



# AUSTIN'S

SCHOOL OF SPA TECHNOLOGY

Academic Catalog 2010 - 2012



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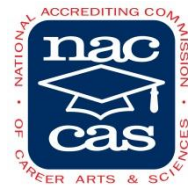
# ACADEMIC CATALOG 2010-2012



# AUSTIN'S

SCHOOL OF SPA TECHNOLOGY

Austin's School of Spa Technology  
855 Central Avenue  
Albany, NY 12206  
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## **A MESSAGE FROM THE SCHOOL DIRECTOR**

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Dear Students, Applicants, Alumni, and Friends of Austin's School of Spa Technology:

Austin's School of Spa Technology (formerly Austin Beauty School) has been educating beauty professionals in the Capital District for over 80 years. Our school is a recipient of the prestigious "All-America City" Award and has been the region's leading educator of beauty and spa professionals since 1930.

We take pride in offering the most comprehensive set of programs in the Capital Region as we are the only school in the area to offer Cosmetology, Barbering, Esthetics and Nail Technology all at one campus.

Our mission is to provide you with an education that is learner-centered, theoretically grounded and practically rigorous so you will be thoroughly prepared for your chosen career path in the beauty, spa or related industry.

Austin's School of Spa Technology offers a full student salon, Mirror Images Spa & Salon, where you will practice your skills on real clients and service them with the latest, top quality products in the beauty industry. You will be supervised by instructors with real world experience who will teach you cutting edge techniques and provide you with the most advanced training.


We serve a diverse population of students and our faculty and staff are dedicated to helping you succeed. This is why Austin's School of Spa Technology provides a wide range of academic and student services to assist you beyond the classroom. These services include academic advisement, tutoring, career counseling, organized activities and support services.

At the conclusion of your program, our Office of Career Services will work with you to assist you in your job search. This is a lifetime service that is provided to all of our students.

Thank you for choosing Austin's School of Spa Technology. I hope you find this catalog helpful as you begin your education at our institution. Inside, you will learn more about our exciting programs, our challenging courses and the valuable services that are available to you.

The faculty and staff at Austin's School of Spa Technology are committed to providing you with a comprehensive and advanced education that will equip you with the skills you need to pursue a rewarding career in the beauty, spa or related industry.

With kind regards,



Denise Winslow  
School Director

## **ABOUT THE SCHOOL**

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### **History**

The history of the school extends to almost eighty years ago, when the Austin School of Beauty Culture was founded in 1930 by Catherine M. Austin Motl. The school was owned and operated by the Austin family until 2005.

In 2005, the school became a part of Empire Education Corporation and, in recognizing the contribution of the Austin family and repositioning the school for growth and development, was renamed the Austin's School of Spa Technology.

Throughout the years, and to this day, the school has emphasized the union of theory and practice in educating its students. Academically rigorous and practically excellent, Austin's School of Spa Technology is one of the leaders in career-oriented higher education, helping students achieve their dreams in the careers they love.

### **Accreditation**

Austin's School of Spa Technology is accredited by the National Accrediting Commission of Career Arts & Sciences, Inc. The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences, electrology, and massage.

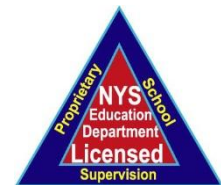
National Accrediting Commission of Career Arts and Sciences  
4401 Ford Avenue, Suite 1300  
Alexandria, VA 22302  
(703) 600-7600 Phone  
[www.naccas.org](http://www.naccas.org)



### **Approvals**

Austin's School of Spa Technology is licensed by the New York State Education Department, Bureau of Proprietary School Supervision.

New York State Education Department  
The Office of Adult Career and Continuing Education Services  
Bureau of Proprietary School Supervision  
99 Washington Avenue, Room 1613 OCP  
Albany, New York 12234  
(518) 474-3969 Phone  
[www.acces.nysed.gov/bpss](http://www.acces.nysed.gov/bpss)



**Professional Affiliations**

Austin's School of Spa Technology is proud to be a member in good standing of the following organizations:

- American Association of Cosmetology Schools
- New York State Beauty Schools Association
- National Association of Student Financial Aid Administrators
- New York State Financial Aid Administrators

## **MISSION, GOALS, AND OBJECTIVES**

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### **Mission**

The mission of the Austin's School of Spa Technology is to provide an education that is learner-centered, theoretically grounded, and practically rigorous in order to prepare students for their chosen career paths in the beauty, spa, and other related industries.

### **Goals**

- Train students to successfully pass New York State licensure exams;
- Encourage, through instruction, the use of critical thinking, problem solving, and positive interpersonal communication that is vital to professional success;
- Prepare students for the expectations and demands of their industry;
- Instill a sense of ethical responsibility and professionalism in each student;
- Promote self-awareness and the development of individual creativity.

### **Objectives**

- Provide instruction that allows students to engage with knowledge in a deep, meaningful way;
- Incorporate a variety of teaching methods that respects different learning styles and preferences;
- Promote an appreciation of diversity by including differing perspectives and recognizing the value of multiplicity in the learning environment;
- Encourage the development of learning communities;
- Afford opportunities for personal and professional growth and development.

## **FACILITIES, STUDENT SERVICES, AND CAREER OPPORTUNITIES**

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### **Facilities and Equipment**

Austin's School of Spa Technology occupies an area of more than 16,000 square feet at 855 Central Avenue, Albany, NY 12206. The facility consists of a clinic area, several specialized classrooms, a student lounge and locker room, restrooms, and administrative offices. Individual stations are provided in the classrooms and the clinic area as a student work place. The clinic floor is set up as a modern salon with shampoo sinks, hairdryers, and a reception area. In this setting, students are allowed to work on customers under the supervision of an instructor. There is a parking lot available, as well as entrances accessible to the handicapped.

### **Enrollment Information**

Students may enroll in programs offered by ASST following school's academic calendar. The school retains the right to cancel a program start, if necessary, based on enrollments and other operational factors. Students who have enrolled for a month when the program start is cancelled will receive a full refund, or may choose to have any monies paid applied to a future enrollment date. Enrolled students will receive notification of a cancellation by mail.

### **Student Services**

Services available to ASST students include employment assistance, academic support, and advising. Please see the School Director or the Coordinator of Student Services to discuss services available and to schedule an appointment.

### **Employment Assistance**

Austin's School of Spa Technology offers lifetime placement assistance as well as career counseling to all graduates. While placement service may be provided, it is understood that the school does not guarantee employment to any student or graduate. The Austin School, however, will assist all interested graduates to obtain employment through regular contact with salons and graduates, assistance with résumés, and referrals. Some of the career opportunities in the fields of training provided by the school are listed below.

#### *Career Opportunities in Barbering*

Professional Barber  
Educator  
Sales  
Shop Owner/Manager

#### *Career Opportunities in Cosmetology*

Hairstylist  
Hair Color Technician  
Platform Artist  
Nail Technician  
Salon Manager/Owner

Skin Care & Make-Up Artist  
Sales Representative

*Career Opportunities in Esthetics*

Medical Esthetician  
Commercial Makeup Artist  
Skin Technician  
Cosmetic Merchandising  
Cosmetics Sales  
Cosmetic Buyer  
Product Promotion  
Skin Care Salon Owner  
Educator  
Cruise Ship Esthetician

*Career Opportunities in Nail Technology*

Nail Technician  
Manicurist  
Pedicurist  
Educator

Please see the School Director or the Coordinator of Student Services to arrange an appointment for a career advising session.

## **Career and Employment Information**

### *Physical Demands*

Although jobs in the beauty industry are not considered physically demanding, you will find that it does require a certain amount of physical stamina. Due to the nature of the fields of cosmetology (including nail technology, esthetics, and barbering) prolonged periods of standing, sitting, and bending at the waist will be required. Lifting and periods of manual dexterity will be required in some cases.

### *Salary and Compensation*

The salary structure within the fields of cosmetology is very diverse. Actual income depends on such factors as the particular fields you have chosen, the area you choose to work in, whether you will work full time or part time, commission, salary, bonus or other incentive system, or whether you choose to own your own business. For current information in your area, please consult the United States Labor Department, Bureau of Labor Statistics *Occupational Outlook Handbook*, available at <http://www.bls.gov/oco/>.

National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS), in their 2007 *Job Demand in the Cosmetology Industry Survey*, notes that:

- “The supply of skilled professionals in the industry continues to fall short of the demand. This is a chronic shortage that has been reported in earlier surveys of the cosmetology industry.” (p. 2)
- “53 percent of salon owners had job openings” (p. 2)

- “Experienced salon professionals who changed positions accounted for 62 percent of the new hires; inexperienced professionals with less than one year’s experience accounted for the other 38 percent. That translated to 182,331 newly trained professionals entering the field during 2006” (p. 2)
- “In January 2007, 1,682,641 professionals were employed in the nation’s 370,215 beauty salons, barber shops, skin care salons, and nail salons” (p. 2)
- New York accounted for 23,741 such establishments (p. 3)
- Number of such establishment grew on average by 18.3 percent between 1996 and 2007 (p. 26)

### *Licensing*

The New York State Division of Licensing requires that students acquire no less than 1,000 hours for *Hairdressing and Cosmetology*, 600 hours for *Esthetics* and *Barbering*, and 250 hours for *Nail Technology*. If you are transferring from another state, you may be able to transfer all or part of your hours from the state you were attending. In such cases, Austin’s School of Spa Technology will determine the number of hours that will be accepted based on an in-school evaluation. Students must take and pass both a written and practical test administered by the State of New York to be fully licensed in New York. Licenses must be renewed every two years. You do not have to take an exam to renew your license.

### *Hazards*

New York State has taken great care in ensuring that students will be provided with a safe working environment, including stringent sanitary procedures. Therefore, there are very few hazards to be encountered during training. Schools often adopt even more stringent rules and requirements to be followed by students, staff, employees and customers to ensure a safe learning facility.

### *Career Opportunities*

Career opportunities are excellent in beauty and spa related industries today, with some employers having difficulty even finding enough qualified job applicants. It is a profession that requires creativity, style, talent, patience, and good communication skills. For those who meet these requirements, the reward could be well-paying, flexible careers, with an added bonus of making people feel great by making sure that they look their absolute best.

Good job opportunities for cosmetologists should continue, with an aging population trying to maintain a youthful appearance and teenagers, sometimes starting as young as junior high school, increasingly interested in services such as coloring and highlighting. More and more men are turning to salons instead of barbershops and discovering services such as manicures. There is a growing interest in day spas as people become more aware of not just the cosmetic benefits, but also the health benefits of the services offered at these facilities. Some health clubs are expanding into cosmetology and offering services that include facials and skin treatments as well as hair, makeup and nail services.

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**SCHOOL OUTCOMES**


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**Licensure Rates**

The most recent New York State licensure examination passage rates are as follows:

Licensure Examination Type (ASST Program Preparing for Licensure)	Reporting Period		
	July 1, 2009- June 30, 2010	July 1, 2008- June 30, 2009	July 1, 2007- June 30, 2008
Cosmetology	96%	100%	100%
Nail Technology	100%	100%	100%
Barbering	100%	100%	100%
Esthetics	100%	N/A	N/A

**Completion (Graduation) and Placement Rates**

The outcomes achieved by the school for the two most recent reporting years available are shown in the table following this page, based on the New York State Education Department's OEDS report for 2008-2009 and 2009-2010.

*Table 1 Program Outcomes for the Two Most Recent Reporting Periods Available (NYSED OEDS Reports)*

Program	Hairdressing and Cosmetology		Barbering		Nail Technology		Esthetics	
	2009-2010	2008-2009	2009-2010	2008-2009	2009-2010	2008-2009	2009-2010	2008-2009
<b>A. Program Enrollment</b>								
<i>Full-Time</i>	387	291	166	92	5	16	46	15
<i>Part-Time</i>	21	38	10	8	0	0	0	0
<i>Total</i>	408	329	176	100	5	16	46	15
<b>B. Program Completion Rate</b>								
<i>Still Enrolled/Continuing</i>	204	142	73	46	0	5	17	15
<i>Non-completers</i>	114	124	39	28	2	1	14	
<i>Graduates</i>	90	63	64	26	3	10	14	
<i>Graduation Rate</i>	<b>44.1%</b>	<b>33.7%</b>	<b>62.1%</b>	<b>48.1%</b>	<b>60.0%</b>	<b>90.9%</b>	<b>50.0%</b>	<b>N/A</b>
<b>C. Placement</b>								
<i>Graduates</i>	90	63	64	26	3	10	14	
<i>Employed in Related Field</i>	57	35	39	19	2	10	9	
<i>Employed in Slightly Related Field</i>	8	6	5	1			1	
<i>Employed in Unrelated Field</i>			1	1			1	
<i>Employed in Military</i>	1			1				
<i>Seeking Employment</i>		0		1				
<i>Pursuing Additional Education</i>	1	3	1					
<i>Other, Unavailable for Employment</i>		1	1		1		1	
<i>Status Unknown</i>	23	18	17	3			2	
<i>Placement Rate</i>	<b>73.9%</b>	<b>68.3%</b>	<b>68.9%</b>	<b>77.3%</b>	<b>66.7%</b>	<b>100.0%</b>	<b>71.4%</b>	<b>N/A</b>

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**PROGRAMS OFFERED**


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**HAIRDRESSING AND COSMETOLOGY (1,035 INSTRUCTIONAL HOURS)**

This course consists of training in the art and science of skin, hair, scalp and nails. Completion of this 1,035-hour course results in the awarding of a certificate and qualifies graduates to apply for a New York State Appearance Enhancement License.

<b>Topics .....</b>	<b>Hours</b>
Professional Requirements.....	30
Safety and Health.....	32
Anatomy and Physiology .....	15
Hair Analysis .....	10
Hair and Scalp Disorders and Diseases .....	10
Chemistry as Applied to Cosmetology .....	5
Shampoos, Rinses, Conditioners, and Treatments.....	31
Haircutting and Shaping .....	175
Hair Styling.....	245
Chemical Restructuring .....	180
Hair Coloring and Lightening.....	180
Nail Care and Procedures.....	61
<u>Skin Care and Procedures .....</u>	<u>61</u>
<b>TOTAL</b>	<b>1,035</b>

**Class Schedule(s)**

ASST offers three convenient schedules for the *Hairdressing and Cosmetology* program:

Days:           Monday, Wednesday, and Friday, 8:30AM-4:40PM *or*  
                   Tuesday, Thursday, and Friday, 8:30AM-4:40PM  
                   (8 hours per day or 24 hours per week; 44 weeks)

Evenings:      Monday through Friday, 5:30PM-10:20PM  
                   (5 hours per day or 24 hours per week; 44 weeks)

**Instructional Methods and Grading**

Instructional methods utilized in this course of study include theory (lecture), lab (practical), and supervised clinic. The school emphasizes integration of theory and practical work throughout the course. Students' work is graded on a letter scale that takes into account the following factors in assigning a grade to their work: motivation/participation; accuracy of work; following instructions; professional attitude; speed; correct use of implements; correct use of supplies; preparation for class; professional appearance; and proper techniques.

**Student Kit Contents**

Students receive a kit with instruments or supplies. Please refer to the Salon Manager for updated information about materials included with the student kit. *Please note that schedules and student kit contents are subject to change at any time.*

**Gainful Employment information for this program can be found at [www.austin.edu/disclosures](http://www.austin.edu/disclosures)**

**BARBERING (600 INSTRUCTIONAL HOURS)**

Students graduating from the 600-hour *Barbering* program will be allowed to sit for the State Board Professional Barbering Licensing Exam. Students passing this exam will be issued a permanent license to practice professional barbering in New York State.

<b>Topics .....</b>	<b>Hours</b>
Orientation .....	4
Safety, Sanitation and Infection Control.....	16
Anatomy and Physiology .....	20
Hair Structure and Analysis .....	20
Applied Chemistry .....	20
Hair/Scalp Treatments/Shampoo/Tonic Applications .....	20
Facial Massage and Treatments .....	30
Shaving .....	52
Mustache and Goatee Design and Trimming.....	46
Haircutting .....	278
Hairstyling.....	34
Hairpieces .....	30
Professionalism and Job Skills .....	13
<u>Business Practices and Shop Management.....</u>	<u>17</u>
<b>TOTAL</b>	<b>600</b>

**Class Schedule(s)**

ASST offers an evening schedule for the *Barbering* program:

Days: Monday, Wednesday, and Friday, 8:30AM-4:40PM *or*  
 Tuesday, Thursday, and Friday, 8:30AM-4:40PM  
 (4 to 8 hours per day or 20 hours per week; 30 weeks)

Evenings: Tuesday through Friday, 5:30PM-10:20PM  
 (5 hours per day or 20 hours per week; 30 weeks)

**Instructional Methods and Grading**

Instructional methods utilized in this course of study include theory (lecture), lab (practical), and supervised clinic. The school emphasizes integration of theory and practical work throughout the course. Students' work is graded on a letter scale that takes into account the following factors in assigning a grade to their work: motivation/participation; accuracy of work; following instructions; professional attitude; speed; correct use of implements; correct use of supplies; preparation for class; professional appearance; and proper techniques.

**Student Kit Contents**

Students receive a kit with instruments or supplies. Please refer to the Salon Manager for updated information about materials included with the student kit. *Please note that schedules and student kit contents are subject to change at any time.*

**Gainful Employment information for this program can be found at [www.austin.edu/disclosures](http://www.austin.edu/disclosures)**

**ESTHETICS (600 INSTRUCTIONAL HOURS)**

Esthetics is the art and science of skin care. Students graduating from the 600-hour *Esthetics* program will be allowed to sit for the State Board Esthetician Professional Licensing Exam. Students passing this exam will be issued a permanent license to practice professional esthetics in New York State.

<b>Topics .....</b>	<b>Hours</b>
Orientation .....	4
Safety, Sanitation and Health.....	21
Bacteriology .....	18
Anatomy, Physiology, and Nutrition .....	28
Structure and Function of the Skin .....	12
Superfluous Hair .....	25
Basic Chemistry .....	5
Applied Cosmetic Chemistry .....	26
Electricity and Machines.....	18
Facial Treatments.....	231
Body Treatments.....	48
Cosmetic Applications .....	84
Clinical Skin Care (Intro to Paramedical Esthetics) .....	20
Business Practices .....	50
<u>Professionalism and Job Skills .....</u>	<u>10</u>
<b>TOTAL</b>	<b>600</b>

**Class Schedule(s)**

ASST offers an evening schedule for the *Esthetics* program:

Days: Monday, Wednesday, and Friday, 8:30AM-4:40PM *or*  
 Tuesday, Thursday, and Friday, 8:30AM-4:40PM  
 (4 to 8 hours per day or 20 hours per week; 30 weeks)

Evenings: Tuesday through Friday, 5:30PM-10:20PM  
 (5 hours per day or 20 hours per week; 30 weeks)

**Instructional Methods and Grading**

Instructional methods utilized in this course of study include theory (lecture), lab (practical), and supervised clinic. The school emphasizes integration of theory and practical work throughout the course. Students' work is graded on a letter scale that takes into account the following factors in assigning a grade to their work: motivation/participation; accuracy of work; following instructions; professional attitude; speed; correct use of implements; correct use of supplies; preparation for class; professional appearance; and proper techniques.

**Student Kit Contents**

Students receive a kit with instruments or supplies. Please refer to the Salon Manager for updated information about materials included with the student kit. *Please note that schedules and student kit contents are subject to change at any time.*

**Gainful Employment information for this program can be found at [www.austin.edu/disclosures](http://www.austin.edu/disclosures)**

**NAIL TECHNOLOGY (300 INSTRUCTIONAL HOURS)**

Completion of this 300-hour course results in the awarding of a certificate and qualifies graduates to apply for a New York State Nail Technology License.

<b>Topics .....</b>	<b>Hours</b>
Orientation .....	4
Safety, Health and Sanitation.....	8
Anatomy and Physiology of the Nail, Hand, Arm, Foot, and Leg.....	10
Bacteriology and Infectious Diseases: Nail, Foot, Skin Disorders and Diseases .....	10
Methods of Infection Control.....	10
Client Consultation .....	6
Manicuring and Hand/Arm Massage .....	25
Pedicuring .....	20
Tip Application and Design .....	12
Nail Wraps .....	25
Liquid and Powder Nail Extensions .....	60
Gel Nails .....	25
Nail Art .....	6
Retailing.....	6
Business Practices.....	15
Job Skills.....	8
Understanding the World of Spa.....	5
Skin Basics for Manicurists .....	7
Menu Expansion: Making More of Manicuring, Pedicuring, and Spa Treatments .....	5
The New Basic Manicure and Beyond .....	5
Specialty Massages for the Manicurist .....	7
Oils, Scrubs, Masques, and Nail Treatments .....	11
<u>Signature Treatments for Spa Pedicures .....</u>	<u>10</u>
<b>TOTAL</b>	<b>300</b>

**Class Schedule(s)**

ASST offers a combined nights/weekends schedule for the *Nail Technology* program:

Days:           Monday, Tuesday, and Wednesday 8:30AM – 4:40PM  
 (4 to 8 hours per day or 20 hours per week)

**Instructional Methods and Grading**

Instructional methods utilized in this course of study include theory (lecture), lab (practical), and supervised clinic. The school emphasizes integration of theory and practical work throughout the course. Students' work is graded on a letter scale that takes into account the following factors in assigning a grade to their work: motivation/participation; accuracy of work; following instructions; professional attitude; speed; correct use of implements; correct use of supplies; preparation for class; professional appearance; and proper techniques.

**Student Kit Contents**

Students receive a kit with instruments or supplies. Please refer to the Salon Manager for updated information about materials included with the student kit. *Please note that schedules and student kit contents are subject to change at any time.*

**Gainful Employment information for this program can be found at [www.austin.edu/disclosures](http://www.austin.edu/disclosures)**

<b>Code</b>	<b>Course Name</b>	<b>Clock Hours</b>
<b>CM 110</b>	<b>Cosmetology and Appearance Enhancement I</b>	<b>90 clock hours</b>
	This course aims to orient students to the cosmetology and appearance enhancement professions and to begin teaching basic practical skills needed to practice the in the professions. Topics covered in this course include skills critical for success both in professional education and careers; regulatory and licensing requirements for appearance enhancement professions in the state of New York and other jurisdictions; best practices in hygiene and safety in a salon and spa environment; client needs assessment; and essential techniques in shampooing, treatments, hairstyling, and introduction to haircutting for both female and male clients. Students will apply demonstrated techniques to a mannequin and live models concentrating on acquisition of manual dexterity and correctness of technique. <i>Pre-requisite(s): None.</i>	
<b>CM 120</b>	<b>Cosmetology and Appearance Enhancement II</b>	<b>90 clock hours</b>
	In this course, students continue to learn and refine techniques in shampooing, treatments, hairstyling, and haircutting; expand their repertoire of cuts and styles; and are introduced to essentials of chemical texture services, braiding and extensions and other treatments. Students will apply demonstrated techniques to a mannequin and live models, concentrating on both accuracy and speed. <i>Pre-requisite(s): CM 110, Cosmetology and Appearance Enhancement I, or permission of the lead instructor.</i>	
<b>CM 130</b>	<b>Cosmetology and Appearance Enhancement III</b>	<b>90 clock hours</b>
	In this course, students continue to learn and refine techniques in shampooing, treatments, hairstyling, haircutting, and chemical treatments; expand their repertoire of cuts and styles; and are introduced to advanced techniques in these fields (ex. permanents, etc.). <i>Pre-requisite(s): CM 120, Cosmetology and Appearance Enhancement II, or permission of the lead instructor.</i>	
<b>CM 170</b>	<b>Hair Coloring and Chemical Services</b>	<b>60 clock hours</b>
	This course is an introduction to the theoretical and practical aspects of hair color and chemical services. Topics covered in this course include: identifying hair color and tone; types of hair color; hydrogen peroxide developers; lighteners; selecting hair color; client consultation; hair color applications; single process hair coloring; single process hair color retouch; double process color retouch; color correction; fillers; hair color tips for redheads; hair color tips for brunettes; hair color tips for blonds; common hair color solutions; and chemical hair relaxers. <i>Pre-requisite(s): CM 110, Cosmetology and Appearance Enhancement I, or permission of the lead instructor.</i>	
<b>CM 210</b>	<b>Cosmetology Theory, Applications, and Practice I</b>	<b>150 clock hours</b>
	Students continue learning the theories and techniques of cosmetology in classroom and lab environments, and apply such knowledge on the clinic floor. An emphasis is placed on refining technique, communicating to clients and colleagues, engaging in wide variety of salon and spa employee duties, and developing a portfolio of work for future employment and clientele. Students will take their first pre-practical exam at the end of this course, identifying areas of strength and areas requiring improvement. <i>Pre-requisite(s): CM 130, Cosmetology and Appearance Enhancement III; NT 110, Nail Technology I; ES 110, Esthetics I; or permission of the lead instructor.</i>	

**CM 220 Cosmetology Theory, Applications, and Practice II** **150 clock hours**

Students continue learning the theories and techniques of cosmetology in classroom environments, and apply such knowledge on the clinic floor. An emphasis is placed on refining technique, communicating to clients and colleagues, engaging in wide variety of salon and spa employee duties, and developing a portfolio of work for future employment and clientele. Students will take their second pre-practical exam at the end of this course, identifying areas of strength and areas requiring improvement. *Pre-requisite(s): CM 210, Cosmetology Theory, Applications, and Practice I; or permission of the lead instructor.*

**CM 230 Cosmetology Theory, Applications, and Practice III** **75 clock hours**

Students continue learning the theories and techniques of cosmetology in classroom environments, and apply such knowledge on the clinic floor. An emphasis is placed on refining technique, communicating to clients and colleagues, engaging in wide variety of salon and spa employee duties, and developing a portfolio of work for future employment and clientele. *Pre-requisite(s): CM 220, Cosmetology Theory, Applications, and Practice II; or permission of the lead instructor.*

**CM 281 Specialty Color Services** **30 clock hours**

In this course, students study the theoretical and practical applications of hair color applications in depth. Topics covered include: color theory; types of hair color; client consultation; color selection; special effects; and corrective color. Students will practice and demonstrate hair color applications on color mannequins as well as on clients in a clinical setting. *Pre-requisite(s): CM 130, Cosmetology and Appearance Enhancement III; and CM 170, Hair Coloring and Chemical Services; or permission of the lead instructor.*

**CM 282 Men's Hair Cuts** **30 clock hours**

In this course students will concentrate on hair cutting technique for men. Topics include: tools specific for men's haircutting, clipper cutting, razor cutting, fingers and shears technique, shear over the comb technique, fades, and facial hair design. *Pre-requisite(s): CM 130, Cosmetology and Appearance III; or permission of the lead instructor.*

**CM 283 Specialty Hair Services** **30 clock hours**

In this course, students will explore special topics in hair services in a classroom and clinical setting. Topics covered include: chemical straightening; conventional stove method; thermal curl; soft curl; weaves; braids; extensions; fusion; and specialty up-dos. *Pre-requisite(s): CM 130, Cosmetology and Appearance Enhancement III; or permission of the lead instructor.*

**CM 290 Transition to Professional Practice** **15 clock hours**

In this course, students review procedure and technique in shampooing, treatments, hairstyling, haircutting, and chemical treatments in preparation for the state cosmetology licensure examination. Students will demonstrate mastery of key concepts through practical applications as well as through assessments which reflect the state licensure examination in format. *Pre-requisite(s): CM 220, Cosmetology Theory, Application, and Practice II; or permission of the lead instructor.*

**AE 100C Safety, Sanitation, and Infection Control** **15 clock hours**

This course introduces students to safety and sanitation in the salon, providing students with a set of practical skills and theoretical knowledge necessary to demonstrate proper sanitary measures and safe work practices. *Pre-requisite(s): None.*

**AE 110C Success in Appearance Enhancement Business Practices** **15 clock hours**

In this course, students will explore issues critical for future personal and business success in the salon, spa, and resort industry. Topics covered in this course include: career paths; ethics; study skills; communications skills; personal grooming, hygiene, and posture; building relationships with clients and colleagues; customer service management; entrepreneurship; and foundational knowledge in accounting, human resource, and personal/business financial planning. Some field trips and/or guest speaker visits will be scheduled. *Pre-requisite(s): None.*

**AE 120 Applied Anatomy and Physiology** **30 clock hours**

Students will examine the essentials of applied anatomy and physiology, with an emphasis on acquisition of relevant terminology and recognition of issues affecting daily functions of an appearance enhancement professional. Topics covered in this course generally include: cellular structures; tissues; organs and body systems; and other issues specific to skin, hair, and nails, with review of disorders and diseases. *Pre-requisite(s): None.*

**AE 130 Applied Chemistry and Electricity** **30 clock hours**

Students will examine the essentials of applied chemistry and electricity, with an emphasis on acquisition of relevant terminology and recognition of issues affecting daily functions of an appearance enhancement professional. Topics covered in this course generally include: matter, physical and chemical property changes, pH, an overview of electricity, electrotherapy, and applications of electric and light therapy.

*Pre-requisite(s): None.*

**AE 200 Career Counseling Seminar** **15 clock hours**

This course is designed to help students successfully transition from classes to career. The course focuses on building a career and discovering specific job opportunities. The refinement of interpersonal communication skills and development of job search skills (resume writing, correspondence, interviewing, and networking) are stressed. Students obtain and present up-to-date material regarding job search strategies and opportunities. The student is better prepared to enter the job market and achieve his/her career goals. *Pre-requisite(s): None.*

**NT 110 Nail Technology** **60 clock hours**

This course is an introduction to the theoretical and practical aspects of nail care and nail technology services. Topics covered in this course include scientific foundations of nail care (nail disorders and diseases, and nail anatomy and physiology); best practices in hygiene and safety in nail care; nail technology supplies (equipment, materials, and products); set-up and procedures for manicuring and pedicuring (pre-service, service, and post-service); and an introduction to advanced nail techniques (nail tips, wraps, gels, and acrylics). *Pre-requisite(s): None.*

**ES 110 Esthetics I****60 clock hours**

In this course, students are introduced to esthetics – the art and science of skin care. Students will explore a wide range of esthetics applications (including facial treatments, hair removal, body wraps, facial make-up, and other topics, as appropriate); relevant theory (skin disorders and diseases and color theory); set-up and procedures; equipment and products; and best practices in hygiene and sanitation. Students will practice techniques learned on mannequins and each other.

*Pre-requisite(s): None.*

These courses correspond to the substantive core prescribed by the New York State regulations as per table provided on the following page.

**Crosswalk between Hairdressing and Cosmetology Certificate Program Courses and State Requirements for the Curriculum Core**

			Subject 1: Professional Requirements	Subject 2: Safety and Health	Subject 3: Anatomy and Physiology	Subject 4: Hair Analysis	Subject 5: Hair and Scalp Disorders and Diseases	Subject 6: Chemistry as Applied to Cosmetology	Subject 7: Shampoos, Rinses, Conditioners, and	Subject 8: Hair Cutting and Shaping	Subject 9: Hair Styling	Subject 10: Chemical Restructuring	Subject 11: Hair Coloring and Lightening	Subject 12: Nail Care and Procedures	Subject 13: Skin Care and Procedures	Total
CRN	Course Name	Cl Hrs	24	26	15	10	10	5	30	175	245	180	180	40	60	1000
AE 100C	Safety, Sanitation, and Infection Control	15		15												15
AE 110C	Success in Appearance Enhancement Business Practices	15	15													15
AE 120C	Applied Anatomy and Physiology	30		4	15	6	5									30
AE 130C	Applied Chemistry and Electricity	30						5				15	10			30
AE 200C	Career Counseling Seminar	15	15													15
CM 110	Cosmetology and Appearance Enhancement I	90		5		1	2		10	25	47					90
CM 120	Cosmetology and Appearance Enhancement II	90		4					5	27	34	20				90
CM 130	Cosmetology and Appearance Enhancement III	90		4					5	27	34	20				90
CM 170	Hair Coloring and Chemical Services	60										30	30			60
CM 210	Cosmetology Theory, Applications, and Practice I	150				1	1		3	27	39	35	44			150
CM 220	Cosmetology Theory, Applications, and Practice II	150				1	1		3	27	39	35	44			150
CM 230	Cosmetology Theory, Applications, and Practice III	75							1	20	20	14	20			75
CM 281	Special Topics: Specialty Color Services	30											30			30
CM 282	Special Topics: Men's Haircuts	30								20	10					30
CM 283	Special Topics: Specialty Hair Services	30							1		20	9				30
CM 290	Transition to Professional Practice	15				1	1		3	2	2	2	2	1	1	15
ES 110	Esthetics I	60													60	60
NT 110	Nail Technology I	60												60		60
	<b>Total</b>	<b>1035</b>	<b>30</b>	<b>32</b>	<b>15</b>	<b>10</b>	<b>10</b>	<b>5</b>	<b>31</b>	<b>175</b>	<b>245</b>	<b>180</b>	<b>180</b>	<b>61</b>	<b>61</b>	<b>1035</b>
	<b>Hours Required by NYS Regulations</b>		<b>24</b>	<b>26</b>	<b>15</b>	<b>10</b>	<b>10</b>	<b>5</b>	<b>30</b>	<b>175</b>	<b>245</b>	<b>180</b>	<b>180</b>	<b>40</b>	<b>60</b>	<b>1000</b>
	<b>Hours in Excess of State Requirements</b>		<b>6</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21</b>	<b>1</b>	<b>35</b>

<b>Code</b>	<b>Course Name</b>	<b>Clock Hours</b>
<b>BR 110</b>	<b>Barbering Theory and Applications I</b>	<b>60 clock hours</b>
	The focus of this course is to orient the student to the barbering profession and to introduce the student to the basic techniques for client needs assessment, shampooing and conditioning, cutting hair, drying and styling hair, and mock shave. The student will receive training in the hair products used in barbering, their chemistry, and proper usage. Students will also be introduced to the state regulations relevant to barber licensing and practice, and safety and sanitation rules and regulations pertinent to the profession. Students will apply demonstrated techniques to a mannequin and live models concentrating on acquisition of manual dexterity and correctness of technique. <i>Pre-requisite(s): None.</i>	
<b>BR 120</b>	<b>Barbering Theory and Applications II</b>	<b>60 clock hours</b>
	The focus of this course is to further develop the skills of the student in hair cutting techniques using shears, razor, and clippers along with tool mastery, haircut finishing work (such as shaving outline areas), and safety precautions for hair cutting and styling. In addition, students will learn the purposes for using the various implements for cutting hair and their effects on the outcome of the style. Students will master the use of blow dryers and the various styling tools such as brushes and combs to complete styling services. Students will continue to learn and refine shaving and wax techniques. Students will apply demonstrated techniques to a mannequin and live models concentrating on acquisition of manual dexterity, correctness of technique, accuracy, and speed. <i>Pre-requisite(s): BR 110, Barbering Theory and Applications I; or permission of the lead instructor.</i>	
<b>BR 130</b>	<b>Barbering Theory and Applications III</b>	<b>60 clock hours</b>
	Students continue learning the theories and techniques of barbering in classroom and lab environments, and apply such knowledge on the clinic floor. An emphasis is placed on refining technique with accuracy and speed in: advanced hair cutting and styling, shaving, facials, facial hair design, communication skills with clients and colleagues, participation of shop and salon employee duties, and developing a portfolio of work for future employment and clientele. Students will demonstrate best practices of safety and sanitation related to the practice of barbering. <i>Pre-requisite(s): BR 120, Barbering Theory and Applications II; or permission of the lead instructor.</i>	
<b>BR 140</b>	<b>Barbering Theory and Applications IV</b>	<b>60 clock hours</b>
	The focus of this course is to provide the student with an additional opportunity to practice the skills, speed, and accuracy in advanced hair cutting and styling, facials, shaving and best practices of safety and sanitation in a student clinic setting. Students will be given the opportunity to gain additional practice in order to perfect their skills in client consultation and product recommendation. Students will complete portfolio of work for future employment and clientele. Students will take a pre-practical exam at the end of this course in preparation for the state licensure examination. <i>Pre-requisite(s): BR 130, Barbering Theory and Applications III; or permission of the lead instructor.</i>	
<b>BR 210</b>	<b>Shaving, Facials, and Facial Hair Services</b>	<b>60 clock hours</b>
	In this course, students will learn general sanitation and safety precautions associated with shaving; standard cutting positions and strokes with a straight razor; identification of the fourteen shaving areas of the face; facials; neck shaves; and proper station setup for the state licensing	

examination. Students will focus on evaluating skin types and skin disorders of clients, while performing facial treatments, and help patrons select proper skin care treatments and recommend appropriate products. Students are introduced to facial hair design. Students will demonstrate best practices of safety and sanitation related to the practice of barbering. *Pre-requisite(s): None.*

**BR 220 Specialty Cuts and Hair Services 60 clock hours**

In this course, students will explore special topics in hair services in a classroom and clinical setting. Topics include: advanced haircutting techniques such as texturizing and layers, haircuts for women and children, and finishing techniques. Students will apply demonstrated techniques to a mannequin and live models concentrating on correctness of technique, accuracy, speed and best practices of safety and sanitation related to the practice of barbering. *Pre-requisite(s): None.*

**BR 230 Advanced Shaving, Facials, and Facial Hair Services 60 clock hours**

In this course, students will focus on the execution of shaving, facials, and facial hair design with confidence, speed, and accuracy. Advanced topics may include: neck shave, beard and mustache trim, head shave, subdermal systems and facial massage, advanced facial treatments, vibratory facial, rolling cream facial, facial for dry skin, oily skin, acne, hot oil mask and equipment used in advanced skin care. Students will demonstrate best practices of safety and sanitation related to the practice of barbering. *Pre-requisite(s): BR 210, Shaving, Facials, and Facial Hair Services; or permission of the lead instructor.*

**BR 240 Advanced Specialty Cuts and Hair Services 60 clock hours**

In this course, students continue to explore special topics in hair services in a classroom and clinical setting. Topics include: advanced haircutting techniques, haircuts for women and children, finishing techniques, braids and locks, and hairpieces. Students will apply demonstrated techniques to a mannequin and live models concentrating on correctness of technique, accuracy, speed, and best practices of safety and sanitation related to the practice of barbering. *Pre-requisite(s): BR 220, Specialty Cuts and Hair Services; or permission of the lead instructor.*

**BR 290 Transition to Professional Practice 15 clock hours**

Students will learn review procedures and techniques required for successful passage of the state barbering licensure examination, and regulations that govern the practice of barbering in the state. Students will be given the opportunity to demonstrate mastery of key concepts through practical applications as well as through assessments which reflect the state licensure examination in format. *Pre-requisite(s): BR 130, Barbering Theory and Applications III; or permission of the lead instructor.*

**AE 100B Safety, Sanitation, and Infection Control 15 clock hours**

This course introduces students to safety and sanitation in the barbering salon, providing students with a set of practical skills and theoretical knowledge necessary to demonstrate proper sanitary measures and safe work practices. *Pre-requisite(s): None.*

**AE 110B Success in Barbering Business 30 clock hours**

In this course, students will explore issues critical for future personal and business success in the barbering industry. Topics covered in this course include: career paths; ethics; study skills; communications skills; personal grooming, hygiene, and posture; building relationships with clients and colleagues; customer service management; entrepreneurship; and foundational

knowledge in accounting, human resource, and personal/business financial planning. Some field trips and/or guest speaker visits will be scheduled. *Pre-requisite(s): None.*

**AE 120B Applied Anatomy and Physiology****30 clock hours**

Students will examine the essentials of applied anatomy and physiology, with an emphasis on acquisition of relevant terminology and recognition of issues affecting daily functions of an appearance enhancement professional. Topics covered in this course generally include: cellular structures; tissues; organs and body systems; and other issues specific to skin, hair, and nails, with review of disorders and diseases. *Pre-requisite(s): None.*

**AE 130B Applied Chemistry and Electricity****30 clock hours**

Students will examine the essentials of applied chemistry and electricity, with an emphasis on acquisition of relevant terminology and recognition of issues affecting daily functions of an appearance enhancement professional. Topics covered in this course generally include: matter, physical and chemical property changes, pH, an overview of electricity, electrotherapy, and applications of electric and light therapy.

*Pre-requisite(s): None.*

**AE 200B Career Counseling Seminar****15 clock hours**

This course is designed to help students successfully transition from classes to career. The course focuses on building a career and discovering specific job opportunities. The refinement of interpersonal communication skills and development of job search skills (resume writing, correspondence, interviewing, and networking) are stressed. Students obtain and present up-to-date material regarding job search strategies and opportunities. The student is better prepared to enter the job market and achieve his/her career goals. *Pre-requisite(s): None.*

These courses correspond to the substantive core prescribed by the New York State regulations as per table provided on the following page.

**Crosswalk between Barbering Certificate Program Courses and State Requirements for the Curriculum Core**

CRN	Course Name	Clock Hours	Subject 1: Orientation	Subject 2: Safety, Sanitation, and Infection Control	Subject 3: Anatomy and Physiology	Subject 4: Hair Structure and Analysis	Subject 5: Applied Chemistry	Subject 6: Hair/Scalp Treatments/Shampoo/Tonic	Subject 7: Facial Massage and Treatments	Subject 8: Shaving	Subject 9: Mustache and Goatee Design and Trimming	Subject 10: Haircutting	Subject 11: Hairstyling	Subject 12: Hairpieces and Specialty Services	Subject 13: Professionalism and Job Skills	Subject 14: Business Practices and Shop Management	Total
AE 100B	Safety, Sanitation, and Infection Control	15		15													15
AE 110B	Success in Barbering Business	15													5	10	15
AE 120B	Applied Anatomy and Physiology	30			20	10											30
AE 130B	Applied Chemistry and Electricity	30					20	5	5								30
AE 200B	Career Counseling Seminar	15													8	7	30
BR 110	Barbering Theory and Applications I	60	4	1		3		2				45	5				15
BR 120	Barbering Theory and Applications II	60				3		2				50	5				60
BR 130	Barbering Theory and Applications III	60				2		2	1			50	5				60
BR 140	Barbering Theory and Applications IV	60				2		2	1			50	5				60
BR 210	Shaving, Facials, and Facial Hair Services	60							11	26	23						60
BR 220	Specialty Cuts and Hair Services	60						3				38	6	13			60
BR 230	Advanced Shaving, Facials, and Facial Hair Services	60							11	26	23						60
BR 240	Advanced Specialty Cuts and Hair Services	60						3				38	6	13			60
BR 290	Transition to Professional Practice	15						1	1			7	2	4			60
	<b>Total</b>	<b>600</b>	<b>4</b>	<b>16</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>30</b>	<b>52</b>	<b>46</b>	<b>278</b>	<b>34</b>	<b>30</b>	<b>13</b>	<b>17</b>	<b>600</b>

<b>Code</b>	<b>Course Name</b>	<b>Clock Hours</b>
<b>ES 110</b>	<b>Esthetics I</b>	<b>60 clock hours</b>
<p>In this course, students are introduced to esthetics – the art and science of skin care. Students will explore a wide range of esthetics applications, such as facial treatments, hair removal, body wraps, facial make-up, and other topics, as appropriate; relevant theory, such as skin disorders and diseases and color theory; set-up and procedures; equipment and products; and best practices in hygiene and sanitation. Students will practice techniques learned on mannequins and each other. <i>Pre-requisite(s): None.</i></p>		
<b>ES 120</b>	<b>Esthetics II</b>	<b>60 clock hours</b>
<p>In this course, students will continue the study of esthetics, exploring a wide range of esthetics applications such as facial treatments, hair removal, body wraps, facial make-up, and other topics, as appropriate; relevant theory, such as skin disorders and diseases and color theory; set-up and procedures; equipment and products; and best practices in hygiene and sanitation. Students will apply demonstrated techniques to a mannequin and live models concentrating on acquisition of manual dexterity, correctness of technique, accuracy, and speed. <i>Pre-requisite(s): ES 110, Esthetics I; or permission of the lead instructor.</i></p>		
<b>ES 130</b>	<b>Esthetics III</b>	<b>60 clock hours</b>
<p>Students continue learning the theories and techniques of esthetics in classroom and lab environments, and apply such knowledge on the clinic floor. An emphasis is placed on refining technique with accuracy and speed in: facial treatments, hair removal, body treatments, make up, communication skills with clients and colleagues, participation of shop and salon employee duties, and developing a portfolio of work for future employment and clientele. Students will demonstrate best practices of safety and sanitation related to the practice of esthetics. Students will take a pre-practical exam, simulating a state licensure exam, to identify both areas of strength and areas requiring improvement. <i>Pre-requisite(s): ES 120, Esthetics II; or permission of the lead instructor.</i></p>		
<b>ES 140</b>	<b>Esthetics IV</b>	<b>60 clock hours</b>
<p>The focus of this course is to provide the student with an additional opportunity to practice the skills, speed, and accuracy in facial treatments, hair removal, body treatments, make up, and best practices of safety and sanitation in a student clinic setting. Students will be given the opportunity to gain additional practice in order to perfect their skills in client consultation and product recommendation. Students will complete portfolio of work for future employment and clientele. Students will take a timed, practical exam at the end of this course simulating a state licensure examination. <i>Pre-requisite(s): ES 130, Esthetics III; or permission of the lead instructor.</i></p>		
<b>ES 210</b>	<b>Facial Treatments</b>	<b>60 clock hours</b>
<p>Students develop their skills in the areas of client consultation, skin analysis and skin disorders, and treatments, while performing facial treatments with and without machines. Aromatherapy and lymphatic drainage of the face and neck will be explored. Students will help patrons select proper skin care treatments and recommend appropriate products. Students will demonstrate best practices of safety and sanitation related to the practice of esthetics. <i>Pre-requisite(s): None.</i></p>		

**ES 220 Paramedical Esthetics and Spa Treatments 60 clock hours**

In this course, students explore paramedical esthetics and spa treatments, thus establishing a firm foundation in these rapidly growing career choices for professional estheticians. The study of paramedical esthetics includes: dermatologic procedures, topical and oral medications, insight into plastic surgery, pre-and post operative care, and camouflage therapy. Topics in the study of spa treatments include: advanced facial treatments, body procedures, and make-up techniques. Students will develop their skills in the areas of client consultation, skin analysis and skin disorders and treatments, while performing esthetic treatments. Students will learn how to recommend products for proper follow up home and salon care. *Pre-requisite(s): None.*

**ES 230 Body Treatments 60 clock hours**

This course will introduce students to the basic body treatments commonly performed in salons and spas. Cleansing, exfoliation, and metabolic stimulation will be emphasized. Products such as seaweed, salt, paraffin, mud, ampoules and creams will be discussed and demonstrated. Treatments such as aromatherapy, manual lymphatic drainage, water therapy, and basic massage will be discussed. Students will develop their skills in the areas of client consultation, treatment, product recommendation and follow up care. Students will demonstrate best practices of safety and sanitation related to the practice of esthetics. *Pre-requisite(s): None.*

**ES 240 Make-Up Artistry 60 clock hours**

This course will introduce the product knowledge and application of make-up. Basic day, evening, and special occasion make-up application is discussed and demonstrated. Topics include: color theory and analysis, morphology of the face, eyebrow contouring, make-up application, corrections and contouring, and false eyelashes. Students will develop their skills in the areas of client consultation, make-up application, and product recommendation. Students will demonstrate best practices of safety and sanitation related to the practice of esthetics. *Pre-requisite(s): None.*

**ES 290 Transition to Professional Practice 15 clock hours**

In this course, students review theory, procedure and techniques in facial treatments, superfluous hair removal, body procedures, make-up techniques and paramedical esthetics in preparation for the State Board Exam. Students will demonstrate mastery of concepts through practical applications as well as through assessments which reflect the State Board Exam in format. *Pre-requisite(s): ES 230, Esthetics III; or permission of the lead instructor.*

**AE 100C Safety, Sanitation, and Infection Control 15 clock hours**

This course introduces students to safety and sanitation in the salon, providing students with a set of practical skills and theoretical knowledge necessary to demonstrate proper sanitary measures and safe work practices. *Pre-requisite(s): None.*

**AE 110C Success in Appearance Enhancement Business Practices 15 clock hours**

In this course, students will explore issues critical for future personal and business success in the salon, spa, and resort industry. Topics covered in this course include: career paths; ethics; study skills; communications skills; personal grooming, hygiene, and posture; building relationships with clients and colleagues; customer service management; entrepreneurship; and foundational knowledge in accounting, human resource, and personal/business financial planning. Some field trips and/or guest speaker visits will be scheduled. *Pre-requisite(s): None.*

**AE 120C Applied Anatomy and Physiology** **30 clock hours**

Students will examine the essentials of applied anatomy and physiology, with an emphasis on acquisition of relevant terminology and recognition of issues affecting daily functions of an appearance enhancement professional. Topics covered in this course generally include: cellular structures; tissues; organs and body systems; and other issues specific to skin, hair, and nails, with review of disorders and diseases. *Pre-requisite(s): None.*

**AE 130C Applied Chemistry and Electricity** **30 clock hours**

Students will examine the essentials of applied chemistry and electricity, with an emphasis on acquisition of relevant terminology and recognition of issues affecting daily functions of an appearance enhancement professional. Topics covered in this course generally include: matter, physical and chemical property changes, pH, an overview of electricity, electrotherapy, and applications of electric and light therapy.

*Pre-requisite(s): None.*

**AE 200C Career Counseling Seminar** **15 clock hours**

This course is designed to help students successfully transition from classes to career. The course focuses on building a career and discovering specific job opportunities. The refinement of interpersonal communication skills and development of job search skills (resume writing, correspondence, interviewing, and networking) are stressed. Students obtain and present up-to-date material regarding job search strategies and opportunities. The student is better prepared to enter the job market and achieve his/her career goals. *Pre-requisite(s): None.*

These courses correspond to the substantive core prescribed by the New York State regulations as per table provided on the following page.

**Crosswalk between Esthetics Certificate Program Courses and State Requirements for the Curriculum Core**

CRN	Course Name	Orientation: min 4 hrs	Area 1: Safety & Health: min 8 hrs	Area 2: Bacteriology: min 18 hrs	Area 3: Anatomy, Physiology, and Nutrition:	Area 4: Structure and Functions of the Skin: min	Area 5: Superfluous Hair: min 24	Area 6: Chemistry: min 3 hrs	Area 7: Chemistry as Applied to Cosmetics: min	Area 8: Electricity and Machines: min 18 hrs	Area 9: Facial Treatments: min 225 hrs	Area 10: Body Procedures (No Machines): min 48 hrs	Area 11: Make-Up Techniques: min 84 hrs	Area 12: Business Practices: min 50 hrs	Area 13: Job Skills: min 6 hrs	Area 14: Intro to Paramedical Esthetics: min	Total Distribution Hrs
AE 100C	Safety, Sanitation, and Infection Control		15														15
AE 110C	Success in App Enhancement Business Practices													15			15
AE 120C	Applied Anatomy & Physiology		3	2	25												30
AE 130C	Applied Chemistry & Electricity							5	25								30
AE 200C	Career Counseling Seminar													5	10		15
ES 110	Esthetics I	2	2	2		4	4		1		38		5	2			60
ES 120	Esthetics II	2		2		2	6			3	38		6	1			60
ES 130	Esthetics III			4		2	8			3	35		8				60
ES 140	Esthetics IV						5				40	5		10			60
ES 210	Facial Treatments					4				2	54						60
ES 220	Paramedical Esthetics & Spa Treatments			4	3					5	7	5	10	6		20	60
ES 230	Body Treatments			2						5	14	38		1			60
ES 240	Make-Up Artistry			1									54	5			60
ES 290	Transition to Professional Practice		1	1			2				5		1	5			15
	<b>Total Hours</b>	<b>4</b>	<b>21</b>	<b>18</b>	<b>28</b>	<b>12</b>	<b>25</b>	<b>5</b>	<b>26</b>	<b>18</b>	<b>231</b>	<b>48</b>	<b>84</b>	<b>50</b>	<b>10</b>	<b>20</b>	<b>600</b>

## **SCHOOL POLICIES**

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### **ADMISSIONS POLICY**

The school generally requires its applicants for admission to:

- Participate in a personal interview with the admissions representative;
- Be at least of 17 years of age;
- Be a high school graduate, or hold a GED (General Equivalency Diploma), or be admitted on an ability-to-benefit basis by successfully passing an approved examination.

Students are advised to apply at least six weeks in advance to secure a position in a desired class and to allow for completion of the application process. The School does not recruit students already attending or admitted to another school offering a similar program of study.

Austin's School of Spa Technology does not discriminate on the basis of color, race, creed, sex, sexual orientation, religion, age, or country or area of ethnic origin or residence.

### **ABILITY-TO-BENEFIT (ATB) POLICY**

Austin's School of Spa Technology will enroll students who have a high school diploma or hold a General Equivalency Diploma (GED). A limited number of students may also be admitted by passing an approved Ability-to-Benefit (ATB) test (currently, COMPASS, with scores of 62 – Reading; 32 – Writing; and 25 – Math).

### **ATTENDANCE REQUIREMENTS**

Regular attendance at Austin's School of Spa Technology is **essential** in maintaining satisfactory progress during the student's program.

- Students are expected to attend all classes regularly.
- Roll call will be taken at the beginning of class and every hour thereafter. If a student is late, not prepared, or not in proper uniform, that student will be marked as absent for the hour.
- All students must complete all required hours of training to graduate. The student is allowed a certain number of uncharged (unexcused) absences from regularly scheduled class hours during their program (Cosmetology – 50 hours, Barbering – 30 hours, Nail Technology – 10 hours, Esthetics – 30 hours). Hours beyond these absence allowances will be charged at an established hourly rate after the expected date of graduation.
- A limited number of excused absences may be allowed. An acceptable excused absence could be an illness documented by a note from a medical professional; documented attendance of jury duty or other court engagements; or a comparable serious issue.
- All students must maintain satisfactory academic progress throughout the program, as described in the Satisfactory Academic Progress (SAP) Policy.
- In order to receive a grade for the individual course, students must complete 100% of assigned clock hours. Students are permitted and strongly encouraged to make up all hours and other requirements before the course's scheduled end date. Should a student

complete between 80%-99% of their clock hours, an incomplete may be awarded. Incomplete hours must be made up within 30 days of the last day of the course; this deadline may be extended in cases of extenuating circumstances. Students who attend and/or make up less than 80% of hours required for the course will receive a grade of F and will be required to repeat the course at their own expense.

## **TARDINESS**

When a student is late for class, he/she must start at the next available hourly time slot.

Example:      Arrive at 9:40AM - Credit from 10:00AM;  
                  Arrive at 10:05AM - Credit from 11:00AM;  
                  Arrive at 5:15PM - Credit from 6:00PM.

Please keep in mind that due to its disruptiveness to the students and faculty, habitual lateness will not be tolerated.

## **SCHEDULING POLICY**

The school generally organizes its instructional activities in academic terms of approximately eight weeks each, and further breaks down its courses into integrated learning blocks that correspond to the academic terms. More information about these courses is provided in course syllabi and other institutional materials.

## **MAKE-UP POLICY**

To avoid additional absence charges, Austin's School of Spa Technology has a make-up policy. Students are required to make up absent hours before they can be awarded a passing grade for the course. In addition, students cannot make up time before the absences are actually accrued. There are designated make-up hours available.

Students can attend school for a maximum of 8 hours per day and 40 hours per week.

## **TRANSFER STUDENT POLICY**

Austin's School of Spa Technology may, at its discretion, accept a limited number of transfer students from other institutions. The school will generally accept transfer students from other institutions only after all of the following conditions have been met:

- Student has terminated his/her enrollment at the previous institution.
- Transcript has been received and evaluated.
- Student has taken an evaluation examination and paid an evaluation examination fee.

Please refer to the *Tuition* section of this catalog for the information on the evaluation examination fee and the hourly tuition fee for program completion for transfer students.

Based on the results of the examination and the transcript from the institution previously attended, the school may award the student a limited number of hours through transfer credit.

Hours awarded are at the discretion of the Assistant Director of Academic Programming based on the results of the evaluation test. Transfer students must purchase the Austin's School of Spa Technology program kit, or have equivalent equipment.

## **LEAVE POLICY**

In the case of a prolonged illness or accident, death in the family, or other special circumstances that make attendance impossible or impractical, a leave of absence may be granted to the student, if requested in writing by the student to the Student Services Coordinator. The approval of such leaves of absences shall be in writing by the Student Services Coordinator. No monetary charges or accumulated absences will be assessed to the student during a leave of absence.

If the student finds that his/her situation has improved sooner than expected, he/she may return earlier than planned.

Leaves of absence must be approved in advance by the Student Services Coordinator, and cannot be retroactive under any circumstances. The length of a leave of absence will generally be up to 180 calendar days. For leaves over 30 days, the school may assess the student's level of retention of material with an oral or written evaluation. On the basis of this evaluation, students may be disallowed a number of hours previously completed, and be required to repeat hours so disallowed, or undergo additional remediation. A leave of absence will generally result in an extension of the projected graduation date.

## **CATALOG DISCLOSURE STATEMENT**

The student should be aware that information in the catalog is subject to change. It is recommended that students considering enrollment check with the School Director to determine if there is any change from the information provided in the catalog. The catalog contains information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school, or the teaching personnel listed in the catalog may have changed. Again, it is recommended that a student check with the School Director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

## **STUDENT CONDUCT POLICIES**

Austin's School of Spa Technology is committed to maintaining a safe and effective educational environment for the students, faculty, and staff members. There may be occasion when a student's conduct interferes with this and the student's behavior will be dealt with immediately. Instructors may dismiss a student from class for violations of the conduct policy. Instructors will make the School Director and/or other school officials aware when a student has been dismissed from a class.

Misconduct includes, but is not limited to:

1. Breaking of any federal, state, or local laws including: theft; willful destruction or damage of property, possession and/or sale of illegal substances or prescription narcotics; possession of firearms, weapons, explosives, or dangerous chemicals of any type; and others;
2. Aiding, abetting, or being party to another's misconduct;
3. Assault or threatening behavior towards students, faculty, staff, or any external clients;
4. Cheating and plagiarism.

Students are expected to:

1. Adhere to attendance requirements.
2. Be in proper uniform at all times.
3. Maintain a professional manner while working in the classrooms and on the clinic floor.
4. Maintain a clean station/table at all times.
5. Perform their assigned duties at the designated time.
6. Eat in specified areas only. Smoking is not allowed in the building.
7. Follow direction given by instructors or staff members.
8. Maintain the kit and tools originally issued; anything lost or stolen must be replaced immediately. The school is not responsible for lost or stolen items.
9. Show consideration for the property of others.
10. Be respectful of all members of the Austin's community including: peers, school staff, and faculty members.

Austin's School of Spa Technology is first and foremost a learning community. Student conduct or behavior that impedes the ability of others to teach and learn will be subject to disciplinary action. Students failing to adhere to the conduct policies may be terminated per the School Director. In addition, students may be placed on disciplinary probation for a period of time to be determined by the School Director.

## **STUDENTS WITH DISABILITIES**

ASST is required to provide reasonable accommodations to all students who have a disability as defined by Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990 (the "Acts"). Students requesting reasonable accommodations based on a documented disability should contact the Office of Academic Services and Advising to make arrangements.

## **TERMINATION/RE-ENTRY POLICY**

The school reserves the right to place on disciplinary probation, suspend, or withdraw any student for misconduct, infraction of the rules, non-payment of tuition, or lack of satisfactory progress.

A student who voluntarily separates from the school (withdrawal) may reapply for admission at the discretion of the school. A meeting with the School Director or other school official is required before a student will be allowed re-entry.

## **APPEALS PROCESS**

Students who are terminated from Austin's School of Spa Technology may appeal the decision to the School Director. Students will receive written notification outlining the process and timeline for their appeal.

- An appeal must be made, in writing, to the School Director within two weeks of the termination date.
- Appeals are to be sent via certified US mail or other courier service with a signature required at delivery. We are not responsible for appeals that are not received when sent via regular mail. Appeals are not to be delivered in person.
- Appeals should contain facts that will help the appeals board decide if the termination decision was made in error. Appeals should be typed, or hand written neatly. An appeal that is unreadable will be returned without action.

The appeals board will meet within a week from receipt of the appeal; students will be contacted via mail regarding the decision that has been made within a week of the meeting.

## **GRADUATION REQUIREMENTS**

Graduates will receive a Certificate of Completion for the appropriate program completed. Graduation requirements include:

- Completion of all required hours for the program.
- Satisfactory completion of all practical assignments and examinations.
- Satisfactory completion of all written tests.
- Payment in full of student account balance or making satisfactory payment arrangements with the school.

All tuition (or satisfactory payment arrangements) will be due prior to final and practical examinations. The school reserves the right to suspend or administratively withdraw any student for misconduct, infraction of rules, non-payment of tuition, or lack of satisfactory progress.

## **GRADING SYSTEM AND CRITERIA**

The faculty of the Austin's School of Spa Technology grade students on their theory, laboratory, and practical work every two months, and expect that each student will show a measurable rate of progress at the end of each level. Written tests grades less than 70% (or C equivalent) will be retaken after a review of material.

Students will be graded on the following criteria during their course:

1. Motivation/participation
2. Accuracy of work
3. Following instructions
4. Professional attitude
5. Speed

6. Correct use of implements
7. Correct use of supplies
8. Preparation for class
9. Professional appearance
10. Proper techniques

The grading scale that the institution uses is as follows:

<u>Percentage</u>	<u>Grade</u>	<u>GPA Value</u>	<u>Description</u>
93.000-100.00	A	4.0	Excellent
90.000-92.999	A-	3.70	Great
87.000-89.999	B+	3.3	Very Good
83.000-86.999	B	3.0	Good
80.000-82.999	B-	2.70	Above Satisfactory
77.000-79.999	C+	2.30	Satisfactory
73.000-76.999	C	2.0	Passing
70.000-72.999	C-	1.7	Unsatisfactory
0-69.999	F	0.0	Failing
	I	N/A	Incomplete
	LOA	N/A	Leave of Absence
	W	N/A	Withdraw
	P	N/A	Passing

## **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICIES**

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### **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

All students pursuing a program of study at Austin's School of Spa Technology (ASST) must maintain satisfactory progress toward graduation in their attendance and academic/practical work. Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory academic progress in order to continue to be eligible for such funds. The standards are described below for students enrolled in ASST's Certificate programs.

ASST reviews academic records of each student every two months from the date of their enrollment at the school or approximately every eight weeks (exclusive of breaks). To be in good academic standing and maintain satisfactory academic progress toward graduation, a student must meet or exceed the *qualitative standards* in terms of cumulative grade point average for their theory, laboratory, and practical work **and** the *quantitative standards* in terms of attendance (minimum percentage of clock hours completed). Students must also complete their program within a time frame of 150% of the normal program length.

#### **Qualitative Standard**

Students must maintain a minimum cumulative grade point average (CGPA) of 70% (or its equivalent of C or 2.0 GPA) for their theory, laboratory, and practical work. Their work will be graded according to the following scale:

Percentage	Grade	GPA Value	Description
93.000-100.00	A	4.0	Excellent
90.000-92.999	A-	3.70	Great
87.000-89.999	B+	3.3	Very Good
83.000-86.999	B	3.0	Good
80.000-82.999	B-	2.70	Above Satisfactory
77.000-79.999	C+	2.30	Satisfactory
73.000-76.999	C	2.0	Passing
70.000-72.999	C-	1.7	Unsatisfactory
0-69.999	F	0.0	Failing
	I	N/A	Incomplete
	LOA	N/A	Leave of Absence
	W	N/A	Withdraw
	P	N/A	Passing

#### **Quantitative Standard**

Students must maintain at least a 67% cumulative attendance average in order to be considered making satisfactory progress and to complete the program within the maximum time frame.

**Maximum Time Frame**

The maximum time a student has to complete is 150% of the program length. For example, a 1,035 hour program (Cosmetology) has to be completed within 1,552 scheduled hours; a 600 hour program (Barbering or Esthetics) has to be completed within 900 scheduled hours); and a 250 hour program (Nail Technology) has to be completed within 375 hours.

**DETERMINATION AND CATEGORIES OF ACADEMIC PROGRESS**

Evaluation of progress will generally be conducted by the Registrar or other administrative staff member so designated within two weeks from the end of the second month term. For example, a student who enrolled or re-entered the school in January, would be evaluated at the end of the term ending in March, then in May, and so on. A student who enrolled or re-entered the school in February, would be evaluated at the end of the term ending in April, then June, and so on.

A student is classified as maintaining satisfactory academic progress if he/she meets or exceeds both minimum qualitative and quantitative standards outlined in the charts on preceding pages. A student is considered to be maintaining satisfactory academic progress in the initial two months of enrollment.

**Probation**

A student will be placed on *Probation* for a period of two months following the two month period that he/she failed to meet one or both of the standards of satisfactory academic progress as described in the charts on preceding pages. During the probation period, the student is eligible for federal financial aid. The student will be required to: (1) regularly meet with the assigned advisor during the probation period to discuss his/her academic progress, receive referrals to other student services, and create a structure for enabling better student outcomes; and (2) maintain progress towards meeting the probation criteria at the end of the probation period. The school reserves the right to dismiss a student not meeting these requirements at the sole judgment of the school director.

The student's satisfactory academic progress following the probation period will be reviewed within two weeks following the last day of the two month period on probation. A student meeting the minimum standards of satisfactory academic progress at the time of the review will be considered to be maintaining satisfactory academic progress. A student failing to meet the minimum standards of satisfactory academic progress will be placed on *Required Withdrawal* by the institution.

A student placed on probation mid-module as a result of I's converting to F's may be placed on *Required Withdrawal* by the institution at the end of the module if the student does not demonstrate improved performance.

**Required Withdrawal**

A student who has failed to improve his/her performance during the Probation period to meet the standards of satisfactory academic progress will be placed on *Required Withdrawal*. A required withdrawal for academic deficiency constitutes a complete severance of academic attendance. If

a student who is notified that he/she has failed to meet the standards required believes that special circumstances in his/her situation should be taken into consideration, he/she may meet with the School Director. In addition, a student's appeal must be presented by a written statement of the circumstances and conditions affecting his/her academic performance. A student must contact the School Director within ten days of receiving notice of the required withdrawal if he/she wishes to appeal. When appealing required withdrawal, a student must appear in person.

### **Continued Probation**

A student who has been placed on *Required Withdrawal* may submit a written petition to the School Director to be placed on *Continued Probation* due to mitigating circumstances. As an example, such cases of mitigating circumstances may include a death in the family or a prolonged illness.

The School Director will review the petition and evidence submitted in support of the petition, and rule to (1) deny the petition, or (2) grant the petition, placing the student in the *Continued Probation* status for a period of two months. The student will be considered to be making satisfactory academic progress and will remain eligible for federal financial aid funds during the period on *Continued Probation*.

### **Appeal Process**

A student who wishes to appeal an adverse decision by the School Director (e.g., being placed on *Required Withdrawal*), may appeal such a decision through a written petition to the School Director within two weeks of an adverse decision being communicated to the student. The petition may (1) appeal such an adverse decision due to mitigating circumstances and thus request being placed on *Continued Probation* for a period of two months, or (2) challenge the grade or attendance data or method of computation of such data that resulted in the adverse decision, by providing additional information substantiating the petition. The petition must be delivered to the School Director, and will be considered within a week of its submission.

Submitting an appeal does not guarantee reinstatement of financial aid. If your appeal is granted, you will be placed on Financial Aid Probation. Your grades and completion ratio will be reviewed at the end of your probation period to determine if you are meeting ALL satisfactory academic progress requirements for financial aid recipients. Your award(s) will be based on funds available at that time.

### **Reestablishing Financial Aid Eligibility**

A student will reestablish his/her eligibility for financial aid by meeting the quantitative and qualitative requirements of the standards of satisfactory academic progress for the program of enrollment, as described in the charts on preceding pages. The student may also reestablish his/her eligibility for financial aid if he/she applies for and is granted *Continued Probation* status.

**Effect of Leave of Absence on SAP, Length of Probationary Period, and Maximum Graduation Timeframe**

If a student requests and is subsequently approved for a leave of absence (LOA) while on probation or continued probation, the probationary period will be extended by the number of days equivalent to the approved LOA. For example, if a student currently on probation requests and is granted an LOA of 30 days, the probationary period will be extended by 30 days as well.

Students who request and are subsequently approved for a leave of absence while in good academic standing, will continue to remain in good academic standing upon return from the LOA and until the next SAP evaluation period. Students taking an LOA will receive an extension in projected graduation date as well as the maximum timeframe of graduation (150% of scheduled hours).

**Effect of Repeated Courses on the GPA Calculation and SAP**

If a student, who has previously failed a course or an examination, retakes the course/examination and earns a passing grade, as defined in the catalog, only the new grade will be counted in GPA for the purposes of determining SAP. However, both courses/examinations will count toward the calculation of the quantitative standard of SAP.

**ACADEMIC ALERT**

Austin's School of Spa Technology will periodically review the students' records to identify the students at risk of being placed on probation or at risk of not meeting probation requirements within their current probation period. Students identified as being at risk will be placed on an *Academic Alert*. Students on an *Academic Alert* will be required to meet on a regular basis with their academic advisor to discuss strategies and techniques to improve their attendance and academic standing with the school.

While being placed on Academic Alert in and of itself is not a negative action, students are cautioned that being placed on an Academic Alert is a serious matter. However, it is ultimately designed to benefit the student in helping her or him prevent negative academic and occupational outcomes.

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**TUITION AND FEES**


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The tuition and fees below are effective as of January 2011 for all new and re-entering students.

**Program Cost – Cosmetology**

Tuition.....	\$9,315.00
Registration Fee .....	\$100.00
Books and Beginner Kit (Non-Refundable) .....	\$400.00
<u>Advanced Kit (Non-Refundable).....</u>	<u>\$495.00</u>
<b>Total Cost of Instruction .....</b>	<b>\$10,310.00</b>

Absence Make-Up Fee (beyond scheduled completion date), per hour .....\$9.00

**Program Cost – Barbering**

Tuition.....	\$5,400.00
Registration Fee .....	\$100.00
Books and Beginner Kit (Non-Refundable) .....	\$495.00
<u>Advanced Kit (Non-Refundable).....</u>	<u>\$200.00</u>
<b>Total Cost of Instruction .....</b>	<b>\$6,195.00</b>

Absence Make-Up Fee (beyond scheduled completion date), per hour .....\$9.00

**Program Cost – Esthetics**

Tuition.....	\$5,400.00
Registration Fee .....	\$100.00
Books and Beginner Kit (Non-Refundable) .....	\$400.00
<u>Advanced Kit (Non-Refundable).....</u>	<u>\$295.00</u>
<b>Total Cost of Instruction .....</b>	<b>\$6,195.00</b>

Absence Make-Up Fee (beyond scheduled completion date), per hour .....\$9.00

**Program Cost – Nail Technology**

Tuition.....	\$2,385.00
Registration Fee .....	\$100.00
<u>Books and Student Kits (Non-Refundable) .....</u>	<u>\$425.00</u>
<b>Total Cost of Instruction .....</b>	<b>\$2,910.00</b>

Absence Make-Up Fee (beyond scheduled completion date), per hour .....\$7.95

**Miscellaneous Costs (Applicable to All Programs)**

Graduation Ceremony Participation Fee.....	\$50.00
Transfer Student/Re-Entering Student Evaluation Fee.....	\$100.00
Transfer Student/Re-Entering Student Registration Fee .....	\$100.00
Official Transcript Fee (per transcript, issued within 5 business days).....	\$6.00
Expedited Official Transcript Fee (first transcript, issued within 2 business days; additional transcripts at regular rate; includes overnight shipping in the US, if requested).....	\$30.00
Duplicate Certificate Fee.....	\$30.00

Students in all programs may be required to buy additional supplies to augment their instruction. Austin's School of Spa Technology is careful to keep outside expenses to a minimum.

There may be additional supplies/material costs to the students that are not covered by the Books and Student Kits charges. These may include: uniform pants and shirts; appropriate footwear; miscellaneous state board supplies; locker padlock; loose leaf paper and writing accessories; shoebox size plastic containers for supplies; and other similar expenses.

Students are not charged for any supplies used for the clinic. Student may be provided with an option of purchasing such supplies for personal use from the school.

## **REFUND AND CANCELLATION CLAUSES**

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### **GENERAL REFUND POLICIES**

1. Any moneys due to the applicant or student shall be refunded within 30 (thirty) days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
  - a. An applicant is not accepted by the School. This applicant shall be entitled to a refund of all monies paid.
  - b. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing within three business days of the signing of the enrollment agreement. In this case all monies collected by the School shall be refunded. This policy applies regardless of whether or not the student has actually started training.
  - c. A student cancels his/her enrollment agreement after three business days after signing, but prior to entering classes. In this case, he/she shall be entitled to a refund of all monies paid to the school, less the registration fee.
  - d. A student notifies the School of his/her withdrawal.
  - e. A student on approved leave of absence notifies the School that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the School that he/she will not be returning; or
  - f. A student is expelled by the School.
  - g. In type (b), (c), (d), or (e) official cancellation or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the School Director in person. The cancellation notice must be in writing. The failure of a student to notify the School Director, in writing, of withdrawal, may delay refund of tuition pursuant to Section 5002 of the Education Law.
  - h. A student on approved leave of absence fails to return to School on the scheduled return date. In this case, last date of approved leave is considered to be the cancellation/withdrawal date.
2. Any moneys due a student who unofficially withdraws from the School shall be refunded within 30 (thirty) days of a determination by the School that the student has withdrawn without notifying the School. To determine unofficial withdrawals, the School monitors student attendance on a weekly basis at a minimum.
3. Books, student beginner and advanced kits, and other supplies and equipment distributed to the students or purchased by the students, are non-refundable items.
4. Please refer to the *Tuition and Fees* section of this catalog for a list of all fees and charges.
5. If a program or course is canceled subsequent to a student's enrollment, and before the instruction in the program or course has begun, the school shall at its option:
  - a. Provide a full refund of all monies paid; or
  - b. Provide completion of the program or course.
6. For students who enroll in and begin classes, the New York State Education Department Refund policy shall be used for calculating refunds due (please see following pages for NYSED policies applicable to programs offered). The School, however, will apply the

following tuition refund policy, if application of such policy results in a greater refund than provided by the New York State Education Department's policies:

<b>Percentage of Hours Scheduled as of the Last Date of Attendance (LDA) to Total Program Length</b>	<b>Percentage of Total Program Cost Owed to the School</b>
Before instruction begins	0%
0.01% to 4.9%	20%
5.0% to 9.9%	30%
10.0% to 14.9%	40%
15.0% to 24.9%	45%
25.0% to 49.9%	70%
50.0% and over	100%

7. In the unlikely case of school's permanent closure, the School closure plans will offer the student a reasonable opportunity to promptly resume and complete the cancelled program(s) or similar program at an institution or institutions which offer similar educational programs, in the same geographic area as the School; and the teach-out school shall not charge students more than the original School would have been entitled under its contract, and for which the student has not paid. The School shall provide individual notice to students affected by the teach-out and diligently advertise such availability. Alternatively, the students may receive a full refund of tuition paid.

## **NEW YORK STATE EDUCATION DEPARTMENT REFUND POLICIES**

### **Hairdressing and Cosmetology**

For the purposes of this policy, the *Hairdressing and Cosmetology* program consists of four quarters of 11 weeks each.

### **Barbering**

For the purposes of this policy, the Barbering program consists of two terms of 15 weeks each.

### **Esthetics**

For the purposes of this policy, the Esthetics program consists of two terms of 15 weeks each.

### **Nail Technology**

For the purposes of this policy, the Nail Technology program consists of two quarters of 13 and 12 weeks respectively.

### **Quarter-Based Refund Policy**

- A. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned. **Due to their personal nature, uniforms and kits are non-refundable.**
- B. Thereafter, a student will be liable for

1. the non-refundable registration fee plus
2. the cost of any textbooks or supplies accepted plus
3. tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of quarters in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed.

(a) First Quarter

<u>If termination occurs</u>	<u>school may keep</u>
Prior to or during the first week	0%
During the second week	25%
During the third week	50%
During the fourth week	75%
After the fourth week	100%

(b) Subsequent Quarters

<u>If termination occurs</u>	<u>school may keep</u>
During the first week	25%
During the second week	50%
During the third week	75%
After the third week	100%

- C. The student refund may be more than that stated above if the accrediting agency or Federal refund policy results in a greater refund.

*Amounts paid in excess of the charges as determined above will be refunded within 30 (thirty) days of such action. A transcript of the student record will be issued to the student, provided all payments have been made in accordance with the above. In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school makes a settlement, which is reasonable and fair to both. An applicant rejected by the school shall be entitled to a refund of all monies paid. If a student is terminated or voluntarily discontinues, a refund will be made within 30 (thirty) days of such action. Students who do not return following a leave of absence will be considered withdrawn using the earlier of the expiration date of the leave of absence or the date the student notifies the school of his/her intention not to return. Any monies due to a student will be refunded within 30 (thirty) days of the date the school determines the student withdrew. If the school is permanently closed or course canceled after a student has enrolled, the student is entitled to a full refund of tuition. Enrolled time is defined as the time elapsed between actual starting date and the last day of attendance. "The failure of a student to notify the director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law".*

- D. The United States Department of Education regulations require that if a recipient of Title IV assistance withdraws from an institution (Austin's School of Spa Technology) during a payment period in which the recipient began attendance, the institution must calculate the percentage and amount of Title IV assistance the student did not earn and must return

those funds to the Title IV program(s). If a student receives funds from their Title IV programs directly and they withdraw from the program, any funds due to Title IV programs must be returned to the school within 30 days of withdrawing from the program.

- E. Students who do not attend school for 10 (ten) consecutive days without notifying the school may be withdrawn.

### **Term-Based Refund Policy**

- A. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned.
- B. Thereafter, a student will be liable for
1. the non-refundable registration fee plus
  2. the cost of any textbooks or supplies accepted plus
  3. tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated and any previous terms completed.

(a) First Term

<u>If termination occurs</u>	<u>school may keep</u>
Prior to or during the first week	0%
During the second week	20%
During the third week	35%
During the fourth week	50%
During the fifth week	70%
After the fifth week	100%

(b) Subsequent Terms

<u>If termination occurs</u>	<u>school may keep</u>
During the first week	20%
During the second week	35%
During the third week	50%
During the fourth week	70%
After the fourth week	100%

- C. The student refund may be more than that stated above if the accrediting agency or Federal refund policy results in a greater refund.

*Amounts paid in excess of the charges as determined above will be refunded within 30 (thirty) days of such action. A transcript of the student record will be issued to the student, provided all payments have been made in accordance with the above. In case of illness or disabling accident, death in the immediate family, or other circumstances*

*beyond the control of the student, the school makes a settlement, which is reasonable and fair to both. An applicant rejected by the school shall be entitled to a refund of all monies paid. If a student is terminated or voluntarily discontinues, a refund will be made within 30 (thirty) days of such action. Students who do not return following a leave of absence will be considered withdrawn using the earlier of the expiration date of the leave of absence or the date the student notifies the school of his/her intention not to return. Any monies due to a student will be refunded within 30 (thirty) days of the date the school determines the student withdrew. If the school is permanently closed or course canceled after a student has enrolled, the student is entitled to a full refund of tuition. Enrolled time is defined as the time elapsed between actual starting date and the last day of attendance. "The failure of a student to notify the director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law".*

- D. The United States Department of Education regulations require that if a recipient of Title IV assistance withdraws from an institution (Austin's School of Spa Technology) during a payment period in which the recipient began attendance, the institution must calculate the percentage and amount of Title IV assistance the student did not earn and must return those funds to the Title IV program(s). If a student receives funds from their Title IV programs directly and they withdraw from the program, any funds due to Title IV programs must be returned to the school within 30 days of withdrawing from the program.
- E. Students who do not attend school for 14 (fourteen) calendar days without notifying the school may be withdrawn.

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## **FINANCIAL ASSISTANCE AND STUDENT ELIGIBILITY**

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Austin's School of Spa Technology is approved to participate in many financial aid programs to aid students in meeting tuition costs. Those programs available are the PELL grant and Supplemental Educational Opportunity Grant (SEOG). ASST is the only area beauty school that offers two grant programs. In addition, we offer two low interest Federal Stafford Loans and PLUS loans. Those eligible may also apply for Veterans Benefits. For additional information, please phone the school at (518) 438-7879 and speak with the Financial Aid Representative.

## **GRANTS AND GUARANTEED STUDENT LOANS**

A grant is awarded to a student based on income eligibility, and does not need to be repaid (for example Pell or SEOG grants provided by the federal government). Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours—the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender that you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your rights and ability to obtain a loan from another lender and the insurance premiums charged on these loans. Read and understand all the information and applications for financial aid grants and loans before signing. For any additional information contact the NYS Higher Education Services Corporation, 99 Washington Avenue, Albany, NY 12255, or call (518) 473-3986.

## **SCHOLARSHIPS**

Austin's School of Spa Technology is proud to announce a scholarship for applicants nominated by ASST alumni. The ASST Alumni Scholarship of up to \$300 is awarded to applicants nominated by ASST Alumni and accepted for admission. The scholarship funds will be applied to the student's tuition after all applicable financial aid funds are credited, and will be awarded in two equal installments, at matriculation and in the month following completion of 50% of the program. The recipients are required to maintain satisfactory academic progress at all times. Up to 10 (ten) scholarships may be made available per academic (calendar) year.

## **PRIVACY POLICY**

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### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

All ASST students shall have the right to inspect and review their educational records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Privacy Act of 1974, also referred to as the Buckley Amendment. The detailed procedures for exercising one's rights under the Buckley Amendment are available upon request in the Registrar's Office. The school reserves the right to release to police agencies and/or crime victims any records or information pertinent to a crime which has occurred on campus, including the details of any disciplinary action taken against the alleged perpetrator of the crime. Students wishing to file a complaint concerning alleged failures of ASST to comply with FERPA may be sent to: Family Policy Compliance Office; U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

As an eligible student or as parent(s) or legal guardian(s) of a student under the age of eighteen, you have a right to: a) inspect and review your educational records; b) request that Austin's School of Spa Technology (hereinafter "ASST") amend these records to ensure that they are not inaccurate, misleading or otherwise in violation of your privacy or other rights; c) consent to disclosures of personally identifiable information contained in your records, except to the extent that ASST is authorized by law or regulation to disclose such information without your consent; d) file with the U.S. Department of Education a complaint under 34 CFR 99.63 and 99.64 concerning alleged failures by ASST to comply with the requirements of the Family Educational Rights and Privacy Act and 34 CFR 99.7; and e) obtain a copy of ASST's Family Educational Rights and Privacy Policy from the Registrar or Coordinator of Student Services.

ASST meets the requirements of the Family Educational Rights and Privacy Act through annual notifications to eligible students or the parent(s)/guardian(s) of a student under eighteen years of age by furnishing a copy of the Family Educational Rights and Privacy Act Notice in this catalog.

Any eligible student or parent(s)/guardian(s) of a student under eighteen years of age may inspect and review the educational records of the student by submitting a written request for an appointment to review such records to the Registrar at least two weeks prior to the proposed appointment. The request shall contain the proposed date and time for the appointment and the student's name, address and social security number. The Registrar shall confirm the appointment or seek to reschedule it for a more convenient time within five business days of receipt of the request.

An eligible student or parent(s)/guardian(s) of a student under eighteen years of age shall have access to all of the student's educational records and may obtain a copy of any record desired, unless Austin's believes that such record is subject to a legal privilege. A request for documents must be made in writing to the Registrar or School Director. The charge for copying any student record shall be \$1.00 per page and shall be prepaid by the student or parent.

ASST maintains all of its current student educational records at its offices at 855 Central Avenue, Albany, New York 12206. An enrolled student's academic file and the academic and

financial aid files for all graduated and terminated students are maintained in the Registrar's Office under the supervision of the Registrar. Financial aid files for all current students are maintained in ASST Financial Aid Office under the supervision of the Financial Aid representatives. Personally identifiable information will not be released from the student's educational records without prior written consent from the eligible student or parent(s)/guardian(s) of a student under eighteen years of age, except where the disclosure:

- is made to another ASST school official whom ASST has determined to have a legitimate educational interest;
- is to other agencies or institutions which have requested the records and in which the student seeks or intends to enroll;
- is made to authorized representatives of the Comptroller General of the United States, the Secretary of Education or any State or Local authorities in connection with an audit or evaluation of Federal or State supported educational programs, or for the enforcement of or compliance with Federal legal requirements which relate to those programs;
- is made in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions for the aid or enforce the terms and conditions of the aid;
- is to State or Local officials or authorities, if a State statute adopted before November 19, 1974, specifically requires disclosures to those officials and authorities;
- is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests, administer student aid programs or improve instruction, only if the study is conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization and the information is destroyed when no longer needed for the purposes for which the study was conducted;
- is to an accrediting organization to carry out its accrediting functions;
- is to parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954;
- is to comply with a judicial order or lawfully issued subpoena, only after ASST has made a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance;
- is in connection with a health or safety emergency, if knowledge of the information is necessary to protect the health and safety of the student or individuals;
- is information which ASST has designated "directory information" and neither the eligible student nor parent(s)/guardian(s) of a student under eighteen years of age notifies Austin's in writing within ten days of receipt of the Family Educational Rights and Privacy Act Notice;
- is to an alleged victim of any crime of violence, as that term is defined in Section 16 of Title 18, United States Code, of the results of any disciplinary proceeding conducted by Austin's against the alleged perpetrator of that crime with respect to that crime.

ASST will disclose personally identifiable information to its School Officials (President, Vice Presidents, Directors, Assistant Directors, Managers, and other supervisory personnel) or their representatives for legitimate educational interests, which Austin's has determined to mean all

issues which impact upon the student's successful completion of his/her course of study and/or upon the fulfillment of the student's obligation to ASST.

ASST will maintain a record of requests for and disclosures made of personally identifiable information and such record will be available for review by an eligible student or parent(s)/guardian(s) of an eligible student under eighteen years of age. This record shall be maintained in the student's academic file and shall contain the following information: a) the identity of the person requesting the information and b) the person's legitimate interest. If the information is released to an individual with the understanding that it will be forwarded to another individual, the record shall also contain the identity of the additional individual(s) and their legitimate interest.

ASST has determined the following as "directory information":

1. Student's Name
2. Student's Home Address
3. Student's Home Phone Number
4. Student's Date and Place of Birth
5. Student's Course of Study, Dates of Attendance and Completion or Termination Date
6. Certificate Awarded and
7. Name and Address of Most Recent Previous Educational Institution

A parent or an eligible student has the right to refuse to allow ASST to designate any or all of the above as directory information, but must do so in writing within ten days of receipt of the Family Educational Rights and Privacy Act Notice.

ASST permits parent(s)/guardian(s) or eligible student to request correction of the student's educational records where such records contain information which is inaccurate, misleading or in violation of the student's rights of privacy or other rights. ASST shall determine whether or not to amend the records and notify parent(s)/guardian(s) or eligible student within thirty days of the receipt of such request. If the request is denied, ASST will notify parent(s)/guardian(s) or eligible student of their right to a hearing to challenge the content of the educational records. As a result of such hearing, ASST may either:

1. amend the records and in writing notify the parent(s)/guardian(s) or an eligible student; or
2. deny the request and inform the parent(s)/guardian(s) or an eligible student of the right to place a statement in the record commenting on the contested information or stating why they disagree with ASST's decisions or both.

This statement shall be maintained with that part of the record which is contested, subject to the school's record retention policies in effect at the time. If any part of the contested material is released, a copy of the statement is to be released simultaneously.

## **INTERNAL GRIEVANCE PROCEDURE**

The ASST complaint procedures provide for the prompt and equitable resolution of a complaint from an individual either currently or formerly associated with the School. Any person who files a complaint is assured that the School will not take action, either overt or covert, against that

person for filing said complaint and that provision for the final determination of each formal complaint is to be made by a person or persons not directly involved in the alleged grievance.

The following grievance procedures have been developed for student use should a problem arise:

#### *Academic Matters*

A student with a grievance related to the classroom should discuss the matter with the instructor, Lead Program Instructor, or Coordinator of Instruction and Faculty. If the problem cannot be resolved, the student should then take the matter to the School Director. The School Director may arrange for a meeting of all involved parties and make a decision in regard to the grievance. As a final appeal, the student may petition the School's Curriculum and Policy Committee for a review of the grievance.

#### *Non-Academic Matters*

A student with a grievance related to non-academic matters should inform the School Director. The School Director will arrange an informal meeting with the staff member most closely associated with the problem.

Following receipt of the formal grievance, the School Director will take necessary action to resolve the matter. This will include arranging a meeting with the student, the accused, and the appropriate staff, if necessary. A formal response will be made to the student within 10 business days of the receipt of the formal grievance.

Any student with a grievance that he/she cannot resolve through the school should follow the steps addressed in the section below.

### **INSTITUTIONAL FREEDOM FROM HARASSMENT POLICY**

ASST is committed to the fundamental belief that all people should be treated with dignity and respect. Harassment will not be tolerated in any context. All members of our higher education community have a basic right to work and learn in a comfortable environment, free from derogatory remarks, unwelcome sexual advances, or any other verbal or physical conduct constituting harassment on the basis of race, sexual orientation, religion, disability, veterans' status, or any other category covered under federal, state, or local law.

### **WHAT TO DO IF YOU FEEL YOU'VE BEEN THE VICTIM OF HARASSMENT AT ASST**

Students, faculty, or staff, who feel they have been harassed should direct their complaint to the Vice President of Administration. School officials will act on all complaints within ten business days after receipt of the report. Informal resolution including mediation may be attempted before formal proceedings occur.

Formal complaints will include a written complaint and an investigation by appointed school officials. Investigations may include talking to witnesses and taking written statements from all parties involved. At the conclusion of the investigation, a report will be filed that will include recommendations for actions regarding the complaint. If it is determined that a party is responsible for such infractions, it is grounds for disciplinary action against that party, which

may include the party's removal from the campus via expulsion or termination of employment, as applicable.

### **ASST SEXUAL OFFENSE PREVENTION POLICY**

ASST has a strong commitment to the issue of respect, including respect for each person's personal and sexual boundaries. Sexual harassment may include the use of one's authority or power to coerce another person into unwanted sexual relations or to punish another person for his/her refusal; the creation by a member of the community of an intimidating, hostile, or offensive working/educational environment through repetitive verbal/physical conduct of a sexual nature. Such conduct is a violation of the policy of Austin's and will not be tolerated.

To make the school as safe as possible, all suspected violations of this policy should be reported directly to the Vice President of Administration. When a suspected violation is reported, the following actions may be considered, as appropriate. These options include, in no particular order, but are not limited to, directly confronting the alleged offender; having the Vice President for Campus Operations talk to the alleged offender; having appropriate mediation with the alleged offender; filing a formal complaint; filing an anonymous or confidential complaint; filing a police report (if the alleged offense is against the law). It is strongly encouraged that suspected violations be reported, and that they be reported as soon as reasonable after an alleged violation has occurred.

### **COMPLAINT PROCEDURE**

If you are or were a student or an employee of a Licensed Private or Registered Business School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

#### **Steps:**

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within 2 years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than 2 years after the date of occurrence.
3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of

your complaint. If the Department determines that violation of laws have been committed and the school fails to take satisfactory and appropriate action, then the Department may proceed with formal disciplinary charges.

In addition to filing a complaint with the Department, you may also try to resolve your complaint with the school. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you make a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you take to attempt to resolve your complaint.

### **TUITION REIMBURSEMENT FUND**

The tuition reimbursement fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance, prior to the completion of your program, then you may be eligible for a refund of all tuition expenses, which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the tuition Reimbursement Fund, you must first file a complaint with the State Education Department. The staff at the State Education Department will assist you in the preparation of a tuition reimbursement form.

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement. Read and be sure to understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for help by the New York State Education Department at (212) 643-4760.

### **AGENTS**

Schools for the purpose of recruiting or enrolling students in their school employ private school agents; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an identification card, and must be a salaried employee of the school. School agents who cannot show an Agent identification card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name of the enrolling agent must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who spoke to you. Each student will be required to confirm the name of the agent when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if that agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedure.

**SCHOOL ADMINISTRATION AND FACULTY**

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**SYSTEM ADMINISTRATION****Faith A. Takes***President***Michelle Constantine***Chief Operating Officer***Elliot Pruzan, Ph.D.***Chief Academic Officer***Karen M. Daguano, Ed.D.***Vice President, Administration***Shawn McCartee***Vice President, Administration***Lisa Cala Ruud***Associate Vice President for Curriculum and Instructional Technology***Chrisanthy Diamantopoulos***Assistant Vice President for Educational Reporting and Compliance***OFFICE OF THE SCHOOL DIRECTOR****Denise Winslow***School Director***Maribel Colón-Villegas***Assistant Director of Academic Programming***OFFICE OF ACADEMIC SUPPORT AND ADVISING****Keri Seiden***Student Services Coordinator***OFFICE OF CAREER SERVICES****Vidal Deleon***Director, Career Services***OFFICE OF THE REGISTRAR****Alexander Lord***Registrar***Nicole Edwards***Associate Registrar***OFFICE OF ADMISSIONS****George Chakmakas***Director, Office of Admissions***Katie Borthwick***Admissions Representative***Caitlin Brown***High School Admissions Assistant***Celeste Coleman***Admissions Representative***Jake Coulombe***Admissions Representative***Shauntya Heslop***Admissions Representative***Jennie Kakavelos***High School Coordinator***Stacy Laniewski***Assistant Director of Admissions***Katherine Lee***Assistant to the Director***Sydney MacDonald***Assistant Director of Admissions***Sean Rosney***Admissions Representative***Yasmine Staten***Admissions Representative*

**OFFICE OF FINANCIAL AID**

**Christopher Arnold**  
*Director, Financial Aid*

**Joshua Berger**  
*Financial Aid Representative*

**Shana Gaaney**  
*Financial Aid Representative*

**Lindsey Mead**  
*Financial Aid Representative*

**Tiffany Miller**  
*Financial Aid Representative*

**Kim O'Brien**  
*Financial Aid Representative*

**Mary Ann Scheff**  
*Sr. Financial Aid Representative*

**Kevin Walker**  
*Sr. Financial Aid Representative*

**OFFICE OF INFORMATION  
TECHNOLOGY SERVICES**

**Brian Hendron**  
*Director of Information Technology*

**Christina Conte**  
*Applications Administrator*

**Bobbi Miles**  
*Helpdesk Support Technician*

**DEPARTMENT CHAIRS**

**Angela Vitti**  
*Department Chair, Cosmetology Days &  
Barbering*

**Carl DeMarco**  
*Department Chair, Cosmetology Nights &  
Esthetics*

**FACULTY AND INSTRUCTIONAL STAFF**

**Joan Fox**  
*Instructor*  
*NYS Licensed Cosmetologist*  
*Licensed Private School Full Teacher License -  
Cosmetology*

**Tracy Gainer**  
*Instructor*  
*NYS Licensed Cosmetologist*  
*Licensed Private School Full Teacher License -  
Cosmetology*

**Giancarlo Hicks**  
*Instructor*  
*NYS Licensed Master Barber*  
*Licensed Private School Teacher Permit -  
Barbering*

**Shakesha Hilts**  
*Instructor*  
*NYS Licensed Cosmetologist*  
*Licensed Private School Teacher Permit -  
Cosmetology*

**Christine Howard**  
*Instructor*  
*NYS Licensed Cosmetologist*  
*Licensed Private School Provisional Teacher  
License - Cosmetology*

**Emmett Jacobs**  
*Instructor*  
*NYS Licensed Master Barber*  
*Licensed Private School Teacher Permit -  
Barbering*

**Freddie Johnson**  
*Instructor*  
*NYS Licensed Master Barber*  
*Licensed Private School Provisional Teacher  
License - Barbering*

**Joseph Johnson**  
*Instructor*  
*NYS Licensed Master Barber*  
*Licensed Private School Provisional Teacher  
License - Barbering*

**Issis Liriano**

*Instructor*  
*NYS Licensed Cosmetologist*  
*Licensed Private School Provisional Teacher*  
*License - Cosmetology*

**Annette Martinez**

*Instructor*  
*NYS Licensed Nail Specialist*  
*Licensed Private School Provisional Teacher*  
*License – Nail Specialty*

**Maureen Martinez**

*Instructor*  
*NYS Licensed Cosmetologist*  
*Licensed Private School Provisional Teacher*  
*License - Cosmetology*

**Martha McMahon**

*Instructor*  
*NYS Licensed Cosmetologist*  
*Licensed Private School Teacher Full License -*  
*Cosmetology*

**Luz Mendoza**

*Instructor*  
*NYS Licensed Cosmetologist*  
*Licensed Private School Provisional Teacher*  
*License - Cosmetology*

**Venus Moultrie**

*Instructor*  
*NYS Licensed Cosmetologist*  
*Licensed Private School Teacher Permit -*  
*Cosmetology*

**Robert Odom**

*Instructor*  
*NYS Licensed Master Barber Licensed Private*  
*School Teacher Permit – Barbering*

**Rachel Pailley**

*Instructor*  
*NYS Licensed Cosmetologist*  
*Licensed Private School Provisional Teacher*  
*License - Cosmetology*

**Daiwan Perry**

*Instructor*  
*NYS Licensed Master Barber*  
*Licensed Private School Teacher Permit –*  
*Barbering*

**Lavon Pruitt**

*Instructor*  
*NYS Licensed Cosmetologist*  
*Licensed Private School Full Teacher License -*  
*Cosmetology*

**Karen Shepard**

*Instructor*  
*NYS Licensed Cosmetologist*  
*Licensed Private School Provisional Teacher*  
*License - Cosmetology*

**Francesca Spiak**

*Instructor*  
*NYS Licensed Cosmetologist*  
*Licensed Private School Teacher Permit -*  
*Esthetics*

**Gloria Turner**

*Instructor*  
*NYS Licensed Cosmetologist*  
*Licensed Private School Provisional Teacher*  
*License*

**AUSTIN'S SCHOOL OF SPA TECHNOLOGY**  
**ACADEMIC CALENDAR, 2010-2011**


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<b>Academic Term</b>	<b>Important Dates</b>
<b>Fall I, 2010</b>	<b>Monday, September 20, 2010 – Friday, November 12, 2010</b> ☼ Holiday: Monday, October 11 (Columbus Day)
<b>Fall II, 2010</b>	<b>Monday, November 15, 2010 – Friday, January 14, 2011</b> ☼ Thanksgiving Break: Thursday, November 25 – Friday, November 26 ☼ Holiday: Friday, December 24, 2010 (Christmas Eve) Classes run on <b>Friday</b> schedule: Monday, December 27 Classes run on <b>Thursday</b> schedule: Tuesday, December 28 ☼ Winter Break: Wednesday, December 29 through Sunday, January 2
<b>Spring I, 2011</b>	<b>Tuesday, January 18, 2011 – Wednesday, March 16, 2011</b> ☼ Holiday: Monday, January 17 (Martin Luther King Jr. Birthday) ☼ Holiday: Monday, February 21 (Presidents' Day) Inclement Weather Make-Up Day(s)*: Tuesday, March 15 and Wednesday, March 16 ☼ Spring Break: Thursday, March 17 – Friday, March 18
<b>Spring II, 2010</b>	<b>Monday, March 21, 2011 – Friday, May 13, 2011</b>
<b>Summer I, 2011</b>	<b>Monday, May 16, 2011 – Wednesday, July 13, 2011</b> ☼ Holiday: Monday, May 30 (Memorial Day) ☼ Holiday: Monday, July 4 (Independence Day) Make-Up Day: Tuesday, July 12 ☼ Summer Break: Thursday, July 14 – Friday, July 15
<b>Summer II, 2011</b>	<b>Monday, July 18, 2011 – Monday, September 12, 2011</b> ☼ Holiday: Monday, September 5 (Labor Day) ☼ Late Summer Break: Tuesday, September 13 – Friday, September 16

**Note:** *This calendar is subject to change without further notice.*

*\*Inclement weather make-up days will run according to the schedule of the day originally missed. If there were no inclement weather days declared by the school for the term, students will receive the day off.*

**AUSTIN'S SCHOOL OF SPA TECHNOLOGY**  
**ACADEMIC CALENDAR, 2011-2012**


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<b>Academic Term</b>	<b>Important Dates</b>
<b>Fall I, 2011</b>	<b>Monday, September 19, 2011 – Friday, November 11, 2011</b>
<b>Fall II, 2011</b>	<b>Monday, November 14, 2011 – Friday, January 20, 2012</b> ☼ Thanksgiving Break: Thursday, November 24 – Friday, November 25 ☼ Winter Break: Saturday, December 24, 2011 – Sunday January 1, 2012 ☼ Holiday: Monday, January 16 (Martin Luther King Jr. Birthday) Make-Up Days: Tuesday, January 17 – Wednesday, January 18, 2012
<b>Spring I, 2012</b>	<b>Monday, January 23, 2012 – Friday, March 23, 2012</b> ☼ Holiday: Monday, February 20 (Presidents' Day) Inclement Weather Make-Up Day(s)*: Tuesday, March 20 and Wednesday, March 21 ☼ Spring Break: Thursday, March 22 – Friday, March 23
<b>Spring II, 2012</b>	<b>Monday, March 26, 2012 – Friday, May 18, 2012</b>
<b>Summer I, 2012</b>	<b>Tuesday, May 22, 2012 – Wednesday, July 18, 2012</b> ☼ Holiday: Monday, May 28 (Memorial Day) ☼ Holiday: Wednesday, July 4 (Independence Day) ☼ Summer Break: Thursday, July 19 – Friday, July 20
<b>Summer II, 2012</b>	<b>Monday, July 23, 2012 – Monday September 17, 2012</b> ☼ Holiday: Monday, September 3 (Labor Day) ☼ Late Summer Break: Tuesday, September 18 – Friday, September 21

**Note:** *This calendar is subject to change without further notice.*

*\* Inclement weather make-up day(s) will run according the schedule of the day originally missed. If there were no inclement weather days declared by the institution for the term, students will receive the day(s) off.*

## **NOTICES**

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### **Statement of Ownership**

Austin's School of Spa Technology (ASST) is owned and operated by  
Empire Education Corporation  
855 Central Avenue, Albany, New York 12206  
Main: (518) 786-0855.

Faith A. Takes, President and CEO, Empire Education Corporation  
Denise Winslow, School Director, Austin's School of Spa Technology

### **Catalog Date**

This catalog is effective as of August 1, 2011. The information in this catalog is subject to change. Please inquire with the School about any possible changes to the catalog.

### **Non-Discrimination Notice**

Austin's School of Spa Technology appreciates and supports diversity among its students, faculty, and staff. Austin's School of Spa Technology does not discriminate on the basis of color, race, creed, sex, sexual orientation, religion, age, or country or area of ethnic origin or residence in its admissions, employment, educational, and business practices.

## **STUDENT DISCLOSURES**

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### **Voter Registration Dissemination Practice**

Austin's School of Spa Technology encourages all our students to vote and, in election seasons, may send an email to students with a link to their respective state's voter registration website.

### **Copyright Infringement Prevention**

Copyright infringement is defined as the unauthorized use of copyrighted material in a manner that violates one of the copyright owner's exclusive rights, such as the right to reproduce or perform the copyrighted work, or to make derivative works that build upon it. Austin's School of Spa Technology does not tolerate any form of copyright infringement and regularly performs in-services for faculty on the subject and ensures that all students are educated on the subject in their classrooms. In addition students, faculty and staff are encouraged to report possible infringements directly to executive management. Further, our Information Technology Services team has blocked the downloading of any and all files from the Internet. Students, faculty or staff that is found infringing on a copyright are subject to the disciplinary actions described in the School Catalog and Employee Handbook, whichever apply.

### **Academic Program Improvement Plans – Austin's School of Spa Technology**

The institution periodically reviews outcome rates (including but not limited to: enrollment, retention, graduation, placement, and if applicable, licensure rates) for all of its programs. Programs that perform below benchmarks compared to other programs at the institution and/or other similar institutions are reviewed by the Curriculum and Policy Committee for improvements in content, format, student learning objectives, occupational objectives, and faculty effectiveness. The institution reviews every single program at least once every three years on a rolling calendar basis to assure continuous institutional improvement and growth as well.

Austin's School of Spa Technology is currently reviewing several of its program for possible changes in the format of program delivery that would subdivide the curricula into separate courses in the individual subject applied fields, cognate subject applied fields, and theory (e.g., in the *Hairdressing and Cosmetology* curriculum, group material relevant to Esthetics, Nail Technology cognate subjects into block courses). Students, graduates, employers, faculty, and staff are encouraged to provide their opinions and feedback about these programs to Dr. Elliot Pruzan, Chief Academic Officer, at [epuzan@empireed.com](mailto:epuzan@empireed.com).

### **Student Diversity**

Austin's School of Spa Technology is committed to building and maintaining a diverse school community. We seek to foster an environment where all individuals can study, work and teach comfortably and without fear of prejudice or behaviors that might infringe on universal respect and kindness towards others. We practice a zero tolerance policy on all forms of harassment in order to preserve the dignity of our students, faculty and staff.

## **Fire Safety Procedure**

The following procedure will be followed for a building evacuation:

- 1) Faculty members locate the class roster and announce to class that they will be exiting the building by following you closely through the hallway and the nearest exit.
- 2) Close classroom door.
- 3) Exit with your roster and students out the nearest exit (NOTE: use of elevators is prohibited during an evacuation. There are three stairwells in this building; they are located at the north end of the building, directly in the middle, and at the south ends of the building. North/South ends face each parking lot –and/or face Central Ave and Rt. 90).
- 4) The class will be taken to the large parking lot that faces Rt. 90 regardless of what exit is taken. All faculty, staff, and students must eventually arrive at this location.
- 5) Attendance will be taken to ensure all students have exited the building.
- 6) Attendance rosters will be provided to executive management upon return to the building.

Please note that students in other areas of the building will be accounted for by the manager or staff in that department (financial aid, student services, registrar, etc).

Austin's School of Spa Technology conducts quarterly fire drills during the day, evening and weekend cohorts (if applicable). In addition, a routine inspection of fire extinguishers and other fire detection items is performed quarterly. All fire drills and fire incidents are recorded in the Institutional Fire Log maintained by each school manager.

Third Quarter Fire Safety Statistics: there have been no fires reported at any campus.

## **Campus Security Policy and Campus Crime Statistics Report**

The institution regularly publishes its Campus Security Policy and Crime Statistics Report on the web at [www.austin.edu/disclosures](http://www.austin.edu/disclosures).

## **Drug Violations**

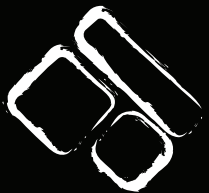
Possession of drugs or alcohol on campus is prohibited and disciplinary action associated with this behavior is outlined in the School Catalog and/or Employee Handbook.

According to the Federal Department of Education, “a drug conviction can disqualify a student for financial aid funds. A conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when the student was a juvenile, unless she/he was tried as an adult.

The period of ineligibility for financial aid funds depends on whether the conviction was for sale or possession, and whether the student had previous offenses”. (2008-2009 *FSA Handbook*)



where class...becomes style



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SCHOOL OF SPA TECHNOLOGY

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