



Hollywood
Institute

School Catalog
2019 – 2020

Vol. 1

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CAMPUS FACULTY LISTINGS AND CREDENTIALS ARE AN ADDENDUM TO THIS CATALOG

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MISSION STATEMENT

Our mission at Hollywood Institute is to provide the motivated student with a quality career-oriented education combined with practical experience to instill the knowledge, skills and confidence necessary to empower the student, upon graduation, to achieve success in the high demand fields of health, beauty and wellness.

PHILOSOPHY

The purpose of Hollywood Institute is to offer quality career education in an atmosphere of personalized attention. The curriculum is geared toward entry level students with no prior background in the subject matter. Hollywood Institute focuses on the specialized skills and knowledge needed for today's marketplace by providing programs that encompass theory, clinical application and professional development.

Hollywood Institute selects experienced individuals as members of its faculty, thus allowing Hollywood Institute students to be educated by professionals who have practical knowledge in their field of study as well as the appropriate level of formal education. Hollywood Institute recreates a similar atmosphere to that which the student will encounter in his/her career.

HISTORY

Hollywood Institute was founded in 1989 to provide professional training and education to individuals interested in a career in health, beauty and wellness related career fields. Hollywood Institute is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and approved by the U.S. Department of Education to provide Title IV Financial Aid to those students that qualify. We are licensed by the Commission for Independent Education (CIE), Florida Department of Education.

Throughout its history, Hollywood Institute has strived, to continuously update its curriculum and program offerings and upgrade equipment to better serve its students and has done so with the active participation of its graduates, faculty, staff, advisory board and employers of our graduates.

ACCREDITATION AND LICENSES

- ❖ The Hollywood Institute location in Margate, FL is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201 (703) 247-4212 www.accsc.org
- ❖ Licensed by the Commission for Independent Education (CIE), Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at: Florida Department of Education · 325 W. Gaines Street, Suite 1414 · Tallahassee, Florida 32399-0400 · (850) 245-3200 or 1-888-224-6684 (Toll Free)
 - Hollywood Institute - License #1530 Main Campus Margate, FL
- ❖ Florida Department of Health- Massage Therapy Board –Massage Establishment License #MM22167

APPROVALS

- ❖ The school is approved by the United States Department of Education to offer Title IV-Student Financial Assistance programs to eligible students.
- ❖ **Military Benefits-** Hollywood Institute has been granted approval by the Florida Department of Veterans Affairs (FDVA) State Approving Agency (SAA) to train Veterans and other persons eligible for education benefits under Title 38 U.S.C.
- ❖ Hollywood Institute is approved by the U.S Immigration and Customs Enforcement (ICE) to accept non-immigrant students' applications in order that he/she may apply for the M-1 student Visa.

OWNERSHIP AND STATEMENT OF LEGAL CONTROL

Hollywood Institute is owned by Way Beyond Education, LLC, which is 100% owned and operated by NT Holdings, LLC

Neal R. Heller, Esq. CEO/President
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PROFESSIONAL MEMBERSHIPS

- ❖ Florida Association of Postsecondary Schools and Colleges (FAPSC)
- ❖ Florida State Massage Therapy Association (FSMTA)
- ❖ American Association of Cosmetology Schools (AACCS)
- ❖ National Certification Board for Therapeutic Massage and Body Work (NCBTMB)
- ❖ American Massage Therapy Association (AMTA)
- ❖ National Allied Health Professionals (NAHP)
- ❖ American Medical Technologist (AMT)
- ❖ Broward Chamber of Commerce
- ❖ Margate Chamber of Commerce

PROGRAM ADVISORY COMMITTEE

Hollywood Institute has cultivated and maintains a current and active group of individuals who serve in the capacity of a Program Advisory Committee (PAC). The group consists of employers and clinical site personnel who hire and work with our current student body. The purpose of the group is to exchange ideas, seek technical assistance and to make certain that the equipment, study materials and techniques taught in all programs at the campus will provide the skills necessary to meet employer expectations upon graduation. These meetings are typically held twice during each year whereby a thorough review of Hollywood Institute facility, curriculum and faculty can be reviewed, and whereby suggestions can be made for ongoing improvement in the delivery of our academic programs.

CATALOG AND POLICIES

Students are expected to be familiar with the information presented in the Enrollment Agreement, Catalog and any addenda to the Catalog. This Catalog serves as a handbook for the student. By enrolling in Hollywood Institute, the student agrees to abide by all policies of the Institution. If at any time there is conflict between the Enrollment Agreement and the Catalog, the Enrollment Agreement is the binding contract. This catalog/publication is true and correct in content and policy.

CHANGES TO PROGRAMS, EQUIPMENT, ETC.

Hollywood Institute reserves the right to make changes in equipment, textbooks, supplies and curriculum to reflect the latest technology and advancement in a program of study. Tuition and fees are subject to review and modification.

LOCATIONS, FACILITIES AND EQUIPMENT

Hollywood Institute, Main Campus is located at: **5000-C Coconut Creek Parkway, Margate, Florida 33063**

Hollywood Institute is situated on the southeast corner of State Road 7 (441) and Coconut Creek Parkway. Easily accessible from I-95 and the Florida Turnpike, the campus is also on major bus routes including the Broward County Transit 441 Breeze.

The Hollywood Institute campus consists of approximately 16,000 square feet and consists of a reception area, office facilities, classrooms, dispensary, break area, salon clinic, facial room, massage clinic, manicure/pedicure area, a student resource library and supply storage. All space is completely air conditioned. Our qualified instructors deliver education in the theory classroom through lectures, audio-video presentations, and demonstrations. The practical classrooms are furnished with student stations and/or treatment tables for the student to practice and perform the techniques to the public under the direct supervision of a licensed instructor. The resource center provides students and faculty with reference materials including computers, internet access, DVD's, books and periodicals to supplement textbooks and lectures. All equipment used at the school is compatible with industry standards and effectively meets the objectives of the program. Administrative Offices include education offices, admissions offices, financial aid services, career services and student services. There is ample free parking.

HANDICAP FACILITIES

Hollywood Institute complies with all provisions of section 504 of the Rehabilitation Act of 1973 in that no qualified handicapped person will be excluded from enrolling in the school. However, handicapped individuals should be aware that the regulations set by the State of Florida require a high level of manual dexterity and prolonged periods of practical work in the clinic.

CLASS SIZE

In order for students to receive individualized attention, class size will not exceed 30 students per instructor in the classroom. Hollywood Institute constantly monitors class size to ensure that program objectives can be met by each student attending. When required, Hollywood Institute will monitor and maintain appropriate programmatic instructor/student ratios in laboratory and clinical settings.

EQUAL OPPORTUNITY POLICY

Hollywood Institute, in its hiring, admissions, instruction and graduation policies, practices no discrimination on the basis of race, religion, color, financial status, sex, ethnic origin, age, veteran status, physical challenges or sexual orientation.

SEXUAL HARASSMENT & GENERAL ANTI-HARASSMENT POLICY

The U.S. Equal Employment Opportunity commission has issued guidelines which treat sexual harassment as illegal sex discrimination under the Civil Rights Act of 1964.

Hollywood Institute actively supports a policy on sexual harassment which includes a commitment to creating and maintaining an environment in which the students, faculty and administrative-academic staff can work together in an atmosphere free of all forms of harassment, exploitation or intimidation. It is the intention of the school to take whatever action may be needed to prevent, correct and if necessary discipline behavior which violates this policy.

APPLICATION PROCEDURE

All Applicants are required to visit the school in person to meet with an admissions representative. The admissions representative will discuss career goals, programs, policies and provide a tour of the school for each applicant.

REQUIREMENTS FOR ADMISSION

The student must show evidence of the following:

- ❖ High school Graduation; or
- ❖ General Equivalency Diploma (GED) or certificate demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma; or
- ❖ An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree; or
- ❖ Foreign High School Graduation- A diploma or transcript from a foreign high school must be translated and evaluated by a qualified agency to confirm the equivalence to a U.S. issued diploma; or
- ❖ Evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or
- ❖ Students lacking a high school diploma, or its equivalent may be admitted upon demonstrating the ability to benefit from the training offered. This can be demonstrated by successfully attaining a score of 200 on the Verbal form and a 210 for the mathematics form on the Wonderlic Basic Skills Test (BST). If an applicant is unable to achieve the minimum acceptable score on the Wonderlic Basic Skills Test, the student may reapply for admission within 30 days and retake the Wonderlic Basic Skills Test.

Applicants must be beyond the age of compulsory school attendance (16) to be admitted into the Cosmetology and Cosmetology related programs. Applicants must be at least (17) years of age or older to apply for the Massage Therapy and Electrology programs and must be (18) by the time of graduation. *A Parent or guardian signature is required for applicants under the age of 18 at time of application.*

ENROLLMENT

Prospective students must make formal application to and be accepted by the school. The applicant will receive a catalog and must complete and sign an Enrollment Agreement prior to beginning classes. Applicants are encouraged to complete the enrollment process well in advance of their desired start date, as class size is limited to ensure individualized instruction.

RE-ENTRY

A student who has been terminated or withdrawn may reapply to Hollywood Institute in the same status as when they were withdrawn. At that time, the student's academic records will be evaluated in order to determine if it is possible for a cumulative grade point to be achieved and for the program to be completed within the maximum time frame of 150%. Returning Students will be charged a \$100 Re-entry fee.

After being readmitted to Hollywood Institute, the student's progress will be re-evaluated at the next scheduled progress evaluation point. If the student has failed to achieve minimum requirements, the student is subject to termination from the school. ***Title IV recipients will lose eligibility to receive Title IV funds at this evaluation point if found not to be meeting the minimum Satisfactory Progress requirements.***

CREDIT FOR PREVIOUS TRAINING

Hollywood Institute makes no blanket statement or promise of acceptance of credit from any other Institution. Credit may be granted for training in another school whether in-state, out-of-state, or out of country. Documentary proof verifying work or school experience must be submitted prior to enrollment. After evaluating the official transcripts of the other institution attended, an evaluation exam may be conducted by the Education department and may include both written and practical examinations.

Based upon the recommendation of the Education department and/or Campus Director, Hollywood Institute may accept a transfer student's hours and services from another licensed institution. The student's tuition account will be adjusted accordingly to reflect the reduced hours of training. *No more than 50% of the program credits will be transferred into Hollywood Institute from another institution.

TRANSFER OF CREDIT

Hollywood Institute cannot guarantee the transferability of credits earned at our school. A decision on the acceptance of credits earned at Hollywood Institute is at the sole discretion of the receiving institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

INTERNATIONAL STUDENT ENROLLMENT PROCESS

Hollywood Institute is proud of the International character of its diverse student body and welcomes students from other nations. Hollywood Institute is authorized by the U.S. Citizenship and Immigration Services to issue the I-20 (Certificate of Eligibility) forms. The School accepts M-1 visas for those students wishing to attend our Institution.

International Applicants are encouraged to apply and submit applications for Admissions at least 60 days prior to the start of a program. International students are asked to furnish proof that they can read, write and speak English fluently.

All international students must be fluent in English before they enroll and must be able to demonstrate the following:

1. Successful completion of a secondary school program that is equivalent to high school in the United States. (Official records must be evaluated by the Campus' designated Educational evaluator service attesting that completion is equivalent to secondary school completed in the United States.)
2. Certification of financial ability to meet tuition and other necessary expenses or ability to qualify for financial aid as an eligible non-citizen.

Applicants who are not citizens or permanent residents of the United States are considered international students.

All students interested in studying with Hollywood Institute will need to apply for the M-1 Visa. In support of your application for an M-1 Visa, Hollywood Institute is authorized to issue a Form I-20. The following are steps that you must follow in order to successfully enter into the United States to begin studies with Hollywood Institute.

1. **STEP 1: APPLY TO HOLLYWOOD INSTITUTE**

After you speak with an International Admissions Representative and decide on the program you want to enroll in, you will fill out the application and submit the necessary documentation to process your Form I-20.

2. **STEP 2: OBTAIN THE FORM I-20 FROM HOLLYWOOD INSTITUTE**

Once your application is complete, Hollywood Institute will issue the initial attendance I-20 through SEVIS. The I-20 will be mailed to your international home address.

3. **STEP 3: PAY THE SEVIS I-901 FEE**

The Department of Homeland Security has implemented a \$200.00 SEVIS I-901 Fee. Please be advised that Hollywood Institute is not involved in the administration of this fee. It is your responsibility to make this fee payment directly to SEVP (Student and Exchange Visitor Program). For more information regarding this fee, you may visit <https://www.fjmfec.com>.

4. **STEP 4: APPLY FOR AN M-1 VISA AT THE US EMBASSY/CONSULATE**

After you receive your I-20 and pay the SEVIS fee, you will need to visit the US Embassy/Consulate in your home country to obtain the M-1 Visa.

5. **STEP 5: ARRIVE IN THE US THROUGH THE PORT OF ENTRY**

Upon arrival in the US, you will need to be approved entry into the United States through the Port of Entry. To be approved, you must possess a valid M-1 Visa, Form I-20 and passport.

6. **STEP 6: BEGIN TRAINING AT HOLLYWOOD INSTITUTE**

Once you have arrived in the United States, you will check into the campus you will be attending, go through orientation and begin your studies.

Please note: International Student applicants fall into three categories:

1. **International Students** - students who currently reside outside the United States
2. **Change of Status Students** - prospective students who are currently in the United States on a visa type other than an M-1 Student Visa
3. **Transfer Students** - students studying at another school on an M-1 visa who wish to transfer to Hollywood Institute.

*The application process, as outlined above, will be slightly different if you are a Change of Status or Transfer student. For further information on the M-1 Student Visa, please visit: www.ice.gov/sevis. The U.S. Citizenship and Immigration Services website: www.uscis.gov. The U.S. Department of State website www.state.gov.

POLICY FOR REGISTRATION/LICENSURE / EXAMINATIONS AND FEES

Students shall be required to apply to the state of Florida for registration and/or licensure in their chosen profession. Please see attached addendum for information pertaining to requirements and fees for registration/licensure for each program offered at Hollywood Institute.

LIMITATIONS OF EMPLOYABILITY DUE TO CRIMINAL HISTORY

Students with criminal histories may not be eligible for professional certification or licensure after graduation, depending on the requirements of the student's chosen program at the time of completion.

This information can be found at:

- ❖ Department of Business & Professional Regulation- Cosmetology Board: <http://www.myfloridalicense.com/dbpr/cosmetology/>
- ❖ Florida Department of Health- Board of Massage Therapy: <http://floridasmassage.com/>

Please contact the Student Services Department if you have any questions or concerns regarding the criminal history and/or other licensure requirements.

TUITION, FEES, BOOKS, UNIFORMS, SUPPLIES

Students will be obligated for all charges (tuition/fees/books/kits) for the period of financial obligation they are currently attending plus any prior account balance. The period of financial obligation is the time the student is enrolled. Students who have withdrawn and wish to re-enter will be charged a \$100 re-entry fee. Payment of all fees, or arrangement for the payment of all fees, must be made at the time of registration and are subject to change without notice. All financial obligations owed to Hollywood Institute must be paid, or arrangements for payments must have been made, before a student may re-enter, receive transcripts or graduate. **The tuition and fee schedule for all programs at Hollywood Institute is provided in an addendum to this catalog.*

Students are also required to furnish their own personal school supplies such as pencils, pens, erasers, notebooks, calculators, index cards and dictionaries. Students may also be required to purchase additional supplies/kits based on his/her program of study. Any additional licensing fees are listed in an addendum and presented at the time of enrollment.

PAYMENT OF TUITION

Students may pay by cash, check, money order or credit card for educational costs. Payment of tuition is due, in full, on or before the first day of class unless a student is on a payment plan or has been approved to receive Title IV Federal Financial Aid.

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 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

Any students who are unable to pay the tuition and fees in full may arrange a payment plan to be paid monthly or weekly to the school. Contracts are not sold to third parties; however, the school reserves the right to assign any unpaid balances to an outside agency for collections. Students in need of financial assistance will meet with the Financial Aid Department prior to enrollment in order to assess a payment plan.

There are a few alternatives to assist students in meeting their financial obligation.

Payment Options:

1. Payment in full before first day of class.
2. Installment Plan which will be set up based upon the student's ability to make scheduled payments over the length of the program with a minimum down payment made prior to the first day of class.

**There is a \$50 fee for any check returned for insufficient funds.*

Students on a payment plan must make payments as scheduled. All payments are due on a Monday prior to entering class. A late payment will result in a 10% late fee being added to your balance. Failure to make a payment within 3 days of when due will result in the student not being allowed to attend the class unless prior arrangements in writing have been made with the Campus Director.

FINANCIAL AID AND FINANCIAL SERVICES

The Financial Aid Department at Hollywood Institute provides assistance to students who need financial aid in order to pay tuition expenses at the school. The Financial Aid Department has established procedures which assure fair and consistent treatment of all applicants. Financial Aid is available for those students who qualify.

Types of Financial Aid

The amount of aid a student receives at Hollywood Institute is based on cost of attendance, Expected Family Contribution (EFC), enrollment status (full time, part time) and length of attendance within an academic year.

Grants:

The main criterion for receiving grants is substantial financial need. Grants do not have to be repaid unless a student becomes ineligible. Students must maintain satisfactory academic progress as defined in the Hollywood Institute Satisfactory Academic Progress Policy.

❖ Federal Pell Grant

A Federal Pell Grant is an award to assist need-based undergraduates in paying for their education. Students who have achieved a bachelor's degree are not eligible for a Federal Pell Grant.

❖ Federal Supplemental Educational Opportunity Grant Program (FSEOG)

Federal Supplemental Educational Opportunity Grants are available to a limited number of students with exceptional financial need. Grants are based on available funds and do not have to be repaid. Need is determined by the financial resources of the student and parents and the cost of attending school.

Federal Direct Loan Program

Direct Loans, from the William D. Ford Federal Direct Loan Program, are low-interest loans available to eligible students to help cover the cost of higher education. Eligible students borrow directly from the U.S. Department of Education at participating schools. For additional information on the application process for obtaining a Federal Direct Loan (DL), the applicable period of time for receiving a DL, and the maximum annual and aggregate amounts of DL a borrower may receive.

❖ Direct Subsidized Loans

Direct Subsidized Loans are for students with financial need. The Institute will review the results of the FAFSA and determine the amount a student can borrow. The student is generally not charged interest while enrolled in school at least half-time. Direct Subsidized Loan Time Limitation Note: Federal regulations limit a first time borrower's* eligibility for Direct Subsidized Loan to a period not to exceed 150 percent of the length of the borrower's educational program. Under certain conditions, first-time borrowers who have exceeded the 150 percent limit may lose the interest subsidy on outstanding Direct Subsidized Loans. For more information on Direct Subsidized Loan Time Limitation, visit: <https://studentloans.gov/myDirectLoan/directSubsidizedLoanTimeLimitation.action> *Generally, a first-time borrower is one who did not have outstanding balance of principal or interest on a Direct Loan or on a FFEL Program Loan on July 1, 2013.

❖ Direct Unsubsidized Loans

Direct Unsubsidized Loans are available to students with and without financial need. Like subsidized loans, the Institute will review the results of the FAFSA to determine the amount a student can borrow. Interest accrues (accumulates) on an unsubsidized loan, even while the student is in school, beginning on the date the loan is initially disbursed. The student can pay the interest, or can allow it to accrue and be capitalized (that is, added to the principal amount of the loan). If a student chooses not to pay the interest as it accrues, this will increase the total amount to be repaid because the student will be charged interest on a higher principal amount.

➤ **Terms and Conditions-** Students who receive a Direct Loan are subject to the terms and conditions disclosed on the Federal Direct Loan Master Promissory Note (MPN) and the Direct Loan Disclosure Statement.

➤ **Borrower's Rights and Responsibilities-** Students who receive a Direct Loan also have varying rights and responsibilities as described in the Borrower's Rights and Responsibilities Statement attached to the Master Promissory Note (MPN). For more detailed information on eligibility and how to apply for the Federal Direct Loan Program, visit <http://www.studentaid.ed.gov/types/loans/subsidized-unsubsidized>

❖ Federal Direct PLUS Loan for Parents

Parents of dependent students may apply for a Direct PLUS Loan to help pay their child's education expenses as long as certain eligibility requirements are met. If a parent is unable to secure a Direct PLUS Loan, the dependent student may be eligible for additional unsubsidized loans.

➤ **Terms and Conditions-** Parent(s) who receive a Direct PLUS loan are subject to the terms and conditions disclosed on the Federal Direct PLUS Loan Application and Master Promissory Note (MPN) at <https://studentloans.gov/myDirectLoan/downloadPDF.action?fileName=FDPL-MPN>.

➤ **Borrower's Rights and Responsibilities-** Parents who receive a Direct PLUS Loan have varying rights and responsibilities as described in the Borrower's Rights and Responsibilities Statement, <http://www2.ed.gov/offices/OSFAP/DirectLoan/plusrights.pdf>, attached to the Master Promissory Note (MPN). For more detailed information on eligibility and how to apply for the Direct Parent PLUS Loan, visit <http://www.studentaid.ed.gov/types/loans/plus>

NOTE: A student's financial aid is solely the responsibility of the student. Each student is responsible for correctly completing all applications and processing paperwork in a timely manner. If student aid is not received by Hollywood Institute while the student is in school, the student is responsible for all tuition and fees due to Hollywood Institute.

Loan Fee (Origination Fee)

The U.S. Department of Education charges a fee for each federal student loan you receive that is a percentage of the total loan amount you're borrowing (gross amount). The loan fee is deducted proportionately from each disbursement of your loan. This reduces the actual loan amount you receive (net amount). The specific loan fee that you're charged will be included in a disclosure statement you'll receive after the first disbursement of your federal student loan. You will be required to repay the gross amount.

STUDENT ELIGIBILITY REQUIREMENTS

Federal financial aid is not available to international students unless they are eligible non-citizens. Eligible non-citizens must provide current documentation of immigration status prior to applying for financial aid. An applicant for admission who indicates on his/her application that financial assistance is needed for education is given a Free Application for Federal Student Aid at the time of enrollment.

Some of the eligibility requirements for Federal Title IV financial aid programs that a student must meet:

- Show financial need
- Enroll in an eligible program
- Be a United States citizen or eligible non-citizen
- Have a valid social security number
- Maintain satisfactory academic progress
- Comply with requirements of the Anti-Drug Abuse Act
- Not be in default on a Federal Perkins Loan (or National Direct Student Loan), Federal Stafford Loan or Federal PLUS Loan
- Not owe a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (FSEOG)
- Agree to use any Federal student aid received solely for educational purposes
- Sign a Statement of Educational Purpose/Certification on refunds and default
- Sign a Statement of Registration Status if required to register with the Selective Service
- Be enrolled at least half-time
- Demonstrate by one of the following means that he/she is qualified to obtain postsecondary education:
 - a) Have a High School Diploma or General Education Development (GED) Certificate.
 - b) Meet other standards the state establishes that the US Dept. Education has approved.
 - c) Complete a high school education in a home school setting approved under state law.
 - d) Enroll in an eligible program as a regular student seeking a degree or certificate.
 - e) Completed one of the ability-to-benefit (ATB) alternatives and is either currently enrolled in an eligible career pathway program or first enrolled in an eligible postsecondary program prior to July 1, 2012.

A complete list of student eligibility standards and conditions may be found on the Department of Financial Aid website: www.studentaid.ed.gov

Financial Aid Verification

The federal government has legislated an application review process called, Verification, to ensure that all data provided on the Federal Application for student Aid (FAFSA) is correct and complete. Applicants are selected randomly and may be asked to provide additional documentation such as IRS tax transcripts, W-2 forms, verification worksheets or other documents to complete their financial aid application process. Applicants must comply with the requests for documentation within specified times or applicants may lose financial aid eligibility. Selected and/or flagged records will be reviewed by the Financial Aid Office and notification request letters sent to the applicants. CI's notification request letters for verification require the student to submit requested documents within thirty (30) days of request, or to contact the financial aid office for an extension of time.

The Financial Aid Office will perform verification by comparing all submitted documentation to the student ISIR record. Records found to be correct and complete will be processed for awarding and certification of aid. Corrections to your application may be required if there are any differences between the information you provided on your application and the information on your Verification Worksheet or any additional documents received. All required documents must be submitted, and verification/ conformation completed, before the Financial Aid Office will certify any loan or authorize a disbursement. Failure to provide required documentation before the end of the award year or enrollment period may result in loss of eligibility for financial aid for that period. Failure to submit all required documents by the deadline may result in the forfeiture of your financial aid awards, which would require you to make an alternate payment plan to pay your tuition.

Statement of Educational Purpose

The parent or student signing a Free Application for Federal Student Aid (FAFSA) certifies the following: (1) will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education, (2) is not in default on a federal student loan or has made satisfactory arrangements to repay it, (3) does not owe money back on a federal student grant or has made satisfactory arrangements to repay it, (4) will notify college if defaulting on a federal student loan and (5) will not receive a Federal Pell Grant from more than one college for the same period of time.

The parent or student, signing the Free Application for Federal Student Aid (FAFSA) agrees, if asked, to provide information that will verify the accuracy of your completed form. This information may include U.S. or state income tax forms filed or required to be filed. In addition, the parent or student certifies and understands that the Secretary of Education has the authority to verify information reported on this application with the Internal Revenue Service and other federal agencies. If the parent or student signs any document related to the federal student aid programs electronically using a FSA ID, username and password, and/or credential that certifies that he or she is the person identified by the FSA ID, username and password, and/or credential and has not disclosed that PSA ID, username and password, to anyone else. If the parent or student purposely gives false or misleading information, that person may be fined up to \$20,000, sent to prison, or both.

Selective Service

A male student must be registered with Selective Service in accordance with federal law. A student who has applied for financial aid and has not registered with Selective Service will not be able to receive federal aid until the issue is resolved. During this time, the student will be required to make other payment arrangements with the school or cease attending.

Misrepresentations

Inconsistencies may require further investigation and documentation which will be requested upon discovery. CI complies with federal regulation regarding fraud referrals when the school has any credible information indicating that an applicant for Title IV, HEA program assistance may have engaged in fraud or other criminal misconduct in connection with his or her application. Specifically, a student will be referred if the school believes that the student or parent applicant intentionally provided false information with the intent of establishing a student's eligibility for federal student aid, including eligibility for need-based aid, and the amounts of aid received. Examples of this type of information are:

- 1) False claims of independent student status,
- 2) False claims of citizenship,
- 3) Use of false identities,
- 4) Forgery of signatures of certifications, and
- 5) Significantly false statements of income.

Please do not hesitate to contact the Financial Aid Office if you have any questions or need any assistance regarding the verification process.

Financial Aid - Returning Title IV Funds after a Student is Dropped or Withdraws

The law specifies how to determine the amount of Title IV program assistance that you have earned at the time you withdraw or are dropped from school. The institute participates in the following Federal Title IV financial aid programs: Pell Grants; FSEOG, Federal Work Study (FWS), Subsidized and Unsubsidized Stafford Loans, and Direct and PLUS loans for parents of qualified dependent students. Hollywood Institute will calculate the amount of Title IV aid that you have earned based on the payment period using a specific formula. The student will be obligated for any tuition, fees, textbooks or equipment not covered by Title IV funds.

The amount of assistance that you earn that will be credited to your student account is determined on a pro rata basis. For example, if you completed 30% of the clock hours of your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that period. Withdrawn student may return to same program within 180 calendar days. Student eligible for any Title IV funds for which eligible prior to withdrawal.

Return to Title IV Program Funds:

In the event a refund is required on behalf of a student who received any form of federal student aid, under the institution's refund policy, a portion of the refund must be returned to the financial aid program(s) involved. Any refunds due will be distributed in the following order:

- Federal Direct or FFEL Unsubsidized Stafford Loan(s), up to amount disbursed
- Federal Direct or FFEL Subsidized Stafford Loan(s), up to amount disbursed
- Unsubsidized Direct Stafford Loans
- Subsidized Direct Stafford Loans
- Federal PLUS loans
- Direct PLUS loans
- Federal Pell Grants for which a return of funds is required
- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required.
- Other Title IV Aid Programs
- Other federal, state, private or institution aid

**Please note that the United States Department of Education may impose changes to this distribution list at any time.*

Financial Aid Loan Repayment Obligation

Obligation to repay loans is clearly disclosed with repayment information. Financial Aid students receive a current Student Guide, with all essential repayment information, as published by the U.S. Department of Education. Students are required to complete entrance counseling at the time of loan application and to review repayment of loan commitment through completion of an exit interview before their program completion date. In addition, students applying for Subsidized Stafford and Unsubsidized Stafford loans are required to complete entrance and exit counseling on <http://mapping-your-future.org/>. Further information may be found by calling the Federal Student Aid Information Center toll -free at 1-800-4-FED-AID (1-800-433-3243). Students may seek information and assistance from the institute's Financial Aid Office.

Federal Student Aid Information Resources:

Financial Aid information is available through the Financial Aid Administrator at the school or the U.S Department of Education at 1-800-772-1213.

Cancellation and Refund Policy

This policy applies to students that voluntarily withdraw or have been terminated by the institution from his/her program. The official date of termination is the last day in attendance. This policy applies to students that voluntarily cancel the signed enrollment agreement in writing within three (3) working days regardless of whether the student has actually started training.

- A. All monies will be fully refunded if the application is not accepted.
- B. All refunds will be made within 30 days of cancellation or withdrawal.
- C. Refunds will not be granted for books, materials, or supplies/kits.

Students will be obligated for all charges (tuition/fees/books/supplies) for the period of financial obligation they are currently attending plus any prior account balance. Students who have withdrawn and wish to re-enter will be charged a \$100 re-entry fee.

Return of Title IV Funds

A pro-rated portion of any Federal Title IV Funds received will be returned to the appropriate program for students who withdraw before completing 60% of the payment period of the program of study. The formula for Return of Title IV Funds (section 484B of the Higher Education Act) also specifies the order in which funds are to be returned to the financial aid programs.

The return of Title IV funds under the Federal Refund Policy, follow a specific order:

(1) FFEL/Direct Stafford Unsubsidized Loan – (2) Subsidized Loan – (3) Perkins Loan – (4) FFEL/Direct PLUS – (5) Pell Grant – (6) ACG – (7) FSEOG – (8) Other Title IV.

Cancellation and Refund Policy

1. Cancellation must be made in person or by Certified Mail, for official withdrawals, the cancellation date will be either the postmark on written notification, or the date said information is delivered to the school in person.
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 initial payment.
3. Cancellation after the third (3rd) Business day, but before the first class, will result in a refund of all monies paid, with the exception of the \$150 registration fee.
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of scheduled hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.
6. Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student unless written notice is received.
7. Cancellation of classes or programs by the institution before or after attendance has begun will result in 100% refund.
8. Refunds will be made within 30 days of the date of determination or receipt of Cancellation Notice. Date of determination will be within 14 days from last date of attendance.
9. The students' rights under this agreement may not be assigned to any other person.
10. If the school is permanently closed, and no longer offers instruction after a student has enrolled, the student shall be entitled to a 100% refund.
11. If a student on an approved leave of absence notifies the school that he or she will not be returning, the date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

Default Prevention Service:

In an effort to assist our graduates, we contract with Pantheon Student Solutions Services to reduce the rate of defaulted student loans, thereby avoiding financial issues with credit. Pantheon Student Solutions acts as an agent to assist graduates in setting up loan repayment arrangements and preventing default on repayment of student loans. They assist in deferment when necessary and are multi-lingual to serve the entire school population. Pantheon Student Services will contact you as you approach graduation, if you have received a government student loan of any kind, to assist you in arranging a suitable payment schedule.

SATISFACTORY ACADEMIC PROGRESS POLICY

NOTE: *Student receiving funds under the Federal Title IV Financial Aid Program must maintain Satisfactory Progress in order to maintain eligibility for such funds. Student receiving benefits from the Department of Veteran Affairs must maintain a minimum of 80% attendance to maintain eligibility for such funds.* *All Applicants are provided a copy of the student catalog prior to enrollment. Upon signing the enrollment agreement, applicants acknowledge that they have received and read the student catalog.

ATTENDANCE PROGRESS (Quantitative)

MINIMUM ATTENDANCE REQUIRED: Students must attend at least 67 percent at each scheduled evaluation in order to be considered making satisfactory progress and to complete the course within the maximum time frame.

MAXIMUM TIME FRAME: The maximum time frame a student has to complete the course is 150% of scheduled attendance. Transfer hours that are accepted toward the student's educational program are counted as both attempted and completed for the purpose of determining maximum time frame. SAP evaluation periods are based on actual contracted hours at the institution. If the student has failed to achieve minimum requirements, the student is subject to termination from the school. The Student SAP evaluation calculates the student's cumulative GPA and the pace at which the student is progressing by dividing the cumulative number of hours and weeks the student has successfully completed by the cumulative number of hours and weeks the student has attempted. **Title IV recipients will lose eligibility to receive Title IV funds.**

- ❖ **Cosmetology (1200 hours):** MAXIMUM TIME FRAME: The maximum time frame a student has to complete the course is 1,800 hours of scheduled hours and 150% of the scheduled weeks based on the student's session (52.5/60/75 weeks).
- ❖ **Full Specialty (600 hours):** MAXIMUM TIME FRAME: The maximum time frame a student has to complete the course is 900 hours of scheduled hours and 150% of the scheduled weeks based on the student's session (30/37.5 weeks).
- ❖ **Massage Therapy (600 hours):** MAXIMUM TIME FRAME: The maximum time frame a student has to complete the course is 900 hours of scheduled hours and 150% of the scheduled weeks based on the student's session (30/37.5 weeks).
- ❖ **Medical Assistant (900 hours):** MAXIMUM TIME FRAME: The maximum time a student has to complete the course is 1350 hours of scheduled hours and 150% of the scheduled weeks based on the student's session (45/57 weeks).

Example:

Cosmetology 1200 hour and 50 Week Program
Maximum Time Frame is:
 $1200 \times 150\% = 1800$ hours
 $50 \times 150\% = 75$ Weeks

ACADEMIC PROGRESS (Qualitative)

MINIMUM GRADE REQUIRED:

- Cosmetology: 75%
- Medical Assistant: 75%
- Full Specialty: 75%
- Massage Therapy: 75%

ACADEMIC GRADING SYSTEM:

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers are able to review each student's progress. The following is the grading scale used:

A	4.0	90% - 100% Excellent
B	3.0	80% - 89% Above Average
C	2.0	75% - 79% Average
D	1.0	0% - 74% Unsatisfactory

*Students are required to have a minimum passing score of 75% in each course. An overall grade of "C" or above is required to graduate.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the course or program of study. Students must maintain minimum requirements in program of enrollment at each scheduled evaluation in order to be considered making satisfactory progress.

NOTE: *Student receiving funds under the Federal Title IV Financial Aid Program must maintain Satisfactory Progress in order to maintain eligibility for such funds. Student receiving benefits from the Department of Veteran Affairs must maintain a minimum of 80% attendance to maintain eligibility for such funds.* *All Applicants are provided a copy of the student catalog prior to enrollment. Upon signing the enrollment agreement, applicants acknowledge that they have received and read the student catalog.

DETERMINATION OF PROGRESS

The Campus Registrar is responsible for monitoring and evaluating academic process continuously. SAP Progress evaluations will be conducted with the student within 7 days of the student reaching the following actual hourly increments. The Student SAP evaluation calculates the student's cumulative GPA and the pace at which the student is progressing by dividing the cumulative number of hours and weeks the student has successfully completed by the cumulative number of hours and weeks the student has attempted. All students attending this school shall have the right to review their academic records, including grades, attendance and counseling and may be reviewed by request. Evaluations, at a minimum, will occur at the following hourly increments:

- Cosmetology (1200): 450, 900, 1200
- Full Specialty (600): 300, 600
- Massage Therapy (600): 300, 600
- Medical Assistant (900): 450, 900

Satisfactory:

Students with a minimum required grade average in theory and practical and clinic performance, and minimum 67 percent attendance percentage at each hourly increment of scheduled evaluation points, will be considered to be making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress as of course midpoint, the student must meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of the course.

Unsatisfactory:

Students failing to meet minimum progress requirements at a scheduled evaluation will be placed on SAP warning and complete a corrective action plan until the next scheduled progress evaluation point. **Student receiving funds under the Federal Title IV Financial Aid Program must maintain Satisfactory Progress in order to maintain eligibility for such funds. Title IV recipients placed on a SAP Financial Aid warning will remain eligible to receive Title IV funds for the period of the initial SAP Financial Aid warning period.*

At the next scheduled progress evaluation point, the student's progress will be re-evaluated. If the student is meeting minimum requirements, he or she will be determined to be making satisfactory progress. *Title IV recipients will maintain eligibility to receive Title IV funds if found to be meeting the minimum Satisfactory Progress requirements.*

If the student has failed to achieve minimum requirements, the student is subject to termination from the school. *Title IV recipients will lose eligibility to receive Title IV funds at this evaluation point if found not to be meeting the minimum Satisfactory Progress requirements.*

SAP Warning

You are considered to be in financial aid warning if at your previous evaluation point you were previously meeting SAP, and you are now failing to meet the minimum Satisfactory Academic Progress requirements for one or more of the following reasons:

- ❖ You are below the minimum cumulative GPA requirement for your academic level and/or academic program; and
- ❖ You are below the 67 percent minimum course completion rate (quantitative requirement).

Once you are in financial aid warning, you may continue to receive financial aid, but you will be expected to meet the minimum standards by the end of your warning period in order to continue to receive financial aid. Failure to meet the minimum standards after your warning term will result in financial aid termination.

SAP Termination Appeal

If it is determined that a student is not meeting SAP requirements at the evaluation point after the SAP Financial Aid warning status, the student is terminated from financial aid but may appeal the termination status. The student must submit a written appeal to the school within seven (7) calendar days after being notified of the adverse determination. A non-exhaustive list of circumstances for which you may appeal including; the death of a close relative, a serious injury or an illness. The Satisfactory Academic Progress (SAP) Appeal must include:

- ❖ A written or typed statement explaining the circumstances contributing to the student's failure to meet the SAP standards, along with the nature and timing of the circumstances;
- ❖ Supporting documentation, as appropriate;
- ❖ A description of what has changed in the student's situation that would allow the student to meet SAP requirements at the end of the next payment period; and
- ❖ An Academic Improvement Plan that has been developed with and is signed by the student's advisor. The plan must include how the student expects to meet the SAP standards as well as the time frame in which the student expects to be back in compliance with such standards.

Regaining Federal Student Aid Eligibility

Except for when an appeal is granted for unusual or mitigating circumstances, students can reestablish eligibility only by taking action that brings them in compliance with the qualitative and quantitative components of the Financial Aid Satisfactory Academic Progress Standards. A student for whom a SAP appeal is approved is placed on Financial Aid Probation and is expected to complete 100% of all coursework by the end of the evaluation period following the approved appeal. Satisfactory progress must be demonstrated before further aid can be awarded. Student's may continue enrollment at the student's own expense until both the Quantitative and Qualitative SAP standards are met, while not exceeding the Maximum Time Frame.

Financial Aid Probation

Once a student is placed on financial aid probation, they will be monitored to ensure that they are on track to successfully complete by the end of the probationary period. The student will be eligible for financial aid during the FA Probation.

Re-Entry

A student who has been terminated or withdrawn may reapply to Hollywood Institute in the same status as when they were withdrawn. At that time, the student's academic records will be evaluated in order to determine if it is possible for a cumulative grade point to be achieved and for the program to be completed within the maximum time frame of 150%. The student will be placed on the same SAP status as when they left and will only receive Title IV funds if they were in good SAP standing, FA Warning or still within the FA Probationary period of their academic plan. *Returning Students will be charged a \$100 Re-entry fee.

After being readmitted to Hollywood Institute, the student's progress will be re-evaluated at the next scheduled progress evaluation point. If the student has failed to achieve minimum requirements, the student is subject to termination from the school. *Title IV recipients will lose eligibility to receive Title IV funds at this evaluation point if found not to be meeting the minimum Satisfactory Progress requirements.*

Incomplete Grades

If a student is missing a grade for any course in a grading period, the student is given thirty days to comply with the instructor's requirement for receiving a grade unless otherwise approved for an extension. If by the 30th day the student has not complied with the instructor's requirement, the student shall be given a grade of D, which will count towards the student's GPA. If the student complies and receives a passing grade, the incomplete grade will be changed to the passing grade. If a student complies and receives a failing grade, the grade shall be changed and will count towards the student's GPA. The period of time taken to complete or pass assignments shall count towards the maximum time frame for program completion. Satisfactory Academic Progress includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the course or program of study. Students must maintain minimum requirements in program of enrollment at each scheduled evaluation in order to be considered making satisfactory progress.

Repeating Assessments/Evaluations

A student may repeat a failed assessment or evaluation if they receive a grade of "D". A student may repeat the same assessment or evaluation only once. The new grade will replace the original grade. If a student does not receive a passing grade, they will meet with the registrar's office to determine if their cumulative GPA is meeting Satisfactory Academic Progress requirements. Cumulative coursework and period of time taken to complete or pass assignments shall count towards the maximum time frame for program completion and the student's GPA. Satisfactory Academic Progress includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the course or program of study. Students must maintain minimum requirements in program of enrollment at each scheduled evaluation in order to be considered making satisfactory progress.

Attendance/Tardiness

All students are expected to attend classes on a regular basis and are required to clock in and out with the use of the thumb/palm print biometric system. Attendance is recorded through our automated biometric system which is automatically and instantly stored directly into the student management database. In the event of an absence, the student is responsible to make arrangements to complete any makeup work that may be assigned to them if applicable.

Non-Credit Remedial Courses

The institution does not offer non-credit remedial courses. However, Hollywood Institute does offer remediation for those students that require a refresher or review of subject matter, or those students who have failed to pass a state board exam.

Excused Absences in Clock Hour Programs

In a clock-hour program, students are allowed to count a limited number of excused absences when deciding whether the student has completed the hours in a payment period. An excused absence may only be counted if the student is excused from hours that were actually scheduled, were missed, and do not have to be made-up for the student to receive the degree or certificate for the program. Up to 10% of total program scheduled clock hours per payment period are eligible for excused time.

Leave of Absence Policy

If an emergency situation arises, such as a family tragedy, medical condition, military obligation, or other extenuating circumstances, making it necessary for a student to interrupt his/her training to request a Leave of Absence (LOA). A leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. Students who need to take an LOA from the school must meet the following criteria:

- The student must request the leave in writing (prior to the expected LOA) and must sign and date a request which states a reason. The applicable School Official must approve and sign the LOA request prior to the start date of the LOA.
- The student must provide reasonable assurance that the student will return at the end of the LOA.
- The school may ask for documentation confirming the reason for the LOA.
- The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period.
- Unforeseen Circumstances- Hollywood Institute may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances upon notification of the situation. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to institution, the student would not have been able to request the LOA in advance. The begin date of the approved LOA is the date the student was unable to attend school because of the accident. Hollywood Institute documents the reasons for our decision to grant an LOA with unforeseen circumstances for a student who could not provide the request prior to the LOA upon notification of the situation, however, the student must still complete the required LOA request documentation via electronic means or upon return.

Students granted a leave of absence are not considered to be withdrawn from school, and no refund calculation is required at that time. A leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence. An enrollment agreement addendum and the leave of absence request must be signed and dated by all parties. The enrollment agreement addendum will outline the extension to the student's contract period and maximum time frame, the student's graduation date will be revised by the same number of days taken in the leave of absence. No additional institutional charges will be assessed during a Leave of Absence.

If a student takes an unapproved leave of absence or does not return from their leave of absence on the scheduled return date they will be withdrawn from school. A student on an approved leave of absence who has notified the school that he/she will not be returning will be withdrawn from the program. The determined date of withdrawal will be the earlier of the date of expiration of the leave of absence or the date the student notifies the school that he/she will not be returning. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance. ****Pursuant to the Department of Veteran's Affairs Guidelines, students receiving veteran's benefits will not be eligible for veteran's educational benefits while on Leave of Absence.**

STUDENT SERVICES

Orientation

The orientation program, held prior to the first day of class, is designed to facilitate transition to the Hollywood Institute and to familiarize new students with the organization and operation of the institution. During the orientation, students are versed on the mission and the tradition of the School, rules and regulations, study techniques, and academic standards.

Career Services

It is the policy of Hollywood Institute's Career Services Department to assist students in finding a position upon graduation. Prior to, and after graduation, the Placement Office will advise the student in career development skills and assist the students in finding employment in their chosen career field. Students are required to provide the Placement Office with a current resumé and to maintain satisfactory attendance to retain their placement privileges. Although Hollywood Institute provides employment placement assistance, it cannot promise or guarantee employment.

Academic Advising

The school provides students with academic advising. Students may meet with the Campus Director, Financial Aid Officer or the Student Services Department to discuss his/her educational options. In addition, the School maintains contacts with various community organizations and agencies to help meet students' personal needs.

Housing

Hollywood Institute does not offer on-site housing for its students. There are many hotels, motels, and apartments conveniently located near the school. Our office maintains a list of available locations that may be suitable for out-of-town students. We will gladly assist you in locating a place to stay while attending our school.

Parking

Parking and traffic regulations must be maintained for the protection of all. Students must park in authorized spaces. Students must not park in handicapped spaces (unless possessing the appropriate licensure), on sidewalks, and in "no parking areas." Violators are subject to being towed without prior warning or formal notification.

Field Trips

Students may be eligible to participate in approved field trips by their instructors at appropriate times during the classroom training period. These trips are designed to supplement the curriculum and to introduce the student to situations which cannot be reproduced in the classroom. Students will be notified in advance of any scheduled trips. Field trip forms must be signed prior to any trip. In order to be eligible, student must be in good academic and financial standing.

Guest Lecturers

Hollywood Institute believes that speakers from the business and professional world, which graduates will be entering, can enhance a student's education. Approved guest lecturers are invited throughout each program to speak to students on a variety of relevant subjects.

Graduation

Students who satisfactorily complete their academic requirements for the program in which they are enrolled are eligible to participate in a commencement ceremony. In order to graduate from the institution and participate in commencement exercises, students must meet with the Student Services Department to make application, request participation and complete institutional and departmental exit paperwork.

Graduation Requirements:

- A. Completion of hours and services as stated in the catalog and/or addendum.
- B. Overall minimum grade point average (GPA) of 2.0 ("C") or higher.
- C. All financial obligations owed to Hollywood Institute must be paid, or arrangements for payments must have been made, before a student may re-enter, receive transcripts or graduate.

Students receive a diploma upon graduation. Hollywood Institute does not guarantee employment; however, employment assistance is available. Hollywood Institute has a career placement office that provides job development skills and employment assistance upon request.

Resource Center

Additional resource materials including professional reference books and videos are available for student use. These materials are located in the resource center.

Tutoring

Faculty tutors are available in all subject areas for both lecture and practical techniques. Tutoring services are available to all enrolled students by request.

ADMINISTRATIVE POLICIES

School policies have been formulated in the best interests of the student and the School. The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the School.

Out of necessity, Hollywood Institute reserves the right to change any provision or requirement, including fees, contained in the catalog at any time – with notice. The School further reserves the right to require a student to withdraw at any time under appropriate procedures. Hollywood Institute also reserves the right to impose probation on any student whose conduct, attendance, or academic standing is unsatisfactory. Any admission on the basis of false statements or documents is void when the fraud is discovered, and the student may be terminated on such grounds. In such cases, the student may not be entitled to any credit for work that he/she may have completed at the School. The School also reserves the right to cancel any classes which do not have a minimum number of students enrolled.

CHANGES TO PROGRAMS, EQUIPMENT, ETC.

Hollywood Institute reserves the right to make changes in equipment, textbooks, supplies and curriculum to reflect the latest technology and advancement in a program of study. Tuition and fees are subject to review and modification.

COURSE NUMBERING SYSTEM

The course numbering system uses a 5 or 6 digit alpha numeric identifier. The prefixes represent the subject area. The suffixes represented the sequence of content. The prefixes are as follows: FS-Full Specialty; COS-Cosmetology; HA-HIV/AIDS; MT-Massage Therapy; SC-Skin Care; NT-Nail Technology, and MA & MAE-Medical Assistant.

CLASS SIZE

In order for students to receive individualized attention, class size will not exceed 30 students per instructor in the classroom. Hollywood Institute constantly monitors class size to ensure that program objectives can be met by each student attending Hollywood Institute. When required, Hollywood Institute will monitor and maintain appropriate programmatic instructor/student ratios in laboratory and clinical settings.

POLICY FOR REGISTRATION/LICENSURE / EXAMINATIONS AND FEES

Students shall be required to apply to the state of Florida for registration and/or licensure in their chosen profession. Please see attached addendum for information pertaining to requirements and fees for registration/licensure for each program offered at Hollywood Institute.

LIMITATIONS OF EMPLOYABILITY DUE TO CRIMINAL HISTORY

Students with criminal histories may not be eligible for professional certification or licensure after graduation, depending on the requirements of the student's chosen program at the time of completion. **This information can be found at:**

- ❖ Department of Business & Professional Regulation- Cosmetology Board: <http://www.myfloridalicense.com/dbpr/cosmetology/>
- ❖ Florida Department of Health- Board of Massage Therapy: <http://floridasmassagetherapy.gov/>

Please contact the Student Services Department if you have any questions or concerns regarding the criminal history and/or other licensure requirements.

COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS

Policies regarding copyright infringement and sanctions regarding violation can be found on the website (www.hi.edu) under consumer information.

VOTER'S REGISTRATION FOR STUDENTS

United States citizens who are students of voting age can find information specific to their states of residence by visiting <https://registertovoteflorida.gov/en/Registration/Index>. Our school policy is on the website at www.hi.edu.

VACCINATIONS POLICY

Hollywood Institute does not require vaccinations for admission to our school. While many vaccines are routinely recommended for most people each person has a unique medical profile (overall health, use of medication, family and personal disease history) that can affect decisions about vaccination. <http://www.cdc.gov/vaccines/pubs/vis/default.htm>

DRESS CODE

All students are treated equally and are required to practice good hygiene as a daily routine. A clean, professional appearance is essential in our school due to the nature of the environment in which we work in.

- ❖ Grooming: Hands must be washed prior to servicing each guest. Hair must be clean and styled prior to arriving at school. Nails should be well groomed at all times. Students may not chew gum in the building. Short nails must be maintained in the massage and skin care programs.
- ❖ Shirts: Sleeveless shirts including tank tops are not permitted. Shirts must cover shoulders, underarms, midriff area, and lower back. Must have complete coverage of cleavage, bare midriff or stomach and back while raising arms, stooping and bending. Writing or logos are not permitted on shirts unless it is a Hollywood Institute approved shirt. No hoods or sweatshirts. No pilled, tattered, cut or worn-out tops.
- ❖ Pants: Pants must be professional and of a solid color that coincides with your program. Capri pants are permitted. Pant length must cover mid-calf. No skirts, dresses, jeans, denim jean look-alikes, leggings, sweatpants, shorts, skorts, warm-up pants, corduroy or overalls.
- ❖ Uniform: A uniform will be supplied at orientation and should be clean, neat, not torn, unstained, unaltered and worn at all times when in the building. Students are required to wear scrubs for the Medical Assistant program.
- ❖ Footwear: Footwear must be professional in appearance and must have a closed toe and closed heel. Heels are not permitted on campus. Shoes for all programs must be flat, rubber soled and closed toed. All shoes must be clean, polished, not scuffed and in good repair.
- ❖ Accessories: Colored accessories may be worn. Hats or bandanas are not permitted. Facial piercings must be small and only studs are allowed on the face.
- ❖ Electronic Devices: Headphones, cell phones and pagers are not allowed in the clinics, classrooms or hallways. These items may only be used in the Student Resource Center or outside the building. Laptops, iPads, tablets, etc., are permitted in the classroom or clinic for school use only.

EXAMINATION OF STUDENT RECORDS, TRANSCRIPTS AND DIPLOMAS

Hollywood Institute maintains permanent records of students' grades and attendance. All students attending this school shall have the right to review their academic records, including grades, attendance and counseling. Records are supervised by the Campus Director and may be reviewed by request. Students are entitled to one copy of their final transcript.

**Former students may request additional copies of transcripts may be obtained at a charge of \$5.00 per copy.* A written request signed by the student should be made a minimum of two (2) weeks before the transcript is required. The full address of the person/place to which the transcript is to be sent must be included. All financial obligations to the school must be paid before official transcripts are released.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Policies and procedures concerning the privacy of the students' records maintained by Hollywood Institute and its faculty and staff are governed by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380). Students' records are maintained by campus Registrar's Office (academic records), Financial Services Department (financial aid records) and Business Management Office (accounts receivable records). Students' records are maintained by the institution in permanent files. Under Section 438 of the General Provision Act (Title IV of Public Law 90-247), students age 18 or over have access to their personal record files kept by the institution.

All authorized personnel have access to student records for official purposes. A student (or in some cases eligible parents) is given access to his/her record within a reasonable time after submitting a written request to the custodian in possession of that record (Registrar, Financial Services, or Business Management). If the content of any record is believed to be in error, inaccurate, discriminatory, misleading or in violation of the student rights or otherwise inappropriate, it may be challenged, and a written explanation included in the record. A student's right to due process allows for a hearing, which may be held at a reasonable time and place at which time evidence may be presented to support the challenge. Student information is released to persons, agencies, or legal authorities as required by subpoena/legal process or by consent of a student (or eligible parent). Information is released on a consent basis in cases where a student or eligible parent has provided a written consent, signed, dated and specifying the information to be released and name(s) of persons to whom the information is to be released.

Hollywood Institute strictly adheres to the requirements of FERPA regarding students' rights and privacy of information. In accordance with Family Educational Right and Privacy Act, the school allows students to access their educational records; challenge records they believe are inaccurate, incomplete or misleading; and limit the release of such information. Records will not be released without the written consent of the student. A student will be notified whenever a court subpoenas the records in which case, written consent is not required. The parent(s) of a dependent minor student has the right to inspect the records that are maintained by the school on behalf of the student. The schools accrediting agency along with federal, state and local authorities involving an audit or evaluation of compliance with education programs have the right to inspect records that are maintained by the school on behalf of the student without the student's consent. FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

The Family Educational Rights and Privacy Act (FERPA), requires that the Institute, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, the Institute may disclose appropriately designated "directory information" without written consent, unless you have advised the Campus Director to the contrary in accordance with the below outlined procedures. The primary purpose of directory information is to allow the Institute to include information from your education records in certain school publications. Examples include recognition lists; graduation programs; and competition list. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture publish graduation programs or awards. If you do not want the Institute to disclose any or all of the types of information designated below as directory information from your education records without your prior written consent, you must notify the Campus Director in writing. The Institute has designated the following information as directory information: name, address, telephone listing, email, photograph, date of birth, program of study, dates of attendance, participation in recognized activities, placement and licensure status or information.

STUDENTS' RIGHTS AND RESPONSIBILITIES

All Hollywood Institute students have the right:

- To see a copy of the documents describing the institution's accreditation or licensing.
- To information about its programs, it's instructional, laboratory, and other physical facilities, and its faculty.
- To information relating to job placement rates.
- To information concerning the cost of attending.
- To information on the policy on refunds to students who withdraw.
- To ask how the school determines whether a student is making satisfactory progress, and if not, the nature of the procedures.
- To information concerning special facilities and services that are available to the handicapped.
- To ask what financial assistance is available
- To ask who the Financial Services personnel are, where they are located, and how and when to contact them for information.
- To ask who the student's academic advisor will be.
- To information concerning the school's policies regarding attendance, dress, tardiness, testing.
- To fair, equal non-discriminatory treatment from all school personnel.
- To access his/her student records.
- To freely express themselves academically and have the right to individual -integrity.

It is the responsibility of each Hollywood Institute student:

- To read, understand, and keep copies of all forms the student is asked to sign.
- To review and consider all information about the school's program prior to enrollment.
- To understand the School's refund policy, which is clearly stated on the Enrollment Agreement and in this catalog.
- To read the contents of the Application for Admissions carefully.
- To purchase or otherwise furnish books and supplies.
- To maintain school property in a manner that does not deface, destroy or harm it.
- To return library books in a timely manner and pay any necessary fine that may be imposed.
- To obtain required educational and financial clearances prior to graduation.
- To comply with all parking regulations.

STUDENT CONDUCT POLICY

Hollywood Institute is pleased to provide a professional, effective and courteous learning environment for all of its students. In an effort to create an atmosphere that fosters learning and success it is necessary to adhere to the student code of conduct on a daily basis. The following rules and regulations will assist in making your experience at Hollywood Institute a productive and successful one while also maintaining mutual respect towards your fellow students, staff, faculty and the institution itself:

1. All students are required to attend school dressed in appropriate attire. School uniform or its equivalent is acceptable. Students dressed inappropriately will not be permitted in class. Shoes for all programs must be flat, rubber soled and closed toed. Students in the massage and skin care program must maintain short nails.
2. Theft of any kind shall result in immediate termination from Hollywood Institute.
3. All students must conduct themselves professionally at all times. Interaction with administration, faculty, clients and fellow students should be courteous and professional. Unprofessional behavior may result in your termination from the school.
4. Confrontational or threatening behavior towards fellow students, faculty, staff or clients shall result in immediate termination from Hollywood Institute.
5. Derogatory or negative statements towards the school, its faculty or staff communicated verbally, in writing (including via text, email, blog, social networks, etc.) shall result in immediate termination from Hollywood Institute.
6. Cell phone usage while in the classroom is prohibited. Cell phone ringers must be placed on vibrate or in the off position. Students must quietly leave the classroom and the school facility if it is necessary to use the cell phone.
7. Videotaping, audiotaping and video recording of any kind is prohibited unless approved by the Campus Director.
8. All rules of sanitation, sterilization and overall cleanliness must be followed at all times. It is imperative that your stations and work tools be sanitized and sterilized properly before usage.
9. Food or Drinks are only allowed in designated areas.
10. Students are not permitted to perform services beyond what the client has scheduled with the teacher and the front desk. Students (with the exception of massage students) can receive gratuities but are prohibited from charging clients directly for services rendered.
11. Smoking is prohibited in school facility.
12. Daily attendance is mandatory. Failure to attend school in accordance with Hollywood Institute's attendance policy will result in a written warning, followed by Academic warning and then termination if lack of attendance continues. Please notify the school in advance if you will be absent or late.
13. Lateness to class is unacceptable. A student arriving to class 15 minutes or more after the scheduled time will not be allowed in class until after the first scheduled break.
14. All tests, quizzes and assignments must be completed in a satisfactory manner prior to graduation. A student will not receive a diploma/certificate until all academic requirements have been met.
15. Any student caught attempting to bypass security, change settings or a password on school computers is subject to immediate dismissal from school.
16. If a student is asked to leave the classroom by a faculty member or Hollywood Institute's staff and does not do so immediately, the student shall be subject to police escort from the premises and subject to termination from HI.
17. Students on a payment plan must make payments as scheduled. A late payment will result in a 10% late fee being added to your balance. Failure to make a payment within 3 days of when due will result in the student not being allowed to attend the class unless prior arrangements in writing have been made with the Campus Director.
18. All students are requested to inform the school upon passing the state board exam and upon becoming employed.
19. Students shall be required to apply to the State of Florida for licensure and or registration in their career of choice if applicable. Please see attached for information pertaining to licensure registration for each program offered at HI.

20. No solicitation of any kind is permitted on school premises. Students are not allowed to sell products or services or promote programs offered at other institutions while attending classes at Hollywood Institute. Recruitment of other students for any purpose shall be considered harassment. Solicitation of any kind shall be grounds for immediate termination.

STUDENT DISCIPLINARY PROCEDURES

If a student violates Hollywood Institute's Standards of Conduct in a classroom, the first level of discipline lies with the instructor. If a situation demands further action, the Campus Director is responsible. If a student has a serious objection to the disciplinary action imposed, the student has the right to use the grievance process as outlined herein. When a student violates Hollywood Institute's Standards of Conduct outside the classroom but on campus, the Campus Director is the first level of discipline. If a student is dissatisfied with the disciplinary action imposed, the student has the right to use the grievance process as outlined herein.

ACADEMIC AND ADMINISTRATIVE DISMISSAL

A student may be dismissed from Hollywood Institute for disregarding administrative policies. Causes for dismissal include:

- Failure to meet minimum educational standards.
- Non-criminal, disruptive or otherwise inappropriate conduct (whether directed to another student or a school representative).
- Continued inappropriate personal appearance.
- Continued unsatisfactory attendance.
- Non-payment for services rendered by Hollywood Institute.
- Failure to comply with policies listed in the current catalog.
- Conduct prejudicial to the class, program, or school.

INTERNAL COMPLAINTS AND GRIEVANCE PROCEDURE

Hollywood Institute is dedicated to the success and well-being of each student, staff member, and teacher. In the event that dissatisfaction arises, interested parties are expected to refer their complaints to a school administrator or school president, in writing, to be resolved. A school representative will meet with the complainant within 10 days of receipt of the written complaint.

Most complaints can be resolved in an informal manner. However, should a complaint not be handled in a satisfactory manner, the complaint will be referred to a complaint committee consisting of the school president, a staff member, and an independent third party. This committee will meet within 21 calendar days of receipt of the complaint. Any and all discussions and meetings will be documented, and a copy provided to the complainant at the time of the meeting. If more information from the complainant is needed, a letter will be written outlining the additional information. If no further information is needed the complaint committee will act on the allegations and a letter will be sent to the complainant within 15 days stating the steps taken to correct the problem, or information to show that the allegation were not warranted or based on fact. *Should a complaint not be handled in a satisfactory manner, any student, staff member, or teacher may contact the Commission for Independent Education of the Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399, toll-free telephone number (888) 224-6684.*

STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained from the Campus Director or online at www.accsc.org.

CAMPUS SECURITY/CRIME PREVENTION AND SAFETY PROGRAMS

In compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Hollywood Institute publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement, and access to campus facilities. The annual Security report also includes statistics concerning the occurrence of specified types of crimes and campus and at certain off-campus locations.

The annual security report is published each year by December 1 and will contain statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. The copy of the most recent annual security report may be obtained from the Campus Director.

In addition to the annual security report, each campus has security procedures to maintain a crime log of all reported crimes. The crime log is available for public inspection during regular business hours in the Campus Director's office. Hollywood Institute will report to the campus community concerning the occurrence of any crime includable in the annual security or local police and that is considered to be a threat to students or employees.

THE VIOLENCE AGAINST WOMEN ACT (VAWA) was implemented in 1994 in recognition of the severity of the crimes associated with domestic violence, sexual assault, and stalking, as part of the Violent Crime Control and Law Enforcement Act of 1994. VAWA was reauthorized in 2000, 2005, and 2013 to strengthen the law. The Violence Against Women Act provides protection to women against crimes of sexual violence. The act was amended on several occasions and placed new obligations on colleges and institutions to report and conduct educational programs under its Campus Sexual Violence Act (Campus SaVE Act), which amended the Clery Act.

The 2013 VAWA Reauthorization added a non-discrimination provision that prohibits discrimination on the basis of sex by organizations that receive funding under the Act and allows an exception for "sex segregation or sex-specific programming" when it is deemed to be "necessary to the essential operations of a program". Critical to ending violence and maintaining a safe campus is recognizing and avoiding abusive behavior. Abuse can surface in many ways (emotional, verbal, psychological, sexual, and physical). Some warning signs of abuse are:

- Frequent yelling directed at a partner
- Blaming partner for own faults
- Name-calling & Consistently accusing partner of infidelity
- Kicking, holding, slapping, and scratching
- Forcible sex (e.g., wanting sex after hitting)

All institutions are charged with adopting the following VAWA requirements:

- A statement that the institution prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking
- A clear definition of what constitutes domestic violence, dating violence, sexual assault, and stalking in the applicable jurisdiction
- A definition of consent in regards to sexual activity, in the applicable jurisdiction
- Safe and positive options for bystander intervention in order to prevent or intervene when there is a risk of sexual violence or stalking against another individual
- Information on risk reduction to recognize warning signs of abusive behavior or how to avoid potential attacks

VAWA POLICY STATEMENT:

Hollywood Institute is committed to maintaining a safe and secure work and academic environment free of any form of sexual misconduct including domestic violence, dating violence, sexual assault, stalking, and sexual harassment. A violation of the Violence Against Women's Act shall constitute grounds for disciplinary action, up to and including, dismissal from the Institute.

Definitions:

- Domestic Violence – Pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate party. Includes any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.
- Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship based on a consideration of the following factors:
 - ❖ Length of relationship
 - ❖ Type of relationship
 - ❖ Frequency of interactions between the persons involved in the relationship
- Sexual Assault – Non-consensual oral, anal, or vaginal penetration by or union with the sexual organ of another or by any other object.
- Stalking – Willfully, maliciously, and/or repeatedly following, watching, harassing or intimidating another person; in person, electronically, or by any other means.
- Consent – Consent is free and active agreement, given equally by both parties, to engage in a specific activity. Giving in is not the same as giving consent.

TIMELY WARNINGS

In the event that a situation arises, either on or off campus, in the judgment of the Campus Director, constitutes a series and/or continuing threat, a campus wide "timely warning" will be issued. Notices will be posted in each common area.

REPORTING CRIME

Any suspicious activity, or person seen in the parking lots or loitering around vehicles, inside the buildings or around the halls should be reported to the police department. In addition, you may report a non-emergency crime to the following:

1. School Official/Administrator (Instructor)
2. Student Services Department
3. Campus Director

CONFIDENTIAL REPORTING PROCEDURE

If you are a victim of a crime and unsure if you want to pursue action within the Institute system or the criminal justice system, you may still make a confidential report. The Campus Director may be told of the details of the incident in confidence. The purpose of confidential reporting procedure is for your security, while taking steps to ensure your future safety and the safety of others. With such information, the Institute can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. These incidents are counted and disclosed in the annual crimes statistics for the institution with no identifying information.

FIRE PRECAUTIONS

Students should take particular note of exit signs in each building. Students should familiarize themselves with the appropriate evacuation route posted for each room. In the event of an emergency:

- Leave the building by the nearest exit in an orderly fashion (do not use elevators).
- Stand at a safe distance from the building.
- Do not re-enter the building until directed to do so by administration.

DRUG-FREE POLICY

Two federal laws, the Drug-Free Workplace Act of 1988 (P.L. 101690) and the Drug-Free Schools and Communities Act (P.L. 101226), require institutions receiving federal financial assistance to provide a drug-free workplace, and to have a drug-free awareness program and a drug and alcohol abuse prevention program for students and employees. As a matter of policy, Hollywood Institute prohibits the manufacture and unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the school's drug-free awareness program and drug and alcohol prevention program may be obtained from the Campus Director's office.

DRUG AND ALCOHOL ABUSE PREVENTION

Research has shown that abuse of alcohol and drugs is a national public health concern. More than 43% of college students report some heavy episodic drinking and thousands of students annually experience problems related to their alcohol use, including unintentional injuries, risky sexual behaviors, sexual assault, fights, and traffic crashes. (Alcohol Policies on College Campuses, Journal of American College Health, Vol 53 (4), Jan/Feb 2005). Below please find drug alcohol counseling, treatment and rehabilitation programs available to students and employees:

- Alcoholics Anonymous - <http://www.aa.org>
- Mothers Against Drunk Driving - <http://www.madd.org>
- Narcotics Anonymous - <http://www.na.org>
- National Council on Alcoholism and Drug Dependence - <http://www.ncadd.org/>
- National Institute on Drug Abuse - <https://www.drugabuse.gov/>
- Partnership for a Drug Free America - <http://www.drugfree.org>
- Al-Anon - <http://al-anon.org/>
- Homeless Shelter Directory - <http://www.homelessshelterdirectory.org/>
- Center for Substance Abuse Prevention (CAPT) - <https://www.samhsa.gov/capt/about-capt>
- Community Anti-Drug Coalitions of America (CADCA) - <http://www.cadca.org/>
- Office of Violence Against Women - <https://www.justice.gov/ovw/local-resources>

ANTI-HAZING POLICY

Hollywood Institute adheres to a strict anti-hazing policy. Hazing of any sort will not be tolerated nor does the school condone such behavior. Students found hazing will automatically be terminated from the school.

Cosmetology Program Outline CIP CODE: 12.0401

Expected Length of Program by Schedule- Day: 9 Months Day 2: 11 Months Evening: 15 Months

Program Description: The Cosmetology program combines theory (Academic Instruction) with extensive hands on (Practical Application) experience to provide you with a complete understanding of beauty and wellness industry. The program includes hair cutting, color, texture services, nail care, makeup application, business development, retail knowledge and the skills needed to meet the competencies for the examination required by the State Board of Cosmetology.

Objective: The objective in the cosmetology program is to train students in the skills needed to meet the competencies for the examination required by the State Board of Cosmetology. The program includes 496 clock hours of classroom training (Academic Instruction), and 704 clock hours of lab hours (Practical Application) with 920 service requirements under the supervision of a Florida Licensed Cosmetologist. Upon successful completion of the program, a diploma will be awarded and the graduate will be eligible for the State Board exam required for licensure. The Cosmetology program is designed to qualify graduates for entry-level employment as a cosmetologists in specialized or full-service salons.

PROGRAM BREAKDOWN BY COURSE

Course Number	Course Title: Cosmetology	Theory Hours	Lab Hours	Total Services (If Applicable)
ACADEMIC INSTRUCTION				
COS101	HIV/AIDS Education	5		
COS102	Florida Laws and Rules for Cosmetology	10		
COS103	Hair Sculpture	80	75	75
COS104	Hair Design	60	200	300
COS105	Chemical Hair Texture	80	130	65
COS106	Hair Color	75	90	45
COS107	Creative Advanced Techniques	5	60	
COS108	Salon Success	12		
COS109	State Board Prep	15		
COS110	Anatomy and Physiology	15		
COS111	Salon Ecology	18	2	300
COS112	Beauty Salon Management	24	4	5
COS113	The Study of Nails	30	25	20
COS114	The Study of Skin	86	78	15
COS115	Shampooing, Draping, Treatments & Rinses	11	10	95
Subtotal:		496	704	920
Total Clock Hours:		1200		

Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

Cosmetology Program Description

COS101-HIV/AIDS Education:

This course covers the study of blood borne pathogens and all types of Hepatitis as well as training in following universal precautions. Precautions that include, but are not limited to, wearing gloves when in contact with body fluids, mucous, non-intact skin, handling soiled items; isolation procedures for equipment, linens, and towels, etc., will be discussed.

COS102-Florida Laws and Rules for Cosmetology:

Students learn the laws and rules that govern the field of cosmetology in the State of Florida. These laws will include disciplinary proceedings, penalty for giving false information, unlicensed practice of a profession, cease and desist notice, civil penalty, enforcement citations, allocations of money collected, the board of cosmetology, cosmetologists (qualifications, licensure, supervised practice, license renewal, endorsement and continuing education). Also covered are specialty registration, qualifications, renewal, and endorsement.

COS103-Hair Sculpture:

This course is designed to provide students with knowledge and understanding of the head form or head shape to find the balance within the design of the haircut, need for alterations and usage of different techniques during the haircut as well as ability to recreate the haircut. Students also learn to properly and safely choose and use haircutting tools and equipment as well as various tool holding and handling techniques. This practical application portion of the course provides student with ability to gain proficiency in various haircutting techniques, designs and alterations by using different haircutting methods and haircutting tools. Emphasis is placed on instructing student how to provide proper and effective client consultation.

COS104-Hair Design:

This course provides proficiency in hairstyling. Lectures will cover principles of hair design, hairstyling, braiding and braid extensions, and wig and hair enhancements. Emphasis will be placed on creating hairstyles on mannequins and classmates. Instruction will consist of both classroom and laboratory activities, which will be designed to achieve salon/industry standards.

COS105-Chemical Hair Texture:

Emphasizes theory of permanent waves and chemical relaxers. Enables the student to practice different wrapping techniques required by trend styles.

COS106-Hair Color:

This course provides proficiency in all types of hair coloring and lightening. Emphasis will be placed on the analysis of hair and scalp, performance of predisposition test, selection of correct supplies and equipment for coloring, and basics of chemistry. Instruction will consist of both classroom and laboratory activities, which will be designed to achieve salon/industry standards.

COS107-Creative Advanced Techniques:

This course provides proficiency in all phases of cosmetology procedures. The focus is to perform cosmetology services on patrons in a salon setting. Students learn to increase their speed while sharpening their skills. All competencies, assignments, practical services and hours are completed as preparation is made to apply to the Florida Board of Cosmetology for examination.

COS108-Salon Success:

This course provides proficiency in employability skills, communication, and math required to succeed in the salon industry. Lectures center on history and career opportunities, life skills, professional image, communicating for success.

COS109-State Board Prep:

The course comprises of a comprehensive review of curriculum and skills in preparation for the Florida state board exam to complete the requirements for licensing.

COS110-Anatomy and Physiology:

This course provides an introduction to the various systems of the body and principles of human physiology. The course will include the overview of the cell and tissue, skeletal, muscular, nervous, circulatory, digestive, respiratory, endocrine, and excretory systems.

COS111-Salon Ecology:

Students are taught the regulations regarding sanitations, disinfection and sterilization as well as how to perform these mandatory processes.

COS112-Beauty Salon Management:

The course will touch on entrepreneurship plus an overview of State Board of Cosmetology requirements, laws, rules and regulations. Instruction will consist of both classroom and laboratory activities, which will be designed to achieve salon/industry standards.

COS113-The Study of Nails:

This course is designed to establish proficiency in manicuring and pedicuring and in applying artificial nails and nail wraps.

COS114-The Study of Skin:

This course provides proficiency in facials and makeup. Lectures center on skin structure and growth, anatomy and physiology, electricity, hair removal, facials and makeup. Students will be instructed in the following areas in the makeup portion of the program: Color Theory & Analysis, Facial Features & Shapes, Client Consultation, Tools & Product Instruction, Corrective & Camouflage, Contouring and Highlighting, Lip Color, Shapes and Correction.

COS115-Shampooing, Draping, Treatments & Rinses:

This course provides proficiency in hair shampooing, draping, scalp treatments and temporary color.

Medical Assistant Program Outline CIP CODE: 51.0801

Expected Length of Program by Schedule- Day: 9 Months Evening: 11 Months

Program Description: This program is designed to provide students with the basic knowledge and skills required to become an entry-level Medical Assistant including foundational courses in Anatomy, Physiology and Medical Terminology. Includes instruction in basic anatomy and physiology; medical terminology; medical law and ethics; patient psychology and communications; medical office procedures; and clinical diagnostic, examination, testing, and treatment procedures. The Medical Assisting program also contains a clinical externship which is completed in an outside medical facility.

Objective: The Medical Assistant program prepares students for various entry-level allied health positions that are administrative or clinical in nature. Upon completion, a diploma will be awarded, and the graduates will have the entry-level skills of a Medical Assistant and be qualified to interview for positions in a variety of healthcare facilities. The 900 Clock Hour program includes 590 hours classroom training (Academic Instruction), 130 hours in a clinical (Practical Application) setting taught under the supervision of a Qualified Instructor, and 180 Externship Hours. **Transfer credits are the sole discretion of the receiving school.*

PROGRAM BREAKDOWN BY COURSE

Course Number	Course Title: Medical Assistant	Theory (Didactic) Hours	Lab Hours	Externship Hours (If Applicable)
ACADEMIC INSTRUCTION				
MA101	Professional Development	15	5	
MA102	Patient Relations and Communication	50		
MA103	Computer Applications	25	25	
MA104	Medical Office Management	80	20	
MA105	Anatomy and Physiology with Medical Terminology	100		
MA106	Clinical Competencies	80	20	
MA107	Electrocardiography Techniques with CPR	80	20	
MA108	Laboratory Procedures	80	20	
MA109	Phlebotomy Techniques	80	20	
MAE101	Clinical Externship I			90
MAE201	Clinical Externship II			90
Subtotal:		590	130	180
Total Program Clock Hours:		900		

Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

Medical Assistant Program Description

MA101-Professional Development:

This course is designed to assist students to learn the importance of personal skills needed to succeed in chosen profession as well as develop strong skills necessary to determine career path, find a job and succeed in the competitive work place.

MA102-Patient Relations and Communication:

This course provides the student with an overview of the legalities and ethical behavior associated with medical facilities. Topics such as the history of medicine, as well as future trends will be discussed. The student is introduced to the standards of licensure, certification/registration, and medical governing organizations. This course introduces the student to personal qualities necessary to function in the clinical environment. It clearly defines the “healthcare team” in various specialty facilities. The students are introduced to the attitudes towards illness and the cultural differences, beliefs and geographical impacts on those attitudes. The course defines the different types of laws that govern physicians/hospitals, and their employees. HIPAA regulations are extensively discussed. Documentation of medical records, maintenance and patient confidentiality are covered, including, but not limited to, drug screening, child and elderly abuse, HIV/AIDS patient, rape, and disabilities as well as the “Good Samaritan Law”.

MA103-Computer Applications:

Students in this course will learn how computer operations and software applications, such as word processing, spreadsheet, database, and presentation software work together to increase productivity in the workplace.

MA104-Medical Office Management:

This course provides the student with an overview of the legalities and ethical behavior associated with medical facilities. This course introduces the student to personal qualities necessary to function in the clinical environment. It clearly defines the “healthcare team” in various specialty facilities. The students are introduced to the attitudes towards illness and the cultural differences, beliefs and geographical impacts on those attitudes. The course defines the different types of laws that govern physicians/hospitals, and their employees. This course also provides instruction in the fundamentals of the operation and maintenance of a medical office. The students will learn all skill necessary to manage the medical facility such as telephone techniques, basic financing and accounting procedures, and appointment scheduling as well as proper filing techniques and charting procedures. This course is aimed at teaching basic coding and third party billing. The concepts of ICD-9, CPT-4, and HCPCS level II coding systems are covered. The student learns the CMS-1500 claim instructions and is then introduced to managed care, commercial payers and government insurance agencies such as Medicaid, Medicare and workers’ compensation. The student receives practice in preparing claims using the Medisoft program.

MA105-Anatomy and Physiology with Medical Terminology:

This course provides an introduction to the various systems of the body and principles of human Physiology. The course will include the study of the skeletal, muscular, nervous, circulatory, lymphatic, digestive, respiratory, urinary, endocrine, integumentary, and reproductive systems. This course provides instruction on the basic structure of medical words, including prefixes, suffixes, roots and combining forms and plurals. Furthermore, along

with learning anatomy and physiology of the above mentioned body systems, the student will learn necessary medical terminology related to those systems as well as diagnostic and laboratory testing. Correct pronunciation, spelling and the definition of medical terms will be covered.

MA106-Clinical Competencies:

This course introduces the student to basic clinical and nursing skills such as vital signs, assisting with basic and specialty examinations, and patient preparation. Anatomy, physiology and medical terminology of special senses are discussed and its function in hearing and vision testing. Students receive the practical experience of the patient interview techniques and collecting data for medical history. Emphasis is placed on specialty examination preparation and assistance. Rehabilitation process is also introduced. Students will learn the use and teaching of crutch walking and ambulatory rehabilitation. Principles of radiology are also discussed.

MA107-Electrocardiography Techniques with CPR:

This course teaches the anatomy and physiology of the heart and its relationship to ECG (EKG) procedures. Students learn how to prepare the patient for the procedure and perform the standard 12 lead ECG (EKG). In addition students learn how to recognize and troubleshoot artifacts appearing in the tracing of abnormal rhythms and classify simple arrhythmias and recognize their clinical significance. The student is introduced to variations in ECG (EKG) testing such as exercise ECG (EKG) and ambulatory monitoring. During the course of study, students will also be introduced to clinical pharmacology and different routes of drug administration. At the end of the course the student will receive basic CPR training.

MA108-Laboratory Procedures:

This course provides an overview of microbiology concept, immune system anatomy and physiology as well as aseptic techniques with emphasis on aseptic technique proficiency and OSHA and CLIA regulations as they apply to laboratory environment and its impact on transmission of infectious diseases. Sterilization techniques are also discussed, including type of material and instrumentation exposed to sterilization, handling sterile fields, and assisting with minor surgical procedures. Equipment and proper techniques are demonstrated and practiced. Emphasis is also placed on proper techniques of collecting laboratory specimen other than blood as well as appropriate documentation corresponding with the collection of different samples. At this time the student learns anatomy and physiology of the urinary system and its impact on collecting proper variety of urine samples. Concept of urinalysis is also introduced, including physical, chemical and microscopic examination of urine, normal and abnormal urine components as well as basic collection of various urine samples.

MA109-Phlebotomy Techniques:

This course teaches the fundamentals of blood structures and functions as well as blood chemistry. Emphasis is placed on proper blood specimen collection from adults, children and infants as well as laboratory testing. The students learn how to perform hematological tests to aid in the diagnosis of illness and pathological conditions by using various testing techniques and equipment. A basic overview of blood count and the process of visualizing and performing red blood cell counts are covered. The practice of venipuncture is initiated and the student learns several techniques and the precautions involved in the proper procedure. The student practices blood collection and the proper handling and storage of samples.

MAE101-Clinical Externship I:

The course is designed to provide students with the experience of the working environment in health care facilities. The student will be placed in a physician's office, clinic, hospital or other suitable facility to practice and enhance their clinical and administrative skills. The student will be supervised by the physician or other qualified health-care practitioners and will experience various aspects of the medical facility.

MAE201-Clinical Externship II:

The course is designed to provide students with the experience of the working environment in health care facilities. The student will be placed in a physician's office, clinic, hospital or other suitable facility to practice and enhance their clinical and administrative skills. The student will be supervised by the physician or other qualified health-care practitioners and will experience various aspects of the medical facility.

Program Overview: Upon successful completion of the program graduates will have:

- ❖ An understanding of the human biological systems including the digestive, endocrine, nervous-muscular, respiratory, cardiovascular and reproductive systems. An understanding of human behavior and culture and its impact on health and medical care.
- ❖ The ability to perform all the administrative duties expected of a medical assistant including scheduling and monitoring patient appointments, conducting and responding to patient telephone inquiries, patient reception and processing, written communication and mail processing, medical records management, computer skills and maintaining a professional office environment
- ❖ The ability to behave professionally in a medical environment including the proper application of medical law and ethics.
- ❖ The ability to conduct financial management activities including billing and coding applied computerized billing, collections, banking services and procedures, medical practice management and health information management.
- ❖ The ability to effectively communicate with patients and medical staff including the ability to interview patients, take medical histories and provide patient education.
- ❖ The ability to apply universal precautions for infection control techniques, standard precautions for patient safety, calculating pharmaceutical dosages, preparing and administering oral medications, administering immunizations and documenting patient records, administering EKG's, nutrition and diets for patents and assisting with x-ray and diagnostic radiology.
- ❖ To assist the physician with clinical procedures including collection and preparing specimens, quality control, emergency preparedness, first aid and taking vital signs, phlebotomy, pulmonary function testing, minor surgeries, cold and heat therapy, complementary and alternative practices, hearing and vision testing, and review of respiratory, urinary, integumentary and other health systems and senses.
- ❖ The knowledge of federal regulations including OSHA guidelines. The qualifications to assume an entry level position as a medical assistant in a medical office, clinic, or hospital setting.
- ❖ The knowledge and skills, including English language skills, required to sit for the Medical Assistant Certification (CCMA) exam offered through National Healthcareer Association (NHA).

Programmatic Accreditation, Certification/Registration and Licensure Disclosure: The State of Florida does not require medical assistants to obtain licensure or specific certification for employment upon graduation. However, certain facilities may require medical assistants to be certified/registered in order to be eligible for employment, and not being certified/registered may limit a graduate's future employment opportunities. Hollywood Institute's Medical Assistant program does not have programmatic accreditation.

Therefore, graduates are not eligible to take the Certified Medical Assistant (CMA) exam offered by the American Association of Medical Assistants (AAMA). However, graduates are eligible to take the Medical Assistant Certification (CCMA) exam offered through National Healthcareer Association (NHA). Qualifications for taking and passing the CCMA exam are controlled by outside agencies and are subject to change without notice. Therefore, Hollywood Institute cannot guarantee that graduates will be eligible to take the CCMA exam at all or at any specific time. The CCMA credential can enhance a graduate's marketability and, for certain facilities, is required for employment. Hollywood Institute encourages its graduates to sit for the RMA exam at the earliest possible date. While Hollywood Institute's Medical Assisting program covers all the material that is on the exam, Hollywood Institute cannot guarantee that any individual graduate will pass the exam. You may refer to the NHA website for further information on the CCMA exam (<https://www.nhanow.com/certifications/clinical-medical-assistant>).

Externship Program Requirements

Students may be required to submit a Statement of Physical Health on the form provided by the school. The form must be completed and signed by licensed medical practitioner. Certain vaccinations may be required for clinical placement. Although the school has a list of providers and medical facilities that offer medical examinations at a discounted student rate, the cost of that examination is the sole responsibility of the student. Agencies and institutions that accept students for clinical rotations (externship), employers and certain regulators and licensing bodies may conduct criminal and/or personal background checks as well as random drug testing. The student is responsible for any costs associated with these additional requirements. HI expects that students in all programs can meet the criminal background check and random drug test requirements of clinical affiliates, employers and licensing agencies.

Externships: Externships courses are designed to be instructional in nature by providing students with hands-on experience. Externship training is a cooperative effort between the school, student and the extern site. Students who successfully complete the didactic portion of their program and receive approval will be placed on an externship at a local facility. The school is responsible to ensure that the student has a viable clinical facility or facilities in which the student can complete requisite clinical courses within 30 days of the students expected graduation date. The school will attempt to assign sites that are within a thirty (30) mile radius of the school and that are convenient for the student although this might not always be possible. Based on clinical site availability, students may be required to complete their externship at more than one (1) site. The school maintains liability insurance on all students and faculty while attending clinical sites.

All students on externship or enrolled in externship courses are supervised by approved facility staff. As a simulated work environment, the site expects the student to obey all rules and regulations regarding the site and assignment. This includes punctuality and reliability of attendance. Students are expected to complete 100% of the required externship hours. The site has the right to remove any student who demonstrates disregard for program and/or site policies and procedures. Externship schedules are determined by the site and may vary from the schedule that student attended while in school. Students in the same program may not have the same externship schedule as their classmates. Both day and evening division students should expect that the offering of an externship will be during the day office hours. Students who decline two (2) externship sites may be required to withdraw from the program. In this event, the school makes no assurances as to when or if other sites will be available.

Massage Therapy Program Outline CIP CODE: 51.3501

Expected Length of Program by Schedule- Day: 6 Months Evening: 8 Months

Program Description: Students are taught manual techniques to manipulate the soft tissue structures of the body to prevent and alleviate pain, discomfort, muscle spasm, and stress; and, to promote health and wellness. Topics include anatomy, physiology, massage theory, Florida Law, HIV/AIDS education, hydrotherapy eastern and allied modalities taught in small classes. Students gain hands-on experience through clinical applications.

Objective: The Massage Therapy program is designed to qualify graduates for entry-level employment in a health care setting, spa environment or as an independent practitioner. The 600 Clock Hour program includes 400 hours classroom training (Academic Instruction), and 200 hours in a clinical (Practical Application) setting taught under the supervision of a Florida licensed Massage Therapist. Upon successful completion of the program, a diploma will be awarded, and the student is prepared to sit for a Board approved exam to become licensed as a Florida Licensed Massage Therapist. Hollywood Institute offers a Massage Program that prepares the student to meet the educational requirements of the Florida Department of Health, Board of Massage Therapy, and the curriculum outlines of the Florida Department of Education. * *Transfer credits are the sole discretion of the receiving school.*

PROGRAM BREAKDOWN BY COURSE

Course Number	Course Title: Massage Therapy	Theory (Didactic) Hours	Lab Hours	Total Services (If Applicable)
ACADEMIC INSTRUCTION				
MT101	Anatomy and Physiology – Body Systems	90		
MT102	Musculo-Skeletal Anatomy of Upper Extremity	60		
MT103	Musculo-Skeletal Anatomy of Lower Extremity	60		
MT104	Massage Theory and Practicum I	10	50	20
MT105	Massage Theory and Practicum II	10	50	20
MT106	Massage Theory and Practicum III	10	50	20
MT107	Medical & Sports Massage with Hydrotherapy	70	25	
MT108	Eastern Modalities	70	25	
MT109	Professional Business Practices	20	0	
Subtotal:		400	200	60
Total Program Clock Hours: 600				

Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

Massage Therapy Program Description

MT101-Anatomy and Physiology – Body Systems:

Students learn the scientific language and concepts of the body’s systems. This in-depth study includes lectures, descriptive observation, and demonstrations. Upon completion of classes, students have a working knowledge of the components and functions of the integumentary, nervous, cardiovascular, respiratory, urinary, endocrine, and lymphatic systems. Pathology as well as indications and contraindications for massage pertaining to these systems are also addressed.

MT102-Musculo-Skeletal Anatomy of Upper Extremity:

Students learn the scientific language and concepts of the skeletal and muscular systems, specifically the upper extremity. This in-depth study includes lectures, descriptive observation, demonstrations and applied anatomy labs. Related pathologies as well as indications and contraindications for massage pertaining to these systems are also addressed.

MT103-Musculo-Skeletal Anatomy of Lower Extremity:

Students learn the scientific language and concepts of the skeletal and muscular systems, specifically the lower extremity. This in-depth study includes lectures, descriptive observation, demonstrations and applied anatomy labs. Related pathologies as well as indications and contraindications for massage pertaining to these systems are also addressed.

MT104-Massage Theory and Practicum I:

- ❖ **Swedish Massage Basic Strokes Labs.** Students are introduced to the five categories of Swedish massage, and the numerous variations of strokes in each category. Special attention to proper body mechanics and draping procedures are addressed. Further labs consist of structured massage classes where students are taught a basic routine pertaining to each body part. Students practice on fellow students to hone their massage skills. This practicum offers the student time to explore learned techniques at their own pace and needs with an instructor present.

MT105-Massage Theory and Practicum II:

- ❖ **Swedish Massage Labs.** Labs consist of structured classes where a basic routine pertaining to each body part is taught.
- ❖ **Chair Massage.** Students learn how on-site chair massage can be utilized and the benefits of chair massage in building a practice. After this class students may participate in optional off campus events such as health fairs and conventions.

MT106-Massage Theory and Practicum III:

- ❖ **Swedish Massage Labs.** Labs consist of structured massage classes where students are taught a basic routine pertaining to each body part.
- ❖ **Intro to Internship and S.O.A.P Notes.** Students learn the procedures for processing medical intake forms and proper charting of findings and treatment progress. This is in preparation for the student’s internship.

MT107-Medical & Sports Massage with Hydrotherapy:

- ❖ **Medical and Sports Massage.** Students learn to apply their knowledge of different pathologies studied during the anatomy and physiology course regarding possible indications or contraindications for the use of massage. Approach and protocol for treatment in situations where massage is indicated are covered. Practical, hands-on sessions consisting of addressing specific conditions of various body areas which will incorporate modalities learned in previous classes. Sports massage addresses injuries common to particular sporting activities, in which way massage can help, and how pre and post-event massage can reduce the frequency of such injuries.
- ❖ **Hydrotherapy.** Students learn indications, contraindications, and use of various water therapies including saunas, steam baths, whirlpools, contrast baths, and hot and cold packs is covered.
- ❖ **Massage Practicum.** Students practice on fellow students to hone their massage skills. This practicum offers the student time to explore learned techniques at their own pace and needs with an instructor present.

MT108-Eastern Modalities:

Students are introduced to a large variety of specialties of the massage industry. This class is designed to acquaint the student with various modalities. Discussions, demonstrations and practice of circa 25 modalities introduce the student to optional areas of specialization within the massage profession.

- ❖ **Asian Bodywork.** The purpose of Asian bodywork is to give the students a basic understanding of the Eastern philosophies of the human body, health and bodywork. Chinese medicine, meridian systems and Japanese shiatsu are discussed, demonstrated and practiced.
- ❖ **CranioSacral Therapy.** This technique is used for finding and correcting cerebral and spinal imbalances or blockages that may cause physical, emotional, and intellectual dysfunctions. The class includes an overview of theory, as well as demonstration and practice.
- ❖ **Energy Techniques.** The awareness of energy is discussed with hands-on practice of working with various light or no-touch techniques. Geriatric Massage. Physical, emotional and social problems faced by the elderly are discussed along with indications, contraindications, and appropriate treatment. Techniques are demonstrated and practiced.
- ❖ **Spa Techniques 1, 2.** A variety of spa therapy techniques are instructed, demonstrated and practiced by students to experience an assortment of treatments being offered in spas.
- ❖ **Prenatal and Infant Massage.** The specifics of each trimester of pregnancy, common discomforts and warning signs of serious complications are discussed followed by a demonstration and practice. The infant massage class teaches the students the benefits of massage to the newborn and infants. The instructor may demonstrate on an infant while the students practice on large baby dolls.
- ❖ **Reflexology.** Students are introduced to the manual technique for manipulation of the reflex points on hands and feet, based on the theory that specific points affect other body organs and areas. The class includes demonstrations and practice.
- ❖ **Thai Massage.** This is an introduction to the realm of Thai massage, which is an interactive manipulation of the body using passive stretching and gentle pressure along energy lines combined with yoga postures. The class includes demonstrations and practice.

MT109-Professional Business Practices/Internship:

Proper professional skills are of the essence for massage therapists- HIV/AIDS, Florida Laws and Rules. This course covers industry awareness and job search basics; practical ideas for promotion and marketing are examined and reviewed with students.

- ❖ **Advanced S.O.A.P. Notes.** Students learn S.O.A.P. note charting with appropriate medical terminology.
- ❖ **Industry Awareness and Job Search Basics.** Students are presented with necessary skills to successfully find employment in their field of choice after graduation. Topics include: HIV/AIDS, Florida Laws and Rules, scanning and understanding job offers, resume writing, presentation and grooming, interview skills, and salary negotiations.
- ❖ **Business Practices.** Topics include: business plan basics, business entities, budgeting and financing, business registration, tax information, business accounts; SBA resources, choosing a liability insurance, establishment license, and basic accounting skills.
- ❖ **Private Practice Building and Marketing.** Attention is directed towards the importance of efficient marketing techniques in order to acquire and keep a solid client base. Students will learn how to write a marketing plan, target specific markets, build a website, select efficient advertising, get publicity for their business, network, and acquire solid marketing tools (business cards, gift certificates, brochures, flyers, and postcards).

Full Specialty Program Outline CIP CODE: 12.0499

Expected Length of Program by Schedule- Day: 6 Months Evening: 8 Months

Program Description: The full specialty program combines care of the skin and care and beautification of the nails of the hand and feet. This program is designed for the student who wishes to become dually licensed in skin care and nail technology. The program includes 292.50 clock hours of classroom training (Academic Instruction), and 307.50 lab hours (Practical Application) under the supervision of a Facial Specialist, Nail Technologist and/or Full Specialist licensed in Florida.

Objective: The Full Specialty Program prepares the student to meet the educational requirements of the Department of Business and Professional Regulations and Florida Administrative Code. Upon successful completion, a diploma will be awarded, and the student is eligible for registration as a full specialist with the State Board of Cosmetology (DPBR). The Full Specialty program is designed to qualify graduates for entry-level positions as facial specialist, estheticians, nail specialists, nail technicians, make-up artists, skin care consultants or related career fields; like salon assistants.

PROGRAM BREAKDOWN BY COURSE

Course Number	Course Title: Full Specialty	Theory Hours	Lab Hours	Total Services (If Applicable)
ACADEMIC INSTRUCTION				
HA101	HIV and AIDS Education	8		
NT101	Florida Laws and Rules for Nail Technology	5		
NT102	Nail Salon Ecology	4		
NT103	Career Essentials	2		
NT104	Nail Theory, Practice and related subjects	85		
NT105	Manicures		20	20
NT106	Pedicures		10	10
NT107	Tips with Overlay		37.5	15
NT108	Sculpting Using a Form		37.5	15
NT109	Nail Wraps and/or Mending		15	10
NT110	Nail Fill-ins		10	10
NT111	Artificial Nail Removal		5	5
NT112	Polishing and Nail Art		5	10
SC101	Florida Laws and Rules for Esthetics	5		
SC102	Salon Center Ecology	10		
SC103	Career Essentials	2		
SC104	Principles of Electricity	8		
SC105	Treatments and Services	66		
SC106	Chemistry for Estheticians	8		
SC107	Hair Removal	2.5		
SC108	Makeup	2		
SC109	Skin Physiology	85		
SC110	Facials		40	40
SC111	Electrical Devices		1.25	5
SC112	Hair Removal		5	20
SC113	Make-up Application		5	10
SC114	Lash and Brow Tints		5	10
SC115	Eyelash Application		10	10
SC116	Extractions		1.25	5
FS101	Advanced Techniques		100	
Subtotal:		292.5	307.5	195

Total Clock Hours: 600

Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

Full Specialty Program Description

HA101-HIV/AIDS Education:

This course covers the study of blood borne pathogens and all types of Hepatitis as well as training in following universal precautions in Skin Care Procedures. Precautions that include, but are not limited to, wearing gloves when in contact with body fluids, mucous, non-intact skin, handling soiled items; isolation procedures for equipment, linens, and towels, etc, will be discussed.

NT101-Florida Laws and Rules for Nail Technology:

Students are taught the requirements of the State of Florida, as prescribed by the Department of Business and Professional Regulation. The rules and regulations are presented in lecture and open class discussion, so each student becomes familiar with the laws and rules governing the field of Nail Technology.

NT102-Nail Salon Ecology:

Students are taught the regulations regarding sanitation, disinfecting and sterilization as well as how to perform these mandatory processes.

NT103-Career Essentials:

Students are prepared for the professional environment they will encounter in the workplace. The importance of a consistently polished appearance, pleasant manners and good communication skills are emphasized as mandatory to their success throughout the training program. This course covers ethics for working in the field for nail technology.

NT104-Nail Theory, Practice & Related Subjects:

During this course all areas of nail technology are addressed including manicuring, pedicuring, extensions with wraps, gels, acrylics as well as the physical and anatomic structure of the nail, shaping and how to identify nail growth, and diseases and disorders.

NT105-Manicures:

Students practice manicure services on customers in a salon environment. They apply knowledge and skills learned in their related theory lab classes to hands-on work experience. The manicure course covers basic manicure techniques of nail cutting and filing. Additional topics covered are spa manicures, paraffin baths, hand massage, and hot oil manicures. This course is taught by hands-on learning and practice.

NT106-Pedicures:

Students practice pedicure services on customers in a salon environment. They apply knowledge and skills learned in their related theory lab classes to hands-on work experience. Similar to the manicure course, the pedicure course covers topics in basic pedicure techniques. Specific areas of study include foot massage, spa pedicures, feet wraps and paraffin baths. This course is taught by hands-on learning and practice.

NT107-Tips with Overlay:

Classes in this category teach students to work with artificial nails, specifically acrylic nails. Students learn how to apply acrylic nails on top a nail tip. This course is taught by hands-on learning and practice.

NT108-Sculpting Using a Form:

Students will learn to the application of acrylic products using a form featuring pink and white technique. This course taught is by hands-on learning and practice.

NT109-Nail Wraps and/or Mending:

Students will learn how to apply silk wraps and to fix natural nail cracks with artificial components. This course is taught by hands-on learning and practice.

NT110-Nail Fill-ins:

As a part of this course students learn how to fill in the area between the real and artificial nail so that it appears blended. This course is taught by hands-on learning and practice.

NT111-Artificial Nail Removal:

This course covers topics in how to properly remove artificial nails. This course is taught by hands-on learning and practice.

NT112-Polishing and Nail Art:

Students will learn the process of using polish, paint and other decorative elements on the nails. This course is taught by hands-on learning and practice.

SC101-Florida Laws and Rules for Esthetics:

Students are taught the requirements of the State of Florida, as prescribed by the Department of Business and Professional Regulation. The rules and regulations are presented in lecture and open class discussion, so each student becomes familiar with the laws and rules governing the field of Skin Care.

SC102-Salon Center Ecology:

Students are taught the regulations regarding sanitation, disinfecting and sterilization as well as how to perform these mandatory processes.

SC103-Career Essentials:

Students are prepared for the professional environment they will encounter in the workplace. The importance of a consistently polished appearance, pleasant manners and good communication skills are emphasized as mandatory to their success throughout the training program and in specific sessions with our Placement Director.

SC104-Principles of Electricity:

This unit will give the student technical knowledge to grasp the fundamental properties and behavior of electricity and its role in Skin Care.

SC105-Treatments and Services:

Students are taught both the techniques and theories of various Facial Treatments which are the core procedures a Skin Care/Facial Specialist executes. Students are taught a variety of manual hand techniques used in facial massage and toning of the face and neck. Students are taught both the theory and techniques of peels. Both the theory and application of various types of masks is taught.

SC106-Chemistry for Estheticians:

Students will be introduced to the basics of chemistry and given a clear understanding of the effects of the major ingredients of skin care products on the skin. This training will enable the practitioner to determine the appropriateness of any product, for a specific application, based on the ingredient list stated on the product container.

SC107-Hair Removal:

Students are taught the methods available for superfluous hair removal as well as the actual techniques used. The benefits, as well as the risks, of these procedures are explained.

SC108-Makeup:

Students will be instructed in the following areas in the makeup portion of the program: Color Theory & Analysis, Facial Features & Shapes, Client Consultation, Tools & Product Instruction, Corrective & Camouflage, Contouring and Highlighting, Lip Color, Shapes and Correction.

SC109-Skin Physiology:

Students are instructed in the most common disorders of the skin which may be caused by a variety of factors ranging from improper nutrition, lack of hydration, etc. to sun damage, damage inflicted by smoking, etc., along with numerous therapies to mitigate, if not eliminate, these disorders. Students will be given basic understanding of the anatomy and physiology of the face, head and neck, as well as how the skin covering these sensitive areas grows and repairs itself.

SC110-Facials:

This course includes practical training and performance of facials, including skin analysis, client consultation and customizing treatments.

SC111-Electrical Devices:

The proper use of high frequency and galvanic machines are the focus of this course. This course is hands on learning and practice.

SC112-Hair Removal:

This course focuses on waxing techniques for the face and body using soft and hard wax as well as tweezing and shaping of brows. This course is hands on learning and practice.

SC113-Make-up Application:

Students will be instructed in color theory & analysis, facial features and shapes, camouflage and corrective makeup, client consultation and tools and product instruction.

SC114-Lash & Brow Tints:

This course teaches students to tint eyebrows and eyelashes using safe professional products. This course is hands on learning and practice.

SC115-Eyelash Application:

Students learn to apply individual lashes and lash bands. This course is hands on learning and practice.

SC116-Extractions:

Students are taught how to safely extract comedones. This course is hands on learning and practice.

FS101-Advanced Techniques:

Students are taught advanced techniques pertaining to skin care and nails. Topics may include microdermabrasion, peels, speed waxing, eyebrow threading, competition nail art, trends in nail care, specialty treatments, medical skin and foot care, etc.

HOLIDAYS

The school observes the following Holidays and will be closed on those dates:

- ❖ New Year’s Day
- ❖ Martin Luther King, Jr. Day
- ❖ President’s Day
- ❖ Memorial Day
- ❖ Independence Day (July 4th)
- ❖ Labor Day
- ❖ Thanksgiving and Friday after Thanksgiving
- ❖ Christmas Eve
- ❖ Christmas Day
- ❖ New Year’s Eve

The school President may declare additional Holidays, which will be announced at the appropriate time with proper notice.

HOURS OF OPERATION

Office Hours:

- ❖ Monday through Friday from 9:00A.M. - 6:30P.M.

Academic Schedule:

- ❖ Day - Mon-Fri. 9:00 A.M.-3:20 P.M. and 9:00 A.M.-4:20 P.M.
- ❖ Evening- Mon-Thurs. 5:45 P.M. – 10:15 P.M. and Saturday 10:00 A.M. – 4:20 P.M. for Practical/Clinical Hours only

ACADEMIC CALENDAR

The school operates on a continuous basis, 12 months per year. New classes begin weekly.

2019														2020																	
January							February							January							February										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
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July							August							July							August										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
	1	2	3	4	5	6						1	2	3						1	2	3	4						1		
7	8	9	10	11	12	13	4	5	6	7	8	9	10	5	6	7	8	9	10	11	2	3	4	5	6	7	8				
14	15	16	17	18	19	20	11	12	13	14	15	16	17	12	13	14	15	16	17	18	9	10	11	12	13	14	15				
21	22	23	24	25	26	27	18	19	20	21	22	23	24	19	20	21	22	23	24	25	16	17	18	19	20	21	22				
28	29	30	31				25	26	27	28	29	30	31	26	27	28	29	30	31	23	24	25	26	27	28	29					
																				30	31										
September							October							September							October										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
	1	2	3	4	5	6	7			1	2	3	4	5			1	2	3	4	5						1	2	3		
8	9	10	11	12	13	14	6	7	8	9	10	11	12	6	7	8	9	10	11	12	4	5	6	7	8	9	10				
15	16	17	18	19	20	21	13	14	15	16	17	18	19	13	14	15	16	17	18	19	11	12	13	14	15	16	17				
22	23	24	25	26	27	28	20	21	22	23	24	25	26	20	21	22	23	24	25	26	18	19	20	21	22	23	24				
29	30						27	28	29	30	31			27	28	29	30			25	26	27	28	29	30	31					
November							December							November							December										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
					1	2						1	2	3	4	5	6	7						1	2	3	4	5			
3	4	5	6	7	8	9	8	9	10	11	12	13	14	8	9	10	11	12	13	14	6	7	8	9	10	11	12				
10	11	12	13	14	15	16	15	16	17	18	19	20	21	15	16	17	18	19	20	21	13	14	15	16	17	18	19				
17	18	19	20	21	22	23	22	23	24	25	26	27	28	22	23	24	25	26	27	28	20	21	22	23	24	25	26				
24	25	26	27	28	29	30	29	30	31					29	30					27	28	29	30	31							

ACADEMIC CALENDAR

The school operates on a continuous basis, 12 months per year. New classes begin bi-weekly.

COSMETOLOGY - DAY 2

M-Fri 9:00AM-3:20PM	
Class Start	Contracted Grad Date
11/4/2019	9/25/2020
11/11/2019	10/2/2020
11/18/2019	10/9/2020
11/25/2019	10/16/2020
12/2/2019	10/23/2020
12/9/2019	10/30/2020
12/16/2019	11/6/2020
12/23/2019	11/13/2020
12/30/2019	11/20/2020
1/6/2020	11/27/2020
1/13/2020	12/4/2020
1/20/2020	12/11/2020
1/27/2020	12/18/2020
2/3/2020	12/25/2020
2/10/2020	1/1/2021
2/17/2020	1/8/2021
2/24/2020	1/15/2021
3/2/2020	1/22/2021
3/9/2020	1/29/2021
3/16/2020	2/5/2021
3/23/2020	2/12/2021
3/30/2020	2/19/2021
4/6/2020	2/26/2021
4/13/2020	3/5/2021
4/20/2020	3/12/2021
4/27/2020	3/19/2021
5/4/2020	3/26/2021
5/11/2020	4/2/2021
5/18/2020	4/9/2021
5/25/2020	4/16/2021

COSMETOLOGY - DAY

M-Fri 9:00AM-4:20PM	
Class Start	Contracted Grad Date
11/4/2019	8/14/2020
11/11/2019	8/21/2020
11/18/2019	8/28/2020
11/25/2019	9/4/2020
12/2/2019	9/11/2020
12/9/2019	9/18/2020
12/16/2019	9/25/2020
12/23/2019	10/2/2020
12/30/2019	10/9/2020
1/6/2020	10/16/2020
1/13/2020	10/23/2020
1/20/2020	10/30/2020
1/27/2020	11/6/2020
2/3/2020	11/13/2020
2/10/2020	11/20/2020
2/17/2020	11/27/2020
2/24/2020	12/4/2020
3/2/2020	12/11/2020
3/9/2020	12/18/2020
3/16/2020	12/25/2020
3/23/2020	1/1/2021
3/30/2020	1/8/2021
4/6/2020	1/15/2021
4/13/2020	1/22/2021
4/20/2020	1/29/2021
4/27/2020	2/5/2021
5/4/2020	2/12/2021
5/11/2020	2/19/2021
5/18/2020	2/26/2021
5/25/2020	3/5/2021

COSMETOLOGY - EVE

M-Thur 5:45 PM-10:15 PM & Sat 10:00 AM-4:20 PM	
Class Start	Contracted Grad Date
11/4/2019	1/29/2021
11/11/2019	2/5/2021
11/18/2019	2/12/2021
11/25/2019	2/19/2021
12/2/2019	2/26/2021
12/9/2019	3/5/2021
12/16/2019	3/12/2021
12/23/2019	3/19/2021
12/30/2019	3/26/2021
1/6/2020	4/2/2021
1/13/2020	4/9/2021
1/20/2020	4/16/2021
1/27/2020	4/23/2021
2/3/2020	4/30/2021
2/10/2020	5/7/2021
2/17/2020	5/14/2021
2/24/2020	5/21/2021
3/2/2020	5/28/2021
3/9/2020	6/4/2021
3/16/2020	6/11/2021
3/23/2020	6/18/2021
3/30/2020	6/25/2021
4/6/2020	7/2/2021
4/13/2020	7/9/2021
4/20/2020	7/16/2021
4/27/2020	7/23/2021
5/4/2020	7/30/2021
5/11/2020	8/6/2021
5/18/2020	8/13/2021
5/25/2020	8/20/2021

ACADEMIC CALENDAR

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Full Specialty & Massage Therapy

DAY		EVE	
M-Fri 9:00AM-3:20PM		M-Thur 5:45 PM-10:15 PM & Sat 10:00 AM-4:20 PM	
Class Start	Contracted Grad Date	Class Start	Contracted Grad Date
11/4/2019	4/15/2020	11/4/2019	6/17/2020
11/11/2019	4/22/2020	11/11/2019	6/24/2020
11/18/2019	4/29/2020	11/18/2019	7/1/2020
11/25/2019	5/6/2020	11/25/2019	7/8/2020
12/2/2019	5/13/2020	12/2/2019	7/15/2020
12/9/2019	5/20/2020	12/9/2019	7/22/2020
12/16/2019	5/27/2020	12/16/2019	7/29/2020
12/23/2019	6/3/2020	12/23/2019	8/5/2020
12/30/2019	6/10/2020	12/30/2019	8/12/2020
1/6/2020	6/17/2020	1/6/2020	8/19/2020
1/13/2020	6/24/2020	1/13/2020	8/26/2020
1/20/2020	7/1/2020	1/20/2020	9/2/2020
1/27/2020	7/8/2020	1/27/2020	9/9/2020
2/3/2020	7/15/2020	2/3/2020	9/16/2020
2/10/2020	7/22/2020	2/10/2020	9/23/2020
2/17/2020	7/29/2020	2/17/2020	9/30/2020
2/24/2020	8/5/2020	2/24/2020	10/7/2020
3/2/2020	8/12/2020	3/2/2020	10/14/2020
3/9/2020	8/19/2020	3/9/2020	10/21/2020
3/16/2020	8/26/2020	3/16/2020	10/28/2020
3/23/2020	9/2/2020	3/23/2020	11/4/2020
3/30/2020	9/9/2020	3/30/2020	11/11/2020
4/6/2020	9/16/2020	4/6/2020	11/18/2020
4/13/2020	9/23/2020	4/13/2020	11/25/2020
4/20/2020	9/30/2020	4/20/2020	12/2/2020
4/27/2020	10/7/2020	4/27/2020	12/9/2020
5/4/2020	10/14/2020	5/4/2020	12/16/2020
5/11/2020	10/21/2020	5/11/2020	12/23/2020
5/18/2020	10/28/2020	5/18/2020	12/30/2020
5/25/2020	11/4/2020	5/25/2020	1/6/2021

ACADEMIC CALENDAR

The school operates on a continuous basis, 12 months per year. New classes begin bi-weekly.

Medical Assistant

DAY

M-Fri 9:00AM-3:20PM	
Class Start	Contracted Grad Date
11/4/2019	7/6/2020
11/11/2019	7/13/2020
11/18/2019	7/20/2020
11/25/2019	7/27/2020
12/2/2019	8/3/2020
12/9/2019	8/10/2020
12/16/2019	8/17/2020
12/23/2019	8/24/2020
12/30/2019	8/31/2020
1/6/2020	9/7/2020
1/13/2020	9/14/2020
1/20/2020	9/21/2020
1/27/2020	9/28/2020
2/3/2020	10/5/2020
2/10/2020	10/12/2020
2/17/2020	10/19/2020
2/24/2020	10/26/2020
3/2/2020	11/2/2020
3/9/2020	11/9/2020
3/16/2020	11/16/2020
3/23/2020	11/23/2020
3/30/2020	11/30/2020
4/6/2020	12/7/2020
4/13/2020	12/14/2020
4/20/2020	12/21/2020
4/27/2020	12/28/2020
5/4/2020	1/4/2021
5/11/2020	1/11/2021
5/18/2020	1/18/2021
5/25/2020	1/25/2021

EVE

M-Thur 5:45 PM-10:15 PM & Sat 10:00 AM-4:20 PM	
Class Start	Contracted Grad Date
11/4/2019	10/8/2020
11/11/2019	10/15/2020
11/18/2019	10/22/2020
11/25/2019	10/29/2020
12/2/2019	11/5/2020
12/9/2019	11/12/2020
12/16/2019	11/19/2020
12/23/2019	11/26/2020
12/30/2019	12/3/2020
1/6/2020	12/10/2020
1/13/2020	12/17/2020
1/20/2020	12/24/2020
1/27/2020	12/31/2020
2/3/2020	1/7/2021
2/10/2020	1/14/2021
2/17/2020	1/21/2021
2/24/2020	1/28/2021
3/2/2020	2/4/2021
3/9/2020	2/11/2021
3/16/2020	2/18/2021
3/23/2020	2/25/2021
3/30/2020	3/4/2021
4/6/2020	3/11/2021
4/13/2020	3/18/2021
4/20/2020	3/25/2021
4/27/2020	4/1/2021
5/4/2020	4/8/2021
5/11/2020	4/15/2021
5/18/2020	4/22/2021
5/25/2020	4/29/2021



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