

HAÚT
INSTITUTE OF ESTHETICS

2025
COURSE CATALOG

Table of Contents

Addresses of Agencies	8
Administrative Staff & Faculty	9
Admission Requirements	4
Attendance Policies	6
Campus Crime Statistics	8
Compensation and Physical Requirements	14
Costs of each Program: Tuition, Fees & Other Costs	3
Course Cancellation and School Closures	7
Employment Assistance Policy	7
Enrollment Agreement	10
Facilities & Equipment	3
Financial Aid & Scholarships	4-5
Grading System	15
Graduation & Licensing Requirements	6-7
Graduation, Placement and Pass/Fail Rates	14
History	3
Leave of Absence Policy	6
Makeup Work	6
Mission of Institution	3
Refund Policy	13
Right to Privacy & Release of Information	8
Satisfactory Progress Policy	15
School Calendar	5
Student Advising Services	8
Tardies	6
Termination Policy	7
Addendum 1 – What to bring when you enroll	
Addendum 2 – On you first day (Orientation)	
Addendum 3 – Course, Hour Requirements, Length of Courses, Program Outlines	

Haut Institute of Esthetics Belton Campus

Mission of Institution

At Haut of Institute of Esthetics, our mission is to empower future estheticians with the highest standard of education, hands-training, and industry knowledge. We are committed to providing a comprehensive and innovative curriculum that blends traditional esthetics with cutting-edge advancements in skincare, beauty, and cosmetic laser.

We accomplish this by offering a structure 3-Phase program that ensures students receive theory-based knowledge, real-world experience, and board exam preparation:

Phase 1 - Focuses on Theory and Technical Skills, building a strong foundation in esthetics.

Phase 2 - Provides hands-on training through live model practice and student spa services open to the public.

Phase 3 - Prepares students for success with theory review, study groups for the written exam, and hands-on practical testing for board licensing.

At Haut Institute of Esthetics, we believe that knowledge is power and that true mastery comes from practice and real-world experience. By combining expert instruction, live model training, and exam preparation, we equip students with the skills and confidence to excel in their careers and transform their passion for skincare into a thriving profession.

Each course uses Milady course materials, “the Premier Source for Education Resources in Cosmetology, Esthetics, Barbering, Nail Technology, Makeup, Massage Therapy, Salon & Spa Management and Business Training,” supply kit, which must be purchased from Haut Institute of Esthetics.

Before becoming a licensed esthetician/laser or lash technician, it is mandatory that students pass a written exam (\$55), practical exam (\$76) and pay a license fee of \$50, which must be renewed every two years. Continuing education is required.

Haut Institute of Esthetics accepts payments by cash, check, money order or credit card (credit card will be applied). Extra instructional charges may be charged by Haut Institute of Esthetics for training extending past the contracted completion date. The fee is \$8.50/hour for the Esthetician/Lash Course, and \$8.00/hour for the Esthetician/Laser Course.

Crime Statistics

Crime On Campus

- Criminal Homicide
- Sex Offenses - Forcible
- Sex Offenses – NonForcible
- Robbery

Non-Campus

0
0
0
0

Public Property

0
0
0
0

Crime On Campus

- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Arrests for Liquor, Drug
and Weapons Possession
- Disciplinary Action for Liquor, Drug
and Weapons Violations
- Hate Crimes

Non-Campus

0
0
0
0
0
0
0

Public Property

0
0
0
0
0
0
0

Admission Requirements

Haut Institute of Esthetics requires its students to meet the following criteria:

- **Application:** Submit Haut Institute of Esthetics Application, which can be provided by the Administration or found on our website at www.hautinstitute.com.
- **Age Requirements:** Submit documentation (birth certificate, driver's license, state issued ID or passport) showing that you are at least 16 years of age or older. You must be 17 years of age to be eligible for a practitioner's license with the Texas Department of Licensing and Regulation ("TDLR").
- **Educational Requirements:** Submit documentation demonstrating completion of high school or its equivalent (high school diploma or transcript, GED, evidence of completion of homeschooling, or evidence of a passing score on a standardized exam exhibiting "the ability to benefit from the training."). A foreign diploma must be translated into English and confirmed that it is the academic equivalent to a U.S. high school diploma by an outside agency (e.g., <http://foreigncredentials.org/>, or www.applypay.com using code STUDENT102). Please note that students admitted under the "Ability to Benefit" standards are not eligible for Federal Student Aid.
- **Transfer Student Information:** Transfer students will receive credit for hours received at and released by other schools or states in accordance with Texas state law, and the program cost will be adjusted accordingly. Transfer students must submit transcripts and lab grades from their previous enrollment. TDLR will evaluate a student's previous training from another state and give the student credit for education that meets applicable criteria. Haut Institute of Esthetics will evaluate a student's previous training from another institution within the State of Texas against our course requirements, and may grant full or partial credit for such previous training, in the Administration's sole discretion. There is a possibility that no transfer credit may be granted in either case. Transfer students in the Cosmetology and Class A Barber courses with 900 or more previous hours must pass the State Board written exam prior to their enrollment at our institution, as well as a practical exam given by our institution.
- **Re-enrolling:** Haut Institute of Esthetics maintains written records of the previous education and training of each student enrolled at this institution for up to seven years. Students transferring between Haut Institute of Esthetics campuses or re-enrolling six months after their last date of attendance from their previous enrollment will complete a new enrollment agreement, which may reflect any applicable tuition increases or other program changes, and will remain in the same satisfactory academic progress status applicable at the time of their previous withdrawal. Students re-enrolling within six months of their last date of attendance from their prior enrollment will fall under their previous enrollment agreement.
- **Non-Discrimination:** Haut Institute of Esthetics does not discriminate on the basis of sex, age, disability, race, color, ethnic origin, religion, creed, national origin, marital status, sexual orientation, or membership in other protected groups, as defined by local, state or federal law.

Paying for Your Education

Payment Plans

Monthly payments for students making payments out of pocket are due every 30 days, commencing with the student's scheduled orientation date, and payment terms must be approved by a member of the Administrative Staff. See the page titled "What to Bring When You Enroll" attached to this Catalog as Addendum 1 for suggested monthly payments. There are no interest or finance charges assessed on the sum being financed, but a service charge may be assessed for late payments. The cost of credit is included in the price of the goods and services offered herein. We accept payments in the form of cash, check, money order or credit/debit card.

A \$25 service charge will be assessed for any late payments that are two weeks late.

School Calendar

New classes begin seven times a year. The registration process should be completed at least one week prior to starting. Day classes begin at 9:00am and end at 5:00pm Monday through Thursday. Night classes begin at 4:00pm and end at 9:00pm Monday through Thursday. The School is closed on weekends. Lunch breaks are thirty (30) minutes each day. Upon notification to your educator, students may take a 10 minute break in the morning and afternoon.

New classes in 2025 will begin April 7, May 5, June 2, June 30, July 28, August 25, September 22, October 20, November 17. An Enrollment Checklist and further orientation information is attached to this Catalog as Addendum 1 and 2.

2025 School holidays are Martin Luther King Day, March 10, 2025 – March 13, 2025 for Spring Break, Memorial Day and June 19, 2025, July 4, 2025, Labor Day, November 24-27, 2025, and December 22 – January 2, 2026.

Attendance Policies, Tardies, Makeup Work & Leave of Absence Policy

Haut Institute of Esthetics grants enrollment for its Esthetician, Esthetician/Laser, and Lash programs to full-time and part-time students. The School maintains exact attendance of all students through a computerized time clock system. Students are required to sign an attendance agreement stating the hours they intend to be present, and must adhere to such agreement at all times unless otherwise authorized by the Administration. Full-time enrollment for the Esthetician, Esthetician/Laser, and Lash Courses is considered 128 hours per month or 32 hours per week. Part-time enrollment for the Esthetician and Esthetician/Laser Courses is considered 80 hours per month or 20 hours per week. Unsatisfactory progress resulting from failure to meet attendance requirements may result in warning or probation status for that student. If the student still fails to meet satisfactory progress in attendance by the next

evaluation point, the student may be dismissed from the program. Please see the Haut Institute of Esthetics Satisfactory Progress Policy in this Catalog for further details.

You must notify the School Administration by emailing hautinstitute@gmail.com before your scheduled contract start time, if you are going to be absent or arrive later than your scheduled time. Tardiness is defined as arriving 5 or more minutes late. The school allows a maximum of five unexcused late arrivals per month. Tardiness will be subject to disciplinary action as it demonstrates a lack of consideration for your school, your clients and your colleagues.

A student may have an absence excuse if they email hautinstitute@gmail.com before their scheduled contract start time and submit an excuse in writing from a doctor or other professional. A student is unexcused when he or she does not call or calls after the appropriate time, and disciplinary action may result.

Students missing assignments or tests are allowed to make up their work within 30 days of their return to school without being penalized. Points will be deducted for any work turned in incomplete.

Leave of Absence (LOA) Policy

A student can be granted a leave of absence from the program due to mitigating circumstances such as illness, a family members' death, work, transportation issues, childcare issues, family vacations or important business elsewhere, so long as the School is notified in advance in writing with the reason, the approximate length of the LOA and the student's signature (unless unforeseen circumstances prevent advance notification, and in such case the reason must be documented by the School, the written request must be collected at a later date, and the beginning date is the first date the student was unable to attend), and there must be a reasonable expectation that the student will return from the LOA. A student's leave of absences cannot exceed 90 days for Full-Time Esthetician/Part-Time Esthetician, and cannot exceed 30 days for Lash Students, together with any additional LOAs previously granted, in any 12 month period. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. A student not returning from the LOA or taking an unapproved LOA will be withdrawn from the course, and the date of withdrawal determination for the purpose of calculating a refund shall be the last date of attendance.

If enrollment is temporarily interrupted for an LOA, the student will return to the School in the same progress status as prior to the leave of absence. Calendar days elapsed during an LOA will extend the student's contract period and maximum time frame by the same number of calendar days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation. Changes to the contract period for a leave of absence will be signed by all parties as an addendum to the enrollment agreement or initiated on the enrollment agreement. Additional institutional charges will not be assessed as a result of the LOA.

Graduation, Licensing & Placement

Graduation Requirements

Students will be eligible for the State Board examination upon:

- Completion of the required hours of training: 750 hours for Esthetics, 320 hours for Lash Extensions.
- The attainment of satisfactory progress in their theory and practical grades combined.
- Payment in full of all out-of-pocket tuition and fees owed to the School or upon satisfactory payment arrangements being made.

Upon completion of the training and upon meeting all graduation requirements, a student will be given a diploma, which indicates that the program of training has been satisfactorily completed as described above. His or her hours will then be submitted by the Administration to TDLR.

Licensing Requirements:

An applicant for a license under the Texas Department of Licensing and Regulation requirements is entitled to the license if the applicant:

- (1) Is at least 17 years old;
- (2) Has completed the required hours of instruction at a licensed school;
- (3) Passes the applicable written and practical examinations (please see: <https://candidate.psiexams.com/catalog/displayagencylicenses.jsp?catalogID=337> for the State Board testing requirements);
- (4) Pays the applicable fees;
- (5) Has not committed an act that constitutes a ground for denial of the license; and
- (6) Submits an application on a form prescribed by TDLR.

Notwithstanding any other law, TDLR may determine that a person is not eligible for a license based on his or her criminal history or other information that indicates that the person lacks the honesty, trustworthiness, and integrity to hold a license issued by TDLR. If you feel this may be an issue, you may ask a member of the Administration for a TDLR form that you can send to TDLR to find out in advance if you will qualify.

Employment Policy:

Although Haut Institute of Esthetics cannot guarantee employment after graduation, we offer guidance to all graduates seeking employment in occupations related to their course of training as well as being a reference on resumes. All students are provided with training to prepare professional resumes and to prepare for employment interviews. Job openings are posted regularly on the school's bulletin board, located outside the classroom. Graduates are encouraged to maintain contact with the School and follow-up with the School on current employment or employment needs.

Termination Policy

In the event of a termination for any reason, the school will calculate any refunds owed to the student or any balance owed the School in accordance with the Refund Policy listed on Page 13 of this Catalog.

Attendance:

A student with unexcused absences for thirty (30) consecutive business days will be dropped from the program in accordance with the Refund Policy.

Conduct:

Any action by a student that interferes with normal classroom activity or clinic operation will be cause for dismissal. The student dismissed shall be furnished a written statement that outlines reasons for such action. A student dismissed for misconduct will not be permitted to re-enroll. You will be issued a copy of the complete rules and regulations of the School during your first day of orientation. The Texas Department of Licensing and Regulation issues each enrolled student a copy of the complete TDLR rules and regulations by mail.

By Student:

If a student feels that he or she cannot continue his or her course of training for any reason, the student should discuss the matter with the Administration. Terminations by students must be done in writing. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

Course Cancellation and School Closures:

In the event that a course is no longer offered, or the School is permanently closed, students enrolled shall be entitled to a prorated refund according to the Refund Policy listed on Page 13 of this Catalog. Students shall be notified well in advance in order to make other arrangements

Right to Privacy & Release of Information

Student files are private and no information contained in such files will be released to any person that is not authorized by law to access these files. This authorization includes representatives from the U.S. Department of Education (including compliance auditors), the National Accrediting Commission of Career Arts & Sciences, the Texas Department of Licensing and Regulation, the Texas Workforce Commission and the Veterans Administration. Haut Institute of Esthetics guarantees the student the right to see his or her files in private in the presence of one or more administrators. The parent or guardian of a dependent minor shall also have the right to see the student's file in the presence of the student and one or more administrators. Haut Institute of Esthetics requires written consent each time from the student or guardian of a dependent minor before releasing any student information in response to a third party request, other than as outlined above.

HAUT INSTITUTE OF ESTHETICS

Staff & Faculty

Owner/Director:

Jennifer Wittkopp

Manager of Operations:

Fernanda Pescador

Esthetician Instructors:

Veronika Hitzfeld

Ana Hernandez

Lash Instructors:

Fabiola Ortega

Haut Institute of Esthetics Enrollment Agreement

This Enrollment Agreement (this "Agreement") is entered into by and between Haut Institute of Esthetics (the "School"), and _____ ("Student") on _____, 202____.
(name) (date)

NOW, THEREFORE, for and in consideration of the premises described below, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. **Programs; Required Hours/Weeks; Tuition & Fees.** Hours to Train: _____

Check Appropriate Box

- | | |
|--|--|
| <input type="checkbox"/> Course: Esthetics
TDLR Permit Fee: \$25
Tuition: \$
Total Cost: \$8,500 | Length of Program: 750 hrs/ weeks
Registration Fee: \$100
TDLR Permit: \$25 |
| <input type="checkbox"/> Course: Esthetics/Laser
TDLR Permit Fee: \$25
Tuition: \$
Total Cost: \$12,500 | Length of Program: 790 hrs/10 weeks
Registration Fee: \$100
TDLR Permit: \$25 |
| <input type="checkbox"/> Course: Lash
TDLR Permit Fee: \$25
Tuition: \$
Total Cost: \$3,500 | Length of Program: 320 hrs/10 weeks
Registration Fee: \$100
TDLR Permit: \$25 |

2. **Extra Institutional Charges.** Each course has been scheduled for completion within an allotted time frame. A grace period of approximately 10% has been added to the calculated completion date for each course. The School has reserved space, equipment, and the licensed instructors for each student and course. Additional training must be purchased if a student surpasses the allotted time frame. Additional training hours are \$22 per hour. Payment must be given prior to graduating.

3. **Testing and Licensing Fees.** Before becoming a licensed esthetician and/or lash technician, students must pass a written exam (\$55), practical exam (\$76) and pay a license fee of \$50, which must be renewed every two years. These fees are paid to PSI and TDLR. Continuing education is required.

4. **Tuition Payment Terms & Methods;** Truth in Lending Statement.

Tuition is charged by the School according to payment period and the concentration and difficulty of instruction. The payment periods and percentage of tuition charged by the School are outlined below for students attending the full course. Transfer students' payment periods shall be modified in accordance with this schedule and the number of hours such students must obtain to graduate.

SELF-PAY STUDENTS: Unless otherwise agreed in writing by the School, Student agrees to make payments to the School every 30 days, commencing with orientation day in accordance with the following payment schedule (PLEASE INITIAL WHERE APPLICABLE):

Monthly Payment Plan:

_____ **Esthetician (750 hours):** \$ _____ down payment, with _____ equal payments of \$ _____ each.

_____ **Esthetician and Laser (790 hours):** \$ _____ down payment, with _____ equal payments of \$ _____ each.

_____ **Lash (320 hours):** \$ _____ down payment, with _____ equal payments of \$ _____ each.

There is a \$25 late fee if tuition payments are two weeks late from the due date. The cost of credit is included in the price of the goods and services offered herein. Student understands that the School accepts payments in the form of cash, check, money order or credit card (processing fee will be applied).

5. **Contract Term; Start Date and Completion Date. (PLEASE COMPLETE)**

- a. Student's **starting date** is _____, 202____.
- b. Student's **calculated completion date** is _____, 202____.

6. **Class Schedule.** The hours of operation are Monday through Thursday. 9:00am to 5:00pm for Full-Time Esthetician, Esthetician/Laser, and Lash students. A minimum of 32 hours a week is required. 4:00pm to 9:00pm for Part-Time Esthetician. A minimum of 20 hours a week is required. Only 10% of the scheduled contract hours are allowed to be missed.

- Esthetician and Esthetician/Laser students are allowed to miss 75 hours of their scheduled contact hours.
- Lash students are allowed to miss 32 hours of their scheduled contract hours.

7. **Tardiness.** You must notify the School Administration by emailing hautinstitute@gmail.com before 9:00 am (Full-Time Esthetics, Esthetics/Laser, and Lash) or 4:00pm (Part-Time Esthetics) if you are going to be absent or arrive later than your scheduled time. Any student arriving past their contract schedule, understands that it is their responsibility to catch up on anything missed.

8. Equipment. The School agrees to provide and furnish all necessary specialized equipment and instruments that are necessary for the Student's course of training. Books and the supplies contained in the kit must be paid for by the Student no later than the first day of training. Any lost/broken equipment, tools, supplies, name tags or books must be replaced at the expense of the Student.

9. Graduation Requirements. Student will be eligible for the State Board examination upon (a) completion of the required hours of training – 750 hours for Esthetician, or 320 hours for Lash (b) the attainment of satisfactory progress in his or her theory and practical grades combined and (c) the payment in full of all out-of-pocket tuition and fees owed to the School or upon satisfactory pay

10. Phone Calls: Haút Institute of Esthetics employs a No Cell Phone Policy for students. Student cell phone use will not be permitted in the lab or classroom during the school day unless it has been authorized by an instructor for any class research, projects or social media content. Students and clients must agree and sign release forms to be recorded, have their picture taken and shared on all social media platforms. Recognizing that some families may need to get in contact with their student in case of an emergency which will be authorized to use their cell phones in the break room. If any student uses a cell phone while on campus, the cell phone will be confiscated and will be able to pick it up and sign for it with the instructor at the end of the day. Cell phones can only be released by an administrator and after the cell phone policy infraction form has been signed by the student.

11. Smoking: The Gunter Building is a smoke free facility. You must be 500 feet away from campus when smoking. Smokers, please be considerate of others, and dispose of cigarette butts in designated containers.

12. Cheating

Cheating is absolutely unacceptable and will result in termination from the program.

13. Alcohol and drugs: Possession and/or use of alcohol or drugs (unless prescribed by a physician) on school property is illegal and strictly prohibited by school policy. The use of alcohol or non-prescribed drugs in any form on school premises, or at any school-related activity, will result in immediate expulsion. Students who need professional help for substance abuse may find referrals for counseling in the school director's office.

14. Personal belongings and Student Kits: You are required to work as neatly as possible. After each work assignment, you are expected to clean the area. When not in use, Student Kits should be closed and put away. Your personal belongings should be taken home with you at the end of the school day. The school is not responsible for missing items or belongings. Please do not leave personal belongings unattended.

15. Duties: A duty roster will be posted monthly for all classroom and clinic duties. This will be done on a rotating basis to be fair for all students. Your duties are an assignment and part of your training and preparation for entering the workplace. Instructors will check all duties at the end of each day.

16. Student Beauty Services: Students may only work on fellow-students with the express permission of an instructor. The first priority for students is to complete their assignments and to stay on task with their primary responsibilities. If students are fully caught up with their work, instructors may authorize extra-curricular beauty services. Please note, however, that if you, as a student, are participating in an extra-curricular service when a client arrives, and no other student is available to service the client, you are required to put your activities on hold and serve the client promptly. In all circumstances, attention to clients comes first. Any student who refuses or fails to provide service to a client will be subject to strong disciplinary action.

Please note: Students must never leave a client unattended under any circumstances. Doing so is highly unprofessional and poses safety and liability risks.

17. Weapons in School: Weapons of any kind are strictly forbidden on school property. Any student possessing a weapon on school property will have the weapon confiscated and turned over to the local police, and will be immediately sent home. In addition, the student will be permanently expelled from the school.

18. Harassment and Filing Complaints: The school does not tolerate the harassment of students or staff in any manner. Persons who engage in such behavior are subject to discipline up to and including termination of his/her employment or education. Anyone who feels that he or she has been subjected to harassment should immediately bring it to the attention of an instructor or the school staff. It is the responsibility of any staff member who receives a complaint of sexual harassment to immediately report the complaint to the school owner/director. A Review Board will meet within three business days to consider the complaint. The complainant, staff members, and any other people involved in the complaint process are requested not to discuss the complaint or any underlying facts with other persons while the issue is under advisement. Harassment may include verbal, visual and or physical actions such as jokes, sexual innuendo, suggestive comments, verbal abuse, degrading or insulting comments, inappropriate email, text or telephone messages, the display of inappropriate objects or pictures, inappropriate gestures, physical blocking, subtle pressure, touching or any other unwelcome and unsolicited conduct based upon a characteristic protected by law. Unlawful harassment may include conduct that is related to a legally protected characteristic that: All employees, supervisors, managers, and students, including guests and vendors, are required to act in a manner that does not promote unlawful harassment.

19. Employment Assistance. The School offers no guarantee of placement after graduation but will assist Student preparing resumes and practicing for employment interviews when requested by Student.

20. Rules and Regulations. Student agrees to maintain regular attendance during the period of training in accordance with Student's Attendance Agreement and abide by all rules and regulations, as amended from time to time. Student will be given reasonable extensions of time to report to the School in the case of illness or any unforeseen delay.

21. Termination Policy. The School may expel Student if Student fails to return from leave of absence or if Student is absent from the School campus for thirty (30) consecutive days and not on a leave of absence approved by the School Administration. Student will be terminated in accordance with the Refund Policy attached as Exhibit 1. Any action by Student that interferes with normal classroom activity or clinic operation will also be cause for expulsion. Any student expelled shall furnished a written statement that outlines the reasons for such action. Any student expelled for misconduct will not be permitted to re-enroll. Student agrees that if for any reason he or she cannot continue his or her course of training, Student will discuss the matter with the School Administration. At that time, the School agrees to release Student's hours, provided Student has complied with the School's refund policy as stated in the Terms and Conditions attached to this Agreement. In no event shall Student be held liable for any amounts in excess of the tuition payments due representing Student's period of enrollment as determined in accordance with the attached Terms and Conditions.

22. Terms and Conditions. The Terms and Conditions attached hereto as Exhibit 1 are made a part of this Agreement.

23. Law Governing. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas.

24. Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, legal representatives, successors and assigns.

25. Severability. This Agreement is intended to be performed in accordance with, and only to the extent permitted by, all applicable laws, ordinances, rules and regulations. If any provision of this Agreement or the application thereof to any person or circumstance shall, for any reason and to any extent, be invalid or unenforceable, but the extent of such invalidity or unenforceability does not destroy the basis of the bargain among the parties hereto as expressed herein, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby, but rather shall be enforced to the greatest extent permitted by law.

BY MY SIGNATURE BELOW, I HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED, READ AND UNDERSTOOD THIS AGREEMENT AND FURTHER ACKNOWLEDGE THAT I HAVE INITIALED (APPROVED) ANY CHANGES TO THIS AGREEMENT AGREED TO BY THE SCHOOL.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____
(If student is a dependent minor)

Not binding until accepted by an authorized representative of Haut Institute of Esthetics as follows:

_____ **Date:** _____
Authorized Representative

Anti-Bully

There are strict district guidelines regarding harassment and bullying. Do not assume that students are “OKAY” with inappropriate comments. “Teasing” and “hazing” practices will not be tolerated by any instructor or staff member or administrator immediately. No harassment of any type will be tolerated.

Bullying is defined as intentionally aggressive behavior that can take many forms (verbal, physical, social/relational/emotional, or cyber bullying- or any combination of these); it involves an imbalance of power , and is often repeated over a period of time. Bullying can consist of one person bullying another, a group of people ganging up against one lone person, or one group of people targeting another.

Common behaviors attributed to bullying include put-downs, name calling, rumors, gossip, verbal threats, menacing, harassment, intimidation, social isolation or exclusion, and physical assaults.

We believe that no student deserves to be bullied and that every student regardless of race, color, religion, nationality, size, gender, popularity, intelligence, athletic, academic, or social ability, has the right to feel safe, secure, and respected.

I agree too:

- Treat others with respect and kindness.
- Not engage in verbal, relational, or physical bullying or cyber- bullying.
- Be aware of the school’s anti-bullying policies and procedures.
- Support students who have been victimized by bullies.
- Speak out against verbal, relational, and physical bullying and cyber-bullying
- Notify an instructor or school administrator when bullying does occur.
- Be a good role model for other students.

PLEDGE OF CHAMPIONS

Everyone has the right to learn and feel safe.

Today, tomorrow and always I will treat others with kindness and respect.

Haut Institute of Esthetics is a NO place for hate school.

Student Signature

_____/_____/_____

Date

FERPA

HAUT INSTITUTE of ESTHETICS PROMOTES interactive problem solving and open communication between students and their families. However, the Institute is required to share student information in accordance with federal and state regulations. The dominant regulation affecting student information is the Family Education Rights and Privacy Act (FERPA). FERPA requires Haut faculty, staff and representatives to discuss only the content of a student's education record with their parents and guardians if specific regulations are met.

Below is a list of frequently asked questions to help you understand these regulations.

Q: What is FERPA?

A: The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to access their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student.

Q: What can I do if I want faculty and staff to be able to talk to my parents about my education record?

A: Simply complete the enclosed "Consent to Release of Education Records" form and return it to the Enrollment Service Center.

Q: Once I submit the waiver form, how long is it in effect?

A: Consent will remain in effect until a student submits a subsequent written request to the Enrollment Service Center, revoking their consent to release information.

Q: Do parents or guardians of college students have the right to see their children's education records? Does it make a difference if they are paying the tuition?

A: The rights under FERPA transfer from parent to student once the student turns 18 or enters a postsecondary institution. The rights are not waived based upon who is paying for the student's education. An institution may disclose information from a student's education record to the parents of the student without the student's consent if the student is a dependent for federal income tax purposes. Neither the age of the student nor the parent's status as a custodial parent is relevant. If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access under this provision. While Haut Institute will accept documentation of dependent status, we encourage submission of the waiver as a preferred approach to the release of education records since it does not have to be submitted annually.

Q: What constitutes an education record?

A: An education record is any record maintained by the institution that contains information directly related to a student. This includes, but is not limited to, grade information, disciplinary documentation, and billing and financial aid data.

Q: What is not an education record?

A: Records not considered part of an education record include, but are not limited to, records of the law enforcement unit of an educational institution, records made or maintained by a physician or other recognized professional acting in his or her professional capacity, and records that only contain information about an individual after he or she is no longer a student at the institution.

Q: Under what circumstances may an institution disclose information from education records without consent? A: There are several exceptions to FERPA's general prior consent rule that are set forth in the statute and the regulations. One exception is that institutions may disclose "directory information" at their discretion.

Q: What is "directory information"?

A: Haut Institute defines directory information as the following: name, sex, date and place of birth, marital status, home and school address, email address, phone number, major field of study, extracurricular activities, dates of

attendance, degrees, honors or awards, photograph or video image, the most recent education institution attended, and parents' names, addresses and phone numbers. Q: What should I do if I want my "directory information" handled as confidential information?

A: Students may choose at any time to have their directory information marked confidential. To do so, students must submit a written notification to the Enrollment Service Center. Please consider carefully the consequences of a decision to withhold directory information. The Institute will honor your request to withhold directory information from noninstitutional persons or organizations. Regardless of the effect upon you, Haut Institute assumes no liability as a result of honoring your instructions to withhold this information.

Q: May an institution disclose to a parent, without the student's consent, information regarding a student's violation of the rules regarding use or possession of alcohol or a controlled substance?

A: Yes, if the student is under the age of 21 at the time of the disclosure. FERPA was amended in 1998 to allow such disclosures. Also, if the student is a "dependent student" as defined in FERPA, the institution may disclose such information, regardless of the age of the student.

I, _____, consent ____ do not consent ____ to the release of my education records to my parent(s) or guardian(s) or spouse listed below for the purpose of keeping them informed about my education at Haut Institute.

I understand that education records include, but are not limited to, information about my academic standing, disciplinary issues and financial obligations to the Institute.

I acknowledge that I may submit a subsequent notification in writing directing the Institute to no longer release information to any or all of the individuals listed below.

Haut Institute is authorized to release information to the following individuals (please print clearly):

Name: _____
Relationship to Student _____

Name: _____
Relationship to Student _____

Name: _____
Relationship to Student _____

Name: _____
Relationship to Student _____

Student's Name

Date

AGREEMENT TO RETURN AND CARE FOR SCHOOL EQUIPMENT

I acknowledge that while I am attending Haut Institute, I will take proper care of all company equipment that I am entrusted with. I further understand that upon completion of the program, I will return all Haut Institute property and that the property will be returned in proper working order. I understand I may be held financially responsible for lost or damaged property. This agreement includes, but is not limited to, facial machines, facial tools, esthetic tables and other equipment. I understand that failure to return equipment will be considered theft and may lead to criminal prosecution Haut Institute.

Student Name

Student Signature

204 N. Penelope Street Suite F1
Belton, TX 76513
P: (254) 581-5995
Email: hautinstitute@gmail.com

TERMS & CONDITIONS - REFUND POLICY

Exhibit 1 to Enrollment Agreement

1. These Terms and Conditions are attached to and made a part of the Enrollment Agreement (the "Agreement"). Student and the School have herein set out a complete description of services the School is to furnish and for which Student is to pay. Such descriptions as to classes and hours, conduct and schedule may be augmented by bulletins and other notices to Student by the School.

2. Student agrees to attend classes regularly on schedules as may appear on such bulletins and notices, to prepare all lessons and perform all duties incident there to and to abide by all rules of the School as may now exist or as may be changed or come into existence from time to time.

3. Student may be expelled or suspended for violation of any of these or the rules listed separately. No termination fee will be charged.

4. Any dependent minor will require a guarantor who will be liable to the School for the fees agreed to in this Agreement if Student should default in any payments thereof. This provision may be waived by written agreement between Student, such guarantor and the School.

5. This Refund Policy pertains to all students enrolled; some students may be eligible for pro-rata refunds; however, the policy that most benefits the Student is used. Please see Administration for further clarification, if needed.

(A) Haut Institute of Esthetics maintains a cancellation and settlement policy that provides a full refund of all money paid by Student if:

(1) Student cancels the enrollment agreement no later than midnight of the third business day after the date on which the agreement is signed by the prospective student, and demands his or her money back in writing, regardless of whether Student has started training. Notice of cancellation and the demand for refund must be in writing, and the cancellation date will be determined by the postmark of written notification or the date it is delivered in person to the School; or

(2) Student entered into the enrollment agreement because of a misrepresentation made in the advertising or promotional materials of the school or by an owner or representative of the School.

(B) Haut Institute of Esthetics maintains a refund policy for the refund of the unused part of tuition, fees, and other charges assessed Student if Student fails to enter the course of training, withdraws from the course of training or is terminated from the course of training after the

expiration of the cancellation period established under Subsection (A) of this section. The policy provides that:

(1) A refund is based on the period of Student's enrollment computed on the basis of course time expressed in scheduled hours.

(2) All books, equipment, and prepayment items are the property of Student if they have been paid for by Student.

(3) If tuition has been collected before the course of training begins and Student cancels the enrollment agreement after three business days of signing such agreement but prior to entering classes, Student is entitled to a refund of all tuition paid to the School less the registration fee in the amount of \$100, and the cost of any direct payments made by the School on the Student's behalf (i.e., TDLR permit fee, name tag, textbooks, supplies).

- (4) The effective date of the termination for refund purposes is the earliest of:
- a. The last date of attendance if Student is terminated by the School; or
 - b. the date the Student notifies the School of his/her withdrawal in writing, as determined by the postmark date or the date the notice is delivered to the School in person; or
 - c. the date that a student on an approved leave of absence notifies the School that he/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 Student notifies the School that Student will not be returning.
 - d. 10 school days after the last date of attendance. Unofficial withdrawals for clock hour students are determined through monthly monitoring of our time clock computer.

(C) TDLR Sections 1601.564 and 1602.459 state that if Student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, (i) during the last 50 percent of the course, withdraws from the course or is terminated by the School, the School may retain 100% in tuition and fees paid by Student and is not obligated to refund any additional outstanding tuition, OR (ii) before the last 50 percent of the course, withdraws from the course or is terminated by the School, the School shall refund the following percentages of any outstanding tuition to Student

HOURS COMPLETED OF TOTAL PROGRAM HOURS
(Refund calculations are based on scheduled hours)

Time in Course	Amount of Total Tuition Refunded to Student
Less than 1 week	90%
1 week – 3 weeks	80%
3 weeks – 25%	75%
25% - 50%	50%
50.1% and over	0%

This policy is mandatory for all courses at Haut Institute of Esthetics.

(D) Students withdrawing after 50% percent of the course has been completed, the School must allow that student to re-enter at any time during the 48-month period following the date of withdrawal or termination; however, students expelled from the program for behavioral issues may not re-enter.

(E) A refund owed under this section must be paid no later than the 30th day after the date on which Student becomes eligible for the refund. If a refund is not made within the period required by this policy, the School shall pay interest on the refund for the interval beginning with the first day following the expiration of the refund period and ending with the day immediately preceding the date the refund is made. The TDLR commissioners of education annually shall establish the level of interest at a level sufficient to provide a deterrent to the retention of student funds. The commission may exempt School from such payment of the interest if School makes a good faith effort to refund the tuition but is unable to locate the Student.

(F) If the School cancels a course after instruction has begun, the students enrolled shall be entitled to a prorated refund based on the hours accepted by another school. If the School closes permanently after students have enrolled and instruction has begun, the students enrolled shall be entitled to a prorated refund based on this Refund Policy.

GRADUATION, PLACEMENT AND PASS/FAIL RATES

Haut Institute of Esthetics - Combined by Programs:

Graduated	%
Placed	%
Licensed	%

COMPENSATION AND PHYSICAL REQUIREMENTS

Compensation: When you become a licensed professional you will find that there are many ways a lash or esthetician can be compensated. Many large chain salons will give the stylist a guaranteed minimum salary with a monthly commission after they cover their salary or draw. The percentage of commission can be from 40% to 60% of the gross production of the cosmetologist or barber. For example, if you have a salary of \$1,000 a month and are paid 50% of your gross production of \$6,000, the commission percentage would be: $50\% \times \$6,000 = \$3,000.00$ Adding that to your monthly salary, your total wages for the month would be \$4,000.

Another way a lash or esthetician may be paid is a straight percent of their production. An example would be if they have a production of \$1,000.00 in a week and they are on a 50% commission rate then their salary for the week would be \$500.00. The salon takes out the tax withholding and the Social Security of .0765%.

Another alternative for the lash or esthetician is booth rental. The lash or esthetician makes arrangements to rent a station and pays a negotiated amount of rent per week. This can be a burden for a stylist without a clientele because the rent is due regardless of the amount you make. You are also responsible for your own withholding, social security tax and self-employment tax.

Physical Requirements of the Profession: The lash and esthetician profession requires long hours and may be physically demanding. You may be standing on your feet for long hours, bending over while performing services, focusing on a project for several hours in some instances. You will need finger dexterity. There are some physical ailments associated with this profession. They include Carpal-Tunnel Syndrome, which is the pinching of the nerves in your wrist, tendonitis, back strain, and muscle strain to name a few. More information on this subject can be obtained through your textbook.

Employer Requirements of the Profession: Employers will require professionalism, courtesy, punctuality and customer service skills. They may also have a dress code. Clients may sometimes require you to have a thick skin and not take their feedback personally.

Safety Requirements of the Profession: Comfortable closed toe shoes and clothing (scrubs) is a must. Wear rubber gloves during some treatments and chemical services. Any nicks or cuts should be medicated and protected immediately. The Texas Department of Licensing and Regulation (TDLR) oversees the esthetician and lash industry and sets the standards for health, safety and sanitation. TDLR performs periodic inspections of salons and will issue fines and penalties for any violations of its rules and regulations.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the School. It is printed in the Catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS (consistently based on full time and part time schedules for Estheticians and Lash Students)

- An Academic Year is 750 clock hours and 24 weeks in length for Full-Time Estheticians.
- An Academic Year is 750 clock hours and 38 weeks in length for Part-Time Estheticians.
- An Academic Year is 320 clock hours and 10 weeks in length.

Students are evaluated for Satisfactory Academic Progress as follows:

- **Full-Time Estheticians** (750 hour course): 384 clocked actual hours and 12 weeks; 650 clocked actual hours and 20 weeks.
- **Part-Time Estheticians** (750 hour course): 240 clocked actual hours and 12 weeks; 480 clocked actual hours and 24 weeks; 720 clocked actual hours and 36 weeks.
- **Esthetician/Laser** (790 hour course): 395 clocked actual hours and 13 weeks.
- **Lash Technicians** (350 hour course – 111% Academic Year): 128 clocked actual hours and 4 weeks; 256 clocked actual hours and 12 weeks

Transfer Students – Midpoint of the actual contracted hours and weeks or the established evaluation periods, whichever comes first

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course or Academic Year, whichever comes first.

ATTENDANCE PROGRESS EVALUATIONS

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

MAXIMUM TIME FRAME

The maximum time allowed for students to complete each course at satisfactory progress is stated below:

<u>Course:</u>	<u>Maximum Time Allowed:</u> Scheduled Hours
Esthetician: (Full-Time, 32 hrs/wk) - 750 Hours (24 weeks):	825 Hours
Esthetician: (Part-Time, 20 hrs/wk) - 750 Hours (38 weeks):	825 Hours
Lash (32 hrs/wk) - 320 Hours (10 weeks)	352 Hours

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 67% of the scheduled hours.

Students who have not completed the course within the maximum time frame will be dropped from the course. Students who are terminated for exceeding the maximum time frame may re-enroll on a cash-pay basis in a manner consistent with the re enrollment provisions of the School's admissions policy, no sooner than 180 days from their last date of attendance.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to written procedures and set forth in a practical skills evaluation criteria adopted by the School. Students must maintain a written combined grade average of 70% in theory and practical grades upon graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100:	EXCELLENT	75 and below:	UNSATISFACTORY
85 - 92:	VERY GOOD	I - INCOMPLETE	
76 - 84:	SATISFACTORY		

DETERMINATION OF PROGRESS STATUS

The School will evaluate Students' Satisfactory Academic Progress (academics and attendance) at the conclusion of each evaluation period. Students meeting the minimum requirements for academics and attendance at the conclusion of each evaluation period are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will be provided a hard-copy of their Satisfactory Academic Progress report at the time of each of the evaluations and a copy will be maintained in their Student file. An unofficial monthly progress report will also be provided so that Students can monitor their progress before the end of each evaluation period.

WARNING

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

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress during the warning period will be notified in writing that they may be placed on probation and will only be considered to be making satisfactory progress during the probationary period IF the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards or the requirements of any established academic plan by the end of the evaluation period may be placed on probation. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress, he/she will be determined as NOT making satisfactory academic progress.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory progress and is eligible for probationary status, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the School within 10 days on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. Supporting documentation must include a narrative statement, a doctor's note, an obituary, a counseling record or similar supporting documents. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, the student will be placed on probation.

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS

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

INTERRUPTIONS, WITHDRAWALS

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

INCOMPLETES, NONCREDIT AND REPETITION COURSES

Incompletes, noncredit remedial courses and repetition courses do not apply to this institution. Therefore, these items have no effect upon the School's satisfactory progress standards.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours from another institution that are accepted toward his or her educational program will be counted as both attempted and completed/earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

HAUT INSTITUTE OF ESTHETICS

HOURS OF OPERATION: 9:00am - 9pm Monday - Thursday

204 N. Penelope Street Suite F1

Belton, TX 76513 (254) 581-5995

hautinstitute@gmail.com

www.hautinstitute.com

APPLICATION FOR ADMISSION

PROOF OF EDUCATION

- HIGH SCHOOL DIPLOMA or TRANSCRIPT showing high school completion
- FOREIGN HIGH SCHOOL DIPLOMA (must be translated into English and evaluated as equivalent to a US High School Diploma, verified by an outside agency - see <http://foreigncredentials.org/>)
- G.E.D

PROOF OF CITIZENSHIP

- SOCIAL SECURITY CARD
- DRIVER'S LICENSE OR TEXAS IDENTIFICATION OR BIRTH CERTIFICATE
- PERMANENT RESIDENT CARD IF AN ELIGIBLE NON-CITIZEN

FEES TO START CLASSES (All fees must be paid in full prior to graduation)

→ \$ _____

TYPICAL PAYMENT PLAN FOR SELF-PAID STUDENTS:

- ESTHETICS (FULL-TIME) - \$1,000 down (with 6 monthly payments of \$1,250)
- ESTHETICS (PART-TIME) - \$1,000 down (with 10 monthly payments of \$750)
- ESTHETICS/LASER (FULL-TIME) - \$1,000 down (with 6 monthly payments of \$1,750)
- ESTHETICS/LASER (PART-TIME) - \$1,000 down (with 10 monthly payments of \$1,050)
- LASH COURSE - \$1,000 down (with 3 monthly payments of \$833)

ORIENTATION DATE: ____/____/____

START DATE: ____/____/____

Orientation Day at Haut Institute of Esthetics

- Be here at 9:00am.
- Bring paper and pen.
- Make sure you have your **High School Diploma or GED certificate, social security card, driver's license, permanent resident card and your payment.**
- Dress comfortably but in accordance with Haut Institute of Esthetics Dress Code.

Haut Institute of Esthetics Dress Code:

- Uniform consists of solid black scrub top and bottoms with name tag (will be provided at Orientation).
- Hoodies/sweatshirts/sweaters must be plain. No writing or logos.
- For your safety and protection, you must wear closed toed shoes with socks. No house slippers are permitted for safety reasons.
- Not hats, caps, or other headgear may be worn in the school unless for religious or cultural reasons.
- Students should strive to look like professionals. Looking and dressing professionally are an important part.

HAUT INSTITUTE INSTITUTE OF ESTHETICS ESTHETICIAN COURSE OUTLINE

TEXTBOOKS: Milady's Standard Esthetics Textbook
Milady's Standard Esthetics Workbook
Milady's Foundations Textbook
Milady's Foundations Workbook

COURSE DESCRIPTION:

The primary purpose of the Esthetician Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as an Esthetician or related career avenue. The program is a 750 clock hour course (21 weeks).

COURSE OBJECTIVES:

Upon completion of the course training and all course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer–employee relationships and respect the need to deliver worthy service for the value received.
4. Perform the basic manipulative skills required for facial massage, effective use of required implements and equipment, proper application of corrective makeup, unwanted hair removal, and lash/ brow tinting.
5. Apply the theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in esthetics and related career positions.

GRADING PROCEDURES: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency and are set forth in practical skills evaluation criteria adopted by the school. Students must maintain a theory grade average of 76% or greater and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Grading Scale:

95 - 100	EXCELLENT
90 - 95	GOOD
85 - 90	AVERAGE
76 - 85	FAIR
BELOW 76	FAILING

INSTRUCTIONAL METHODS: The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for State Board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery.

REFERENCES: A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

UNITS OF INSTRUCTION AND HOURS: Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

HOURS SUBJECT—UNIT

100 BACTERIOLOGY, STERILIZATION, SANITATION AND SAFETY:

General salon/clinic safety; first aid; hazardous materials communications; local, state, and federal safety codes; salon/clinic rules and regulations. Types and classifications; bacterial growth and reproduction; bacterial infections and their prevention; immunity and body defenses; methods of infection control; physical and chemical agents

230 SCIENCES: HISTOLOGY, DERMATOLOGY and PHYSIOLOGY OF THE SKIN

ANATOMY, PHYSIOLOGY, AND NUTRITION: Cells, tissues, and organs; body systems; importance of water; nutrition for healthy skin and longevity

STRUCTURE AND FUNCTIONS OF THE SKIN: Physiology and histology of the skin; structure and functions of the skin; hair structure and functions with appendages; relation to esthetics (nails, sebaceous glands, and sweat glands)

CHEMISTRY: Chemistry and matter as related to esthetics; chemical reactions and solutions/elements; compounds and mixtures/biochemistry; the pH scale

CHEMISTRY AS APPLIED TO COSMETICS: Cosmetics; skin care products; massage creams and oils, ampoules, scrubs, new technologies; FDA laws governing cosmetics and cosmetic safety

ELECTRICITY AND MACHINES: Electricity and its effects on the skin; galvanic current for chemical (desincrustation) and ionic iontophoresis; high-frequency current; use of magnifying lamp, Wood's lamp; use of brushing, spray, suction machines; use of vaporizer, pulverizador, hot towel cabinet; paraffin unit; electric mittens, booties, and face mask

MAKEUP TECHNIQUES: Color analysis; morphology of the face; product knowledge, chemistry, and related composition; eyebrow contouring.

250 FACIAL TREATMENTS: Client preparation; skin analysis and consultation; skin types; skin conditions and disorders; facial procedures; facial treatments with or without machines; overview of aromatherapy and manual lymphatic drainage for the face and neck; product recommendation

MAKEUP APPLICATION: corrections and contouring; false eyelashes; eyelash and eyebrow tinting; further training required for advanced techniques

50 NON-PERMANENT HAIR REMOVAL: Theoretical overview of permanent methods (electrolysis, thermolysis,blend); temporary methods of hair removal (manual tweezing, depilatory lotions,waxing, strip & non-strip) Body exfoliation; back treatments; use of products to enhance skin appearance; training required for advanced body techniques such as aromatherapy, manual lymphatic drainage, water therapies

70 SALON DEVELOPMENT: Business operation; site planning and design; accounting, inventory, and sales tax; payroll regulations; ethics and professional conduct; communication skills; retailing techniques; marketing (advertising, retailing, and promotion); customer relations

JOB SKILLS: Resume; interviews; letter writing; licensing regulations; job attitudes; professional organizations; continuing education; industry trade shows, magazines;

50 TDLR LAW, RULES AND REGULATIONS

=750 TOTAL HOURS

HAUT INSTITUTE OF ESTHETICS LASH COURSE OUTLINE

TEXTBOOKS: Milady's Eyelashes Book

The Eyelash Extension Certification class is a combination of theory and hands-on curriculum that introduces the technique of creating longer, thicker and curlier eyelashes that the technician will adhere to the client's natural eyelashes. This non-invasive procedure uses a variation of techniques that are customized to fit and tailor your clients' wants and needs. We will discuss and provide how Eyelash Extensions can be used alone or in conjunction with other aesthetic procedures. It is also recommended as an alternative to strip lashes or eyelash tabbing which is an older and more temporary method of lash extensions.

Orientation, Rules & Laws	School and classroom policies, TDLR laws and rules	25
Eyelash Anatomy and Growth	Anatomy growth and rest phases of lashes and brows	15
Top Tweezer Practices/Product & Tool Expertise	Tweezers and products for professional use presented in the industry, setting the highest standards in quality	15
Classic Lash Application Method	Step-by-Step Instructions on Classic Eyelash Extension Application	20
Isolation Techniques	Proper isolation of natural lashes and important parts of the lash extension procedure	15
Eye Taping & Adhesive Safety	Demonstrating Proper technique and application of eye tapes and adhesive safety	20
OSHA COMPLIANCE	Compliance Guidelines and Recommendations for Safety Management	5
Safety & Sanitation, Hygiene	Importance of proper hygiene, sanitation procedures and techniques	20
Reactions and Sensitivities/When Not To Lash	Allergic reactions, infections and sensitivities as as result of eyelash extensions and how to prevent them	25
Client Consultation	Verbal communication with a client that determines what the client's needs are and how to achieve the desired results. Importance of waivers.	15
Advanced Lash Styles	Hybrid and Volume Lashes; differences, benefits, and precautions	20
Maintaining Healthy Lashes/Aftercare Techniques	Proper care and technique, patient education	15

Classic Lash Fills	Demonstrating proper technique in applying eyelash extensions on new hair growth (new lashes)	15
Lash Removal	Demonstrating proper technique in lash removal	20
Client Retention & Pricing/Lash Marketing	Selling Your Service	15
Lash Lift & Tint	Demonstrating proper technique in lash perming and tinting	25
Photography & Social Media	Online marketing, client privacy and Safety	10
State Board Exams	Exam information, candidate information bulletin and requirements	10

	TOTAL HOURS	320 hours
--	--------------------	------------------

GRADING PROCEDURES: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency and are set forth in practical skills evaluation criteria adopted by the school. Students must maintain a theory grade average of 76% or greater and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Curriculum Topics:

- Overview of Eyelash Extensions
- Products to Use For Application
- Health and Safety
- Preparing the Client
- Thorough Application Process
- Lash Selection
- Lash Solution
- Lash Bonding & Application Tips
- Lash Firming Troubleshooting
- Removal Process
- After Care and Product Knowledge
- Recommended Cost of Service
- Marketing Tips & Tools

Grading Scale:

- 95-100 Excellent
- 90-95 Good
- 85-90 Average
- 76-85 Fair
- BELOW 76 FAILING