

## CONSUMER DISCLOSURES

### **A Career in Aesthetics**

Never has there been a more exciting time to enter the spa industry. The aesthetics industry is one of the fastest growing industries in the world. In fact, the boundaries of its reach are still undefined. Public demand for products and services has never been greater. The industry of spa and wellness is not a passing trend. It is a progression of classic and timeless tradition. As the fourth largest leisure industry in the United States, the demand for skilled practitioners will continue to grow as the wellness philosophy sweeps the globe.

The concept of complete wellness includes healthy skin and appearance, exercise and fitness, stress relief, nutrition, and education. No industry is better positioned to expand with healthy lifestyles than the spa industry, and no practitioners are better positioned than aestheticians to lead that expansion.

Institutions around the world, whether they are governments, schools, businesses or churches, are increasingly promoting the concept of personal wellness to increase productivity among their members and to meet modern standards of social responsibility. Many institutions even incorporate their own programs and facilities.

The medical community is also responding to a growing demand for alternative or complementary healthcare components focusing on preventative education and healthy living. Dentists, dermatologists, general practice physicians and plastic surgeons are now partnering with medical spas at the request of patients. These specialized spas now offer patients and guests the convenience of complete wellness and stress reduction all in one facility.

With wellness redefining the spa industry, focus and service are no longer gender or age specific. In fact, an estimated one third of spa services are performed on men. The teen market also plays a significant role in the wellness industry. Nearly four million teens have received spa services and have experienced education in stress reduction, healthy eating practice and skin care. In recent surveys conducted by ISPA (International Spa Association), 34% of spas now offer specifically designed teen packages and 17% offer packages designed for Children.

Spas are noticed practically everywhere - health clubs, resorts, hotels, timeshare communities, airports, malls and cruise ships. Career opportunities are abundant and readily available. While high-end, niche-market spas continue to be successful, other opportunities await as the concept of franchised spas, offering memberships and lower priced treatments continue to entice the public. Aestheticians now entering the workforce can look forward to possibilities well within reach.

### **About Acaydia Spa and School of Aesthetics**

#### **VISION**

To create successful futures by preparing students to be well-rounded and knowledgeable in all aspects of the Field.

Acaydia Spa and School of Aesthetics (referred to as "Acaydia" within this Catalog) was founded on the desire to increase the educational and professional standards within the industry. While focused on aesthetics, the curriculum is tailored to promote a deeper understanding of overall industry concepts. With this focus, our students are given the foundation necessary to become successful practitioners who are prepared for service and leadership in the aesthetics industry.

#### **MISSION**

It is our mission to:

- Prepare students to pass the state licensing exam and to acquire a job in the aesthetics industry
- Provide opportunities for students to experience and establish confidence in fundamental business concepts and standards of practice
- Guide students to develop marketable professional skills and excellence in presentation to compliment theoretical knowledge

## **Acaydia FACILITIES**

Located in the historic walking district of Downtown Provo, Acaydia provides two locations for learning:

### ACAYDIA SPA

At the Acaydia Spa, students perform spa and medical spa procedures on actual clients. The Acaydia Spa is located on the main floor of the school. In 2014, the spa was expanded to over 6000 square feet to accommodate its growing clientele. Featuring an elegant reception area; a group pedicure room; a VIP event hall; a couple's retreat room; men's and women's locker areas; a makeup bar; and a centralized student preparation zone with a laundry and sterilization room, the Acaydia Spa provides an authentic spa atmosphere for students to maximize their experience.

### EDUCATION AND STUDENT SERVICES CENTER

Students experience the ultimate in technology and educational resources in the Education and Student Services Center. Comprised of a large classroom; conference room; practical training room; and computer lab, students maximize their theoretical hours with access to a variety of cross-disciplinary modalities. Along with a copy center; locker room; kitchen and restrooms, the administrative offices offer a one-stop resource center for students as they progress through their chosen program.

### EQUIPMENT

Students have access to the highest caliber industry equipment. Acaydia does not outsource medical spa training and owns the equipment necessary to properly educate students. All medical spa training (including laser treatments, micro-needling, deep peels, etc.) are overseen by Medical Director, Dr. Christopher Kelly, MD. Neurotoxin injections and fillers are administered in a demonstration setting.

### ADMINISTRATIVE STAFF AND FACULTY

The school is owned by Acaydia Spa and School of Aesthetics, LLC. The following is a list of administrative staff and faculty:

- School Owners - Jeremy Hulse and Andrea Hulse
- School Director - Andrea Hulse
- Operations - Jeremy Hulse
- Education Director – Meagan DeLange
- Program Coordinator – Kathy Hutchings
- Medical Director – Dr. Christopher Kelly, MD
- Spa Specialists - Hannah Purcell, Morgan Mulliner, Chelsea Schow
- Laser and Medical Aesthetics Specialist - Megan Williams
- Financial Aid Specialist – Tyler Perdue, McKenna Taylor
- Admissions and Job Placement Specialist – Sunni Archibald
- Instructors – Meagan DeLange, Cacci Karcich, Jamie Laver, Julie Smith, Haley Crawford
- Front Desk Coordinators – Kaitlyn Coon, Holly Carter, Rachel Bates

The Admission's Office is designated to assist enrolled or prospective students in obtaining financial aid information, school information, information on completion or graduation rates and school security policies and crime statistics. The Admission's office can be contacted by visiting the school or calling 1-801-377-0025.

### ADMISSIONS

Acaydia accepts applications from the following:

- High School Graduates. (Acceptable means of proof: diploma, high school or college transcripts, GED equivalent.)
- Home School Graduates. (Must submit documented evidence of completion of home schooling that state law treats as a home school or private school; or if the state issues a credential for home schooling, the actual credential is required)
- High School Students. (Must be at least 16 years of age; A high school student who is accepted as a student of Acaydia must submit written approval from their secondary school prior to enrollment, meet the

state requirements for admission, and successfully complete a pre-enrollment evaluation, as established by the institution.) No more than 10% of Acaydia's student enrollment may be high school students at any given time. In addition, a high school student is considered a self-paying student.

- Non-High School Graduates. (In the absence of the above documentation, the applicant must take and pass an approved ability-to-benefit test administered according to the test publisher's guidelines by an approved Independent Test Administrator.)

Educational Pre-Requisites:

- Level I Basic Aesthetics (600 hrs) - None
- Level II Master-Medical Aesthetics (600 hrs) - Complete Level I Basic Aesthetics course, or hold an active Utah Basic Aesthetician License; or an active Utah Cosmetology License
- Master-Medical Aesthetics Outline (1200 hrs) - None

Admissions Process

1. Submit a completed application. Applications are available online (acaydia.com) or may be requested in person at the school. A complete application will include the following:
  1. A non-refundable application fee of \$50
  2. Copy of the applicant's driver license or government-issued ID
  3. Proof of High School graduation, GED or ATB exam report
  4. Personal Statement of applicant's qualifications to be considered for acceptance
  5. Two Letters of Recommendation
2. Applicant is contacted by the school and scheduled for an interview. Upon submission of a complete application, the applicant will be contacted by an Admissions Representative to schedule an interview. The interview may take place in person or via phone. The application process is complete once the interview has occurred. Applicants may be subject to a background check and/or drug test.
3. Applicant is notified of acceptance or non-acceptance. Acaydia maintains a rolling admissions program, which means acceptance decisions are made as applications are submitted. Once an incoming class is 80% filled, however, Acaydia will wait until the application deadline to make determinations on the remaining applicants. Space is limited. Students who are admitted early may be required to make a deposit prior to the admissions deadline to guarantee enrollment. All admitted students must complete and sign an enrollment agreement prior to attending class.

Acaydia considers many factors when determining acceptance to the school. In addition to academic preparation, factors such as professionalism, prior achievements and dedication are assessed. The school does not discriminate on the basis of gender, sex, race, age, color, ethnic origin, sexual orientation, religion, financial status, disability or marital status in admitting students.

TRANSFER & RE-ENTERING STUDENTS

Transfer Students: Acaydia accepts transfer students from equivalent institutions on a case-by-case basis. In addition to completing entrance requirements, transferring students must submit a certified transcript of hours accumulated at the previous institution. Transfer students are required to purchase a student kit and remit appropriate application and registration fees. Tuition is charged proportionate to the number of clock hours remaining to complete the program. Transfer students must satisfactorily complete all graduation requirements in order to receive a certificate of completion or diploma for any course. Transfer students must complete a minimum of 25% of the required coursework and clocked hours at Acaydia. It is against Acaydia policy to recruit students who are currently attending or admitted to other schools offering similar programs of study.

Re-Entering Students: A student who has been dismissed may apply to be re-admitted to the institution after waiting a period of 60 days. Upon approval, such students will be enrolled on a temporary status. In addition, students will reenter with the same Satisfactory Academic Progress status at the time of withdrawal. With respect to financial aid, a student must complete a period of 2 months with at least a 75% grade average and maintain attendance at 67% for that period as well as comply with all regulations of the school, before financial aid awards will be made. This procedure applies only to dismissals caused by lack of Satisfactory Academic Progress (SAP) and will not be granted more than once. It does not apply to voluntary withdrawals or termination due to a code of ethics violation. Re-entering students will be charged at the current tuition rates for newly entering students.

Amounts paid during the 1st period of enrollment will be credited to this account. If the student re-enters within 12 months of the withdrawal, the application and registration fee will be waived. A student re-entering after 12 months of the withdrawal is subject to retaking the 4-6 week preparatory session (Orientation) for the enrolled course. All re-entering students are subject to a \$150 re-entrance fee.

#### RESIDENCY REQUIREMENT

In order to receive a certificate of completion or a diploma for any course, students must complete a minimum 25 percent of the required coursework and clocked hours at the Acaydia School of Aesthetics.

#### ENROLLMENT AGREEMENT

Prior to beginning class, accepted students are provided with and must submit an enrollment agreement. The agreement informs students of their financial obligations and standards to which they will be accountable. Payment arrangements for tuition, supplies and course fees must be determined prior to matriculation.

#### COURSE CALENDAR

A variety of start dates and flexible schedules are available to accommodate those who have obligations outside of school. A calendar of start dates is listed below. Course start dates are subject to change.

#### HOLIDAY CALENDAR

Acaydia is closed for the following holidays:

- New Years Day; Martin Luther King Day; President's Day; Memorial Day; Independence Day; Labor Day;
- Thanksgiving Break\* (Thanksgiving Day + Friday & Saturday following); Winter Break\* (Dec. 24-Jan. 1)

\*Attendance is not required, but optional hours are available.

#### SCHEDULE ACCOMMODATIONS

Custom schedules may be requested and agreed upon prior to enrollment with a \$150 fee. In order to avoid a disruption of education, it is important to adhere to the agreed upon schedule for the entire duration of the enrolled course. Once a schedule has been agreed upon, there will be a \$250 schedule change fee if changes are approved to be made. If additional changes are requested, the student may be subject to a waiting period before a new schedule starts. Detailed information regarding schedule accommodation requirements is available through the Student Counseling Office.

#### COURSE OFFERINGS

##### STUDENT ORIENTATION

Each course begins with an intensive orientation period in which the following objectives are met:

- A favorable impression about Acaydia is formed by familiarizing students with program outlines, philosophies, required tasks and performance expectations.
- Introduction and identification of key administration and points of contact for student assistance.
- Training objectives and safety requirements are established.
- Spa treatment protocols and theoretical concepts for the enrolled course are introduced with direct supervision of a licensed master aesthetician instructor

On the first day of class, students will receive required texts for the enrolled course and will be measured for a custom spa uniform, which will be received during orientation. Because the practice of aesthetics involves the use of chemicals and implements that require extensive amounts of training, Acaydia grants items in the student kit after the student has progressed

satisfactorily through the orientation period. Upon successful completion of objectives taught in orientation, students will receive all additional student kit items for the enrolled program. The length of orientation is approximately 30 school days for each program. Hours accumulated in orientation are included in the total required hours for the program.

#### LEVEL I BASIC AESTHETICS

Description: A 600-hour course designed to train the student in basic aesthetic skills, proper safety judgment, professional work habits, business skills and desirable attributes necessary to obtain licensure and achieve competency in entry-level positions. A Basic Aesthetician may obtain employment in a salon, spa, or other similar environment.

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise, and proper grooming.
- Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Successfully perform basic skills in the areas of skin care, nail care, waxing, body treatments, and product recommendations.
- Perform the basic analytical skills to advise clients in the proper treatment and maintenance of healthy skin.
- Apply academic learning, technical information, and related matter to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in aesthetics and related fields.

References: A comprehensive library of references, periodicals, books, texts, audio/visual resources, and web-based materials are available to support and supplement the program of study. Students should avail themselves of the opportunity to use these materials.

Teaching and Learning Methods: Clock-hour education is provided through a sequential set of learning steps, which address specific tasks necessary for State Board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student spa activities, and student participation. Audio/visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Grading Procedures: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (computer system will reflect completion of the practical assignment as a grade percentage). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a final written exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 – 100 EXCELLENT

85 – 92 VERY GOOD

75 – 84 SATISFACTORY

74 and below UNSATISFACTORY

Level I Instructional Outline

<b>Subject</b>	<b>Hrs</b>	<b>Instruction Method</b>
New Student Orientation	6	Acaydia Student Catalog
Infection Control	3	Milady's Fund. Ch. 5
Hair Removal	2	Milady's Fund. Ch. 18
Basic Facials	2	Milady's Fund. Ch 15 & 16
The Treatment Room	2	Milady's Fund. Ch 14, Practical
Client Consultation	2	Milady's Fund. Ch. 12, Practical
History of Aesthetics	14	Milady's Fund. Ch. 1,
Skin Histology	14	Milady's Fund. Ch. 10
Anatomy and Physiology	14	Milady's Fund. Ch. 6
Electricity	7	Milady's Fund. Ch. 8
Basic Facial Machines	7	Milady's Fund. Ch. 17
Chemistry	14	Milady's Fund. Ch. 7
Skin Care Products	14	Milady's Fund. Ch. 13
Nutrition	14	Milady's Fund. Ch. 9
Hormones and the Skin	14	SCBB Ch. 4
Diseases and Disorders of the Skin	14	Milady's Fund. Ch.11
Acne: Causes and Treatments	14	Milady's Fund. Ch. 11
Spa Design	4	0-600 Course Project
Communication	7	Milady's Fund. Ch. 4
Professionalism	7	Milady's Fund. Ch. 4
Career Planning	10	Milady's Fund. Ch. 21
Business and Salon Management	18	What it Takes to Succeed (WITTS) Manual
Basic Exfoliation and Chemical Peels	14	Milady's Fund. Ch. 19, Practical
Skin Types and Conditions	4	Milady's Fund. Ch. 12
Makeup Artistry	10	Milady's Fund. Ch. 20
Glymed Product Knowledge	3	Glymed Plus Manual
UltraLuxe Product Knowledge	3	UltraLuxe Manual
Rhonda Allison Product Knowledge	3	Rhonda Allison Manual
Jane Iredale Product Knowledge	3	Jane Iredale Manual
Lash Extensions	11	Practical
Facial Waxing	4	Practical
Body Waxing	4	Practical
Back Treatment	3	Practical
Brow and Lash Tinting	2	Practical
Lash Curl	2	Practical
Pedicure	4	Practical
Manicure	3	Practical
Galvanic	2	Practical
Basic Facials	4	Practical
Sunless Airbrush Tan	2	Practical

Utah Aesthetics Examination Review	16	Acaydia Exam Review
TOTAL LESSON HOURS	300	
TOTAL CLINICAL HOURS	300	
<b>TOTAL LEVEL I BASIC AESTHETICS HOURS</b>	<b>600</b>	

Graduation Requirements: Eligible students who are in good standing will receive a graduation diploma from Acaydia recognized by the State of Utah. To be eligible for graduation, students must accomplish the following:

- Earn grades of 75% or above on each exam, including both theoretical and practical exams
- Earn a passing, cumulative attendance score of 67% or above
- Pass a written final exam with a grade of 75% or above
- Complete required course hours
- Perform the minimum number of skill requirements for the course
- Be in good standing with the school

Good standing means student is:

- Current with financial obligations
- Not currently on academic or professional probation
- Not currently suspended or subject to disciplinary action

Tuition & Fees:

Application Fee (non-refundable)	\$50.00
Registration Fee (non-refundable)	\$125.00
Tuition	\$7000.00
Kit + Books	\$1650.00 (plus tax)
<b>TOTAL</b>	<b>\$8825.00 (plus kit + books tax)</b>

Payment Arrangements:

- Tuition paid in full will receive a \$250 tuition discount. The student must not drop the program, or the discount will be reversed and applied to the student ledger.
- Student may apply for an in-house payment plan. (See Financial Aid Office for application.)
- Student may submit payment with a private loan. The pay in full discount is honored with this option. Acaydia recommends Mountain America Credit Union for an Education Loan, specifically created for vocational programs. (macu.com)
- Financial Aid is available to those who qualify. Students may apply for Pell Grants and Stafford Loans by visiting [fafsa.ed.gov](http://fafsa.ed.gov). Acaydia School Code is 041655. Student FAFSA must be submitted before class start date or monthly financing is required. Upon Financial Aid approval, if a tuition balance remains, the balance will be financed through the school or TFC Credit Corporation. Minimum payments of \$100/month are required at 0% interest until graduation. Upon graduation, if a balance remains, the student may refinance with a minimum payment of \$200/month at 12% interest.
- Tuition assistance is available to those who qualify from the following programs: Veterans Affairs, Utah State Office of Rehabilitation, and Workforce Services.
- Scholarships are accepted and may be applied toward a student ledger.

- Promotional pricing and/or fee waivers are subject to approval and are subject to be reinstated for early withdrawal or termination. Promotions cannot be combined with any other offer.
- Students may pay by cash, credit card, money order, check, etc.

## **LEVEL II MASTER - MEDICAL AESTHETICS**

Description: The Master-Medical Aesthetics Course is designed to train students who are at an intermediate aesthetics level. Students with basic aesthetic skills will learn intermediate and clinical grade treatments. Upon completion of the program, students should be able to display proper safety judgment, professional work habits, business skills and desirable attributes necessary to obtain licensure and achieve competency in entry-level positions. A student who completes the Level II Master-Medical Aesthetics course will have the same skill level and employment opportunities as a student who completes the 1200-hour Complete Master Aesthetics Course.

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise, and proper grooming.
- Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform basic skills in the areas of skin care, nail care, waxing, body treatments, product recommendations, chemical exfoliation, microdermabrasion, laser hair removal, and photo facials.
- Perform the basic analytical skills to advise clients in the proper treatment and maintenance of healthy skin.
- Apply academic learning, technical information, and related matter to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in aesthetics and related fields.

References: A comprehensive library of references, periodicals, books, texts, audio/visual resources, and web-based materials are available to support and supplement the program of study. Students should avail themselves of the opportunity to use these materials. Teaching and Learning Methods: Clock-hour education is provided through a sequential set of learning steps, which address specific tasks necessary for State Board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student spa activities, and student participation. Audio/visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Grading Procedures: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (computer system will reflect completion of the practical assignment as a grade percentage). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a final written exam for both the Basic and Master courses prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 – 100 EXCELLENT

85 – 92 VERY GOOD

75 – 84 SATISFACTORY

74 and below UNSATISFACTORY

Level II Instructional Outline:

<b>Subject</b>	<b>Hrs</b>	<b>Instruction Method</b>
New Student Orientation	4	Acaydia Student Catalog
Advanced Facial Devices	11	Milady's Adv.. Ch. 18
Plastic Surgery	11	Milady's Adv..Ch. 26, 27
Lasers + Injection Assisting (80 hours cumulative w/practical requirements)	33	Milady's Adv. Ch 8
Medical Terminology	5	Milady's Adv. Ch 25
Working in a Medical Setting	6	Milady's Adv. Ch 24
Financial Business Skills	6	Milady's Adv. Ch 29
Marketing	5	Milady's Adv. Ch 30
Sensitive Skin	5	SCBB Ch. 13
Rosacea	6	SCBB Ch. 14
Acne: Advanced Instruction	11	SCBB Ch. 15-17
Age Prevention	11	SCBB Ch. 18,20
Body Treatments	11	Milady's Adv. Ch. 21
Advanced Exfoliation and Chemical Peels	11	SCBB Ch. 15-17
Advanced Diseases and Disorders of the Skin	6	Milady's Fund. Ch.2
Advanced Infection Control	5	Milady's Fund. Ch.11
Pigmentation	6	SCBB Ch. 19
Ethnic Skin	5	Milady's Standard Edition
Advanced Ingredients	11	SCBB Ch. 9-12
Business and Salon Management	18	What it Takes to Succeed (WITTS) Manual
Glymed Product Knowledge	3	Glymed Plus Manual
UltraLuxe Product Knowledge	3	UltraLuxe Manual
Rhonda Allison Product Knowledge	3	Rhonda Allison Manual
Jane Iredale Product Knowledge	3	Jane Iredale Manual
Facial Waxing	2	Practical
Body Waxing	2	Practical
Back Treatment	2	Practical
Brow and Lash Tinting	2	Practical
Lash Curl	2	Practical
Pedicure	2	Practical
Manicure	2	Practical
Galvanic	2	Practical
Facials	2	Practical
Sunless Airbrush Tan	2	Practical
Diamond Microdermabrasion	5	Practical
Crystal Microdermabrasion	8	Practical
Microneedling	4	Practical
Ultrasonic Facial	4	Practical
Syneron Photofacial	5	

Syneron Laser Hair Removal	5	Practical
Syneron Sublative	5	Practical
Advanced Chemical Peels	5	Practical
Advanced Bikini Waxing	4	Practical
Warm Stone Treatment	2	Practical
Exfoliating Body Glow	2	Practical
Hydrating Body Wrap	2	Practical
Advanced Pedicure	2	Practical
M'Lis Wrap	4	Practical
Synergie Body Sculpting	8	Practical
Utah Advanced Aesthetics Examination Review	16	Acaydia Master Final Exam Review
<b>TOTAL LESSON HOURS</b>	<b>300</b>	
<b>TOTAL CLINICAL HOURS</b>	<b>300</b>	
<b>TOTAL LEVEL II MASTER-MEDICAL AESTHETICS HOURS</b>	<b>600</b>	

Graduation Requirements: Eligible students who are in good standing will receive a graduation diploma from Acaydia recognized by the State of Utah. To be eligible for graduation, students must accomplish the following:

- Earn grades of 75% or above on each exam, including both theoretical and practical exams
- Earn a passing, cumulative attendance score of 67% or above
- Pass a written final exam with a grade of 75% or above
- Complete required course hours
- Perform the minimum number of skill requirements for the course
- Be in good standing with the school

Good standing means student is:

- Current with financial obligations
- Not currently on academic or professional probation
- Not currently suspended or subject to disciplinary action

Tuition & Fees:

Application Fee (non-refundable)	\$50.00
Registration Fee (non-refundable)	\$125.00
Tuition	\$8200.00
Kit + Books	\$1650.00 (plus tax)
<b>TOTAL</b>	<b>\$10025.00 (plus kit + books tax)</b>

Payment Arrangements:

- Tuition paid in full will receive a \$250 tuition discount. The student must not drop the program, or the discount will be reversed and applied to the student ledger.
- Student may apply for an in-house payment plan. (See Financial Aid Office for application.)

- Student may submit payment with a private loan. The pay in full discount is honored with this option. Acaydia recommends Mountain America Credit Union for an Education Loan, specifically created for vocational programs. (macu.com)
- Financial Aid is available to those who qualify. Students may apply for Pell Grants and Stafford Loans by visiting [fafsa.ed.gov](http://fafsa.ed.gov). Acaydia School Code is 041655. Student FAFSA must be submitted before class start date or monthly financing is required. Upon Financial Aid approval, if a tuition balance remains, the balance will be financed through the school or TFC Credit Corporation. Minimum payments of \$100/month are required at 0% interest until graduation. Upon graduation, if a balance remains, the student may refinance with a minimum payment of \$200/month at 12% interest.
- Tuition assistance is available to those who qualify from the following programs: Veterans Affairs, Utah State Office of Rehabilitation, and Workforce Services.
- Scholarships are accepted and may be applied toward a student ledger.
- Promotional pricing and/or fee waivers are subject to approval and are subject to be reinstated for early withdrawal or termination. Promotions cannot be combined with any other offer.
- Students may pay by cash, credit card, money order, check, etc.

### **MASTER - MEDICAL AESTHETICS (COMBINED LEVEL I & LEVEL II)**

Description: The Master-Medical Aesthetics Course (1200 hours) is designed to provide students the necessary education to competently administer the most advanced aesthetic treatments. Upon completion of the program, the student should be able to make proper safety judgments, display professional work habits, business skills and desirable attributes necessary to obtain licensure and achieve competency in entry-level positions in the aesthetics or medical aesthetics career field.

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise, and proper grooming.
- Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform basic skills in the areas of skin care, nail care, waxing, body treatments, product recommendations, chemical exfoliation, microdermabrasion, laser hair removal, and photo facials.
- Perform the basic analytical skills to advise clients in the proper treatment and maintenance of healthy skin.
- Apply academic learning, technical information, and related matter to ensure sound judgments, decisions, and procedures. To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in aesthetics and related fields.

References: A comprehensive library of references, periodicals, books, texts, audio/visual resources, and web-based materials are available to support and supplement the program of study. Students should avail themselves of the opportunity to use these materials.

Teaching Aids and Learning Methods: Clock-hour education is provided through a sequential set of learning steps, which address specific tasks necessary for State Board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student spa activities, and student participation. Audio/visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Grading Procedures: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (computer system will reflect completion of the

practical assignment as a grade percentage). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a final written exam for both the Basic and Master courses prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 – 100 EXCELLENT

85 – 92 VERY GOOD

75 – 84 SATISFACTORY

74 and below UNSATISFACTORY

Master-Medical Instructional Outline:

<b>Subject</b>	<b>Hrs</b>	<b>Instruction Method</b>
New Student Orientation	6	Acaydia Student Catalog
Infection Control	3	Milady's Fund. Ch. 5
Hair Removal	2	Milady's Fund. Ch. 18
Basic Facials	2	Milady's Fund. Ch 15 & 16
The Treatment Room	2	Milady's Fund. Ch 14, Practical
Client Consultation	2	Milady's Fund. Ch. 12, Practical
History of Aesthetics	14	Milady's Fund. Ch. 1,
Skin Histology	14	Milady's Fund. Ch. 10
Anatomy and Physiology	14	Milady's Fund. Ch. 6
Electricity	7	Milady's Fund. Ch. 8
Basic Facial Machines	7	Milady's Fund. Ch. 17
Chemistry	14	Milady's Fund. Ch. 7
Skin Care Products	14	Milady's Fund. Ch. 13
Nutrition	14	Milady's Fund. Ch. 9
Hormones and the Skin	14	SCBB Ch. 4
Diseases and Disorders of the Skin	14	Milady's Fund. Ch.11
Acne: Causes and Treatments	14	Milady's Fund. Ch. 11
Spa Design	4	0-600 Course Project
Communication	7	Milady's Fund. Ch. 4
Professionalism	7	Milady's Fund. Ch. 4
Career Planning	10	Milady's Fund. Ch. 21
Business and Salon Management	18	What it Takes to Succeed (WITTS) Manual
Basic Exfoliation and Chemical Peels	14	Milady's Fund. Ch. 19, Practical
Skin Types and Conditions	4	Milady's Fund. Ch. 12
Makeup Artistry	10	Milady's Fund. Ch. 20
Glymed Product Knowledge	3	Glymed Plus Manual
UltraLuxe Product Knowledge	3	UltraLuxe Manual
Rhonda Allison Product Knowledge	3	Rhonda Allison Manual
Jane Iredale Product Knowledge	3	Jane Iredale Manual
Lash Extensions	11	Practical

Facial Waxing	4	Practical
Body Waxing	4	Practical
Back Treatment	3	Practical
Brow and Lash Tinting	2	Practical
Lash Curl	2	Practical
Pedicure	4	Practical
Manicure	3	Practical
Galvanic	2	Practical
Basic Facials	4	Practical
Sunless Airbrush Tan	2	Practical
Utah Aesthetics Examination Review	10 (+6 in Level II)	Acaydia Level I Exam Review
Level II Instruction (601-1200 hrs)	Hrs	Instruction Method
New Student Orientation	4	Acaydia Student Catalog
Advanced Facial Devices	11	Milady's Adv.. Ch. 18
Plastic Surgery	11	Milady's Adv..Ch. 26, 27
Lasers + Injection Assisting (80 hours cumulative w/practical requirements)	33	Milady's Adv. Ch 8
Medical Terminology	5	Milady's Adv. Ch 25
Working in a Medical Setting	6	Milady's Adv. Ch 24
Financial Business Skills	6	Milady's Adv. Ch 29
Marketing	5	Milady's Adv. Ch 30
Sensitive Skin	5	SCBB Ch. 13
Rosacea	6	SCBB Ch. 14
Acne: Advanced Instruction	11	SCBB Ch. 15-17
Age Prevention	11	SCBB Ch. 18,20
Body Treatments	11	Milady's Adv. Ch. 21
Advanced Exfoliation and Chemical Peels	11	SCBB Ch. 15-17
Advanced Diseases and Disorders of the Skin	6	Milady's Fund. Ch.2
Advanced Infection Control	5	Milady's Fund. Ch.11
Pigmentation	6	SCBB Ch. 19
Ethnic Skin	5	Milady's Standard Edition
Advanced Ingredients	11	SCBB Ch. 9-12
Business and Salon Management	18	What it Takes to Succeed (WITTS) Manual
Glymed Product Knowledge	3	Glymed Plus Manual
UltraLuxe Product Knowledge	3	UltraLuxe Manual
Rhonda Allison Product Knowledge	3	Rhonda Allison Manual
Jane Iredale Product Knowledge	3	Jane Iredale Manual
Facial Waxing	2	Practical
Body Waxing	2	Practical
Back Treatment	2	Practical
Brow and Lash Tinting	2	Practical
Lash Curl	2	Practical

Pedicure	2	Practical
Manicure	2	Practical
Galvanic	2	Practical
Facials	2	Practical
Sunless Airbrush Tan	2	Practical
Diamond Microdermabrasion	5	Practical
Crystal Microdermabrasion	8	Practical
Microneedling	4	Practical
Ultrasonic Facial	4	Practical
Syneron Photofacial	5	Practical
Syneron Laser Hair Removal	5	Practical
Syneron Sublative	5	Practical
Advanced Chemical Peels	5	Practical
Advanced Bikini Waxing	4	Practical
Warm Stone Treatment	2	Practical
Exfoliating Body Glow	2	Practical
Hydrating Body Wrap	2	Practical
Advanced Pedicure	2	Practical
M'Lis Wrap	4	Practical
Synergie Body Sculpting	8	Practical
Utah Advanced Aesthetics Examination Review	16	Acaydia Final Exam Review
TOTAL LESSON HOURS	600	
TOTAL CLINICAL HOURS	600	
<b>TOTAL MASTER-MEDICAL AESTHETICS HOURS</b>	1200	

Graduation Requirements: Eligible students who are in good standing will receive a graduation diploma from Acaydia by the State of Utah. To be eligible for graduation, students must accomplish the following:

- Earn grades of 75% or above on each exam, including both theoretical and practical exams
- Earn a passing, cumulative attendance score of 67% or above
- Pass a written final exam with a grade of 75% or above
- Complete required course hours
- Perform the minimum number of skill requirements for the course
- Be in good standing with the school

Good standing means student is:

- Current with financial obligations
- Not currently on academic or professional probation
- Not currently suspended or subject to disciplinary action

Tuition & Fees:

Application Fee (non-refundable)	\$50.00
Registration Fee (non-refundable)	\$125.00

Tuition	\$14000.00
Kit + Books	\$1850.00 (plus tax)
TOTAL	\$16025.00 (plus kit + books tax)

Payment Arrangements:

- Tuition paid in full will receive a \$500 tuition discount. The student must not drop the program, or the discount will be reversed and applied to the student ledger.
- Student may apply for an in-house payment plan. (See Financial Aid Office for application.)
- Student may submit payment with a private loan. The pay in full discount is honored with this option. Acaydia recommends Mountain America Credit Union for an Education Loan, specifically created for vocational programs. (macu.com)
- Students may pay by cash, credit card, money order, check, etc.
- Financial Aid is available to those who qualify. Students may apply for Pell Grants and Stafford Loans by visiting [fafsa.ed.gov](http://fafsa.ed.gov). Acaydia School Code is 041655. Student FAFSA must be submitted before class start date or monthly financing is required.
- If a tuition balance remains beyond the 1st Award Year and enrollment extends into the 2nd Award Year, tuition will be financed through the school or TFC Credit Corporation.
- After the 2nd Award Year FAFSA is submitted and processed, a remaining balance and financial need assessment will be conducted by the Financial Aid Specialist.
- If a tuition balance remains after the 2nd Award Year, the balance will be financed through the school or TFC Credit Corporation with the following options:
- Option A: Balance is divided into equal monthly payments at 0% interest until graduation. Balance is due in full upon graduation.
- Option B: Balance is financed at a minimum payment of \$200/month at 12% interest.
- Tuition assistance is available to those who qualify from the following programs: Veterans Affairs, Utah State Office of Rehabilitation, and Workforce Services.
- Scholarships are accepted and may be applied toward a student ledger.
- Promotional pricing and/or fee waivers are subject to approval and are subject to be reinstated for early withdrawal or termination. Promotions cannot be combined with any other offer.
- Students may pay by cash, credit card, money order, check, etc.
- REFUND POLICY –
  - a. If an applicant is not accepted by the school, he/she shall be entitled to a refund of all monies paid, less the non-refundable \$50.00 application fee.
  - b. If a student or Legal Guardian (if student is not of legal age) cancels the agreement within three (3) business days from the date the agreement was signed, regardless of whether the student actually started training or not, all monies collected from the school shall be refunded, except the \$50.00 non-refundable application fee. The cancellation date will be determined by the postmark on the written notification or the date said information is delivered to the school administrator in person.
  - c. If the agreement is cancelled after three (3) business days from the date that the agreement was signed but prior to the scheduled starting date at Acaydia, the student shall be entitled to a refund of all monies less the \$50.00 non-refundable application fee and the \$100.00 registration fee.
  - d. Enrollment time is defined as the time elapsed between the actual starting date and the student's last date of attendance. All monies due the student shall be refunded within forty-five (45) days of the date the student notifies the school that the student will not be returning or formal cancellation/termination by the school, which shall occur no more than thirty (30) days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the date that the student informs the school that he or she will not be returning or the

documented date of return. All refunds are based on scheduled hours. Acaydia will be entitled to retain tuition according to the schedule below:

- e. Should Acaydia suspend or expel a student, Acaydia is not responsible for refunding the student’s fees or tuition except as described by the tuition schedule above, minus any and all costs associated with repairing any damage or harm caused by the student, including the repair of equipment or reputation.
- f. For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered:

PERCENTAGE OF SCHEDULE HOURS ELAPSED	TUITION AMOUNT ACAYDIA WILL RECEIVE OR RETAIN
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- i. If a course is cancelled subsequent to a student’s enrollment, and before instruction in the course has begun, Acaydia will provide a full refund of all monies paid or provide completion of the course.
- ii. If Acaydia is permanently closed and no longer offers instruction after a student has enrolled, the student shall be entitled to pro-rata refund and a certified copy of hours earned.
- iii. If Acaydia cancels a course and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school, or provide completion of the course or provide a full refund of all monies paid.
- iv. Items in student kit are distributed as the student progresses through the program. Fees for student kits, uniforms and textbooks are non-refundable after (1) custom orders have been placed or (2) items have been received. Other miscellaneous charges the student may incur at the institution (e.g., extra kit materials, books, products, unreturned school property, etc.) will be calculated at the time of withdrawal. All regular fees are identified in the catalog and enrollment agreement.
- v. If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to the unsubsidized Federal Loan Program; second to the subsidized Federal Loan Program; third to the Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the
  - student has received personal payments of Title IV aid, she/he may be required to refund the aid to the applicable program.
  - vi. In case of illness or disabling accident, death or other circumstances beyond the control of the student, Acaydia will offer a reasonable settlement at its discretion.

#### TRANSFER OF CREDIT

Acaydia accepts transfer students from equivalent institutions on a case-by-case basis. In addition to completing entrance requirements, transferring students must submit a certified transcript of hours accumulated at the previous institution. Transfer students are required to purchase a student kit and remit appropriate application and registration fees. Tuition is charged proportionate to the number of clock hours remaining to complete the program. Transfer students must satisfactorily complete all graduation requirements in order to receive a certificate of completion or diploma for any course. Transfer students must complete a minimum of 25% of the required coursework and clocked hours at Acaydia. It is against Acaydia policy to recruit students who are currently attending or admitted to other schools offering similar programs of study.

Hours completed at Acaydia may or may not be accepted by other institutions.

#### STUDENT RIGHT TO KNOW ACT

## NACCAS 2016 Annual Report Outcome Rates –

Completion Rate: 95%

Licensure Rate: 96%

Placement Rate: 89%

## JOB PLACEMENT

Acaydia realizes the need for guidance upon graduation. Although Acaydia does not guarantee job placement, the school maintains a list of current job openings and potential employers. Acaydia also participates in employment related programs with vendors and industry suppliers. Students and alumni are encouraged to request information or counseling through the Student Services Center. Career opportunities are abundant and readily available. Aesthetician, Medical Assistant, Spa Director, Skin-Care Advisor or instructor are examples.

## ACADEMIC PROGRAM INFORMATION

Approved and governed by:

National Accrediting Commission of Career Arts & Sciences (NACCAS)  
3015 Colvin Street  
Alexandria, VA 22314  
1-703-600-7600

Utah Division of Occupational & Professional Licensing  
P.O. Box 146741  
Salt Lake City, Utah 84114  
1-801-530-66280

Students may view a copy of the school's accreditation certificate and other licensure approvals by request in the Student Counseling Office.

## COPYRIGHT INFRINGEMENT POLICY

Unauthorized distribution of copyrighted materials using the school's information technology system, including unauthorized peer-to-peer file sharing, may subject you to civil and criminal liabilities. All information provided by Acaydia, its personnel, or representatives must have written approval prior to sharing of any means. Penalties for violation of federal copyright laws can be found at <http://www.copyright.gov/title17/92chap5.html>.

## FACILITIES & SERVICES AVAILABLE TO STUDENTS WITH DISABILITIES

Acaydia does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability (physical & intellectual), sexual orientation, or national origin. The school maintains compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Those with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. Reasonable accommodations may be requested.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Every student has the right to inspect and review their admissions, academic, and financial aid records. The student is to submit a signed and dated written request to the administration office identifying the records they wish to inspect. The school's administration will make arrangements with the student to determine the date and time the records to be inspected. Students must be able to review records within 45 days of request.

Any student who wishes to have any records amended, is to submit a signed and dated written request to the administration office clearly identifying the part of the record the student wants changed and specify purpose of change. The school will make a determination and notify the student in writing. If a request is denied, Acaydia allows the student to request a hearing to challenge the contents of the education records, on the accounts that the records are inaccurate, misleading, or violate the rights of the student. Students have the right to provide consent for the disclosure of their records.

Each new year, students are notified of their rights under FERPA, which includes the rights to inspect and review education records. Acaydia maintains a record in the student's file listing to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information (does not apply to school officials with a legitimate educational interest or to directory information).

FERPA authorizes disclosure without consent to:

- School official who has legitimate education interest
- Contracted party with the school (Attorney, auditor, etc)
- Parent of eligible student (dependent on tax return)
- Government agencies
- Certain court orders or subpoenas

The school does not release any information to parties seeking directory information. The student has the right to file a complaint with the U.S. Department of Education if they feel the school failed to comply with the requirements under FERPA.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

#### REQUEST TO DISCLOSE INFORMATION

Except under special conditions, a student must provide a signed and dated written consent before an education agency or school may disclose personally identifiable information from the student's education records. The written consent must:

- Specify the records that may be disclosed
- State the purpose of the disclosure
- Identify the party or class of parties to whom the disclosure may be made

When a disclosure is made:

- If a parent or eligible student so request, the school must provide him or her with a copy of the records disclosed, and if the parent of a student who is not an eligible student so request, the school must provide the student with a copy of the records disclosed

Signed and dated written consent may include a record and signature in electronic form that:

- Identifies and authenticates a particular person as the source of the electronic consent
- Indicates such person's approval of the information contained in the electronic consent

#### CONSENT NOT REQUIRED

Acaydia may disclose personally identifiable information without student consent to the following parties:

- School officials with legitimate educational interests
- U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education
- State and local officials
- Authorized organizations conducting educational research
- Accrediting agencies
- Alleged victim of a crime
- Parent of a Dependent Student as defined by the IRS
- Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse

#### FERPA & SUBPOENAS

In contrast to the exceptions to the notification and recordkeeping requirements granted for law enforcement purposes, educational agencies or institutions may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action. Additionally, schools must comply with FERPA's recordkeeping requirements under [34 CFR 99.32](#) when disclosing information pursuant to a standard court order or subpoena.

Acaydia makes a reasonable effort to notify a student who is the subject of a subpoena or court order before complying, so that the student may seek protective action (unless the court or issuing agency has prohibited such disclosure).

#### HIPPA & FERPA

HIPPA applies to Health Care Providers, private benefit plans, and health care clearinghouses. It does not apply to other types of organizations whose receipt or maintenance of health records is incidental to their normal course of business. FERPA does not limit what records Acaydia may obtain, create, or maintain. It provides safeguards for education records. If a health record is used to make a decision in regard to a student's education program, (e.g., whether a student should receive extended time for testing; or be exempt from an academic requirement, such as SAP) the health record may be construed to be an education record. In that case the normal FERPA provisions for safeguarding the record would apply.

#### HEALTH & SAFETY EXEMPTION REQUIREMENT

A health and safety exception permits the disclosure of personally identifiable information from a student's record in case of an immediate threat to the health or safety of students or other individuals. Acaydia follows the provisions outlined in the regulations as follows:

The school only discloses personally identifiable information from an education record to appropriate parties in connection with an emergency *if* knowledge of the information is necessary to protect the health or safety of the student or other individuals.

#### PATRIOT ACT CHANGES TO FERPA

In response to the terrorist attacks on the United States that took place on September 11, 2001, Congress made changes to FERPA. Acaydia complies with the changes made to FERPA as a result of the USA Patriot Act as outlined in [DCL April 12, 2002](#).

#### INFORMATION SECURITY PROGRAM

Acaydia safeguards all nonpublic personal information in the school's possession (from students, parents, or other individuals with whom the school has a customer relationship). This safeguarding also pertains to the customers of other financial institutions that have provided such information to the school.

Acaydia is committed to providing a comprehensive information security program. This security program is designed to achieve the following objectives:

- Insures the security and confidentiality of customer information
  - All customer information is maintained on a secure computer network and is treated with the utmost confidentiality. Any paper files containing customer information are managed by Acaydia employees and are stored in a secured location
  - Customer information is only accessible to those on staff who require access in order to fulfill their necessary job functions
  - Acaydia utilizes security cameras to enhance all aspects of school security and file protection
- Protects against any anticipated threats or hazards to the security or integrity of such information
  - As information security threats or hazards are anticipated, Acaydia will evaluate each situation on a case by case basis and act accordingly to best protect against these threats or hazards
- Protects against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any customer
  - Only authorized persons are granted access to customer information, thus preventing any harm or threat to customer information

Acaydia designates members of its Management Team to be designated coordinators responsible for the coordination of its information security program. The designated coordinators are responsible to identify reasonable foreseeable internal and external risks to customer information. At a minimum, Acaydia's risk assessment includes the consideration of risks in each of the following areas:

- Employee training and management
- Information systems, including network and software design, as well as information processing, storage, transmission, and disposal
- Detecting, preventing, and responding to attacks, intrusions, or other system failures

Acaydia has employed information safeguards to control the risks it identifies through risk assessment, and regularly tests or otherwise monitors the effectiveness of these safeguards.

An evaluation and adjustment are regularly performed by Acaydia as it observes the results of risk assessments and testing, and considers any other outside influences that would compel the school to make necessary adjustments to its information security program.

Acaydia requires that its service providers are capable of maintaining appropriate safeguards for customer information and that such safeguards are implemented and maintained.

## SATISFACTORY ACADEMIC PROGRESS

### 1. Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is applied consistently to all students enrolled, regardless of whether participating in Title IV programs. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### 2. Evaluation Periods

Level I Basic Aesthetics (600 Hours): 300 actual clocked hours

Level II Master-Medical Aesthetics (600 Hours); 300 actual clocked hours

Master-Medical Aesthetics (1200 Hours): 450, 900 and 1050 actual clocked hours

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation.

### 3. Attendance Progress Evaluations

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### 4. Maximum Time Frame

The maximum time (which does not exceed 150% of the course length) allowed for students to complete the enrolled program at satisfactory academic progress:

<u>Full Time Courses</u>	<u>Normal Time Frame</u>	<u>Max Time Frame</u>
Level I Basic Aesthetics	18 weeks	27 weeks
Level II Master-Medical Aesthetics	18 weeks	27 weeks
Master-Medical Aesthetics	36 weeks	54 weeks
 <u>Part Time Courses</u>		
Level I Basic Aesthetics	36 weeks	54 weeks
Level II Master-Medical Aesthetics	36 weeks	54 weeks

Master-Medical Aesthetics

72 weeks

108 weeks

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 67% of the scheduled hours. Transfer hours are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

#### 5. Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100 EXCELLENT

85 - 92 VERY GOOD

75 - 84 SATISFACTORY

74 and BELOW UNSATISFACTORY

#### 6. Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

#### 7. Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

8. Warning Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

#### 9. Appeal Procedure

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

#### 10. Re-Establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

#### 11. Interruptions, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

12. Noncredit, Remedial Courses, Repetitions Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

### INSTITUTIONAL INFORMATION

#### HOUSING

Housing is readily available and within walking distance of campus. Acaydia is an approved institution to participate in Brigham Young University housing. Although Acaydia is not directly affiliated with any other local housing, transportation or childcare; a list of options is available for the benefit of students not familiar with the Provo area.

Acaydia is not liable for off campus contracts, arrangements, or agreements.

#### PARKING AND TRANSPORTATION

A variety of transportation options are available for Acaydia students. Due to the variety of transportation options, the cost of transportation will vary for each student. Acaydia can provide a list of available options upon a student's request. Students may park in the six-story parking structure attached to the campus building or take advantage of public transportation that picks up and drops off in front of the school.

#### STUDENT SERVICES

Academic Advising: Acaydia provides academic advising for all students to aid with satisfactory academic progress throughout the program. Academic advising is available to each student to help improve or maintain satisfactory academic progress. Advising is also available to assist students in other school related areas, such as monitoring attendance, increasing skill performance, etc. A student may schedule an advising session with the appropriate school official during regular business hours or as the staff member's schedule permits.

Licensing Requirements: Upon fulfilling financial obligations and successful completion of the enrolled course, the student will receive a Certificate of Completion and Verification of Graduation, which proves eligibility to register for Utah State Board Exams. Successful passing of the required exam(s) for the enrolled course is the initial step toward licensure. Acaydia does not guarantee graduates are eligible for licensure. State Board Exams are an additional cost and are not covered in tuition and fee expenses.

Employment Assistance: Acaydia realizes the need for guidance upon graduation. Although Acaydia does not guarantee job placement and is not an employment agency itself, the school maintains a list of current job openings and potential employers. Acaydia also participates in employment related programs with vendors and industry suppliers. Acaydia does not provide forecasts on future market conditions for compensation or employment opportunities, nor does Acaydia provide government job market statistics. Acaydia does not perform talent hunts or contests for its institution. Students and alumni are encouraged to request information or counseling through the Student Counseling Office.

Resume & Correspondence Counseling: Students may request assistance in compiling resumes, cover letters, letters of recommendation and other marketing tools as they seek employment. Counseling sessions are scheduled in advance through the Student Counseling Office.

#### CODE OF ETHICS

Acaydia is committed to being a school of dedication, academic excellence, professionalism, and integrity. That commitment serves to ensure the realization of Acaydia's mission and the success of its students. Acaydia faculty, staff, and students must recognize the importance of complying with the Acaydia policies and code of ethics, all which are designed to achieve its stated mission. Acaydia reserves the right to permanently dismiss any student or staff member whose behavior violates the code of ethics as a first and final step of disciplinary action. The Code of Ethics is as follows:

##### 1) Compliance With The Law

All faculty and students are expected to comply with all applicable laws and regulations. The practice of aesthetics is a state-regulated industry and each individual, including students, is responsible for knowing and following the law. No student shall engage in the unauthorized practice of aesthetics.

##### 2) Productive Environment

Acaydia is committed to maintaining a productive educational environment. All faculty and students must proactively share this commitment and must not act in a way that diminishes another's ability to fully participate and learn. All individuals must respect diversity and seek to appreciate its advantages. All individuals must treat others at Acaydia with dignity and respect.

##### 3) Conflict of Interest

Acaydia faculty owes a duty of undivided business loyalty to the school. Acaydia students owe the same duty of loyalty while working in the student spa. Conflicts of interest may arise when considerations of benefit to a faculty member, staff or student conflict with, or appear to conflict with, that person's ability to perform Acaydia work effectively. Each individual is responsible for avoiding conflicts of interest as well as the appearance of such conflicts.

##### 4) Proper Use and Protection of Acaydia Assets

All faculty and students are expected to protect Acaydia assets and promote their efficient use. Acaydia assets should be used only for legitimate purposes. Theft, carelessness, misuse, or waste of Acaydia assets increases student costs, damages reputations and results in diminished services.

##### 5) Confidentiality and Intellectual Property

Acaydia invests significant resources in its literature, internal documents, instructional materials, marketing strategies, business practices, compensation strategies and other information. Acaydia takes precautions to protect this information. Faculty should not share this information with others outside Acaydia, nor should they accept information from third parties, including competitors, without authorization. Students should respect the protections of copyright law and not copy or redistribute materials to third parties.

##### 6) Non-Discrimination

All faculty and students have the right to enjoy an atmosphere free from harassment. Discrimination or harassment on the basis of race; religion; gender; sex; color; sexual orientation; age; disability; marital status or ethnic or national origin will not be tolerated.

#### 7) Quality Service

Acaydia is committed to providing a quality spa experience for guests. The serene, positive atmosphere space that guests both expect and deserve is easily disturbed by the slightest break in faculty or student focus. Each student who enters the school is responsible for leaving at the door any problems, distractions, or otherwise disrespectful behavior that is not suitable for a tranquil environment. All individuals are held to the highest professional standards of conduct while on campus. No individual should encourage, enable or contribute in any way to a lesser standard.

#### 8) Fair Dealing

All faculty and students are expected to deal fairly with each other as well as Acaydia's customers, suppliers, and competitors. No person may take unfair advantage of another through manipulation, concealment, misrepresentation of material facts, abuse of privileged information, or any other unfair dealing practice.

#### 9) Health and Safety

Acaydia is committed to a safe learning environment, both in the classroom and in the spa. All faculty and students are expected to be proactive and cooperative in maintaining such an environment. Acaydia enforces a drug free policy. Alcohol, illegal drugs or tobacco of any form are not permitted on campus. Both Acaydia faculty and students may be subject to drug testing.

#### SAFETY AND PHYSICAL REQUIREMENTS

Aestheticians use chemical and herbal preparations in their work and must not be allergic to them. They must be able to recognize infectious diseases and know disinfection and safety procedures for the protection of operators and clients. The job of an aesthetician can be physically demanding. Aestheticians in many instances are required to stand or sit for long periods of time. Additionally, aestheticians might be required to reach for things at their feet and above their heads and to lift objects up to 20 pounds. The most demanding physical requirement may be the dexterity required to manipulate skin and to perform delicate procedures to small or sensitive areas of the body.

#### DRESS CODE

Students must be prepared and appropriately dressed for school upon arrival. Students who arrive to school without a proper uniform may be sent home for the day. Administration determines if appearance and attire are not acceptable. A student who is sent home for the day will lose hours and may be subject to disciplinary action. A complete uniform includes:

##### Approved Lab Coat

- zipped appropriately
- no colored tank tops or shirts other than black
- no jackets or sweaters on the clinic floor
- must not smell of smoke, body odor, or heavy perfume
- must be clean and pressed

##### Pants

- must be black, no holes, not faded, non-transparent, no insignia
- leggings and capris are acceptable
- no skirts or shorts

##### Shoes

- black flat shoes only

- soft soled (must not make a “clicking” sound)
- boots, wedges, heels, gym shoes, or other casual shoe as determined by administration are not permitted
- open toe shoes are acceptable with groomed nails
- sandals must have an ankle strap, no flip-flops

#### Hair, Makeup and General Grooming Standards

- professional, clean, styled and conservative hair
- no hats, bandanas or beanies
- no excessive or large jewelry
- body and clothing must not smell of odor
- maintain fresh breath

#### Nails

- no acrylic nails
- no long natural nails
- must be well groomed
- no chipped polish

#### Piercings/Tattoos

- exposed piercings, gauges, and tattoos are subject to approval

#### OFF-CAMPUS ACTIVITIES

Students may be offered opportunities to attend and participate in off-campus activities during or after school hours. Acaydia, its proprietors, officers, agents, affiliates or operators are not responsible for accidents or damages that arise from such activities.

#### EXTRA INSTRUCTIONAL CHARGES

Extra Instructional Charges (overtime fees) are incurred by the student when “grace hours” have been exhausted. Each student is granted 40 “grace hours” (or allowed hours of absence without incurring additional instructional charges) per 600 hours enrolled. When “grace hours” are exhausted, extra instructional charges of \$15/hour will be applied to the student ledger for remaining hours to complete the program.

#### GENERAL ATTENDANCE

Students are encouraged to strive for an attendance rate of at least 75%. Attendance is monitored quarterly. A time clock is the official method of verification of accumulated time in the programs offered. It is the students’ responsibility to clock in/out correctly. Students are allowed one free time edit per month. A \$5 charge is applied for additional time edits. At specified checkpoints in the program, a student may be deemed not making satisfactory academic progress if attendance rates are below 67%. Consequences may result from inconsistent attendance and may include extra institutional charges.

Failure to properly notify Acaydia prior to any absence is a violation of professional standards and may result in a written notice. Exceptions may include cases of extreme emergency where contacting Acaydia would be impractical or impossible. Prior to late arrival or absence, students must contact the school at least 15 minutes prior to scheduled arrival time. Students arriving more than 5 minutes late for theory class may be required to wait and clock in at a designated break.

#### Acceptable methods of contact:

- Phone call: Personal phone contact with a staff member is preferred. In the event of an after-hours situation, a detailed phone message is acceptable with a follow-up phone call during business hours. Methods of contact must be traceable.
- Email or text: This method should be used only as a last resort. Staff members are not obligated to give out personal cell phone numbers. If a student has access to a staff members phone number, please respect privacy and only text in an emergency.
- In the case of an emergency or illness, the student will be given the opportunity to explain the case with

supporting documentation (doctor's note, police report, etc.) within 7 business days of the occurrence. At its discretion, Acaydia will make a determination of action.

#### MAKE-UP/MISSED WORK

Students will be required to make up all assignments, exams or other work missed as a result of any excused or unexcused absence. An excused absence is when the student notifies and has approval from the institution for their absence, whereas an unexcused absence is when the student fails to notify the institution of their absence. The student must make arrangements with the instructor to ensure that all work is made up in a timely manner. Arrangements to take a missed exam must be made with the instructor and are subject to a \$10 fee. All arrangements are subject to approval.

#### STUDENT FINANCIAL AID INFORMATION

Acaydia participates in the Title IV funding of Pell Grants and Stafford Loans (Direct Subsidized, Direct Unsubsidized, Federal Direct Plus) and will certify Veterans, State, and private funding sources. A Free Application for Federal Student Aid (FAFSA) is required to determine eligibility of Title IV funds. Students can apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Acaydia will provide a paper copy of the FAFSA application upon request. Students have the right to reject any particular type of financial aid or other assistance.

When submitting a FAFSA, be certain to enter the school code for Acaydia School of Aesthetics: 041655. This code must be entered in order for the Financial Aid Office at Acaydia to receive your eligibility status. By correctly completing your FAFSA, we are able to determine what you will qualify for in Pell Grants and Direct Student Loans. (Subsidized and/or Unsubsidized.)

#### COST OF ATTENDANCE

For cost of attendance estimates, please visit the school's website. Students can estimate their cost of attendance using the [Net Price Calculator](#) provided on the school's website.

#### TITLE IV FUNDING

Eligibility is determined with the following criteria:

Pell Grant and Subsidized Stafford Loan Calculation:

- $COA$  (Cost of Attendance) –  $EFC$  (Expected Family Contribution) = Need Eligibility

Unsubsidized Stafford Loan Calculation:

- $COA$  –  $EFA$  (Expected Financial Assistance/all other aid) = Non-Need Eligibility

"COA" includes the following items: tuition and fees, room and board, transportation, and misc./personal.

All students who borrow a Stafford Loan ([click here to view terms and conditions](#)) must complete Direct Loan Entrance Counseling before funds will be originated and disbursed. Exit Counseling must be completed by all students who are graduating or withdrawing from the school. If a student is unavailable to complete at the school, a packet will be mailed to the student for completion.

#### ELIGIBILITY AND DISBURSEMENTS

It will be the responsibility of Acaydia and its third-party servicer to determine eligibility of each student. To be considered eligible and continue eligibility for each Title IV loans (Pell Grant and Stafford Loans), please read the below requirements provided by the Department of Education:

- demonstrate financial need;
- be a U.S. citizen or an eligible noncitizen;
- have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- be registered with [Selective Service](#), if you're a male (you must register between the ages of 18 and 25);

- be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program;
- be enrolled at least half-time to be eligible for Direct Loan Program funds;
- maintain satisfactory academic progress;
- sign the certification statement on the Free Application for Federal Student Aid (FAFSA®) stating that:
  - you are not in default on a federal student loan and do not owe money on a federal student grant and
  - you will use federal student aid only for educational purposes; and
- show you're qualified to obtain a college or career school education by:
  - having a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate;
  - completing a high school education in a homeschool setting approved under state law (or—if state law does not require a homeschooled student to obtain a completion credential—completing a high school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under state law); or
  - enrolling in an eligible career pathway program and meeting one of the ["ability-to-benefit" alternatives](#).
- fill out the FAFSA form each year

Once eligible, the student will receive a financial aid award letter detailing the amounts of aid the student is eligible for. Once students accept the financial aid award, the aid will be packaged and disbursed to students as soon as they are enrolled and meet the necessary hours requirements. Funds will be drawn down from the Federal Government and the amounts will be credited to the students' ledgers. Any Title IV credit balance will be given to the student within 14 days unless otherwise authorized by the student.

#### LOAN DISCLOSURES

As a participant of the FFEL Program, Acaydia will inform all eligible borrowers about the availability and eligibility for State grant assistance from the State in which the school is located and will inform borrowers from another State of the source of further information concerning State grant assistance from the state.

Acaydia will make available any information published by the U.S. Department of Education regarding loan availability to students. This includes information about rights and responsibilities of students and schools under the Title IV and HEA loan programs.

Upon entering an agreement with a potential student, student, or parent of a student regarding a Title IV Loan, Acaydia will inform the student or parent that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.

Terms of the loan and likely consequences of default are covered in entrance and exit counseling and include, but are not limited to, adverse credit reports, delinquent debt collection procedures under Federal law, and litigation.

For more information regarding Financial Aid, please refer to "Payment Arrangements" provided in the "Course Offerings" section. Any additional questions or concerns can be resolved by contacting Acaydia's Financial Aid Office.

#### SAMPLE LOAN REPAYMENT SCHEDULE

<b>Total Debt at Repayment</b>	<b>Monthly Payment Amount</b>	<b>Total Amount Paid</b>	<b>*Total Interest Paid</b>
\$5,000	\$52	\$6,204	\$1,204
\$10,000	\$103	\$12,408	\$2,408
\$15,000	\$155	\$18,612	\$3,612
\$20,000	\$207	\$24,815	\$4,815
\$25,000	\$258	\$31,019	\$6,019

\$30,000	\$310	\$37,223	\$7,223
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\*Payment calculated using a fixed interest rate of 4.45% over a 10-year period.

#### PREFERRED LENDER LIST / PRIVATE EDUCATION LOAN DISCLOSURES

Private education loans are not offered by the school nor does the school have preferred lender arrangements.

#### CODE OF CONDUCT FOR EDUCATIONAL LOANS

The Higher Education Opportunity Act (HEOA) requires that all educational institutions develop and follow in accordance with a code of conduct that prohibits conflicts of interest for financial aid personnel. Any representative, officer employee, or agent of the school who is in any way responsible for student educational loans must comply with this code of conduct. The following provisions are meant to improve overall operations of the school's financial aid office. Neither Acaydia, as an institution nor any individual officer, employee or agent shall enter into any revenue-sharing arrangements with a lender. Such an arrangement is defined as one between Acaydia and a lender under which the lender provides or issues loans to students attending Acaydia (or to the families/friends of such students), and Acaydia recommends the lender or the loan products of the lender. In exchange, the lender pays a fee or provides other material benefits, including revenue or profit sharing, to Acaydia. An officer, agent, or employee of Acaydia who is employed in the financial aid office or who has responsibilities with respect to educational loans, shall not accept from any lender or affiliate of arrangement or other contract to provide services to a lender relating to educational loans. An officer, agent or employee of Acaydia shall not contract an arrangement providing financial benefit from any lender or affiliate of a lender. No Officer, agent, or employee of Acaydia (or any of their family members or friends) who is employed in the financial aid office or who otherwise has responsibilities with respect to educational loans, shall solicit or accept any gift from a lender, guarantor, or servicer of educational loans. Nor can the friends of an officer, agent, or employee of Acaydia accept any such gifts. A 'gift' refers to any gratuity, favor, discount, entertainment, hospitality, loan or other item having a monetary value. Acaydia shall not: a) for any first-time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender; or b) refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.

Acaydia shall not request or accept from any lender any offer or funds or be used for private education loans, including funds for an opportunity pool loan, to students in exchange for the institution providing concessions or promises regarding providing the lender with: a) a specified number of private education loans (non-Title IV loans) or loans made, insured, or guaranteed under Title IV; b) a specified loan volume of such loans; or c) a preferred lender arrangement for such loans. Acaydia shall not request or accept any assistance with call center staffing or financial aid office staffing from any lender. Any employee who is employed in the financial aid office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

#### ENTRANCE & EXIT COUNSELING FOR STUDENT LOAN BORROWERS

All students who borrow a Direct Stafford Loan while attending the school must complete Entrance Counseling before funds will be certified. The counseling will provide information on:

- The effect of the loan on the borrower for other forms of aid; an explanation of the use of the Master Promissory Note; the seriousness and importance of the students repayment obligations; information on the accrual and capitalization of interest; borrowers of unsubsidized loans have the option of paying interest while in school; the obligation of borrower to repay the full amount of the loan regardless if the borrower completes the program or is unable to obtain employment upon completion; consequences of default, including adverse credit reports, delinquent debt procedures under Federal Law, and litigation; Information about NSLDS and how the borrower can access their records; contact information if borrower has questions about the loan.
- Information about the monthly payment amounts based on
  - A range of student levels of indebtedness of Direct Subsidized Loan and Direct Unsubsidized Loan borrowers, or student borrowers with Direct Subsidized, Direct Unsubsidized, and Direct PLUS Loans depending on the types of loans the borrower has obtained; or
  - The average indebtedness of other borrowers in the same program at the same school as the borrower

- Definition of half-time enrollment and the consequences of not maintaining halftime enrollment
- Importance of contacting appropriate offices if student withdraws prior to completion of program of study
- Sample monthly repayments

Exit Counseling must be completed by all students who are graduating or withdrawing from the school and who borrowed a Direct Stafford Loan. If a student is unavailable to complete at the school, a packet will be mailed to the student for completion. The counseling will provide information regarding:

- Average anticipated monthly repayment amount
- Repayment plan options
- Options to prepay or pay on shorter schedule
- Debt management strategies
- The seriousness and importance of student's repayment obligation
- Terms and conditions for forgiveness or cancellation
- Copy of information provided by the U.S. Department of Education
- Terms and conditions for deferment or forbearance
- Consequences of default
- Options and consequences of loan consolidation
- Tax benefits available to borrower.
- The obligation of the borrower to repay the full amount of the loan regardless of whether the borrower completes program or completes within regular time for completion, is unable to obtain unemployment upon completion, or is otherwise dissatisfied with or did not receive the educational or other services the borrower purchased from the school
- Availability of the Student Loan Ombudsman's office, which is available at 1-877-557-2575 for borrowers to resolve student loan issues
- Information about NSLDS. The U.S. Department of Education is required to provide a disclosure form for students and prospective students about NSLDS

#### RETURN TO TITLE IV

The school is required to calculate how much federal aid may be retained or disbursed for a student who withdraws from school. This calculation is referred to as 'Return to Title IV' (R2T4). The calculation of Title IV funds earned by the student has no relationship to the student's tuition and fees that may be owed to the school. The school has 45 days from the date the school determines the student withdrew to return all unearned funds for which it is responsible.

#### WITHDRAWING

A student who officially or unofficially withdraws from enrollment prior to completion of the course will be mailed a final refund calculation within 45 calendar days of the withdrawal. An unofficial withdrawal is when a student (who is not on an approved Leave of Absence) has not attended school for 14 consecutive calendar days. An official withdrawal is when a student notifies the school in writing of their intent to withdraw. If a student who withdraws is failing to meet satisfactory academic requirements, they will not be considered eligible for re-enrollment. Students who withdraw from enrollment prior to course completion must meet financial obligations to the school before any transcripts are released.

#### OUTSTANDING FINANCIAL OBLIGATIONS

Charges over 60 days past due on a student ledger are subject to be sent to collections. In addition to the outstanding balance, the student will be responsible for attorney fees, court costs and collection agency fees associated in efforts to collect the balance. Student accounts may be financed through outside sources; however, the balance owing to the school must be paid in full prior to receiving a graduation certificate.

#### LEAVE OF ABSENCE

A Leave of Absence (LOA) is defined as an approved interruption of training for an extenuating circumstance, where the student is reasonably expected to return to the institution and has no effect on the Satisfactory Academic Progress Standard. All requests for a leave of absence must be submitted in writing in advance and

include the reason for the request and the student's signature, unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to the institution, the student would not have been able to request the LOA in advance. The institution may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.

One LOA may be granted in any 600 hour program and may not exceed 30 days. Two LOA's may be granted for the 1200 hour program and may not exceed 30 days each. For very unusual/ limited circumstances, more than the allotted LOA's in a program may be permitted but the total number of days of the LOA may not exceed 180 Days.

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence or other interruption of training. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. A student who has been granted a LOA will be considered withdrawn if he/she does not return to school on the date of return of the LOA, or the date the student notifies the school they are not returning, whichever is earlier. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance. NOTE: Complete documentation and certain conditions are needed to support this request. i.e.: jury duty, military reasons including National Guard requirements, and circumstances meeting criteria covered under FMLA (Family & Medical Leave Act of 1993). No additional costs will be assessed as a result of the leave of absence.

## STUDENT CONDUCT

Acaydia operates under principles of professionalism and integrity. Students are expected to abide by the same principles. Students are accountable to the Acaydia Code of Ethics, which is inclusive of Acaydia's written policies, as well as unwritten policies governing the understanding of professional principles. Our principles, expectations, procedures and guidelines are finely detailed during student orientation in order for students to gain clarity about the school's expectations and Acaydia's commitment to upholding the highest professional standards. Students who violate the Acaydia Code of Ethics are subject to disciplinary action. The most common form of disciplinary action is a documented professionalism notice, which is discussed with the student and submitted to the student's File.

A student may receive a Notice when their actions conflict with generally accepted professionalism standards or policies outlined in the Acaydia Student Catalog. Although the purpose of a Notice is to guide students toward professionalism, there are certain violations that are subject to immediate termination.

Upon a student receiving 7 or more Notices, the student will be subject to meet with administration to determine further action.

Reasons a student may receive a Professionalism Notice:

(\*First 2 are considered 'warnings' and have no associated charges. \$50 Fee per occurrence beyond 2)

- Cell phone usage in undesignated areas (student is subject to be sent home)
- Dress code violation (student is subject to be sent home)
- Excessive absences or tardies (1 Notice for every 5th occurrence per month)
- Behind on coursework (1 Notice if more than 2 tests behind per month)
- No call/no show
- Code of Ethics violation
- Damage to or misuse of school property
- Behind on payments

- Other

Reasons a student may be subject to immediate termination:

- Drugs or alcohol policy violation
- Misuse of time clock or accruing hours dishonestly
- Theft
- Excessive and consecutive absences
- Code of Ethics Violation (termination determined by Acaydia)

#### STUDENT DISPUTES

Students who wish to dispute exam grades, attendance scores, or professionalism notices/evaluations may do so by scheduling an appointment with their instructor, administration or the Education Director. The student may be asked to submit a written statement of the dispute for review. In the statement the student must describe the specific score or evaluation in dispute and the nature of the dispute. Acaydia will review progress disputes with the relevant instructor within 10 days of receipt of the dispute statement. If the student is not satisfied with the resolution, she/he may file an official student grievance in accordance with Acaydia's grievance policy.

#### GRIEVANCE POLICY

The party filing a complaint must submit the complaint in writing. Acaydia will acknowledge and investigate all written complaints. Students will be notified of the results of the investigation in a timely manner.

Students may choose to submit written complaints regarding actions taken by Acaydia School of Aesthetics, or Acaydia School of Aesthetics policies that they feel are in violation of state and/or federal laws to:

The Utah Division of Occupational & Professional Licensing

P.O. Box 146741

Salt Lake City, Utah 84114

(801) 530 - 6628

#### VACCINATION POLICY

Acaydia does not require any vaccinations.

#### VOTER REGISTRATION

You may register to vote by one of the follow methods: Online at <http://elections.utah.gov> Download a form at <http://elections.utah.gov> In person at the county clerk's office

#### CONSTITUTION DAY

Constitution Day is held on September 17 of each year, commemorating the September 17, 1787 signing of the Constitution. "Each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution". As required by the Department of Education, Acaydia holds an educational program each year in commemoration. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week. Acaydia's educational program changes year-to-year and utilizes the following resources:

<http://www.archives.gov/education/lessons/constitution-day/> and <http://www.archives.gov/education/lessons/constitution-workshop/>

#### DRUG & ALCOHOL-FREE SCHOOL & WORKPLACE PROGRAM

In response to former President George H. W. Bush's national drug control strategy, Congress passed legislation to require schools, colleges, and universities to implement and enforce drug prevention programs and policies as a condition of eligibility to receive federal financial assistance.

On December 12, 1989, President Bush signed the Drug-Free Schools and Communities Act Amendments of 1989 (Amendments) Public Law 101-226. Section 22 of the Amendments amends provisions for the Drug-Free Schools and Communities Act of 1986 and the Higher Education Act of 1965 to require that, as a condition of receiving funds or any other form of financial assistance under any federal program after Oct. 1, 1990, a university or college must submit certification that it has adopted and implemented a drug prevention program.

As set forth in the above referenced statute, Acaydia is required to provide at a minimum, an annual distribution in writing to each employee and student the following information.

1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by employees and students on its property or as part of its activities;
2. A description of applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
3. A description of health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A description of available drug or alcohol counseling, treatment, or rehabilitation or re-entry programs;
5. A clear statement of the disciplinary sanctions that Acaydia will impose on employees and students and a description of termination of employment and referral for prosecution for the unlawful possession, use, or distribution of illicit drugs and alcohol. Disciplinary sanctions may also include completing an appropriate rehabilitation program; and
6. A biennial review by Acaydia of its program to determine the effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced.

Information regarding the above requirements can be found in the paragraphs to follow below:

Acaydia is a drug free school. Smoking, alcohol, illegal drugs or tobacco are not permitted on campus. A student who has admitted to or is found to be using illegal substances or is under the influence is subject to termination. Acaydia has established this policy to detect and remove abusers of alcohol and Controlled Substances from the workplace and school environment.

The use illegal use of drugs is prohibited at any time. It is against company policy:

- A. For an employee to work or student to attend class with the presence of a Controlled Substance or Alcohol in the body (as determined by a drug or alcohol test), including their presence as a drug metabolite, unless legally prescribed to her or him.
- B. For an employee or student to sell, use, purchase, manufacture or be in possession of an illegal Controlled Substance or drug paraphernalia, while on Acaydia Campus, conducting Acaydia business, attending class or while not on Acaydia time, business or property.
- C. For an employee or student to sell, use, purchase, manufacture or be in possession of Controlled Substances, including prescription medications which are controlled substances, on Acaydia time, business, property or while attending class, unless the prescription medication is legally prescribes to the employee.
- D. For an employee or student to operate any equipment while under the influence of any drug, including prescription or over the counter medications, which render the employee incapable of safely and adequately using the equipment or performing any other job duties.
- E. For an employee or student to use, sell, or be in possession of alcohol, while on Acaydia time or on Acaydia business, or to report to work or attend class under the influence of alcohol. An employee/student is considered to be in violation of this policy when he or she is working or attending class and has a breath, blood or urine alcohol result greater than or equal to .04%. Acaydia will ensure the enforcement of all State underage drinking laws for all employees and students under the age of 21 years old.
- F. To consume any alcoholic beverage or alcohol containing liquid within four hours of a scheduled work or class period.
- G. For an employee or student to refuse to submit a specimen for controlled substances or alcohol testing when requested by the Company under this policy or for an employee or student to obstruct or not fully cooperate with specimen collection or testing procedures.
- H. For an employee or student to have a verified positive drug test.
- I. For an employee or student to tamper with substitute or adulterate any specimen collected for drug or alcohol testing. Any sample reported by the laboratory as Substituted or Adulterated will be considered a 'refusal to test' or a refusal to submit a valid sample.

- J. For Acaydia Management to allow an employee to work or student to attend class, if they have actual knowledge, that an employee or student has violated this policy.

#### ACTIONS REQUIRED OF EMPLOYEES OR STUDENTS:

If an employee or student suspects that she/he has a substance abuse problem, the employee or student is expected to contact a counselor acceptable to Acaydia. Any employee or student who voluntarily seeks assistance or rehabilitation for drug or alcohol misuse prior to being subject to testing under this policy shall not be subject to testing under this policy shall not be subject to disciplinary action for violation of the Policy, as long as the employee continues to participate satisfactorily in the counseling or rehabilitation program (please visit [www.recovery.org/browse/utah/](http://www.recovery.org/browse/utah/) for a list of rehabilitation programs and resources). The employee/student must obtain a work release from the counselor or treatment provider before returning to work. Any investigation by law enforcement or conviction for Controlled Substance or Alcohol activity may be cause for dismissal from employment or school. Failure to report any conviction for illegal drug use or alcohol misuse to Acaydia may result in immediate termination from employment or school attendance. The use of prescription or over the counter medications that may impair an employee or student's ability to safely or adequately perform his/her duties must be reported to the employee's/student's supervisor. Some medication use may require reassignment or temporary leave of absence without pay. Employees and students must take all medication as directed on the medication label and must heed any warnings listed on the medication's label.

#### DISCIPLINARY ACTION

A prospective employee/application who has a positive test or 'refusal to test' will not be further considered for employment. An Employee who violates this policy will be immediately removed from duty and subject to disciplinary action up to and including termination. A prospective student/application who has a positive test or 'refusal to test' will not be further considered for enrollment to Acaydia. Any current student who has a positive test will be required to reimburse Acaydia for the cost of the test. Students who violate this policy will be put on permanent probation and are subject to monthly follow-up drug and/or alcohol tests, at the students' expense. A student's First Violation will result in immediate removal from class attendance, until the student can pass a 'return to duty drug' and/or alcohol test, at student's expense. A student's Second Violation will result in immediate termination. A student may apply for re-entry to school after they have been evaluated by a substance abuse counselor acceptable to Acaydia and can obtain a written release from the counselor or treatment provider. The release must document the student's compliance and participation with all counseling or treatments recommended by the substance abuse counselor. The student must then pass a return to duty drug and/or alcohol test at students' expense. A student's Third Violation will result in immediate termination from school and he/she will not be eligible for re-entry. Employees and students who violate this policy by illegally selling, manufacturing or distributing controlled substances or alcohol will be terminated from employment or enrollment. Any student who is convicted of the unlawful manufacture, distribution, dispensation, possession, use, or abuse of illicit drugs or alcohol is subject to criminal penalties under local, state, or federal law. The exact penalty assessed depends on the nature and the severity of the individual offense. In compliance with federal regulations for a drug-free workplace for students and employees, students convicted for any offense, during a period of enrollment for which the student was receiving Title IV funds, under any federal or state law involving possession or sale of illegal drugs will result in the loss of eligibility for any Title IV assistance.

#### HEALTH RISKS

The use of illicit drugs and the abuse of alcohol carry significant social, physical, and emotional health risks. Users may suffer damage to key body organs such as the heart, liver, kidneys, and central nervous system. Drugs can kill the user, and the use of drugs and alcohol during pregnancy may cause birth defects or death of unborn babies. Drug users may experience difficulties with concentration and memory that impair learning. They can exhibit mood swings, impaired judgment, isolation, and depression, all of which can contribute to impaired driving, injuries, accidents, domestic or random violence, and sexual assault. Drugs can be instrumental in the deterioration of family units and the breakdown of friendships and other support systems.

#### DRUG TESTING CIRCUMSTANCES

Pre-employment procedures: Prospective employees or students may be asked to submit to a drug test at Acaydia's designated collection facility as part of a potential job offer or as part of the acceptance/enrollment process. Employment or acceptance/enrollment will be offered to those who successfully pass the pre-employment drug test. Refusal to consent to a pre-employment drug test, or Positive, Adulterated or Substituted test results will terminate any action towards permanent employment or enrollment as a student.

Post-Accident Tests: Acaydia will require Drug &/or Alcohol testing of any employee or student involved in an on-the-job accident/injury where the following occurs: A fatality, an injury to an employee, student, client or other individual that requires medical attention away from the workplace or accident scene, or Damage to Company property that exceeds \$500.00

Post-accident testing is required of any individual whose actions or inaction could have reasonably contributed to the cause of the accident. Reasonable Suspicion: Reasonable suspicion Drug &/or Alcohol testing will be done in cases where there is a reasonable belief by a supervisor, that an employee or student may be using a Controlled Substance, using alcohol while at work, or reporting to work under the influence of Alcohol or a Controlled Substance, using prescription drugs illegally or any other violation of company policy.

Reasonable suspicion or For-Cause tests will be required when there is any of the following:

- a) Observable phenomena (actual use, possession, odors, etc.)
- b) Abnormal behavior or physical characteristics; or
- c) A drug-related investigation, arrest or conviction or an investigation of theft.

Random Testing: Unannounced random Drug &/or Alcohol testing may be conducted on all employees or students and will be administered by a third-party administrator. Selection for random testing will be computer generated. All employees/students will have an equal chance of selection in each selection period.

Unit or Blanket Testing: Drug & or Alcohol testing of all Company employees/students or all employees/students in one location or job category may be conducted at the discretion of Acaydia.

Return to Duty Testing: The first Drug &/or Alcohol test after a policy violation, evaluation by a counselor, acceptable to Acaydia, and after the counselor has determined that the employee has successfully complied with prescribed education and/or treatment. The test result must be negative before he/she can return to duty or attend class.

Follow-Up Testing: After a violation of this policy and return to duty, an employee or student is subject to unannounced Drug &/or Alcohol testing, the schedule of follow-up testing will be determined by the EAP/counselor or Acaydia.

Definitions:

'Alcohol' means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

'Alcohol Use' means the drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.

'Alcohol Testing' means to be tested by a certified breath-alcohol technician, using a DOT approved breath testing device or a DOT approved initial screening device. Blood and urine alcohol testing may also be used at the discretion of the employer.

'Controlled Substance or Drug' means any prescribed drug or controlled substance including those assigned by 21 U.S.C. 802 and includes all substances listed on Schedule 1, through Schedule V., as they may be revised from time-to-time (21 CFR 1308), including but not limited to:

Marijuana Benzodiazepines Narcotics  
Cocaine Barbiturates Phencyclidine (PCP)  
Amphetamines Opiates Other Hallucinogens

'Drug Testing' or 'Drug Test' means the scientific analysis for the presence of drugs or their metabolites in specimens from the human body. Analysis will include separate screening and confirmation tests.

'Employee' means any person or officer in the service of the employer for compensation.

'Prospective Employee' means any person who has made a written or oral application to become an employee of the Company.

'Reasonable Suspicion' or 'For-Cause Testing' means an articulated belief, based on recorded specific facts and observations, and reasonable inference drawn from those facts and observations, that an employee or student is in violation of this policy.

'Sample' or 'Specimen' means any sample of urine, blood, breath, saliva or hair used for drug or alcohol testing.

'On Duty' means all working hours including meal or break periods, regardless of whether the employee is on the Company premises, and at any time the employee represent the Company in any capacity, including operating company equipment or vehicles.

'Medical Review Officer (MRO)' means a licensed physician with knowledge of drug abuse disorders that is used by the Company to determine and verify if a legitimate or medical explanation exists for a positive, adulterated, substituted or invalid drug test result.

'Use' means to consume, sell, purchase, manufacture, distribute, be under the influence of, report to work under the influence of, or be in possession of drugs or alcohol. The term use shall also include the presence of drugs or alcohol in the body of an employee, including the presence as a metabolite, the use of a prescription drug without a valid prescription from a health care provider and not using a prescription drug as prescribed by the authorizing health care provider.

'Positive Drug Test' means the drug test levels on both the screening test and the confirmation test are at or above the level recognized as positive by the U.S Department of Health and Human Services, in it's Mandatory Guidelines for Federal Workplace Drug Testing Programs, or the standard cutoff levels set by the laboratory; and the MRO has verified the test results as positive.

'Positive Alcohol Test' means test levels on both the initial test and the confirmation test are .04 percent or greater (.04 gm/210 liters of air or .04 gm/deciliter of blood or .04 mg/ml of urine)

'Adulterated' means a specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

'Substituted' means a specimen with creatinine and specific gravity values that are so diminished or divergent that they are not consistent with human urine.

'Actual Knowledge' means knowledge by a supervisor that an employee/student has used alcohol or controlled substances based on the supervisor's direct observation of the individual, or an individual's admission of alcohol or controlled substance use. Direct observation as used in this definition means observation of alcohol or drug use and does not include observation of behavior or physical characteristics sufficient to warrant a reasonable suspicion test.

#### MEDICAL REVIEW OFFICER (MRO)

In the case of a 'Positive, Adulterated, Substituted, or Invalid' test result, the employee/student or prospective employee/student shall be so advised by the MRO, by telephone, on a confidential basis, prior to the reporting of the results to the designated Acaydia official(s). The employee/student shall have the right to discuss and explain the results, including the right to advise the MRO of any medication prescribed by his/her physician, which may have affected the results of the test. The MRO shall also review the chain-of-custody documentation to ensure compliance with normal chain-of-custody procedures.

The MRO can report a non-negative test to Acaydia, without interviewing the individual if:

- a. An individual has expressly declined the opportunity to discuss the test result with the MRO.
- b. Acaydia has successfully made and documented a contact with the individual and instructed the employee/student to contact the MRO and more than 72 hours have passed since the time the Company contacted the individual.

- C. If neither the Company nor the MRO, after making and documenting all reasonable efforts, has been able to contact the employee/student within 10 days of the date on which the MRO receives the confirmed test result from the laboratory.

#### CONTESTING A TEST RESULT

If an employee, student or applicant believes the laboratory analysis is in error, he/she will have 72 hours to request the re-analysis of the original urine specimen that was verified as positive, adulterated or substituted. Re-analysis will be on the original specimen only and must be performed by a SAMHSA-certified laboratory. The cost of re-analysis is at employee/student expense. If the secondary laboratory does not detect the same controlled substance, the individual will be reimbursed the cost of re-analysis is at employee/student expense. If the secondary laboratory does not detect the same controlled substance, the individual will be reimbursed the cost of re-analysis. An employee who has test result other than negative shall have the right to request in writing, from the employer, a copy of the laboratory report.

#### SPECIMEN COLLECTION PROCEDURES

All specimens collected will be done in conformity with Company policy and shall be conducted in accordance with the requirements of Title 34, Chapter 38 of the Utah Code Annotated. Urine and breath alcohol samples will be collected by individuals trained to follow DOT's collection procedures and in accordance with specific laboratory collection procedures not covered by DOT procedures. All drug test, alcohol tests and sample collection procedures shall be performed under reasonable and sanitary conditions and in such a manner as to respect the privacy of the individual being tested, as well as prevent tampering or misidentification of the sample. A sample, which the specimen collector believes could reasonable have been tampered with require the immediate 'observed' recollection of another sample.

#### DILUTE SPECIMEN PROCEDURES

Specimens which the laboratory reports as 'dilute,' specific gravity less than 1.003, & creatinine level less than 20 mg/dL may be considered invalid. The employee/student may be required to give second specimen. If the second specimen is provided or a medical reason is found for producing a dilute specimen.

#### CONFIDENTIALITY

All Drug & Alcohol test results will remain confidential to the extent required or allowed by law. Acaydia management will determine which persons within the company, or agents of Acaydia, have a need to know individual test results. Test and other records will be maintained in a secure manner so that disclosure of confidential &/or medical information to unauthorized persons does not occur.

#### CAMPUS CRIME

In accordance with the Crime Awareness and Campus Security Act of 1990, the institution collects campus crime statistics and prepares this report for distribution to all students, employees, and applicants for enrollment or employment. This report is distributed annually in September to all current and prospective students and employees. All data in this report is information from the Provo City Police Department. In addition, the report is provided to all individuals during enrollment or employment orientation that is conducted with each start class or upon hiring of a new employee. At that time, students and employees review the report and receive a description of the campus security procedures and further information regarding the prevention of crimes. Any individual can request a copy of this report at any time.

The school encourages all students and employees to be responsible for their own security and the security of others. The school does not employ campus security officials. Therefore, the security of the campus is the direct responsibility of each employee and administrator. No such individuals have the authority to make arrests. All individuals are requested to report immediately any known criminal offense or other emergency occurring on campus to the school administration at the administration office. All individuals are encouraged to promptly report all crimes to appropriate police agencies. The campus administration will report all known criminal offenses to the local law enforcement authorities. The school has no policy or procedure regarding confidential crime reporting in relation to crime statistics reporting. Any off-campus events are supervised by campus employees. Therefore, the school will monitor and report criminal activity at such events to local law enforcement authorities. No student will have access to the campus facility, other than the parking area, at any time unless supervised by a staff member.

When a crime covered by the Clery Act occurs, school officials are required to evaluate if there is a serious or ongoing threat to the campus community to determine if a timely warning needs to be issued to all staff and students. If it is determined a timely warning needs to be issued, school officials will issue a verbal warning to all students on campus as well as an electronic warning message distributed to all students' active email addresses.

Everyone should remember that personal safety begins with you. The following should be considered:

- When walking on campus, be aware of who and what is around you. Try not to walk alone.
- Do not carry large amounts of cash.
- Keep your motor vehicle in good running condition. Always lock your car and remove all packages and any valuables which are visible.
- Do not leave books or personal property unattended in the classroom.

#### CAMPUS CRIME REPORT

The following criminal offenses occurred on campus during the calendar year 2016 and the 2 previous years. (Campus is defined as 'any building or property owned, leased or controlled by the school within the same contiguous geographic area and used by the school in direct support of or related to its educational purpose.' There are no buildings or properties owned or controlled by the school's student organizations which are recognized by this institution.) There have been no "unfounded" crime reports that have been withheld from the following crime statistics nor any crime statistics of the three most recent calendar years.

#### 2019 Campus Security Report

Offense	On- Campus			On- Campus Student housing			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-forcible	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrests: Weapons; Carrying, Possessing, Etc	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Weapons; Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0	0	0	0	0	1
Disciplinary Referrals: Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0	0	0	0	0	1
Robbery	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
VAWA (domestic violence, dating violence, sexual assault, stalking)	0	0	0	0	0	0	0	0	0

*\*Statistics reported encompass January 2014 through December 2016*

In an effort to reduce crime, all employees and students are provided with handouts and procedures geared toward personal protection and the prevention of crime during the orientation process. In addition, periodically, local law enforcement official and guest speakers are invited to speak to the staff and students about crime prevention methods. Drug and Alcohol is prohibited at all times at the school. This is defined as unlawful manufacture, distribution, possession or use of a controlled substance, including alcohol. A copy of the Drug and Alcohol-Free School & Workplace Program Policy is provided to all individuals during enrollment or employment orientation.

#### SEXUAL ASSUALT

In the event a sex offense should occur on campus, the accuser has the option to and should take the following steps:

- a) Report the offense to school administration in the administration office, specifically the School Director.
- b) Preserve any evidence as may be necessary to prove criminal sexual assault.
- c) Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
- d) Report the crime to local law enforcement agencies.
- e) Request a change in the academic situation if desired.
- f) Contact an appropriate agency in the community for counseling or other services that may be needed. On campus disciplinary action in cases of alleged sexual assault will be based on the findings by the law enforcement agency investigation, the facts pertaining to the crime, and other related mitigating circumstances, provided that:
  - a. the accuser and the accused may have others present during the campus disciplinary proceedings;
  - b. both the accuser and the accused shall be informed of the outcome of such disciplinary proceedings.

Possible sanctions the school may impose following a final determination regarding rape, acquaintance rape or other forcible or non-forcible sex offense vary depending upon the final determination and could include termination.

Acaydia will protect the confidentiality of victims and other necessary parties by completing all publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim. Acaydia will provide written notification to students and employees about exit counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available to the victim both in the school and in the community. Additionally, Acaydia will provide written notifications to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. These notifications will be provided regardless the victims decision whether or not to report the crime to local law enforcement.

In the event that accommodations or protective measures are taken by Acaydia to assist a victim, such accommodation or protective measures shall remain confidential to the extent that would not impair the ability of the school to provide the accommodations or protective measures.

When a student or employee reports to the school that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurs on or off campus, the school will provide the student or employee a written explanation of the student's or employee's rights and options as mentioned above in this section. To find a list of registered sex offenders visit: [www.RegisteredOffendersList.org](http://www.RegisteredOffendersList.org).

#### BYSTANDER INTERVENTION

One of the most effective ways to prevent sexual assault is bystander intervention—seeing a risky situation and stopping it. Here are some suggestions for how bystanders can intervene:

1. If you think someone is doing something he or she shouldn't—say so.
2. If you think someone is being pressured or steered into a risky situation, step in. Let the person know you are worried about safety.
3. On your own, or with others, ask the person directly, "Do you need our help?" or "Do you need help getting home?"
4. Speak up when you see someone giving drugs or alcohol to facilitate sex.
5. Speak up when you see someone taking steps to isolate a possible victim.
6. Create a diversion. Try turning on lights or turning off music at a party.
7. Get others around you to help if you don't feel comfortable doing this on your own.
8. Stay with a person who seems impaired or incapacitated. A perpetrator is much less likely to do something when you are around as a witness.
9. Contact the police.

#### RISK REDUCTION

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor "NO" clearly and firmly.

- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Give thought to sharing your intimate content, pictures, images and videos with others, even those you may trust. If you do choose to share, clarify your expectations as to how or if those images may be used, shared or disseminated.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

## ANTI-HARASSMENT/DISCRIMINATION POLICY

Acaydia is committed to providing a work and school environment free of unlawful harassment or discrimination. This policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, Acaydia prohibits discrimination based on sex, which includes sexual harassment and sexual violence and has jurisdiction over Title IX complaints.

Acaydia's anti-harassment policy applies to all persons involved in the operation of Acaydia and prohibits unlawful harassment by any employee of Acaydia, as well as students, customers, vendors or anyone who conducts business with Acaydia. It prohibits unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. If a customer, vendor or other person with whom Acaydia conducts business with engages in unlawful harassment or discrimination, Acaydia will take appropriate corrective action.

As part of Acaydia's commitment to providing a harassment-free environment, this policy is reinforced on campus through publications, website, new employee orientation, student orientation and other appropriate channels of communication. The school provides training to administrative staff members to appropriately address allegations of sexual harassment or sexual violence promptly and effectively. Acaydia will take appropriate action to prevent, correct and if necessary, enforce disciplinary action to those who violate this policy.

### Definitions:

'Sexual Harassment' means unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

'Sexual Violence' means physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery and sexual coercion; dating violence; and stalking.

'Domestic Violence' means abuse committed against an adult or minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

'Dating Violence' means abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

'Sexual Assault' occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

'Stalking' means behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in a reasonable fear of his or her safety or the safety of others.

'Consent' means informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed upon sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

### Prohibited Conduct:

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- i. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- ii. Submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
- iii. It creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student's ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually orientated "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

#### COMPLAINT/GREIVANCE PROCEDURE

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, manager, Human Resources, or a Title IX Coordinator as soon as possible after the incident.

Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employees, contract worker, student, vendor or other person who does business with the School is exempt from the prohibitions in this policy. Managers will refer all harassment complaints to a Title IX Coordinator for student-related complaints and to the Human Resources Department if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

All complaints involving a student will be referred to the campus's Title IX Coordinator. The Title IX Coordinator is listed below. The Title IX Coordinator has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Ms. Andrea Hulse  
86 N. University Avenue Suite 130  
Provo, UT 84601 [andrea@acaydia.com](mailto:andrea@acaydia.com)  
(801) 377-0025 extension 2

The school ensures that its employee(s) designated to serve as Title IX Coordinator(s) have annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims, promotes accountability, and that they understand Investigation of Complaints.

In response to all complaints, Acaydia commits to provide prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. Acaydia shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, Acaydia will weigh the student's request for confidentiality against the impact on campus safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

Acaydia will provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. Acaydia will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however, Acaydia may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. Acaydia will provide timely notice of meetings at which the accuser or accused, or both, may be present. Timely and equal access to accuser, the accused, and

appropriate officials to any information that will be used during informal and formal disciplinary meeting and hearings. Proceedings will be conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

Acaydia will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint. During the investigation, Acaydia will provide interim measures, as necessary, to protect the safety and well-being of students and/or employees involved.

If Acaydia determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved. Any employee determined by Acaydia to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

Acaydia will require the simultaneous notification, in writing, to both the accuser and the accused, of:

- The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking
- The school's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available
- Any change to the result
- When such results become final

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from Acaydia's disciplinary process. To the extent that an individual is not satisfied with Acaydia's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

Definitions:

'Advisor' means any individual who provides the accuser or accused support, guidance, or advice.

'Proceeding' means all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, factfinding investigations, formal or informal meetings, and hearings. *Proceeding* does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

'Result' means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA), the result must also include the rationale for the result and the sanctions.

## RETALIATION PROHIBITED

Acaydia, employees, students, or any agent of Acaydia will not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual exercising their rights or responsibilities as previously mentioned. If there is belief that your rights or responsibilities have been violated, you should promptly notify your instructor, Human Resources or a Title IX Coordinator.

## REPORT REQUIREMENTS

Victims of sexual misconduct should be aware that Acaydia administrators must issue timely warning for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. Acaydia will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. Acaydia reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

## ADDITIONAL INFORMATION

Employees and students should contact Human Resources or a Title IX Coordinator for more information or any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at <http://www.hhs.gov/ocr/>.how to administer grievance procedures. Because complaints can also be filed with an employee's

supervisor or Human Resources, these employees also receive training on Acaydia's grievance procedures and any other procedures used for investigating reports of sexual harassment.

Policies for making timely warning reports to members of the campus community, as required by [34 CFR 668.46\(e\)](#), regarding the occurrence of crimes described in [34 CFR 668.46\(c\)\(1\)](#)

## CAMPUS SECURITY

As stated in "Campus Crime", the school does not employ campus security officials and the security of the campus is the direct responsibility of each employee and administrator. The safety of all students, employees and guests of Acaydia Spa & School of Aesthetics is of extreme importance. Students as well as employees are encouraged to dial 911 immediately in the event of an emergency. Employees and students are urged to immediately report to school administration and/or law enforcement any crime or other emergency occurring on campus. School administration will report all known criminal offenses to local law enforcement authorities.

Students and employees are provided with information regarding campus security procedures and practices during their initial contract appointment with the school. Throughout the year Acaydia arranges guest speakers from the local police department to visit and provide training on best practices for personal security and the security of others.

## CRIME PREVENTION PROGRAMS

Literature: Pamphlets on crime awareness and prevention are available from the Admissions Office on a variety of topics e.g., Rape Awareness, and Sexual Assault, Domestic Violence, etc.

Guest Speakers: Throughout the year Acaydia arranges guest speakers from the local police department to visit and provide training on best practices for personal security and the security of others.

Community Education: The listed link will allow the campus community to view information about the surrounding city of Provo.

Provo City Police Department BlogSpot

<http://provopolicedepartment.blogspot.com/>

New Employee Orientation: New employees are given a brief presentation regarding personal safety practices, property protection, reporting crimes, and other pertinent topics.

## EMERGENCY RESPONSE / EVACUATION

In the Event of an Accident:

- 1) Report the event to the School Director or any instructor on duty
- 2) The School Director or Instructor on duty will do the following
  - a) Determine if emergency help is needed. If so, he or she will call for it.
  - b) Fill out an accident report, include the cause, the name(s) of those involved, the date, the time, the circumstances, and the explanation of any witnesses
  - c) Report all the information to the School Director
  - d) If necessary, notify parents and family of the victim(s)

In the Event of Emergency Within the School's Premises:

- 1) Notify a Spa Floor Instructor and/or School Director immediately and remain calm. The school personnel are trained in emergency response and evacuation procedures.
- 2) The School Director will determine whether a significant emergency exists by evaluating the situation and consulting with local police authorities.

- 3) If an emergency exists in which students and staff are in danger, an immediate announcement will be made by the School Director to managers who will notify their department of the emergency and the steps to follow. Immediate mass notifications will be dispersed through email. The School Director will determine the content of the notification.
- 4) Police authorities will be contacted for assistance.
- 5) Do not exit the building unless you have been directly instructed to do so. It may be safer to stay within the school premises in during lockdown.
- 6) Please listen to all announcements from the School Director and follow the directions being given. The staff will direct you where to go in the event of an emergency in order to ensure your safety.
- 7) Disseminating emergency information to the larger community will be coordinated through the local police

In the Event of an Earthquake:

- 1) Drop. Cover. Hold On. This will protect you from falling furniture and flying objects during ground shaking.
- 2) Once the shaking has stopped, meet in the lobby of the building. Instructors will take a count to ensure everyone is accounted for.
- 3) Stay calm and help others remain calm.

#### MISREPRESENTATION

Acaydia Spa and School of Aesthetics is currently accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS) for the following programs:

- Level I Basic Aesthetics
- Level II Master-Medical Aesthetics
- Master-Medical Aesthetics

Any publication, statement, or source that provides false, erroneous, or misleading information regarding accredited programs offered by Acaydia Spa and School of Aesthetics should be reported to the School Director immediately. Any employee providing false, erroneous, or misleading information will face immediate discipline.

Acaydia does not guarantee that successful course completion qualifies a student for acceptance into a labor union or similar organization. However, successful completion of a course of instruction does qualify a student to receive, to apply to take or to take the examination required to receive, a local, State, or Federal license, or a nongovernmental certification required as a precondition for employment, or to perform certain functions in the States in which the educational program is offered, or to meet additional conditions that the institution knows or reasonably should know are generally needed to secure employment in a recognized occupation for which the program is represented to prepare students.

#### TERMINATION POLICY

Acaydia reserves the right to dismiss any student whose attendance, behavior, performance, or professionalism interferes with the learning environment of the school as a first and final disciplinary step. If a student fails to notify the school of consecutive absences of 14 school days, the student's enrollment will be terminated and a drop fee of \$150 will be assessed.

Acaydia is not aware of any unsolicited testimonials or endorsements by:

- Vocational counselors, high schools, colleges, educational organizations, employment agencies, members of a particular industry, students, former students, or others, or
- Governmental officials for governmental employment