30, 2016

Cosmetology/Barber Styling
1500 Hours Cosmo Barber course Night Class

Manicuring Nail Extension I
240 Hours
Monday – Friday 9:00 am – 3:00 pm Days or
Monday, Tuesday, Wednesday 5–9 pm Nights
Classes start weekly

Manicuring Nail Extension II
360 Hours
Monday – Friday 9:00 am – 3:00 pm Days or
Monday, Tuesday, Wednesday 5–9 pm Nights
Classes start weekly

Facial/Skin Care
360 Hours
Monday – Friday 9:00 am – 3:00 pm Days or
Monday, Tuesday, Wednesday 5–9 pm Nights
Classes start weekly

Full Specialty
600 Hours
Monday – Friday 9:00 am – 3:00 pm Days or
Monday, Tuesday, Wednesday 5–9 pm Nights
Classes start weekly

Holidays School Closed
Monday, September 7, 2015 - Labor Day
Tuesday, November 11, 2015 - Veteran’s Day
Thursday, November 26, 2015 - Thanksgiving Day
December 24, 2015 through January 4, 2016 - Winter Break
Monday, January 18, 2016 - Martin Luther King, Jr. Day
Monday, May 30, 2016 - Memorial Day
Monday, July 4, 2016 - Independence Day
Monday, September 5, 2016 - Labor Day
Tuesday, November 15, 2016 - Veteran’s Day
Thursday, November 24, 2016 - Thanksgiving Day
December 24, 2016 through January 2, 2017 - Winter Break

(Rev. 7/28/15)
### Cosmetology
1200 Hours - Days

**Monday – Friday 8:00 am – 2:00 pm**
- August 10, 2015
- September 21, 2015
- November 2, 2015
- December 14, 2015
- February 8, 2016
- March 21, 2016
- May 2, 2016

### Cosmetology Nights
1200 Hours - Nights

**Monday – Friday 5:00 pm or 6:00 pm – 10:00 pm**
- August 10, 2015
- November 2, 2015
- February 8, 2016
- May 2, 2016

### Barbering
1200 Hours - Nights Only

**Monday – Friday 5:00 pm or 6:00 pm – 10:00 pm**
- September 21, 2015
- December 14, 2015
- March 21, 2016
- June 13, 2016

### Manicuring Nail Extension II
360 Hours

**Monday – Friday 9:00 am – 3:00 pm Days or**
**Monday, Tuesday, Wednesday 5–9 pm Nights**

Classes start weekly

### Facial/Skin Care
360 Hours

**Monday – Friday 9:00 am – 3:00 pm Days or**
**Monday, Tuesday, Wednesday 5–9 pm Nights**

Classes start weekly

### Holidays School Closed

- Monday, September 7, 2015 - Labor Day
- Tuesday, November 11, 2015 - Veteran's Day
- Thursday, November 26, 2015 - Thanksgiving Day
- December 24, 2015 through January 4, 2016 - Winter Break
- Monday, January 18, 2016 - Martin Luther King, Jr. Day
- Monday, May 30, 2016 - Memorial Day
- Monday, July 4, 2016 - Independence Day
- Monday, September 5, 2016 - Labor Day
- Tuesday, November 15, 2016 - Veteran's Day
- Thursday, November 24, 2016 - Thanksgiving Day
- December 24, 2016 through January 2, 2017 - Winter Break

### Massage Therapy
600 Hours

**Day Class**
- March 7, 2016
- October 10, 2016

**Night Class**
- March 7, 2016
- October 10, 2016
2015-2016 Class Start Dates*
Brooksville Campus

July 2015

Cosmetology
1200 Hours - Days
Monday – Friday 8:00 am – 3:00 pm
August 31, 2015 May 16, 2016
October 12, 2015 June 27, 2016
November 23, 2015 August 8, 2016
January 11, 2016 September 19, 2016
February 22, 2016 November 7, 2016
April 4, 2016 December 19, 2016

Cosmetology Nights
1200 Hours - Nights
Monday – Friday 5:00 pm – 10:00 pm
August 31, 2015 May 16, 2016
October 12, 2015 June 27, 2016
November 23, 2015 August 8, 2016
January 11, 2016 September 19, 2016
February 22, 2016 November 7, 2016
April 4, 2016 December 19, 2016

Barbering
1200 Hours - Nights Only
Monday – Friday 5:00 pm – 10:00 pm
August 31, 2015 May 16, 2016
October 12, 2015 June 27, 2016
November 23, 2015 August 8, 2016
January 11, 2016 September 19, 2016
February 22, 2016 November 7, 2016
April 4, 2016 December 19, 2016

Cosmetology/Barber Styling
1500 Hours Cosmo Barber course Night Class

Manicuring Nail Extension I
240 Hours
Monday, Tuesday, Thursday, Friday
9:00 am – 4:30 pm Days
or Monday – Friday 5:00 pm – 9:00 pm Nights
Classes start weekly

Manicuring Nail Extension II
360 Hours
Monday, Tuesday, Thursday, Friday
9:00 am – 4:30 pm Days
or Monday – Friday 5:00 pm – 9:00 pm Nights
Classes start weekly

Facial/Skin Care
360 Hours
Monday – Friday 9:00 am – 3:00 pm Days or
Monday, Tuesday, Wednesday 5–9 pm Nights
Classes start weekly

Full Specialty
600 Hours
Monday – Friday 9:00 am – 3:00 pm Days or
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Monday, January 18, 2016 - Martin Luther King, Jr. Day
Monday, May 30, 2016 - Memorial Day
Monday, July 4, 2016 - Independence Day
Monday, September 5, 2016 - Labor Day
Tuesday, November 15, 2016 - Veteran’s Day
Thursday, November 24, 2016 - Thanksgiving Day
December 24, 2016 through January 2, 2017 - Winter Break

Massage Therapy
600 Hours
Day Class
July 6, 2015 February 29, 2016
September 19, 2015

Night Class
October 12, 2015 May 16, 2016
December 19, 2015

(Rev. 7/28/15)
1. Bene’s Career Academy
   New Port Richey Campus
   7027 U.S. Highway 19, New Port Richey, FL 34652
   Admissions: (727) 848-8415 | Toll Free: (866) 282-2383
   School Fax: (727) 846-0269

2. Bene’s Career Academy
   Spring Hill Campus
   1486 Pinehurst Drive, Spring Hill, FL 34606
   (352) 877-2022 | Toll Free: (866) 282-2383

3. Bene’s Career Academy
   Brooksville Campus
   698 S. Broad Street, Brooksville, FL 34601
   (352) 364-8502

E-mail: info@benes.edu
www.benes.edu

OWNERSHIP
Bene’s International School of Beauty, Inc.

OFFICERS
Patrick J. Bené
   President

Vicki L. Bené
   Vice President

We are licensed by
Commission for Independent Education
NPR: 3101 | SH: 4048 | BRK: 5099

Florida Department of Health
Division of Medical Quality Assurance
Board of Massage Therapy
Our provider number is: MCE 288-05
New Port Richey Campus
7027 U.S. Highway 19, New Port Richey, FL 34652
Admissions: (727) 848-8415 | Toll Free: (866) 282-2383 | School Fax: (727) 846-0269
E-mail: info@benes.edu  |  www.benes.edu

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Brooksville Campus
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