



Bene's Career
Academy

Where Passion Inspires a Career

CATALOG 2024

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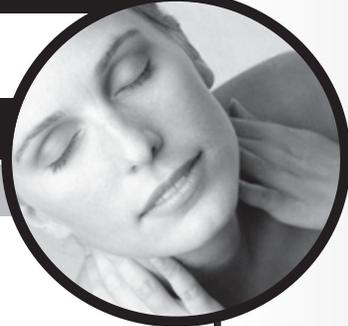
Class Start Dates New Port Richey

Class Start Dates Brooksville

Bene's Career Academy Campus Locations Map

WANT TO LEARN?

Cosmetology



**Barber Styling
Barber Restricted**



**Manicuring -
Nail Extension**



Facial - Skin Care



Massage Therapy



**Financial Aid Available
to Those Who Qualify**

**High School Diploma or GED Required*



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
MASSAGE ONLY

9:00 a.m. to 5:00 p.m.

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

Brooksville Campus

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

698 S. Broad Street
Brooksville, FL 34601

Admissions:

727-848-8415

www.benes.edu



PART 1: About Bene's Career Academy

Mission Statement

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 Care, 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 and accredited in 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 2014 Bene's Career Academy opened an additional campus at 698 S. Broad Street, Brooksville, FL 34601.

Core Values

Bene's Career Academy Core Values

Bene's Career Academy strives to make a career, by instilling passion for beauty and health.

To instill in all students and staff a deep belief in the equality of all persons regardless of race, religion, sexual identity or social standing.

Bene's Career Academy believes that it is our civic and moral responsibility to be involved in our community and help fill its needs wherever possible by participating in events and providing service.

Bene's believes that our graduate students should not only be well educated in not only their field of study but also in be an asset to their community and to give back at every opportunity.

Profile Of A Graduate

Graduate students from Bene's Career Academy are proficient in their field of study and respectful of their environment and the needs of their community. In addition, Bene's graduates act in equality of all persons regardless of race, sexual identity or social standing. Graduates who have received financial aid have an understanding of their agreements and the necessity to repay all loans. Finally, graduate students have the confidence and skill sets to gain employment in their field of study.

Educational Objective

Our objective is to provide students with diversified, integrated theory and practical courses. Based on sources selected from the common body of knowledge of Cosmetology, Barber Styling, Restricted Barber, Manicuring - Nail Care, 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 Full Specialty, Facial-Skin Care, Manicuring-Nail Care 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" means a period of 60 minutes with a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.

All courses are taught in English.

School's Governing Body/ Accrediting And Licensing

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 two locations:

- Bene's Career Academy
7027 U.S. Highway 19, New Port Richey, FL 34652
- Bene's Career Academy
698 S. Broad Street, Brooksville, FL 34601

We are Accredited by the **Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools** (Middle States), located at St. Leonard's Court, 3819-33 Chestnut Street, Suite 310, Philadelphia, PA 19104-3171, phone 267-284-5000.

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 and #5099, Brooksville.

Certificates from these agencies are on display at both campus locations.

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

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

Bene's Career Academy is in compliance with all equal opportunity laws.

PART 2: The Admissions Process

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. (For additional pathways see ATB.)

Instructor Training students must hold a current Florida license in 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 licensing 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 a 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 Ability to Benefit test (ATB). 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 an 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 Tuesday and Thursday at the New Port Richey campus and Wednesday at the Brooksville campus, from 3:00 pm until 6:00 pm. During this Career Pathways Study Hall, you can receive individual tutoring on subjects related to the GED exam. We also provide ChromeBooks 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.

Returning Student Policy

Students who withdrew from their program and are seeking to return to Bene's Career Academy must meet the following requirements:

- Wait 6 months from drop date to apply
- Write an essay on why they believe they can be successful in their second attempt at their program
- Make an appointment with the admission representative at the campus you are looking to re-enroll, to turn in your documents.
- Be approved by the student affairs committee (committee meets weekly).
- Pay a registration fee of \$150.00.

Students who left the school and were not considered to be making satisfactory progress or who stopped attending without going through the proper channels for withdrawal, will be reviewed by the student affairs committee who will determine if a re-enroll will be granted. Students who owe a balance from their previous enrollment must contact the business office and make arrangements for payment before being considered for re-enroll.

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 is the policy of Bene's Career Academy to accept hours from another vocational school providing:

- a) sufficient evidence is presented to our school that their courses are equivalent to Bene's Career Academy, and
- b) 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 it is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choosing. Bene's Career Academy does not grant credit for work experience or by examinations.

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.

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.

Hardware and Software

Students are issued Chromebooks with Milady curriculum software, and utilize a google platform for emails and associated available apps such as Google sheets, Google docs, and Google drive. Additionally Bene's Career Academy uses common apps, like YouTube, for videos and other classroom activities. Attendance, grades, and student information is tracked utilizing the Prestige Student Information System.

PART 3: Bene's Career Academy Staff

Managerial Staff

- **Patrick J. Bené, President**
 - BS – College of St. Francis, Joliet, IL – Diploma
 - MBA – DePaul University, Chicago, IL – Diploma
- **Vicki L. Bené, Vice President**
 - BS – Illinois State University, Bloomington, IL – Diploma
- **Jessica Fletcher, Junior Vice President**
- **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 (both Campuses)
- **Tanya Webb, Assistant Campus Director New Port Richey**
 - Licensed Full specialist - Bene's Career Academy, New Port Richey, FL - Diploma Licensed Cosmetologist, Bene's Career Academy, New Port Richey, FL -Diploma
- **Tabitha Lozano, Assistant Campus Director, Brooksville**
 - Licensed Cosmetologist, The Salon Professional Academy, Inverness, fl -Diploma
 - Licensed Restricted Barber, Bene's Career Academy, New Port Richey, FL - Diploma
- **Marcie Shuster, Administrative Assistant**
 - St. Petersburg College, Tarpon Springs, FL

Business Office Staff

- **Michelle Moran, Business Office Manager**
 - Hillsborough Community College

Financial Aid Staff

- **Rachel Sollazzo, Financial Aid Officer**
 - Brewster Tech – Tampa, FL – Diploma
 - **Tiffany Bené, Financial Aid Assistant**
 - AA-Pasco State College, Port Richey FL - Diploma
- Financial Aid utilizes a third party server, DJA.**

Admissions Staff

- **Debbie Taylor, Admissions, New Port Richey**
 - Licensed Cosmetologist –Charles Allan Academy, Calumet City, IL – Diploma
- **John Sollazzo, Admissions, Brooksville**
 - Sickles High School, Tampa Fl, -Diploma

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
- **Lauren Calzadilla, Massage Therapy Instructor**
 - Licensed Massage Therapist – Bene's International School of Beauty, New Port Richey, FL – Diploma
 - Licensed Full Specialist – Bene's Career Academy, New Port Richey, FL – Diploma
- **Dina Costello, Massage Therapy Instructor**
 - Licensed Massage Therapist - Bene's Career Academy, New Port Richey, FL - Diploma
 - Licensed Full Specialist – Bene's Career Academy, New Port Richey, FL - Diploma
- **Tanya Webb, Skin Care, Facial, Full Specialty Instructor**
 - Licensed Full Specialist – Bene's Career Academy, New Port Richey, FL – Diploma
 - Licensed Cosmetologist – Bene's Career Academy, New Port Richey, FL – Diploma
- **Melanie Garcia, Cosmetology Instructor**
 - Licensed Cosmetologis - Manhattan Hair Academy, Tampa, FL - Diploma
- **Scott Cooper, Barber Instructor**
 - Licensed Licensed Barber – PHD Professional Hair Design Barber School, Palm Harbor, FL – Diploma
- **Tammy Hoyt, Cosmetology Instructor**
 - Licensed Cosmetologist - Maine State Academy of Hair Design, Waterville, ME - Diploma

- **Aida Collins**, *Cosmetology Instructor*
 - Licensed Cosmetologist - Barber Sunstate Academy, Clearwater, FL - Diploma
- **Leeane Bashaw**, *Cosmetology Instructor*
 - Licensed Cosmetologist - Wilfred Beauty Academy, Los Angeles, CA - Diploma
- **Michelle Moran**, *Nail Instructor*
 - Licensed Nail Tech - Bene's Career Academy, New Port Richey, FL - Diploma
- **Dorneek Kidd**, *Skin Instructor*
 - Licensed Full Specialist - Bene's Career Academy, New Port Richey, FL - Diploma
- **Iyana Jennings-Ross**, *Skin Instructor*
 - Licensed Full Specialist - Bene's Career Academy, New Port Richey, FL - Diploma
- **Malcolm Smith**, *Barber Instructor*
 - Licensed Barber - Grace Barber College, Greenville, NC - Diploma
- **Leonel Gomez**, *Barber Instructor*
 - Licensed Barber - New York State Apprenticeship - Barber License by Exam
- **Leeane Bashaw**, *Cosmetology Instructor*
 - Licensed Cosmetologist - Wilfred Beauty Academy, Los Angeles, CA - Diploma

Instructional Staff* Brooksville

- **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
- **Tabitha Lozano**, *Barber, Cosmetology Instructor*
 - Licensed Cosmetologist, Lajames, Mason City, IA - Diploma
- **Evelyn Tribbitt**, *Nail, Cosmetology Instructor*
 - Licensed Cosmetologist - The Salon Professional Academy, Inverness, FL - Diploma
 - Education Center NJ - Diploma
- **Paula Guerin**, *Massage Therapy Instructor*
 - Licensed Cosmetologist - South Technical Educational Center, Boynton Beach, FL - Diploma
 - Licensed Massage Therapist - Academy of Healing Arts, Lake Worth, FL - Diploma
- **Tammy Hoyt**, *Cosmetology and Nail Care Instructor*
 - Licensed Cosmetologist - Maine State Academy of Hair Design, Waterville, ME - Diploma
- **Patricia Schaefer**, *Facial Skin Care Instructor*
 - Licensed Skin Care - Empire Beauty School, Whitehall, PA - Diploma
 - Aveda Institute, Tampa FL - Diploma
- **Dorothy "Cookie" Poteet**, *Cosmetology Instructor*
 - Licensed Cosmetologist - Sewanhaka Central High School - Cosmetology Program
- **Rene Vidal**, *Barber Instructor*
 - Licensed Barber - Stylist Beauty Schools of America, Miami, FL - Diploma

- **Michelle Mazziullo**, *Cosmetology Instructor*
 - Licensed Cosmetologist - Tampa Bay Beauty Institute, Tampa, FL - Diploma
- **Julianne Martinez**, *Skin Instructor*
 - Licensed Full Specialist - Bene's Career Academy, Brooksville, FL - Diploma
- **Kathy Belyea**, *Nail Instructor*
 - Licensed Nail Tech - Pasco Hernando Community College, Spring Hill, FL - Diploma
- **Shelby Goss**, *Skin Instructor*
 - Licensed Esthetician - Bene's Career Academy, FL - Diploma

PART 4: Our Education Centers

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, Facial - Skin Care, Manicuring - Nail Care and Massage Therapy. The facility holds up to 200 students on a rotating basis, and is equipped with a 16 camera security system in the classroom and clinic areas.

All educational centers are equipped with large wall mounted monitors which are connected to WiFi and may be connected to a chromebook for instructional purposes. An electronic student library is available with books and videos. There is also 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 several massage tables separated by a full length curtain for privacy, massage chairs for 1/2 hour massages, a Hydrocollater which heats and keeps moist heated packets for massages, two large skeletal models, one medium model and various other visual education tools.

Facial - Skin Care and Full Specialty Education Center

The Facial - Skin Care and Full Specialty Education Center consists of serenely appointed tables for the clinic area, a separate area for waxing, and massage tables used for body wraps. Mag lights are used to review skin, and galvanic current and vacuum machines are used to care for skin. A microdermabrasion machine and micro current machines are also available in

the classroom. The clinic area has a UV towel warmer caddie and facial steamers. The classroom is inside the clinic area.

Manicuring - Nail Care Education Center

The Manicuring - Nail Care Education Center consists of contemporary styled Nail tables, nail drills and a built in ventilation system. Three large pipeless pedicure chairs grace this department along with a polish and gel backbar. The classroom is inside the clinic area.

Cosmetology and Barber Styling Education Center

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

Barber Styling/Restricted Barber Education Center

The Barber Styling/Restricted Barber Education Center has diamond plate aluminum stations and shares the shampoo area with Cosmetology. It has a luxury shaving chair, and towel warmer. The classroom is within the clinic area.

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, Facial - Skin Care, Massage Therapy, and Manicuring - Nail Care. The facility holds up to 120 students on a rotating basis.

All educational centers are equipped with a television set 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 serenely appointed Esthetician tables, a wet room with vichy shower, vichy table and a stand up shower. Magnification lights are used to review skin, and four galvanic current and vacuum machines are used to care for skin. These machines also include a micro-dermabrasion attachment. The clinic area has a UV towel warmer and two facial steamers. The Facial - Skin Care Education Center has an attached classroom for learning.

Manicuring - Nail Care Education Center

The Manicuring - Nail Care Education Center consists of five granite topped contemporary styled nail tables, ram nail drills, and a built in ventilation system. Three large pipeless pedicure chairs grace this department along with a a polish and gel backbar. The classroom is inside the Manicuring - Nail Care area.

Massage Therapy Education Center

The Massage Therapy department is equipped with several massage tables separated by a full length curtain for privacy. A hydrocollater, which heats and keeps moist heated packets for massages, and has skeletal models to use as an educational tool.

Cosmetology and Barber Styling Education Center

The Cosmetology and Barber Styling Education Center has contemporary styled stations, wall hair dryers, a separate shampoo area with sinks and washer/dryer for towels. The classroom is inside the clinic area.

Barber Styling/Restricted Barber Education Center

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

PART 5: Programs Offered

Barber Styling

Title Barber Styling – 1200 hours

Objective

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

Description

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

Instructional Methods

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

- Drill and Practice – Hands on step by step practical demonstration and repetitive use
- Visual Aids such as video, on-line media, clinic models, mannequins and demonstrations.
- Discussion – small groups, debates, lecture, role playing, guided and assisted reading
- Laboratory groups, field trips, clinic work
- Guest lecturers and educators

Course Description

- FLB1 To learn the laws of the State of Florida as they apply to barbering, including how to seek and obtain employment, payroll deductions, employment applications and consumer safety. Introduction to computers. HIV AIDS – 4 hrs
- BR2 To describe the growth and reproduction of bacteria. To learn proper techniques of sanitation, disinfection and sterilization.
- BR3 To develop chemical understanding of professional hair products and techniques. To learn about hair growth and basic concepts of hair science.
- BR4 To learn hair cutting via taper cuts:
1) freehand; 2) shear over comb; 3) clipper over comb, and to learn style cuts which include blow drying.
- BR5 To learn shampoo procedures by draping, discuss pH and learn scalp massage.

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

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

**All objectives include safety precautions.*

**Students must complete a graduate project.*

Completion Time

Full time days* - 30 hours per week for 40 weeks

Part time day - 18 hours per week for 66.66 weeks

Full time nights - 25 hours per week for 48 weeks

Part time nights - 15 hours per week for 80 weeks

Breakdown by Course Number		Theory	Practical
FLB1	Florida Law & Rules, Barbering..... (HIV AIDS – 4 hrs)	150	0
BR2	Safety Sanitation/Sterilization	300	25
BR3	Hair Structure/Chemistry.....	50	0
BR4	Hair Cutting.....	50	150
BR5	Shampooing	0	75
BR6a	Perm.....	0	100
BR6b	Color/Bleach.....	0	200
BR6c	Hair Relax/Curling.....	0	50
BR7	Shaving, Beard & Mustache Trimming.....	0	50

HOURS550 650

TOTAL CLOCK HOURS 1200

Evaluation

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

Tuition

BARBER STYLING - 1200 Hours

15.00 per clock hour	Tuition	18,000.00
Fees.....		150.00
ChromeBook, Ebooks, CIMA		630.00
Kit & Supplies.....		1,810.00
	Total Cost	\$20,590.00

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 Student Services to complete license application.*

**License Registration Fee (payable to the state) is due upon graduation. License fees range from \$130.50-\$155.50.*

Restricted Barber

Title **Restricted Barber – 600 hours**

Objective

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

Description

This program instructs the student in barber practices and state law related to the profession. In addition to classroom theory, the student performs specific barber services. (No chemical services.)

Instructional Methods

The theory portion of Restricted Barber includes safety, sanitation and sterilization. It is integrated with the practical skills in each of the 120 days of the program. The following instructional methods are used to present theory with hair cutting lessons:

- Students practice hands on, step-by-step practical demonstrations
- Hand outs, flash cards, mannequins
- Small group discussions, lectures

Course Description

- RB123 To learn history of barbering. Recognize the resurgence of barbering. To develop a mission statement with long term and short term goals. Go go over personal hygiene.
- RB4 To discuss Federal and State agencies. To list types of bacteria, learning techniques of safety, sanitation, and sterilization.
- RB5 To recognize tools of the trade. To learn to handle tools including combs, brushes, shears and clippers.
- RB11 To discuss benefits of a shampoo service, describe draping and selecting products for different hair types.
- RB12 To know muscles of the scalp, face, and neck. To identify skin types.
- RB13 List guidelines for shaving. Identify 14 shaving areas. To demonstrate shave, neck shave, mustache trim and beard cutting.
- RB14 To learn haircutting via 1) taper cuts, 2) freehand 3) shear over comb, 4) clipper over combs, 5) style cuts with blowdrying
- FLRB Understand Florida Barber's Board
Chapter 476 Florida Statutes
Chapter 61G3 Florida Administrative Code
- RB Project 1 Senior Project with answer to prepare for Florida Restricted Barber test.

**All objectives include safety precautions.*

**Students must complete a graduate project.*

Completion Time

Full time days* - 30 hours per week for 20 weeks
Part time day - 18 hours per week for 33.33 weeks

Full time nights - 25 hours per week for 24 weeks
Part time nights - 15 hours per week for 40 weeks

Breakdown by Course Number

	Theory	Practical
FLRB Florida Law & Rules	75	0
RB1-5 Safety Sanitation/Sterilization	0	325
RB11-13 Shaving, Beard & Mustache Trimming..	25	25
RB14 Hair Structure, Cutting/Cleansing.....	0	150
Includes a. Taper Cuts: 1) Freehand, 2) Shear Over Comb, 3) Clipper Over Comb; b. Style Cuts (Includes Blowdry); c. Shampooing		

HOURS **100** **500**

TOTAL CLOCK HOURS **600**

Evaluation

Students take weekly quizzes on theory work. Progress tests are given halfway through the program and before graduation that 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 - 600 Hours

15.00 per clock hour	Tuition	9,000.00
Fees		150.00
ChromeBook, Book.....		360.00
Kit & Supplies.....		1,810.00
		Total Cost \$11,320.00

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 Student Services to complete license application.*

**License Registration Fee (payable to the state) is due upon graduation. License fees range from \$163.50-\$188.50.*

Cosmetology

Title Cosmetology – 1200 hours

Objective

This program provides skills to grant the student the entry into the cosmetology profession 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 video, on-line media, clinic models, mannequins and demonstrations
- 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, hair 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 hair 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

Full time days - 30 hours per week for 40 weeks
 Part time day - 18 hours per week for 66.66 weeks

Full time nights - 25 hours per week for 48 weeks
 Part time nights - 15 hours per week for 80 weeks

Breakdown by Course Number	Theory	Practical
FL1 Florida Law/Ethics/History30	0	0
(includes employment, personality, job opportunities, chemical awareness, HIV AIDS – 4 hrs, resume class). Intro to computers.		
CO2 Bacteriology.....30	0	0
CO3 Decontamination.....15	0	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	
HOURS	500	700
TOTAL CLOCK HOURS	1200	

Evaluation

Students take weekly quizzes on theory work. Progress tests are given at 300, 600, 900 and 1200 hours that 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

15.00 per clock hour	Tuition 18,000.00
Fees.....	150.00
ChromeBook, Ebooks, CIMA	630.00
Kit & Supplies.....	1,810.00
Total Cost \$20,590.00	

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 Student Services to complete license application.*

** License Registration Fee (payable to the state) is due upon graduation. License fee is \$25.*

Facial - Skin Care

(Aesthetician - Esthetician)

Title Facial - Skin Care – 330 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, micro current, microdermabrasions, lash applications and tinting.

The state of Florida only requires 220 hours training to become a Facial - Skin Care Specialist. The median hours required by most states is 600 hours. Some states require as many as 1,000 hours. Benes Career Academy believes that 220 hours is insufficient to learn this vast curriculum, master the techniques needed and introduce the students to the ever changing trends in Facial - Skin Care, therefore we offer a 330 hour program.

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 video, on-line media, clinic models, mannequins and demonstrations
- 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 to 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, use, and maintenance of electrical devices.
- FS6 Facial Techniques and Contraindications – The study of Facials, manual and mechanical, including masks, packs, peels, or treatments 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 a 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 of strip lashes and temporary lash clusters. 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.

Completion Time

Full time day students attend 30 hours per week for 11 weeks

Part time day students attend 18 hours per week for 18.3 weeks

Full time night students attend 15 hours per week for 22 weeks

Breakdown by Course Number		Theory	Practical
FL1	Florida Laws, Rules and Ethics	6	0
FS2	HIV/AIDS	4	0
FS3	Product Chemistry	8	0
FS4	Sanitation.....	10	10
FS5	Basics of Electricity	6	4
FS6	Facial Techniques and Contraindications.....	60	56
FS7	Skin Theory, Disease and Disorders of the Skin	66	0
FS8	Body Wrap.....	10	5
FS9	Microdermabrasion	10	5
FS10	Make-up, includes Lash & Brow Tint..	10	35
FS11	Hair Removal	10	15
HOURS		200	130
TOTAL CLOCK HOURS		330	

Evaluation

Students take theory quizzes on theory work. Skill sets testing is given half way through the program and before graduation 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)

330 hours

15.00 per clock hour	Tuition	4,950.00
Fees.....		150.00
ChromeBook, Ebooks, CIMA		630.00
Kit & Supplies.....		470.00
Total Cost		\$6,200.00

Payment Schedule*

The student has the option of paying the tuition costs:

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

**Financial Aid is available to those who qualify.*

Extra Cost

Students must supply a notebook and pen the first week of school. (Approximate cost \$5.00.)

Specialty Registration Fee is \$55.00 for skin care (payable to the state) due upon graduation*.

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

Full Specialty

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.

Benes Career Academy offers a 330 hour Facial Skin Care Program with our 270 hour Manicuring Nail Care Program. This program combines our 330 hour Facial-Skin Care program with our 270 hour Manicuring - Nail Extension program.

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 video, on-line media, clinic models, mannequins and demonstrations
- 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. (HIV/AIDS credit can be given for course FL2 or M15.)
- 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 to 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.
- 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 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 practical hours in skin analysis, and manual extractions.
- FS8 Body Wrap – This course instructs students in the technique and function of a body wrap and its detoxifying benefits. Students engage in 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 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 of strip lashes and temporary lash clusters. 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.
- 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 to 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, and to provide skilled and competent services.
- MI5 Nail Theory – Understanding nail structure, irregularities and identifying nail diseases. HIV/Aids. – Modes of transmission, infection control, procedures, clinical management and prevention of HIV and AIDS syndrome. (HIV/AIDS credit can be given for course FL2 or M15.)
- 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.
- MI14 Gel Nails - Students will learn proper nail preparation for applying gel to the nails, polishing techniques and UV curing of the gel.

Completion Time

Full time days - 30 hours per week for 20 weeks
 Part time days - 18 hours per week for 33.33 weeks
 Full Time Nights - 15 hours per week for 40 weeks

Breakdown by Course Number		Theory	Practical
FL1	Florida Laws, Rules and Ethics	6	0
FS2	HIV/AIDS	4	0
FS3	Product Chemistry	8	0
FS4	Sanitation	10	10

FS5	Basics of Electricity	6	4
FS6	Facial Techniques and Contraindications	60	56
FS7	Skin Theory, Disease and Disorders of the Skin	66	0
FS8	Body Wrap	10	5
FS9	Microdermabrasion	10	5
FS10	Make-up, Lash & Brow Tinting	10	35
FS11	Hair Removal	10	15
MI2	HIV/AIDS	4	0
MI3	Sanitation	4	4
MI4	Ethics	2	0
MI5	Nail Theory	85	0
MI6	Manicures	2	20
MI7	Pedicures	2	10
MI8	Tips with overlay	3	36
MI9	Sculpting using a form	3	30
MI10	Nail Wraps or Mending	3	15
MI11	Nail Fill-Ins	3	10
MI12	Artificial Nail Removal	3	5
MI13	Polish/Nail Art/Project/Essay	3	10
MI14	Gel Nails	3	10

HOURS320 280
TOTAL CLOCK HOURS 600

Evaluation

Students take weekly theory quizzes on theory work. Skill set tests are given halfway through the program and before graduation 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 hour	Tuition	8,160.00
Fees		150.00
ChromeBook, Ebooks, CIMA		895.00
Kit & Supplies		970.00
	Total Cost	\$10,175.00

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 \$55.00 (payable to the state) due upon graduation*.

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

MANICURING - NAIL CARE - 270

Title Manicuring - Nail Care – 270 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. The state of Florida only requires 180 hours to become a licensed Nail Specialist. Bene's Career Academy believes this is insufficient time to learn the skill set needed to learn all aspects of this growing industry. Bene's Career Academy offers a 270 hour program.

Instructional Methods

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

- Drill and Practice – Hands on step by step practical demonstration and repetitive use
- Visual Aids such as video, on-line media, clinic models, mannequins and demonstrations
- 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 to 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, and 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/e-file – 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.
- MI14 Gel Nails - Students will learn proper nail preparation for applying gel to the nails, polishing techniques and UV curing of the gel.

Completion Time

Full time day students attend 30 hours per week for 9 weeks

Part time day students attend 18 hours per week for 15 weeks

Full time night students attend 15 hours per week for 18 weeks

Breakdown by Course Number	Theory	Practical
FL1 Florida Cosmetology laws and rules	4	0
MI2 HIV/AIDS	4	0
MI3 Sanitation.....	4	4
MI4 Ethics.....	2	0
MI5 Nail Theory	81	0
MI6 Manicures.....	2	20
MI7 Pedicures.....	2	10
MI8 Tips with overlayand e-filing	3	36
MI9 Sculpting using a form	3	30
MI10 Nail Wraps or Mending	3	15
MI11 Nail Fill-Ins.....	3	10
MI12 Artificial Nail Removal	3	5
MI13 Polish/Nail Art/Project/Essay	3	10
MI14 Gel Nails	3	10
HOURS	120	150
TOTAL CLOCK HOURS	270	

Evaluation

Students take theory quizzes on theory work. Skill sets testing is given half way through the program and before graduation 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 - 270 Hours

11.50 per clock hour	Tuition	3,105.00
Fees.....		150.00
ChromeBook, Ebooks, CIMA		630.00
Kit & Supplies.....		610.00
	Total Cost	\$4,495.00

Payment Schedule*

The student has the option of paying the tuition costs:

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

Students must supply notebook and 1 pen
Registration Fee is \$55.00 (payable to the state) due upon graduation*.

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

Massage Therapy

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. During completion of the course, the student will be familiarized with other modalities related to this field of study.

The state of Florida only requires 500 clock hours, however, Benes Career Academy offers a 600 hour program which is closer to the national average.

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 – such as video, on-line media, clinic models, mannequins and demonstrations
- 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, and 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, Auyurvedic 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

Full Time Days and Nights - 20 hours per week for 30 weeks

Massage Weekends* - 16 hours per week for 37.5 weeks
**Weekend schedule is New Port Richey only*

Course Numbers for Massage Therapy:

The following is the course number requirements:

Breakdown by Course Number	Theory	Practical
MT2 Anatomy and Physiology	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
HOURS	475	125
TOTAL CLOCK HOURS	600	

Evaluation

The Massage Therapy Program is separated into three modules. Students will be receiving weekly chapter tests. At the end of each module, an overview exam,

an oral muscle exam, and a graded practicum will be required. A status report containing the student's GPA will also be provided after each module. An 80% average is required in attendance, academics, and practical skills. Skill set tests are given halfway through the program as well as before graduation

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

MASSAGE THERAPY - 600 Hours

16.00 per clock hour	Tuition	9,600.00
Fees.....		150.00
ChromeBook, Ebooks, CIMA		815.00
Kit & Supplies.....		640.00
	Total Cost	\$11,205.00

Payment Schedule*

The student has the option of paying the tuition costs:

1. In full prior to attending the first class, or
2. Paying the unpaid balance in equal weekly or monthly installments.
3. Registration Fee is \$155.00 (payable to MBLEX) due upon graduation*.

**Financial Aid is available to those who qualify.*

**All students must schedule an appointment with Student Services to complete license application.*

Extra Supplies

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

Instructor Training

Title Instructor Training – 600 hours

Objective

This program is designed to prepare a licensed Cosmetologist, Barber Stylist, Facial - Skin Care Technician, Manicuring - Nail Extension Technician, or Massage Therapist to be able to demonstrate their practical skill and develop the skills 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 video, on-line media, clinic models, mannequins and demonstrations
- Discussion – small group, debates, lecture, role playing, guided and assisted reading

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 15 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
HOURS	600	0*
TOTAL CLOCK HOURS	600		

Evaluation

Students take theory quizzes on theory work. Skill set tests are given halfway through the program and before graduation 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 hour	Tuition	9,000.00
Fees.....		150.00
ChromeBook, Ebooks, CIMA		630.00
Kit & Supplies.....		110.00
	Total Cost	\$9,890.00

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.

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

**There is Financial Aid available to those who qualify.*

**All students must schedule an appointment with Student Services to complete license application.*

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 referenced.

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% (80% for Veteran's Policy). 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
1200	1500
600	750
330	412.5
270	337.5

Occupations

Barber Styling, Cosmetology

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

Restricted Barber

- Beard Stylist
- Barbershop Manager
- Barbershop Owner
- Traveling Barber
- Product Educator
- Platform Artist

Facial - Skin Care

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

Full Specialty

- See Facial - Skin Care and Manicuring - Nail Care

Instructor Training

- Instructor

Manicuring - Nail Extension

- Manicurist
- Pedicurist
- Artificial Nail Specialist
- Salon Owner

Massage Therapy

- Massage Therapist
- Spa Owner
- Spa Manager

PART 6: Student Handbook

Student Dress Code

All students will be initially issued two t-shirts which will be worn until your jacket arrives. Two short sleeved jackets with your name and the school's name embroidered on the front will be ordered on your first day of class. Once students receive their jackets, students must be wearing their jackets at all times while on school property.

Students may wear their everyday clothes under their jackets. Students are to wear pants (Fashion holes to the extent of no exposed skin are permitted). Shirts should not display logos that are inappropriate or content that may be offensive to others.

Students must wear NON SLIP, closed toed shoes at all times.

Procedure For Clocking In and Out

Students must clock in and out at the front desk. If you forget to clock in or out please send an email the assistant campus director of your campus to inform them. Please see Policy on Student Breaks.

Students will be clocked out by their instructor if they go unseen in the classroom/clinic for more than 15 minutes.

Attendance Policy

Students must Clock In and Out on the computer each and every time they enter and leave the school. Students are required to attend school per their contracted days and hours. . A student must maintain a minimum of 75% of his or her contracted hours. Student's attendance will be monitored weekly. All absences must be reported using the prestige software system. Students must fill out the absent notification form each and every time they are absent. If a student has missed more than 3 consecutive days, the student must call, or email the assistant campus director. Day students must clock in by 9:30 am and night students by 5:30 pm. Students who will be later must contact their instructor and receive prior permission to attend late. All absences will be made up in time and in assignments. All students must be attending class per

their schedule or be on an approved Leave of Absence. Students who are neither and do not communicate to the school will be dropped from their program after 14 calendar days.

Policy On Student Breaks

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. "Clock Hour" means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

Policy On Community Events and Field Trips

Students are required to be dressed in school uniforms unless otherwise advised.. Students must maintain professionalism and all rules of conduct that apply while in school apply during all school events. If the event is starting and ending from the school, a student may clock in and out as normal . If meeting at the event, students must sign in/out on a log in order to receive credit. Students must arrive on time. Students must be under instructor supervision at all times and must participate in the event or activity at all times.

Policy On Drugs and Alcohol

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

Cannabis, even when medically prescribed, is not allowed in the school or on its property. 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. This is a no tolerance rule and violators will be suspended immediately pending review of the incident by the grievance committee. Violations are grounds for termination. Any medications that you have been prescribed by a doctor must be in a proper bottle and taken as directed by your physician. Students who are deemed not to be in a teachable state, will be sent home and must meet with the campus director before returning.

Student Code Of Conduct

Rules Of Behavior

- Students who engage in physical violence of any type, including, but not limited to hazing and bullying, 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.
 4. No Student shall cheat on an examination or provide false information.
- Unauthorized distribution of copyrighted material is against the law. Any person engaging in copyright infringement may be subject to disciplinary action, civil and criminal liabilities. Plagiarism - the practice of taking someone else's work or ideas and passing them off as one's own is forbidden.
- 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 communicable disease shall engage in any practicals or hands on activity 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.
- Parking is assigned and must be adhered to

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 and Barber Styling
- 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 is 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 or trunk.
- 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 every 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 mannequin or doing class assignments/reading at all times.
- Students are not permitted visitors that are not participating as a client or model during class hours.
- Cell phones must remain on monitor only while in classrooms or on clinic floors. Phone calls may be returned on breaks determined by the instructor, outside of the building or in the designated break areas.
- 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, or verbalize disparaging or disrespectful remarks, is in violation of the school code of conduct and rules. This 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 student services 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 student services 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 their 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 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 Concerns and Grievances

Students who have an issue with others, (students, instructors, clients) shall verbally report the issue to their instructor. If the instructor can not resolve the issue and it warrants further action, the student should write up the incident using their Prestige and the form "Report it" The campus director will review the incident and determine if further action is warranted. A response and resolution will be determined and communicated to the student via email. If the student is not satisfied with the resolution they may follow the grievance procedure located in this handbook.

Procedure For Grievance

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.

- All student grievances should be reported directly to the campus director utilizing the Bene's Career Academy Prestige student page within 60 days of the date of the act which is the subject of the grievance occurred.
- 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 final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
- If the complaint is of such a nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
- 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.
- 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.
- Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.
- 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

Student Services/Awareness and Prevention

- Academic advising is provided to all students at each evaluation (SAP) period if the student is not making satisfactory progress. Students may email their assistant campus director to make an appointment to receive academic advising at any time during their program.
- A drug and alcohol education program is shown during orientation and can be viewed at any time on the website www.benes.edu.
- An educational program on TITLE IX will be shown at a minimum of once during your program.
- Students who are having transportation issues may request a free bus pass from their assistant campus director.
- 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 866-762-1762.

Housing

Bene's Career Academy does not provide housing.

Campus Security

The school does not have Campus security officers. The campus is monitored by a surveillance system. Petty theft should be reported to the campus director so the cameras can be reviewed. The Campus Security Report can be found on our website at benes.edu as well as three years of reported crime statistics.

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 thoughtfully. 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 programs are part of the student kit 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

If the student admitted to Bene's Career Academy finds it necessary to obtain extra academic assistance with any course, they are given the following instructions.

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 lets their grades fall below 80% must be remediated.

Confidentiality/Release Of Information and FERPA

- As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable laws and academy rules, policies and procedures on confidentiality. Existing rules, policies and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software.
- Bene's Career Academy distributes to the student body the Family Educational Rights and Privacy Act (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. (This does not include official transcripts.) 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
- 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 MSA-CESS. Much of the student's personal information and education record is always available to the student online through the Bene's Career Academy student information system, Prestige.

Student Records

It is important that the Academy maintain accurate personnel records at all times. You are responsible for notifying your immediate supervisor or Michelle Hoeltke, Business Office Manager, phone: 727-848-8415, email: mmoran@benes.edu of any change in name, home address, telephone number, immigration status, or any other pertinent information. Requesting Transcripts - go to the Benes.education website - click the more tab and request transcripts. There will be a fee for each transcript request that is payable through the portal. Transcripts will be processed within 48 hours. 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.

Inclement Weather

Should Bene's Career Academy need to close due to inclement weather, the students will be notified by a school wide text and/or email to the information we have on file. Please be certain to update your phone number should there be any changes.

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy (SAP) 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 federal regulations established by the United States Department of Education. The SAP policies listed below

include satisfactory attendance progress, and satisfactory academic progress, and aim to ensure a student is above the minimum requirements for progression at determined evaluation points.

Program Evaluation Periods

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

Program	Evaluation Period
270 Hr.....	135
330 Hr.....	165
600 Hr.....	300
1200 Hr.....	450, 900

Transfer Students - SAP

A transfer students evaluation point will be mid-way through 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 their program. This 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 program completion only when rated as satisfactory or better. 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 program at satisfactory progress is stated below:

Program	Hrs. Per Week	Scheduled Weeks	Maximum Allowed Weeks	Scheduled Maximum Time Frame
Cosmetology - 1200 Hrs.				
Full Time Days	30	40	53.20	1600
Part Time Days	18	66.67	88.67	1600
Full Time Nights	25	48	63.84	1600
Part Time Nights	15	80	106.40	1600
Barber Styling - 1200 Hrs.				
Full Time Days	30	40	53.20	1600
Part Time Days	18	66.67	88.67	1600
Full Time Nights	25	48	63.84	1600
Part Time Nights	15	80	106.40	1600
Restricted Barber - 600 Hrs.				
Full Time Days	30	20	26.60	750
Part Time Days	18	33.33	44.33	750
Full Time Nights	25	24	31.92	750
Part Time Nights	15	40	53.20	750
Full Specialty - 600 Hrs.				
Full Time Days	20	30	39.90	800
Part Time Days	18	33.33	44.33	800
Full Time Nights	15	40	53.20	800
Manicuring - Nail Care - 270 Hrs.				
Full Time Days	30	9	11.97	359.1
Part Time Days	18	15	19.95	359.1
Full Time Nights	15	18	23.94	359.1
Massage Therapy - 600 Hrs.				
Full Time Days	20	30	39.90	798
Full Time Nights	20	30	39.90	798
Full Time Weekends	16	37.5	49.88	798

Facial - Skin Care - 330 Hrs.

Full Time Days	30	11	14.63	438.9
Part Time Days	18	18.33	24.38	438.9
Full Time Nights	15	22	29.26	438.9

Instructor Training - 600 Hrs.

Full Time Days/Nights	30	20	26.60	798
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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 Chromebook 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, the 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 must write an appeal and prevail upon the appeal in order to be placed on probation and considered to be making satisfactory academic progress while during the probationary period. 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, they 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.

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. Students may not take a leave of absence during their first payment period. For 1200 programs this is 450 hours. For all other programs it is halfway through the program's total hours. The ONLY exceptions to the process below are a death in the immediate family or hospitalization.

The request of the student must be:

- A. 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.
- B. The LOA must be submitted by going on your Prestige page and submitting it under forms. Include the reason for the request and include the student's signature.
- C. The student must have the expectation that they will return from the LOA to finish their program.
- D. The leave is not official until the student submits the request using the LOA request form, the request is approved, and the student signs a LOA Contract Addendum electronically.
- E. No additional charges will result from the LOA.
- F. LOA must be a minimum of 30 days and will be given in 30 day increments. Students may return early from their Leave of Absence. You may request an extension for another 30 days in writing by logging into your Prestige Student Portal, going to reference, forms, new LOA Request and receiving

permission from your campus director. A student may not have more than 180 days in any 12 month period.

- G. The student is not considered to be withdrawn.
- H. 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.
- I. 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 if applicable.

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 cannot attend, they will be expected to make arrangements with the teacher to make up the time either online or on campus where curriculum dictates.

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

PART 7: Financial Aid

Financial Aid

Financial Aid is available to those who qualify. The Financial Aid office requires an entrance interview with all prospective students.

Bene's Career Academy participates in the following types of assistance:

- Federal Pell Grant
- FSEOG
- Federal Work Study
- 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.

Application Process

In order to apply for federal financial aid, the student must complete the application for federal student Aid (FAFSA) by going to studentaid.gov and filling out the

information requested. Students may contact the financial aid office if they require help with filling out the FAFSA. Students who are selected for verification must furnish the necessary documentation required for verification of information submitted.

Failure to provide documents for verification will result in the student losing their financial aid and will owe the school any balance for books, kits, fees and tuition. While it is not common, students may be selected for verification after they begin their program by the DOE and must provide these documents as soon as possible to reestablish financial aid.

In addition, students who cross over from one award year to the next (June 30th of each year) will need to fill out a new ISIR for the new award year. This new ISIR may be selected for verification and you will be required provide the school with documentation to clear your financial aid before further payments may be disbursed.

After the application is completed by the student, the information will be sent to a third party servicer – to determine the financial aid eligibility. Once eligibility is determined, the financial aid office will develop a funding estimate based on the information provided. The Funding estimate will list:

- the total cost of the program, including fees, kits, books
- the amount of grant money, pell/FSEOG, for which a student qualifies
- Direct Loans the student may apply for
- the cash balance (if any) owed to the school or the credit balance on the account

The funding estimate is an estimate based on the facts reported by the student and is subject to change if new information is received or a new award year is reached.

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 \$7,395.00 for the 2024/2025 award year. This amount is prorated for programs less than 1200 hours and is based on a student's EFC located on their ISIR/SAR. Your school will tell you how to accept all or part of the grant.

Federal Loans

To apply for a federal student loan, you must first complete and submit a Free Application for Federal Student Aid (FAFSA®) form. Based on the results of your FAFSA form, your college or career school will send you a funding estimate, which may include federal

student loans.

Below is an explanation of three types of Federal Loans; Direct Subsidized Loans, Direct Unsubsidized Loans and Direct Plus Loans.

Subsidized Federal Direct Stafford Loans

This is a low-interest, long term loan program available through the U.S. Department of Education. 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 on at least 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. The maximum amount you can borrow each academic year in Direct Unsubsidized Loans ranges from \$5,500 to \$12,500 for undergraduates, depending on your year in school and your dependency status.

Parent Plus Loans

Parents of a dependent student can take out a parent plus loan (PPL) to help pay for education expenses not covered by other financial aid. A parent can go to studentaid.gov to fill out the application or contact the financial aid office. A credit check by the department of education is required. If a parent is declined for a PPL, the student can receive "independent" level loans. This credit check expires after 180 days and a parent may be required to fill out an additional credit check during the student's program. Please see studentaid.gov to learn more about this option or contact the financial aid department.

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. Bene's Career Academy awards students who qualify \$50.00 per payment period or \$100.00 for programs less than 900 hours and \$150.00 for programs over 900 hours.

Federal Work Study

Based on financial need. See Financial Aid for details.

Student Cash Balance Policy

Students who have a cash balance owed to the school will have a payment plan setup with the business office prior to enrollment.

Payment plans will be calculated based on the amount owed divided by the amount of months or weeks you will be in your program. Any tuition that is not paid per contracted arrangements may be grounds for termination or suspension until payment is made.

Failure to make the established payments will result in you being unable to exit your program until the balance is paid in full.

Completing The Application Process

Master Promissory Note

All students who are receiving loans must go to studentaid.gov and fill out a master promissory note. Parents who are taking out a parent plus loan must also fill this out. Your financial aid can not be disbursed without this step in the process.

Loan Entrance Counseling

Loan Entrance Counseling is also required for any students who are taking out loans and is located on the website studentaid.gov.

If you have any questions or need help, please contact the financial aid department.

**We are also approved for training grants from vocational rehabilitation and Veteran's training. See office for details.*

PART 8: Withdraw Policy/ Procedure and Refunds

Withdraw Policy and Procedure

Official School Withdrawal

If a student determines they need to withdrawal from their program for any reason, they must submit this request in writing via email to the campus director stating the reason for the withdrawal and the date it becomes active.

Unofficial School Withdrawal

Students who go missing for more than 14 days without contacting the school will be considered an unofficial withdrawal and drop proceeding will begin.

Refund Policy Notice of Cancellation

For applicants who cancel enrollment, or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or 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, or if the student never shows up or contacts the school, 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 last date of attendance is the date determined as the cancellation/withdrawal date. This, or the written notification can be used, whichever is first.
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 last date of attendance.

- 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 Program Period	Amount of Tuition Owed to the School
0.01% to 20%	Pro-Rata Tuition
20.1% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated on a pro rata basis calculated by the number of hours scheduled as of their last day of attendance to the total hours in the period. (see above) Periods are:
 1-135 hrs & 136-270 in a 270 hour program
 1-165 hrs & 166-330 in a 330 hour program
 1-450 & 451-900 & 901-1200 in a 1200 hour program
- Enrollment end date will be based on the student's last date of attendance. Any monies due to a student who withdraws shall be refunded within 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 100% refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution.
- If the program is cancelled subsequent to a student's enrollment, the school will either provide a 100% refund of all monies paid or completion of the program at a later time.
- If the program 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 program OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

- Students who withdraw or terminate prior to program completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. All kits, ebooks and chromebooks are nonrefundable after being issued to the student. All fees are identified in the catalog and in our enrollment agreement.

Return of Title IV

If a Title IV financial aid recipient withdraws prior to program 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.

PART 9: Graduation Corner

Graduation Requirements

In order to be considered a graduate, and receive a diploma from Bene's Career Academy, students must

1. Complete all hours for which they are contracted
2. Complete all weeks for which they are contracted
3. Complete all academic requirements with an 80% or higher grade average
4. Complete mandatory courses, such as HIV
5. Sit for an in person or online exit interview with the school
6. Contact the business office to make arrangements for any outstanding balance

7. Students must provide all documentation to the state for any criminal background
 Students who do not complete steps 5 - 7 will be considered graduates but their diploma will be held until completion of these steps.

Preparation To Meet Requirements To Sit For Exam

Barber Styling, Restricted Barber and Cosmetology Only

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

Student services verifies the educational record, and 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, they will receive a confirmation from the DBPR and then students can print out their license.

Specialty Programs

The specialty classes are not required to take a state exam. Once the student services 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. The student will be notified by the DBPR when their license has been processed and then they may print the license from the website. The school pays the fee if the student graduates on or before his or her scheduled graduation date listed on the enrollment agreement.

** If the applicant has a criminal history, the director will need the detailed court documents for the application. 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 can not be pre-approved.*

Massage

Bene's Career Academy, along with the Florida Board of Massage Therapy, requires the applicants to be 18 years of age or have 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.

Student services sends the student's application transcript and proof of school approval to the 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

- **Barber**
 Pearson Vue Exam Fee\$31.50
 Florida License Fee.....\$130.50 to \$155.00
- **Barber Restricted**
 Pearson Vue Exam Fee\$10.50
 Florida License Fee.....\$163.50 to \$188.50
- **Cosmetology**
 Pearson Vue Exam Fee\$31.50
 Florida License Fee.....\$25.00
- **Full Specialty**
 Registration (License) Fee\$55.00
- **Manicure/Nail Extension**
 Registration (License) Fee\$55.00
- **Facial/Skin Care**
 Registration (License) Fee\$55.00
- **Massage**
 Registration (License) Fee\$55.00
 - **FSMTB Exam**
 Exam Fee..... \$265.00
Must be certified check or credit card.
 - **Department of Health**
 License Fee..... \$155.00
Cashier's check or money order.
 - **Fingerprinting Massage Only**\$85.00

Career Services

Prior to graduation all students are counseled as to jobs in which they wish to apply for. Bene's Career Academy 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's website and on a job board at each campus.

PART 10: Veterans' Corner ★ ★ ★

Veteran's Policies

Attendance Policy

The VA expects students to adhere to a very strict policy on attendance. The school is required to decertify any VA student who drops below 80% attendance in ANY CALENDAR MONTH or any VA student who takes a Leave of Absence. The VA system treats decertification, withdraw and leave of absence in the same manner, and considers the VA student terminated. This will stop any stipends the student is receiving for a monthly allowance. In addition, the VA will calculate the amount of money the school must return to them on the students behalf. When the school receives the refund billing, the amount is sent back to the VA. This can result in the student having a balance with the school for books, kits and possibly tuition.

When a student is decertified for poor attendance the student is required to be at or above 80% in a calendar month to be re-certified. Students decertified for taking a leave of absence will be re-certified upon their return. In both of the above cases, the school will re-certify the student in the VA system and the VA will return a prorated amount of money to the school on the students behalf.

A student who is decertified for illness or a family emergency may contact the VA to plead mitigating circumstances and may or may not prevail.

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

Enrollment self-verification is now a requirement for Post 9/11 GI Bill® (Chapter 33) students to verify every month that they are still enrolled in the same courses or training that your school certified to VA.

VA Students may verify their enrollment via text message or by calling the Education Call Center (ECC). VA strongly recommends verifying enrollment via text. It will be easier and faster than calling the ECC. For more information please visit:

https://benefits.va.gov/gibill/isaksonroe/verification_of_enrollment.asp

Benes Career Academy accommodates short absences and allows enrolled members of the Armed Forces, including reserve components and National Guard, to be readmitted if such members are temporarily unavailable or must suspend enrollment by reason of serving in the Armed Forces.

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%.

Policies Mandated by Section 1018 of Ikason & Roe

1. It is the policy of the institution to provide a covered individual (a student using benefits under chapter 30, 31, 32, 33, or 35 of title 38, U.S.C., or chapter 1606 of title 10, U.S.C.) with a personalized shopping sheet that contains:
 - a. Estimated total cost of the course that includes tuition, fees, books, supplies and any other additional costs.
 - b. Estimated cost of living expenses.
 - c. Amount of costs above those that are covered by VA Education Benefits.
 - d. Other types of Federal financial aid, not administered by VA that is offered by the institution, that the individual may be qualified to receive. This includes Pell Grants, FSEOG, and Direct Loans.
 - e. Estimated amount of student loan debt the individual would have upon graduation.
 - f. Personalized shopping sheets must be provided within 15 days after tuition and fees are determined for the academic year if there is a change.
2. Information regarding graduation rates - Benes Career Academy informs all students of our graduate, placement, and licensure rates. This information can be found at bene.edu and

<https://nces.ed.gov/collegenavigator/>

3. All VA students are required to fill out the form "Evaluation of Credit for Students Receiving VA Benefit." Transfer hours are assessed by the information given on this form. See section Veteran's Credit for Previous Education or Training.
4. All students are informed of (see individual section for more information)
 - a. State license requirements to take the state exam (Massage, Barber Styling and Cosmetology).
 - b. The amount of the test fees for the state exam.
 - c. Required hours, attendance and academic requirements.
5. The institution does not automatically renew a covered individual in a course and/or programs. The student approves of the enrollment in a program by signing an enrollment contract with the institution. This enrollment agreement provides covered individuals the requirements for graduation and a graduation timeline.
6. The institution will offer no new course or program without obtaining approval from our accreditation agency.

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.

Allowing Veterans To Attend Or Participate In Courses Pending VA Payment

School's Policy For Students

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

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;

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

Bene's Career Academy permits any **covered individual** (defined as anyone using benefits under Chapter 31 - Vocational Rehabilitation & Employment, or Chapter 33 - Post 9/11 GI Bill®) to attend or participate in the program of education during the period beginning on the date on which the individual provides to Bene's Career Academy a certificate of eligibility (COE) for entitlement to educational assistance ending on the earlier of the following dates:

- The date on which payment from the VA is made to the institution
- 90 days after the date the institution certified tuition and fees following the receipt of the COE

Bene's Career Academy will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the VA under Chapter 31 or 33.

This policy is in effect as of August 1, 2019 and applies to all affected students.

Student's Requirements To Qualify

To qualify for these provisions, Bene's Career Academy requires all covered students to take the following actions:

- Submit a VA certificate of eligibility (COE) for entitlement to educational assistance not later than the first day of a program for which the student has indicated they wish to use their entitlement to educational assistance;
- Submit a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other Bene's Career Academy policies.

Chapter 35 - VA's Survivors' and Dependents' Educational Assistance

The VA pays benefits to Chapter 35 students directly and the student is responsible to pay the school for tuition, fees, books and supplies. Chapter 35 students must make payment arrangements with the business office.

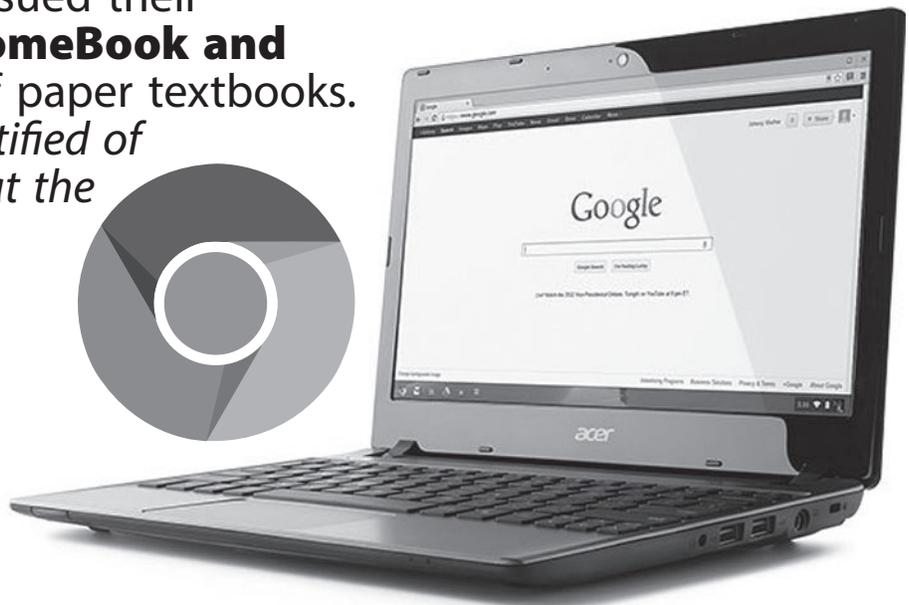
Bene's Career Academy

is proud to announce our new electronic initiatives to introduce technology into our career education programs.

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

For example:

- ∞ All classes and campuses have been upgraded for **high speed, bandwidth WiFi.**
- ∞ 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 **facebook** and our salon network.
- ∞ Students will be issued their **own Google ChromeBook and EBooks** instead of paper textbooks. *Students will be notified of all changes made at the institution.*





Class Start Dates New Port Richey Campus

2024

Cosmetology / Barber Styling / Restricted Barber

(Barber is offered nights only)

1200 Hours

Days – Monday – Friday 9:00 am – 3:00 pm

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

Part Time Schedules Available

January 8, 2024

August 5, 2024

February 19, 2024

September 16, 2024

April 1, 2024

October 28, 2024

May 13, 2024

December 9, 2024

June 24, 2024

Manicuring - Nail Care

270 Hours

Monday – Friday 9:00 am – 3:00 pm Days or

Monday, Tuesday, Wednesday 5–10 pm Nights

Classes start weekly

Facial - Skin Care

330 Hours

Monday – Friday 9:00 am – 3:00 pm Days or

Monday, Tuesday, Wednesday 5–10 pm Nights

Classes start weekly

Massage Therapy

600 Hours

Day Class – M-Th 9 am–2 pm

Night Class – M-Th 5–10 pm

February 12, 2024

Weekend Classes

Saturday 9 am–5 pm / Sunday 9 am–5 pm

February 10, 2024

November 23, 2024

Full Specialty

600 Hours

Monday – Friday 9:00 am – 3:00 pm Days or

Monday, Tuesday, Wednesday 5–10 pm Nights

Classes start weekly

2024 Holidays School Closed

January 1, 2024 - New Year's Day

January 15, 2024 - Martin Luther King, Jr. Day

March 31, 2024 - Easter

May 27, 2024 - Memorial Day

July 4, 2024 - Independence Day

September 2, 2024 - Labor Day

November 11, 2024 - Veteran's Day

November 28-29, 2024 - Thanksgiving Day Holiday

December 24-31, 2024 - Winter Holiday



Class Start Dates Brooksville Campus

2024 / 2025

Cosmetology / Barber Styling / Restricted Barber

1200 Hours

Days – Monday – Friday 9:00 am – 3:00 pm

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

Part Time Schedules Available

January 29, 2024

August 26, 2024

March 11, 2024

October 7, 2024

April 22, 2024

November 18, 2024

Junr 3, 2024

January 6, 2025

July 15, 2024

Manicuring - Nail Extension

270 Hours

Monday – Friday 9:00 am – 3:00 pm Days or

Monday, Tuesday, Wednesday 5–10 pm Nights

Classes start weekly

Facial - Skin Care

330 Hours

Monday – Friday 9:00 am – 3:00 pm Days or

Monday, Tuesday, Wednesday 5–10 pm Nights

Classes start weekly

Massage Therapy

600 Hours

Day Class – M-Th 9 am–2 pm

Night Class – M-Th 5–10 pm

May 13, 2024

January 9, 2025

Full Specialty

600 Hours

Monday – Friday 9:00 am – 3:00 pm Days or

Monday, Tuesday, Wednesday 5–10 pm Nights

Classes start weekly

2024 Holidays School Closed

January 1, 2024 - New Year's Day

January 15, 2024 - Martin Luther King, Jr. Day

March 31, 2024 - Easter

May 27, 2024 - Memorial Day

July 4, 2024 - Independence Day

September 2, 2024 - Labor Day

November 11, 2024 - Veteran's Day

November 28-29, 2024 - Thanksgiving Day Holiday

December 24-31, 2024 - Winter Holiday

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

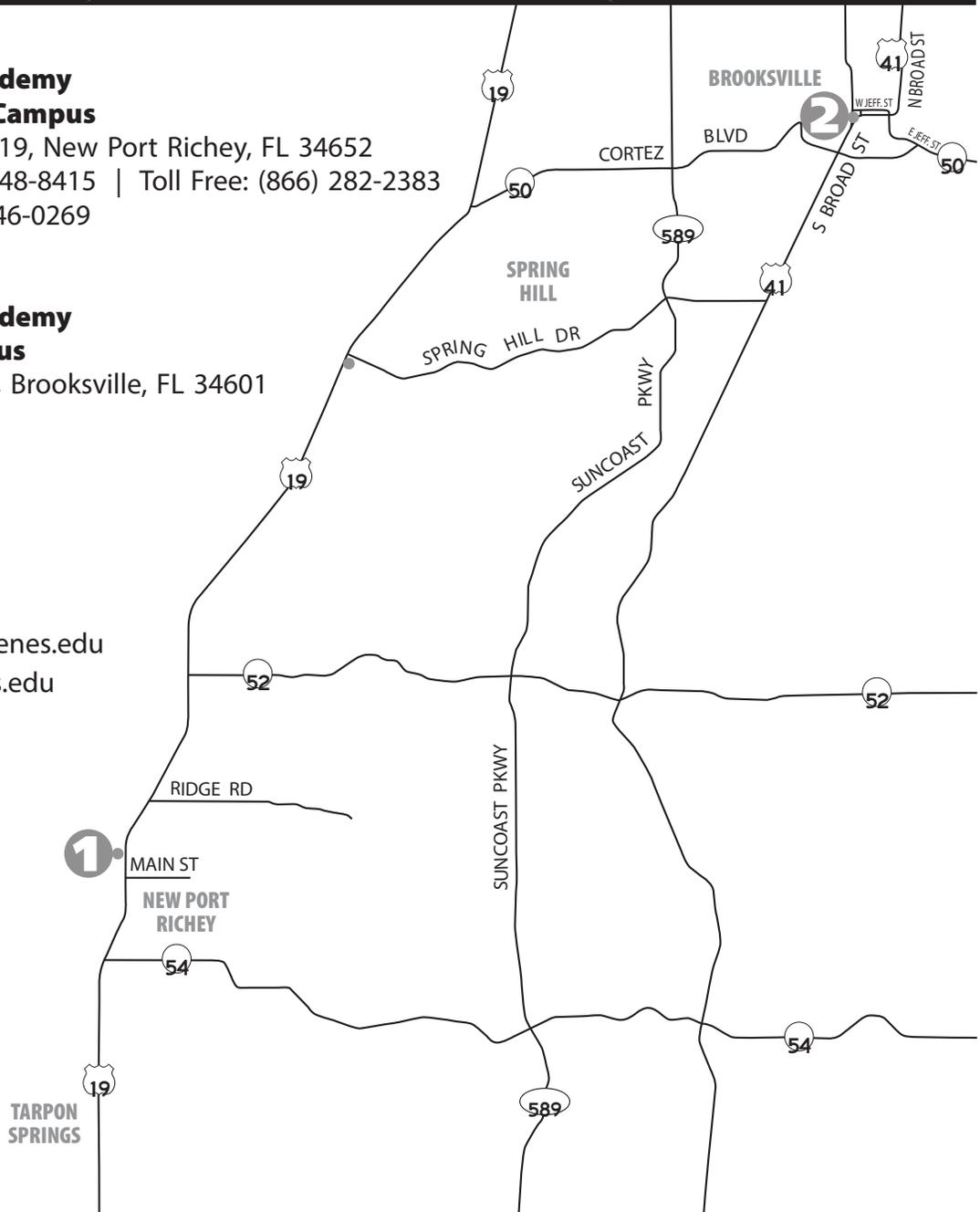
2. Bene's Career Academy

Brooksville Campus

698 S. Broad Street, Brooksville, FL 34601

(352) 593-2259

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



OWNERSHIP

Bene's International School of Beauty, Inc.

OFFICERS

Patrick J. Bené
President

Vicki L. Bené
Vice President



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

Florida Department of Health
Division of Medical Quality Assurance

Board of Massage Therapy
Our provider number is: MCE 288-05



New Port Richey Campus

7027 U.S. Highway 19, New Port Richey, FL 34652
Admissions: (727) 848-8415 | School Fax: (727) 846-0269
E-mail: info@benes.edu | www.benes.edu

Brooksville Campus

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

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