



# Bene's Career Academy

**CATALOG**

**M**ATRIX C.R.A.F.T. **CUTTING, COLOR  
METHODOLOGY**



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**BRK = Brooksville**

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# WANT TO LEARN?

## Cosmetology



## Barber Styling/Restricted Barber



## Manicuring - Nail Extension



## Facial - Skin Care



## Massage Therapy



Financial Aid Available  
to Those Who Qualify

\*High School Diploma  
or GED Required



## Bene's Career Academy

### **School Hours**

The school hours of operation are:

#### **New Port Richey Campus**

*Monday - Friday*  
9:00 a.m. to 10:00 p.m.

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

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

#### **Spring Hill Campus**

*Monday - Friday*  
9:00 am - 10:00 pm

1486 Pinehurst Drive Spring Hill, FL 34606

#### **Brooksville Campus**

*Monday - Friday*  
9:00 am - 10:00 pm

698 S. Broad Street  
Brooksville, FL 34601

Admissions:

**727-848-8415**

**[www.benes.edu](http://www.benes.edu)**

# Mission

Bene's Career Academy provides career preparation in the Cosmetology arts and sciences including Cosmetology, Barber Styling, Restricted Barber, Facial - Skin Care, Massage Therapy, Manicuring - Nail Extension I & II, and Instructor Training 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.

# 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, Barber Styling, Restricted Barber, Manicuring - Nail extension I & II, Massage Therapy, Full Specialty, Facial - Skin Care, and Instructor Training. 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 MBLEX exam.

Clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.

**All courses are taught in English.**

# Accrediting And Licensing

We are Accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS), located at 3015 Colvin Street, Alexandria, VA 22314, 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.

# Occupations

## Barber Styling, Cosmetology and Cosmetology/ Barber Styling

- Stylist
- Salon Manager
- Salon Owner
- Hair Color Specialist
- Retail Specialist
- Day Spa Stylist
- Product Educator
- Platform Artist

## Facial - Skin Care

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

## Full Specialty

- See Facial - Skin Care and Manicuring - Nail Extension

## Instructor Training

- Instructor

## Manicuring - Nail Extension I & II

- Manicurist
- Pedicurist
- Artificial Nail Specialist

## Massage Therapy

- Massage Therapist

## Barber Restricted

- Barber
- Shop Manager
- Shop Owner
- Retail Specialist
- Product Educator
- 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 Registration 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. Massage students who are convicted of a crime, sometimes referred to as "crimes related to the practice," and generally relate to human trafficking, sexual misconduct, and protecting special populations from harmful or predatory behaviors, will be denied an application for massage therapist licensure by the state. 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.

## Admissions Requirements Under ATB Option (Career Pathways Option)

If you are a student without a high school diploma, and you are beyond the age of compulsory education, the USDOE has created an option to enter vocational school. The Career Pathways option contains the successful passing of the Wonderlic ATB test. If you enter school under the ATB option, you must also be concurrently working on passing your GED. In other words, you must be enrolled in a approved accredited vocational program like Cosmetology, and at the same time be working towards obtaining your GED. The goal of USDOE creating this option is for the student to obtain a professional license and a GED.

Bene's Career Academy helps you with this process by providing a study hall on Monday at the New Port Richey campus, Tuesday at Spring Hill Campus and Wednesday at the Brooksville campus from 2:00 pm until 6:00 pm. During this Career Pathways Study Hall, you can receive individual tutoring on subjects that you have difficulty learning the material. We also provide ChromeBook to use with internet access to utilize online tutoring programs. We provide you with assessment testing to help you direct your learning. We help you with the MYGED site and help you sign up for the GED practice tests. When you are ready, we help you schedule your official GED testing at an approved testing site.

## 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 Campus Director 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 notified prior to enrollment. It will be the policy of Bene's Career Academy to accept hours from another cosmetology school providing:

- sufficient evidence is presented to our school that their courses are equivalent to Bene's Career Academy, and
- a minimum of 25% of the degree program must be delivered by the institution awarding the degree.

**Transfer hours will only be evaluated prior to enrollment. Transferability of credit from Bene's Career Academy 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

### ■ Rachel Solazzo, *Admissions*

- Brewster Tech – Tampa, FL – Diploma

### ■ Pam Bracken, *Admissions*

- BS Early Childhood Education
- BS Communications University Of Nebraska at Omaha

### ■ 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

### ■ Michelle Hoeltke, *Business Office Manager*

- Hillsborough Community College

### ■ Zachary Bené, *Information Technology*

- Rasmussen College, New Port Richey, FL

- **Ottie Stuprich**, *IT Student Services*
    - AS – Computer Science – 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
- Weber & Associates, Financial Aid Servicer.

## Instructional Staff New Port Richey\*

- **Jessica Bowman**, *Campus Director*
    - Licensed Cosmetologist – Tomlinson's Cosmetology School, St. Petersburg, FL – Diploma
    - Licensed Barber – Bene's Career Academy, New Port Richey, FL – Diploma
  - **April Ozark**, *Campus Director*
    - Licensed Cosmetologist – Career Institute of Technology, Easton, PA – Diploma
  - **Diane Baccile**, *Manicuring - Nail Extension I & II Instructor*
    - Licensed Nail Specialist – Pasco Hernando Community College, Spring Hill, FL – Diploma
  - **Lauren Calzadilla**, *Massage Therapy Instructor*
    - Licensed Massage Therapist – Bene's International School of Beauty, New Port Richey, FL – Diploma
  - **Dina Costella**, *Facial - Skin Care Instructor*
    - Licensed Facial Specialist – Bene's International School of Beauty, New Port Richey, FL – Diploma
  - **Dawn St. Germain**, *Cosmetology Instructor*
    - Licensed Cosmetologist – Connecticut Institute of Hair Design, Wotcott, CT – Diploma
    - Licensed Barber – Bene's Career Academy, Brooksville, FL – Diploma
  - **José Tejada**, *Barber Styling/Restricted Barber Instructor*
    - Licensed Barber – Bene's International School of Beauty, New Port Richey, FL – Diploma
  - **Evelyn Tribbitt**, *Cosmetology Instructor*
    - Licensed Cosmetologist – The Salon Professional Academy, Inverness, FL – Diploma
  - **Tanya Webb**, *Cosmetology Instructor*
    - Licensed Full Specialist – Bene's Career Academy, New Port Richey, FL – Diploma
  - **Leeane Bashaw**, *Cosmetology Instructor*
    - Licensed Cosmetologist – Wilfred Beauty Academy, Los Angeles, CA – Diploma
- \*All staff are full time unless otherwise noted.*

## 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 Styling/Restricted Barber, Facial - Skin Care, Manicuring - Nail Extension I & II 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. Bene's Career Academy is a smoke free facility.

### Massage Therapy Education Center

The Massage Therapy 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 Therapy Education Center also includes one separate classroom for theory learning.

### Facial - Skin Care and Full Specialty Education Center

The Facial - Skin Care and Full Specialty 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 microdermabrasion attachment. The clinic area has a UV towel warmer caddie and two facial steamers. The Facial - Skin Care and Full Specialty Education Center has one separate classroom for learning.

### Manicuring - Nail Extension I & II Education Center

The Manicuring - Nail Extension I & II 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 clinic area.

## Cosmetology and Barber Styling 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.

## Restricted Barber/Barber Styling Education Center

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

## Instructional Staff Spring Hill

- **Jessica Bowman**, *Campus Director*
  - Licensed Cosmetologist – Tomlinson's Cosmetology School, St. Petersburg, FL – Diploma
  - Licensed Barber – Bene's Career Academy, New Port Richey, FL – Diploma
- **Stacey Cobb**, *Manicuring - Nail Extension Instructor*
  - Licensed Cosmetologist – Suncoast Cosmetology School, New Port Richey, FL – Diploma
- **Dalia Colon Suarez**, *Cosmetology Instructor*
  - Licensed Cosmetologist – American Business College, Bayamon, PR – Diploma
- **Diane Harlan**, *Cosmetology Instructor*
  - Licensed Cosmetologist – Ferral's Academy of Cosmetology, Holiday, FL – Diploma
- **Vanessa Lopez**, *Cosmetology Instructor*
  - Licensed Cosmetologist – Bene's International School of Beauty, New Port Richey, FL – Diploma
- **Kenny McMullin**, *Cosmetology Instructor*
  - Licensed Cosmetologist – PHCC, Spring Hill, FL – Diploma
- **Claudia Pereira-Fernandez**, *Facial - Skin Care, Full Specialty Instructor*
  - Licensed Cosmetologist & Facial Specialist – Bene's Career Academy, Spring Hill, FL – Diploma
- **Kim Reyer**, *Facial - Skin Care, Full Specialty Instructor*
  - Licensed Full Specialist – Bene's Career Academy, FL – Diploma
- **Debbie Taylor**, *Cosmetology Instructor*
  - Licensed Cosmetologist – Charles Allan Academy, Calumet City, IL – Diploma

## Support Staff

### ■ Linda Connell

- Licensed Cosmetologist – Bene's Career Academy, 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, Restricted Barber and Barber Styling Education Center

The Cosmetology, Restricted Barber and Barber Styling Education Center has 20 Cosmetology, Restricted Barber and 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 Therapy Education Center

Four 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 - Skin Care 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.

### Manicuring - Nail Extension I & II Education Center

The Manicuring - Nail Extension I & II Education Center consists of contemporary styled Nail tables, ram nail drills and massaging/pedicure chairs. The room also includes a ventilation system. The Manicuring - Nail Extension I & II Education Center uses OPI nail products.

# Instructional Staff\* Brooksville

- **April Ozark**, *Campus Director*
  - Licensed Cosmetologist – Career Institute of Technology, Easton, PA – Diploma
- **Eileen Guthart**, *Cosmetology Instructor*
  - Licensed Cosmetologist – LaJames College, Mason City, Iowa – Diploma
  - Licensed Barber Instructor – Bene’s Career Academy, Brooksville, FL – Diploma
- **Shayla Jackson**, *Cosmetology Instructor*
  - Licensed Cosmetologist – Bene’s Career Academy, Brooksville, FL – Diploma
- **Tabitha Lozano**, *Cosmetology Instructor*
  - Licensed Cosmetologist, Lajames, Mason City, IA – Diploma
- **Kylie Marshall**, *Facial - Skin Care Instructor*
  - Licensed Esthetician – Elizabeth Grady, Medford, MA – Diploma
- **Jessica Peters**, *Cosmetology Instructor*
  - Licensed Cosmetologist – Bene’s Career Academy, Brooksville, FL – Diploma
- **Patience Pecoraro**, *Facial - Skin Care Instructor*
  - Licensed Facial Specialist – Palm Beach Nail and Skin School, West Palm Beach, FL – Diploma
- **Stephanie Przybyla-Olson**, *Cosmetology Instructor*
  - Licensed Cosmetologist – The Aveda Institute School, Tampa, FL (Clearwater Campus) – Diploma
- **Samuel Rowley**, *Massage Therapy Instructor*
  - Licensed Massage Therapist – College of Allied Health, Glendale, AZ – Diploma
- **Jennifer Zwaan**, *Manicuring - Nail Extension Instructor*
  - Licensed Cosmetologist – Bene’s Career Academy, New Port Richey, FL – Diploma

## 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 Styling/Restricted Barber, Facial - Skin Care, Massage Therapy, and Manicuring - Nail Extension I & II. 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. Bene’s Career Academy is a smoke free facility

## Facial - Skin Care Education Center

The Facial - Skin Care 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 caddy and two facial steamers. The Facial - Skin Care Education Center has an attached classroom for learning.

## Manicuring - Nail Extension I & II Education Center

The Manicuring - Nail Extension I & II 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 Manicuring - Nail Extension I & II area.

## Massage Therapy Education Center

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

## Cosmetology, Restricted Barber and Barber Styling Education Center

The Cosmetology, Restricted Barber and Barber Styling 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, Restricted Barber and Barber Styling Education Center has a separate classroom area.

## Restricted Barber and Barber Styling Education Center

The Restricted Barber and Barber Styling Education Center has 22 contemporary styled stations and shares the shampoo area with Cosmetology. The classroom is within the Restricted Barber and Barber Styling 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.

# Programs

## 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. You may not practice this profession without a mandatory license.

### 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. *\*This program is different than the Barber Styling program as it does not include instruction in any type of chemical 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.

A part time schedule is available – minimum 12 hours per week (after basics).

Breakdown by Course Number		Theory	Practical
FLB1	Florida Law & Rules, Barbering..... (HIV AIDS – 4 hrs)	200	0
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,  
 MindTap, 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*



*\*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 finger waving.
- 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 hair color 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. Night full time students attending 25 hours per week complete the course in 48 weeks.

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

Breakdown by Course Number		Theory	Practical
FL1	Florida Law/Ethics/History ..... (includes employment, personality, job opportunities, chemical awareness, HIV AIDS – 4 hrs, resume class). Intro to computers.	30	0
CO2	Bacteriology.....	30	0
CO3	Decontamination ..... (daily salon management)	15	0
CO4	Properties of the Scalp and Hair.....	15	55
CO5	Draping.....	5	5
CO6	Shampooing, Rinsing.....	5	5
CO7	Haircutting.....	60	125
CO8	Finger Waving.....	5	5
CO9	Wet Hairstyling (sets).....	30	125
CO10	Thermal Hairstyling (blow drying) ....	60	125
CO11	Permanent Waves.....	60	120
CO12	Hair Color..... (includes semi, permanent & bleach)	60	60
CO13	Chemical Hair Relaxing.....	30	25
CO14	Thermal Straightening.....	30	25
CO15	Wigs.....	10	0
CO16	Manicuring/Pedicuring.....	5	5
CO17	Nail/Disorders.....	5	0
CO18	Massage Theory.....	5	5
CO19	Facials.....	5	5
CO20	Facial Make Up.....	5	5
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
<b>HOURS</b> .....		<b>500</b>	<b>700</b>
<b>TOTAL CLOCK HOURS</b> .....		<b>1200</b>	

### 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.**

## Tuition

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

Cost of Program Includes  
 ChromeBook, EBook,  
 MindTap, 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.

# 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 Styling is designed for the instructor to review each chapter on a weekly rotating schedule. In our Cosmetology/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

- 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 finger waving.
- 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 hair color 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.
- 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. Part time schedule is available – minimum 12 hours per week.

<b>Breakdown by Course Number</b>	<b>Theory</b>	<b>Practical</b>
FL1 Florida Law/Ethics/History, Cosmetology.....	30	0
(includes employment, personality, job opportunities, chemical awareness, HIV AIDS – 4 hrs, resume class). Intro to computers.		
CO2 Bacteriology .....	30	0
CO3 Decontamination .....	15	0
(daily salon management)		
CO4 Properties of the Scalp and Hair.....	15	55
CO5 Draping .....	5	5
CO6 Shampooing, Rinsing .....	5	5
CO7 Haircutting.....	60	125
CO8 Finger Waving .....	5	5
CO9 Wet Hairstyling (sets).....	30	125
CO10 Thermal Hairstyling (blow drying) ....	60	125
CO11 Permanent Waves .....	60	120
CO12 Hair Color.....	60	60
(includes semi, permanent & bleach)		
CO13 Chemical Hair Relaxing .....	30	25
CO14 Thermal Straightening.....	30	25

CO15 Wigs.....	10	0
CO16 Manicuring/Pedicuring.....	5	5
CO17 Nail/Disorders.....	5	0
CO18 Massage Theory.....	5	5
CO19 Facials.....	5	5
CO20 Facial Make Up.....	5	5
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,  
 MindTap, 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 Bene's Career Academy'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 Facial - Skin Care is designed for the instructor to review each chapter on a weekly rotating schedule. In our Facial - 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.  
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
<b>HOURS .....</b>		<b>215</b>	<b>145</b>
<b>TOTAL CLOCK HOURS .....</b>		<b>360</b>	

### 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		
ChromeBook, EBook, MindTap, Kit, 2 Pairs of Scrubs		
	<b>Total Cost</b>	<b>\$5,550.00</b>

### 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 Bene's Career Academy'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 various types of hair removal which may include 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.

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

Breakdown by Course Number		Theory	Practical
FL1	Florida Laws, Rules and Ethics .....	12	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
MI2	HIV/AIDS .....	4	0
MI3	Sanitation.....	4	0
MI4	Ethics.....	2	0
MI5	Nail Theory .....	85	0
MI6	Manicures.....	0	20
MI7	Pedicures.....	0	10
MI8	Tips with overlay.....	0	37.5
MI9	Sculpting using a form .....	0	37.5
MI10	Nail Wraps or Mending .....	0	15
MI11	Nail Fill-Ins .....	0	10
MI12	Artificial Nail Removal .....	0	5
MI13	Polish/Nail Art/Project/Essay .....	0	5
SB1	Salon Management/Reception Skills .....	2	0

**HOURS .....315 ..... 285**

**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

13.60 per clock hr	Tuition	8,160.00
	Registration Fee	150.00

Cost of Program Includes  
ChromeBook, EBook, MindTap,  
Kit, 1 Set Scrubs, & 1 Jacket **Total Cost** \$8,310.00

### 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.

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.

# Instructor Training

**New Port Richey & Brooksville Campus**

## Title

**Instructor Training – 600 hours**

## Objective

This program is designed to prepare a licensed Cosmetologist, Barber Stylist, Restricted Barber, Facial - Skin Care Technician, Manicuring - Nail Extension 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		Theory	Practical
IT1	The Career Education Instructor .....	20	0
IT2	Basic Learning Styles & Principles .....	20	0
IT3	Communicating Confidently and Effective Presentations .....	20	0
IT4	Achieving Learner Results .....	20	0
IT5	Program Review, Development and Lesson Planning .....	250	0
IT6	Career & Employment Preparation .....	50	0
IT7	Assessing Progress and Advising Students .....	50	0
IT8	Making the Salon an Adventure and Teamwork .....	70	0
IT9	The Art of Retaining Students .....	40	0
IT10	Educator Relationships .....	35	0
IT11	Humor in the Classroom and A Winning Career .....	15	0
IT12	Evaluating Professional Performance .....	10	0
<b>HOURS .....</b>		<b>600</b>	<b>0*</b>
<b>TOTAL CLOCK HOURS .....</b>		<b>600</b>	

## 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

15.00 per clock hr	Tuition	9,000.00
	Registration Fee	150.00
Cost of Program Includes ChromeBook, EBook, One Jacket	<b>Total Cost</b>	<b>\$9,150.00</b>

### 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 nail enhancements.

## 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 Manicuring - Nail Extension I is designed for the instructor to review each chapter on a weekly rotating schedule. In our Manicuring - Nail Extension I 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 8 weeks.

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

<b>Breakdown by Course Number</b>		<b>Theory</b>	<b>Practical</b>
FL1	Florida Cosmetology laws and rules	5	0
MI2	HIV/AIDS	4	0
MI3	Sanitation	4	0
MI4	Ethics	2	0
MI5	Nail Theory	85	0
MI6	Manicures	0	20
MI7	Pedicures	0	10
MI8	Tips with overlay	0	37.5
MI9	Sculpting using a form	0	37.5
MI10	Nail Wraps or Mending	0	15
MI11	Nail Fill-Ins	0	10
MI12	Artificial Nail Removal	0	5
MI13	Polish/Nail Art/Project/Essay	0	5
<b>HOURS</b>		<b>100</b>	<b>140</b>
<b>TOTAL CLOCK HOURS</b>		<b>240</b>	

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		
ChromeBook, EBook, MindTap, Kit, 2 Jackets		
	<b>Total Cost</b>	<b>\$2,910.00</b>

### 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 the campus director 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 nail enhancements.

## 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 Manicuring - Nail Extension II is designed for the instructor to review each chapter on a weekly rotating schedule. In our Manicuring - Nail Extension II 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.

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

## Course Description

Breakdown by Course Number		Theory	Practical
FL1	Florida Cosmetology laws and rules	5	0
MI2	HIV/AIDS	4	0
MI3	Sanitation	4	0
MI4	Ethics	2	0
MI5	Nail Theory	85	0
MI6	Manicures	0	20
MI7	Pedicures	0	10
MI8	Tips with overlay	0	87.5
MI9	Sculpting using a form	0	87.5
MI10	Nail Wraps or Mending	0	15
MI11	Nail Fill-Ins	0	20
MI12	Artificial Nail Removal	0	10
MI13	Polish/Nail Art/Project/Essay	0	10
<b>HOURS</b>		<b>100</b>	<b>260</b>
<b>TOTAL CLOCK HOURS</b>		<b>360</b>	

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

Manicuring - Nail Extension 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

ChromeBook, EBook, MindTap, Kit, 2 Jackets **Total Cost** \$4,290.00

### Payment Schedule\*

The student has the option of paying the tuition costs:

- In full prior to attending the first class, or
- Paying the unpaid balance in equal weekly or monthly installments.

\*Financial Aid is available to those who qualify.

\*Manicuring - Nail Extension 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 the campus director to complete the specialty registration application.

# 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, Auyrvedic 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 resumé, 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.

Course Numbers for Massage Therapy:

The following is the course number requirements:

Breakdown by Course Number		Theory	Practical
MT2	Anatomy, Physiology & Kinesiology...	150	0
MT3	Clinical Pathology.....	40	0
MT4	Basic Massage Theory & History ....	100	0
MT5	Clinical Practicum.....	0	125
MT6	Allied Modalities .....	134	0
MT7	Theory and Practice of Hydrotherapy ....	15	0
MT8	Business Practices.....	15	0
MT9	Professional Ethics.....	6	0
MT10	Florida Laws and Rules .....	10	0
MT11	HIV/AIDS Education .....	3	0
MT12	Medical Errors.....	2	0
<b>HOURS</b> .....		<b>475</b>	<b>125</b>
<b>TOTAL CLOCK HOURS</b> .....		<b>600</b>	

## 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.

## Tuition

### MESSAGE THERAPY - 600 Hours

16.00 per clock hr	Tuition	9,600.00*
	Registration Fee	150.00

Cost of Program Includes	
Books, ChromeBook, MindTap, Kit and 2 Pairs of Scrubs	<b>Total Cost</b> \$9,750.00

### 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 Supplies

- 2 or 3 binders or folders (for handouts)
- highlighters (for theory books)
- index cards (for muscle learning)
- paper (for note taking)

# 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 9:00 a.m. - 10:00 p.m. and Saturday from 9:00 a.m. - 5:00 p.m. (massage NPR 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.

Massage Therapy students must make up a missed clinic day on another clinic day. There are no exceptions.

## 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:

Program	Evaluation Period
240 Hr .....	120
360 Hr .....	180
600 Hr .....	300
1200 Hr .....	450, 900
1500 Hr .....	450, 900, 1200

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 the mid-point of: the academic year or the course and/or program, whichever occurs sooner. All evaluations are completed within seven (7) School Business Days following the established evaluation points.

## 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 of 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:

Course	Hrs. Per Week	Scheduled Weeks	Maximum Allowed Weeks	Scheduled Hours
<b>Cosmetology - 1200 Hrs.</b>				
Full Time Days	30	40	53.2	1596
Part Time Days	18	66.67	88.67	1596
Full Time Nights	25	48	63.84	1596
Part Time Nights	15	80	106.4	1596
<b>Barber Styling - 1200 Hrs.</b>				
Full Time Nights	25	48	63.84	1596
Part Time Nights	15	80	106.4	1596
<b>Restricted Barber - 1200 Hrs.</b>				
Full Time Nights	25	48	63.84	1596
Part Time Nights	15	80	106.4	1596
<b>Cosmetology/Barber Styling - 1500 Hrs.</b>				
Full Time Nights	25	60	79.8	1995
Part Time Nights	15	100	133	1995
<b>Full Specialty - 600 Hrs.</b>				
Full Time Days	30	20	26.6	798
Part Time Days	18	33.33	44.33	798
Full Time Nights	12	50	66.5	798
<b>Manicuring - Nail Extension II - 240 Hrs.</b>				
Full Time Days	30	8	10.64	319.2
Part Time Days	18	13.33	17.73	319.2
Full Time Nights	12	20	26.6	319.2
<b>Manicuring - Nail Extension I - 360 Hrs.</b>				
Full Time Days	30	12	15.96	478.8
Part Time Days	18	20	26.6	478.8
Full Time Nights	12	30	39.9	478.8
<b>Massage Therapy - 600 Hrs.</b>				
Full Time Days	20	30	39.9	798
Full Time Nights	20	30	39.9	798
Full Time Weekends	16	37.5	49.875	798
<b>Facial - Skin Care - 360 Hrs.</b>				
Full Time Days	30	12	15.96	478.8
Part Time Days	18	20	26.6	478.8
Full Time Nights	12	30	39.9	478.8
<b>Instructor Training - 600 Hrs.</b>				
Full Time Days/Nights	30	20	26.6	798

The institution operates all programs according to a schedule of 900 hours per academic year of instruction

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.

Students who have not completed the course within the maximum time frame may continue on a cash basis.

## 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. These reports are available at all times for the student to view online through their student portal via their laptop computer that each student is assigned. We will have the student sign any evaluation that impacts the student's eligibility for financial aid, if applicable. 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 a warning and are considered to be making satisfactory academic progress while during the warning period. The student will be given an "action plan" that advises them 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 reported using the Bene's Career Academy app. A student is required to adhere to their schedule and be prompt. All absences will be made up in time and in assignments.

## **Leave of Absence Policy**

Leave of absence (LOA) is a temporary interruption in a student's program of study at the request of the student for personal reasons which may include; a death in the family, financial difficulties, housing issues, medical/mental health conditions for the student or family, or temporary transportation issues. The request of the student must be:

1. Submitted in advance, unless unforeseen circumstances prevent the student from doing so. In the case of unforeseen circumstances, Bene's Career Academy will document the reason for its decision to allow the LOA and collect the LOA at a later date. The beginning date of the approved LOA would be determined by Bene's Career Academy to be the first date the student was unable to attend the institution because of the unforeseen circumstances.
2. The LOA must be submitted in writing using the Bene's Career Academy app, include the reason for the request and include the student's signature.
3. The student must have the expectation that they will return from the LOA to finish their program.
4. The leave is not official until the student submits the request via the app, the request is approved, and the student signs the LOA electronically.
5. No additional charges will result from the LOA.
6. LOA must be a minimum of 15 days and will be given in 30 day increments. You must request an extension for another 30 days in writing by logging into your Prestige Student Portal, go to reference, forms, new LOA Request and receive permission from your campus director. A student may not have more than 180 days in any 12 month period.
7. The student is not considered to be withdrawn.
8. 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.
9. A Student will be withdrawn if the student takes an unapproved LOA or does not return from a LOA,

the refund calculation is based on the student's last day of attendance.

## Class Change Policy

Class changes from nights to days or days to nights or campus changes 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 while receiving financial aid at any post secondary school.

## 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 \$5,920.00. It may change on an annual basis.

**SUBSIDIZED FEDERAL DIRECT STAFFORD LOANS:** This is a low-interest, long term loan program available through the U.S. Department of Education. Special applications are available in the financial aid office. The loan is guaranteed by an agency of the federal government. Interest does not accrue and repayment does not begin while the student is attending an

approved school at least on a half-time basis. There is usually a six month grace period after a student leaves school before repayment begins. This loan is based on financial need. **THIS IS A LOAN AND MUST BE REPAYED BY THE STUDENT.** An origination fee and a guarantee fee are charged by the lender and deducted from the proceeds of each disbursement. The maximum that may be borrowed for the first year of academic school is \$3,500. **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 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.**

**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 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case, all monies collected by the school shall be refunded,

regardless of whether or not the student has actually started classes.

3. A student cancels his/her enrollment after three business days of signing the contract, but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$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:

Percentage of Scheduled Time Enrolled to Total Program	Amount of Tuition Owed to the School
0.01% through 50%.....	Prorata based on Hours Completed
50% and over .....	100%

- All refunds will be calculated on a prorata basis calculated by the length of time the student remains enrolled, up to and including 50% completion 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 45 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 the school is permanently closed or no longer offering instruction after a student has enrolled, the school will provide a full 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 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 our enrollment agreement.

### Return of Title IV

If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of R2T4 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 Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

## Veteran's Policies

Early departures, class cuts, tardies, etc., will be counted as missed time for a period proportionate to the length of time missed.

Students exceeding 20% **total** absences in a **calendar month will be** terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

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

### Standards of Academic Progress for VA Students

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 80% each evaluation period.

A VA student whose CGPA falls below 80% at the end

of any evaluation period, will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 80% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA OF 80%.

## Veteran's Credit for Previous Education or Training

Students must report all previous post-secondary education and training. The school must maintain a written record that clearly indicates official transcripts have been obtained from all post-secondary institutions that the student has attended, those transcripts have been reviewed and evaluated, and appropriate credit has been granted toward the student's current program, with training time shortened and tuition reduced proportionately, and the veteran so notified.

# Veterans' Corner

## Florida State Requirements To Take State Exam

**Barber Styling - 1200 Hours**

**Restricted Barber - 1200 Hours**

**Cosmetology - 1200 Hours**

**Full Specialty\* - 600 Hours**

**Manicure - Nail Extension I & II\* - 240–360 Hours**

**Facial - Skin Care\* - 360 Hours**

## Preparation To Meet Requirements To Sit For Exam

Bene's Career Academy, along with the Department of Business and Professional Regulation (DBPR), requires the applicants to be 16 years old along with the completion of the hours above and to maintain an 80% average in each skill.

The school director verifies the educational record, submits the students completion of the HIV/AIDS course requirement along with the required fee (listed below).

***The school pays the fee if the student graduates on or before his or her scheduled graduation date listed on the enrollment agreement.***

Once the application is approved by the DBPR (Barbers and Cosmetologists), the applicant will be directed to schedule the exam with Pearson Vue located at 4012 Gunn Highway, #10, Tampa, Florida.

There is a fee for each exam.

Once the Barber or Cosmetologist passes the written exam, a license is mailed by the DBPR to the licensed graduate.

## Specialty Programs

The specialty classes are not required to take a state exam. Once the director approves the completion of the graduate's grades and services, along with the HIV/AIDS course requirement, the application, along with the fee, will be sent to the DBPR for a specialty registration. This will be mailed to the graduate.

*\* If the applicant has a criminal history, the director will document the detailed court documents. Criminal history is reviewed on a case by case situation. The application may require board review. If the applicant requires board review, written notification will arrive by mail, three weeks prior to the board meeting. Applications cannot be pre-approved.*

## Test / License Fees

- **Restricted Barber**  
Pearson Vue Exam Fee .....\$10.50  
Florida License Fee.....\$173.50 to \$223.50
- **Barber**  
Pearson Vue Exam Fee .....\$31.50  
Florida License Fee.....\$194.50 to \$244.50
- **Cosmetology**  
Pearson Vue Exam Fee .....\$27.00  
Florida License Fee.....\$68.00
- **Full Specialty**  
Registration (License) Fee .....\$75.00
- **Manicure/Nail Extension**  
Registration (License) Fee .....\$75.00
- **Facial/Skin Care**  
Registration (License) Fee .....\$75.00

## Florida State Requirements To Take State Exam

**Massage Therapy\* - 600 Hours**

## Preparation To Meet Requirements To Sit For Exam

Bene's Career Academy, along with the Florida Board of Massage Therapy, requires the applicants to be 18 years of age or has received a high school diploma or GED along with the completion of 600 hours maintaining 80% average in each skill for the massage therapy program.

The school director sends the student's application transcript and proof of school approval to Florida Board

of Massage Therapy so the student is approved to take the MBLEX Exam. This approval follows the passing of a **background check. The school pays the fee if the student graduates on or before his or her scheduled graduation date listed on the enrollment agreement.**

The application goes to the Florida Board of Massage Therapy, 4052 Bald Cypress Way, Bin CO6, Tallahassee, FL 32399. The exam is taken at Pearson Vue, 4012 Gunn Highway, #10, Tampa, Florida.

Upon passing the exam, the graduate returns to the school and the director fills out the application to obtain the Florida license. The fee is \$155.00. Upon approval, the license is mailed to the licensee by the Florida Board of Massage Therapy.

*\* If the applicant has a criminal history, criminal history is reviewed on a case by case situation. The application may require board review. If the applicant requires board review, written notification will arrive by mail.*

## Test / License Fees

- **FSMTB Exam**  
Exam Fee ..... \$195.00  
*Must be certified check or credit card.*
- **Department of Health**  
License Fee ..... \$155.00  
*Cashier's check or money order.*

## 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.**

## Campus Rules

### All Bene's Career Academy campuses are Drug Free, Alcohol Free, Weapon Free and Violence Free

- This is a no tolerance rule and violators will be suspended immediately pending review of the incidence by the grievance committee. Violations are grounds for termination.
- Parking is assigned and must be adhered to
- Students must adhere to all aspects of the attendance policy as stated in this catalog (See table of contents for page).
- Any tuition that is not paid per contracted arrangements may be grounds for termination
- All enrolled students must have a phone number or a contact person with a phone number and a valid address. Changes can be submitted thru the Bene's Career Academy app.
- Smoking is allowed in designated outdoor smoking areas only.

## Student Conduct, Rules and Policies

- Students who engage in physical violence of any type, including hazing, will be suspended immediately pending investigation by the grievance committee
- No student shall express disparaging, disrespectful or discriminatory displays actions or words towards any other student, staff, client or faculty member for any reason including but not limited to race, color, sex, sexual orientation, religion, ethnic origin, age or handicap. This rule includes any behavior that is legally defined by the government as sexual harassment. **Violation of this rule may be grounds for termination.**
- Any behavior which is deemed disruptive by staff

is not allowed on campus this is including but not limited to :

1. Malicious destruction of school property.
  2. Loud disruptive voice, noise or actions
  3. Behavior which the staff deems hostile or aggressive.
- No student shall use, sell or possess any illegal drugs or alcohol while on school property or attend school under the influence of such substances. Any medications that you have been prescribed by a doctor must be in a proper bottle and taken as directed by your physician.
  - No Student shall cheat on an examination or provide false information.
  - Night school students that fall below satisfactory progress must be available to come to school for counseling before five o'clock p.m.
  - No student who has a visible disease, pediculosis, or open sores suggesting a communicable disease shall engage in the practice of cosmetology or any specialty, until such person obtains a statement signed by a physician licensed to practice in the State of Florida stating the disease or condition is not in an infectious or communicable stage.

## Dress Code

1. Cosmetology, Barber Styling, Restricted Barber, and Manicuring - Nail Extension I & II students will be issued two jackets and must wear black pants of their own.
2. Massage Therapy and Facial - Skin Care students will be issued two scrub tops and must wear black pants of their own.
3. Full Specialty will be issued one scrub top and one jacket. Students must wear black pants of their own.

***Black Pants to be worn by all students must not include tights or leggings or have holes.***

## 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 Students may have personal services on Mondays for Cosmetology, Barber Styling/Restricted Barber.

- You must receive prior permission from your instructor and have the ability to pay for supplies used.

## Property Safeguarding and Rules

- The ChromeBook is school property until all criteria of graduation are completed. Selling or pawning the ChromeBook is prohibited and constitutes selling stolen property.
- Bene's Career Academy is not responsible for the loss of personal items. It is your responsibility to safeguard these items by locking them in your car trunk or requesting a locker from the administration.
- Any equipment left in the school becomes property of the school if not picked up within 30 days of last day of attendance.

## Other Classroom/Clinic Rules

- Sanitation assignments are given to students and must be carried out as directed. Sanitation is a component of your course program and is required by Florida law for graduation.
- Students must stay with their clients during chemical services or any service in which the client may require immediate assistance.
- Students will respectfully request acknowledgement by the instructor should they have a question or concern and refrain from otherwise interrupting the progress of the lecture.
- Students must be at their station performing services on clients or manikins or doing class assignments/reading at all times.
- Students are not permitted visitors during class hours
- Cell phones must remain on monitor only while on campus. Phone calls may be returned on breaks determined by the instructor, outside of the building.
- Students are not permitted to sell any crafts or products on campus.

## Social Media Policy

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 including, but not limited to, fighting, theft, threats of violence, the sale or possession of drugs or use of alcohol on campus, and includes any behavior that is legally defined by the government as sexual harassment, 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 campus director 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. All student grievances should be reported directly to the campus director utilizing the Bene's Career Academy app within 60 days of the date that the act which is the subject of the grievance occurred.
2. 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.
3. 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.
4. 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.

5. 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.
6. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.
7. To file a complaint against a nonpublic postsecondary institution in Florida, please write a letter or send an e-mail containing the following information:
  - Name of Student (or Complainant)
  - Complainant Address
  - Phone Number
  - Name of Institution
  - Location of the Institution (City)
  - Dates of Attendance
  - A full description of the problem and any other documentation that will support your claim such as enrollment agreements, correspondence, etc.

*Send Letter To:*

Commission for Independent Education  
325 W. Gaines Street

Suite 1414 Tallahassee, FL 32399-0400

*Or E-mail:*

cieinfo@fldoe.org Or Fax: 850-245-3238

## 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 minor. 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.*

## Career 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 Career Academy 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 Styling Exam** - \$27.00

\$13.50/section Retest Fee

**Full Barber Styling 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 Specialty Fee** - \$75.00

**Manicuring - Nail Extension I & II 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.***

*\* Bene's Career Academy does not have any programs on line.*

*The information on this page refers to new technology that is utilized in the classroom setting.*

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 Career Academy 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.

☞ Online career boards, via  and our salon network.

☞ Students will be issued their **own Google ChromeBook and EBooks** instead of paper textbooks.\*\*  
*Students will be notified of any changes made at the institution.*



*\*\* The cost of the PC is included in the tuition for these programs.*





Bene's Career  
Academy

## Class Start Dates Spring Hill Campus

### 2019

#### **Cosmetology**

**1200 Hours - Days**

**Monday – Friday 9:00 am – 3:00 pm**

***Part Time Schedules Available***

January 22, 2019

March 4, 2019

April 5, 2019

May 28, 2019

July 7, 2019

August 19, 2019

November 12, 2019

January 6, 2020

#### **Cosmetology Nights**

**1200 Hours - Nights**

**Monday – Friday 5:00 pm – 10:00 pm**

***Part Time Schedules Available***

January 22, 2019

March 4, 2019

April 5, 2019

May 28, 2019

July 7, 2019

August 19, 2019

November 12, 2019

January 6, 2020

#### **Barber Styling/Restricted Barber**

**1200 Hours - Nights**

**Monday – Friday 5:00 pm – 10:00 pm**

***Part Time Schedules Available***

January 22, 2019

March 4, 2019

April 5, 2019

May 28, 2019

July 7, 2019

August 19, 2019

November 12, 2019

January 6, 2020

#### **Barber Styling/Restricted Barber Days - Scheduled as needed**

#### **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

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#### **Holidays School Closed**

Monday, January 21, 2019 - Martin Luther King, Jr. Day

Monday, May 27, 2019 - Memorial Day

Thursday, July 4, 2019 - Independence Day

Monday, September 2, 2019 - Labor Day

Monday, November 11, 2019 - Veteran's Day

Thursday, November 28, 2019 - Thanksgiving Day

December 25, 2019 through January 1, 2020 - Winter Break - Re-Open Thursday, January 2, 2020



# Class Start Dates Brooksville Campus

## 2019

**Cosmetology**

**1200 Hours - Days**  
**Monday – Friday 9:00 am – 3:00 pm**  
*Part Time Schedules Available*  
 December 17, 2018  
 February 4, 2019  
 March 18, 2019  
 April 29, 2019  
 June 10, 2019  
 July 22, 2019  
 September 3, 2019  
 October 14, 2019  
 November 25, 2019

**Cosmetology Nights**  
**1200 Hours - Nights**  
**Monday – Friday 5:00 pm – 10:00 pm**  
*Part Time Schedules Available*  
 December 17, 2018  
 March 18, 2019  
 June 10, 2019  
 September 3, 2019  
 November 25, 2019

**Barber Styling/Restricted Barber**  
**1200 Hours - Nights**  
**Monday – Friday 5:00 pm – 10:00 pm**  
 February 4, 2019  
 April 29, 2019  
 July 22, 2019  
 October 14, 2019

**Barber Styling/Restricted Barber Days -  
Scheduled as needed**

**Massage Therapy**  
**600 Hours - Days**  
**Monday – Thursday 9:00 am – 2:00 pm**  
 May 20, 2019  
 January 13, 2020

**600 Hours - Nights**  
**Monday – Thursday 5:00 pm – 10:00 pm**  
 January 7, 2019  
 August 12, 2020

**Manicuring - Nail Extension I**  
**240 Hours**  
**Monday – Friday 9:00 am – 3:00 pm Days  
or 5:00 pm – 10:00 pm Nights**  
 Classes start weekly

**Manicuring - Nail Extension II**  
**360 Hours**  
**Monday – Friday 9:00 am – 3:00 pm Days  
or 5:00 pm – 10:00 pm Nights**  
 Classes start weekly

**Facial - Skin Care**  
**360 Hours**  
**Monday – Friday 9:00 am – 3:00 pm Days  
or 5:00 pm – 10:00 pm Nights**  
 Classes start weekly

**Full Specialty**  
**600 Hours**  
**Monday – Friday 9:00 am – 3:00 pm Days  
or 5:00 pm – 10:00 pm Nights**  
 Classes start weekly

**Holidays School Closed**

- Monday, January 21, 2019 - Martin Luther King, Jr. Day
- Monday, May 27, 2019 - Memorial Day
- Thursday, July 4, 2019 - Independence Day
- Monday, September 2, 2019 - Labor Day
- Monday, November 11, 2019 - Veteran's Day
- Thursday, November 28, 2019 - Thanksgiving Day
- December 25, 2019 through January 1, 2020 - Winter Break - Re-Open Thursday, January 2, 2020

# Bene's Career Academy

**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

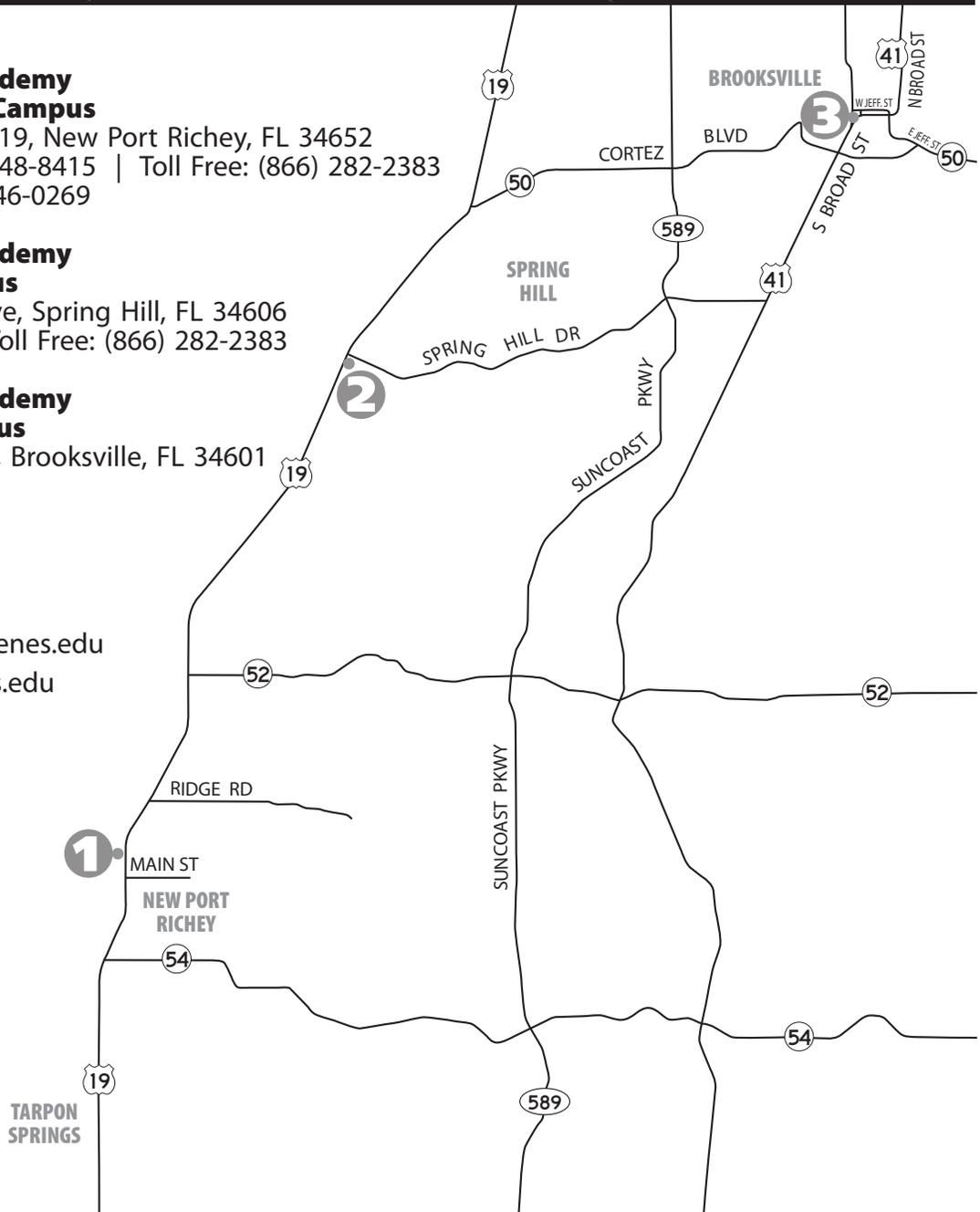
**2. Bene's Career Academy  
Spring Hill Campus**

1486 Pinehurst Drive, Spring Hill, FL 34606  
(352) 263-2744 | Toll Free: (866) 282-2383

**3. Bene's Career Academy  
Brooksville Campus**

698 S. Broad Street, Brooksville, FL 34601  
(352) 593-2259

E-mail: [info@benes.edu](mailto:info@benes.edu)  
[www.benes.edu](http://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 | School Fax: (727) 846-0269  
E-mail: [info@benes.edu](mailto:info@benes.edu) | [www.benes.edu](http://www.benes.edu)

**Spring Hill Campus**

1486 Pinehurst Drive, Spring Hill, FL 34606  
(352) 263-2744

**Brooksville Campus**

698 S. Broad Street, Brooksville, FL 34601  
(352) 593-2259