

# **G Skin & Beauty Institute Catalog**

• 1200 Harger Road  
Oak Brook, IL 60523

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

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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## ***General Information***

### ***Introduction***

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

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

G Skin and Beauty 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. G Skin and Beauty Institute is licensed by the State of Illinois, Department of Professional Regulation, 320 W. Washington Street, Springfield, IL 62789, (217) 785-0800. Hair Professionals Academy/G Skin and Beauty Institute is also accredited by the National Accrediting Commission of Career Arts & Sciences, 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302. Naperville Skin Institute and G Skin and Beauty Institute, Chicago, are branch campuses of our Oak Brook location.

### ***Mission Statement***

G Skin and Beauty 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. G Skin and Beauty Institute cares about our students!

Each student, after completing their course of training in either in cosmetology arts and sciences or 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***

G Skin and Beauty Institute, in its admission, instruction, and graduation policies, does not discriminate on basis of age, race, sex, color, creed, religion, financial status, ethnic origin, political affiliation, or residence for any reason. This state of non-discrimination also extends to employment by the school and the administration of students in programs and activities sponsored by the school.

### ***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 at the school and on our website. 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***

G Skin and Beauty 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 of \$12.00 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
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For Students enrolled in the 500 Clock Hour Student Teacher Program:

250 Actual Hours	500 Actual Hours
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For Students enrolled in the 750 Clock Hour Student Teacher Program:

375 Actual Hours	750 Actual Hours
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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.

<b>PERCENTAGE OF ELAPSED ENROLLMENT TIME AT NOTICE OF CANCELLATION COMPARED TO TOTAL TIME OF COURSE</b>	<b>PERCENTAGE OF TUITION AND OTHER INSTRUCTIONAL CHARGES WHICH MAY RETAIN</b>
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 \$300.00 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 Unsubalized Stafford			6. FFEL Plus		
2. FFEL Subsidized Stafford			7. FOSL Plus		
3. FOSL Unsubalized Stafford			8. Federal Pell Grant		
4. FDSL Subsidized Stafford	\$ 1,733.00		9. Federal SEOG		
5. Federal Perkins Loan			10. Other Title IV Aid		
<b>I. Total Eligible Title IV Aid Disbursed:</b>				<b>\$ 1,733.00</b>	
<b>II. Total Eligible Title IV Aid Undisbursed:</b>					

## Step 2 Determination of Percentages Earned & Unearned

### *Institutions 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 <i>greater</i> than 60%, stop here. All aid disbursed has been earned,	
D. Percentage of period not completed (100% • Line C)	55.6%

### *Institutions Not Required to Take Attendance*

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 <i>greater</i> 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: ( 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
	\$ 5,274.00
P. Percentage of period not completed: ( Step 2, Line G )	55.6%
Q. Institutional Charges Unearned: ( Line O x Line P )	\$ 2,932.00
R. Amount to be Returned by Institution: ( Lesser of Line Q or Line N )	\$ 964.00
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 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*

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. Cosmetology students may wear a plain, black shirt. Esthetics students must wear scrubs that are purchased by the student. Remember, complete uniforms are not provided by the school and should be bought by the enrolling student.
2. Students are required to accumulate 150 hours of theory (cosmetology students) or 75 hours of theory (esthetics students). Any theory classes missed can be made up after (1500 or 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 physical violence that takes place between students or between a student and an instructor may result in the student(s) being suspended from school immediately, and/or may be expelled.
15. 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.
16. Any student guilty of refusing a client ticket for services may be suspended from school immediately.

17. 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.
18. 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.
19. After completion of all theory tests, every student must be present in theory class until you reach 1450 (cosmetology) or 700 (esthetics) clock hours and retake any tests given to help review for the senior written, school boards, and state board exams.
20. 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 your 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.
21. 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.
22. In order to be qualified for the State Board Examination, each esthetic 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. In order to be qualified for the State Board Examination, each cosmetology student must meet each of the following requirements: accrue 1500 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.
23. 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.
24. 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 G Skin and Beauty 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 Hair Professionals Academy 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. Once 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 G Skin and Beauty 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 G Skin & Beauty Institute
- Information provided on your application for a grant or loan
- Information provided on a consumer report

- Information obtained from a website

G Skin and Beauty 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 G Skin and Beauty 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.

G Skin and Beauty 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](http://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 \$500.00 for cosmetology and \$250.00 for esthetics. 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. Hair Professionals Academy 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 1300 hours of cosmetology training or 600 hours of esthetics training.

# *Cosmetology Course*

Cosmetology is one of the most dynamic and creative professions. The need for creative, well-trained designers is growing every day. If you enjoy working with people and are willing to devote the time and energy that is necessary for real success, then this career field will bring you personal satisfaction and success.

## ***Admission Requirements***

1. Must have a High School Diploma or General Education Development Certificate (GED)

## ***Admission Procedure***

1. Applicant will present copy/copies of most recent educational qualification, i.e. diploma, GED, high school transcript or letters showing proof of completion secondary education or its equivalent
2. Applicant will complete Enrollment Agreement prior to class starting date
3. Applicant will pay Application/Registration Fee

## ***Curriculum***

**General Theory – 150 Hours** :Tools and their use; shampoo; understanding chemicals and their use; types of hair; sanitation; hygiene; skin diseases and conditions; anatomy and physiology; electricity; ethics; nail technology; esthetics

**Practical Chemical Application/ Hair Treatment – 500 Hours**: Chemical Safety; permanent waving; haircoloring, tinting, and bleaching; hair relaxing; hair and scalp conditioning; shampooing; toning and rinsing

**Hairstyling/Hair Dressing – 475 Hours**: Cutting; thinning; shaping; trimming; application of electrical/mechanical equipment; curling; hair treatments; marcelling

**Shop Management, Sanitation, and Interpersonal Relations – 200 Hours**: Labor Law; worker's compensation; client relations; bookkeeping; marketing and merchandising; emergency first aid; right-to-know laws; pertinent state and local laws and rules; business ethics; sanitation; electrical devices; personal grooming and hygiene

**Esthetics – 85 Hours**

**Nail Technology – 55 Hours**

**Related Electives – 50 Hours**

In order to be qualified for the State Board Examination, each student must meet each of the following requirements:

1. Accrue 1500 hours of documented, legal hours of training in the correct areas as required by the State of Illinois
2. Complete all school examinations, practical work, and projects with a score of 75% or higher
3. Have a money order payable for the examination fee to be sent with the properly completed application. After passing the State Examination, a fee is paid to the Illinois Department of Professional Regulation.

### ***Graduation Requirements***

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

1. Completed 1500 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 a Illinois Cosmetology 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. If a student does not complete the required 1500 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 Cosmetologists***

- ◆ Hairstylist
- ◆ Nail Technician
- ◆ Esthetician
- ◆ Haircolorist
- ◆ Make-Up Artist
- ◆ Beauty Consultant
- ◆ Cosmetology Instructor
- ◆ Trainer of Instructors
- ◆ Guest Artist
- ◆ Beauty Editor
- ◆ Product Promotion
- ◆ Guest Lecturer
- ◆ Salon Owner
- ◆ Distributor
- ◆ Beauty and Barber Supply
- ◆ Manufacturer Representative
- ◆ School Director
- ◆ Salon Manager
- ◆ Wig Stylist
- ◆ State Board Member

### ***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

# *Esthetics Course*

## **Admission Requirements**

1. Must have a High School Diploma or General Education Development Certificate (GED)

## **Units of Instruction**

**General Theory – 75 Hours** of Classroom Instruction in General Theory and Practical Application shall be provided which shall be divided 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 shall be provided in 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 tweezer method, depilators, waxing and their use
- Professional Makeup 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
- 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 Cosmetology 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. 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%).

# ***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 – 1000 Hour Course***

- 500 Hours – Post Graduate School Training which includes all subjects in basic cosmetology
- 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

### ***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

### ***750 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
- 250 Hours – Post Graduate School Training which includes all subjects in basic cosmetology/esthetics

## ***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 Cosmetology 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.

## ***Transfer Students/Out of State Students***

This school accepts transfer students or out-of-state for a minimum of 375 hours of attendance for esthetic students and a minimum of 500 hours of attendance for cosmetology students 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. 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 or Cosmetology Kit or purchasing needed items separately. These are available at the school.

## ***Cosmetology – Refresher Course***

### ***Admission Requirements***

Class is open to anyone who has completed the basic cosmetology course. Interview is held to determine the student's choice of subject matter, need, desired starting date, and attendance schedule.

### ***Tuition and Fees: (See Page***

The student is to provide his/her own equipment through the purchase of a new Cosmetology Kit or purchasing needed items separately.

### ***Curriculum – 250 Hours***

Course content is tailored to the needs of the student. Hours indicated are the minimum number of hours for enrollment in these classes.

152 Hours – Hairdressing  
72 Hours – Hair treatments  
26 Hours – Safety and Sanitation

### ***Graduation Requirements***

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

1. Completed the required curriculum
2. Maintained not less than an 75% average on all required written and practical examinations
3. Retired all financial obligations to the school

## Class Starts/ Tuition and Fees

### *2012 Class Start Dates*

January 10	
February 7 & 21	August 14 & 21
March 6 & 27	September 18
April 3	October 16 & 23
May 1 & 29	November 13 & 27
June 5 & 26	December 11
July 24 & 10	

### *Tuition and Fees – Cosmetology Course*

Registration Fee	\$100.00
Basic Class Kit	\$1355 + tax
Tuition	\$17766.26

### *Tuition and Fees – Transfer Student*

Registration Fee	\$100.00
Basic Class Kit	\$1355 + tax
Tuition	\$11.84 per hour

### *Tuition and Fees – Refresher Course*

Registration Fee	\$100.00
Basic Class Kit	*
Tuition	\$2960.00

### *Tuition and Fees – Esthetics Course*

Registration Fee	\$100.00
Class Kit	\$596 + tax
Tuition	\$10957

### *Tuition and Fees – Student Teacher Course*

Registration Fee	\$100.00
Class Kit	\$250 + tax
Tuition – 1000 Hours	\$10000.00
Tuition – 500 Hours	\$5000.00
Tuition – 750 Hours	\$7500.00

\*Student provides their own equipment and books through the purchase of a Cosmetology Class Kit or purchasing needed items separately.

### *Methods of Payment*

- Registration Fee – Payable upon enrollment
- Class Kit – Payable prior to the first day of attendance
- Kit Items (Purchased Separately) – Payable 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. Kelly, Ms. Joanne, Ms. LuAnne, Ms. Diana, Ms. Stephanie), admissions (Ms. Nicole), and school secretary (Ms. Ana). 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](mailto:hpastudent@aol.com).

### ***Facilities and Equipment***

G Skin and Beauty Institute offer 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 7,000 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	9:00am to 9:30pm
Wednesday	9:00am to 9:30pm
Thursday	9:00am to 9:30pm
Friday	9:00am to 5:00pm
Saturday	8:00am to 4:00pm

### ***Attendance Schedules***

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

Schedules available and the hours of attendance are listed below:

<b>Cosmetology</b>	<b>Attendance Per Week</b>	<b>Schedule of Attendance</b>
Accelerated	37.5	Tues-Fri 9-5 and Sat 8-4
Full Time	30	Tues-Fri 9-5
Part Time	23.5	Tues-Fri 1-5 and Sat 8-4
Part Time	20	Tues-Fri 1-5 and Tues 5:30-9:30
Part Time	19.5	Tues, Wed, Thurs 5:30-9:30 and Sat 8-4
Part Time	16	Tues-Fri 9-1
Part Time	12	Tues, Wed, Thurs 5:30-9:30

We do allow for an accelerated schedule to complete in 10 months. However, students must be on a cash pay basis or receive a lesser amount of subsidy from the Financial Aid programs and pay the remainder of the balance due in cash.

### ***Cosmetology Classroom Books, Equipment, and Supplies***

Clips	Razor
Cutting Comb	2 inch ceramic round brush
Water Bottle	1 ½ inch ceramic round brush
Pintail Comb	Shampoo cape
Blow Dryer	Smock
¾ inch barrel	1 Male Manikin
Rectangle cushion brush	3 Female Manikins
1 Female Manikin	Rattail Comb
Kit Bag	Detangling Comb
Haircutting Shear	Practice Finger with Clamp
Name Tag for Bag	Pedicure Kit
	Milady's Standard Cosmetology Textbook
	Milady's Standard Cosmetology Workbook

Students may use a ziplock bag, plastic box, or any airtight container.

- ❖ If backordered, items will be substituted with an item of equal or greater value.

### ***Transfer Student***

Student provides their own equipment and books. This can be done through the purchase of a Cosmetology Class Kit or purchasing needed items separately. These items are available at the school.

### ***Student Teacher***

Student teachers purchase a student kit from the school.

<b>Books</b>
Milady Standard Textbook of Cosmetology
Milady's Master Educator Textbook

### ***Refresher Course***

Students provide their own equipment and books. This can be done through the purchase of a Cosmetology Class Kit or purchasing items separately. These are available at the school.

### ***Esthetics Course***

Make-Up Kit
Milady's Standard Esthetics Fundamentals Textbook
Skin Care Kit
Milady's Standard Esthetics Fundamentals Workbook