



ACAYDIA SPA  
— *and school of* —  
AESTHETICS

2019 SCHOOL CATALOG  
86 N. University Ave. Ste. 130  
Provo, UT 84601  
801-377-0025  
ACAYDIA.EDU

A Career in Aesthetics	3
About Acaydia Spa and School of Aesthetics	3
Vision	3
Mission	4
Licensing and Accreditation Information	4
Educational Facilities	4
Acaydia Spa	4
Education and Student Services Center	4
Equipment	4
Administrative Staff and Faculty	5
Admissions	5
Application Requirements	5
Admissions Process	6
Transfer & Re-entering Students	6
Enrollment Agreement	7
Course Calendar	7
Holiday Calendar	7
Schedule Accommodations	7
Course Offerings	8
Student Orientation	8
Level I Basic Aesthetics	8
Level II Master - Medical Aesthetics	12
Master - Medical Aesthetics	16
General Student Information	21
Housing	21
Parking and Transportation	21
Student Services	21
General Policies	21
Code of Ethics	21
Safety and Physical Requirements	23
Dress Code	23
Off-Campus Activities	24
Extra Instructional Charges	24
General Attendance	24
Make-Up/Missed Work	24
Refund Policy	27
Termination	28
Leave of Absence	28
Student Conduct	29
Drug Prevention	29
Student Disputes	29
Grievance Policy	30
Student Records	30
Privacy Act Information Release	30

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## 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.

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## 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

## **LICENSING AND ACCREDITATION INFORMATION**

The Utah Division of Occupational & Professional Licensing  
P.O. Box 146741  
Salt Lake City, Utah 84114  
801-530-6628

The National Accrediting Commission of Career Arts & Sciences  
3015 Colvin Street  
Alexandria, VA 22314  
703-600-7600

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## Educational 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 in order to accommodate its growing clientele. Featuring an elegant reception area; a group pedicure room; a VIP event hall; a couples 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
- Clinic Instructors- Hannah Purcell, Morgan Mulliner, Chelsea Schow
- Laser and Medical Aesthetics Instructor-Megan Williams
- Financial Aid Specialist – Tyler Perdue
- Admissions and Job Placement Advisor - Holly Adams
- Instructors - Meagan DeLange, Cacci Karcich, Jamie Laver, Pamela Echegaray
- Front Desk Coordinators – Kaitlyn Coon, Holly Carter, Hillary Dibble

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## Admissions

### **APPLICATION REQUIREMENTS**

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:
  - A non-refundable application fee of \$50
  - Copy of the applicant's driver license or government-issued ID
  - Proof of High School graduation, GED or ATB exam report
  - Personal Statement of applicant's qualifications to be considered for acceptance
  - 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.

**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.

	Level I Basic Aesthetics 600 Hours	Level II Master-Medical Aesthetics 600 Hours	Master-Medical Aesthetics 1200 Hours
Full Time  Level I: M-F 8:45am-4:30pm  Level II: T-Sa. 8:45am-4:30pm	01/07/19	01/28/19	01/07/19
	02/19/19	03/11/19	02/19/19
	04/01/19	04/22/19	04/01/19
	05/13/19	06/03/19	05/13/19
	06/24/19	07/15/19	06/24/19
	08/05/19	08/26/19	08/05/19
	09/16/19	10/07/19	09/16/19
	10/28/19	12/02/19	10/28/19

	Level I Basic Aesthetics 600 Hours	Level II Master-Medical Aesthetics 600 Hours	Master-Medical Aesthetics 1200 Hours
Part Time  M-F 5:00pm-9:00pm	01/07/19	02/11/19	01/07/19
	04/08/19	04/15/19	04/08/19
	08/19/19	06/17/19	08/19/19
	10/07/19	09/09/19	10/07/19

**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.

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## 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 Lift	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
<b>TOTAL LESSON HOURS</b>	<b>300</b>	
<b>TOTAL CLINICAL HOURS</b>	<b>300</b>	
<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. 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
Registration Fee (non-refundable)	\$125
Tuition	\$7,000
Student Kit + Chrome Book + Texts	\$1,650 (+ tax)
TOTAL	\$8,825 (+ kit tax)

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.)
- 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 still 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: A 600 hour course 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 Master-Medical 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 Lift	2	Practical
Pedicure	2	Practical

Manicure	2	Practical
Galvanic	2	Practical
Facials	2	Practical
Sunless Airbrush Tan	2	Practical
Microdermabrasion	5	Practical
Hydrafacial	8	Practical
Microneedling	4	Practical
Ultrasonic Facial	4	Practical
IPL Photofacial	5	Practical
Laser Hair Removal	5	Practical
Venus RF Body Sculpting	8	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	5	Practical
Utah Advanced Aesthetics Examination Review	16	Acaydia Master Final Exam Review
TOTAL LESSON HOURS	300	
TOTAL CLINICAL HOURS	300	
<b>TOTAL LEVEL II MASTER-MEDICAL AESTHETICS HOURS</b>	600	

Graduation Requirements: Eligible students who are in good standing will receive a graduation diploma from Acaydia. 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
Registration Fee (non-refundable)	\$125
Tuition	\$8,200
Student Kit + Chrome Book + Texts	\$1,650 (+ tax)
TOTAL	\$10,025 (+ kit tax)

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.)
- 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 still 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**

Description: The 1200 hour Master-Medical Aesthetics Course 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	UNSATISFACTOR



**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 Lift	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 Lift	2	Practical
Pedicure	2	Practical
Manicure	2	Practical
Galvanic	2	Practical
Facials	2	Practical
Sunless Airbrush Tan	2	Practical
Microdermabrasion	5	Practical
Hydrfacial	8	Practical
Microneedling	4	Practical
Ultrasonic Facial	4	Practical
IPL Photofacial	5	Practical
Laser Hair Removal	5	Practical
Venus RF Body Sculpting	8	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	5	Practical
Utah Advanced Aesthetics Examination Review	16	Acydia Final Exam Review
<b>TOTAL LESSON HOURS</b>	<b>600</b>	
<b>TOTAL CLINICAL HOURS</b>	<b>600</b>	
<b>TOTAL MASTER-MEDICAL AESTHETICS HOURS</b>	<b>1200</b>	

Graduation Requirements: Eligible students who are in good standing will receive a graduation diploma from Acaydia. 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
Registration Fee (non-refundable)	\$125
Tuition	\$14,000
Student Kit + Chrome Book + Texts	\$1,850 (+ tax)
<b>TOTAL</b>	<b>\$16,025 (+ kit tax)</b>

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.

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## General Student 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**

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, 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 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.

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## General Policies

### **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 of 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 maybe 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.



## 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 enrollment. 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 in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 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 will only receive a hard-copy of their Satisfactory Academic Progress determination at the time of each of the evaluation if they are not making SAP, but all students have access to their reports. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning.

## **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 considered not making satisfactory academic progress and, if applicable, students may be deemed ineligible to receive Title IV funds.

## **8) 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 period.

## **9) 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.

## **10) 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.

**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 this 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. In type A, B, and C 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 this agreement is cancelled after three (3) business days from the date that this 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 (whether officially or unofficially), which shall occur no more than fourteen (14) days from the last day of physical attendance (unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days), 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 and will be calculated based on the student’s last date of attendance. 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.

## **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.

## **TERMINATION**

Acaydia reserves the right to dismiss a student whose attendance, behavior or performance 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 in excess of 14 school days, the student's enrollment will be terminated and a drop fee of \$150 will be assessed.

## **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 an 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)

## **DRUG PREVENTION**

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.

## **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

### **STUDENT RECORDS**

Students are allowed to view their records by appointment with administration.

### **PRIVACY ACT INFORMATION RELEASE**

Student records are available to agencies covered under Family Educations Rights and Policy Act (FERPA). Examples of these agencies are the Department of Education, NACCAS and said representatives of programs regulated by or represented by these offices. Student information to all other parties is not given without written consent from the student. Acaydia does not publish a directory of or for its students.

Acaydia does not discriminate on the basis of race; religion; gender; sex; color; sexual orientation; age; disability; marital status or ethnic or national origin.