

Naperville Skin Institute Catalog

•Naperville Skin Institute
1100 Sherman Ave, Suite 111
Naperville, IL 60563

G Skin & Beauty Institute
1200 Harger Road
Oak Brook, IL 60523

G Skin & Beauty Institute
200 N. Michigan Ave, Suite 302
Chicago, IL 60601

Hair Professionals Academy
825 B Village Quarter Road
West Dundee, IL 60118

G Skin & Beauty Institute
2585 E. Flamingo Road
Las Vegas, NV

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Catalog

General Information

Introduction

Naperville Skin Institute proudly welcomes you to a personally and economically fulfilling career.

In the field of esthetics, you are limited only by your own talent and ambitions.

Naperville Skin Institute will help you build a solid foundation of knowledge. Our curriculum enables you to master the basic concepts, while it also lets in on the creative secrets of the professionals. Our many classes in advanced techniques get you ready to embark on a new future with confidence. Naperville Skin Institute is licensed by the State of Illinois, Department of Professional Regulation, 320 W. Washington Street, Springfield, IL 62789, (217) 785-0800. Naperville Skin Institute is also accredited by the National Accrediting Commission of Career Arts & Sciences, 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302. Naperville Skin Institute is a branch campus of G Skin & Beauty Institute, 1200 Harger Road, Oak Brook, IL 60523, (630) 653-6630.

Mission Statement

Naperville Skin Institute, together with our highly skilled staff of instructors, and the management team are dedicated to EXCELLENCE in education. We continually strive to be the best for and with our students. Naperville Skin Institute cares about our students!

Each student, after completing their course of training in esthetics, will be able to successfully demonstrate and easily perform job entry skills in all required subjects. He/She will take and pass a final school examination in both theoretical and practical skills, and qualify for the state examination to obtain an Illinois license, if applicable.

Statement of Non-Discrimination

Naperville Skin Institute, in its admission, instruction, and graduation policies, does not discriminate on basis of age, race, sex, color, religion, financial status, ethnic origin, sexual orientation, or residence for any reason.

Student Services

1. Admission Representatives: Aids students in enrollment, selecting schedule of attendance and suitable financial arrangements.
2. Instructional Staff: Aids in improving students' learning skills, preparing for examinations and establishing working relationships with other students, customers, and staff.
3. Academic Support Services: Staff is fully trained to aid individuals needing extra help with academic hands-on instruction. Extra time is spent with individuals needing help.
4. Secretary: Aids students in daily attendance records, financial records, and job placement.
5. Housing: Students must arrange for their own off-campus housing.
6. Parking: Off-street parking is available close to the school.
7. Counseling: Students are counseled regarding their training and career at checkpoint periods. Our staff is available for counseling at any time during a student's training, as need arises.
8. Employment Assistance: Every effort is extended to aid our graduating students, as well as our past graduates in finding suitable employment. Current job listings are made available on an ongoing basis. Classes in job seeking skills are offered as part of the curriculum. We do not, however, guarantee employment.

Interruption in Training/ Leave of Absence Policy

Naperville Skin Institute does not grant a Leave of Absence for any reason. Any students who need or must drop, may reenroll by applying for admission through the Admission Office. There is a \$100.00 admission fee to reenroll.

Be aware that interrupting the program will have an effect on your Financial Aid Benefits.

Transcript Fees/ Class Schedule Change/ Instruction Beyond Expiration Date/ Replacement Swipe Card Fees

A \$20.00 fee for transfer and transcripts of records will be charged to the student, for any transfer out of the school to another school, other than those listed in this catalog.

A \$40.00 class schedule change fee will be charged to the student for a change from one schedule to a different class schedule. This fee is payable in full prior to the change.

An additional fee is charged for each hour of training, instruction, and/or examination which is beyond the stated graduation date. In this circumstance, it is understood that the student must execute a new agreement, supplemental to the original Enrollment Agreement and payment of this Supplemental Agreement will be arranged at that time.

A \$10.00 fee will be charged to the student who needs a replacement swipe card for any reason.

Student's Financial Responsibility

It is understood that it is the STUDENT'S RESPONSIBILITY to ensure that the school is paid in full by the scheduled graduation date. The STUDENT has the sole responsibility to ensure that their financial aid has been processed in a timely manner or that their scheduled monthly payments are made prior to graduating. It is the STUDENT'S responsibility to ensure that they are maintaining satisfactory progress to that the financial aid funds can be disbursed on time.

If a student shall terminate his/her enrollment at G Skin & Beauty Institute, refunds will be made in the following order:

- Unsubsidized Stafford Loan
- Subsidized Stafford Loan
- PLUS Loan
- Pell Grant
- SLM Career Training Loan
- Student payments

Advising

Students who need extra help with written or practical work, or who just need a sympathetic ear, can rely on our caring staff. Our School Manager and teachers are readily available and willing to help anyone who indicates that they could use help.

Course Formats

All courses are taught in English.

Satisfactory Academic Progress Policy

Satisfactory progress applies to all students.

Definition:

At G Skin and Beauty Institute, satisfactory progress is defined by the following criteria:

1. A cumulative minimum grade average of 75%
2. A cumulative minimum attendance average of 66.67% of all scheduled class time

In order to be considered making satisfactory academic progress, he or she must meet both the attendance and academic minimum standards above on at least one evaluation by the midpoint of the program or midpoint of the academic year, whichever is shorter.

Only students who maintain satisfactory academic progress are eligible to receive Title IV assistance.

Academic Progress:

Grading Scale

Students are evaluated in the following areas: Theory, Practical, and Laboratory (Clinic)

The following grading system is used:

| | | |
|----------|---|---------------|
| 92 – 100 | A | Above Average |
| 84 – 91 | B | Average |
| 75– 83 | C | Passing |
| Below 75 | F | Failing |

Related Theory

A minimum standard of 75% is established in each subject. Tests are given after each chapter. If a student is retaking a failed test, the student receives a pass (75%) once the test is passed.

Practical Work

A minimum accessible standard of 75% performance is established for all practical skills. Fail requires further practice to achieve a passing level (75%).

Determination of Progress:

Consultation with a school official will be scheduled. The student's performance is thoroughly evaluated at the following scheduled hour points:

For Cosmetology Students:

| | | | |
|--------|--------|--------|--------|
| 450 | 900 | 1200 | 1500 |
| Actual | Actual | Actual | Actual |
| Hours | Hours | Hours | Hours |

For Esthetics Students:

| | |
|--------|--------|
| 375 | 750 |
| Actual | Actual |
| Hours | Hours |

For Students enrolled in the 1000 Clock Hour Student Teacher Program:

| | |
|---------------------|----------------------|
| 500 Actual Hours | 1000 Actual Hours |
|---------------------|----------------------|

For Students enrolled in the 500 Clock Hour Student Teacher Program:

| | |
|---------------------|---------------------|
| 250 Actual Hours | 500 Actual Hours |
|---------------------|---------------------|

For Students enrolled in the 750 Clock Hour Student Teacher Program:

| | |
|---------------------|---------------------|
| 375 Actual Hours | 750 Actual Hours |
|---------------------|---------------------|

Students meeting requirements at the end of each checkpoint/payment period review point will be considered making Satisfactory Academic Progress until the end of the next scheduled checkpoint/payment review period.

Financial Aid Warning:

Students failing to meet the requirements set for satisfactory attendance or academic progress at the end of any checkpoint/payment period will be placed on Financial Aid Warning until the end of the next checkpoint/payment period or until re-establishing Satisfactory Progress, whichever comes first. During the Financial Aid Warning period, students are considered to be making Satisfactory Academic Progress and students who are receiving Title IV funds will continue to be funded. If the student is meeting the minimum requirements at the end of the Financial Aid Warning period, the student will be determined as making Satisfactory Academic Progress.

If at the end of the Financial Aid Warning period or at the end of the next checkpoint/payment period, the student has not satisfied the specified standards in the criteria above, the student will be considered not meeting the school's Satisfactory Academic Progress standards and placed on Financial Aid Probation. Any financial aid disbursements will be withheld and will not be forthcoming unless the student appeals the Financial Aid Probation and wins the appeal.

Failure of student to satisfy the specified requirements to remove himself or herself from Financial Aid Warning by the next scheduled checkpoint/payment period review may result in expulsion from school.

Upon reenrolling, any student will have the same status as when they left and must meet Satisfactory Academic Progress Standards by the next checkpoint.

Reestablishment of Status:

To remove himself or herself from Financial Aid Warning, the student shall establish a minimum cumulative attendance average of 66.67% of all scheduled class time and shall commence to improve his or her grades such that by the next scheduled checkpoint he or she will establish a cumulative minimum grade average of 75%.

Incompletes, Withdrawals, Repetitions, Remedial Work

Students with course incompletes, withdrawals, repetitions, and those doing remedial work are eligible to continue receiving financial aid if the following conditions are met:

1. The student is otherwise making Satisfactory Academic Progress
2. The time needed to make up and complete course work is within the program time frame.

Reinstatement of Financial Aid Responsibility:

Students in which it was determined to not be making Satisfactory Academic Progress may re-establish Satisfactory Academic Progress by increasing their cumulative grade point average to 75% by making up exams, projects, or assignments, AND increasing cumulative attendance to 66.67%. In cases of mitigating circumstances, special arrangements may be made with the school officials. These will be handled on an individual basis.

Enrollment in New Program:

Students who withdraw from one program and enroll in a new program at the same school would not have the previous grades and attendance earned in the previous program count toward Satisfactory Academic Progress standards in the new program.

Maximum Time Frame

To remain eligible for Federal Funds, students must complete their program within one and one-half times the course length according to their scheduled completion times. Course length is defined as the period of time required to complete the course based upon the enrollment status and allowing for no absences.

Appeals

A student must earn the minimum number of required hours and maintain the minimum required grade point average to be maintaining Satisfactory Academic Progress. However, if the student falls below the expected minimum grade point average, because of mitigating circumstances (student or immediate family member becomes very ill or severely injured or a member of their immediate family dies), he or she may appeal by explaining, in writing, the mitigating circumstances to the school administration within 14 days of notification that he/she is not maintaining satisfactory progress. The student will be notified in writing of the school administration's decision. If the student's appeal is successful, financial aid eligibility will be restored (on a Financial Aid Probation basis) for one payment period, upon conclusion of which the student must have achieved the required minimum. An appeal will not be granted if it would be mathematically impossible for the student to achieve the required grade or attendance level by the end of the probation period.

Tuition Refund Policy

Tuition refund requests are handled by the Executive Office. The following schedule of tuition refund adjustments is authorized. If a student terminates his or her program, a State Refund Calculation will be done. For students eligible for Title IV Funds, the Return to Title IV Calculation will be used to determine the amount of Federal Title IV funds that may be credited to the student's account. For any remaining balance due, the student will be personally responsible and the State Refund Policy will be used.

| PERCENTAGE OF ELAPSED ENROLLMENT TIME AT NOTICE OF CANCELLATION COMPARED TO TOTAL TIME OF COURSE | PERCENTAGE OF TUITION AND OTHER INSTRUCTIONAL CHARGES WHICH MAY RETAIN |
|--|--|
| Notice of Cancellation given with 5 days after date of enrollment or if school cancels a course regardless of whether or not instruction in the course has begun | 0% |
| Notice of Cancellation given after the fifth day following enrollment but before completion of the student's first day of class attendance | Application-registration fee (May not exceed \$100.00) and the cost of books or materials which have been provided by the school and retained by the student |
| .01% to 4.9% | 10% of tuition or \$300 whichever is less* |
| 5.0% to 9.9% | 30% of tuition* |
| 10% to 14.9% | 40% of tuition* |
| 15% to 24.9% | 45% of tuition* |
| 25% to 49.9% | 70% of tuition* |
| 50% and over | 100% of tuition* |

* Plus Application/ Registration Fee and Materials

Enrollment time is defined as the time elapsed between the actual starting date and the date upon which the student terminates his/her enrollment in writing. Unexplained absence from school for more than fourteen (14) consecutive calendar days will be dropped from the program. For purpose of cancellation, the cancellation date shall be the last day of physical attendance at the school. Applicants not accepted by the school shall receive a refund for all tuition and fees paid.

Applicants not accepted by the school shall receive a refund of all tuition and fees paid. Deposits or down payments become part of tuition.

The school shall mail a written acknowledgement of a student's cancellation or written withdrawal within fifteen (15) days of the postmark of notification.

If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and requests money back in writing, within five (5) business days of the signing of an enrollment agreement or contract, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on written notification or by the date of notification of cancellation is given in person. Any monies due are refunded within 30 days of cancellation or termination.

In the case of student/applicant illness, disabling accident, or other circumstances beyond the student/applicant's control, rendering a continuation of instruction impossible, the student/applicant or his/her parent or guardian should contact the Admission Office for tuition adjustment. If the school is

permanently closed and no longer offering instruction after a student/applicant has enrolled, the student/applicant shall be entitled in accordance with law to either a prorated refund of tuition or shall be entitled to participate in the school's teach-out program.

If a course is canceled subsequent to a student's enrollment, the school shall at its option:

1. Provide a full refund of all monies paid; or
2. Provide completion of the course

Return of Unearned Title IV Funds

Federal regulations have been enacted which state that students may forfeit a portion of their federal student financial assistance if they fail to complete the program of study in which they are enrolled. This policy affects students who:

- a) received or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e., Federal Pell Grants, Stafford, or PLUS Loans awarded under the Federal Family Education Loan (FFEL) or Federal Direct Student Loan (FDSL) programs,

and,

- b) who, on or after October 7, 2000, withdrew or were terminated from the institution during the first 605 of any payment period or period of enrollment.

Payment periods are defined as a fixed number of clock hours.

Eligible Title IV aid recipients who fail to complete over 60% of a payment period or a period of enrollment are considered to have not earned all of the federal aid that may have previously been awarded for that payment period or period of enrollment. Accordingly, a required calculation will be performed to determine the portion of the unearned federal student aid that must be returned to the US Department of Education. This calculation will be done before a tuition refund calculation is performed in accordance with the institution's refund policy. In many cases, the Return of Unearned Title IV Funds calculation will result in the student owing tuition and fees to the institution that would otherwise have been paid with federal student aid. This policy may also result in the student owing a refund of unearned federal aid to the Department of Education.

See examples on the following pages of the Return to Title IV funds and the State of Illinois refund policy.

RETURN OF UNEARNED TITLE IV FUNDS CALCULATION FORM

Student Name:

SSN:

Withdrawal Date

Date institution Determined Student

6/13/2008

Withdrew
6/27/2008

Step 1 Eligible Title IV Payments for Payment Period or Period of Enrollment

| | Eligible Disbursed | Eligible Undisbursed | Eligible Disbursed | Eligible Undisbursed |
|---|-----------------------|-------------------------|------------------------|-------------------------|
| 1. FFEL Unsubsidized Stafford | | | 6. FFEL Plus | |
| 2. FFEL Subsidized Stafford | | | 7. FOSL Plus | |
| 3. FOSL Unsubsidized Stafford | | | 8. Federal Pell Grant | |
| 4. FOSL Subsidized Stafford | \$ 1,733.00 | | 9. Federal SEOG | |
| 5. Federal Perkins Loan | | | 10. Other Title IV Aid | |
| I. Total Eligible Title IV Aid Disbursed: | | | \$ 1,733.00 | |
| II. Total Eligible Title IV Aid Undisbursed: | | | | |

Step 2 Determination of Percentages Earned & Unearned

Institutions Required to Take Attendance

Institutions Not Required to Take Attendance

A. Clock hours scheduled to be completed in the payment period as of withdrawal date 200

B. Total clock hours / calendar days in payment period or period of enrollment 450

C. Percentage of period completed:
(Line A / Line B x 100) 44.4%

If Line C is *greater* than 60%, stop here. All aid disbursed has been earned,

D. Percentage of period not completed
(100% - Line C) 55.6%

A. Beginning date of payment period or period of enrollment:

B. Ending date of payment period or period of enrollment:

C. Number of calendar days elapsed as of withdrawal date:

D. Number of calendar days in period:

E. Percentage of period completed:
(Line C / Line D x 100)

If Line E is *greater* than 60%, stop here. All aid disbursed has been earned.

F. Percentage of period completed:
(Enter value from Line E)

G. Percentage of period not completed:
(100% - Line F)

Step 3

Determination of Title IV Funds Earned

| | | | |
|---|-------------|---|--------|
| G. Total Eligible Title IV Aid: (From Step 1, Line I + II) | \$ 1,733.00 | K. Title IV Aid Amount Earned: (Line H X Line J) | \$ 769 |
| H. Percentage of period completed: (From Step 2, Line F) | 44.4% | | |

Step 4. Determination of Title IV Funds to be Disbursed or Returned

L. Total Title IV Aid Earned by Student: (Step 3, Line K) \$ 769

M. Total Title IV Aid Actually Disbursed: (Step 1, Line I) \$ 1,733.00

N. Additional Amount to be Disbursed (if positive), or Amount to be Returned (if negative) \$ (964)

Proceed to Step 5 Only if Step 4 Results in an Amount to be Returned

Step 5 Determination of Amount to be Returned by Institution

O. Institutional Charges for Payment or Period of Enrollment: \$ 5,274.00
(Must be the actual incurred charges for the period, or the greater of the prorated charges or Title IV aid originally retained by school)

\$ 5,274.00 \$ 1,733.00

P. Percentage of period not completed: 55.6%
(Step 2, Line G)

Q. Institutional Charges Unearned: (Line O x Line P) \$ 2,932.00

R. Amount to be Returned by Institution: \$ 964.00
(Lesser of Line Q or Line N)

R1. Amount to Be Returned to Loan Programs: (Not to Exceed Total Loans Disbursed) \$ 964.00 Sub.

R2. Amount to be Returned to Grant Programs: (Line R - R1)

Step 6 Determination of Amount to be Returned by Student

S. Title IV Aid to be Returned: (Step 4, Line N)

T. Amount to be Returned by Institution: (Step 5, Line R)

U. Amount to be Returned by Student: (Line S - Line T)

U1. Amount to be Returned to Loan Programs (Not to Exceed Loans Disbursed - Line R1) (To be repaid under loan terms)

U2. Amount to be Returned to Grant Programs: [(Line U - Line U1) x 50%] (To be repaid within 45 days) Unless repayment agreement exists

Start Date: 4/8/2008
 Drop Date: 6/27/2008
 Last Date Attended: 6/13/2008
 Hours Should Have Completed: 200
 Actual Hours Attended: 67.25

Costs:
 Supplemental: \$0.00
 Enrollment Fee: \$100.00
 Kit: \$1080.00
 Tuition: \$16400.00

REFUND POLICY

| PERCENTAGE OF ELAPSED ENROLLMENT TIME AT NOTICE OF CANCELLATION COMPARED TO TOTAL TIME OF COURSE | PERCENTAGE OF TUITION AND OTHER INSTRUCTIONAL CHARGED WHICH MAY RETAIN |
|--|--|
| Notice of Cancellation given with 5 days after date of enrollment or if school cancels a course regardless of whether or not instruction in the course has begun | 0% |
| Notice of Cancellation given after the fifth day following enrollment but before completion of the student's first day of class attendance | Application-registration fee (May not exceed \$100.00) and the cost of books or materials which have been provided by the school and retained by the student |
| .01% to 4.9% | 10% of tuition or \$300 whichever is less* |
| 5.0% to 9.9% | 30% of tuition* |
| 10% to 14.9% | 40% of tuition* |
| 15% to 24.9% | 45% of tuition* |
| 25% to 49.9% | 70% of tuition* |
| 50% and over | 100% of tuition* |

Number of hours that should have been completed: 200 Divided by hours in program: 1500
 Equals 13.3% enrollment time or 40.0% Tuition Retained

Total Tuition: \$16400.00 X 40.0%= \$6560.00 Amount Retained

Charges:
 Enrollment Fee: \$100.00
 Tool Kit \$1080.00
 Tuition Retained: \$6560.00
 Refunds to Student:
 Termination Fee:
 Other: Supplemental:

Credits:
 Payment by Student: \$100.00
 Payments from Pell:
 Payments from Student Loan: \$769.00
 Payment – Other:

TOTAL EXPENSE: \$7740.00

TOTAL PAYMENTS: \$869.00

Difference is a shortage on the account of:
 \$6871.00

Code of Professional Conduct

Professional Conduct is only the level of conduct we expect from our students. A professional does not arrive 15 minutes late. He/She is constantly taking time to follow rules of good grooming and proper sanitation. The following rules are important:

1. Esthetics students are to wear either the blue or green selected scrubs. White or black closed-toe shoes are to be worn. Esthetics students must wear scrubs that are purchased by the student.
2. Students are required to accumulate 75 hours of theory. Any theory classes missed can be made up after (750 hours) at the hourly rate then applicable for additional instruction time.
3. Any schedule other than the schedule shown on your Enrollment Agreement must be approved by the administrative office. Please submit a request of change, and the \$40.00 fee is required prior to any schedule change.
4. The student time clock is an important record of accrued academic clock hours. The student will be given a swipe card to be used every time hours should be computed. Swipe in upon arrive, out for lunch, in after lunch, and out at night. Students who forgot their cards must go and get them before any credit will be computed. If a student shall lose or demagnetize their time card, the cost of replacing is \$10.00.
5. All students must have a minimum of one-half hour of sanitation daily.
6. All students must have approved equipment and textbooks with them at all time. The school cannot be responsible if your property is stolen. We recommend that you mark all your equipment and also your personal belongings with your name. The students must provide their own lock for their locker when it is assigned.
7. No student is allowed to perform any services without a sales slip from the front desk. No student is allowed to transfer patrons without permission. All students pay student prices for beauty supplies used and services performed. The teacher's permission must be in writing on the sales slip. Students have the privilege of receiving any of our customer services at the posted student discounted rate.
8. No drugs or alcoholic beverages are allowed on the premises of any esthetics school in the State of Illinois. Any student found in violation of this rule will be dismissed immediately.
9. Eating or drinking is permitted in the BREAK ROOM ONLY. Smoking is not permitted in the building. Smoking is permitted behind the building only.
10. Students absent, without notice, for a period of more than fourteen (14) consecutive calendar days will be dropped without further notice. Absences whether excused or unexcused, shall not reduce the number of hours of training required for licensing. If a student is tardy, the school will not deduct from, or add to, the student's officially recorded hours of attendance.
11. Personal effects left in lockers after fifteen (15) days will be removed and the school assumes no responsibility for those items and they will be disposed of in any way convenient.
12. Any student found to be involved in stealing from another student or from the school will be dismissed immediately.
13. Any student guilty of willful destruction of school property will be dismissed immediately.
14. Any student in direct violation of an instructor's direction may be suspended from school immediately. Repeated violations may lead to expulsion. Any student who is disruptive to the school, class, or faculty, may be suspended from school, and/or may be expelled.
15. Any student guilty of refusing a client ticket for services may be suspended from school immediately.
16. Due to their disruptive nature, cellular phones are not permitted while in class or on the clinic floor. Cellular phones can be used while on break. If you are expecting an emergency call, let an instructor know.

17. Students who miss time may be permitted to make up some of those hours. Permission is given by the School Manager and certain criteria must be met before a student may stay and make up hours. A student cannot accelerate their hours over 100% attendance.
18. After completion of all theory tests, every student must be present in theory class until you reach 700 clock hours and retake any tests given to help review for the senior written, school boards, and state board exams.
19. Your tuition must be paid promptly on the first day of the month in accordance with your contract. The school reserves the right to interrupt training whenever a student is behind in the payment of tuition. All tuition and personal charges must be paid in full prior to completing 750 hours. If not, you will not be eligible to file for the State Board Examination. If the last personal payment is made within thirty (30) days of the graduation date, it must be in the form of a money order, cashier's check, cash, or credit card. No personal checks will be accepted.
20. A test is given after each chapter or lesson of theory is completed. If you miss a test, a make up test will be offered. A student must have a passing grade of 75% or better in all subjects before becoming eligible to take the School Board Examination. You must have a grade of 75% or better on the written and practical School Board Examinations to be qualified for the State of Illinois Examination.
21. In order to be qualified for the State Board Examination, each student must meet each of the following requirements: accrue 750 hours of documented, legal hours of training in the correct areas as required by the State of Illinois, complete all school examinations with a score of 75% or higher in theory, school final exams, and all school requirements and projects. After all requirements are met, the student will receive a diploma, transcript, and Application for the State Board Examination. There will be a fee required by the Testing Service and a fee to the State of Illinois to process the license once the exam is passed with a 75% or higher score.
22. The student (and his/her parent or guardian, when applicable) has the right to access any information concerning his or her cumulative grade and attendance records. Reasonable notice must be given if a formal review is requested and such review must be conducted in the presence of an authorized representative of the school. Written authorization from the student is required before the school will release information about the student to anyone. Authorization forms may be obtained through the school office.
23. The school reserves the right to make any changes in the above rules and regulations at any time and all students will be notified of any changes immediately.

Fee Waiver Policy

Because of financial reasons, occasions may arise where a fee may need to be waived, in order for a student to attend school. Forms are available in the admissions office to apply for a waiver. Forms are then faxed to the Executive Office for approval. Approved Fee Waivers may be paid for in weekly installments, until paid in full.

Privacy of Student Records Policy

The following is the policy of Naperville Skin Institute regarding the information contained in student files.

Parents or eligible students have a right to inspect and review all of the student's education records maintained by the school under the supervision of a Naperville Skin Institute employee (school manager). The parent or eligible student must make a formal request to view these records and set an appointment to do so. They may not have copies of any of these records without the permission of the Executive Director. Copies of time cards, actual tests, or test answer sheets are never to be made. If the Executive Office approves of making the copies of the student's file, the cost will be \$.25 per page or \$5.00 whichever is less.

The school must have written permission from the parent or eligible student before releasing any information from a student's file. A blanket release such as the one on the Enrollment Contract is not considered a valid release form. Each request must have its own release authorization from the student. However, the law allows the school to disclose without consent from the student to any of the following parties:

- School employees who have a need-to-know
- Other schools to which the student is transferring
- Parents when a student is over 18 but is still dependent
- Certain government officials in order to carry out lawful functions
- Appropriate parties in connection with financial aid to the student
- Organizations doing certain studies for the school
- Accrediting organizations
- Individuals who have obtained court orders or subpoenas
- Persons who need to know in cases of health and safety emergencies
- State and local authorities to whom disclosure is required by state laws adopted before November 18, 1984

The school must give the student or parent a copy of this policy on request. If a request for information from an eligible group or individual is received via the telephone, the person receiving the request at the school must follow these procedures:

1. Fill out a Request for Student Information Form and inform the individual making the request that you will call them back with the information requested.
2. Obtain the required information from the student's file.
3. Call the individual making the request and verify that they are whom they say they are and that they are with whatever agency they claim to be with. NOTE: Never take a direct dial phone number, always ask for a phone number that goes through a switchboard operator.

Customers are prospective students and students who apply to attend Naperville Skin Institute and receive private or government grants or loans to finance their education.

Nonpublic personal information is information which is not publicly available on:

- Your name, address, and social security number

- Name of your financial institution, account number
- Information provided on your application to enroll at Naperville Skin Institute
- Information provided on your application for a grant or loan
- Information provided on a consumer report
- Information obtained from a website

Naperville Skin Institute is committed to implementing a comprehensive information security program, consonant with the size and complexity of this institution and the nature of its educational activities, to maintain and safeguard your nonpublic personal information against damage or loss. The policy covers all student records in whatever format (hard copy, electronic).

Carol Westphal shall be responsible to coordinate the school's information security program. The coordinator shall, at least once every three years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction, or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including:

- Employee training and management
- Networking and software design, information processing, storage, transmission and disposal
- Ways to detect, prevent, and respond to attacks, intrusions, or other systems failures

The coordinator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in Naperville Skin Institute shall be held for 3 months then destroyed in a secure manner. Records of students shall be maintained in accordance with federal and state law and accreditation requirements.

Students shall receive an initial notice of this policy at the time they submit a signed application for enrollment. All currently enrolled students shall receive an annual notice on October 1 of each year.

Naperville Skin Institute shall only enter into servicing agreements with service providers who maintain appropriate safeguards for customers' nonpublic personal information.

School Closings

The school is closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Thanksgiving Day, Christmas Eve, and Christmas Day. In case of the school closing due to extenuating circumstances, students must tune in to the local media, call (312) 222-SNOW, or check out online at www.EmergencyClosings.com to find out if the school has been closed. Students will also be notified of an occurring emergency via our emergency notification system.

Method of Payment

| | |
|----------------|--|
| Enrollment Fee | Payable upon enrollment |
| Class Kit | Payable prior to the first day of attendance |
| Kit Items | Purchased separately, payable on the first day of attendance |
| Tuition | Monthly payment schedule is available |

Financial aid checks are sent directly to the school, in the student's name. When monies come in, they are credited to the student's account for tuition, class kit, and fees. When the student's account is paid in full,

any overpayments are refunded to the student. Class schedule, Student Time card, and Transcript Fees are paid prior to the change of schedule and the receipt of the new time card and/or transcript.

Purchase of Additional Supplies

The student is required to purchase his/her basic classroom books, equipment, and supplies before attending classes. The cost of any replacement items required by the student, such as supplies or equipment, deposits, and other miscellaneous charges, are not considered in the Enrollment Agreement. Such additional supplies are required to be purchased and maintained on hand by the student and when purchased at the school must be paid for, in full, by the student at the time of receipt of such supplies.

Scholarships

Scholarships are offered each school year to High School Seniors. Forms are made available in the High School Offices. Each student is required to complete the form, and write an essay on why they chose the Esthetics Field. Also, guidance counselors must submit a critique sheet on each student. Scholarships are awarded for \$250.00. The number of scholarships awarded will be determined annually by the number of applicants. Scholarship winners are selected on desire, ability to benefit from the program, and financial need. Naperville Skin Institute may offer scholarships to help lessen the cost of education for their students at scheduled times of the year.

All Scholarship monies are awarded towards tuition cost after the student has completed 600 hours of training.

Esthetics Course

Admission Requirements

1. Must have a High School Diploma or General Education Development Certificate (GED) or
2. Beyond the compulsory age of school attendance in Illinois, and have the ability to benefit from training offered by this institution. Applicants not having a high school diploma or GED must show an ability to benefit by passing admittance examination with a passing score

Curriculum

General Theory – 75 Hours of Classroom Instruction in General Theory and Practical Application shall be provided into the following subject areas: History of Skin Care; Personal Hygiene and Public Health; Professional Ethics; Understanding the Uses of Electricity; Sterilization and Sanitation; Introduction to Skin Analysis; and Skin Care and Facial Treatments

Scientific Concepts – 150 Hours of Classroom Instruction in General Theory and Practical Application shall be provided into the following subject areas: Cells, Metabolism, and Body Systems; Bacteriology; Physiology and Histology of the Skin; Human Anatomy; Understanding Chemicals and their Use; Disorders of the Skin and Special Esthetics Procedures

Practices and Procedures – 500 Hours of Instruction, which shall be a combination of Classroom Instruction and Clinical Application, shall be provided in the following subject areas: Non-Therapeutic Massage (excluding the scalp); nutrition and health of the skin; skin analysis; cleansing the skin; mask therapy and facial treatments; facial treatments without the aid of machines; electricity; machines and apparatus; facial treatments with the aid of machines; hair removal including the tweezer method; depilators, waxing, and their use; professional make-up techniques; product knowledge as it relates to esthetics

Business Practices – 25 Hours of Classroom Instruction shall be provided in the following subject areas: Illinois Barber, Cosmetology, Esthetics, and Nail Technology Act and Rules Management and OSHA Standards relating to chemical use

Graduation Requirements

A diploma is issued to each student who has met the following requirements:

1. Completed 750 hours of training
2. Maintained not less than an 75% average on all required written and practical examinations
3. Taken and pass a written and practical school board exam
4. Complete all practical requirements
5. Retired all financial obligations to the school

A student becomes eligible for the examination for an Illinois Esthetician License upon graduation. A fee is paid to the license testing service for the examination. After passing the State Examination a fee is paid to the Department of Professional Regulation of the State of Illinois by the applicant when registering for this license. If a student does not complete the required 750 hours of instruction and all other schooling requirements before the calculated completion date, any hours or tests missed can be made up at the current hourly rate.

Grading Scale

Students are evaluated in the following areas: Theory, Practical, and Laboratory (Clinic)

The following grading system is used:

| | | |
|----------|---|---------------|
| 92 – 100 | A | Above Average |
| 84 – 91 | B | Average |
| 75 – 83 | C | Passing |
| Below 75 | F | Failing |

Related Theory

A minimum standard of 75% is established in each subject. Tests are given after each chapter. If a student is retaking a failed test, the student receives a pass (75%) once the test is passed.

Practical Work

A minimum accessible standard of 75% performance is established for all practical skills. Fail requires further practice to achieve a passing level (75%).

Employment Opportunities for Licensed Estheticians

- Skin Care Specialist in a Spa
- Esthetics Instructor
- Guest Artist
- Product Promotion
- Manufacturer Representative
- School Owner
- Skin Care Specialist for a Physician
- Trainer for Instructors
- Beauty Editor
- Make-Up Artist
- Salon Owner
- Distributor

Transfer Students/Out of State Students

This school accepts transfer students or out-of-state for a minimum of 375 hours of attendance, upon presentation of proper credit hours from their school and by approval of the Illinois Department of Professional Regulation.

Admission Requirements & Procedures for Transfer Students/Out Of State Students

1. Must have a High School Diploma or General Education Development certificate (GED) or
2. Beyond the compulsory age of school attendance in Illinois, and have the ability to benefit from training offered by this institution. Applicants not having a high school diploma or GED must show an ability to benefit by passing admittance examination with a passing score
3. Must present a copy of their transcript of hours at the previous school

Tuition & Fees

Student provides their own equipment and books through purchase of a new Esthetics Kit or purchasing needed items separately. These are available at the school.

Cosmetology- Student Teacher Training Course

Admission Requirements & Procedures

1. Copy of High School Diploma or General Education Development Certificate (GED)
2. Copy of current Illinois Cosmetologist License
3. Personal interview with Director or Owner

Tuition and Fees: See Class Start/ Tuition and Fees Page

Curriculum -

750 Hour Course

- 20 Hours – Educational Psychology, Student Motivation and Advising
- 20 Hours – Principles of teaching (theory), communication skills, professional ethics, licensing requirements
- 150 Hours – Application of Teaching Methods including lesson plan development, use of teaching aids, presentation skills, student motivation, different types of learners, assessing learners
- 50 Hours – Business Methods which includes bookkeeping
- 260 Hours – Student Teaching
- 250 Hours – Post Graduate School Training which includes all subjects in basic cosmetology/esthetics

500 Hour Course

- 20 Hours – Educational Psychology
- 20 Hours – Teaching Methods (theory)
- 150 Hours – Application of Teaching Methods
- 50 Hours – Business Methods which includes bookkeeping
- 260 Hours – Student Teaching

Graduation Requirements

A diploma is issued to each student who has met the following requirements:

1. Completed the required curriculum hours for the course
2. Maintained not less than an 75% average on all required written and practical examinations
3. Submit for approval all lesson plans prior to graduation
4. Retired all financial obligations to the school

A student becomes eligible for the examination for a Illinois Esthetics Teacher License upon graduation. A fee is paid to the license testing service for the examination. After passing the State Examination a fee is paid to the Illinois Department of Professional Regulation by the applicant when registering for this license.

Class Starts/ Tuition and Fees

2012 Class Starts

January 10
February 7
March 6
April 3
May 1 & 29
June 26
July 24
August 21
September 18
October 16
November 13
December 11

Tuition and Fees – Esthetics Course

| | |
|------------------|-------------|
| Registration Fee | \$100.00 |
| Basic Class Kit | \$596 + tax |
| Tuition | \$10960.79 |

Tuition and Fees – Transfer Student

| | |
|------------------|------------------|
| Registration Fee | \$100.00 |
| Basic Class Kit | * |
| Tuition | \$14.61 per hour |

Tuition and Fees – Student Teacher Course

| | |
|---------------------|-------------|
| Registration Fee | \$100.00 |
| Class Kit | \$250 + tax |
| Tuition – 750 Hours | \$7500.00 |
| Tuition – 500 Hours | \$5000.00 |

Methods of Payment

Registration Fee – payable upon enrollment
Class Kit – payable prior to the first day of enrollment
Kit Items (purchased separately) – payable the first day of attendance
Tuition – monthly payment schedule is available

Ownership, Administration, and Staff

Hair Professionals Academy of Cosmetology dba G Skin and Beauty Institute is an Illinois Corporation, owned by Carol A. Westphal, President and Grant Westphal, Secretary. All decisions are made by the Administration Board, consisting of the President, the Secretary, the Director, and the School Manager. Our current staff consists of teachers (Ms. Chris, Ms. Maria, Ms. Donielle, Ms. Dawn), admissions (Mr. Brent), and school secretary (Ms. Sue). If a student has any complaint, they may contact any Administration Board member, send the complaint to 11 E. Center, Sandwich, IL 60548, or email hpastudent@aol.com.

Facilities and Equipment

Naperville Skin Institute offers large well-equipped classrooms, locker facilities, student lounge, and a fine laboratory (clinic) area for practical experience. Full use is made of audio-visual aids and supplemental library. The school occupies approximately 4,000 square feet of floor space and meets all specific requirements as set forth by the Department of Professional Regulation of the State of Illinois.

School Hours

| | |
|-----------|--------------------|
| Tuesday | 9:00 am to 9:00 pm |
| Wednesday | 9:00 am to 5:00 pm |
| Thursday | 9:00 am to 9:00 pm |
| Friday | 9:00 am to 5:00 pm |
| Saturday | 8:00 am to 4:00 pm |

Attendance Schedules

Length and period to complete the required hours of training depends on the course and schedule selected to attend.

The schedule that is available and the hours of attendance are listed below:

| | | |
|-----------|---------------------|---|
| Full Time | 30 Hours per Week | Tuesday – Friday 9-5 |
| Part Time | 19.5 Hours per Week | Tuesday and Thursday 5:30-9:00pm and Saturday 8-4 |

Esthetics Course – Classroom Books, Equipment, and Supplies

| | |
|---|---|
| Kit Bag | Skin Care Kit |
| Makeup Kit | |
| Milady's Standard Esthetics Fundamentals Textbook | Milady's Standard Esthetics Fundamentals Workbook |

Student Teacher

Student teachers purchase a student kit from the school.

| |
|---|
| Books |
| Milady Standard Esthetics Fundamentals textbook |
| Milady's Master Educator Textbook |