

Parisian Spa Institute Spa Institute

*Vol. 11 No. 1
Revised July 2021-2022*

904-350-9796



*1045 Riverside Avenue
Jacksonville, Fl. 32204*

This Catalog is in the language of the courses taught



**Accredited by the National Accrediting Commission of Career Arts & Sciences
Licensed by the Commission for Independent Education for the State of Florida**

OPEID# 0422500

www.psijax.edu or www.parisianbeautyschool.com

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INTRODUCTION

1045 Riverside Ave. Jacksonville,
Fl. 32204 904.350.9796

Volume 11 No. 1

Revised: July 2021-2022

MISSION STATEMENT

Our programs in the Spa and Beauty Industry are developed to help you achieve your career goals. We are a “student-driven” Institute, meaning we are “driven” to help you succeed to pass the state board for licensing in your chosen career path and to be gainfully employment. We also expect you to be “driven” to direct your educational future by taking your instruction and commitment seriously.

SCHOOL GOALS AND OBJECTIVES:

1. To produce skilled and knowledgeable professionals who will be prepared for the Spa and related industries.
2. Create the best learning environment available by emphasizing short-term progress, individualized attention, progressive teaching methods and “Hands On” education.
3. Assist each student to achieve his/her own professional goals by helping to match their existing personal, technological and economic conditions.
4. Respond to the request of business, industry, and other agency’s specific needs.

HISTORY

Parisian Spa Institute was established by Linda Sue Fontenot, BSE, R.N., a successful entrepreneur and business woman. She owned Posh Culture, a designer consignment shop along with Hair on the Square, a Hair salon, and also worked many years as a tenured Registered Nurse. All her businesses were successful entities until sold. In everything she did, she aspired to be the best. She even won numerous awards as a multi-million dollar realtor all while keeping all her businesses running. She has frequented “Good Morning Jacksonville,” speaking about the beauty and spa industry and also advocating against de-regulation of the industry at our state’s capital. She also owned one of the first non-traditional spas in the city of Jacksonville, and because of the spa’s excellent service, and atmosphere, was voted Number One by Channel 4 News. She felt that a beauty institute was necessary that encompassed all the skills of cosmetology, but also one where the focus is on the “student” where encouragement, motivation, feedback, creative education and a “can-do” spirit, would make all the difference while attending school in a spa-like environment.

OWNERSHIP/GOVERNING BODY

Parisian Spa Institute Nail Spa, LLC is a corporation formed under the laws of the State of Florida doing business as Parisian Spa Institute located on 1045 Riverside Avenue, Jacksonville, Florida 32204. Linda Fontenot is the President of the Corporation.

SCHOOL FACILITIES

Parisian Spa Institute consists of over 8,000 square feet, situated in the beautiful historical district of Riverside in Jacksonville, Florida. Located adjacent to the Cummer Museum, the Institute is easily accessed via public or private transportation and there is plenty of parking surrounding the three-story building.

SITUATED WITHIN THE FACILITIES ARE:

1. Prominent reception desk and waiting area.
2. Laboratory area with 14 working hair stations, hydraulic chairs, and wet sanitizers.
3. Shampoo area with 3 shampoo bowls and units.
4. Facial room with 4 facial beds, 1 sink, waxing machine and 4 steamers. Training room with 7 beds for massage and facial training with a sink.
5. 3 Hair dryers and 8 manicure/four pedicure facilities, 5 massage therapy rooms.
6. Classrooms for theory and beginners equipped with student desks, tables, bulletin boards, dry erase boards, mannequin work area, desk, TV/VCR and DVD and power point projector.
7. Office for admitting, counseling and administrative work.
8. Restrooms for both men and women.
9. Stockroom/washer/dryer room/laundry/linen area
10. Library/computer room with books, magazines, tapes, computers, and reference material that can be checked out by students.
11. Student lounge/locker area
12. Faculty office for private counseling

HANDICAP FACILITIES

The school has handicap parking areas, ramps, wide doorways, and an elevator to assist handicap persons. The Institute takes pride as it also has an admission educational form for students that require special educational needs to better inform faculty.

POLICY STATEMENT OF NON-DISCRIMINATION

The school does not discriminate and admits students of any race, color, sex, age, creed, religion, national or ethnic origin to all the rights, privileges, progress, and activities in our school programs.

GRADING SYSTEM

The grading system is based on “A,” 90-100%; “B,” 80-89%; “C” 75-79%; and “F” below 75%. A report of grades will be issued to each student at evaluations. All homework and test grades are weighted equally. Students are assigned academic learning units and a minimum number of practical experiences required for course completion. Academic learning is evaluated after each unit of study. Practical skills learning is evaluated as completed and counted toward course completion only when rated as satisfactory or better. Students must maintain a written grade average of 75 percent 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:

90–100 EXCELLENT

80– 89 VERY GOOD

75–79 SATISFACTORY

74-BELOW UNSATISFACTORY

Academic records are maintained permanently. Passing score for the Florida State Board Exam is 75%. A passing score for the Florida State Cosmetology Board and the MBLEX examination for Massage Therapy is 75%.

SCHOOL CLOSING

If the school closes due to extenuating circumstances, such as hazardous weather conditions, the student may call (904-350-9796) for further information. Circumstances permitting, a notice will be posted at the school's entrance. A make-up class will be provided for those days missed.

STUDENT RECORDS

The Institute follows the **FERPA Family Education Rights and Privacy Act**. Students and parents or guardian, of dependent minors, have a right to gain access to their cumulative records by written request, at which time an appointment will be set up with a school representative. The school has 45 days from the request date to set up the review. Student records are confidential and only NACCAS (Accrediting Agency) or other individuals authorized under applicable state/federal laws are allowed to access without first obtaining the written permission of the student, parents or guardians of dependents. Parisian Spa Institute requires a written consent from the student or guardians EACH time before releasing any student information in response to a third-party request. Student records are maintained at the school permanently. A record will be maintained of any disclosures in the student's file. **A copy of student's transcript will be provided for a fee of \$10.**

EMPLOYMENT ASSISTANCE

The school does not guarantee employment to its students; however, the school assists students in finding employment. The school's placement assistance procedures include identifying employment opportunities and advising students on appropriate means of realizing these opportunities. There is a bulletin board with recent job opportunities in the student lounge and career days where employers are invited to the school.

ADMISSIONS REQUIREMENTS

The minimum requirements for acceptance to all programs are:

1. Provide proof of a high school, official transcripts in a sealed envelope or general equivalency diploma. For students who have completed their secondary schooling outside the United States, the foreign diplomas must be officially translated into English. The diploma must be equivalent to a high school diploma in the United States, translated and evaluated. If Parisian Spa Institute's Admission office sends the diploma off for translation there is a fee of \$30 for the translation and \$70 for the evaluation.
2. Must be at least 16 years of age for Cosmetology programs and or 18 years of age for the Massage Therapy and Electrolysis Programs.
3. A college degree or higher education will be accepted with a copy of the diploma or official transcripts in a sealed envelope.
4. Copy of photo I.D. and or Driver's License.
5. Reentry students must wait 30 days before reinstated. A re-enrollment fee of fee of \$150.00 will be charged.

REENTRY

A student who has canceled or been terminated and desires to reenter must wait 30 days before being considered and meet with the Director and show cause why he/she should be reinstated. The decision of the Director is final. A re-enrollment fee of \$150 will be charged.

VALIDITY OF A HIGH SCHOOL DIPLOMA

If the Admission office has suspect to believe that a high school diploma is not valid or was not obtained from an entity that provides post secondary school education, the Admission office will check the National Center for Education Statistics (NCES), inclusion does not mean that is a valid diploma or exclusion does not mean so as well. Additional documentation such as the final transcript of courses taken, along with a copy of the diploma is required to be acceptable.

TRANSFER POLICY

Transfer credits may be allowed if the student can produce a transcript from a licensed school approved by the state and be evaluated by the School Director in both theory and a practical performance. No guarantee that credits from this school could be transferred to another institution. The maximum amount of credits is not more than half the existing program (for example 600 for Cosmetology 1200 hours). A hands-on practicum must be performed and scheduled with the instructor of that program to determine current skill level and knowledge. The transferability of credit is at the discretion of the accepting institution and is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice. Our Institute does not recruit students already attending or admitted to another school offering a similar program or study. **Transfer hours from another institution that are accepted toward student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted.** SAP evaluations are based on actual contracted hours at the institution.

GRADUATION REQUIREMENTS

The following must be completed before graduation:

1. Required clock hours
2. Required clinic services
3. All written exams and final with minimum grade of 75%
4. All financial obligations unless other arrangements have been made.
5. HIV/AIDS attendance certificate

COURSE NUMBERING SYSTEM

The course numbers for the courses offered are as follows:

C100- Cosmetology	SK200-Full Specialty
N300- Nail Technology	S400- Skin Care
MT600-Massage Therapy	EL300-Electrolysis

All course descriptions are numbered sequentially.

SATISFACTORY ACADEMIC PROGRESS POLICY

This policy is a published document given to students at pre-enrollment. The Satisfactory Academic Progress Policy applies to every student enrolled at Parisian Spa Institute in every program. The policy is applied consistently to all students in the various programs whether full- time or part-time, and the same without regard for payment method. Students receiving funds under the Federal Title IV Financial Aid Program must maintain satisfactory progress in order to continue eligibility for such funds. This policy complies with the National Accrediting Commission of Career Arts and Sciences (NACCAS), and the federal regulations established by the United States Department of Education. All students must

maintain a satisfactory progress in attendance and academic work. All students must complete their course of enrollment in a time frame not to exceed 134% of their scheduled program. **Transfer hours from another institution that are accepted toward student’s educational program are counted as both attempted and completed hours for the purpose of determine when the allowable maximum time frame has been exhausted.**

SAP evaluations are based on actual contracted hours at the institution. **A leave of absence will extend the student’s contract period by the same number of days taken in the leave of absence.**

Satisfactory Academic Progress (SAP) applies to both **qualitative** measures of academic units measured by obtaining and maintaining an average grade of 75% or higher in all written, theory, practical requirements and class work and also by **quantitative** measures determined by maintaining 75% or higher in attendance of scheduled hours for each program. Students returning from a leave of absence or other official interruption of training must return to school with the same status they had prior to departure .

Based on 134 % maximum time frame: Students exceeding their maximum time frame will be terminated and subject to the re-entry policy.

	100 % Time Frame		134 % Maximum time frame	
Full-time Cosmetology.	35 wks.	1200 hrs.	47 wks.	1608 hours
Part time Cosmetology.	46 wks.	1200 hrs	62 wks.	1608 hours
Full-time Full Specialty	18 wks.	600 hrs.	24 wks.	804 hours
Part-time Full Specialty.	38 wks.	600 hrs.	50 wks.	804 hours
Full-time Massage.	23 wks.	600 hrs.	30 wks.	804 hours
Part-time massage.	38 wks.	600 hrs.	50 wks.	804 hours
Full-time Skin care.	10 wks.	300 hrs.	13 wks.	402 hours
Part-time Skin care	19 wks	300 hrs.	25 wks	402 hours
Full-time Nail Technology.	10 wks.	300 hrs.	13 wks.	402 hours
Part-time Nail Technology.	19 wks.	300 hrs.	25 wks.	402 hours
Electrolysis Full-time	16wks.	320 hrs.	27 wks	428 hours

DETERMINATION OF PROGRESS: Students must maintain a grade average of 75% in each theory, practical and clinical work as well as 75% or better in cumulative attendance (hours actually attended versus scheduled of attendance) In order for a student to be considered making satisfactory progress. requirements and will be considered making satisfactory progress until the next scheduled evaluation. Students meeting the minimum requirements at a scheduled formal evaluation period will be considered as making satisfactory progress until the next scheduled evaluation.

EVALUATION PERIODS/Actual Hours

Cosmetology 1200	450 and 900 hours
Full Specialty Program 600	300 hours and 600 hours
Skin Care Program 300	150 hours and 300 hours
Nail Technology 300	150 hours and 300 hours
Massage Therapy 600	300 hours and 600 hours
Electrolysis 320	150 hours and 320 hours

ACADEMIC PROGRESS: The following factors will be measured to determine academic progress. Theory, practical & laboratory work will be graded as follows:

Excellent	A 90-100%
Good	B 80-89%
Fair	C 75-79%
Unsatisfactory	F Below 75%

Theory work will be evaluated on the basis of written examinations. Practical and Laboratory work are evaluated upon actual work performed on clients in the clinic or on other students, and/or performed on mannequins. Instructors will keep written progress record for each student, which are summarized on SAP evaluations. Each student will receive a copy of his or her report at each evaluation period. If the student meets the requirements of attendance and grades, they will be required to sign their SAP.

WARNING: Students failing to meet minimum SAP requirements will be placed on warning with the opportunity to meet requirements for the next evaluation period. During **warning**, students are eligible to receive financial aid. At the end of the “warning” period which will be the next evaluation period; the student will be re-evaluated. If the student has made satisfactory progress, he or she will be determined to be making satisfactory progress. If the student does not achieve minimum standards he or she will no longer be eligible for Title IV, HEA program funds unless the student successfully appeals the determination.

APPEAL PROCESS: Students may appeal negative SAP determinations based on mitigating circumstances. The student must submit a written appeal to the school director, along with supporting documentation as to why the student did not meet SAP (i.e. death of a relative, an injury, illness of the student or other mitigating circumstances), and what has changed in the student’s situation that will allow the achievement of satisfactory academic progress. The appeal must contain sufficient evidence as to why the student didn’t achieve satisfactory progress, and must be received within 5 business days of the end of the Warning Evaluation period. **The institute notifies students of any evaluation that impacts the student’s eligibility for financial aid.** If the appeal is approved, the student will be placed on financial aid probation until the next scheduled evaluation period.

PROBATION: Students who successfully appeal loss of eligibility due to SAP may be placed on financial aid probation. If the student is able to meet the SAP standards by the end of the subsequent payment period, the student will be placed on financial aid probation without an academic plan. If the student will require more than one payment period to meet progress standards, the student will be placed on probation and an academic plan will be developed to ensure the student is able to meet SAP requirements by a specific point within the maximum timeframe. SAP will be evaluated at the end of each payment period. If at the end of each payment period, the student is meeting SAP, or is meeting the requirements of the academic plan, the student will be eligible to receive Title IV aid. **If the student does not achieve minimum standards he or she will no longer be eligible for Title IV, HEA program funds.**

ATTENDANCE POLICY: Students must attend classes regularly in accordance with their schedule that is established upon enrollment. Students must maintain 75% attendance. Students are expected to call if they are unable to attend a school or will not be on time. Absence due to illness or other mitigating circumstances must be accompanied with proper documentation. Five consecutive days of unexcused absences (without proper documentation) or notification may result in termination. Students are encouraged to maintain satisfactory attendance and percentages at all times and be responsible in calling the school if he or she is going to be absent.

TARDINESS POLICY: If a student arrives more than 15 minutes late, he or she will be clocked in an hour later. Students with five or more tardy in one month will be verbally advised that excessive tardiness may lead to termination. A phone call to the school of being tardy and the reason is advised.

LEAVE OF ABSENCE: All students attending Parisian Spa Institute must follow the school's Leave of Absence Policy in requesting the leave of absence. A (LOA) is a temporary interruption in a student's program of study and refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA. For an Institutionally approved LOA, all requests **must be submitted in advance in writing by obtaining the request from the Administrative office**, to include the reason for the student's request, and include the student's signature. The request must be in advance for an LOA to be approved unless unforeseen circumstances prevent the student from doing so such as (for example: if a student were injured in a car accident and needed a few weeks to recover before returning to the Institute; the student would not have been able to request the LOA in advance. The Institute may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the reason and documentation is collected from the student at a later date. (For example: the beginning date of the approved LOA would be determined by the Institute to be the first date the student was unable to attend school because of the accident.) There is a reasonable expectation that the student will return from the LOA. **A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. The withdrawal date for a student who does not return from an approved LOA (or a student takes an unapproved LOA) will be the last date of attendance for the purpose of calculating a refund.** An LOA may not exceed 60 calendar days except in cases of documented medical reasons or extenuating circumstances that are approved by school officials that require additional time. If necessary, the Institute may allow the student to take multiple LOA's as long as the sum of the leaves does not exceed **60 days within a 12 month period**. A student granted a LOA that meets the criteria is not considered to have withdrawn. The Institute will extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by the school official and student or an addendum must be signed and dated by all parties.

WITHDRAWAL/PROGRAM INCOMPLETE: Any student who withdraws from his/her contracted program or fails to complete his/her training will have notice placed in his/her file as to progress at the point of withdrawal. An incomplete program will have no effect on the school's satisfactory progress policy. Scholarships apply only upon completion of the course/contracted ledger. The student's last date of attendance is always used when performing the withdrawal/settlement calculation.

REPETITION: A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be making satisfactory progress at the point of re-entry. Students will re-enter the institution in the same progress status as when the student left. Course repetitions, incompletes and non-credit remedial classes have no effect on programs measured in clock hours. If a student re-enters within one year of withdrawal, all hours previously obtained will be credited. Students re-entering after more than one year will need to be evaluated to determine the amount of hours that will be credited.

STUDENT GRIEVANCE POLICY

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process. **1.** The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred. **2.** The complaint form will be given to the school Director. **3.** The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint. **4.** If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable. **5.** Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint. **6.** In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a school officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Management shall consider the report and either accept, reject, or modify the recommendations of the committee. **7.** Students must exhaust the institution's internal complaint process before submitting the complaint to the State of Florida's Commission for Independent Education, if applicable.

REFUND POLICY

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making the initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
4. Cancellation after attendance has begun **through 40% of the program will result in a Pro Rata refund computed on the number of scheduled hours to the total program hours.**
5. Cancellation after completing more than 40.01% to 49.9% results in 70% of tuition owed to the school.
6. Cancellation after completing more than 50% will result in 100% of tuition owed to the school.

7. Termination date: The termination date for computation purposes is the last date of actual attendance by the student unless earlier written notice is received..

8. Refunds will be made within 30 days of termination or receipt of Cancellation notice.

9 .Official withdrawals: A student officially withdraws by notification of withdrawal by sending a letter, via phone or in person of his or her intent to withdrawal. The student's withdrawal date is the date the student has last attended a class.

10. Unofficial withdrawal or an unapproved leave of absence (or a student's failure to return at the end of an approved leave of absence), the withdrawal date is the last recorded date of class attendance as documented by the school. If there are any refunds due after a withdrawal and settlement is calculated, the refund will be mailed out within 30 days of the withdrawal determination date (which is the last date of attendance.)

10. If the school closes or cancels a program for whatever reason and whether or not classes have started and if the student has made payment, the student is entitled to a complete refund of all monies paid. If the school permanently closes and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The school has its option to provide a pro rate refund.

11. The amount for textbooks and kit shall not be refunded should a student be terminated or cancelled for any reason.

. CLASS CANCELLATION POLICY

The school has the right to cancel any class offered seven (7) days prior to scheduled start date due to non-sufficient enrollment for that class. A full refund will then be issued to the student.

PAYMENTS

Tuition and fees are paid via check, money order, cash, Title IV (for those who qualify), VA benefits and or credit or debit card. If using a debit or credit card, there is a 3% fee to cover the merchant processing fees. If making payments, tuition is payable in full the first day of classes; however, if “arrangements are made” the student at the school’s option must at least pay the registration, books and half the kit fee upfront. The balance will be paid in monthly or bi-weekly installments until all tuition and fees are paid in full as specified on the enrollment contract without the student being reminded. If a tuition payment is more than 3 business days late from the original due date, a late charge in the amount of 10% of the payment due will be added to the payment.

ENROLLMENT AGREEMENT

Upon enrollment the student agrees to attend classes regularly as scheduled by the school, to prepare all lessons and perform all duties, to abide by the rules and regulations of the school and to fulfill their responsibilities as per the enrollment agreement. The student agrees to complete the program of instruction within the period stated on the enrollment agreement. Enrollment time is defined as the time elapsed between the actual starting date of the student’s last physical day of attendance in school, regardless of the time actually spent in class.

HOUSING

Parisian Spa Institute does not assist students in housing on or off campus at this time.

STARTING CLASSES/HOLIDAYS

The school is open Monday thru Friday , from 9 a.m. til 5:30 p.m. for admissions. The school is closed on Sundays and the following holidays:

2021 Holiday Schedule

Thanksgiving Holiday Nov. 24-27 Return Nov. 29th Monday

Christmas Holiday Dec. 24-26th Return 27 th

New Year's Eve Dec. 31-Jan. 2nd Return Jan. 3rd Monday

2022 Holiday Schedule

Thanksgiving Holiday Nov. 24-27 return 28th Monday

Christmas Holiday Dec. 24-26th Return 27th

New Year's Eve December 31-Jan 2nd Return Jan 3rd Monday

Dec. 31st-Jan. 2nd Return 3rd

2023 Thanksgiving Nov. 23rd-26th Return 27th

Christmas Holiday Dec. 23-26th Return 27th

New Year's Eve Dec. 31-Jan. 2 Return 3rd

Classes are scheduled at various times from 9:00 a.m.-5:00 p.m. Evening classes are available on Monday, Tuesday, Wednesday and Thursday from 5:30 p.m.-9:30 p.m. for both full and part-time students. A student may enter the programs year round. The starting dates are subject to change. The date of completion is determined by the program length and scheduled hours. Students must attend a minimum of 16 hours per week in order to enter our programs. Massage Therapy students can't attend classes for more than 6 hours per day or 26 hours per week. Electrolysis theory 8 hrs on-line and clinical hands-on clinic Monday 10-6pm, Saturday 10-4pm or Sunday 12-4pm.

Starting dates:

May 25, 2021

Jan. 18, 2022

Dec. 6, 2022

Sept. 26, 2023

July 6, 2021

Mar.15, 2022

Jan. 24, 2023

Nov. 7, 2023

Aug. 17, 2021

May 7, 2022

Mar. 14, 2023

Dec. 12, 2023

Sept. 21, 2021

July 19, 2022

May 2, 2023

Jan. 16, 2024

Oct. 26, 2021

Sept. 6, 2022

June 20, 2023

Dec. 7, 2021

Oct. 25, 2022

Aug. 15, 2023

NON-DEGREE PROGRAM

The programs offered at Parisian Spa Institute are non-degree programs offering a diploma.

FUNDING DISCLOSURE

There is in-house funding available at 0% interest with payments pro-rated on a weekly payment plan. In addition, other funding options are available. A check, money order or credit card payment will be acceptable. There is a 3% service fee on credit card charges and a \$30 insufficient funds fee on all returned checks.

RULES AND REGULATIONS

1. All students must obey all rules of personal hygiene, sanitation, and personal conduct. Be mindful of body odor, smoke, foods that we eat when we are within close proximity to guests and others. Hair and makeup will be tastefully done and applied. **No shower caps, hats, or head wraps unless for religious reasons.** No firearms are allowed in the school's campus.
2. Students must be in the classroom and prepared to begin promptly at 9:00 am for day classes and 5:30 pm for evening classes. Excused absence of a short duration and not taken as a leave of absence will be at the discretion of the school director and only for mitigating circumstances.
3. Tuition payments are expected without the student being reminded and made on the same time each and every month. If not, the late fee will be applied at 10%.
4. A phone call is mandatory whenever a student is going to be late or absent, documentation is required to be excused.

5. Visitors are not permitted past the lobby without signing in at the front desk.
6. Students will be allowed personal services with the permission of the instructor and at **the student discount rate of 30%** only with approval from program instructor and by making an appointment. The student will **clock out** while obtaining services. Refusing a service is grounds for dismissal. Stalling and taking excessive time in a timed service is grounds for counseling. **Guests come first and if needed you may have to end your personal service to take care of the guest.**
7. All breaks are given at the discretion of the instructor. At any time the student leaves the campus, he or she must clock out. **Use breaks to return calls etc. Cell phones are not to be out on floor.**
8. Smoking is prohibited except at the designated smoking areas. Cigarette butts are to be disposed of properly. E cigarettes are not permitted in the classroom.
9. All eating and drinking is in the lounge area only. All cups and drinks will be emptied prior to disposing of them into the trash. **No eating or drinking on clinic floor. Water only. Students are to perform spa and sanitation duties daily. This is part of the industry.**
10. Students must perform assigned duties to maintain areas in a neat, and sanitized condition at all times. This is to include the break room as well. Clean your area after eating.
11. All equipment and supplies used at the school must be school approved.
12. **Each student is responsible for his/her own equipment.** Misuse of another person's belongings or items without permission will not be tolerated. All kits and books must be taken home daily or locked up in a locker if one is available. Lockers are on a first-come first-serve basis.
13. School attire: Black scrubs are the only approved school attire except on Saturday. A school t-shirt with black scrub pants is allowed. Hair/makeup will be tastefully done and the student will be presentable as working in a spa setting. No bull rings are allowed. Tattoos must be covered. No dresses, miniskirts are allowed while on the clinic floor. If the student fails to be in dress code, the student will be clocked out and sent home.
14. Closed toed shoes must be worn, no high heels. If the student fails to wear closed toed shoes, the student is liable for any injury sustained while not wearing proper shoes. Flip flops are NOT allowed.
15. Students will always conduct themselves in a professional manner. No profanity, Insubordination, or refusal of any assignment will be tolerated. **Students are encouraged to bring in guests to fulfill our skills to graduate. Any physical altercation will be immediate grounds for termination. No firearms are allowed on the campus regardless of having a concealed weapon license.**
16. **Texting** is not allowed in class. **Cell phones** are to be turned off and put up during theory and class time. Cell phones are not allowed on the clinic floor. If seen with a cell phone on during these times, the student will be sent home from school. **No ear buds.**
17. Students are encouraged to seek counsel with a staff member in the event of a personal or academic problem which could affect their behavior or performance.
18. Tardiness: Any student who accumulates 5 or more tardy in one month and **not returning from lunch on time** will be counseled and expected to be on time. Students are not allowed to enter the classroom until the next scheduled break as not to disrupt the class and are NOT allowed to clock in until an hour later.
19. Students who are absent are expected to make up all work and assignment before graduation. These assignments are to be obtained from the instructor. Students will only speak to a school official when calling in. A phone call is mandatory. Text or email will not be accepted.

20. Attendance/Class Cut/Makeup: Because a contract hour system is used, all curriculum hours must be made up prior to graduation. Students must have 75% of their scheduled hours as per our Satisfactory Progress Policy. **You must have a note for the absence to be considered excused.**

21. If any student should have any complaints they can be brought to the attention of the Director, Linda Fontenot or the Commission for Independent Education at (888) 224-6684 or National Accrediting Commission of Career Arts and Sciences at (703) 600-7600 or by following the school's grievance policy.

22. Saturday school session is 5 hours, 9 am til 2pm. Any missed hours will result in a charge of \$5 an hour on the student's ledger account..

23. Students must clock out when leaving campus and clock back in when returning. Leaving without clocking out, is fraudulent. If you are unable to clock in or out with your finger, students must sign in and out on the clipboard at the front desk and notify the admin at the front.

24. Kits are to be brought daily and must be used to do services on clients. Continuously failing to bring your kit to school is grounds for termination.

25. Students not doing own work with hybrid/online program and not being able to identify self or answer security questions when asked by instructor to verify identify.

26. Students in hybrid/online classes must attend at least a minimum of one class in a 10 day period to be considered a student and maintain attendance of 75% or higher.

GROUND FOR DISMISSAL

The following will result in dismissal from our Institute:

1. 5 consecutive days of unexcused absences
2. Non-payment of tuition unless other arrangements have been made
3. Breaking rules and regulations/not in proper dress code
4. Low grade due to lack of effort after special tutoring and counseling
5. Using profanity or involved in immoral conduct on or near school premises
6. Use of chemical dependencies on or near the vicinity of the school premises
7. Signing someone else in or out on the time sheet
8. Refusing to service a Guest in the clinic.

ADDITIONAL INSTRUCTIONAL FEE

Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately four weeks has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of \$15 per hour, payable in advance, until graduation. Students will not be allowed to clock in until applicable bi-weekly or monthly payments are made. On hours made up during the contract period, there will be no additional charge.

FACULTY

Linda Sue Fontenot

Director/Admissions/Substitute
Instructor/Nail Technology/Skincare/Full Specialty/Electrolysis
Bachelor of Science Education

	Arkansas Tech University Nursing/FCCJ Jacksonville Registered Nurse RN3027192 Diploma Full Specialty FS880795 Orange Park Beauty Academy Diploma Electrolysis & Laser EO 3289 Laser & Beauty Academy
Crystal Hutchinson	Financial Aid Director Air Force Information Management Cosmetology Riverside Academy
Zulema Watkins	Admissions Registrar Webster University Studies in Business Mgmt
Robert Serafine	Diploma in Massage Therapy Program Massage Therapist Alpha School of Massage Licensed Massage Therapist MA82607
Carla Mellema	Instructor/Cosmetology Program Cadillac Beauty School Diploma Cosmetologist CL0194345
Felicia Hill	Instructor/Nail Technology Margate School of Beauty Diploma Full Specialist FS893418
Donna Floyd	Instructor/Cosmetology Program Orange Park Beauty Academy Diploma Cosmetologist CL 0100082
Lisa Murray	Instructor Skincare Program Parisian Spa Institute Diploma Facial Specialist FB9764403
Kim Hamson	Instructor/Cosmetology IBA State College of Beauty Diploma Cosmetologist CL1284510
Rosa Gullett	Instructor/ Skincare Program Parisian Spa Institute Diploma Cosmetologist CL1290899
Cathy Rosamilia	Instructor/Nail Technology Parisian Spa Institute Diploma Nail Specialist FV9612046

STUDENT SERVICES

Student services are available in academic, financial, personal and job placement during school hours. The Institute tries to handle all grievances or complaints in-house first by instructors or by filing a formal complaint by following the grievance procedure. If issues are not resolved, the issues may be addressed to Linda Fontenot, Director of Parisian Spa Institute or to the Commission for Independent Education at 1-(888) 224-6684 or the accrediting agency, the National Accrediting Commission of Career Arts and Sciences at 1- (703)-600-7600.

LIBRARY/LEARNING RESOURCES/INFORMATIONAL SERVICE

Parisian Spa Institute has a library with four computers with recommended computerized simulated testing of (practice) state boards on student CD-ROMs and an array of DVDs, VHS, and books for students to check out or view during school hours of Tuesday thru Friday 9 am to 9 pm or on Saturdays from 9 am to 2 pm.

INSTITUTE LICENSING AUTHORITY

Parisian Spa Institute is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institute may be obtained by contacting the Commission at 325 West Gaines St., Suite 1414, Tallahassee, Fl. 32399-0400 (888) 224-6684 and accredited by the National Accrediting Commission of Career Arts and Sciences at 3015 Colvin St, Alexandria, VA 22302-1432.

EXECUTIVE ORDER 13607

Principles of Excellence Demonstration of Compliance

Executive Order 13607, signed April 27, 2012 by the President of the United States, established Principles of Excellence (POE) for educational institutions serving service members, veterans, spouses, and other family members. Eight Principles of Excellence are described in the Order Compliance with the POE is intended to ensure an institution provides meaningful information to prospective and current military associated students about the financial cost and quality of the institution; to assist those students in making choices about how to use their Federal educational benefits; prevent abusive and deceptive recruiting practices that target the recipients of Federal military and veterans educational benefits; and ensure that the institution provides high-quality academic and student support services to the respective group of students.

COSMETOLOGY PROGRAM

1200 Hours

EDUCATIONAL OBJECTIVES

The objective in the Cosmetology program is to train the student in the skills needed to meet the competencies and prepare the student for the examination by the State Board of Cosmetology and prepare the student for employment in the various avenues in the field such as stylist, colorist, product demonstrator, salon manager or owner. The program consists of 1200 clock hours of in-depth training in the fields of hair styling, manicure, pedicure, facials and salon management. Each of the objectives listed will be covered in theory and practical instruction. Instructional methods used throughout the course include lecture, hands on and visual aids such as DVD's, video tapes and overheads. One clock hour consists of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

OUTLINE

C100.1: FLORIDA LAW & STATUTES: To present an overview of cosmetology law, Florida Statutes, rules and regulations in relation to consumer protection for health and economic matters, licensure information and continuing education requirements. (5 hours-No service)

C100.2: HIV/AIDS: To understand the modes of transmission, infection control, procedures, clinical management and prevention of HIV and AIDS (4 hours-no service)

C100.3: SANITATION AND STERILIZATION/ELECTRICITY: To use chemical agents to sanitize implements and equipment in the school to promote and protect good health in the community. Learn electrical equipment used to sanitize equipment and the proper use. Learn how to set up, use and maintain electrical devices. (18 hours-No service)

C100.4: FACIALS/CONTRAINDICATIONS & HAIR REMOVAL: To gain information and knowledge of anatomy and to give a facial massage treatment using oils, creams, lotions, or other preparations to properly protect the client from significant damage and to describe chemicals, implements and techniques used in hair removal. (76.5 hours-10 services)

C100.5 HAIR SHAPING: To use hair shaping implements and supplies in cutting the clients hair in a requested style (s) in specific times between 15 to 30 minutes. (200 hours-75 services)

C100.6 SCALP TREATMENTS & HAIR CARE RINSES: Through knowledge of anatomy provide a beneficial service of stimulation to contribute to a healthy scalp and to select a specific treatment that will improve the appearance of client's hair following proper safety precaution in application procedure. (25 hours-45 services)

C100.7 SHAMPOO RINSES: To understand the chemistry of products and to use shampoo and chemicals in cleansing the scalp and hair in preparation for additional hair services. (100 hours-50 services)

C100.8 HAIR ARRANGING: To arrange client's hair into a style of the client's choice through the development of dexterity, coordination and strength in creating designs and patterns in the hair. (275 hours-300 services)

C100.9 HAIR COLORING/PRODUCT CHEMISTRY: To change the client's hair color through the use of semi-permanent and lightening products following proper steps to safeguard the client in giving the desired service. The student will be able to understand the chemistry of color. (161.5 hours-45 services)

C100.10 CHEMICAL WAVING & RELAXING/STRAIGHTENING: To use professional implements in waving and relaxing the hair to make it more manageable and durable for the client from one style to another and to understand the chemistry of permanent waves and relaxers. (115 hours-65 services)

C100.11 MANICURE/PEDICURE & NAIL EXTENSIONS: To gain professional information to give all services to clients by using proper procedures, use of implements and proper supplies. The student will be able to learn how to improve the appearance of their hands and feet by following proper safety precautions. (100 hours- 20 services)

C100.12 MAKEUP APPLICATION/LASH AND BROW TINTING/EYELASH ENHANCEMENTS: Learn proper techniques of makeup application and for day for evening looks and how to place eyelashes individually, or with strips. . In addition learn, lash and brow tinting techniques and proper products safe to use. (2 hours-5 services)

C100.13 SKIN THEORY AND DISORDERS OF THE SKIN: Learn the structure and function of the skin; diseases of the glands, and how to recognize lesions. (85 Hours-No services)

C100.14 CAREER DEVELOPMENT/SALON MANAGEMENT/ETHICS: To learn the basic principles needed to own and operate a salon a successfully and the principles of business ethics. (33 hours- No services)

GRADUATION

COSMETOLOGY PROGRAM: After completion of the required 1200 hours required number of services, and satisfactory passing of both practical and written examinations with at least 75%, a **diploma** will be issued to the student. The student will then be eligible to take the Florida Board of Cosmetology Exam 21F-24-02, after registration and payment of the examination and registration fee. After passing the Florida Board Exam, the student is duly licensed to practice in the State of Florida. Passing Score for the Florida State Board is 75%. The Board of Cosmetology requires criminal background reporting on their applications for licensure and individuals with criminal backgrounds may not be eligible for licensure or employment.

STUDENT KIT

1 brush kit	2 paddle brushes
1 carbon comb	1 foiling comb
1 curling iron	Blow dryer/flat iron/curling iron
1 bag rubber bands	12 butterfly clips
1 pack bobby pins	1 spray bottle
1 pack hair pins	Clippers & Trimmers
2 manikins	Aluminum duck bills Silver clips
Ceramic brush kit	Aluminum rolling cart Mirror
1 Milady textbook	Milady student study guide
Perm rods/case/rollers	Nail kit/Makeup kit
Dermalogica Cosmo skin kit	Lashes/glue
Tweezer kit	Extractor kit
Headband/cotton rounds	Shark Fin “Top” Shears Kit

FEE SCHEDULE

Registration	\$150.00
Tuition	12567.50
Books	\$182.50
Total	\$12,900.00

Milady’s Standard Cosmetology Hard Cover 2016 ISBN-13:9781285769417 \$124.33

Milady’s Workbook 2016 ISBN-13: 9781285769455 \$59.01

NAIL TECHNOLOGY PROGRAM

300 Hours

EDUCATIONAL OBJECTIVES

The objective in the Nail Technology program is to train the student in the skills needed to meet the competencies and prepare the student for employment in the various avenues in the field such as nail technician, salon manager or owner. This program consists of 300 hours of training in the field of manicuring and pedicuring. Advanced methods of artificial nail application are included. Each of the objectives listed will be covered in theory and practical instruction. Instructional methods used

throughout the course include lecture, hands on and visual aids such as DVD's, video tapes and overheads. One clock hour consists of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

OUTLINE

- N300.1: FLORIDA LAW AND RULES/ETHICS:** To present an overview of nail technology law, Florida Statutes, consumer protection notices, fines, compliancy, HIV/AIDS requirements, licensure information and continuing education requirements. (7 hours-No service)
- N300.2: HIV/AIDS:** To understand the modes of transmission, infection control, procedures, clinical management and prevention of HIV and AIDS (4 hours-no service)
- N300.3: SANITATION AND STERILIZATION:** Understanding, bacteria, disinfectants, use, Florida Statutes regarding sanitation and sterilization. Importance use of the pedicure log, and Consumer Protection Notice. (4 hours-No service)
- N300.4 NAIL THEORY:** To understand and be able to assess nail disorders and skin diseases and types of physical deficiencies that might be the causes. (145 hours-No service)
- N300.5 MANICURING:** To gain professional information to give all services to clients by using proper procedures, use of implements and proper supplies. Also improve the appearance of hands by following proper safety precautions. (10 hours-20 services)
- N300.6 PEDICURING:** To gain professional knowledge regarding the proper procedures, use of implement and proper supplies in regards to foot care. (10 hours-10 services)
- N300.7 POLISHING & NAIL ART:** Learning designs, French, and American polish styles. (5 hours-10 services)
- N300.8 TIPS W/ OVERLAY:** To apply artificial nails using tips with an acrylic overlay, including the dipping nail technique. (37.5 hours-15 services)
- N300.9 NAIL FILL-INS:** Procedure to fill-in acrylic nails. (18 hours-10 services)
- N300.10 SCULPTING/MENDING/NAIL WRAPS:** Application of artificial nails using a form. (52.5 hours-25 services)
- N300.11 DRILL:** To learn the safe and proper use of electric drill for nails, creating less damage to nail beds to create smooth acrylic nails. And to be able to determine proper drill bit for different techniques. (2 hours-20 services)
- N300.12 ARTIFICIAL NAIL REMOVAL:** Procedure to safely remove artificial nails without damaging nail bed. (5 hours-5 services)

GRADUATION

NAIL TECHNICIAN: After completion of the required 300 hours and 115 services, and satisfactory passing of both practical and written examinations with at least 75%, **a diploma** will be issued to the student. The student will then be eligible to register with the Department of Professional Regulation for the Nail Technician Specialty. The registration fee is \$75.00. The Board of Cosmetology requires criminal background reporting on their applications for licensure and individuals with criminal backgrounds may not be eligible for licensure or employment.

Nail Technology 300 (additional 120 hours)

The Nail Technology program is an additional 120 hours in our Institute compared to the state's requirements of only 180 hours. The additional hours are necessary to develop the student into a skilled technician to service the needs of paying clients. With the addition of new and advanced techniques surfacing to better achieve nail services, the requests of clients are many and we teach the students about the various new techniques and styles of nails for the student to stay abreast and develop into

thriving nail technicians. More hands-on time is spent on developing skill in the areas of acrylics, to gels to nail artistry, to various designs of nails. The hands-on practice under supervision of an instructor helps students develop him or herself more in the area of skill to be able to make a smooth transition over to become a professional.

STUDENT KIT

Silver case Implement box	Bondex primer
Metal pusher	Cuticle Nipper
Nail Clipper	Acrylic brush
2 Orange Buffers	Pack of Files
Metal rasp	Manicure brush
Practice finger	Pumice stone
Dappen dish	Top coat
Bond aid/manicure bowl	Monomer
Base coat/cuticle exfoliant	Pink acrylic powder
Nail glue	White nail tips
Natural acrylic powder	Cuticle oil
White acrylic powder	Handheld practice drill
Natural nail tips Milady	Nail artistry brushes
Nail Technology Textbook	Nail art paint
LED light	IBD gel kit/gel polish
	Top Coat and Base gel

FEE SCHEDULE

Registration	\$150.00
Kit & Materials	\$136.95
Tuition	\$2848.05
Total	\$3135.00

Milady's Standard Nail Technology Book 2020 ISBN-13: 9781285080475 \$136.95

SKIN CARE PROGRAM

300 Hours

EDUCATIONAL OBJECTIVES

The objective of the Skin Care Program is to train the student in the skills necessary to meet the acceptable performance from a new employee in a beauty salon or skin care salon after registration with the state. This is a basic to advanced program that introduces students to the fundamentals of skincare, correct use of facial equipment, corrective facials, anti-aging modalities and study of related anatomy. At the conclusion of the program the student is ready to be licensed as a Facial Specialist. No State examination is required. Each of the objectives listed will be covered in theory and practical instruction. Instructional methods used throughout the course include lecture, hands-on and visual aids such as DVD's, video tapes and overheads. One clock hour consists of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

OUTLINE

S400.1 FLORIDA LAW AND RULES: Present an overview of cosmetology law HIV/AIDS and rules and regulations in relation to consumer protection for both health and economic matters and to provide information on continuing education and continued licensure requirements. (5 hours-No service)

S400.2 HIV/AIDS: To understand the modes of transmission, infection control, procedures, clinical management and prevention of HIV and AIDS. (4 hours-No service)

S400.3 SANITATION & STERILIZATION: To be able to learn how to proper sanitize and maintain equipment and implements. To be understand how to reduce bacteria exposure using disinfectants properly. (10 hours-No services)

S400.4 SKIN CARE/ DISEASES AND DISORDERS: To understand the structure and function of the skin, and to understand the diseases of the glands and recognize lesions. (85 hours-No service)

S400.5 CORRECTIVE FACIALS/EXTRACTIONS: To understand and define the various types of corrective facials. (15 hours-20 services)

S400.6 PRODUCT CHEMISTRY: To understand products used and their purpose of each. (10 hours-0 services)

S400.7 MUSCLE TONING: To understand the purpose and effects of muscle toning. (12 hours-No service)

S400.8 HAIR REMOVAL: To understand the proper steps in removing hair safely through tweezing threading & waxing and to be able to choose the proper wax product for different skin types, and for different hair removal areas. (15 hours-20 services)

S400.9 EYELASH ENHANCEMENTS: To be able to learn how to safely apply and remove eye lash enhancements. (10 hours-15 services)

S400.10 MAKE-UP: To understand make-up products and the proper applications. (10 hours-10 services)

S400.11 BODY & FACIAL SPA TREATMENTS: To be able to learn techniques using body scrubs, paraffin and hot stones. (10 hours- 5 services)

S400.12 MICRODERMABRASION: To be able to learn how to properly and safely use a machine to exfoliate the skin. (20 hours-5 Services)

S400.13 ETHICS/SALON MANAGEMENT: To be able to learn about how to own or operate a salon. To be able to learn how to market, sell, products and customer service knowledge. (10 hours-No service)

S400.14 BASIC ELECTRICITY: Learn the set up, use and maintenance of electrical devices. (8 hours- 2 services)

S400.15 LASH AND BROW TINTING: To be able to tint lashes and brows using dyes. (10 hours- 10 services)

S400.16 FACIALS: To perform basic facial movements on various skin types and determine contraindications for each using proper technique and skincare products. (66 hours-40 services)

GRADUATION

SKIN CARE PROGRAM: After completion of the required 300 hours/127 services and satisfactory passing both the written and practical examinations with at least a 75%, a **diploma** will be issued. The student will then be eligible to register with the Department of Professional Regulations for the Skin Care Specialty. The registration fee is \$75.00. The Board of Cosmetology requires criminal background

reporting on their applications for licensure and individuals with criminal backgrounds may not be eligible for licensure or employment.

Skin Care Program 300 (additional 60 hours)

Florida is the lowest in hours (220 hours) compared to other states in all of our programs. The rationale for additional training in Skin Care is to help the students achieve more hands-on experience with the skills required with product knowledge, as well as advanced hands-on experience using various modalities such as the galvanic machine, the high frequency, and the micro-dermabrasion machines as well as other advanced skin care modalities such as chemical peels, body wrapping all in a short period of time already, however, the additional 40 hours help them achieve all the required goals of our program in a timely fashion and better preparing the student for a career in a medical setting or spa-like setting if that is the student's goal.

STUDENT KIT

Dermalogica Skin Kit	Facial sponges
1 Makeup palette/contour/brushes	Tweezer kit/wax sticks x 1 box
1 Eyelash kit and glue	Fan brush/thumb drive
Gauze cotton rounds x2	Micro-dermabrasion machine 2-N-1
1 Extractor kit	High Frequency Machine
Spa Headband x 1	Milady Esthetics Textbook/Milady

FEE SCHEDULE

Registration	\$150.00
Books	\$164.95
Tuition	\$4185.05
Total	\$4500.00

Milady's Standard Esthetics 2013 ISBN-13: 9781111306892 \$164.95

FULL SPECIALTY PROGRAM

600 Hours

EDUCATIONAL OBJECTIVES

The objective of the Full Specialty program is to train the student in the skills needed to be able to competently perform skin care, and the duties of a nail technician and to be knowledgeable in salon management or ownership. This extensive, 600 hour program provides in-depth training on the full range of technical and management skills necessary to operate a successful salon, and to function independently as a full specialist upon graduation. The graduate of the Full Specialty program will be cross-trained as an esthetician, spa technician, nail technician, specializing in both natural and artificial nails. Each of the objectives listed will be covered in theory and practical instruction. Instructional methods used throughout the course include lecture, hands-on and visual aids such as DVD's, video tapes and overheads. One clock hour consists of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

OUTLINE

SK200.1 FLORIDA LAW AND RULES: Present an overview of cosmetology law HIV/AIDS and rules and regulations in relation to consumer protection for both health and economic matters, focusing on nail and skin care guidelines and statutes. (5 hours-No service)

SK200.2 HIV/AIDS: To understand the modes of transmission, infection control, procedures, clinical management and prevention of HIV and AIDS (4 hours-No service)

SK200.3 SANITATION & STERILIZATION: To be able to understand bacteria, disinfectants and use, cleanliness. (10 hours-no service)

SK400.4 SKIN CARE/ DISEASES & DISORDERS: To understand the structure and function of the skin, and to understand the diseases of the glands and recognize lesions. (85 hours-No service)

SK200.5 CORRECTIVE FACIALS/EXTRACTIONS: To understand and define the various types of corrective facials. (35 hours-20 services)

SK200.6 PRODUCT CHEMISTRY: To understand products used and their purpose of each. (15 hours-No service)

SK200.7 MUSCLE TONING: To understand the purpose and effects of muscle toning. (10 hours-No service)

SK200.8 HAIR REMOVAL: To understand the proper steps in removing hair safely through tweezing, threading & waxing and to be able to choose the proper wax product for different skin types, and for different hair removal areas. (20 hours-20 services)

S200.9 EYELASH ENHANCEMENTS: To be able to learn how to safely apply and remove eye lash enhancements. (20 hours-15 services)

SK200.10 MAKE-UP: To understand make-up products and the proper applications. (30 hours-10 services)

SK200.11 BODY & FACIAL SPA TREATMENTS: To be able to learn techniques using body scrubs, paraffin and hot stones. (15 hours- 5 services)

SK200.12 MICRODERMABRASION: To be able to learn how to properly and safely use a machine to exfoliate the skin. (11 hours-5 Services)

SK200.13 ETHICS/SALON MANAGEMENT: To be able to learn about how to own or operate a salon. To be able to learn how to market, sell products and customer service knowledge. (10 hours-No service)

SK200.14 LASH AND BROW TINTING: To be able to tint lashes and brows using dyes. (10 hours-5 services)

SK200.15 FACIALS: To perform basic facial movements on various skin types and determine contraindications for each using proper technique and skincare products. (68 hours-40services)

SK200.16 NAIL THEORY: To understand and be able to assess nail disorders and skin diseases and types of physical deficiencies that might be the causes. (85 hours-No service)

SK200.17 MANICURING: To gain professional information to give all services to clients by using proper procedures, use of implements and proper supplies. Also improve the appearance of hands by following proper safety precautions. (20 hours -20 services)

SK200.18 PEDICURING: To gain professional knowledge regarding the proper procedures, use of implement and proper supplies in regards to foot care. (10 hours-10 services)

SK200.19 POLISHING & NAIL ART: Learning designs, French, and American polish styles. (10 hours-10 services)

SK200.20 TIPS WITH OVERLAY: To apply artificial nails using tips with an acrylic overlay. (37.5 hours-15 services)

SK200.21 NAIL FILL INS: Procedure to fill-in acrylic nails. (20 hours-10 services)

SK200.22 SCULPTING/MENDING/WRAPS: Application of artificial nails using a form. (52.5 hours-25 services)

SK200.23 BASICS OF ELECTRICITY: Learn the set up, use and maintenance of electrical devices. (10 hours- 5 services)

SK200.24 ARTIFICIAL NAIL REMOVAL: Procedure to safely remove artificial nails without damaging nail bed. (5 hours-5 services)

SK200.25 DRILL: To learn the safe and proper use of electric drill for nails, creating less damage to nail beds to create smooth acrylic nails. And to be able to determine proper drill bit for different techniques. (2 hours-20 services)

GRADUATION

FULL SPECIALTY PROGRAM: After completion of the required 600 hours, 240 services and satisfactory passing both the written and practical examinations with at least a 75%, a **diploma** will be issued. The student will then be eligible to register with the Department of Professional Regulations for the Full Specialty license. The registration fee is \$75.00. The Board of Cosmetology requires criminal background reporting on their applications for licensure and individuals with criminal backgrounds may not be eligible for licensure or employment.

Full Specialty Program (600 hrs/additional 200 hours)

The rationale for additional training in Full Specialty program (Skin Care and Nail Technology) is to help the students achieve more hands-on experience with the skills required with product knowledge as well as advanced hands-on experience using various modalities such as the galvanic machine, the high frequency, and the micro-dermabrasion machines as well as other advanced skin care modalities such as chemical peels, body wrapping all in a short period of time already, however, the additional 200 hours help them achieve all the required goals of our program in a timely fashion and better preparing the student for a career in a medical setting or spa-like setting if that is the student's goal. When the student is in Nail Technology, the technique of applying acrylic and learning gels is a time acquired skill that takes much needed practice and allowing the student more time to develop those necessary skills does allow the student more success in the work field as their confidence with additional practice will help them transition over to the job force.

STUDENT KIT

Dermalogica Skincare Kit	Makeup sponges
Makeup palettes/brushes	Micro-dermabrasion machine
Tweezer kit	Lashes and glue
High Frequency Machine	Fan brush 1 extractor kit
Cotton Rounds	Milady Esthetics Textbook
Aluminum Case	Bondex primer
Implement box	Cuticle Nipper
Metal pusher	Acrylic brush/nail artistry brushes
Nail Clipper	Manicure brush
Orange Buffers	Pumice stone
Pak of 5 files	Top coat /nail art paints
Metal rasp	Monomer
practice finger	Pink acrylic powder
Dappen dish	White nail tips
Bond aid	Cuticle oil/rhinestones
Base coat	Handheld practice drill
Nail glue	LED light
Natural acrylic powder	Box of wax sticks
White acrylic powder	Muslin strips
Natural nail tips	IBD gel kit
Milady Nail Technology Textbook	

Makeup blender

Dermalogica Apron

Milady's Nail Technology Book 2020 ISBN-13: 9781285080475 \$136.95
Milady's Standard Esthetics 2015 ISBN-13: 9781111306892 \$164.95

FEE SCHEDULE

Registration	\$150.00
Books	\$301.90
Tuition	\$7050.10
Total	\$7500.00

MASSAGE THERAPY PROGRAM 600 HOURS EDUCATIONAL OBJECTIVES

The objective of the Massage Therapy program is to train the student in the skills needed to meet the competencies for examination by the MBLEx Federation of State MT Boards and to prepare the student for employment in the Massage Therapy field. This program is a 600 hour course that focuses on training the student in basic massage therapy with a brief introduction to allied, spa and hydrotherapies. Our massage Therapy program readies the adult learner to meet the requirements for entry-level employment as a licensed massage therapist (LMT) in their own private practice (e.g. independent contractor) or in the medical offices of physicians, chiropractors and or physical therapists. Successful massage graduates may also find employment in medi-spas, health spas, hospitals, massage clinics as well as cruise lines

Each of the objectives listed will be covered in theory and practical instruction. Instructional methods used throughout the course include lecture, hands on and visual aids such as DVD's, video tapes and overheads One clock hour consists of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

OUTLINE

MT600.1 HIV/AIDS: A study of the virus and how it affects the immune system and ways to prevent and avoid the spread of the HIV/AIDS virus. (3 hours-No services)

MT600.2 FLORIDA LAW AND STATUES: Knowledge of the Florida Statute Chapter 480 that defines and regulates the practice of massage therapy, standards, and ethics of the massage profession. (10 hours-No services)

MT600.3 ANATOMY AND PHYSIOLOGY: The study of anatomy, physiology, and pathology is essential in mastering the theory and practice of therapeutic massage. The student will learn the functions and structure of each body system and the mechanisms that control each function. (150 hours-No services)

MT600.4 BASIC MASSAGE THEORY PRACTICUM 1: Comprehensive academic training in the history and theory of massage therapy and techniques to include effects, benefits, indications, and contradictions of massage. (100-No services)

MT600.5 MASSAGE PRACTICAL APPLICATIONS: Various forms of massage are taught including Swedish, deep tissue and therapeutic massage techniques through practice on fellow students and general public under direct supervision of instructors. The practical experience will help develop the student's massage skills. (125 Hours-175 Services)

MT600.6 ALLIED MODALITIES: Introduction to the basic theory and practical applications of related massage modalities such as sports massage, reflexology, aromatherapy, therapeutic stretching,

positional release, first aid, and business marketing and management in massage. (100 hours-50 services)

MT600.7 HYDROTHERAPY: Using various applications of water for the purpose of therapy and rehabilitation. Students will learn and practice the correct use of cold, hot, ice packs, herbal wraps and other related techniques. (15 hours-20 services)

MT600.8 SPA THEORY AND TECHNIQUES: Learn the various modalities used in a spa such as body wraps, scrubs, and hot stone to promote relaxation and therapeutic effects. Learn the benefits and contraindications for each of the modalities. (75 hours-15 services)

MT600.9 ETHICS: Learn the ethics of working in the medical field, the rules for HIPPA and client confidentiality and privacy and proper boundaries relating to patient/client services. (5 hours-No services)

MT600.10 MEDICAL ERRORS: Learn how to properly document regarding client/patient care. Learn how to avoid medical errors and what to do when errors occur. (2 Hours-No services.)

MT600.11 BUSINESS: Learn how to manage and run your massage business. The steps required to open up a business and the different work scenarios for massage therapists. (15 hours-No services)

GRADUATION

The following are entrance requirements in compliance with Florida Statute 480.041 for Massage therapy qualifications, licensure, or endorsement.

1) Any person is qualified as a massage therapist under this act who:

A) Is at least 18 years of age or has received a high school diploma or graduate equivalency diploma.

B) Has completed a course of study at a board-approved massage school or has completed an apprenticeship program that meets standards adopted by the board; and

C) Has received a passing grade on an examination administered by the department.

After the completion of the required 600 hours, number of services and satisfactory passing of the practical and written examinations with at least 75%, a **diploma** will be issued to the student. The student will then be eligible to sit for the MBLEX Federation of State MT Boards The application and examination fee is \$205.00 per 61G11-27.002 and \$155.00 for initial state license. The Board of Massage requires criminal background reporting on their applications for licensure and individuals with criminal backgrounds may not be eligible for licensure or employment.

Massage Therapy (600 hrs/additional 100 hrs)

Massage therapy is a profession that requires a state examination in order to be licensed. Additional hours helps the students have more confidence in achieving more expertise in the areas of various modalities learned in Massage Therapy and acquired during their course of study with hands-on skills practiced in clinic and also with the addition of preparation for the state examination. The additional time helps students prepare for their state MBLEX examination with computer and Instructor guided study. In addition, it is an edge of our programs that we want our students to have so that the employers know that the student has developed themselves more in a clinical setting to be able to be gainfully employed. The additional hours help students be able to achieve those goals in hands-on skills required and meet the demands required by the State regulatory agency for licensure in a timely fashion

STUDENT KIT

- 1 Holster for oil Student/lotion bottle/massage chair
- Trail Guide Book and Workbook
- Salvo Principles of Massage Therapy Textbook

Susan Salvo Principles and Practice of Massage Therapy 2016 ISBN: 9780323239714 \$137.63
Trail Guide Trail Guide Book and Workbook 5th Edition 2014 ISBN: 9780982978665 \$ 97.83

FEE SCHEDULE

Tuition:	\$6648.0
Registration:	\$150.00
Books:	\$151.93
Total:	\$6950.00

ELECTROLYSIS

320 Hours

EDUCATIONAL OBJECTIVES

The Electrolysis program is designed to give the student complete training in permanent hair removal and laser and light based hair reduction. Parisian Spa Institute will prepare the student to take the State Board Exam for State licensure. The electrolysis program will be limited to permanent hair removal, laser or light-based hair reduction. The Electrolysis program is a combination of online theory and hands-on practicum in a clinical setting while removing unwanted and excess hair. The program will utilize didactic and clinical instruction to present topics in hair removal modalities such as: blend, thermolysis, galvanic, and laser and laser-light based techniques and also anatomy as it pertains to hair growth and removal and the various stages of hair growth and conditions related to excess hair. One clock hour consists of 60 minutes of online study or minimum 50 minutes of instruction in the presence of an instructor on campus.

ADMISSIONS REQUIREMENTS

The minimum requirements for acceptance to all programs are:

1. Provide proof of a high school, or general equivalency diploma.
2. Must be at least 16 years of age for Cosmetology programs and or 18 years of age for the Electrolysis and Massage Therapy Programs.
3. Copy of photo I.D. and or Driver's License
4. Reentry students must wait 30 days before reinstated. A re-enrollment of \$150.00 will be charged.

OUTLINE

EL320 INTRODUCTION TO ELECTROLOGY AND HISTORY OF HAIR REMOVAL:

Introduction to electrolysis techniques through galvanic, thermolysis, blend, and laser and light-based modalities, history of permanent hair removal, general treatment procedures. (15 hours)

EL321 PRINCIPLES OF ELECTRICITY: Students will learn epilator functions and adjustments and the aspects of electricity, electrical terminology, and precautions. (5 Hours)

EL322 LASER HAIR REMOVAL: Students will learn the Electromagnetic spectrum, wavelength, photonic principles and the various delivery systems and a historical overview of lasers in medical and cosmetic applications. (5 hours)

EL323 LASER SAFETY AND PRECAUTIONS: Includes treatment room considerations, electrical. Safety, eye safety, and appropriate eyewear, fire safety, laser. Plume, awareness and understanding ANSI, OSHA, federal State and local regulations. (5 hours)

EL324 INTEGUMENTARY SYSTEM (SKIN AND APPENDAGES) Students will learn the structure and dynamics of hair, skin and appendages. (6 hours)

EL325 VASCULAR AND CIRCULATORY SYSTEMS: Student will learn the primary functions of the vascular and circulatory system. (6 hours)

EL326 ENDOCRINE SYSTEM AND RELATED DISEASES: Students will learn the hormone producing glands, including disorders and diseases and their effect on hair growth. (6 hours)

EL327 BIOLOGY OF HAIR GROWTH AND DISORDERS: Student will learn the factors involved in hair growth and technical analysis the intricate structure of the hair follicle and its development. (10 hours)

EL328 SKIN ASSESSMENT AND TEMPORARY HAIR REMOVAL: Skin assessment, including skin typing, effects of all modalities, and effects of temporary removal. Students will be able to recognize the appearance of the skin and distinguish the different types in order to correctly use machine settings, including types and the effects of specific currents. (20 hours)

EL329 BLOOD BORNE PATHOGENS TRAINING HIV/AIDS: Study of blood-borne pathogens with emphasis on hepatitis (all types) and HIV/AIDS. Students will learn both the legal and moral obligations required in the necessary precautions to prevent the spread of disease. (5 hours)

EL330 BACTERIOLOGY, SANITATION AND STERILIZATION: Students will be able to describe the types of sanitation and sterilization procedures used in the Electrology office according Rule 64B-56.001 F.A.C. Microbiology of the skin (flora and fauna), sanitation and safety procedures including demonstrations. (7 hours)

EL331 SUCCESSFUL BUSINESS MANAGEMENT: Student will learn how to manage a clinic and office, communications bookkeeping, patient management, and professional ethics. (5 hours)

EL332 FLORIDA STATE LAWS AND REGULATIONS GOVERNING: Study of title 64B8, F.A.C. as it relates to electrolysis, Chapter 478, F.S. and Chapter 456, Part

EL333 CONSULTATIONS: Students will learn the professional electrolysis consultation medical history, contraindications, complications either in person or by phone. (20 hours)

CLINICAL APPLICATIONS (HANDS-ON)

CL320 COORDINATION SKILLS: Practice with probe holder and forceps. Hands-on training with single and double-handed technique. (5 hours)

CL321 INSERTIONS: Hands-on training in inserting probe into hair follicles, emphasis on depth insertion. (15 hours)

CL322 SANITATION/STERILIZATION PROCEDURES: Hands-on training with sterilizing forceps and probes at the proper temperature, also the methods of biological testing of the equipment. (10 hours)

CL323 PRACTICE HANDS-ON LASER: Hands-on training with laser and light-based equipment. (15 hours)

CL324 PRACTICE THERMOLYSIS: Hands-on training with the thermolysis modality. (10 hours)

CL325 PRACTICE BLEND AND GALVANIC: Hands-on training with galvanic and blend modalities. (10 hours)

CL326 PRE/POST PROCEDURE ASSESSMENT: Hands-on training with client's skin before and after electrolysis treatment. (10 hours)

CL327 CLIENT ASSESSMENT/VARIOUS SKIN/HAIR TYPES: Hands-on training assessing different skin types and different hair types. (15 hours)
CL328 GENERAL TREATMENT PROCEDURES: Hands-on training in positioning and draping clients and fill out treatment forms. (80 hours)
CL329 CONSULTATIONS: Hands-on consultations with prospective clients, which will include pre and post service education (15 hours)
CL330 VISUAL LIBRARY: Students will be watch DVDs and take written tests on each. (5 hours)
CL331 REVIEW/EXAM PREPARATION: Students will review state board study guide and take a final exam to prepare them for the IBEC. (10 hours)

KIT AND MATERIALS IBEC Study Guide, International Board of Electrology Certification 6th Generation: 2013 \$95.00
 White Jacket
 CCE/CME Certification Preparation Study Guide: SCMHR0012 International Commission for Hair Removal \$125.00

FEE SCHEDULE

Registration	\$150.00
Book	\$295.00
Tuition	\$7300.00
Total	\$7745.00

(Financial Aid is not currently available for this program. Options are Cash, Credit card, Money Order, or applying for Care Credit.)

,V.A. ATTENDANCE POLICY

By authority of Title 38, United States Code 3676 ©(14), the State Approving Agency may set any additional reasonable criteria for approval of programs for veterans and other persons eligible for VA education benefits (wherever the word “veteran” is used, it is intended to include all persons receiving VA education benefits). The following Attendance Policy has been established to set minimum standards of attendance for students enrolled in non-college degree (NCD) programs and receiving VA education benefits, and

- Is considered reasonable additional criteria,
- Will become a part of 3676 approvals (if institution’s existing attendance policy is more restrictive, then that policy will be used),
- Will be listed as an addendum to the institution’s catalog, bulletin, or handbook:

Veterans enrolled in NCD programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of class contact hours (if the institution’s existing policy is more restrictive, then that policy will be used). The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran’s last date of attendance (use VAF 22-1999b). A veteran may be re-enrolled for benefits at the beginning of the term following interruption because of unsatisfactory attendance only when the cause of unsatisfactory attendance has been removed. Once re-enrolled, a veteran will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of the remaining contact hours (if the institution’s existing policy is more restrictive, then that policy will be

used). The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (use VAF 22-1999b).

Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of mitigating circumstances. Mitigating circumstances are issues which directly hinder a veteran's pursuit of a course/program of study, and which are judged to be beyond the student's control. General categories of mitigating circumstances include but are not limited to:

- Serious illness of the veteran.
- Serious illness or death in the veteran's immediate family.
- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the program/course.
- Active duty military service including active duty for training.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill[®] (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

EMERGENCY RESPONSE/RELATED PROCEDURES

Timely Warnings

In the event a situation arises, either on or off campus, that, in the judgment of the Director of Parisian Spa Institute, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the school's cell phone "APP" and email system to students, faculty, and staff. Depending on the particular circumstances of the situation, especially in all situations that could pose an immediate threat to the community and individuals, the Campus Security Administrators may also post a notice on the front doors of the Institute, Facebook/social media, school's webpage, and on the campus-wide application at 1tap.mobi/student providing the student community with more immediate notification. In such instances, a copy of the notice is posted on the second floor as well, location of the Institute and also on the front door of the public building. Anyone with information warranting a timely warning should report the incident to the administration office by phone at (904) 350-9796 or in person to the administrative offices on the second floor of the Riverside Building where the Institute is located.

Information about emergency response procedures is provided at the beginning of each semester at student orientation, and it is re-emphasized throughout the year on a campus-wide basis as other relevant advisories are issued, such as those posted at the start of hurricane season. Information on how to receive emergency notifications is also located in the campus disclosure policy, which is provided electronically to the entire campus community on an annual basis. Our campus is equipped with an emergency evacuation sign which illustrates the emergency evacuation route.

~ ANNUAL CAMPUS CRIME REPORT ~

Jeanne Clery Act Compliance

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f))* is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Act is enforced by the United States Department of Education.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments also added a provision to protect crime victims, "whistleblowers", and others from retaliation.

The following are the Crime Statistics for the three (3) previous calendar school years (2017, 2018, & 2020):

0 manslaughter on campus 0 arson on campus
0 murders on campus 0 rapes on campus
0 robbery on campus 0 aggravated assaults on campus
0 burglaries on campus 0 motor vehicle thefts on campus
0 hate crimes on campus (ie: sex, race, religion)

During the most recent school year , there were no arrests for the following crimes occurring on campus:

- Liquor law violators
- weapons possessions violators
- Drug abuse violators

Parisian Spa Institute has prepared this publication made it available to all current students, faculty and staff, and prospective students. This report is required by federal law and contains policy statements and crime statistics for the school. The policy statements address the school's policies and procedures concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. three years' worth of statistics as included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or immediately adjacent to the campus and must be available by Oct 1, of each year. This report is additionally available online at www.parisianbeautyschool.com . You may request a paper copy from the Administration Office of Parisian Spa Institute.

SEXUAL ASSAULT PREVENTION/HATE CRIMES

Parisian Spa Institute is committed to providing a non-discriminatory and harassment-free educational and working environment for students, faculty, administrators, staff, and visitors. This policy prohibits all forms of sexual or gender-based harassment, discrimination or misconduct, including sexual violence, sexual assault, stalking and intimate partner violence. Misconduct of this nature is contrary to the schools values and prohibited by state and federal law.

Parisian Spa Institute encourages the prompt reporting of any incident of sexual or gender-based misconduct to the school and to local law enforcement or civil rights enforcement agencies. Upon receipt of a report, the school will take prompt and effective action by: providing interim remedies and support for individuals who make a report or seek assistance under this policy (referred to as the “Complainant”); conducting a review of the conduct under Title IX of the Education Amendments of 1972; addressing the safety of individuals and the campus community; and as warranted, pursuing resolution through informal measures or formal disciplinary action against the accused individual (referred to in this policy as the “Respondent”). The policy provides specific procedures for investigation and resolution based on the role of Respondent (student, staff or faculty).

All members of the Parisian Spa Institute community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The Institute will not tolerate sexual harassment, sexual violence, stalking and intimate partner violence. Any individual who is found to have violated this policy may face disciplinary sanctions up to and including expulsion or termination of employment. Parisian Spa Institute expects that all students, staff, and faculty members will take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Taking action may include direct intervention when safe to do so, enlisting the assistance of friends, contacting law enforcement, or seeking assistance from a person in authority.

Should a student be sexually assaulted, it is the student’s responsibility to notify local police. At the student’s request, the Director of the Institute will assist the student in notifying the proper authorities. To report the assault to the local police, call 911. Parisian Spa Institute does not have on-campus services available for these circumstances. It is recommended that victims call a rape crisis center. Jacksonville Rape Crisis Hotline (904) 721-7273.

SECURITY AWARENESS PROGRAMS

Safety programs for students begin on the first day’s orientation for each class and continue throughout the year in cooperation with the Admission’s office. The school’s Campus Security and Safety Advisors, which are any staff member of the Institute has the authority to (1) check all person on the school property to determine their legitimate presence, and to escort unauthorized person to the proper office or off the school property; (2) has the right to inspect any person’s items if suspected of potential theft, larceny, or possession of drug or alcohol, as it is in violation of the school’s policy of possessing these items on campus (3) cooperate with local, state or federal law enforcement should that become necessary (4) may control the actions of person violating school rules or local, state , or federal laws.

All members of the School community play an important role in keeping the Institute safe and encouraged to alert the Institute’s Admissions office at (904) 350-9796 ext. 202 or Campus Security and Safety Advisors of any criminal act, unsafe condition, or suspicious activity. Students, faculty, and staff should always use sound judgment and take simple precautions to avoid becoming the victim of a crime, such as traveling in groups or pairs, staying or walking in well-lit areas, reporting suspicious activities or persons, locking vehicles or personal property and knowing where the Institute’s campus advisors can be reached at any time.

CAMPUS SECURITY AUTHORITIES

Mrs. Linda Fontenot, Director, and all Instructors are Campus Safety Advisors and responsible for Campus Safety and Security Compliance.

Office Responsible	Administration
Are Information is Located:	www.Parisian Spa Institutebeautyschool.com/paper copy upon request
Date Document was last Updated:	9/12/2020

REPORTED GEOGRAPHICAL LOCATIONS

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act require that our institution report crimes on campus, and campus buildings or properties that meet all of the following criteria:

- The institution owns or controls them;
- They are reasonably contiguous to one another;
- They directly support or relate to the institution's educational purposes.

We have adopted the reporting geography of all contiguous property to our campus located within the confines of The Riverside Building, located at 1045 Riverside Avenue, Jacksonville, Fl. 32204

For Purposes of Geographical location the following areas are considered part of Parisian Spa Institute's campus: 1) Second Floor of the Riverside Building 2) Stairs and elevator leading to the Second Floor. The school leases this space and this is considered the location of the Institute.

Public property and non campus area that the school does not own includes the following: 1) Parking lot adjacent to the school. 2) Sidewalks adjacent to the Riverside building.

REPORTING A CRIME

To report a crime or suspected crime, an individual may contact the Police Department by dialing 9-1-1, or the school Administrative Offices or any instructor all of whom have been designated as campus security advisors by dialing 904-350-9796. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the classrooms, spa or clinic areas should be reported to the police department.

VOLUNTARY CONFIDENTIAL REPORTING

If you are the victim of a crime and do not want to pursue action within the school system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Campus Director or a designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. Which such information, the school can keep an accurate record of the number of incidents involving student, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the school community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

ACCURATE AND PROMPT REPORTING

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the school Administration and to the local Jacksonville Sheriff's Police Department in a timely manner. Only by the prompt reporting of crime and the subsequent action by appropriate authorities can issues be quickly investigated. By making accurate and prompt reports the community, students, faculty, staff and guests help ensure increased safety for all.

CRIME STATISTICS FROM LOCAL AGENCIES

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act not only requires crime reports from campus authorities, but every institution must make a "reasonable, good-faith effort" to obtain Clery crime statistics from local law enforcement agencies that have jurisdiction over the school's Clery geography. Local law enforcement agencies that serve our Clery geographical location are: The Jacksonville Sheriff's Police Department, non-emergency line (904) 630-0500 . In support of these requirements, the school has contacted the City of Jacksonville where we were directed to enter our geographical location, street and adjacent streets and a copy of the report is made available. The report may be found on the school's website at www.Parisian Spa Institutebeautyschool.com.

Duval County Sheriff Office Non-Emergency Line (904) 630-0500

Jacksonville Police Department (904) 630-7600

Federal Bureau of Investigations (904) 248-7000

DRUG AND ALCOHOL FREE SCHOOL

Parisian Spa Institute welcomes public law that requires schools to provide a drug-free campus and workplace. As part of our philosophy, we are dedicated to the advancement and well-being of the population we serve. The use and abuse of alcohol and other drugs can lead to physical and psychological health risks and Parisian Spa Institute has a zero tolerance policy to awarding those who abuse the substances from receiving any grants, or scholarships. In addition, the Federal government will deem those students ineligible who are convicted or continue to abuse illegal substances. The health risks associated with the abuse depends upon the type of drug used and the intensity of the use. Long-term use of drugs can lead to organic damage to the body and psychological problems. And even short-term use carries a risk of an overdose that can result in effects as serious as death. Drug and alcohol use also carries other direct and indirect health risks, including a heightened risk of blood-transmitted disease for users of intravenous drugs, the risk of pregnancy complications and birth defects in women who use drugs or alcohol while pregnant, and the impairment of the ability to operate motor vehicles. As such, all students and employees are encouraged to abstain from the use of illegal drugs and irresponsible use of alcohol.

Students are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on Parisian Spa Institute property including grounds, parking areas, anywhere within the buildings or while participating in school-related activities. Students are also prohibited from being present on campus under the influence of alcohol or controlled substances. Students who violate this policy will be subject to disciplinary action up to and including termination of enrollment. If there is a reasonable suspicion that a student of Parisian Spa Institute is under the influence of alcohol or a controlled substance while on Parisian Spa Institute's premises, the student will be required to clock out for the day and asked to leave and may be subject to formal discipline. In all cases, Parisian Spa Institute will abide by local, state, and federal sanctions regarding unlawful

possession of drugs and the consumption of alcohol, including the full enforcement of applicable underage drinking laws.

Any student who suspects that he or she or someone else may be at risk is invited to seek services that can be of help. Parisian Spa Institute maintains drug and alcohol education information and a list of counseling and support services, including local services, which can be obtained from the campus manager.

TITLE IV IMPLICATIONS FOR DRUG RELATED OFFENSES

Any students convicted of possessing or selling illegal drugs while receiving Title IV assistance will be ineligible for federal financial aid based on the chart below. If convicted of both possessing and selling illegal drugs and the periods of ineligibility are different, the longer penalty will apply. In addition, violations of federal, state, or local laws and ordinances concerning drugs and alcohol can lead to felony or misdemeanor convictions and legal sanctions, which include but are not limited to: fines, imprisonment, forfeiture of property, and loss of driving privileges.

Drug a 24 Hour Able Helpline

Jacksonville, FL - Duval County

Call (800) 238-2134

- Drug & Alcohol Addiction
- Detox & Rehab Programs
- Treatment of Dual Diagnosis
- 24/7 Toll-Free Treatment Hotline

For drug or alcohol help, please call (800) 315-2056 Jacksonville

I have read and understood Parisian Spa Institute's zero tolerance Drug and Alcohol Policy in reference to attending this Institute, in regards to Title IV Financial Aid, grants or scholarships that I may receive from this Institute or any other awarding agency.

COPYRIGHT INFRINGEMENT POLICY

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject a Student to civil and criminal liabilities. A summary of the penalties may be found at: www.copyright.gov/title17/92appf.pdf. Students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school's information system will be terminated.

SOCIAL MEDIA GUIDELINES FOR STUDENTS

Parisian Spa Institute students are responsible for what they post on social networking sites (including but not limited to Facebook, Instagram, Pinterest, Twitter, YouTube, blogs, wikis, file-sharing and user-generated video and audio.) Parisian Spa Institute does not permit ethnic slurs, personal insults, obscenity, intimidation, cyber bullying or engaging in conduct that would not be acceptable in Parisian

Spa Institute on any of Parisian Spa Institute's social media sites. Parisian Spa Institute reserves the right to remove any posts at its discretion and take necessary disciplinary action as appropriate. It is the duty of Parisian Spa Institute to protect itself from undue harm related to information that is shared on social networking sites

VOTER REGISTRATION

In the United States voter registration is the right and responsibility of all people. Approximately 70% of all Americans who are eligible to vote have actually registered. Register today and start exercising your civil right to make a difference. **STAND UP AND BE COUNTED – MAKE A DIFFERENCE.** To register contact your county Supervisor of Elections Office or go online to register on www.election.dos.state.fl.us/voter-registration/voter-reg.shtml.

CONSTITUTION DAY SEPT 17TH

The Department of Education encourages Title IV schools to celebrate Constitution Day and Parisian Spa Institute chooses to have students celebrate by wearing the patriotic colors of red, white or blue.

FINANCIAL AID FOR STUDENTS

Parisian Spa Institute participates in Financial Aid Programs (Title IV) to assist students who need money to attend school. Whether a student is eligible for assistance, and how much, is determined by the need of the particular student. Each case is different. The Federal Financial Aid Programs which the school makes available are the Pell Grant, and Direct Loan Program. The Free Application for Federal Student Aid (FAFSA) is available in the Financial Aid office or can be completed on-line. The FAFSA form must be completed first, then processed via Internet by the school with the proper office listed on the form. Our Financial Aid office will assist every student that needs help with their applications.

ELIGIBILITY

In general, you are eligible for Federal Aid if you meet the following requirements:

1. You must be enrolled at least half-time.
2. You are a U.S. Citizen or an eligible non-citizen.
3. You show that you have financial need.
4. You are making satisfactory progress in your program of study (See Satisfactory Progress Statement).
5. You are not in default on a National Direct Student Loan (NDSL), F.F.E.L. or PLUS/SLS Loan.
6. You do not owe a refund on a Pell Grant .
7. You must sign a statement that you understand your responsibilities regarding Federal Student Aid funds and that only Loans get paid back.
8. You must sign a statement of registration status on Form 3 indicating you have registered with the Selective Service, if you are required to do so. (Males only)

VERIFICATION PROCESS

If an applicant is selected for verification through the central processing center, the Financial Aid office will advise the student about the verification process, have them sign the verification procedures documents and worksheets and then we will furnish them a copy. The original documents will be

maintained in the students financial aid file. After all required documents are collected and forms are signed the Verification Packet will be sent to our third-party servicer for processing. Our current third-party servicer is Financial Aid Services, Inc.

FINANCIAL NEED

Federal Student Aid is awarded on the basis of financial need. Need is the difference between your cost of education and an amount you and your family are expected to contribute toward your education. A standard formula used for all applicants determines this amount, which is called the Expected Family Contribution (EFC). The information you report on your aid application is used in calculating your contribution. The amount left over after subtracting the expected contribution from your cost of education is considered your financial need.

PELL GRANTS

The student must complete the Free Application for Federal Student Aid (FAFSA). Unlike loans, grants do not have to be repaid. To determine if you are eligible, the Department of Education uses a standard formula, revised and approved every year by Congress, to evaluate the information you report when you apply for a Pell Grant. Using a formula guarantees equal treatment for all applicants. The school will input your application and give you an award letter. After you have begun classes, the school will then receive and credit your award disbursements to your account ledger, until your school account is paid in full, and the student will receive receipts accordingly. The school receives the student's award in two to three payments (depending on program length), one at the beginning of school, and the second after one-half of their academic year has been reached, or after one-half of their program hours has been reached, which ever applies. Parisian Spa Institute's academic year consists of 900 clock hours, however, a student must complete all of their program clock hours to graduate from this Institute. How much you actually receive depends on the following factors:

1. Your student aid index number.
2. The cost of education at your school, whether you are a full-time or half-time student.
3. How long you will be enrolled in the academic year.

FEDERAL LOAN PROGRAMS

The program that Parisian Spa Institute offers is the Direct Lending Program. This program enables students to borrow money from the U.S. Department of Education to meet their educational expenses. A student cannot borrow more than the estimated cost of attendance, less any other financial aid you may receive and your expected family contribution. To be eligible, the student's financial need must be evaluated.

To apply for a loan, you must first be accepted by the school, have processed a FAFSA, then, sign a master promissory note and entrance interview on the internet.

Repayment begins six (6) months after the student leaves school or drops below half-time attendance. The student is allowed at least ten (10) years to repay his/her loan. When students leave school, they must contact their lender to establish a repayment schedule. The amount of payment depends on how much the student has borrowed. The greater the amount borrowed, the higher the payments. If a student does not repay his/her loan, they will go into default, and either the guarantee agency or the Federal Government can sue to collect. Students must also be aware that taking leaves of absence from school will affect their repayment grace period.

REFUNDS DUE TO TITLE IV PROGRAMS

The school will determine the amount of a refund in accordance with Federal Regulation, Return of Title IV Funds (FSA) also referred to as R2T4 calculation. After the school has determined the amount of the refund which must be returned, the school will first return all sums to the Federal Loan Program (Unsub, Sub, Plus), then the Pell Grant Programs . NOTE: A student needs to understand that if he or she withdraws from school, school charges that were previously paid by FSA funds might become a debt that the student will be responsible for paying under the Institutional Withdrawal , Cancellation and Refund Policy. This refund policy applies to both official and unofficial withdrawals.

Students who enrolled in a program, and who received Federal Title IV (FSA) assistance, are subject to a special withdrawal policy or Return of Title IV Funds when they terminate from school or are terminated from school, as per current Federal Regulations. Federal Aid is based on a programs' payment period. When a student terminates from school, the school must determine what percentage of aid the student earned. This calculation is based on the number of hours the student was scheduled to have completed as of the withdrawal date. Any payment period in which 60% or less of scheduled hours was completed, the school can only retain the exact percentage of aid earned, and must refund the remaining amount. If more than 60% of scheduled hours were completed of a payment period, the school is entitled to 100% of the aid received.

The school will notify the student in writing of any balance due. From time to time this Federally required calculation results in the student also refunding aid money. Title IV funds are returned in the following order: Direct Unsubsidized loans, Subsidized loans, Plus loans, Pell Grants, **within forty-five (45) days** from the date of determination. In the case of a leave of absence, the date of determination will become the date of documented return from the leave. If a student does not return from a LOA, the withdrawal date is the last date of attendance before the LOA.

POST WITHDRAWAL DISBURSEMENT OF FEDERAL GRANTS FUNDS

Parisian Spa Institute will automatically credit the student's account with a post withdrawal disbursement of Pell Grant and FSEOG funds for current institutional charges (tuition and fees). Excess funds will be refunded to the student. The post-withdrawal disbursement will be made within 45 days of the date the institution determined the student withdrew.

POST WITHDRAWAL DISBURSEMENT OF FEDERAL LOAN FUNDS

If a post-withdrawal disbursement includes federal loan funds, Parisian Spa Institute must obtain the students, or parent if a PLUS loan, permission before it can be disbursed. The borrower will be notified within 30 days of the date of determination of withdrawal of the opportunity to accept all or a part of the post-withdrawal disbursement. The student or parent has 14 days from the date of notification to respond. Parisian Spa Institute will disburse the loan funds within 180 days of the date of determination of the student's withdrawal date. Loan funds will be applied towards the outstanding payment period charges on the student's account and may pay up to the amount of the allowable charges. Any remainder will be paid directly to the student or parent

Under the Federal Regulations, once the Return of Title IV Funds policy has been applied, the school may then apply their Institutional Refund Policy (printed on the back of their contract) and charge for unpaid portions of their schooling. The student must understand that if he or she withdraws, school charges that were previously paid by FSA funds might become a debit that the student will be responsible for paying under the Institutional Withdrawal, Cancellation and Refund Policy.

The following Title IV refund distribution is used for all student's due a Title IV refund:

- 1. Federal Unsubsidized Stafford Loan**
- 3. Federal Loan Plus**

2. Federal Subsidized Stafford Loan
Financial Aid Award: Pell Grant

4. Federal Pell Grant

Example: Financial Aid Award: Pell Grant \$5,730 1st Disbursement \$2,875

Direct loan Sub \$3,500

1st Disbursement \$1,733 Total disbursed \$4608

Student withdraws on xx/xx/xxxx (mm/dd/year); the student was scheduled to complete 225 hours of the first 450 hour payment period of the 1200 hour Cosmetology program on that date. 225/450 hours (payment period1)=50%

The student had completed 50% of the payment period (payment period1) and therefore had earned 50% of the financial aid that had been disbursed. \$4,608 aid disbursed x 50%+= \$2,304 earned financial aid.

The school must return the unearned aid to the Department of Education \$4,608 financial aid received minus \$2,304 unearned aid. The school will return \$1,733 to the Direct Loan Program and \$571 to the Pell Grant Program for a total of \$2,304.

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, he/she may be required to refund the aid to the applicable program. After 60% point in the payment period or period of enrollment, a student has earned 100% of schedule Title IV funds.

MYCAA

The Military Spouses MYCAA funding is valued at \$4,000 per spouse based on ranking and years of service. Parisian Spa Institute participates and is approved to participate in this program. Contact the MYCAA representative to find out more details.

SCHOLARSHIPS

Bright Futures Scholarships

Florida Bright Futures established a lottery-funded scholarship program to reward any Florida high school graduate who:

- Merits recognition of high academic achievement
- Enrolls in a degree program, certificate program, or applied technology program at an eligible
- Florida public or private post-secondary education institution
- Receives funding within 2 years of graduation from high school

- The program offers three levels of scholarship awards – the Florida Academic Scholars award (FAS), the Florida Medallion Scholars award (FMS), and the Florida Gold Seal Vocational Scholars award (GSV).
- Be a Florida resident
- Earn a standard high school diploma
- Accepted and enrolled in an eligible Florida public/private post-secondary school
- Enrolled for at least six semester credit hours
- Not have been found guilty of a felony
- Apply for the scholarship in the last semester before graduation and complete an error-free
- Free Application for Federal Student Aid (FAFSA).
- The FAFSA is no longer required, but highly recommended

PROFESSIONAL DRESS CODE

“Dress as if you are working at a Spa,” is the statement we want you to think about when you are choosing an outfit for the Institute. Your makeup and hair should always be tastefully done. Nails well-groomed, and trimmed, if in the field of Skin, Massage or Cosmetology. Esthetician students must have their hair pulled back when doing facials and nails trimmed and clean. Massage students must present with well groomed nails as well. Be mindful of presenting a positive and professional image at all times. Hairstylists not only set hair trends, they also set fashion trends. Listed below are some appropriate clothing ideas to assist you. Remember, footwear must be closed toed.

Acceptable: • Professional Attire* • Scrubs Only. Saturdays only: Tshirts and black scrub pants. Color coded programs: Skin Pewter/Gray Scrubs, Full Specialty Ciel Blue, Cosmetology Royal Blue, Massage Therapy Black, Electrolysis White Jacket/Gray Scrubs, Nail Technology Tan.

Unacceptable: Other than the program color assigned • Hoodies and Sweatshirts • Logos, Slogans and Words • Revealing Necklines • Denim Jeans • Flip Flops or Sandals • Shorts • Hats and Head scarves (may be allowed for religious purposes) • Work Out Attire (yoga type leggings)

DISTANCE ONLINE EDUCATION POLICY

Parisian Spa Institute’s Distance Education Policy is in compliance with local, state and federal laws and regulations and NACCAS Standards and Criteria.

The policy is as follows:

1. Interaction with the instructor must be validated by measurable participation via clock hours, or competency based in the academic program. Therefore, students must be sure to clock in and out when online and also be prepared to participate in practicums and clinical by performing skills on guests.
2. All assessments that will be used for calculating a student’s GPA must be executed while the student is physically on campus.
3. The student must participate in learning activities while physically at the school’s campus in Riverside at least twice a week including the online to give a total of 12 hours per week to even be considered a student.
4. All transcripts or other documents (official or unofficial), listing academic attainment received must identify the distance education component.
5. Prior to enrollment, students are provided with a disclaimer that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this disclosure must be found in the student file.

