



PRO+ Skin Academy

CONNECT. INSPIRE. GROW

School Catalog 2023

PRO+ Skin Academy

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EXECUTIVE STAFF

Founder / Director
Courtney A. Hare

Director of Education
Cynthia Clark

Admissions Counselor

Director of Business Relations
Courtney A. Hare

FACULTY POSITIONS AND CREDENTIALS ARE AN ADDENDUM TO THIS CATALOG

Mission Statement

Our mission at PRO+ Skin Academy is to inspire passionate students, with a quality education experience that elevates industry standards through a collaborative environment of industry professionals that empower students to achieve a successful career with growth opportunities as a licensed esthetician.

Philosophy

The purpose of PRO+ Skin Academy is to offer quality career education in a virtual and collaborative atmosphere with exposure to real-world experience and essential tools for business building. The curriculum is designed for entry-level students with no prior background in the subject matter but who possess the desire to learn, connect, and grow within the aesthetic industry. PRO+ Skin Academy focuses on knowledge, skills, and professional development needed for today's marketplace while providing exposure to multiple workplace settings through collaborative preceptorships.

The esthetician program at PRO+ Skin Academy provides a virtual platform that enables both asynchronous and faculty-led didactic to encompass theory, business building, and professional development.

Additionally, students will complete multiple preceptorships with experienced licensed professionals to complete skilled hands-on clinical applications. Preceptors are approved by PRO+ Skin Academy to ensure practical knowledge, licensure, business ethics, supervision, and safety are conducive to students' learning environment. The clinical sites of various preceptors will allow students to build their resumes while gaining experience and exposure to the career options available once state licensing is successfully obtained.

History

PRO+ Skin Academy was founded in 2022 by Courtney A. Hare, a Maryland licensed esthetician, with a vision to enhance the esthetician program experience by creating a network of professionals to mentor and provide workplace experience to students. With a passion for skincare and ongoing education, PRO+ Skin Academy has elevated esthetic education with a robust professional learning path encompassing basic esthetic theory, advanced technique certifications, and essential business tools for students to achieve career readiness required for success in today's aesthetic marketplace.

PRO+ Skin Academy is dedicated to continuously updating its curriculum and preceptorships to better serve the student experience and ensure proper career readiness.

Licenses

- ❖ Licensed by the Maryland Higher Education Commission (MHEC). Additional information regarding this institute may be obtained by contacting: Maryland Higher Education Commission (MHEC)
6 North Liberty Street, 10th Floor, Baltimore, Maryland 21201
(800) 974-0203 or (410) 767-3300

Ownership and Legal Control

PRO+ Skin Academy is 100% owned and operated by PRO+ Skin Academy, LLC

Courtney A. Hare, Founder/Director
224 Schilling Circle #275
Hunt Valley, Maryland 21031
chare@proskinacademy.com

Professional Memberships

- ❖ Associated Skin Care Professionals (ASCP)
- ❖ Society of Dermatology Skincare Specialists (SDSS)

Academic Advisory Committee

PRO+ Skin Academy has constructed a group of individuals who work in the aesthetic industry and serve as an Academic Advisory Committee (AAC). The group consists of potential employers, preceptors, and other industry professionals. AAC typically meets virtually on a semi-annual basis to collaborate on program material, techniques, and instructional resources, to ensure graduates meet employer expectations.

Catalog and Policies

Students are expected to adhere to all policies and procedures provided in the Enrollment Agreement, School Catalog, and any addenda issued. If a conflict between documents should arise, the Enrollment Agreement will stand as the binding contract. The student agrees to follow all policies and accepts the responsibilities set forth by PRO+ Skin Academy upon completing the enrollment process. This catalog serves as a handbook, and the content provided is accurate.

Equal Opportunity

PRO+ Skin Academy does not tolerate or partake in discrimination of race, color, religion, gender, age, ethnic origin, financial status, sexual orientation, or physical challenges with hiring, admissions, instructional, or graduation procedures.

Sexual Harassment, General Anti-Harassment & Bullying Policy

Sexual harassment is treated as sex discrimination under the Civil Rights Act of 1964. PRO+ Skin Academy abides by and fully supports the U.S. Equal Employment Opportunity Commission guidelines in providing a safe, bully-free, harassment-free environment for all students, faculty, and staff members. This policy pertains to both in-person school-related activities as well as electronic technology and electronic communication as it relates to PRO+ Skin Academy. Exploitation, intimidation, and retaliation will not be tolerated and the school will take any necessary actions to prevent, correct, and discipline any behavior that violates this policy.

Drug-Free Policy

PRO+ Skin Academy is a Drug & Alcohol-Free School. Students and faculty are prohibited from using, selling, distributing, or manufacturing any illicit drugs or alcohol during school-related activities. Violators of this policy will be referred to proper law enforcement. Disciplinary actions will be taken and could include expulsion or termination. Students or faculty will be advised to seek help from a rehabilitation or treatment program. Completion of a rehabilitation or treatment program is required for any student or faculty member to continue enrollment or employment contracts.

Treatment, Rehabilitation, Counseling & Additional Resources		
<i>Name</i>	<i>Website</i>	<i>Telephone Number</i>
Alcoholics Anonymous	https://aa.org	
Mothers Against Drunk Driving	https://www.madd.org	877-MADD-HELP (1-877-623-3435)
National Institute on Drug Abuse	https://www.drugabuse.gov	
Substance Abuse & Mental Health Services Administration	https://www.samhsa.gov/find-help/national-helpline	1-800-662-HELP (4357)
Narcotics Anonymous	https://na.org	1.818.773.9999
American Addiction Centers	https://americanaddictioncenters.org	1.866.470.8412
Drug-Rehabs	https://www.drug-rehabs.org	1-877-882-9275
Homeless Shelters	https://www.hud.gov/findshelter	(202) 708-1112
National Domestic Violence Hotline	https://www.thehotline.org	1.800.799.SAFE (7233)

Policy for State Licensure

Enrollment at PRO+ Skin Academy is not a guarantee of state licensure within the field of study. Graduates will be supplied with the appropriate registration information and fee requirements necessary to apply and sit for state board exams. Please see the addendum for complete registration information and fees.

Limitations Due to Criminal History

PRO+ Skin Academy does require a background check before enrollment. The background check fee is included in the non-refundable application fee. State licensure may not be issued to graduates with a criminal history based on state requirements at the time of program completion. For complete information please visit the Maryland State Board of Labor - MD Board of Cosmetology: www.dllr.state.md.us/license/cos/

Application & Enrollment Process

Applications are always being accepted and can be submitted online or via email to the admissions office. All applications require a \$150 application fee which can be paid online or mailed by check. Once payment is received, applications will be reviewed, and virtual interviews will be extended to select applicants. Applicants are required to interview virtually with an admissions counselor to discuss potential student career goals. The admissions counselor will discuss the school's program, clinical preceptorships, policies, and expectations for each applicant. Applicants must be accepted by the school to proceed with the enrollment process.

Applicant Requirements

- Applicants must be (17) years of age or older at the time of application
 - * Parent or legal guardian signature is required for any applicant under the age of 18.
- High School Diploma or High School Equivalency (HSE) or
- Foreign High School Graduate with a qualified diploma or transcript that is translated and confirmed as equivalence to a U.S. issued diploma, or
- Completion of State approved homeschooling certification equivalent to High School Diploma

Immunization

PRO+ Skin Academy does not require vaccination records for enrollment. The preceptor portion of the program however may require documentation of certain immunizations and is dependent solely on the discretion of the preceptor and/or clinical site/business affiliated with the preceptor.

Previous Training Credits

Program credits/clock hours from other Schools/Institutions are not promised or guaranteed. Transcripts and documentation of school clock hours along with a transfer fee of \$100 must be submitted prior to enrollment for consideration of credit towards the PRO+ Skin Academy program. Once documentation is received, the Director of Education will evaluate the transcripts and administer a written placement exam. After consideration, the Director of Education will decide whether credits will be applied to the applicant's program clock hours. Students will receive official notification of any approved and/or denied credit transfers 30 days after all documentation and transcripts have been received by PRO+ Skin Academy Department of Education. Transfer of previous training credits will result in an adjustment to the student's virtual didactic tuition based on the clock hours transferred. Transferred clock hours count towards didactic clock hours only. * Practical and work-related experience clock hours will not be considered for credit transfers.

** No more than 150 clock hours will be considered for credit transfer.

Enrollment Process

Upon receiving a letter of acceptance, potential students must sign and return the Enrollment Agreement with full Student Kit payment at least 1 week before the program start date. Student Kits are non-refundable. With the acceptance letter, potential students will receive the school catalog. Additional documentation needed for completion of the enrolled program including the date for student orientation will be sent with the student kit. Student Orientation is considered the first day of class. Class size is limited so applicants are encouraged to select a date in advance to ensure the application and enrollment process has been completed.

Technology, Equipment & Supplies

PRO+ Skin Academy conducts all didactic lessons virtually. Once the Enrollment Agreement has been received the student will be sent all necessary materials. Each student will have an individual log-in to access the virtual education platform which will provide access to resources and tools needed for program completion. School-issued electronic devices equipped with a personal hotspot for connectivity are available upon request. All school-issued devices must be returned in like new condition to the school no later than 15 days from the end of the enrollment period. Students must return the school-issued electronic device to receive transcripts or obtain certification of program completion and the licensure registration form required for scheduling state board exams. Devices not returned may result in an additional \$1,500 fee. If students should encounter technical difficulties throughout the training program, they are responsible for reaching out to IT support for assistance. Please see the addendum for contact information.

Student Kit & Supplies

Students will receive a non-refundable Student Kit containing workbooks, a uniform scrub top, a mannequin head, a light with a device holder, and a product/tool kit. The student kit is mandatory, electronic devices are available if needed at no additional cost. Student kits and devices will be available for pick up once the Enrollment Agreement and student kit payment has been received by the admissions counselor. Students will be notified once their kit is available for pick up.

Students are also required to supply their own personal supplies such as pens, pencils, highlighters, notebooks, binders, and index cards. In addition, students may need to access or purchase additional equipment/supplies/kits based on their training program usage. A list of all supplies and fees required for state licensing is provided in an addendum to this catalog.

Virtual Class Size

Class Sizes will not exceed 15 students per instructor in the virtual classroom to ensure an optimal learning experience, and course objectives are achieved. PRO+ Skin Academy prides itself on collaboration and closely monitors class sizes so that individual attention and instructor support is available to all students.

Program Equipment and Supply Changes

PRO+ Skin Academy reserves the right to adjust, discontinue and make changes to policies, equipment, supplies, course schedule, and program offerings at any time. Students will receive appropriate notification in advance of changes going into effect.

Student Insurance Policy

Each student will be enrolled as an Associated Skin Care Professionals (ASCP) member on the first day of class. The membership is \$15 per student per year, and the \$15 fee is included in the tuition and therefore, does not incur any additional expense. The Professional & General Liability Policy includes an annual aggregate of \$6,000,000 and a per-occurrence limit of \$2,000,000 to cover students while they are performing services during the Clinical Preceptorship. Each student will receive a copy of the Policy and a personal Certificate of Insurance.

Clock Hours

Clock Hours

All student programs will be measured in clock hours based on instructional time. Instructional time is defined as both asynchronous and synchronous time. Didactic synchronous time will be delivered virtually by a PRO+ Skin Academy qualified faculty or delivered in person by an approved clinical preceptor. Asynchronous time will be tracked through the Milady CIMA platform. Out-of-class assignments will be awarded a set amount of clock hours upon completion. Program schedule, break times, and course description will be provided by each instructor on the first day of class. All programs are instructed in the English language and virtual instructor lead classes are displayed in Eastern Standard Time.

Clock Hours Defined

A clock hour is a minimum of 50 minutes of instruction time. A minimum of 25 minutes of instructional time is required for 0.5 clock hours.

Virtual Didactic Learning Defined

Qualified faculty will use a combination of lecture, demonstration, and observation to deliver curriculum content through virtual platforms for the intent of learning and skill comprehension.

Asynchronous & Out-of-class assignments Defined

Students will engage in out-of-class projects, and asynchronous activities to enhance didactic comprehension. All asynchronous and out-of-class work will be outlined in the syllabus as well as the online learning path and aid in achieving program goals and objectives. Out-of-class and asynchronous work will be documented, assessed/graded, and will serve as an essential component of the program's completion to ensure comprehension.

Clinical Preceptorship Defined

Licensed and school-approved professionals that operate in an occupational setting with a safe learning environment where students are supervised while applying practical knowledge and skills obtained through didactic learning while gaining career experience.

Transfer of Credit

Credits earned are for determining progress towards PRO+ Skin Academy's program completion only, and the credits are not necessarily transferable to another private career school or to a collegiate institute. Acceptance of credit transfers is at the sole discretion of the receiving school/institution.

Program Performance

Students and potential applicants reserve the right to contact the Maryland Higher Education Commission to request additional information on PRO+ Skin Academy's approved program performance. This includes but is not limited to information regarding the program's enrollment, completion rate, placement rate, and pass rate of graduates on any licensure examination. For more information, please contact www.mhec.maryland.gov or visit the MHEC website (www.mhec.state.md.us).

Academic Calendar

PRO+ Skin Academy operates on a continuous basis, 12 months per year.
Open Enrollment is ongoing, and program start dates occur often.

Office Hours:

Monday - Thursday 9 am - 5 pm EST
Friday 9 am - 2 pm EST

Observed Holidays

PRO+ Skin Academy will be closed in observance of the following holidays.

- ★ New Year's Day
- ★ Memorial Day
- ★ Summer Break July 3rd - July 9th
- ★ Labor Day
- ★ No evening classes on Yom Kippur
- ★ Thanksgiving
- ★ Friday after Thanksgiving
- ★ Winter Break December 20th - January 2nd

PRO+ Skin Academy may announce additional holidays when appropriate.
For example Election Day during a U.S. Presidential Election.

Weather or Emergency School Closings

In case of a weather or school emergency, the Director of Education makes the decision to open late or close. Check your text messages, school email, local TV, and/or radio stations for school information. When the school is closed due to inclement weather or other emergencies, student clock hours are unscheduled, and students are not penalized.

Facility

PRO+ Skin Academy central office is located at 224 Schilling Circle #275 Hunt Valley, Maryland 21031. The rear entrance to the building provides direct access to the second floor. Suite 275 is located to the right upon entering and an immediate left. The 1,160 sq. ft. office space contains a large front desk with waiting area as well as two administrative offices, and a staff break room. Additionally the office contains a 250+ sq. ft. treatment room for instructors to utilize for recording educational content and to perform demonstrations during virtual class when needed. Bathrooms are located outside the suite, in the hallway as a common area for all tenants and visitors.

PRO+ Skin Academy Esthetic Program Enrollment Calendar

Full Time Enrollment:

<i>First Day of Class</i>	<i>Preceptorship Tuition Due</i>	<i>Eligible Start Date for Preceptorships:</i>	<i>Graduation Date</i>
November 14th, 2023	February 12th, 2024	February 16th, 2024	May 10th, 2024
February 20th, 2024	May 6th, 2024	May 10th, 2024	November 1st, 2024
May 14th, 2024	August 5th, 2024	August 9th, 2024	February 7th, 2025
August 13th, 2024	October 28th, 2024	November 1st, 2024	May 2nd, 2025
November 5th, 2024	February 3rd, 2025	February 7th, 2024	August 1st, 2025

Full Time - 24 week program

Weeks 1 through Week 12: Virtual instructor lead classes meet every:

- Tuesday, Wednesday & Thursday 9am - 1:15pm (includes a 15 minute break)

Weeks 13 through Week 24: Virtual instructor lead classes meet every:

- Monday 9am - 1:15pm (includes a 15 minute break)

Weeks 13 through Week 24: Student to acquire and complete a minimum of 228 clock hours with school approved clinical preceptors and follow the agreed upon schedule set between student and preceptor.

Asynchronous and out-of-class assignments occur throughout the 24-week program averaging 7 clock hours per week. Virtual Graduation takes place in week 24 on Friday at 10 am

In the event a virtual instructor lead class is scheduled for Memorial Day and/or Labor Day, the class will meet on Friday of that week instead from 9am to 1:15pm.

In the event a virtual instructor lead class is scheduled for Thanksgiving Day, the class will meet on the Friday of the next week from 9am to 1:15pm.

Part Time Enrollment:

<i>First Day of Class</i>	<i>Preceptorship Tuition Due</i>	<i>Eligible Start Date for Preceptorships:</i>	<i>Graduation Date</i>
January 23rd, 2024	April 8th, 2024	April 12th, 2024	October 4th, 2024
April 16th, 2024	July 1st, 2024	July 5th, 2024	January 10th, 2025
July 16th, 2024	September 30th, 2024	October 4th, 2024	April 4th, 2025
October 8th, 2024	January 6th, 2025	January 10th, 2025	June 27th, 2025

Part Time - 36 week program

Weeks 1 through Week 12: Virtual instructor lead classes meet every:

- Tuesday & Thursday 4:45pm - 9pm (includes a 15 minute break)

Weeks 13 through Week 36: Virtual instructor lead classes meet every:

- Monday 4:45pm - 9pm (includes a 15 minute break)

Weeks 13 through Week 36: Student to acquire and complete a minimum of 228 clock hours with school approved clinical preceptors and follow the agreed upon schedule set between student and preceptor.

Asynchronous and out-of-class assignments occur throughout the 36-week program averaging 5 clock hours per week. Virtual Graduation takes place in week 36 on Friday at 1 pm.

In the event a virtual instructor lead class is scheduled for Memorial Day, Labor Day, Yom Kippur and/or Thanksgiving Day the class will meet on Wednesday of that week instead from 4:45pm to 9pm.

All Students are eligible to begin the preceptorship portion of the program once the following criteria have been met:

- ❖ All 12 weeks of virtual didactic lectures and assignments have been completed
- ❖ Student has received a satisfactory grade or higher on the academic evaluation completed by the instructor
- ❖ All selected preceptor forms and schedules have been submitted and approved by PRO+ Skin Academy
- ❖ Preceptorship Tuition has been paid in full or an approved student payment plan is in place.

Esthetic Program

The Esthetic Program is for anyone who loves the aesthetic industry and wants to learn more about skin! At PRO+ Skin Academy we pride ourselves on providing the best educational experience possible with faculty members that are actively working in the industry, navigating client skin concerns, performing services, and thriving in the aesthetic field. This collaborative approach will prepare students for the state board exam to become a licensed esthetician. Licensed estheticians provide facial, and body services to enhance a person's appearance.

Esthetic Program Syllabus

	Virtual Didactic	Asynchronous	Total Clock Hours
Orientation	4		4
Health & Safety	16	19	35
Science	44	37	81
Esthetics	92	53	145
Business	36	61	97
Clinical Preceptorship	-	-	288
Total Program Clock Hours:			650

Program Descriptions

Orientation: Introduction to PRO+ Skin Academy policies, procedures, expectations, program overview, graduation requirements, online access and platform navigational instructions.

Health & Safety: Infection control principles and practices; general salon safety/ first aid/ hazardous materials communications; bacterial growth and reproduction/immunity and body defenses; and methods of infection control.

Science: Physiology and histology of the skin; structure and functions of the skin; hair structure and functions with appendages; skin disorders and diseases; skin analysis; skin care products and chemistry, ingredients and selection. Chemistry and matter as related to esthetics; the pH scale, electricity and its effects on the skin; ingredient mechanism of actions on the skin and dietary effects.

Esthetics: The treatment room; facial treatments; facial massage techniques, equipment and technology, cosmetic application, artificial eyelashes, removal of unwanted hair, lash/brow tinting, makeup color theory; facial machines and advanced topics including aesthetic procedures performed within the aesthetic industry.

Business: Fundamentals of business management; local, and state laws and regulations; professional development and practices, public relations, insurance, career planning, business building techniques, retailing, basic financial literacy, inventory management, career opportunities, and preparation.

Clinical Preceptorship: Practical training with licensed professionals who provide demonstration, observation, evaluation, and feedback of hands-on skill sets within a marketplace setting.

The Esthetic Program has three instructional delivery methods:

Virtual Didactic	192 Clock Hours
Asynchronous & Out-of-class assignments	170 Clock Hours
Clinical Preceptorships	288 Clock Hours
Total:	650 Clock Hours

Full-Time Student: Average a total of 27 clock hours per week.

Each virtual didactic class is 4 clock hours. Full-time students will complete 3 classes a week (12 clock hours per week) prior to starting their preceptorships. Once the preceptorships begin, they will attend 1 class a week to allow for flexibility with their clinical preceptors. Students will complete a minimum of 288 clock hours with preceptors (an average of 24 clock hours per week).

	<i>Virtual Didactic</i>	<i>Asynchronous & Out-of-class Assignments</i>	<i>Preceptorship</i>
Week 1 through Week 12	12 clock hours (3 classes/week)	Average 9 clock hours per week	N/A
Week 13 through Week 24	4 clock hours (1 class/week)	Average 5 clock hours per week	Average 24 clock hours a week with an approved preceptor

Part-Time Students: Average a total of 17 clock hours per week.

Each virtual didactic class is 4 clock hours. Part-time students will complete 2 classes a week (8 clock hours per week) prior to starting their preceptorships. Once the preceptorships begin, they will attend 1 class a week to allow for flexibility with their clinical preceptors. Students will complete a minimum of 288 clock hours with preceptors (an average of 12 clock hours per week).

	<i>Virtual Didactic</i>	<i>Asynchronous & Out-of-class Assignments</i>	<i>Preceptorship</i>
Week 1 through Week 12	8 clock hours (2 classes/week)	Average 6 clock hours per week	N/A
Week 13 through Week 36	4 clock hours (1 class/week)	Average 4 clock hours per week	Average 12 clock hours per week with an approved preceptor

Esthetic Program Breakdown

Students are to follow the online learning path, complete activities, and assignments and join the live instructor-led classes via the online meeting platform.

<i>Class #</i>	<i>Subject - Class Title</i>	<i>Virtual Didactic class Clock Hours</i>	<i>Asynchronous & Out-of-class Clock Hours</i>
EP- 101	Orientation	4	0
EP- 102	Business - Marketing Yourself	4	4
EP- 103	Esthetics - The Treatment Room	4	3
EP- 104	Health & Safety - Sanitation & Infection Control I	4	4
EP- 105	Health & Safety- Sanitation & Infection Control II	4	3
EP- 106	Science - Anatomy & Physiology I	4	4
EP- 107	Science - Anatomy & Physiology II	4	4
EP- 108	Science - Physiology & Histology	4	4
EP- 109	Science - Skin Analysis	4	5
EP- 110	Science - UV Exposure	4	2
EP- 111	Science - Disorders & Diseases I	4	4
EP- 112	Science - Disorders & Diseases II	4	3
EP- 113	Science - Eye & Eyelash Anatomy & Physiology	4	4
EP- 114	Esthetics - Facial Treatments I	4	4
EP- 115	Esthetics - Facial Treatments II	4	2
EP- 116	Esthetics - Facial Massage I	4	5
EP- 117	Esthetics - Facial Massage II	4	3
EP- 118	Health & Safety - Chemistry & Chemical Safety	4	5
EP- 119	Science - Skin Care Products: Chemistry I	4	5
EP- 120	Science - Skin Care Products: Chemistry II	4	3
EP- 121	Science - Nutrition & Skin	4	4
EP- 122	Business - 360 Consultation & Retailing I	4	4
EP- 123	Business - 360 Consultation & Retailing II	4	4
EP- 124	Esthetics - Facial Devices & Technology	4	3
EP- 125	Esthetics - Facial Treatments III	4	4
EP- 126	Esthetics - Facial Treatments IV	4	3
EP- 127	Esthetics - Hair Removal	4	4
EP- 128	Health & Safety - Electricity & Electrical Safety	4	4
EP- 129	Esthetics - Advanced Topics & Treatments I	4	5

<i>Class #</i>	<i>Subject - Class Title</i>	<i>Virtual Didactic class clock hours</i>	<i>Asynchronous & Out-of-class clock hours</i>
EP- 130	Esthetics - Advanced Topics & Treatments II	4	3
EP- 131	Esthetics - PCA's Treatments Options for Students	4	3
EP- 132	Esthetics - PCA Certification	4	2
EP- 133	Esthetics - Skin Care Product Presentation	4	3
EP- 134	Esthetics - Academic Evaluation Exam	4	0
EP- 135	Esthetics - Lash & Brow Products & Ingredients	4	4
EP- 136	Esthetics - Lash & Brow Chemical Services	4	4
EP- 137	Esthetics - Lash Application	4	4
EP- 138	Business - Professionalism	4	4
EP- 139	Esthetics - Makeup Essentials I	4	4
EP- 140	Esthetics - Makeup Essentials II	4	3
EP- 141	Business - Legislation & Liability	4	4
EP- 142	Business - Career Planning	4	4
EP- 143	Business - The Beauty Business I	4	5
EP- 144	Business - The Beauty Business II	4	6
EP- 145	Business - Career Opportunities	4	3
EP- 146	Esthetics - State Board Practical Prep	4	3
EP- 147	Esthetics - State Board Exam Prep	4	4
EP- 148	Esthetics - Program Final Exam	4	1
	Subtotals:	192	170
Subtotal :		362	
Clinical Preceptorship Clock Hours		288	
Total Program Clock Hours		650	

Note: Class numbers listed herein are for reference only. The sequence of class offerings may vary depending on scheduling needs.

Preceptorship

Overview

To graduate from the enrolled program each student must complete a minimum number of clinical preceptorship clock hours. Preceptorships consist of local businesses that have partnered with PRO+ Skin Academy allowing students to work with a preceptor and complete their clinical clock hours. This opportunity provides the student with real world experience and a professional network of mentors. Preceptors are licensed professionals actively working within the career path of the student's enrolled program. All preceptor and clinical site must be approved by PRO+ Skin Academy before any practical training begins.

Preceptor Placement

PRO+ Skin Academy maintains a sufficient number of agreements with clinical sites and provides students with preceptor placement as required for program completion. Transportation to clinical locations is the responsibility of the student. Students also have the option to seek out their own preceptors. Students will meet with the Director of Business Relations in week 4 of the program to determine if the student is to be placed by the school or if the student has begun the approval process for a new preceptor request. Students seeking their own preceptors should explore clinical locations near the students' home area and begin exploring, researching, and actively reaching out to potential preceptors during the program application process.

Student Responsibility

Students are expected to adhere to all clinical site/business policies and procedures regarding drug testing, HIPAA, confidentiality, and other professional policies and procedures. Students seeking new preceptors are responsible for submitting all preceptorship requests to PRO+ Skin Academy Department of Business Relations no later than 2 weeks prior to the preceptorship eligible start date.

It is understood that students who choose to seek out their own preceptor but do not obtain approval from PRO+ Skin Academy prior to the program's preceptorship-eligible start date may be delayed in completing their program and therefore graduate later than expected. Students that do not obtain approval from their preceptor requests will be placed by PRO+ Skin Academy with an approved preceptor. Completion and passing evaluations from all clinical preceptors are required to graduate.

Esthetic Preceptorship

As part of the Esthetic Program each student completes three preceptor clinical sites on average.

<i>Types of Clinical Sites</i>	<i>Average Number of Clock Hours</i>
Spa / Non-Medical Aesthetic Business	96 clock hours
Solo Practicing / Esthetician Owned Business	96 clock hours
Medical Aesthetic Practice	96 clock hours

Clock hours for all preceptorships must total a minimum of 288 clock hours.

All preceptors are required to meet the following minimum qualifications:

- ❖ Licensed and actively working for a minimum of 3 years in the state the student is pursuing a license.
- ❖ In good standing with the State Board Licensing Commission.
- ❖ Support student learning
- ❖ Willingness to work closely with PRO+ Skin Academy faculty.
- ❖ Willingness to demonstrate specific skills based on program objectives.
- ❖ Willingness to directly supervise, and evaluate student skills.
- ❖ Demonstrate expertise in the field of study.

Preceptors may NOT be:

- ❖ A relative of the student
- ❖ An employee of the student
- ❖ In any other role that could present a conflict of interest

Clinical Sites are required to meet the following minimum qualifications:

- ❖ In business for 2+ years
- ❖ In good standing with the State Business Bureau
- ❖ Record of Federal Employer Identification Number (EIN)
- ❖ Adheres to Health & Safety requirements from the local Health Department
- ❖ Able to handle students without disturbing patient/client care
- ❖ Student safety and learning environment is assured
- ❖ The business agrees to a legal agreement established with the Department of Business Relations at PRO+ Skin Academy

Preceptorship Approval Process

Establishing an agreement between the school, clinical site/business and preceptor is required for all students. A contract must be on file for each of the student's clinical sites prior to the first day of clinical training.

Students seeking their own preceptors are to begin exploring, researching, and actively reaching out to potential preceptors and clinical sites during the program application process. Students may find it helpful to provide the following documentation to assist with securing potential preceptorships.

- | | |
|--------------------------|----------------------------|
| ❖ Program Letter | ❖ Preceptor Profile Form |
| ❖ Preceptor Guidelines | ❖ Clinical Site Guidelines |
| ❖ Preceptor Request Form | ❖ Schedule Agreement |

All preceptor requests, profile forms, and schedule agreements must be sent to PRO+ Skin Academy Department of Preceptorships 2 weeks prior to the preceptorship eligible start date of the enrolled program. Submitting preceptor requests does not imply approval. Students who begin clinical training clock hours without approval from PRO+ Skin Academy risk termination from the program. Once a contract for a preceptor is on file the student, preceptor, and clinical site will be notified. Approved preceptors are to complete a virtual orientation detailing clinical objectives, evaluation criteria, and PRO+ Skin Academy faculty contact information.

Preceptor Ratio

Preceptors are permitted to actively mentor multiple students at a time. The maximum ratio per clock hour is one preceptor to two students. This ratio ensures a safe and well-supervised learning environment while practical training is performed.

Scheduling Preceptorship Clock Hours

The Director of Business Relations will notify each student via email of their assigned preceptor(s). Students are responsible for reaching out to their designated preceptor(s) in a timely manner. Together the student and preceptor are to come to an agreement on a schedule to complete the required clock hours outlined in the student's enrolled program. Preceptors must directly supervise all clock hours in the scheduled agreement. Schedules must be approved by appropriate management where applicable. The scheduling agreement is to be submitted by the student to the Director of Business Relations.

Students are responsible for adhering to the approved schedule agreement. In the event of an absence/tardiness, the student is responsible for contacting the preceptor with adequate notice to make additional arrangements to make up the clock hours missed. In the event that the preceptor is absent/tardy from the scheduled time, they are responsible for contacting the student with adequate notice and making additional arrangements to make up the clock hours missed.

All student and preceptor absences/tardiness will be reported directly to the PRO+ Skin Academy faculty member outlined on the preceptor contract. In the event that 3 or more absences/tardies occur both the student and/or preceptor are able to withdraw from the preceptor contract. A withdrawal from the preceptor contract will result in the student being placed with another preceptor by PRO+ Skin Academy and may delay the student in completing their program on time and therefore graduate later than expected.. Students must complete all of the clock hours detailed for each clinical rotation to graduate from the program.

Preceptor Responsibilities

Preceptors are to function as a resource, mentor, and instructor to the student. Orientation is mandatory for all preceptors to partake in the program. Preceptor orientation completion is valid for one calendar year. Preceptors must supervise all student procedures, review all documentation and maintain two-way communication with the student and PRO+ Skin Academy faculty. Student documentation, evaluations, and client consents are to be emailed directly to PRO+ Skin Academy faculty as outlined in the preceptor contract. Student consent forms are provided and are to be signed by all patients/clients participating in the student's training. Preceptors are ultimately responsible for all patient/client care.

Preceptor Withdrawal

Once a preceptor is approved and a contract is on file with PRO+ Skin Academy the preceptor may request to withdraw from the program. A withdrawal must be submitted in writing and a withdrawal notice will be issued within 5 business days. Preceptors are under contract until the withdrawal notice is received. Once a preceptor withdraws from the program, they will not be able to secure another preceptor contract for a minimum of six months. Preceptor approvals are at the discretion of PRO+ Skin Academy. If a preceptor is reapproved and a new contract is secured the preceptor must retake the preceptor orientation.

Preceptors that withdraw as a result of an approved student leave of absence will remain on file as approved preceptors.

Student Services

Throughout the preceptorship, students are to perform services at a 20% discount from the business's advertised treatment price. Patients/clients are to be verbally informed and must agree to student-administered services. A separate student consent form must be signed and dated for each student service. Retail products sold by the student within the business are to be sold at full ticket price. Student compensation is not permitted on services or retail. Students may receive tips from clients/patients when applicable.

Skill Evaluations

Throughout the Esthetic Program students will complete a variety of skilled evaluations for both faculty and preceptors. Skills will be evaluated and graded with a rubric.

Faculty Skill Evaluation

Students will review and discuss the grading rubric for each skill during their virtual instructor-led didactic class. Students also have access to view the rubric in the learning path. Outside of class students will record themselves performing the skill with either a live model or a mannequin. Live models are required to sign the video consent for educational use, provided to the student by PRO+ Skin Academy. Once completed students will upload the consent and/or video for faculty grading.

Preceptor Skill Evaluation

Prior to students beginning hands-on services they will observe and shadow the preceptor to gain insight into the workplace environment, business flow, and live skill application. Students will review and discuss the grading rubric for each skill with their preceptor prior to student application. Preceptors will be provided a "Preceptor Evaluation Book" containing the rubrics for all skill evaluations. All models/clients/patients are required to sign the student's Release of Liability and Informed Consent Form, provided to the student and the preceptor by PRO+ Skin Academy. Once completed preceptors are responsible for emailing student evaluations and the client consents to PRO+ Skin Academy faculty as outlined in the preceptor contract.

Attendance Policy

Students are expected to attend each class outlined in their enrolled program. Instructors will take attendance at the beginning and end of each virtual class. PRO+ Skin Academy's online platform will record student grades, participation, and interaction throughout each activity.

Tardy/Absent

In the event of tardiness/absence/leaving early, students are responsible for contacting the instructor to obtain and complete any necessary work/activities and/or assignments that were completed during the lesson. All makeup work/assignments must be completed and emailed/uploaded to the instructor before the next scheduled academic evaluation. Makeup work/assignments must coincide with the course objectives and are to equal the clock hours missed.

In the event a student is tardy or must leave class early they are to inform the instructor and place a comment in the google meet group chat as their timestamp. Instructors will then either manually enter the students begin/end time within FAME or notify the admissions counselor for entry.

Satisfactory Attendance Policy

Students must attend 80% of scheduled classes outlined within the enrolled program to pass the course and advance within the program. In addition, students must complete 80% of the asynchronous activities and out-of-class assignments to graduate. Instructors will provide attendance evaluations at the end of week 4 in conjunction with academic evaluations. A midterm attendance and academic evaluation will be completed by the instructor at the end of 11 weeks. Part-time students will have an additional attendance and academic evaluation at week 22. Final attendance and academic evaluation will be given towards the end of the program at class EP -147. Students that fail to meet the satisfactory attendance policy at the midterm evaluation will be placed on probation and meet with the admissions counselor for review and possible program enrollment adjustments. Students that continue to fall below the satisfactory attendance policy at the final evaluation will need to retake the program. Students that continue to not meet the satisfactory attendance policy for 2 or more evaluations are subject to termination from the enrolled program.

Students must attend 100% of the required clock hours of preceptorship clinical rotations for the enrolled program in order to graduate.

Leave of Absence

In the event a student encounters an emergency situation such as a medical condition/surgery, family loss/tragedy, relocation, or military obligation resulting in a temporary program interruption, the student is to request a leave of absence (LOA). The LOA request is to be submitted in writing to the student's admissions counselor prior to the requested leave of absence start date. The student must state a reason for the request of LOA, the start and end date for the LOA, and provide assurance that the student will return on the date specified. Leave of Absence is not to exceed 180 days. PRO+ Skin Academy may request additional documentation confirming the leave of absence. Approvals can take up to 5 business days. The admissions counselor must sign the approved LOA prior to the start date.

A leave of absence refers to specific dates on which the student will not be in attendance for the enrolled program. Students with an approved LOA will not be considered withdrawn from the program and a refund will not be calculated. Students may need to restart didactic classes that are interrupted by the LOA upon return. Admissions counselors will notify the student of any classes that will require a restart prior to the leave of absence start date. In the event, a student requests a LOA during a preceptor clinical rotation the student is responsible for notifying both the preceptor and clinical site manager in addition to PRO+ Skin Academy. A new preceptor schedule may be created at the discretion of the clinical site manager and/or preceptor. Preceptors may request a withdrawal from the preceptor contract in the event of a LOA approval.

PRO+ Skin Academy may grant a student a leave of absence due to unforeseen circumstances. An unforeseen circumstance such as a medical emergency, or vehicular accident results in the student not being able to request a leave of absence. The beginning date of the unforeseen LOA will be the first unattended class. The student must complete and sign the LOA approval before resuming clock hours.

If a student does not return to the enrolled program at the end of the approved leave of absence, the student will be withdrawn from the program. If a student on an approved leave of absence wants to withdraw from the program, they must contact their admissions counselor. All withdrawal notifications must be signed before a refund is calculated. The student withdrawal date will be the last day of attendance. All refunds will be calculated based on the refund policy and paid within 60 days of the scheduled last day of the leave of absence.

Grading System

Throughout each program students will complete theoretical tests and quizzes in conjunction with practical skill evaluations and exams. These methods will be utilized by program instructors and preceptors to assess student comprehension and skill set. The grading scale below will be used:

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

Students must achieve a minimum passing score of 75% at each academic evaluation to continue the enrolled program. Students with unsatisfactory grades will be required to retake a class/section of the curriculum as outlined by the instructor's evaluation. Students with unsatisfactory academic evaluations from preceptors may be required to secure an additional clinical preceptor. Additional costs outside of the program tuition/books/kits/preceptorship will be calculated and charged to the student account for any class and/or additional clinical preceptor added to the student's program. A minimum overall passing grade of 75% is required to graduate.

Incomplete Grades

If a student is missing an assignment/test/quiz/assessment/project/exam in the grade book instructors are to notify the student prior to the next academic evaluation. Students are responsible for completing all missing assignments before the next academic evaluation. If the assignment/test/quiz/assessment/exam is not completed the student will receive a grade of D, unsatisfactory which will be counted towards the student's GPA.

Academic Evaluation Reports

Instructors will conduct academic evaluations at the end of week 4 (EP- 113/109). A midterm evaluation will be completed at the end of week 11 (EP- 134) and again at the end of the enrolled program (EP- 147). Part-time students will complete an additional academic evaluation in week 22 (EP- 135). Students that receive an unsatisfactory grade (below 75%) at the midterm academic evaluation will be required to meet with both the instructor and admissions counselor and placed on an academic improvement plan and will not be permitted to begin preceptorships. Students must achieve a minimum passing score of 75% at the end of the enrolled program in order to graduate. Students that receive an unsatisfactory grade at the final evaluation will be required to retake the program. Academic report cards will be provided to each student during the program evaluations. Final grades will be posted on the student account and count toward the student's overall GPA.

Preceptor Evaluation Reports

During each clinical rotation the approved preceptor will conduct ongoing skill evaluations. Additionally, preceptors will complete a formal evaluation after 48 clock hours, when applicable, and again on the last scheduled day of the student's clinical visit. Students that receive an unsatisfactory grade (below 75%) on any of the practical evaluation will be required to meet with the preceptor to discuss a Clinical Improvement Plan. Preceptors will submit the Clinical Improvement Plan (CIP) to the designated faculty outlined in the preceptor contract. Students that do not achieve a minimum passing grade of 75% at the last formal practical evaluation will meet with both the preceptor and the designated faculty to make possible adjustments to the CIP. At this point, the student will be placed on probation and may be required to secure an additional preceptor. Final grades will be posted on the student account and count toward the student's overall GPA.

Academic Improvement Plan

Students placed on an academic improvement plan (AIP) will complete the objectives outlined. Academic Improvement Plans will be individualized for the student by the instructor and admissions counselor based on the course objectives that have not been met at a satisfactory level. The AIP will state a date on which the objectives must be completed. At the end of the AIP the student will meet with both instructor and admissions counselor to determine if the objectives now meet the minimum satisfactory grade. Students that do not complete the AIP by the date outlined will be placed on probation and be required to retake all or part of the enrolled program before continuing. Students that complete the AIP but do not achieve a satisfactory grade (75% or higher) will be placed on an extended AIP and will be required to retake all or part of the enrolled program before continuing. Students that do not complete more than two academic improvement plans will be terminated from the enrolled program.

Clinical Improvement Plan

Clinical Improvement Plans (CIP) will be completed by the preceptor for any student that receives an unsatisfactory practical evaluation grade (below 75%). The CIP will outline the specific skill(s) and performance that needs improvement and provide suggestions on how to improve the specific skill. Preceptors will provide another demonstration of the skill that needs improvement for better clarity and understanding.

Probation

If a student is in violation of the Satisfactory Attendance Policy and/or does not complete one Academic Improvement Plan the student will be placed on probation. The probation will stay in effect until the next evaluation report. Students that have regained satisfactory attendance and/or academic achievement will be removed from probation. Students that are put on probation more than twice are subject to termination from the enrolled program.

If a student does not achieve a minimum passing grade at the end of a clinical rotation then a student will be placed on probation. The probation will stay in effect until the next practical evaluation report. Students that have regained a satisfactory grade will be removed from probation. If the student continues to have an unsatisfactory grade for two consecutive practical evaluations, they will be required to secure another preceptor for additional training.

Termination

A student may be terminated from the enrolled program for disregarding PRO+ Skin Academy policies. All termination letters will be sent to the student with a specified termination date. Termination Letters may be a result of the following:

- A student is placed on probation twice as a result of violating the Satisfactory Attendance Policy and/or the Satisfactory Academic Policy.
- Non-payment for services rendered by PRO+ Skin Academy
- Disruptive and/or inappropriate conduct with either fellow students, faculty, preceptor, clinical site staff, and/or patients
- Violation of Student Conduct
- Violation of Digital Code of Conduct
- Participating or allegedly partaking in any form of slander or defamation of PRO+ Skin Academy, faculty, preceptors or clinical site businesses.

Re-Entry

If a student is terminated or withdrawals from a program, they are able to reapply to PRO+ Skin Academy through the enrollment process. Students are not guaranteed re-enrollment which is at the discretion of PRO+ Skin Academy. Re-entry applications will be charged a \$100 fee. If the student is re-enrolled into the same program within 180 days of the previous end date, then all completed didactic course clock hours will be credited to the student's newly enrolled program. Students re-enrolled after 180 days of the previous program end date will not be eligible for didactic course clock hours to be credited. Any student that is re-enrolled will be terminated if placed on probation one time. Previous preceptorship clock hours will not be credited to the student's newly enrolled program.

Graduation Requirements

All students must achieve the below requirements to graduate from a PRO+ Skin Academy program.

- ❖ 80% Attendance of all virtual classes
- ❖ 80% Completion of all asynchronous & out-of-class activities/assignments/projects
- ❖ 100% Completion of all Clinical Preceptorship Clock Hours
- ❖ 100% Completion of Program Clock Hours
 - Esthetic Program - 650 Clock Hours
- ❖ Minimum Satisfactory Grade of 75% or Higher

State Board Prep Course - EP 146-147

The State Board Prep Course is the last course of the program and will assist students in preparation for the state board practical and written exam. In the event, a graduate does not pass the state board exam they are able to contact their admissions counselor within 1 year of graduation to retake the state board prep courses at no additional cost. Graduates requesting to retake the state board prep courses a third time or after 1 year of graduation will be charged \$250.

Student Account

Students will be able to view their individual student account via the Student App. The student account will be supervised and maintained by PRO+ Skin Academy staff. The student account will act as the student's permanent record and will be kept on file as long as the school exists. During the enrollment period, students will be able to view and/or request a copy of the following:

- | | |
|--|--|
| ❖ Enrollment Agreement | ❖ Clinical Improvement Plans |
| ❖ Enrolled Program Syllabus | ❖ Any Leave of Absence Approvals |
| ❖ Final Grades | ❖ Letters of Probation |
| ❖ Attendance | ❖ Letters of Withdrawal |
| ❖ Clock Hours Completed | ❖ Letters of Termination |
| ❖ Approved Preceptors & Clinical Sites | ❖ Financial Statements |
| ❖ Approved Preceptor Schedule | ❖ Posted Payments (updated bi-monthly) |
| ❖ Academic Improvement Plans | ❖ Outstanding Balance |

Diplomas

Students that meet all graduation requirements will be invited to a virtual graduation ceremony. A Diploma will be mailed to the student's home address on file. Once all school-issued devices have been returned to PRO+ Skin Academy students will be mailed the registration application embarked with the PRO+ Skin Academy seal. The registration application is required for scheduling the state board exam. The state board information and fee booklet will be mailed with the student's registration application. Students with past-due financial obligations will not receive a diploma or registration application until past-due amounts are paid in full.

Transcripts

A certificate of completion and Official Transcript of clock hours will be awarded for the applicable program when the student has successfully completed all phases of study, required tests, practical assignments, passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

Graduates and previous students may contact the PRO+ Skin Academy to request an official transcript. Students are entitled to one final transcript at no charge. Additional copies of transcripts may be requested at a \$10 charge per copy. Transcripts are not available to students with past-due financial obligations.

Tuition, Fees, & Payments

PRO+ Skin Academy Tuition is made up of two parts; Virtual Didactic and Clinical Preceptorship. Payment of Virtual Didactic is due, in full, before the first day of class unless the admissions counselor has approved a student payment plan. Students may pay by credit or debit card through the website or their online student account via the student app. Checks and money orders can be mailed and payable to PRO+ Skin Academy.

PRO+ Skin Academy is not responsible for any lost or stolen checks or money orders. Returned checks are subject to a \$100 fee. Students are responsible for any credit or debit card transaction fees.

Students are financially obligated for all charges during the enrollment period plus any prior outstanding balances on the student account from previous enrollments. The enrollment period is the duration of the program in which the student is enrolled. Students who withdraw and re-enter during the didactic portion of the program will be charged a \$100 re-entry fee. Students who withdraw and re-enter during the preceptor portion of the program will be charged a \$100 re-entry fee and are required to restart all clinical rotations of the program. The tuition rates current at the time of re-entry will apply to the balance of training clock hours needed for students who re-enroll. Please refer to the Re-entry Process for complete details.

The school may, at its option and without notice, prevent students from attending class until any applicable unpaid balance of payments are satisfied. There is a \$10.00 Fee for each transcript requested. The school may charge a \$50 fee per copy for extra copies of contract documents and agreements. The school does not guarantee the transferability of clock hours to a college, university or institution. Any decision on the comparability, appropriateness and applicability of earned clock hours and whether they should be accepted is the decision of the receiving institution.

The contract period is calculated by 100% attendance and adding 2 weeks to the selected program graduation date. The school will charge a \$100 transfer fee for students requesting transfer clock hours/credits. Transferred clock hours count towards didactic clock hours only.

*Tuition, Student Kit, & Fee schedule for PRO+ Skin Academy programs are provided in an addendum to this catalog.

All school-issued devices must be returned to the school at the end of the enrollment period. Students must return the school-issued electronic device to receive transcripts, or obtain certification of program completion and the licenser registration form required for scheduling state board exams. Devices not returned may result in an additional \$1,500 fee.

All arrangements for student payment plans must be submitted with the Enrollment Agreement and subject to approval by PRO+ Skin Academy. Fees are subject to change without notice. All financial obligations must be paid to PRO+ Skin Academy for students to re-enter, graduate, and/or receive transcripts.

Students unable to pay the tuition and fees in full are responsible for contacting their admissions counselor to discuss possible student payment plan options. PRO+ Skin Academy reserves the right to work in conjunction with an outside collections agency to garnish any and all outstanding balances. Financial contracts are not sold to any third-party businesses.

Financial Obligations

Financial obligations will be posted to the student account bi-monthly. Students are responsible for all financial charges on the student account during the enrollment period as well as any previous enrollments. During the enrollment period, students are able to log on to their accounts via the FAME student app and view financial records. Students that have graduated, withdrawn, or been terminated from the program will be mailed financial statements and notices. All payments will be processed and applied toward the oldest financial statement. The enrollment contract may be extended or modified only with the written consent of both the student and PRO+ Skin Academy's school director.

Esthetic Program Cost

Application Fee:	\$150
Student Kit	\$ 3,850
Tuition:	
Virtual Didactic	\$ 9,000
Preceptorship	\$ 5,000
Total Program Cost:	\$ 18,000

Total Program Cost to be payable to PRO+ Skin Academy

Private Loan Resources

Program cost and payment schedule will be discussed during the enrollment process. Private lender loans are a popular option for students in assisting with covering program costs. The following private lenders offer loan programs. The below list is intended as a resource and does not constitute an exhaustive list of available/possible loan options.

<i>Name</i>	<i>Website</i>	<i>Phone Number</i>
TFC Tuition	https://www.tfctuition.com/about/	1-800-872-9832
Wells Fargo	https://update.wf.com/efs/student-loans/	1-800-378-5526

TFC

PRO+ Skin Academy partners with TFC, a private lender who assists students with career training and vocational school costs. All tuition payment plans are owned by PRO+ Skin Academy and serviced by TFC. Students with a payment plan contract will make payments directly to TFC as outlined within the contract. PRO+ Skin Academy will post all payments to the student account bi-monthly. Students are encouraged to reach out TFC and/or their admissions counselor with additional questions.

Esthetic Program Payment Schedule

	<i>Amount</i>	<i>Payment Due</i>
Application Fee	\$150	Due with application
Student Kit	\$ 3,850	Due with the signed Enrollment Agreement
Tuition:		
Virtual Didactic	\$ 9,000	Prior to the first day of class
Preceptorship	\$ 5,000	Monday of the 12th week of Enrollment
Total:	\$ 18,000	

Payment Options

1. Full Payment at time of signing the Enrollment Agreement
2. Student Kit paid at time of signing the Enrollment Agreement with virtual didactic tuition paid prior to first day of class, and preceptorship tuition paid on Monday of the 12th week of Enrollment.
3. Student Kit paid at time of signing the Enrollment Agreement with a student payment plan approved by PRO+ Skin Academy and serviced by TFC for remaining balance.

Methods of payment include:

- ❖ Mailing a Check or money order payable to PRO+ Skin Academy
Mail to: PRO+ Skin Academy
224 Schilling Circle #275
Hunt Valley, MD 21031
 - ❖ Debit, Credit Card, or eCheck payments can be processed securely through the online Student Account Portal
-
- Online payments through the Student Account Portal are processed through Arrow Payments and are subject to applicable fees.
 - Private Loan Programs. Please call PRO+ Skin Academy admissions counselor with complete lender information.
 - Students are responsible for repaying applicable loans plus interest and applicable fees as outlined by the lender.
 - PRO+ Skin Academy does not participate with Title IV Federal Financial Aid at this time.

Late Fee

Payments not received in full and on time will incur the following late fee to the student account.

1 - 10 days past due	\$ 25
11 - 29 days past due	\$ 50
30 + days past due	\$ 100

If the student does not have a signed payment plan contract then the virtual didactic part of the tuition must be paid in full prior to the student attending the first day of class and the preceptorship tuition must be paid in full prior to beginning clinical training.

In the event a student account is more than 31 days past due, the student is to meet with the admissions counselor to discuss possible student payment plans. If a student payment plan cannot be agreed upon, the student will be withdrawn from the program and a refund will be issued per the refund policy.

Student Payment Plan

Payment Plans are serviced by TFC, owned by PRO+ Skin Academy, and approved by the Finance Department. Student Payment Plan Agreement is a financial contract between the student and PRO+ Skin Academy. Late Fees are not applied to approved student payment plans during the enrollment period. Payment Plan Agreements outline specific dates on which payments are due. If full payment is not received on the due date outlined in the payment plan agreement, then the student is sent a financial warning. As a service provider, TFC will contact students directly in regard to their payment plan. Students that violate the Payment Plan Agreement three times will be terminated from the enrolled program. In the event, a student graduates, withdrawals, or is terminated from the enrolled program the remaining balance is subject to applicable late fees

Financial Warning

Financial Warnings are posted to the student account, emailed to the student's school email, and mailed to the student's address on file. Students will receive two warnings before being terminated from the enrolled program. In the event a student account becomes 60+ days past due, the student will be terminated from the enrolled program.

Cancellation Policy

All cancellations of the enrolled program must be submitted in writing within 7 calendar days of the signed enrollment agreement. A cancellation notice will be mailed in return to the student. All monies paid by a student will be refunded if the student cancels enrollment within 7 calendar days. Cancellation refunds will be issued and mailed to the student within 30 days. The application fee is non-refundable. Student Kits are non-refundable once shipped from PRO+ Skin Academy.

If a student cancels the enrolled program after the 7-day cancellation policy but before the first day of class, then all monies paid will be refunded minus the non-refundable \$150 application fee as outlined on the enrollment agreement.

Withdrawal

Students that withdraw from the enrolled program must notify PRO+ Skin Academy in writing. Once received, the student will be contacted by the admissions counselor and be emailed and mailed a withdrawal notice. The effective withdrawal date will be the student's last date of attendance. Refunds will be calculated based on the withdrawal date and issued to the student within 60 days.

Refund Policy

If PRO+ Skin Academy closes or discontinues a program, the school shall refund each currently enrolled student monies paid for tuition and fees minus non-refundable items as outlined in the enrollment agreement.

If the student withdraws or is terminated from the enrolled program a refund will be calculated. All refunds will be issued and mailed within 60 days of the signed withdrawal/termination notice. Any outstanding financial obligations that have been posted to the student account will be deducted from the applicable refund. Students are responsible for returning any school-issued devices prior to a refund being issued. Student kits are non-refundable.

The virtual didactic tuition refund is calculated based on the completed virtual clock hours.

<i>Percentage of Virtual Clock Hours Completed by Date of Withdraw/Termination</i>	<i>Virtual Didactic Tuition Refund</i>
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to 50%	20% refund
More than 50%	No refund

Preceptorship tuition refund is calculated based on the completed clinical preceptorship clock hours.

<i>Percentage of Clinical Preceptor Clock Hours Completed by Date of Withdraw/Termination</i>	<i>Preceptorship Tuition Refund</i>
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to 50%	20% refund
More than 50%	No refund

Student Resources

Orientation

Student orientation will be held virtually on the first day of class. Orientation is designed to prepare students for the transition to PRO+ Skin Academy and becomes accustomed to the school's mission, operations, and program organizations. During orientation, students will also be versed in program requirements, policies, procedures, and student expectations as well as the asynchronous online platforms, logins, and navigations.

Admissions Counselor

Throughout the enrollment period each student will be assigned an admissions counselor. The admissions counselor will help to facilitate and assist the student's needs toward successful program completion. Admission counselors will work closely with the student to provide career guidance, update the student account documentation and communicate all necessary notifications.

Additional Resources

Enrolled students are encouraged to utilize the multiple resources available to enhance their knowledge. PRO+ Skin Academy is a Premier School member with Associated Skin Care Professionals which allows students access to on-demand webinars, articles, podcasts, career-building tools, a free website builder, and 6 issues of the ASCP e-magazine. Students and staff are encouraged to share their industry related discoveries both in class and through the online platform.

Student Code of Conduct

PRO+ Skin Academy prides itself on providing an elevated learning experience in a safe, respectful and professional environment to empower student excellence. Enrolled students represent PRO+ Skin Academy's excellence and are therefore expected to adhere to the student code of conduct. The student code of conduct ensures that every student experiences a productive, successful, and safe learning environment.

1. Students are to behave in an appropriate and professional manner.
2. PRO+ Skin Academy faculty, staff members, preceptors, and affiliated businesses should be addressed with courtesy and respect.
3. All written communication should be communicated with a respectful tone.
4. Students are to express themselves in an appropriate manner free of obscene, profane, threatening, or disrespectful language or images.
5. Students must utilize an appropriate head-shot image from the shoulders up as a professional profile image.
6. All video assignments, assessments, and evaluations are required to be appropriate and educational to the program objectives.
7. Students are required to attend each class and clinical site dressed in appropriate attire. School uniform or equivalent professional attire is acceptable.
8. Students must use their school email address appropriately as part of their professional and educational environment. PRO+ Skin Academy reserves the right to determine if an email is inappropriate.

PRO+ Skin Academy reserves the right to determine behavior that is inappropriate or unprofessional and grounds for disciplinary actions up to and including termination.

Student Dress Code

1. PRO+ Skin Academy Scrub Top or professional attire
2. Shoes for clinical preceptorships are to be closed-toe, flats with rubber soles
3. Short well-groomed nails
4. Removal of facial piercings for all preceptorships

Disciplinary Procedures

PRO+ Skin Academy reserves the right to dismiss/suspend a student for any reason, including but not limited to the following:

- Providing fraudulent information or documentation of requirements for admission or attendance
- Failure to attend classes regularly
- Refusal to complete assigned class and/or asynchronous work
- Breach of school rules and regulations
- Falsification of school records
- Cheating
- Hazing
- Theft
- Conduct or conditions that pose a direct, adverse threat (including bullying) to other Students or employees of PRO+ Skin Academy
- Failure to make required payments
- Intentional destruction of school property, other student's property, or staff members' property
- Physical violence and threats of violence can mean immediate dismissal/suspension without previous warning

Student Resources

Both the PRO+ Skin Academy website and the online platforms include additional resource materials to enhance student learning. Faculty members are also available for individual tutoring sessions in all subject areas. Tutoring sessions will be conducted virtually and will be coordinated through the admissions counselor upon request.

Career Services

Prior to and after graduation students will meet with their admissions counselor to discuss career placement opportunities. Students with satisfactory attendance and satisfactory grades are eligible for career services. PRO+ Skin Academy will assist students and graduates with identifying employment opportunities within the chosen career industry upon retrieval of the student's resume. Career placement opportunities are provided as a resource to aid students/graduates, employment is not promised or guaranteed.

Internal Complaints and Grievance Procedure

Students should immediately share any issues or concerns with PRO+ Skin Academy staff. If the issue or concern is not resolved or the student feels uncomfortable addressing the issue in person, a formal written complaint may be submitted via email to the Director of Education. If a resolution is not found and you want to file a formal complaint you must follow the steps below:

To file a formal complaint, you must:

1. Complete the Grievance Form located at www.ProSkinAcademy.com. Click the link to open the grievance form.
 - a. Complete all fields
 - b. Give clear detailed information/summary
 - c. Complete contact information
2. Click the submit button, and your complaint will be submitted for review.
3. A PRO+ Skin Academy representative will conduct an internal investigation and contact you to resolve your complaint.

If a Maryland student has a complaint that has not been resolved via the internal policy, the student has a right to appeal in writing to the Secretary of Higher Education at the Maryland Higher Education Commission concerning violations of Maryland Regulations.

Maryland Higher Education Commission
6 N. Liberty St., 10th Floor
Baltimore, MD 21201
(410) 767-3301
Toll Free: (800) 974-0203

Complaints can also be filed with:
Maryland Board of Cosmetologists
500 N. Calvert Street, Room 201
Baltimore, MD 21202
(410) 230-6320

The Maryland Office of the Attorney General- Consumer Affairs
200 St. Paul Place Baltimore, MD 21202,
(888)-743-0023 / (410)-528-8662

Student Rights & Responsibilities

Each student enrolled at PRO+ Skin Academy has the right to:

- ❖ Receive respect from all staff
- ❖ Receive a copy of PRO+ Skin Academy state approved license
- ❖ Receive course expectations and objectives
- ❖ A safe and secure learning environment
- ❖ Information in regards to both graduation and job placement rates
- ❖ Information in regards to all school policies & procedures
- ❖ Information in regards to financial obligations and program cost
- ❖ Ask what financial assistance is available
- ❖ Ask who their student admissions counselor will be
- ❖ Ask how to appropriately contact staff
- ❖ Access his/her student account
- ❖ Convey individual and academic integrity
- ❖ File internal complaints via the grievance procedure
- ❖ Express themselves freely in an appropriate manner
- ❖ Refuse to be visible on camera when the session will be recorded

Each student enrolled at PRO+ Skin Academy has the responsibility to:

- ❖ Read and comprehend all documentation
- ❖ Keep copies of all notifications, financial statements, signed contracts, and school catalog
- ❖ Review, understand and adhere to all policies and procedures
- ❖ Purchase or utilize supplies needed for course completion
- ❖ Maintain and return school property in the condition in which it was received.
- ❖ Monitor his/her student account of any changes and or notification on a regular basis
- ❖ Attend classes on time and be prepared
- ❖ Designate a safe & effective virtual learning environment
- ❖ Respect themselves, staff, fellow students, and affiliate businesses
- ❖ Complete clinical clock hours as assigned
- ❖ Attend clinical clock hours as outlined in the scheduled agreement
- ❖ Collaborate with others in a professional manner
- ❖ Complete the program at a satisfactory level
- ❖ Strive for academic excellence
- ❖ Engage in class sessions fully, including being visible on camera unless otherwise presented with the option to turn it off due to the need for the session to be recorded. Under no circumstances will students be obligated to consent to being visible during a recorded session, but upon being notified that a class will be recorded, a student's voluntary choice to remain visible will be deemed to be consent to being recorded.

Addendum A: Faculty and Administration

Faculty				
Last Name	First Name	License #	Expiration Date	Course(s) Taught
Ruby	Veronica	446811	10-14-2023	Esthetics-Full Time
Davis	Scarlett	421563	7-9-2025	Esthetics-Part Time
Clark	Cynthia	222583	4-10-2024	Esthetics - Full Time

Administration		
Last Name	First Name	Title
Hare	Courtney	Founder/Director/Director of Business Relations
Clark	Cynthia	Director of Education
		Admissions Counselor

Addendum B: Acceptable Use of Computers, Networks, Internet, and Technology

Overview

PRO+ Skin Academy provides its students access to a virtual education platform, including resources and tools for program completion. Access to this platform and resources (“**Resources**”) is considered a privilege and not a right. The Resources consist of any technology and/or devices made available by the school that accesses or convey information as well as any software applications, Internet resources, and Internet environments. The purpose of providing the Resources is to promote the exchange of information and ideas for educational purposes.

With the privilege of access is the responsibility of students to exercise appropriate personal responsibility in their use of these Resources. This Policy outlines the acceptable uses of the Resources. All uses of the Resources must be consistent with this Policy and the other policies and goals of the school. Inappropriate use will result in disciplinary action, including a temporary or permanent ban on the use of the Resources, suspension, dismissal from school, and/or legal action.

The policies of PRO+ Skin Academy are intended to promote the most effective, safe, productive, and instructionally-sound uses of networked information and communication tools.

Responsible Digital Citizenship

Students must use the Resources in safe, legal, and responsible ways. It is incumbent upon all students to use technology ethically, constructively, and with respect for the work of others. Independent and appropriate use of information and communication technologies is predicated upon responsible and ethical conduct, and students are expected to be responsible digital citizens.

As such, all students agree to:

- Select online names that are appropriate and honest about one’s identity and consider the information and images that they post online. Students will communicate and interact with others in respectful ways, including by checking spelling and grammar in communications.
- Refrain from using technologies to bully, tease, or harass other people. Students will not access or use hate-based or sexually explicit materials, nor will they disparage others. Messages should not be abusive, and students should not swear or use vulgarities or other inappropriate language, symbols, or pictures. Students shall respect the privacy of others and may not read the mail or files of others without their permission.
- Protect themselves and others by reporting abuse, violations of this Policy, and security problems to PRO+ Skin Academy staff. Students will not forward inappropriate materials or communications. Users will adhere to the age requirements and guidelines of all websites. Students will protect personal information and respect the privacy of others’ information. Students should not reveal their personal address or telephone number or those of other persons.
- Cite any and all use of websites, books, media, and other resources. Students are not permitted to use the Resources to transmit, distribute, or store any material in a manner that infringes upon another’s copyright, trademark, trade secret, privacy, publicity, or other similar rights, and plagiarism is strictly prohibited. Copyright and licensing laws will not be intentionally violated.
- Request to use the software and media others produce when required to do so. Respect will be shown for intellect and creativity by asking for permission, giving credit, and observing the law.
- Follow all guidelines set by the school regarding the use of the Resources. Students will respect teachers and keep all communication school related.

Expectations and Prohibited Uses

Students may only use the Resources as permitted by this Policy, and all uses must be ethical, respectful, academically honest, and supportive of the school's mission. Each student has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the digital school platform. Students are expected to abide by the Student Catalog, Enrollment Agreement, the school's policies, and generally accepted rules of network etiquette.

The following list is intended to clarify the expectations for students' conduct, but it should not be construed as all-inclusive. Given the nature of emerging technologies, it is impossible to anticipate or prevent all problems that may occur.

- Use of the Resources must be consistent with the Student Catalog and the school's educational objectives, mission, and curriculum.
- Use of the Resources, including the transmission of any material, in violation of any local, federal, and state laws is prohibited. This includes, but is not limited to copyrighted material, licensed material, and threatening or obscene material.
- Use of the Resources to access, distribute, or process proxy sites, pornographic or other obscene material, explicit text or files, or files that threaten the security or integrity of the network is strictly prohibited. Students may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware, and/or unauthorized costs incurred.
- Software and/or services may not be installed or downloaded to the Resources without prior approval of PRO+ Skin Academy staff.
- Use of the Resources for commercial activities, product advertisement, or religious or political lobbying is prohibited.
- Materials published for electronic publication must be for educational purposes. School administrators, teachers, and staff may monitor these materials to ensure compliance with content standards.
- Students may not engage in hacking, spoofing, disrupting network activity, or attempting to engage in such activity, by: (1) engaging in network sniffing, ping floods, packet spoofing, denial of service attacks, or forged routing information for malicious purposes; (2) viewing, posting, storing, transmitting, downloading, or distributing any materials contain a virus, malicious code, or other harmful components; or (3) using any program, script, or command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
- Use of the Resources to gain or attempt to gain unauthorized access to others' networks, systems, or accounts is strictly prohibited.
- Students may not use technologies, websites, or services that circumvent internet controls in order to access any blocked sites or materials.
- Users should not use the Resources to express their individual views as the views of PRO+ Skin Academy.
- Students shall not disguise the point of origin or transmission of electronic mail.
- Students shall not send messages that contain false, malicious, or misleading information which may be injurious to a person or a person's property.
- The Resources shall not be used for playing multi-user or other network-intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
- No charges for services, products, or information are to be incurred without appropriate permission.
- Students shall not use the network in such a way that would disrupt the use of the network by other users.

- Attempts to harm or destroy the hardware or data of another user, the Internet, or any other equipment or networks is strictly prohibited. This includes, but is not limited to, the uploading or creation of computer viruses.

No Expectation of Privacy

It is important that all students and parents understand that PRO+ Skin Academy, as the owner of the Resources, reserves the right to monitor, intercept, and review all uses of the Resources. PRO+ Skin Academy may monitor internet traffic and retrieve and read any data composed, sent, received, or stored through/on the Resources. The monitoring may also include, without limitation, accessing, recording, disclosing, inspecting, retrieving, and printing of transactions, messages, communications, postings, logins, recordings, and other uses as well as keystroke capturing and other network monitoring technologies.

In addition, administrators, or their designees, may review files and communications (including electronic mail) to ensure that users are using the Resources in accordance with PRO+ Skin Academy's policies. Files stored on school-managed networks and devices are the property of the school and, as such, may be inspected at any time and should not be considered private. Students should not expect that files stored on servers or disks will be private. Therefore, all students must be aware that they should not have any expectation of personal privacy in the use of these Resources.

Responsibility for Passwords

Passwords are not to be shared with others. Using another user's account, or password or allowing such access by another, may be permitted only with the approval of the supervising teacher or system administrator. Passwords must meet The Foundation Schools' minimum requirements for complexity.

Policy Violations and Disciplinary Action

PRO+ Skin Academy reserves the right to refuse access to the Internet and the Resources to anyone. Violating any portion of this Policy may result in disciplinary action, including a temporary or permanent ban on the use of the Resources, suspension, dismissal from school, and/or legal action. PRO+ Skin Academy may cooperate with law enforcement officers in investigations related to illegal activities conducted through its network.

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