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# DOLLY MONROE<sup>®</sup>

## B E A U T Y A C A D E M Y



# CATALOG

## TABLE OF CONTENTS

MISSION STATEMENT	4
CORE VALUES	5-6
FACILITIES	6
SCHOOL FACULTY	6
ADMINISTRATION/OWNERSHIP	7
PROGRAM DESCRIPTION (All courses are taught in English)	7-8
PARKING	8
NONDISCRIMINATION	8
ANTI-HAZING POLICY	8
ADMISSION REQUIREMENTS	8
ADMISSION PROCEDURE	9
ACCEPTANCE	9
REENTRY STUDENTS	10-11
TRANSFER STUDENTS	11-13
STATE LICENSING DISCLAIMER	14
ENROLLMENT INFORMATION	15
EDUCATION GOALS	15-16
THE NATASHA MORRIS MEMORIAL SCHOLARSHIP	19-20
DEFINITION OF CLOCK HOUR	20
CLASS START DATES	21
STUDENTS WHO WITHDRAW	22
TERMINATION POLICY	22
300 HOUR ESTHETICS PROGRAM OVERVIEW	22
300 HOUR ESTHETICS PROGRAM OUTLINE	23
ELECTROLOGY & LASER OVERVIEW	7,26
TESTING AND GRADING PROCEDURE	30
PROGRAM MEASURABLE PERFORMANCE OBJECTIVES	30-31
SAFETY PRECAUTIONS FOR THE BEAUTY INDUSTRY	31
INDUSTRY REQUIREMENTS	31
STUDENT SERVICES	32
GRADUATION REQUIREMENTS IN COURSES	32-33
GRADUATION, EMPLOYMENT PLACEMENT, AND JOB OPPORTUNITIES	33
STUDENT KIT	33-35
INSTITUTIONAL REFUND POLICY	34-35
FINANCIAL AID	47
MAKEUP WORK	35
SATISFACTORY ACADEMIC PROGRESS POLICY	35-38
QUANTITATIVE AND QUALITATIVE FACTORS	38
• COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME	38
MAXIMUM TIME FRAME	38-39
EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT	39
TERMINATION APPEAL PROCEDURE	40
LEAVE OF ABSENCE POLICY	40-41
VA BENEFITS	42
STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY	42-43
CAREER OPPORTUNITIES	45
STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES	45-53
COACHING AND CORRECTIVE ACTION	51-53
ACCOMMODATION PROCEDURES FOR STUDENTS WITH DISABILITIES	53-55
STUDENT AND EMPLOYEE ANTI-HARASSMENT AND DISCRIMINATION POLICY	56-59
SEXUAL HARASSMENT POLICY	60-61
HARASSMENT, INTIMIDATION, BULLYING, & DISCRIMINATION POLICY	61-62
SOCIAL NETWORKING POLICY	62
REGULATORY AND ACCREDITATION AGENCIES	62
GRIEVANCE POLICY	62
EMERGENCY EVACUATION PROCEDURES	63
SCHOOL ADMINISTRATION AS OF JANUARY 2025	64

# DOLLYMONROE

B E A U T Y   A C A D E M Y

A copy of this catalog is provided to students at least one week prior to enrollment  
VOLUME 12

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This is to certify this catalog as being true and correct in content and policy.

Owner signatures



India Calloway

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DOLLY MONROE BEAUTY ACADEMY 3

## mission statement

OUR

Our school's mission is to provide a quality educational system to prepare students to achieve licensure by the board of cosmetology, department of health, or the board of massage for facial specialists, electrologists, and/or massage therapists and gain employment within their chosen field of study.

We are passionately committed to providing a solid educational foundation to empower our team in the pursuit of excellence, and we strongly believe that when people come first, success will follow. It is through advocacy, support and an education that makes us **"pretty powerful"**



*-Dolly Monroe*

OUR PURPOSE

is to impact future entrepreneurial generations by exemplifying adaptability innovation.

OUR VISION

is to be the nations leading education authority



mission  
Statement

DOLLY MONROE BEAUTY ACADEMY 4

## **STUDENT RESPONSIBILITY FOR CATALOG INFORMATION**

Each student is responsible for knowing the information in this catalog. Dolly Monroe Beauty Academy reserves the right to change policies and/or to revise curriculum.

### **Right to Change Catalog Content**

This Academic Catalog is not a contract nor is it an offer to enter into a contract. While every effort is made to ensure the accuracy of the information provided in this catalog, it must be understood that all policies and procedures (as well as courses, course descriptions, curricular and licensure requirements and other academic information) described in this catalog are subject to change or elimination at any time without prior notice.

While every effort will be made to inform students of any changes as soon as is practical, students should consult the appropriate academic or administrative department, academy, or other service provider for currently accurate information on any matters described in this catalog. Changes affecting licensing requirements will take into account the applicability of the change to currently matriculated students.

Dolly Monroe Beauty Academy also reserves the right to vary the policies and procedures in the Academic Catalog on a case-by-case basis, as fair and reasonable treatment of interested parties requires in the academy's best judgment.

By the act of accepting admission to Dolly Monroe Beauty Academy, students acknowledge and agree to the following: "that students will maintain and comply with all academy standards and policies, including but not limited to, those standards and policies set forth in this catalog. Primary and ultimate responsibility for knowing and conforming to these standards and policies and licensure requirements resides with the individual student. The most recent updates to this catalog are posted to the student portal under news and announcements and are accessible 24/7.

### **CORE VALUES: M.E.R.C.H.**

Each member of our team supplies a vital link in our student service chain and, as a team, becomes our source of competitive advantage. Both individual potential and teamwork must be developed to accomplish our common mission. Our Core Values outline our company beliefs and our guide to serving our clients, students, and one another.

MERCH is defined as follows:

#### **M-MERIT: Opportunity is based on Merit, no one is entitled.**

- We believe in outlining clear goals and establishing a process by which to achieve them.
- We believe in recognizing and respecting the ability, potential, and dignity of each individual.
- We choose to see every obstacle as an opportunity for both business and personal growth.

#### **E-EXPERTISE: Never satisfied industry Experts who are always growth oriented.**

- We believe in a management system that focuses on the knowledge gained through shared experience.

#### **R-REPUTATION: Understands reputation and delivers an energetic wow experience. Every. Single. Time.**

- We believe everyone will act in accordance with the highest standards of personal and professional conduct.

- We believe it is a privilege to service our clients (Our clients are our enrolled academy students), and that each client deserves a “value added” experience each time they encounter Dolly Monroe Beauty Academy.

**C-COMMITMENT: Commitment to collaboration. There is no I, no ego, it's WE. Develop the habit of "going the extra mile."**

- We believe this is a life choice that benefits, both directly and indirectly, the individual to whom the service is rendered and the individual supplying the service.
- We continue to believe that this results in personal growth through self-reliance, greater initiative, and a sharper focus on our shared vision.
- We believe as educators, that we are partners with other staff members and our objective is to meet each partner's individual needs by building a strong motivational framework.
- We believe in fostering a trusting and cooperative environment where two-way communications are free and open.
- We believe in establishing a reward system for goals successfully achieved and, conversely, we agree to weather the consequences and redefine our goals should we falter.

**H-HELP FIRST:** Helps first by exhibiting modesty and humility alongside confidence.

**Tampa Facility**

The programs at Dolly Monroe Beauty Academy offer the challenge of a stimulating and rewarding career. The school is fully equipped to meet all the demands of modern makeup artistry and esthetic requirements while providing an atmosphere for progressive personal development. The 4900-square-foot facility includes a student breakroom, client reception and work areas, management desk/office, 10 desk setup with 16 chairs, and 9 treatment tables, 6 PC computers, 9 makeup stations, 1 laser hair removal machines, 4 electrology devices, and a library complete with one desktop computer, an array of books varying from business to anatomy. The Dolly Monroe Beauty Academy is in the Cory Lakes Professional Plaza and every entrance to the school is wheelchair accessible. The school is equipped with a handicap unisex restroom, handicap parking spots; the main entrance is large enough for wheelchair accessibility.

**Orlando Facility**

The programs at Dolly Monroe Beauty Academy offer the challenge of a stimulating and rewarding career. The school is also fully equipped to meet all the demands of modern makeup artistry and esthetic requirements while providing an atmosphere for progressive personal development. The 3300 -square-foot facility includes a student breakroom, client reception and work areas, management desk/office, 10 chairs, & 8 treatment tables, 3 laptops, 10 makeup stations, 1 laser hair removal machines, 2 electrology devices, and a library complete with one laptop, an array of books varying from business to anatomy. The Dolly Monroe Beauty Academy is in the 126 E Colonial Drive Professional Plaza and every entrance to the school is wheelchair accessible. The school is equipped with handicap restrooms, handicap parking spots; and the main entrance is large enough for wheelchair accessibility.

**Tampa Faculty**

Under the controlling direction of prestigious designers, you will receive a quality education in the exciting and changing industry of esthetics and makeup artistry and electrology and laser. Our instructors include Dermalogica Expert certified Instructors as awarded by the International Dermal Institute, all of which are successful professionals who continue to work in salons, spas, and studios as time permits. The Core, Facial, Beauty and Electrology educators are a team of licensed estheticians, cosmetologists, and electrologist with a combined expertise of over 40 years experience. All faculty members are expected to serve in a collegial fashion and in accordance with professional and ethical principles when dealing with other faculty members, students, administrators, and members of the public.

## **Orlando Faculty**

Our Orlando Faculty is currently staffed with leading industry educators including Estheticians and Electrologists with a combined 20 years of experience.

## **Tampa Administration/Ownership**

This academy is organized as a Florida limited liability corporation titled Dolly Monroe Beauty Academy LLC with India Calloway as president/owner. The Dolly Monroe Beauty Academy has included a current list of all staff members within this catalog. India Calloway has been a principal owner and operator of Dolly Monroe Studios in Tampa FL, since 2015. Calloway opened the Dolly Monroe Beauty Academy in Tampa, Florida, in January 2019. She is very active in the beauty industry as a motivational speaker and is in demand outside the profession for the same purpose at various seminars, workshops, and conferences. The Dolly Monroe Corporation has an immaculate reputation for excellence in the field. The enrichment of the academic program through the talents and resources of this corporation brings an unusual combination of experience, knowledge, and motivation to the school. Our Academy Director and Administrative Director maintains all student and academy records, as well as day to day operations, including assisting with the management of front desk personnel. The Academy Director of Education maintains student compliance as well as curriculum standards and protocols. Our customer service representative handles all client bookings, inquiries, and inventory management. The Admissions Specialist provides the warm welcome to all of our prospective students alongside collecting and processing payments and admissions documents.

## **Orlando Administration/Ownership**

This academy is organized as a Florida limited liability corporation titled Dolly Monroe Beauty Academy LLC dba Dolly Monroe Beauty Academy Orlando with India Calloway as the owner. The Dolly Monroe Beauty Academy has included a current list of all staff members within this catalog. India Calloway has been a principal owner and operator of beauty businesses, since 2015. Our Academy Director, will maintain all student and academy records, as well as day to day operations, including assisting with the management of front desk personnel. The Academy Director of Education will maintain student compliance, as well as curriculum standards and protocols. Our customer service representative handles all client bookings, inquiries, and inventory management, and our administrative coordinator assists with inventory, filings, and social media.

## **PROGRAM DESCRIPTIONS**

### **300 Hour Esthetics Program Description (All Courses Are Taught In English)**

Our esthetics program involves 300 total clock hours, which meets and exceeds the State of Florida requirements. The program includes extensive instruction and practical experience in Sanitation, Ethics, Basics of Electricity, Facial Techniques and Contraindications, Product Chemistry, Hair Removal, Skin Theory, Disease and Disorders of the Skin, as well as state laws and regulations. This program requires and provides an additional four (4) hours of HIV/AIDS education. Students are prepared to become entry-level esthetician/facial specialists. There are no prerequisites to this program or its courses. Student teacher ratio not to exceed 16 to 1 in all lectures and hands on instruction.

### **Electrology & Laser Program Description (All courses are taught in English)**

The program follows the curriculum concepts listed in the Florida Department of Health, Electrolysis Council Rule, and Chapter 64B8-53. The program includes hair removal skills and techniques by providing students a hands on-practical learning experience in the classroom and/or spa rooms under the supervision of a qualified Florida licensed Electrolysis & Laser instructor. Practical learning is correlated with didactic instruction. One hundred and twenty (120) clock hours of instruction will be in theory (academic instruction), and two hundred (200) clock hours will be in a clinical application setting. Student teacher ratio not to exceed 16 to 1 in all lectures and hands on instruction.

The curriculum includes legal and ethical responsibilities, verbal and written communication, principles of office management, patient physical comfort, sanitation and safety functions, principles of electrolysis techniques, principles of infection control (HIV/AIDS and hepatitis), systems of the body, biology of hair growth, understanding and following the client's plan of care, principles of client assessment, and a review for the State License Exam. Training will be limited (by Council Rule) to only universally accepted procedures of electrolysis.

**Currently the school does not have any plans to improve or change its educational programs  
The school does not have any written agreements with any other entity to offer in whole or part any of its educational programs.**

### **Tampa Parking**

Students must abide by local (city and/or landlord) parking rules, which are announced during orientation. Students and staff are not permitted to utilize front parking of any of the plaza parking spots as a courtesy to customers arriving for services as well as our neighborhood businesses. Dolly Monroe Beauty Academy Tampa will not be responsible for parking violations and/or towing fees.

### **Orlando Parking**

Students must abide by local (city and/or landlord) parking rules, which are announced during orientation. Students and staff are not permitted to utilize front parking of any of the plaza parking spots as a courtesy to customers arriving for services as well as our neighborhood businesses. Dolly Monroe Beauty Academy Orlando will not be responsible for parking violations and/or towing fees.

### **NONDISCRIMINATION POLICY**

Dolly Monroe Beauty Academy in its admission, instruction, and graduation requirements and practices does not discriminate based on sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry. The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way, he or she is required to report the matter immediately to the school's director, in person or by calling 813-388-5532, or by mail at 10359 Cross Creek Blvd Suite E Tampa, FL 33647 or 134 E Colonial Dr Orlando, Florida 32801 407-717-4692 so appropriate action can be taken.

### **ANTI-HAZING POLICY**

The imposition or use of any conduct or initiation activities that willfully or recklessly endanger the physical or mental health of any person is prohibited. Violation of this policy will result in disciplinary actions against the violator, including counseling and possible termination from Dolly Monroe Beauty Academy.

### **ADMISSIONS REQUIREMENTS**

Dolly Monroe Beauty Academy only admits students who hold a high school diploma or G.E.D. and must also be beyond the age of 16 years of age for the esthetics programs and beyond the age of 18 for electrolysis and laser programs. This is in line with the Florida State Board of Cosmetology, and the Florida Department of Health. If the applicant is under the age of 18, he or she must have parent/guardian approval. Proof of education is required before the start of class. A copy of a high school diploma, GED Certificate, or official transcript (high school, college, or GED) showing graduation date is acceptable. Dolly Monroe Beauty Academy does not discriminate on the basis of race, color, age, sex, disability, religion or ethnic/national origin in admitting students. Students will need to have access to the internet and a desktop computer or laptop outside of the classroom in order to be able to participate in homework assignments and regularly scheduled activities.

### **ABILITY TO BENEFIT**

Dolly Monroe Beauty Academy does not accept the ability to benefit (ATB) students currently. The Ability-to-Benefit Test or "ATB Test" is an all-inclusive, non-proctored exam designed by the U.S. Department

DOLLY MONROE BEAUTY ACADEMY 8

of Education to help identify students who possess the basic skills necessary to succeed in a post-secondary education program, but who lack a high school diploma. Applicants seeking an ATB status are required to complete all standard admissions requirements, pass an ATB exam, have a school visitation, and a personal interview with a school representative.

### **VERIFICATION DOCUMENTS FOR NON-CITIZENS**

In addition to the above documents, noncitizen applicants must also provide an I-20 form and a copy of their Visa. They must attend the full-time schedule and can only attend the program for 2 months and 2 weeks. If a student is not a U.S. citizen or does not have documented authority to work in the U.S., he or she will not be eligible to apply to the department of cosmetology licensure for esthetics/facial specialty licensure to be able to work in the state. A Foreign students' high school diploma must be translated into English and confirmed as the academic equivalent to a US high school diploma by an outside third-party agency. Any fees associated with this verification are the student's responsibility.

### **ADMISSIONS PROCEDURE**

**Complete an Academy Tour Visit and Submit an Application Form:** The first step in the admissions process is to complete a campus tour visit and submit the application form to the school prior to registration. The tour will provide the student candidate an opportunity to ask any questions about Dolly Monroe Beauty Academy and its programs, as well as view the facility either in person or virtually. A student will also submit an admissions application form. All forms may be obtained by requesting them from Dolly Monroe Beauty Academy.

**Submit a Registration Fee:** Action will not be taken on admission or any student loan application until a non-refundable registration fee of \$150.00 is received. Please submit the fee in the form of a credit or debit, ACH, cashier's check or money order, payable to Dolly Monroe Beauty Academy. This fee is not included in the cost of tuition.

#### **Submission of additional required documents:**

Official high school transcript showing date of graduation or diploma, or  
Official passing GED scores or Certificate.

Picture ID and a Valid Social Security card with number,

Signature of the Student Responsibility Form

Submission of the Pre-Enrollment Agreement and Enrollment Agreement

#### **Attend Student Orientation**

Orientation is scheduled on the Friday prior to the first day of class, unless otherwise specified for all programs. Orientation is a mandatory event and students must sign in and mark all items as completed to receive credit and remain present during all portions of orientation. Orientation will also involve a question and answer session and review school policies such as dress code, attendance, and more. Documentation of all signed contracts must be fulfilled in order to attend classes with Dolly Monroe Beauty Academy.

### **HOME SCHOOL PROSPECTIVE STUDENTS**

If a prospective student was home schooled, they must provide documentation to demonstrate compliance with one of the following requirements: 1) You must obtain written documentation from the school district, county, or state that shows that the student's secondary school education was in a homeschool that state law treats as an approved home or private school, 2) If the state the home-schooled student was educated in issues a secondary school completion credential to homeschoilers, the prospective student must provide this credential to be eligible for enrollment using a Highschool Diploma or GED equivalent.

### **ACCEPTANCE**

After a prospective student has completed the enrollment application process, the enrollment team reviews each applicant and his or her required admissions materials to determine acceptance. Upon the decision of

DOLLY MONROE BEAUTY ACADEMY 9

the enrollment team, the applicant receives written notification of acceptance or denial. Note: All applicants must undergo the entire enrollment application process (detailed in the enrollment application), which includes reentry students (withdrawals) and transfer students.

## **STUDENTS WHO RESTART**

Students who restart will restart the program in its entirety, therefore, all previously paid tuition, fees and academic statuses are null and void.

Readmission is at the sole discretion of Dolly Monroe Beauty Academy and may require special conditions. Students who wish to restart (if determined eligible to return), will pay a non-refundable \$150 re-enrollment fee and will be charged for contracted hours at the current tuition rate. All students who wish to restart will be provided the school's updated enrollment agreement.

## **RE-ENTRY STUDENTS**

Reentry students should not be mistaken for students who are restarting. A student who is deemed ineligible for reentry is also not eligible to restart. Applicants seeking reentry or transferring from another institution may be required to bring any delinquent prior student loans into good standing as a condition of enrollment.

## **RE-ENTRY STUDENTS/INTERRUPTIONS POLICY**

Re-entry is the sole discretion of Dolly Monroe Beauty Academy and may require special conditions. Students who have been terminated or withdrawn from school may reenter (if determined eligible) within 180 days, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds, plus any increase in tuition rates if applicable. Students who have been terminated or withdrawn from school and apply for reentry (if determined eligible), will pay a non-refundable \$150 re-enrollment fee and will be charged for contracted hours at the current tuition rate. All re-entry students will be provided the school's Reentry Policy and will be evaluated by the school Director for placement in the curriculum. Reentry students may be required to purchase current student textbook(s), e-book(s), and/or supplies if applicable. Students applying for re-entry or transfer from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of Satisfactory Academic Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. Students re-entering after withdrawal or Leave of Absence will re-enter in the same Satisfactory Academic Progress status as when they left. The student may appeal a negative Satisfactory Academic Progress determination according to the appeal policy. Elapsed time during a Leave of Absence does not affect Satisfactory Academic Progress and will extend the contract period by the same number of days as the Leave of Absence. Students re-entering after exiting the school will not be evaluated as new students. If a re-entry student has previously exceeded the Maximum Time Frame (MTF), the student will be required to restart the program in its entirety.

## **RE-ENTRY PROCESS**

Former Students of the school who wish to re-enter, must request approval from school administration. The request will be reviewed and a decision made within 30 days of the request. Students who re-enter within one-hundred eighty (180) days of the original official withdrawal date will be charged for hours remaining on their original contract at the current tuition rate. Except for students who exit during the core curriculum portion of the program, they will be required to complete the full hours of the contract, no credit for the hours previously completed will apply.

DOLLY MONROE BEAUTY ACADEMY 10

Students who re-enter may be evaluated scholastically in the same manner as a transfer student to determine class level assignment. The academy may consider student conduct at its discretion when determining eligibility for reentry. Tuition rates current at the time of re-entry will apply.

A student may not continue to delay reentry. Students who withdraw from enrollment or no-start two times may not be allowed to reenter. A student who wishes to reenter must comply with the agreed upon reentry date. Failure to begin the program at the designated time will result in the student forfeiting reentry and the withdrawal date will be documented as the student's last date of attendance. Once a student has signed a new enrollment agreement, the agreement can not be revised to accommodate a later start date. Outstanding tuition, fee, and passed contract hours expenses must be paid in advance, or the student must make satisfactory arrangements with the Administrative Director. This will be at the discretion of school management.

Contract periods and attendance percentages will be calculated based on hours remaining in the re-entry contract. The reentering student will be placed on a 14-day evaluation period. During the 14-day evaluation period, the student must demonstrate that they can meet the school's minimum attendance and academic requirements for satisfactory academic progress. The student will then be evaluated for satisfactory academic progress at the next scheduled evaluation period to determine their new status. Students who fail to meet the minimum attendance and academic requirements for that 14-day evaluation period may be terminated. The school does not deny readmission to any service member of the uniformed services for reasons relating to that service.

## **TRANSFER STUDENTS**

Dolly Monroe Beauty Academy will accept transfer hours from other schools based on a transcript evaluation of the student's comprehension of the course material. A maximum of 100 hours will be accepted for all programs. The hours transferred will be credited to the equivalent coursework. Dolly Monroe Beauty Academy will consider accepting clock hours or credits converted to clock hours after carefully evaluating the transfer student's academic records. The acceptance or denial procedure and processing must occur prior to any student's enrollment. The following conditions apply:

The cost for transfer students for all programs is \$25.00 per hour to attend at Dolly Monroe Beauty Academy Esthetics programs and \$18.75 per hour to attend the Electrology and Laser Program; this does not include the cost of a complete and current Dolly Monroe Beauty Academy student kit or registration fee.

In order for a student to qualify as a transfer student and for hours to transfer from another institution, the student must submit the following to the school Advisor at least two weeks prior to the student's class start date:

- A verifiable transcript from the previous institution showcasing the hours of training & education completed;
- The transcript must be an official academic transcript reflecting the clock hours or credits earned and being requested for transfer. It should be sent directly from the former institution to Dolly Monroe Beauty Academy. Alternatively, the Academy will accept a sealed transcript from the former institution delivered by the student. If there is any question as to the validity of a transcript delivered by the student, an official transcript sent directly to the school from the former institution will be required.
- A school/course catalog from the previous institution for the Director to adequately compare the curriculum
- Pay the \$150.00 non-refundable registration fee and complete the required application/admissions procedures
- The course or subject matter for which a student is seeking to transfer clock hours or credit hours must be comparable to courses or subject matter in the curriculum taught by Dolly Monroe

DOLLY MONROE BEAUTY ACADEMY 11

Beauty Academy.

- The student must have earned a grade of 85% or higher for all clock hours or grades he or she is trying to transfer.
- Students cannot transfer more than 100 of the total clock hours required for a program's completion.
- If the clock or converted credit hours are accepted on transfer, the student will be placed into an existing class based on the level of completion recorded on their transcript.
- Transfer students will pay per clock hour for the remaining hours to fulfill graduation requirements

Upon the receipt of the required documents and completion of all admissions requirements & procedures, the school's director will verify the completed hours with the previous institution accordingly, and will apply applicable hours completed up to the 100-hour maximum transfer credit hours. Any hours completed, not directly related to or in correlation with the Dolly Monroe Beauty Academy Program Curriculum, will not be applied. Notification of transfer hour acceptance or denial will be provided to the student upon determination by the Director's final decision. There is no required examination for transfer hours, however, all exams are still required to be passed with at least 85%, and all examination and attendance policies and requirements still apply.

Please note that students transferring to another school may not be able to transfer all hours they earned at Dolly Monroe Beauty Academy; the number of transferable hours depends on the policy of the receiving school.

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for determining when the allowable maximum time frame has been exhausted. Satisfactory academic progress (SAP) evaluation periods are based on actual contracted hours at the institution. It is the student's responsibility to confirm whether credits or hours will be accepted by another institution. Dolly Monroe Beauty Academy currently has no written agreements regarding transfer credits with other institutions.

Each transfer request is evaluated on an individual basis and the decision of the Dolly Monroe Beauty Academy Director of education to accept or reject transfer clock hours is final.

### **Transfer Students Under A Teach-Out Agreement**

1. If Dolly Monroe Beauty Academy has signed a teach-out agreement with another institution, clock or credit hours earned by students from that institution will be accepted according to the terms of the teach-out agreement.
2. The transfer student will receive credit for the hours, tests and services completed. Their hours will be transferred into the appropriate program and they will finish out with the remaining hours of the current Dolly Monroe Beauty Academy.

### **Transfer Students from a Closed Institution**

Previously earned clock or credit hours for students transferring from a closed institution which did not have a teach-out agreement with Dolly Monroe Beauty Academy will be considered under the Transfer of Clock Hours/Credit Hours Policy. It will be the sole responsibility of the transferring student to obtain an official copy of his or her transcript from the closed institution or from the official repository that is permanently storing the closed institution's academic transcripts.

### **TRANSFERABILITY OF DOLLY MONROE BEAUTY ACADEMY CREDITS**

DOLLY MONROE BEAUTY ACADEMY 12

The transferability of credits or clock hours to another institution is determined by the receiving institution. It is the student's responsibility to confirm whether clock hours earned at Dolly Monroe Beauty Academy will be accepted by another institution of the student's choice.

Dolly Monroe Beauty Academy will accept all hours if earned at the Dolly Monroe Beauty Academy itself. This applies to students that would like to transfer into programs of the same department. Any exceptions to this policy are disclosed in the reentry and restart policies.

## **POST-ADMISSIONS**

### **Orientation**

All programs have a complete orientation for new students on the Friday before the first day of classes unless specified otherwise. Attendance at orientation is mandatory. Failure to attend will result in a postponed start date to the next available start date.

### **Books and Kits**

All students must purchase the textbook(s) and/or e-book(s) and supplies kit that are required for their particular program of study. The Academy reserves the right to change books and kit items as needed. Costs for textbooks and kit items are listed herein this catalog. Kits are non refundable and dispersed in sections within the program as deemed necessary according to the academy.

Students are required to purchase the required textbooks, kits/supplies, or learning materials, required for the educational program, which are available only through suppliers that sell to licensed professionals/cosmetology schools. The Academy offers textbook and kit items to the Student at the retail cost of the kit items. To keep learning materials relatively current with changes in the industry, supply and demand, discontinued items, delivery times, availability, and regulatory changes, The Academy, from time to time, may change the selection of textbook and kit items and it reserves the right to do so at its discretion. The Student will receive the appropriate textbooks and supplies required for the Educational Program from The Academy at the appropriate time that The Academy determines.

Textbooks and supplies are subject to change at the discretion of Dolly Monroe Beauty Academy. Students will at his/her own cost, provide and wear Academy approved uniforms. Students provide their own laundering services in compliance with state and sanitation regulations at their own cost. Students provide their own basic classroom school supplies such as stationery supplies that may include but are not limited to pens, pencils and notebooks for note taking. Materials for class projects or field trips will be announced in the class or through other notices from Dolly Monroe Beauty Academy at the students' cost. Textbook and Kit charges are separate from Tuition and Fees

### **Uniforms**

Students are required to wear school-approved attire: all black for esthetics students or all white for laser/electrology students, with Dolly Monroe-approved logo scrubs or apparel only. Please refer to the Dress Code Policy in this document. Uniforms must be purchased in advance and worn to class daily.

### **Class Size**

To ensure that every student gets the time, attention, and experiences they need during their education and training, Dolly Monroe Beauty Academy limits the class size to 16 students per educator for all programs and limits the clinic area to 16 students per educator.

## **Additional Education**

In addition to the curriculum in each program of study, students may be provided with the opportunity to attend and participate in special sessions and lectures provided by guest speakers who are highly skilled and widely recognized within their area of expertise. These opportunities are intended to expand and enhance the quality training that students are already receiving in their Dolly Monroe Beauty Academy programs of study.

Dolly Monroe Beauty Academy offers continuing education (CE) courses of study with regards to advanced treatments, permanent makeup and various training. These courses are available outside of the regularly scheduled programs and are solely for the benefit of furthering the students education. These courses are not required but are offered in addition to the state requirements for initial licensure and renewal.

## **GRADUATION CEREMONY DISCLOSURE**

Dolly Monroe Beauty Academy offers its students the opportunity to attend a graduation ceremony upon request and acceptance by administrative staff. A student may be denied attendance based on the Academy's discretion, including but not limited to, if graduation requirements have not been met, or code of conduct requirements have not been upheld by the student. Ceremony sessions are not the equivalent of graduation dates, contracted end dates, or anticipated completion dates.

## **DISCLAIMERS**

### **Esthetics State Licensing Disclaimer**

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the Florida Department of Business and Professional Regulations to deny licensure. The Florida Department of Business and Professional Regulations may deny licensure claiming the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to the board of cosmetology for esthetics/facial specialty licensure to be able to work in the state. Dolly Monroe Beauty Academy is not responsible for students denied licensure. Students may reference the ASCP website for References regarding a reputable resource that lists the names, addresses and licensing requirements for all the appropriate regulatory agencies in all states that regulate the practice of electrology and laser, and/or esthetics/skin care. Local municipal ordinances may apply in the absence of state law.

### **Electrology State Licensing Disclaimer**

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the Electrology Council to deny licensure. The Electrology Council may deny licensure claiming the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to the Electrology council for licensure to be able to work in the state. Dolly Monroe Beauty Academy is not responsible for students denied licensure. Students may reference the ASCP website for References regarding a reputable resource that lists the names, addresses and licensing requirements for all the appropriate regulatory agencies in all states that regulate the practice of electrology and laser, and/or esthetics/skin care. Local municipal ordinances may apply in the absence of state law. This training program pertains to both permanent hair removal, laser/light-based hair reduction - 64B8-53.001(5), F.A.C. Electrology students must complete fingerprinting and pass a level 2 background check, and provide proof of a valid High School Diploma/GED, in compliance with the Florida Department of Health licensing requirements.

DOLLY MONROE BEAUTY ACADEMY 14

## **RECIPROCITY**

Licensed cosmetologists, skin care specialists, full specialists, massage therapists, and electrologists from Florida may apply for licenses in their field of expertise in other states but must comply with each state's laws and rules to become licensed there. Students and graduates who wish to work outside of Florida should contact the appropriate licensing agency in the state where they want to work to learn if their Florida license is sufficient to work in that state or if other requirements must be met.

## **ENROLLMENT INFORMATION**

Enrollment periods: Enrollment usually begins every six (6) weeks at the Dolly Monroe Beauty Academy, depending upon space and availability. Please refer to the Tuition and Registration Schedule supplement (located in the admissions packet) or contact the academy for exact starting dates.

### **Holidays and school closures:**

Dolly Monroe Beauty Academy allows the following holidays off:

New Year's Eve, New Year's Day, Martin Luther King Jr Day, Presidents Day, Good Friday, Memorial Day, Teacher Appreciation Week, Juneteenth, Independence Day, Dolly Monroe Anniversary, Veterans Day, Labor Day, Thanksgiving Week, and Christmas Week.

Each educational institution that receives Federal funds for a fiscal year is required to hold an educational program about the U.S. Constitution for its students on September 17 (if it falls on a weekend; it will be held in the previous or the following week).

### **Enrollment contract:**

Dolly Monroe Beauty Academy clearly outlines the obligation of both the school and the student in the enrollment contract. A copy of the enrollment contract and information on costs and payment plans will be furnished to the student before the beginning of class attendance.

### **Payment schedule:**

Dolly Monroe Beauty Academy offers a weekly or bi weekly financial payment schedule to not exceed the program length. Any student with a remaining balance at the time of completion will not be eligible to receive their diplomas, nor complete their application process for their license through the state of Florida, until the balance has been satisfied. See Dolly Monroe Beauty Academy's Administrative Director for details. It should be noted that Dolly Monroe Beauty Academy is a cashless facility. The only forms of acceptable payment are as follows: cashiers check, money order, bank account/ACH, or credit/debit card. Students on a payment plan are required to submit an authorization form in conjunction with the recurring payment plan in which clearly outlines the payment obligations of the student, anticipated drafts, late fees and any additional fees associated with the payment plan.

## **EDUCATION GOALS**

Dolly Monroe Beauty Academy strives to provide a quality educational system that prepares students to pass the state board requirements and gain employment within their chosen field of study. Our quality education system includes an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise. Our education goals are:

- To educate students to be professional, knowledgeable, and skilled in their field for marketability within the industry.

DOLLY MONROE BEAUTY ACADEMY 15

- To maintain a constantly updated program that provides students with the knowledge to compete in their field of study.
- To promote the continuing educational growth of our faculty and students, using current teaching methods and techniques.
- To teach courtesy and professionalism as the foundation for a successful career in their chosen field of study.
- To prepare students to successfully pass the state licensing requirements for entry-level employment.
- To train and graduate students while empowering them to become confident and excited to enter a successful career within the salon/beauty/wellness

## **COST OF ATTENDANCE**

\*\*\*Dolly Monroe Beauty Academy Does NOT Accept Cash or Personal Checks\*\*\*

\*\*\*All Payment Plans Are REQUIRED To Be Set up on Automatic Payments via ACH or Credit/Debit Card\*\*\*

## **300 HOUR ESTHETICS PROGRAM COST OF TUITION AND SUPPLIES**

Because of inflationary cycles, and because we must occasionally change equipment to remain current, the school reserves the right for the following tuition information to be subject to change.

TUITION—Esthetics Program (300-hour course)

Tuition \$7,500.00

Registration fee (nonrefundable) \$150.00

Kit, Fees, E-book(s) or Textbook(s), & Supplies (nonrefundable) \$850.00 - (Due 30 days prior to start date)

TOTAL COST \$8,500.00

### **ADDITIONAL FEES NOT ASSOCIATED/PAID TO THE ACADEMY:**

\$75 Department of Cosmetology Licensing Fees

\$25 Blood Borne Pathogens Exam

\$15 ASCP Student Insurance covering up to \$6,000,000 in damages

\$30 Cap and Gown

School Scrubs/Uniforms

Laundry Baskets

### **300 HOUR ESTHETICS PROGRAM PAYMENT & FEE SCHEDULE:**

The weekly/biweekly tuition payment periods will be billed & charged on Mondays based on the following pre-set scheduled program clock hours.

300 Clock Hour Financing Options 30 Days Prior to Class Start Non-Refundable Kit Payment Due	
Full Time	(Hybrid) Part Time
Kit payment: \$850.00 (Not including \$150 registration fee)  Payment options: • \$750 weekly payments (10) • \$1,500 bi-weekly payments (5) Total program cost: \$8,500.00	Kit payment: \$850.00 (Not including \$150 registration fee)  Payment options: • \$375 weekly payments (20) • \$750 bi-weekly payments (10) Total program cost: \$8,500.00

DOLLY MONROE BEAUTY ACADEMY 16

\*Payment plans may be temporary and can be revoked at any time due to the needs and capabilities of the Academy. Please contact the school's Admissions Representative for payment options. The school accepts cash, credit card, money orders and cashier's check payments. For any questions or concerns speak to our finance representative.

### **Alternative Payment Option**

Students may choose to take out loans through the Academy's partnership with Climb, Flexxbuy, or through their personal bank in order to satisfy the cost of the program. These loan options are only available to those who qualify. Such forms may be submitted via check/money order, cash or card.

Dolly Monroe Beauty Academy offers an annual scholarship titled The Natasha Morris Scholarship. The scholarship application process will open up October of every year and the recipient is announced on Christmas Eve. The student awarded the scholarship will be granted a full ride to attend the program of their choice, not to exceed the amount of the most expensive program available.

### **Late Payment Policy:**

Dolly Monroe Beauty Academy offers weekly or bi-weekly in house payment plans. The payment schedule is pre-set, and no special accommodations will be allowed, nor is attendance a factor in payment fee schedules. Missed and unattended classes and clock hours will follow the Unexcused absence policy set forth in the academy catalog in collaboration with this contract along with our additional clock hour policy. Students may use multiple cards to satisfy their financial obligation set up on a recurring schedule. Recurring payments can be made weekly or biweekly. Recurring payment dates are scheduled to be billed on Monday. Students who do not pay tuition payments on time may not be permitted to enter the classroom until payment has been remitted, and past contract hour fees will apply. Hybrid Students may accrue an additional \$20.00 late fee per day, until payment is made. Payment plans are not to the length of the program. Any student with a remaining balance come graduation will not have clock hours signed off nor be able to receive their diplomas until the balance is satisfied. All fees are subject to be sent to collections in the event that a student defaults on internal payment plans and/or third party loans alike.

### **Financial Assistance**

Financial Assistance is available to those who qualify. This includes third party lenders not affiliated with the school. Such agreements must be made in writing, signed and dated by each student applying for and receiving a student loan, so that the student agrees and understands their obligations to repay the loan, the terms and amounts of repayments, and when repayments will begin.

### **ELECTROLOGY & LASER PROGRAM Payment and Fee Schedule**

\*\*\*Dolly Monroe Beauty Academy Does NOT Accept Cash or Personal Checks\*\*\*

\*\*\*All Payment Plans Are REQUIRED To Be Set up on Automatic Payments via ACH or Credit/Debit Card\*\*\*

Because of inflationary cycles, and because we must occasionally change equipment to remain current, the school reserves the right for the following tuition information to be subject to change.

TUITION—Electrology & Laser (320-hour course)

Tuition \$6,000.00

Registration fee (nonrefundable) \$150.00

Kit, Fees, E-book(s) or Textbook(s), & Supplies (nonrefundable) \$350.00 (Due 30 days prior to start date)

TOTAL COSTS \$6,500.00

DOLLY MONROE BEAUTY ACADEMY 17

Full Time

Electrology & Laser Tuition Payment Plan Options

30 Days Prior to Class Start

\$350.00 Kit, Fees, E-book(s) or Textbook(s), & Supplies (nonrefundable)

Kit, Fees, E-book(s) or Textbook(s), & Supplies (nonrefundable) payment: \$350  
(Not including \$150 registration fee)

Payment options:

- \$375 weekly payments (16)
- \$750 bi-weekly payments (8)

Total program cost: \$6,500.00

#### **ADDITIONAL FEES NOT ASSOCIATED/PAID TO THE ACADEMY:**

\$100 Department of Health Application Fee

\$100 Initial License Fee

\$5 Unlicensed Activity Fee

\$25 Blood Borne Pathogens Exam

\$15 ASCP Student Insurance covering up to \$6,000,000 in damages

\$30 Cap and Gown

School Scrubs/Uniforms

Laundry Baskets

Fingerprinting/Background Checks

\* Additional requirements and fees may apply including *but not limited to*:

- **Prometric Examination fees and more**

\*Payment plans may be temporary and can be revoked at any time due to the needs and capabilities of the Academy

Please contact the school's Admissions Representative for payment options. The school accepts ACH, credit card, money orders and cashier's check payments. For any questions or concerns speak to our Administrative Director.

#### **Alternative Payment Options**

Students may choose to take out loans through third party lenders or through their personal bank in order to satisfy the cost of the program. These loan options are available to those who qualify. Such payments may be submitted via check/money order, ACH credit or debit card.

Dolly Monroe Beauty Academy offers an annual scholarship titled The Natasha Morris Scholarship. The scholarship application process will open up October of every year and the recipient is announced on Christmas Eve. The student awarded the scholarship will be granted a full ride to attend the program of their choice, not to exceed the amount of the most expensive program available.

#### **Late Payment Policy:**

Dolly Monroe Beauty Academy offers weekly or bi-weekly in house payment plans. The payment schedule is pre-set, and no special accommodations will be allowed, nor is attendance a factor in payment fee schedules. Missed and unattended classes and clock hours will follow the Unexcused absence policy set forth in the academy catalog in collaboration with this contract along with our additional clock hour policy. Students may use multiple cards to satisfy their financial obligation set up on a recurring schedule. Recurring payments can be made weekly or biweekly. Recurring payment dates are scheduled to be billed

DOLLY MONROE BEAUTY ACADEMY 18

on Monday. Students who do not pay tuition payments on time may not be permitted to enter the classroom until payment has been remitted, and past contract hour fees will apply. Hybrid Students may accrue an additional \$20.00 late fee per day, until payment is made. Payment plans are not to extend beyond the length of the program. Any student with an outstanding balance through the contract end date will not be officially graduated from the program, have their clock hours signed off, or receive their diploma until the balance is paid in full. All unpaid fees may be referred to collections if a student defaults on an internal payment plan and/or a third-party loan.

### **Financial Assistance**

Financial Assistance is available to those who qualify. This includes third party lenders not affiliated with the school. Such agreements must be made in writing, signed and dated by each student applying for and receiving a student loan, so that the student agrees and understands their obligations to repay the loan, the terms and amounts of repayments, and when repayments will begin.

## **THE NATASHA MORRIS SCHOLARSHIP**

"We want the scholarship recipient to truly reflect the heart of Dolly Monroe Beauty Academy: someone who inspires others and embodies beauty from the inside out."

### **The application Process**

#### **Submit a Two Page Essay**

To determine the scholarship recipient, the academy is asking interested individuals to submit a two-page essay on why they want to attend the academy, how they want to use their esthetician license, and what beauty means to them. Essay Submissions should be formatted utilizing Times New Roman Font & Double Spaced

#### **Video Submission & Social Media Engagement**

Applicants interested in the Natasha Morris Memorial Scholarship are asked to post a two-minute video to Instagram @dollymonroe explaining why they should be the winner of the scholarship.

You must be Following Dolly Monroe Beauty Academy @dollymonroe on instagram

You must like the Dolly Monroe Beauty Academy Facebook Page here

Must share our Scholarship Post on Instagram or Facebook and tag three friends in your post

The winner of the scholarship will be announced on Dec. 23 as a holiday gift.

### **The Selection Process**

The Academy Director and Director of Education are the first to review the submissions. They then submit their nominees to the Founder. The founder, Natasha's immediate family members, and select staff members review all submissions and take into consideration the nominees of the directors.

### **Maintaining Scholarship Eligibility**

Receiving the Natasha Morris Scholarship should be treated as an honor and a privilege. Dolly Monroe Beauty Academy has the right to revoke the scholarship at any time if the recipient is not upholding any policies herein the catalog or otherwise discussed at enrollment or orientation.

Failure to do so may result in termination of the scholarship at any time at the discretion of the academy and/or its advisory board. Any decisions to revoke the scholarship are final and not eligible for appeal. Students whose scholarship is revoked would be subject to paying all tuition, fees, and kit requirements remaining in order to complete the program. No exceptions will be made. Students who fail to pay their

DOLLY MONROE BEAUTY ACADEMY 19

remaining balance will become ineligible to attend the graduation ceremony or receive transcripts and licensing paperwork. Unpaid fees will be sent to collections.

Scholarship recipients are required to maintain a 90% or above cumulative grade point average (GPA), in addition to maintaining at least 95% in Attendance. Students at-risk of not meeting the academic requirements should refer to the satisfactory academic progress (SAP) policy.

The Natasha Morris Memorial Scholarship funds are only available within 1 year after the first date of matriculation.

### **Scholarship Coverage and Tax Responsibility**

The Natasha Morris Scholarship only covers the cost of the initial registration fee, tuition and student kit for any full time program. The scholarship does not cover other expenses or fees required or accrued during the time of enrollment. The scholarship can only be used during spring and summer semesters, and cannot be applied during the Fall and winter terms.

Recipients are responsible for any tax implications associated with the scholarship. Dolly Monroe Beauty Academy makes no representations or warranty to recipients concerning the tax treatment of the scholarship, and any tax consequences to the recipients which may arise out of the scholarship shall be the recipient's sole responsibility.

### **DEFINITION OF CLOCK HOUR**

A clock hour is defined as a minimum of 50 minutes of supervised or directed instruction with appropriate breaks. Included within a designated clock hour, the academy may include a 10 minute break period. Students that exceed the 10 minute break, must clock out.

### **HYBRID PROGRAM(S) DISCLOSURE**

For Hybrid/Part time students, regardless of the enrolled program, only theory hours will be administered asynchronously online via the academy Learning Management Software (LMS). It is important that students be aware that only theory hours are offered online and will not exceed 50% of the program hours. All practical/clinic services and exams must be completed on campus under instructor supervision.

DOLLY MONROE BEAUTY ACADEMY 20

ACADEMIC SCHOOL YEAR: 2025-2026

**Tampa Program Start Dates - Anticipated Graduation Dates**

ALL PROGRAMS ARE HYBRID

<b>M/W Esthetics 10 Weeks</b>	<b>Tuesday Electrology 16 Weeks</b>	<b>Friday Esthetics 20 Weeks</b>
3/2/2026 - 5/6/2026 5/11/2026 - 7/27/2026 8/3/2026 - 10/12/2026 10/19/2026 - 1/11/2027	3/31/2026 - 7/21/2026 8/4/2026 - 11/17/2026  <b>Friday Electrology 16 Weeks</b> 4/24/2026 - 8/21/2026	1/9/2026 - 5/29/2026 6/26/2026 - 11/6/2026

**Orlando Program Start Dates - Anticipated Graduation Dates**

ALL PROGRAMS ARE HYBRID

<b>M/W Esthetics 10 Weeks</b>	<b>Thursday Electrology 16 Weeks</b>	<b>Friday Esthetics 20 Weeks</b>
3/2/2026 - 5/6/2026 5/11/2026 - 7/27/2026 8/3/2026 - 10/12/2026 10/19/2026 - 1/11/2027	4/2/2026 - 7/23/2026 8/6/2026 - 11/19/2026	1/9/2026 - 5/29/2026 6/26/2026 - 11/6/2026

DOLLY MONROE BEAUTY ACADEMY 21

## **STUDENTS WHO WITHDRAW**

Students who withdraw from the program are required to gather all personal items. Any items left behind by the student will be stored for 30 days, at which time the items become the property of Dolly Monroe Beauty Academy.

Students wishing to receive a transcript must pay all monies owed to Dolly Monroe Beauty Academy. Students who withdraw and are to receive kit materials must pay all monies owed to the academy prior to scheduling a pick-up date.

Once all monies have been paid, and kit materials are available entirely, the school will schedule a time for the student to pick up said items. The student will have 30 days to pick up materials or they will be considered surrendered to the academy.

## **TERMINATION POLICY**

Dolly Monroe Beauty Academy may terminate a student's enrollment for immoral and/or improper conduct, receiving five (5) coaching sessions, failing to comply with educational requirements or failure to comply with catalog policies herein and/ or the terms as agreed upon within the enrollment contract.

## **PROGRAM OVERVIEW(S)**

### **300 HOUR ESTHETICS PROGRAM OVERVIEW**

#### **Program Hours: 300 clock hours**

#### **SCHEDULE OPTIONS**

HYBRID ONLY (Part Time) Classes: 15 hours per week for 20 weeks

HYBRID ONLY (Full Time) Classes: 30 hours per week for 10 weeks

**The program is divided into theory classroom instruction and hands-on learning experiences.**

Of the total program curriculum 225 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices. Once the theory instruction hours are complete the remaining 75 hours will be completed throughout the remainder of the program on a weekly basis.

### **300 HOUR HYBRID ESTHETICS PROGRAM OUTLINE**

#### **Classroom Learning Experience**

##### **225 clock hours**

Classroom time is divided into two (2) areas:

CORE FOUNDATIONS & ESTHETICS. Each area has an instructor that conducts the different specialty classes throughout the program; these may include theory lessons and/or hands on training, demonstrations, activities, or assignments.

## Clinic Classroom Learning Experience

### 75 clock hours

Your clinic floor time will be guided with instructor supervision and group learning experiences using workshops, activities, assignments and periodic exams developed specifically for monitoring progress. This is when you begin working on service guests in the clinic classroom. Students must have a passing grade in all areas prior to clinic classroom experience. Of this schedule, your time at Dolly Monroe Beauty Academy for the ESTHETICS program will be divided into the following designations:

### Core Foundations Curriculum:

#### 116 clock hours

The core program consists of the industry fundamentals including: Ethics, Safety & Sanitation, Beauty Business Foundations & Career Opportunities and Skin Theory, Disease and Disorders

### Esthetics Curriculum:

#### 184 clock hours

The Esthetics program instills the fundamentals of the esthetics services. During this phase students are graded and evaluated using written and practical testing methods. Students must successfully complete the Core curriculum prior to attending regularly scheduled daily classes in the Esthetics portion. This portion covers Product Chemistry, Skin Analysis, Facial Techniques and Contraindications, Hair Removal, Eyelash & Eyebrow Tinting and Introduction to Makeup. The completion of this portion of the program includes clinic floor learning, a restricted number of mannequins, student partners, and performed services for academy customers.

## DOLLY MONROE BEAUTY ACADEMY COURSES

Esthetics Program (300 hours)

The instructional program of Dolly Monroe Beauty Academy meets and exceeds the Department of Cosmetology Facial Specialist/Esthetic requirements:

Course Number	Course Title	Technical Instruction	Clinic/Lab Hours	Services
DMBA 100	Orientation	4		
DMBA 100	Intro to Esthetics	4		
DMBA 101	Sanitation Safety & Infection Control	10		
DMBA 102	Beauty Business	4		
DMBA 103	HIV/AIDS	4		
DMBA 104	Florida, Laws, Rules & Regulations	5		
DMBA 105	General Skin Sciences, Diseases & Disorders	85		
DMBA 200	Product Chemistry & Ingredients	15		
DMBA 201	Facial Techniques & Contraindications	75	30	15
DMBA 202	Basics of Electricity & Devices	4	5	2
DMBA 203	Acne & Extractions	4	6	6
DMBA 204	Hair Removal	5	10	10
DMBA 205	Eyelash Tinting & Eyebrow Tinting	2	2	4
DMBA 300	Makeup Theories, Techniques, & Strip Lash Application	2	10	5
DMBA 300A	Classic Lash extensions	2	12	3
<b>TOTAL:</b>		225	75	45

DOLLY MONROE BEAUTY ACADEMY 23

## **Description of Course Numbering System**

The acronym DMBA (Dolly Monroe Beauty Academy) numbering system will presume as follows:

Courses labeled in the 100's category are restricted to Core Foundations Curriculum, courses in the 200's category are restricted to Esthetics Curriculum, courses labeled in the 300's category are designed for Makeup Curriculum, and the 400's are designed for Advanced Treatments, the 500's represent eyelash extension training, and the 600's are designed for Professional Development Curriculum only.

## **COURSE DESCRIPTION**

### **DMBA 100: Intro to Esthetics**

(8 clock hours) This course introduces the student to the necessary skills & professional guidelines to start, secure, and continue a career as a beauty professional. This course reviews areas of: life skills, professional image, communication skills, and ethics as it pertains to expectations in the industry including in the classroom. This course contains only theory clock hours via asynchronous instruction for hybrid students

### **DMBA 101: Sanitation**

(10 clock hours) This course teaches the proper ways to sanitize and disinfect objects and implements. It also reviews types of bacteria, and the Milady chapters on sanitation and disinfection, chemical safety, and electrical safety requirements. This course contains only theory clock hours taught via asynchronous instruction for hybrid students.

### **DMBA 102: Beauty Business Foundations**

(4 clock hours for 300 hour program) (8 clock hours for 600 hour advanced esthetics program) This course introduces the business skills and career field of esthetics along with its job opportunities, expectations on the job, and the beauty business. This course also reviews the factual historic knowledge of esthetics. This course contains only theory clock hours only and is taught via asynchronous instruction for hybrid students

### **DMBA 103: HIV/AIDS**

(4 clock hours) This course teaches the causes of HIV/AIDS, prevention, and proper sanitation within the field of beauty to avoid cross contamination of instruments. This course meets the 4 Hour requirement set forth by the Florida Board of Cosmetology. This course contains only theory clock hours only and is taught via asynchronous instruction for hybrid students.

### **DMBA 104: Florida Laws, Rules, & Regulation**

(5 clock hours) This course teaches the Florida state laws and regulations in the field of cosmetology as it relates to esthetics and makeup artistry. This course contains only theory clock hours only and is taught via asynchronous instruction for hybrid students

### **DMBA 105: General Skin Sciences Diseases & Disorders**

(85 clock hours) This course teaches the structure of the skin and the disorders that can and cannot be treated by estheticians. This course continuously reviews proper protocol for skin analysis as well. This course contains only theory clock hours and is offered via asynchronous instruction for 42.5 hours and 42.5 hours in-person for part time/hybrid students.

### **DMBA 200: Product Chemistry**

(15 clock hours) This course teaches the standard ingredients involved in skin care and cosmetics, their uses, and importance to the industry. This course also discusses advanced career opportunities such as advanced facial and/or body treatments. This course contains only theory clock hours only and is taught via asynchronous instruction for hybrid students.

### **DMBA 201: Facial Techniques & Contraindications**

(75 clock hours) & (30 clinic/lab hours) This course teaches the facial treatment room & setup, proper skin analysis, facial treatment steps, mask & facial massage technique, chemical peels, nano infusion, dermaplaning, and collaboration with facial services. This course is offered via asynchronous instruction for 37.5 hours and 37.5 hours on campus for part time/hybrid students.

### **DMBA 202: Basics of Electricity**

(4 clock hours & 5 clinic/lab hours for 300 hours) (8 clock hours & 5 clinic/lab hours for 600 hours) This course teaches the setup, use, and maintenance of electrical devices in collaboration with facial services. This

course has a theory component that is offered online via asynchronous instruction for 4 hours for part time/hybrid students.

**DMBA 203: Acne & Extractions**

(4 clock hours & 6 clinic/lab hours) This course teaches the importance and proper procedures, safety precautions, and methods of manual extractions. This course also discusses procedure protocols for the proper treatment of acne and using advanced exfoliation options. This course has a theory component that is offered online via asynchronous instruction for 4 hours for part time/hybrid students.

**DMBA 204: Hair Removal**

(5 clock hours & 10 clinic/lab hours for 300 hour programs) (8 clock hours & 10 clinic/lab hours for 600 hours) This course teaches proper procedures, safety precautions, and methods of hair removal including waxing, tweezing, threading, and sugaring. This course has a theory component that is offered online via asynchronous instruction for 5 hours for part time/hybrid students.

**DMBA 205: Eyelash & Brow Tinting/Lamination**

(2 clock hours & 2 clinic/lab hours) This course teaches proper procedures, safety precautions, and methods of tinting of eyelashes and natural eyebrow technique alongside lamination services. This course has a theory component that is offered online via asynchronous instruction for 2 hours for part time/hybrid students.

**DMBA 300: Makeup Theories, Techniques, and Strip Lash Application**

(2 clock hours, 10 clinic/lab hours for 300 hour programs) or (85 clock hours. 30 clinic/lab hours for 600 hours) This course introduces the foundational tools to become a successful makeup artist, including health and sanitation, product usage, face shapes, theory and job outlook. This course also covers common knowledge and myths regarding the makeup artistry industry, theories, and their relevance to how the theories and trends influence the industry today and in the future and factual historic knowledge of makeup cosmetics and artistry. This course is an enrichment course which reviews previous lectures and further understanding of the dimension of color by observing color relationships and selecting and mixing colors. Students will know the meaning of Chroma, saturation, hue, lightness, colorfulness, and brightness. This course teaches corrective makeup applications for skin disorders and discolorations as well as the importance of the beauty industry to cater to these needs. This course also teaches manual manipulation of products, texture, tones, and colors to achieve advanced camouflage of tattoos, and teaches airbrush machine product manipulation of texture, tones, and colors to achieve advanced airbrush camouflage of tattoos. This course teaches makeup application techniques and standards for the fashion and runway industry, and makeup application techniques and standards for TV and Magazine industries. This course teaches makeup application techniques and standards for the public in attendance to special events, and everyday makeup looks, and teaches makeup application techniques and standards for the bridal industry including brides and bridal parties. This course has a theory component that is offered online via asynchronous instruction for 2 hours for part time/hybrid students.



## **ELECTROLOGY & LASER | Program Hours: 320 clock hours**

### **SCHEDULE OPTIONS**

Full Time Hybrid Classes: 20 hours per week for 16 weeks **The program is divided into theory classroom instruction and hands-on learning experiences.**

Course	Course Title	Technical Instruction	Clinic/Lab Services
DMBA-EL 100	Intro to Electrolysis	15	
DMBA-EL 101	Use of Electricity in Hair Removal	5	
DMBA-EL 102	Laser and Light-Based Hair Removal Physics	5	
DMBA-EL 103	Laser Safety and Precautions	5	
DMBA-EL 104	The Integumentary System	6	
DMBA-EL 105	The Circulatory and Nervous Systems	6	
DMBA-EL 106	The Endocrine System and Diseases	6	
DMBA-EL 107	The Biology of Hair Growth	10	
DMBA-EL 108	Skin Assessment	20	
DMBA-EL 109	Blood-borne Pathogens (HIV/AIDS, Hepatitis)	5	
DMBA-EL 110	Microbiology of the Skin	7	
DMBA-EL 111	Clinic and Office Management	5	
DMBA-EL 112	Florida Statutes and Rules for Electrolysis	5	
DMBA-EL 113	Consultations	20	
DMBA-EL 200	Probe holder and Forceps Skills		5
DMBA-EL 201	Insertions		15
DMBA-EL 202	Sanitations/Sterilization Procedures		10
DMBA-EL 203	Laser and Light-Based Equipment Training		15
DMBA-EL 204	Thermolysis Equipment Training		10
DMBA-EL 205	Blend/Galvanic Equipment Training		10
DMBA-EL 206	Client Pre/Post Treatment		10
DMBA-EL 207	Client Assessment		15
DMBA-EL 300	General Treatment Procedures (All Modalities)		80
DMBA-EL 301	Consultations (Clinical)		15
DMBA-EL 302	Visuals/Library		5
DMBA-EL 400	Review/Exam Preparations		10
TOTAL:		120	200

DOLLY MONROE BEAUTY ACADEMY 26

## **COURSE NUMBERING SYSTEM**

The course numbering system uses an alphanumeric identifier. DMBA represents Dolly Monroe Beauty Academy. The prefixes represent the subject area. The suffixes or course number listed are for description reference only. The prefixes are as follows: EL-Electrolysis & Laser; HA- HIV/AIDS; and EL- Electrology.

### **DMBA-EL100 Introduction to Electrolysis (15 hours)**

Overview of what the student can expect by taking the program and various aspects of the Electrologist's role will be discussed. The course includes the basic principles and procedures of hair removal, the history of Electrolysis describing the evolution of methods of hair removal, guidelines of sanitation/sterilization & hygiene as prescribed by OSHA, and the following types of modalities: Galvanic, Thermolysis, Blend, and laser and light-based. This course is offered online for 15 hours for part time/hybrid students or only in person to full time students

### **DMBA-EL101 Principles of Electricity (5 hours)**

This unit will give the student technical knowledge to grasp the fundamental properties and behavior of electricity, epilator functions, and adjustments and its role in Electrology. This course is offered online for 5 hours for part time/hybrid students or only in person to full time students

### **DMBA-EL102 Laser and Light-Based Removal Physics (5 hours)**

Concepts of natural and stimulated laser light are explained and discussed, and students will come to understand the differences and their applications. This course is offered online for 5 hours for part time/hybrid students or only in person to full time students

### **DMBA-EL103 Safety and Precautions (5 hours)**

A review of the Federal, State and local agencies which regulate laser safety, as well as a detailed discussion of the ways to ensure that safety. This course is offered online 5 hours for part time/hybrid students or only in person to full time students

### **DMBA-EL104 Integumentary System (6 hours)**

Introduction to the Integumentary System, the structure of the skin, and its various layers, the Pilosebaceous Unit, the hair follicle and its appendages, will also be discussed. Curriculum includes: the layers of the epidermis, appendages within the dermis, major functions of the skin, and components of the Pilosebaceous unit. This course is offered online for 6 hours for part time/hybrid students or only in person to full time students

**DMBA-EL105 Circulatory & Nervous Systems (6 hours)** Introduction to the Circulatory System including: Functions of the Heart, its layers, chambers, the Cardiac Cycle, Blood Vessels, types of circulation, blood types, and blood and the lymph system. Introduction to the Nervous System including: the Central Nervous System, the Peripheral Nervous System, the Autonomic Nervous System, and the Somatic Nervous System. This course is offered online for 6 hours for part time/hybrid students or only in person to full time students

### **DMBA-EL106 Endocrine System (6 hours)**

Introduction to the Endocrine System including: the Pituitary, Thyroid, Parathyroid, Adrenal, Gonads, Islets of Langerhans, and Pineal Gland as well as a review of disorders affecting the skin, hair, and nails. This course is offered online for 6 hours for part time/hybrid students or only in person to full time students

### **DMBA-EL107 Biology of Hair Growth (10 hours)**

The "Pilosebaceous Unit", is discussed in greater detail. Curriculum includes topics such as the layers of the hair, types of hair and the stages of hair growth. This course is offered online for 10 hours for part time/hybrid students or only in person to full time students

### **DMBA-EL108 Skin Assessment (20 hours)**

This unit teaches the student to recognize different skin types and apply the correct amount of current for a specific area. This course is offered online for 20 hours for part time/hybrid students or only in person to full time students

### **DMBA-EL109 HIV/AIDS Education (5 hours)**

Study of blood borne pathogens, and types of hepatitis, and HIV/AIDS. Training in following universal precautions in Electrolysis Procedures. Precautions that include, but are not limited to, wearing gloves, surgical masks, protective eyewear when in contact with body fluids, mucous, non-intact skin, handling soiled items; isolation procedures for equipment, linens, and towels, etc, will be discussed. This course is offered online for 5 hours for part time/hybrid students or only in person to full time students

### **DMBA-EL110 Microbiology of the skin (7 hours)**

The study of the Flora and Fauna of the human skin. Introduction to the microorganisms that normally live on, or in, an individual's body. Types of microorganisms will be discussed including: bacteria, viruses, fungi, and protozoa. Body defense mechanisms dealing with microorganisms will be reviewed. Sanitation and safety procedures including demonstrations in accordance with Rule 64B8-56.001, F.A.C. This course is offered online for 7 hours for part time/hybrid students or only in person to full time students

### **DMBA-EL111 Clinic & Office Management (5 hours)**

This unit gives the student an overview of ethics necessary for proper conduct of the professional Electrologist as well as facility management. This course is offered online for 5 hours for part time/hybrid students or only in person to full time students

### **DMBA-EL112 Florida Law for Electrolysis (5 hours)**

The study of Title 64B8, F.A.C., as it relates to electrolysis, Chapter 478, F.S., and Chapter 456, Part II, F.S. This course is offered online for 5 hours for part time/hybrid students or only in person to full time students

### **DMBA-EL113 Consultations (20 hours)**

Curriculum includes demonstration of items to be included when discussing treatment procedures with a client. This course is offered online for 20 hours for part time/hybrid students or only in person to full time students

### **DMBA-EL200 Probe holder and Forceps | Coordination Skills (5 hours)**

Training in the use of probes will range from how to determine the correct diameter size, sterilization, to the necessary amount of current needed. Lab skills and practice will be examined using Forceps.

### **DMBA-EL201 Insertions (15 hours)**

Lab skills and practice using the material learned in EL112. The student will demonstrate that they understand "Histolysis" by sliding down the follicle with a Probe and applying the proper current to accomplish hair removal.

### **DMBA-EL202 Sanitation/Sterilization Procedures (10 hours)**

Clinical Skills involving the study of Chapter 64B8-56.001, FAC, Sanitation & Safety Requirements of the Delivery of Electrolysis. This Chapter of the Standards includes: Hand Washing, Use of Gloves, Pre-Treatment Procedures, Post-Treatment Procedures, Cleaning & Sterilizing Instruments, and other precautions.

### **DMBA-EL203 Laser and Light-Based Equipment Training (15 hours)**

The course curriculum involves skills related to Laser and Light-Based Hair Removal or Reduction. The principle of how Laser and Light-Based Hair Removal or Reduction Equipment works will be demonstrated. Precautions needed to prevent damage to the skin will be reviewed.

### **DMBA-EL204 Thermolysis Equipment Training (10 hours)**

The course curriculum involves skills related to Thermolysis and the theory of how Thermolysis works will be introduced, the principle of how heat damages the cells that cause hair growth, and thus results in hair removal will be demonstrated. Precautions needed to prevent damage to the skin from excess heat will be reviewed.

### **DMBA-EL205 Blend and Galvanic Equipment Training (10 hours)**

The course curriculum involves skills related to the Blend and Galvanic Method. Both Galvanic and Thermolysis Modalities, combined to become the Blend Technique Skills will be taught that show how the two are combined alternately, or simultaneously, to produce hair removal. The principle of how Galvanic Electrolysis works will be demonstrated. Standard precautions to prevent damage to the skin will be reviewed..

### **DMBA-EL206 Client Pre/Post Treatment (10 hours)**

Lab skills using a checklist of Pre and Post Treatment Guidelines.

### **DMBA-EL207 Client Assessment (15 hours)**

Lab skills involving the area of treatment, the client's medical history, the client's allergies, health problems, previous treatments, hair color, and skin type. The curriculum includes the use of a signed statement that the client understands the procedures, and the cost involved for the procedure.

### **DMBA-EL300 General Treatment Procedures (80 hours)**

Hands-On Lab skills demonstrating the transfer of theory to the practice of Electrolysis and Laser and Light-Based Hair Removal or Reduction.

### **DMBA-EL301 Consultations (Clinical) (15 hours)**

Lab skills using materials and techniques learned in Course EL112.

## **DMBA-EL302 Visuals/Library (5 hours)**

The course curriculum involves assignments from the school's library. Research and documentation, in the form of a term paper will be required from data found in books in the school library, the internet, school videos, and school subject matter DVDs. The research is designed to improve the skills of the student in the profession. A written report will be required on subjects pertaining to Electrolysis.

## **DMBA-EL400 Review/Exam Preparation (10 hours)**

The Academic and Lab Applications of the program's curriculum will be reviewed to prepare the student to take the State of Florida Electrolysis Licensing Exam.

### **TESTING AND GRADING PROCEDURE**

**A = 90% - 100% B = 80% - 89% C = 75% - 79% FAIL = 74% OR BELOW**

The following exams and grading procedures are incorporated during the student's 300-hour course:

Theory/Chapter exams:

Students must receive a grade of 85% or higher on each end of chapter theory exam.

Written Final Exam:

This exam covers an overview of all related esthetic subjects (e.g., anatomy, chemistry, etc.) and an overview of all theory instruction, Florida state law, and other items covered within the program such as procedure protocols, safety and sanitation. Students must receive a grade of 85% or higher on their final exam.

Students that fail to complete and pass the final exams/practicals with a score of 85% or higher after a second attempt will be required to retake the exam a third time at the students cost of \$50.00 per each retake examination required by the student.

### **Online Late Coursework Policy:**

All online coursework must be completed by 11:59 PM EST prior to the scheduled in-person class(es) each week in which the assignments are given. Failure to complete any online coursework or assignments by the stated deadline, unless due to a documented/verified platform or system outage (excluding personal internet, device, or power issues) or prior permission from the instructor, will result in a loss of online hours. Online hours are awarded based on the percentage of coursework completed by the due date. Students who fail to complete the required online coursework will not be permitted to attend in-person class.

For example, if a student has in person education on Friday, and completes only 50% of the coursework by Thursday at 11:59 PM, they will receive only 50% of the corresponding designated weekly online clock hours and will not be eligible to attend in-person instruction until all assignments are completed and meet passing, satisfactory grading standards.

### **Classroom Late Work Policy:**

All in-class activities must be completed by the assigned due date, which is defined as the time the assignment is required to be submitted. Unless otherwise stated, the due date is midnight on the day the chapter is taught. Assignments submitted one day late will automatically receive a 15% deduction, making the highest possible score an 85%, provided no answers are incorrect. Assignments submitted two days late will receive no credit. Late or missed assignments will impact the student's Cumulative Grade Point Average (CGPA).

## PROGRAM MEASURABLE PERFORMANCE OBJECTIVES

- Complete the required number of clock hours of training.
- Achieve and receive passing grades on all practical graduation requirements and projects, including theoretical examinations.
- Pass final written exams and quizzes.
- Upon completion, receive a graduation certificate from the Dolly Monroe Beauty Academy.

## SAFETY PRECAUTIONS FOR THE BEAUTY INDUSTRY

By following safety precautions, you contribute to the health, welfare, and safety of the community. Always have good hygiene and be professionally dressed. Keep a first aid kit on hand, follow safety regulations, and keep equipment properly sanitized. The following precautions should always be taken with each service guest:

- Protect service guests' clothing by appropriately draping them.
- Ask service guests to remove any glasses, hats, etc. to complete the service.
- Keep all chemicals away from the eyes. In case of eye contact with chemicals, thoroughly rinse the eyes with cold water.
- Wear gloves when dealing with chemicals that require such precaution.
- Remember that anything containing chemically active ingredients must be used carefully to avoid injury to you and your service guest.
- Always review client consultation forms prior to servicing.

## INDUSTRY REQUIREMENTS

Students interested in pursuing a career in Esthetics, and Electrology should:

- Develop finger dexterity and a sense of form and artistry.
- Must enjoy dealing with the public.
- Stay current on the latest fashions and beauty techniques.
- Make a strong commitment to your education.
- Be aware that the work can be tedious and physically demanding because of long hours standing and using your hands at shoulder level.



## **STUDENT SERVICES**

### **ADVISING**

Students are provided with academic advising and additional assistance as necessary. If referral to professional assistance is necessary, the school maintains a record of such referral. Information and advice on any financial assistance are accessible to students. Dolly Monroe Beauty Academy also gives advice and information to students on these subjects:

- a. Regulations governing licensure to practice, including reciprocity among jurisdictions.
- b. Advice provided in regards to employment opportunities but with no guarantee of employment.
- c. Opportunities for continuing education following graduation.

### **GRADUATION REQUIREMENTS IN COURSES**

Students must receive the required number of clock hours of training and meet all state requirements as well as have all assignments completed in entirety.

Pass all practical exams.

Complete the required theory hours and pass all written theory exams.

Pay all tuition costs or make satisfactory arrangements for payment of all debts owed to the school.

Once the student has met all requirements, and upon graduation, he or she will receive a Diploma.

DOLLY MONROE BEAUTY ACADEMY 32

Dolly Monroe Beauty Academy reserves the right to retain a student in school if the student's progress is not satisfactory as determined by the school's administration and/or the student fails to complete all listed requirements or fails to pass the exams. Dolly Monroe Beauty Academy will not release the student's official transcripts until all graduation requirements are met.

A student who withdraws will receive a transcript that will include the number of hours for which the school has completed training only if the student does not owe any outstanding debts to the academy. For the purposes of transfer or graduation, hours will not be released by the school until all monies owed to it have been paid and all academic requirements pertaining to those hours have been completed.

The state of Florida requires 220 hours of education to become licensed as an esthetician/facial specialist. The state of Florida requires 320 hours of education to become licensed as an electrologist.

Following graduation, Esthetics and Makeup Artistry students are not required to take a state board practical and written examination before receiving their Florida facial specialist license. This license is a protected license and must be renewed every other year. The state board gives these licenses and there is a charge, not included in tuition, upon completion and graduation of the Dolly Monroe Beauty Academy programs.

Following graduation, Electrology and Laser students are required to take a state board practical and written examination before receiving their electrologist license. This license is a protected license and must be renewed every other year. The state board gives these licenses and there is a charge, not included in tuition, upon completion and graduation of the Dolly Monroe Beauty Academy programs.

Upon graduation, the school will issue one (1) transcript to the student. If the student misplaces or loses the transcript, the school will charge a fee of \$25.00 for a replacement. The school has 30 days to send the replacement.

## **GRADUATION, EMPLOYMENT PLACEMENT, AND JOB OPPORTUNITIES**

Many wonderful career opportunities are available within the beauty and health industry such as, offers opportunities in areas such as skin care, makeup, product education, platform artistry, and salon management. In addition to esthetics, this industry also offers opportunities in areas such rehabilitation, medical grade treatments and so many more.

Dolly Monroe Beauty Academy does not guarantee employment upon graduation.

### **STUDENT SUPPLIES—Esthetics Program (300 Hours)**

1. Ebook: Milady's Standard Esthetics: Foundations/Fundamentals ISBN 9780357263792
  - a. "Textbooks listed are the most recent editions available."
2. Facial Kit

Students are responsible to purchase a Dolly Monroe Beauty Academy Kit at an additional cost of \$850 aside from the tuition. Please note that students are responsible for the purchase of stationery and replacement supplies including but not limited to kit items. Student kits are subject to change without prior notification based on inventory and product availability.

**\*student kits are subject to change at any time without notice due to the supply and demand of the industry and its manufacturers, supplies, and resources available at the time of purchase. Dolly Monroe Beauty Academy is not held responsible or liable for the discontinuance or delayed shipments of products of supplies of its third-party suppliers\***

## **STUDENT SUPPLIES—Electrology & Laser Program (320 Hours)**

IBEC Study Guide: Electrology plus Laser, October 2017, E-book

### **CANCELLATION AND REFUND POLICY**

#### **INSTITUTIONAL REFUND POLICY**

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

- a. Cancellation can be made in person, by Certified Mail or by termination.
- b. All monies will be refunded if the school does not accept the applicant or if the applicant cancels within three (3) days business days of signing the enrollment agreement and making initial payment.
- c. If A student (or in the case of a student under legal age, his or her parent or guardian) cancels his or her contract and demands his or her money back in writing, within three (3) business days of signing the enrollment contract, but before the first class, will result in a refund of all monies paid. This policy applies regardless of whether or not the student has actually started training.
- d. Cancellation after the third (3) Business Day of signing the enrollment contract, but before the first class, will result in a refund of all monies paid, with the exception of the non-refundable application fee of \$150.00.
- e. Cancellation after attendance has begun but through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
- f. For cancellation of any obligation, other than a book and supply assessment for supplies, materials and kits are not returnable because of use, within 3 working days from the student's signing an enrollment agreement or contract.
- g. Cancellation after completing more than 40% of the program will result in no refund.
- i. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
- j. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.

Unofficial withdrawals are monitored every 5 days and if a determination is made to withdraw a student who has been absent from school for 5 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.

A student's account may be sent to collections for nonpayment.

If the school closes permanently and no longer offers instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student.

If 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 the student notifies the institution that the student will not be returning.

Below is an example of a pro rata refund for the program:

The amount listed is the amount a school may retain based on the number of hours completed to the total program hours.

Pro Rata		
Percentage of Program Completed	0.01%-39.99%	40%-100%
Dollar Amount of Total Tuition Owed to the School /Percentage Equivalent	Pro Rata	100% of tuition

## MAKE UP WORK

Students must complete all required assignments and exams. To accommodate students, makeup test days and worksheet periods are scheduled by the Instructors, Administrative Director, and Academy Director. Students must complete make-up work at the scheduled time. Students will be allowed two attempts towards their final exams and/or practicals. Students that fail to complete and pass the final exams/practicals with a score of 85% or higher after a second attempt will be required to retake the exam a third time at the students cost of \$50.00 per each retake examination required by the student.

Students who are behind in the number of hours completed or who have scheduled time off may not come in during their unscheduled time to make up hours. Make-up work and assignments must be scheduled by the student with their educator, Administrative Director, and the Academy Director. Students must comply with the conditions of the all academic, attendance, and student conduct policies in order to make up missed hours.

Time missed in a class must be made up at the end of the program in order to ensure that it does not interfere with the student's current class or student salon area schedule. The student's presence must be approved by the directors as well as the educator who is facilitating the class and is conditioned on the student's presence not exceeding the class-size limit.

If a student does not follow through with his or her commitment for their scheduled make-up hour(s), the student will be billed at the rate of \$10 per hour for missed makeup time in addition to any applicable fees related to the passed contract hours policy. The student will be denied future make-up time requests or accommodations until all associated fees have been paid.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

SAP measurements include multiple quantitative and qualitative evaluations (Cumulative Grade Point Average, Maximum Time Frame, and Rate of Progress.) The student satisfactory academic progress policy applies to all students. Students must meet the minimum requirements for academics and attendance at the scheduled evaluation point. Students enrolled in Dolly Monroe Beauty programs must meet formal standards that measure their satisfactory progress toward graduation. The Satisfactory Academic Progress policy is provided to all students prior to enrollment. The policy is consistently applied to all students regardless of full time, part time, on campus/in person, or hybrid. Evaluations are maintained in the student file.

Dolly Monroe Beauty Academy has incorporated those standards and requires all students to meet the standards of SAP identified below.

The SAP policy identifies:

- What cumulative grade-point average you need to maintain.

DOLLY MONROE BEAUTY ACADEMY 35

- How quickly you need to be moving toward graduation (for instance, what percentage of clock hours you should have successfully completed by the end of each SAP evaluation point)
- How a grade of incomplete, a withdrawal, a repeated course, or transfer of clock hours from another school will affect your satisfactory academic progress.
- How often the Academy will evaluate your academic progress; What will happen if you fail to meet the SAP standards at any evaluation point.
- When you can appeal the Academy's decision that you have not made satisfactory academic progress and the conditions for that appeal; and,
- How you can regain satisfactory progress after failing a SAP standard.

All students are required to meet the standards of academic performance that are outlined in the sections below and they are evaluated regularly to determine that the standards are met.

These standards have multiple components:

- A minimum cumulative grade point average requirement (CGPA)
- A minimum successful completion rate based on all clock hours attempted (taken); and,
- A maximum time frame (MTF) requirement to successfully complete all required clock hours for your program of study.

Each student must achieve the minimum CGPA of 85% within the MTF established, achieving the required completion rate of 90% at each evaluation point.

Failure to meet these standards may result in dismissal from the program and in ineligibility to earn the diploma.

### **Academic Progress Evaluations**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least four comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 85% 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:

**A = 90% - 100% B = 80% - 89% C = 75% - 79% FAIL = 74% OR BELOW**

### **Determination of Progress Status**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive an electronic or a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

### **Warning**

DOLLY MONROE BEAUTY ACADEMY 36

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, the student may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

### **Probation**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while 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 by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of 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 or by the academic plan, the student will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

### **Re-Establishment of Satisfactory Academic Progress**

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

### **Academic Probation**

Academic Probation is status assigned to a student for a 4-week period after the student that fails to meet SAP standards, successfully appeals and, if applicable, has had financial aid reinstated. Dolly Monroe Beauty Academy places students on a 4-week Academic Probation after unsuccessfully adhering to the terms of an Academic Warning caused by poor attendance, failing grades, lack of progress or bad conduct or violating any of the Dolly Monroe Beauty Academy Academic Policies. Failure to successfully return to Good Standing at the end of the Academic Probation period will result in dismissal from the program and potentially the loss of Title IV financial aid eligibility. Removal of academic probation requires that a student return to meeting the Qualitative and Quantitative requirements of SAP by the end of the 4-week Academic Probation.

**Appeals** Students who are dismissed for failing to maintain Satisfactory Academic Progress may appeal. Reentrance to Dolly Monroe Beauty Academy following dismissal for any reason will be at the discretion of the Academy Director. Students who do not prevail in the appeal process will not be readmitted and may reapply in 6 months. To appeal, a student must provide a written statement why they failed to meet SAP standards and what has changed in their situation that will allow them to meet SAP standards. Appeals must be submitted to the Academy Director within 5 days of the initiation of the unsatisfactory status or dismissal. Before the Appeal may be granted, an appropriate faculty member must create an Individualized Education Plan (IEP) with the student. The Academy Director will notify the student in writing of the result of the Appeal within 5 days.

## **SATISFACTORY PROGRESS POLICY**

Students must meet formal standards that measure their satisfactory progress toward graduation as well as pace of course completion in the specified time frame. The policy is consistently applied to all students and complies with the guidelines established by the school's accrediting/state agencies and the federal regulations established by the US Department of Education.

## **QUANTITATIVE AND QUALITATIVE FACTORS**

Factors for measuring the student's progress toward satisfactory completion of the program include maintaining the following:

Minimum cumulative grade point average (GPA) of 85%.

Minimum cumulative attendance level of 90% of contracted hours

GPA of 85% is required for graduation as well as obtaining satisfactory progress

To determine the rate of attendance, divide the cumulative number of actual hours completed by the scheduled hours to date.

A student who has not achieved the minimum cumulative GPA of 85% or who has not successfully completed at least a cumulative rate of attendance of 90% is not eligible for Title IV assistance, if applicable.

## **COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME**

Minimum cumulative attendance level of 90% of contracted hours. Maximum Time Frame Allotted for Course Completion Examinations are given in all subjects and copies (electronic) are kept of grades as well as attendance. The following system/numeric grading scale is used for the evaluation of a student's academic ability.

Students whose transfer hours are accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours.

## **MAXIMUM TIME FRAME**

Students must complete the educational program within the maximum time frame which is based on attending at least 90% of the scheduled hours. In the case of Leave of Absence (LOA), the maximum time frame will be extended by the number of days in the LOA.

The MTF is calculated using the total weeks required for each program and is computed from the very first clock hours in which the student enrolled and originally began his or her studies in the program. The MTF that any student must complete his or her program of study is 110% or 1.10 times the total number of clock hours required for the program of study

Program	Length	Maximum Time Frame
300-hour ESTHETICS Program – Part Time (hybrid)	20 weeks	22 weeks
300-hour ESTHETICS Program-Full Time (hybrid)	10 Weeks	11 weeks
320-hour ELECTROLOGY & LASER- Full time (hybrid)	16 weeks	17 weeks

To determine the rate of attendance, divide the cumulative number of actual hours completed by the scheduled hours to date. A student who has not achieved the minimum cumulative GPA of 85% or who has not successfully completed at least a cumulative rate of attendance of 90% is not eligible for Title IV assistance, if applicable. Factors for measuring the student's progress toward satisfactory completion of the program include maintaining the following:

### **EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT**

Progress Reports, along with Advisory Forms, occur monthly while formal Satisfactory Progress Evaluations in all attendance and academics occur when the Esthetics program (300 clock hours) student reaches 150 program clock hours.

The monthly Progress Reports are issued to each student to track his/her progress towards meeting satisfactory progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Examinations are given in all subjects and copies (electronic) are kept of grades as well as attendance. The following system/numeric grading scale is used for the evaluation of a student's academic ability:

Theory and Assignments, Practical, Exam and Clinic Grading Scale

**A = 90% - 100% B = 80% - 89% C = 75% - 79% FAIL = 74% OR BELOW**

### **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students receive an electronic or hard copy of their Satisfactory Progress Determinations at the time of each of the evaluations. Students deemed not maintaining Satisfactory Progress may have their Title IV Funding interrupted, unless the student is on Warning or has prevailed upon appeal resulting in a status of Probation

### **WARNING, PROBATION AND RE-ESTABLISHMENT OF SATISFACTORY PROGRESS**

Students failing to meet minimum requirements for attendance or academic progress will be placed on Warning for the next evaluation period. The student will be counseled regarding actions required to attain satisfactory requirements by the next evaluation point. If at the end of the Warning period, the student has still not met both the attendance and academic progress requirements, the student will be determined as not making satisfactory progress and will be ineligible for Title IV assistance.

A student may appeal the decision if the student has a documented reason for the unsatisfactory progress, and the underlying circumstances have changed. The basis for filing an appeal, such as death of a relative, injury, illness, or other special circumstances must be documented in the student's file. The school must determine that Satisfactory Academic Progress standards can be met by the end of the subsequent evaluation period for appeal to be approved. If the school grants the appeal, additional conditions may be imposed for the student's continued eligibility to receive Title IV, such as changing schedules between morning and afternoon whichever is best for the student. If such an appeal is granted, the student is placed on Probation for one evaluation period. If at the end of the Probation the student has not met both academic and attendance requirements, all Federal aid will be suspended until such time that the student re-establishes satisfactory progress

To re-establish satisfactory progress and Title IV aid (as applicable) the student must meet the minimum attendance and academic requirements at the next evaluation period. If the student has not met academic

DOLLY MONROE BEAUTY ACADEMY 39

or attendance requirements for two consecutive evaluation periods, the student will be determined as not making satisfactory progress and will be terminated.

### **APPEAL PROCEDURE**

If a student is determined as not making satisfactory progress or is terminated for not making satisfactory progress within, the student may appeal the negative determination.

The student must submit a written appeal (see Financial Aid Office for official Appeal Policy Form) to the school administration within five (5) business days of the date of determination that the student is not making satisfactory progress or termination. The student must include any supporting documentation of reasons why the determination should be reversed. If the student fails to appeal this decision, the decision will stand. If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, excessive coachings, threats and/or bullying, such termination is final and may not be appealed.

An appeal hearing will take place within fifteen (15) business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is a dependent minor), the student's instructor, and the Director of Education. A decision on the student's appeal will be within three (3) business days by the Academy Director and will be communicated to the student in writing. This decision will be final.

Should a student prevail during the appeal and be determined as making satisfactory progress, the student will be automatically re-entered in the course. Should a student not prevail during the appeal and be determined as not making satisfactory progress, the student will be able to remain enrolled as a cash paying student until the student meets the eligibility/satisfactory progress requirements in which the Title IV will be reinstated to eligible students.

### **LEAVE OF ABSENCE**

Dolly Monroe Beauty Academy understands unforeseen circumstances arise which may require a temporary break in a student's education. Dolly Monroe Beauty Academy Leave of Absence (LOA) policy is available to active students enrolled in a program, who meet the established criteria, and follow the appropriate process. The Leave of Absence refers to the time in which the student is not in attendance at the school. As such, Dolly Monroe Beauty Academy considers the student as a "withdrawn" student for Federal Student Aid purposes but allows the student to remain enrolled at the school. Dolly Monroe Beauty Academy performs a Return to Title IV calculation for each leave of absence in a Title IV eligible program based on the student's last date of recorded attendance and sends an Exit Interview to loan recipients.

To be placed on Leave of Absence, the Student must:

1. Complete and sign the school's Leave of Absence Request Form in writing prior to LOA occurring
  - a. The form must include:
    - i. LOA begin date
    - ii. LOA return date
    - iii. Reason for LOA including a statement to return
    - iv. Signature and date

DOLLY MONROE BEAUTY ACADEMY 40

2. Be approved by the School's Administrative Director and Director of Education in writing prior to LOA occurring
3. Must meet the institution's Satisfactory Academic Progress Policy Requirements
4. Must have a Cumulative grade of 75% or higher at the time of request for a LOA.

Students may request a leave of absence in writing under the following conditions:

1. Leaves must be a minimum of 14 days and a maximum of 60 days. Students may not arbitrarily decide to "take" a leave of absence.
  - a. Please note, that a student may take more than one LOA but the total number of days cannot exceed 180 within a 12 month period. The student must enter a new LOA Agreement for each occurrence as an automatic extension will not be granted.
2. Students who request and receive an approved administrative LOA during a course are required to repeat the course if the student does not earn a passing grade for the course.

Acceptable reasons for a Leave of Absence include:

- a. Student medical (including pregnancy)
- b. Family care (unexpected medical care for a child and/or spouse or death of an immediate family member)
- c. Military duty (see following section on military leaves of absence)
- d. Natural disaster per FEMA
- e. Jury duty (selected for trial)
- f. Emergencies leave of absence
- g. Regulatory changes implemented by a regulating agency affecting the program during the program which may impact the student (State Changes)
- h. Incarceration (Student incarcerated during program)
- i. Rehabilitation (Student enters rehabilitation during the program)
- j. Other special circumstances beyond the student's control (compliance approval required)

Students who fail to return to school or online students who do not have active attendance within three days of the scheduled return date are withdrawn from school. A leave of absence does not provide debt relief from institutional payments if a student has a cash payment obligation.

If students fail to return from a leave of absence, their last day of attendance is their last day of attendance prior to the beginning of their LOA. Therefore, the six-month grace period on their federal loans includes the time period of their scheduled LOA. This results in their loan repayments beginning sooner or immediately following the scheduled end of their leave of absence.

If a student does not return from a LOA within the 180-day maximum, the student's enrollment in the Academy will be terminated. Any Federal Direct Loans that this student has will enter repayment 6 months from his or her last date of attendance at Dolly Monroe Beauty Academy.

VA students will be terminated from VA educational benefits while on an approved leave of absence.

DOLLY MONROE BEAUTY ACADEMY 41

## **VETERANS BENEFITS**

### **VA Pending Payment Compliance**

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

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

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

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

The school prohibits the automatic renewal of a covered individuals/VA Beneficiaries in courses and programs of education

### **CODE OF CONDUCT POLICY**

Disrespect for the Academy's instructional process and its learning environment by a student's misconduct will not be tolerated. Any student whose inappropriate behavior disrupts classroom instruction or salon training, clocks in and leaves campus, or refuses to perform a skill when and as directed by the educator in the salon, may be subject to suspension from the classroom or salon and will be sent home for the remainder of the day. The hours that the student misses because of the suspension must be made up and the over- contract fee will be applied to those hours. Any student who commits a second instance of unacceptable behavior in either the classroom or salon area is subject to termination.

### **STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY**

The Family Educational Rights and Privacy Act (FERPA) sets a limit on the disclosure of personally identifiable information from school records and defines the rights of students to review and request changes to the records. FERPA generally gives postsecondary students the rights to:

Review their education records, Seek to amend inaccurate information in their records, and Provide consent for the disclosure of their records.

Current Students (or parents or guardians, if the student is a dependent minor) are guaranteed access to their school records, with a staff member present, within 45 days from the date of the request. Copies of all records can be requested at \$0.25 per page, for graduated students.

Dolly Monroe Beauty Academy complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 which is designed to protect students' rights with regard to educational records maintained by the school. Under FERPA, a student has the following rights:

1. The right to inspect and review his/her educational record(s) within 45 days after submitting a written request to the Authorized School Official to view those records. The Authorized School Official must make arrangements and notify the student as to when and where the records may be reviewed.
2. The right to make a written request for correction or amendment of any information that the student believes to be inaccurate;
3. The right to a hearing to appeal the school's denial of his or her request to amend or correct their records;
4. The right to have his/her records kept confidential and not released without the student's written consent, except for directory information which includes the student's name, program of study, dates of attendance, honors or awards received, and participation in school-sponsored activities;
5. The right to submit a written request to keep his/her directory information confidential;
6. The right to have confidential information from his/her file released directly to the student; and,
7. The right to file a complaint with the U.S. Department of Education (DOE) against Dolly Monroe Beauty Academy for claims that the school failed to comply with the provisions of FERPA, at DOE/Family Policy Compliance Office, 600 Independence Avenue, SW, Washington, DC 20202-4605.

Under FERPA, Dolly Monroe Beauty Academy has the following rights, without a student's consent:

1. The right to disclose personally identifiable information contained in a student's education records to the school officials with legitimate educational interests. A school official is a Dolly Monroe Beauty Academy employee in an administrative, supervisory, academic or research, and support staff position. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility;
2. The right to disclose personally identifiable information contained in a student's education records to persons or organizations providing students financial assistance, accrediting agencies carrying out their accreditation function, persons in compliance with a judicial order, and persons who, in emergency, seek to protect the health or safety of students or other persons; and,
3. The right, after making a reasonable attempt to notify a student, to disclose the student's education records to officials of another school in which a student seeks or intends to enroll.

### **General Release of Information**

Except under the special conditions described in this policy, a student must provide written consent each time before the school may disclose personally identifiable information from the student's education records. The written consent must:

- State the purpose of the disclosure,
- Specify the records that may be disclosed,
- Identify the party or class of parties to whom the disclosure may be made, and
- Be signed and dated.

### **FERPA Disclosures to Parents**

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS rules.

Note that the IRS definition of a dependent is quite different from that of a dependent student for Federal Student Aid (FSA) purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

A school may disclose information from a student's education records to parents in the case of a health or safety emergency that involves the student.

A school may inform parents of students under age 21 when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

A school official may share with parent's information that is based on that official's personal knowledge or observation and that is not based on information contained in an education record.

### **Release of Information to Regulatory Agencies**

Disclosures may be made to authorized representatives of the U.S. Department of Education and The Commission on Massage Therapy Accreditation (COMTA) for audit, evaluation, and enforcement purposes. "Authorized representatives" include employees of the Department of Education, such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics, as well as firms under contract to the Department of Education to perform certain administrative functions or studies.

The Dolly Monroe Beauty Academy provides and permits access to student and other school records as required for any accreditation process initiated by the school.

### **Disclosures in Response to Subpoenas or Court Orders**

FERPA permits schools to disclose education records, without the student's consent, to comply with a lawfully issued subpoena or court order.

In most cases, the school must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so the student may seek protective action. However, the school does not have to notify the student if the court or issuing agency has prohibited such disclosure.

The school may also disclose information from education records, without the consent or knowledge of the student, to representatives of the U.S. Department of Justice in response to an ex parte order issued in connection with the investigation of crimes of terrorism.

### **Disclosures for Other Reasons**

There are two FERPA provisions concerning the release of records relating to a crime of violence. One concerns the release to the victim of any outcome involving an alleged crime of violence (34 CFR 34 CFR 99.31[a] [13]). A separate provision permits a school to disclose to anyone the results of any disciplinary hearing against an alleged perpetrator of a crime of violence in which that student was found in violation of the school's rules or policies with respect to such crime or offense (34 CFR 99.31[a] [14]).

### **Directory Information**

The academy does not publish "directory information" on any student.

### **Record Maintenance**

All requests for releases of information are maintained in the student's file if the educational records are kept.

### **Amendment to Student Records**

Students have the right to seek an amendment to their school records. To seek an amendment, students must meet with the School Director and bring any supporting documentation to show that the record is incorrect.

## CAREER OPPORTUNITIES

Career opportunities for estheticians and makeup artist include but are not limited to Salon Owner, Independent artist, Film and television, Lash Extensions, Runway, Print, Red carpet and celebrity, Theatre, Costume makeup, Bridal, Spa/Medical, Funeral home, Product Development Education, Brand representative or retail, Beauty writer. Career opportunities for Laser/Electrology professionals include but are not limited to medical/spa director, laser specialist, laser safety officer, electrologist, sales representative, or an educator/trainer.

## DOLLY MONROE BEAUTY ACADEMY 2024-2025 ANNUAL GRADUATION & PLACEMENT STATISTICS

TAMPA

GRADUATION RATE: 97%  
PLACEMENT RATE: 93%

ORLANDO

GRADUATION RATE: 100%  
PLACEMENT RATE: 100%

## STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES

All students must commit to and follow the Student Professional Development Guidelines during their enrollment at Dolly Monroe Academy. These guidelines were established to assist in creating a safe, focused, and enjoyable learning experience.

### Equipment Policy

Equal access to well-functioning equipment and facilities is a central focus of DMBA and is critical to the delivery of the school's curriculum. This policy describes the procedures for when equipment gets lost or damaged, as well as students' responsibilities for properly maintaining equipment and facilities in the course of their program. Attempting to repair, modify and/or "rig" equipment is strictly prohibited. Equipment will invariably be broken in the course of a production, and many times there is a strong urge to attempt to fix the equipment on site. Serious and dangerous situations can arise when equipment is modified. This policy is in place for the protection of all staff, students, and clients, as well as to protect the equipment and ensure for its future use. Violation of this policy will subject the student to restriction and possible loss of equipment usage.

It is understood that, during use, equipment may become damaged in minor ways. This is viewed as normal wear-and-tear. Therefore, students will not be responsible for the cost to repair damage that is classified as normal wear and tear. The instructors will be responsible for classifying the damage as normal wear-and-tear, lost, or damaged through the use of equipment logs kept in each classroom.

To assist in the maintenance and replacement of equipment and facilities DMBA has enacted fees that are required to be paid in the event of lost, broken, or stolen equipment. This fee applies to ALL equipment and facilities including, but not limited to, facial machines and modalities, mannequins, beds/treatment tables, chairs, desks, trolleys, laptops/computers/ipads, classroom furnishings, and structural elements such as walls, ceilings, doors and windows. When discussing loss or damage it should be noted that the word "equipment" refers to all facilities and their contents.

The student(s) responsible will be held solely liable for the entire cost of replacement or repair, and may also be placed on probation or dismissed from the program. Any cost to replace or repair the equipment must be paid prior to graduation. These fees are applied to each individual piece of equipment. A payment plan option or other contingency payment options may be available and must be arranged with the Academy Director, and should not exceed 6 months.

DOLLY MONROE BEAUTY ACADEMY 45

If multiple students are held responsible for the loss or damage of equipment, then the cost to repair or replace will be determined for each piece of equipment and the final cost to the students will be split between all responsible parties for each piece of lost or damaged gear.

The cost of lost or damaged equipment will be applied for accidental loss or damage and any act of gross negligence or willful destruction that results in loss or damage to equipment or facilities.

An equipment log will be generated for each course and delivered to the Director. In addition, an invoice for all missing and damaged equipment from that specific course will be generated and delivered to the responsible party/parties.

### **Attendance and Documentation of Time**

The school records attendance in clock hours and gives appropriate attendance credit for all hours attended. The school does not add or deduct attendance hours as a penalty. Attendance is calculated using a computerized time clock and does not round hours unless a student is clocked in prior to class start times. To ensure proper credit for clock hours, students are required to clock in/out approximately four times a day: when they arrive at school, if they leave the premises (even for lunch), returning to class (even from lunch), and when they leave at the end of the day.

The school is open from 9:00 AM to 5:00 PM for students.

All courses require continuous attendance.

The prescribed attendance schedule must be maintained each week.

Students must be on time, as tardiness inhibits the learning process. Students who are late for theory class may not enter the classroom and will not receive theory credit. They may "clock in" and will be assigned special projects or assignments pertaining to their course of study. Students are never excused from mandatory theory class to work in the clinic.

**Students should understand that, although they may be able to miss up to 10% of their regularly-scheduled class times, they are still required to complete the total number of hours required for their program of study within the maximum time frame.**

### **PAST CONTRACT HOURS POLICY**

At the time of enrollment, each student is given a date by which their studies should be completed, based on the total number of clock hours in their program. This completion date is included in their Enrollment Agreement.

During the contracted enrollment period, students must maintain a 90% attendance average throughout the entire program to complete the program by the maximum time frame. Students may not miss more than 10% of the total program hours. The student may use the 10% absences for vacation, doctor appointments, illness, etc.; however, the student may not be out of school for 5 consecutive academic calendar days or the student will be terminated.

Students are expected to attend 100% of all classes. The maximum time frame is 110% of the total clock hours needed for program completion.

Fees for past contract hours:

DOLLY MONROE BEAUTY ACADEMY 46

Dolly Monroe Beauty Academy programs are clock hour programs. Any and all time missed is deemed as past contract hours regardless of reasoning. If the student must attend additional program hours beyond the contracted end date due to not meeting a 100% attendance during the program or for failure to complete academic graduation requirements, all hours missed will be treated as over/past contract hours and the student will be charged an additional \$25.00 for each hour scheduled to complete after the contracted end date is reached. This policy includes time up to the maximum time frame allowed for a student to complete their program of study. The maximum time frame is explained in the "Satisfactory Academic Progress Policy".

#### Exceptions for Past Contract Fees:

For a student to be excused from such fees they must provide documentation to the Academy Director, the following scheduled class date after the absence. All absences result in the loss of hours, but to be excused from fees the following are qualifying and verifiable reasonings: personal illness or illness of a dependent (child), death of an immediate family member (mother, father, brother, sister, grandmother/grandfather), jury duty, or military duty. Documentation should include corresponding dates to absences and be specific in excusing students from school if applicable.

#### **Neither Title IV financial aid funds nor VA Benefits may be used to pay over-contract fees.**

Any payment arrangements that a student requires must be agreed upon by the Academy and the student. As indicated under the graduation requirements, all financial obligations must be completed before a student is certified as a graduate and a diploma can be issued. Title IV financial aid funds cannot be used to pay over-contract fees

#### **Tardiness and Student Services**

At Dolly Monroe we want to ensure we are training on the importance of time management and client satisfaction. Students should call the Receptionist/ Client Specialist if tardy, and send an email to the Administrative Director, school receptionist, and their instructor when absent. Failure to notify the proper authority (Receptionist) of tardiness and/or absence by 9:15AM will result in all appointments being moved for the day. If the appointment is by request, such appointment will be notified and have the option to cancel and/or reschedule. If students are not present in the classroom/clinic 15 minutes prior to each scheduled appointment (aside from scheduled breaks), the appointment will be moved to another students' calendar. Tardiness prohibits proper preparation, and will not add to the value of services provided.

#### **SUSPENSIONS ASSOCIATED WITH THE ATTENDANCE POLICY**

Dolly Monroe Beauty Academy will impose a 1-day suspension for each of the following events: A suspension day is treated as an over-contract day and the hours missed must be made up at the rate of \$25 per hour. A student will be suspended for 1 day, if tardy more than 3 times in one month. Students must be on time as tardiness inhibits the learning experience. A student's failure to call in prior to his or her scheduled class or clinic time or failure to submit an absence request in advance is considered a "no show." A student who is a "no show" will be suspended for 1 day.

\*\*Refer to the school enrollment contract for the Enrollment Contract Period definition.

#### **Please note that if a student misses 5 consecutive academic calendar days, the student will be terminated from the program.**

Students who are late or cannot attend school must contact the school and talk to the school front desk immediately.

Students must request time off from school with the Administrative Director.

Students are required to be in attendance a minimum of eight (7.5) hours per day, 30 hours per week for the full-time schedule; 15 hours per week for part-time students.

Holidays such as Thanksgiving, Christmas, and New Year's Day will be set according to the calendar each year. Students cannot bank hours and attend over 30 hours per week to make up for missing hours.

If a student will miss hours during the week, arrangements must be made with the Administrative Director to make up those hours, the hours missed will count against the hours allowed to miss and past/over contract charges will occur.

Lunch and breaks are scheduled for all students.

Students will take one 30 minutes for lunch and two 10 minute breaks, if time allows, according to the classroom and service schedule. Each phase of the program has designated breaks and lunches. Students should communicate with their instructor if they have not had lunch by 2:00 PM.

**Observe the appropriate breaks for your school schedule. Breaks are as follows:**

<b>Student Schedule Breaks/Lunch</b>		
<b>Hours/Day</b>	<b>Break Time</b>	<b>Lunch Time</b>
7.5 hours/day	15 minutes in the morning and afternoon	30 minutes

**DOCUMENTATION OF TIME**

**Students may not leave the school premises during regular hours without an instructor's permission.**

- Students who leave the school premises or those who leave early must document their time by clocking out on the time clock, and having an instructor book them out.
- Students must clock out on the time clock for any reason including for lunch for the proper duration that they are not inside the school facilities. Students will not receive credit for the hour if they fail to clock in/out.
- Students may not clock in or out for another student.
- Students must keep a record of all services each day on the service tracking sheet, which must be completed daily and turned in every 100 clock hours.

**PROFESSIONAL IMAGE: A professional image is a requirement for successful participation in school.**

**Students must maintain the following professional dress code:**

Students are required to wear their academy branded DMBA scrubs or approved DMBA attire. Clothing must be professional, clean, and free of stains and tears.

Students must wear tennis shoes/sneakers

Shoes must be closed-toed, closed-heeled, tennis shoes only, professional, and comfortable for all students.

Hair must be clean and styled prior to arriving at school.

All hair longer than shoulder length, should be secured back out of the face and out of reach to your clients. Simply tucking longer hair behind ears is not permitted.

If extra layers must be worn, they must also be black for esthetics, and white for electrolysis/laser and free of graphics

Jackets may be worn but must not have a hood.

Cosmetics must be applied prior to arriving at school, using trend-appropriate makeup techniques.

No midsection or lower extremities may be visible

Garments for religious reasons are acceptable.

**The following is a list of examples of unacceptable dress:**

- Tank or sleeveless tops, crop tops.
- Non-branded black scrub tops
- Printed T-shirts other than those with a Dolly Monroe logo; acceptable T-shirts must be clean and professional
- Sweatpants, leggings, and sweatshirts, shorts, skirts, ripped jeans
- Sandals, flip flops, slides
- Hats, visors, bandanas, caps, bonnets, or beanies
- Hooded sweatshirts, jackets, or tops
- Jean/Denim Jackets

Students who fail to comply with the professional dress code will be asked to leave and return with appropriate attire

## **SANITATION AND PERSONAL SERVICES**

Students must keep workstations and classroom areas clean, sanitary, and clutter-free at all times. This includes mandatory washing of linens daily by means of the student. Dolly Monroe Beauty Academy does not offer laundering services. Linen and kit maintenance is at the cost of the student.

Students must clean their stations ,trolleys, carts, and equipment, including the floor, and treatment area after each service.

Workstations must be cleaned at the end of the day, prior to clocking out for the day. All students must participate in team clean on the days designated by the instructor.

For students to perform or receive a service, they must do the following prior to starting the service:

- Notify an instructor.
- If a service guest comes in and the service desk personnel needs the student giving the personal service or the student receiving it to take care of the service guest, then the students must reschedule their personal service and complete the assigned service guest reservation.
- Personal services are considered rewards and scheduled for students who are up to date with all projects, exams, and worksheets. School assignments and successful learning are the priority. Students must complete all required forms and waivers prior to receiving a service.

## **COMMUNICATION GUIDELINES AND PROFESSIONAL CONDUCT**

Visitors are allowed in the reception area only. Visitors are not allowed in the classrooms, student lounge, breakroom, or clinic floor area.

Only emergency calls are permitted on the business phone. Students may use the student phones for

- Limited time. Please keep your calls to three (3) minutes or less.
- Cell phones/apple watches/airpods, or anything alike, are not permitted during class.
- Students may not gather around the reception desk, reception area, or offices.
- Food, and drinks, are allowed only in the lunchroom.
- Dolly Monroe Beauty Academy Tampa is a drug, smoke, and alcohol-free campus.
- Stealing or taking school property, or another's personal property is unacceptable and is grounds for immediate termination and any charge or fees to replace the stolen property will be added to the students billing ledger.
- Students should only contact instructors via Student Portal/Prestige, or via school phone. Contacting an instructor/staff member via social media, text, or personal email are not acceptable forms of communication, especially for the hybrid students who may need help with online assignments.

## **DRUG/WEAPON/VIOLENCE FREE CAMPUS**

Dolly Monroe Beauty Academy is proud to be an Alcohol, drug, smoke, weapon, and violence free campus and workplace. This policy is intended to promote a safe, productive, and drug/violence/weapon-free work and learning environment for our faculty, staff, clients, and students. The unlawful manufacture, distribution, dispensation, possession, use, trade, or sale of a controlled substance, alcohol, or weapons by any DMBA staff or students on campus or at any related activity threatens the well-being and health of the DMBA community. Although DMBA respects an individual's rights, such rights cannot outweigh the need to maintain a safe, productive, and drug/violence/weapons free work and educational environment.

Therefore:

1. No person may unlawfully manufacture, distribute, dispense, possess, trade, sell, or offer for sale a controlled substance/weapon or otherwise engage in the use of controlled substance/weapon on campus or as part of any DMBA activity;
2. No person may report to classes, work, or related assignments under the influence of controlled substances or alcohol; and this includes the smell of smoke or other substances Nor, have any weapon on their person.
3. No person may use prescription drugs illegally. The legal use of prescription drugs with known potential to impair personal safety should be reported to the Academy Director.

It should be known that when referring to "on campus" this means within the doors of buildings addressed and operated by Dolly Monroe Beauty Academy including the campus parking lot(s). Outside of the doors and in the parking lot(s) are also monitored by local law enforcement. Any violation of this policy shall constitute grounds for immediate termination.

## **LEARNING PARTICIPATION GUIDELINES**

Peer teaching and tutoring are encouraged. However, taking credit for another's work or cheating during exams is unacceptable and grounds for termination.

Students will be expected to maintain an average of 80 percent on all theory exams and assignments.

Students must take all reservations assigned to them. This includes last-minute walk-ins.

Students may not be released from required theory class to take a service guest.

Only service desk personnel may schedule or change guest service appointments.

All services must be checked, and the service ticket initiated by an instructor.

Students are expected to be continuously working on school-related projects, assignments, reading, or exam preparation during school hours.

Students will receive clock hours during the times they fully participate in their learning experience.

When students are not scheduled with service reservations or are not scheduled to attend theory or a specialty class, they may focus on the following:

- Completion of worksheets or activities
- Completion of theory assignments
- Performing a service on another student
- Listening to or reading school resource center materials, including educational videos, audiotapes, and books
- Students must comply with school personnel and instructor's assignments and requests as required by the curriculum and student guidelines and rules.
- Students may not service outside of school unless authorized to do so by school administration. Conducting unauthorized services outside of school will be reported to the state board and may result in your inability to receive a professional license. Students are responsible for their own equipment and may use a station drawer only while working at that station. All equipment, tools, and personal items must be secured by the student.

DOLLY MONROE BEAUTY ACADEMY 50

- Students may not receive any form of compensation for any services provided until they are licensed to do so. This includes, but is not limited to, gratuity given from clients after each service.
- Dolly Monroe Beauty Academy is not responsible for any lost or stolen articles including but not limited to personal items.
- Parking is allowed in assigned parking areas only or cars may be towed at the owner's expense.
- All assignments are due at the end of each class day by 5:00 PM for in person class sessions and all Online course work is due before midnight prior any in person class attendance, for all online homework and assignments.
- If a student fails to complete an assignment in entirety, the student will be placed on the Back on Track list and will remain on the list until the following 100 clock hour review, if he or she completes the assignments.

## **COACHING AND CORRECTIVE ACTION**

Part of your learning experience includes fine-tuning and mastering the skills and behaviors of a salon professional. The school team will coach all students to correct noncompliant or destructive behavior.

The following actions may be inspected for noncompliance:

### **Attendance and Documentation of Time Guidelines:**

Attendance, promptness, and documentation of work are cornerstones of successful work practices. Students may be clocked out, released for the day, or suspended when they do not comply with guidelines.

### **Professional Image Standards:**

Professional image standards were created to provide guidance and direction to students as they develop their professional image and persona. Students may be clocked out and released for the day when they do not meet professional image standards.

### **Sanitation and Personal Service Procedures:**

Sanitation and personal service procedures have been established to comply with state laws and to provide a safe and clean service environment. Students may be clocked out and released for the day when they do not follow sanitation and personal service procedures.

### **Communication Guidelines and Professional Conduct:**

It is the school's responsibility to provide a learning environment that is professional, positive, and conducive to learning. Staff and students all contribute to a mutually respectful learning environment that fosters effective communication and professional conduct. Students who fail to follow communication guidelines and who do not conduct themselves in a respectful and professional manner may experience suspension or termination.

### **Learning Participation Guidelines:**

The learning participation guidelines have been established to provide a creative, fun, interactive, and collaborative learning environment that empowers students to act as future salon professionals and committed learners. Positive behavior is required to create a mutually beneficial learning environment for all students. Students who fail to meet the guidelines and create challenges for other students or staff may be released from school, suspended, or terminated.

## Corrective Action Steps

A student is allotted 100 participation points per course of the program. It is the student's responsibility to maintain a minimum of 90% weighted grade point average. If participation points continue to drop due failure to comply with policies herein, the student's GPA may fall below the minimum weighted score and will result in being placed on Academic probation. Each reduction of participation points will also result in an official written coaching.

Non Compliant Activity with in classroom/Clinic	Deducted Point Value
Cursing/ Foul Language (possibly sent home)	-50 points
Not being in Uniform(possibly sent home)	-50 points -25 top, -25 bottom
Cell Phone Usage in Class/Clinic	- 10 points
Refusal to do service (then sent home)	-25 points
Refuse to do mannequin (then sent home)	-25 points
Eating Food in Classroom Chewing gum/Eating Candy	-10 points
Gossiping about Clients	-25 points
Leaving Classroom for no reason wandering around	-15 points
Sleeping or head down	-25 points
Using Products outside of the recommended Dermalogica Protocol	-15 points
Hair not pulled back	-10 points
Long nails/Acrylic Nail/ Chipped Polish	-10 point
Jewelry, Large Earrings, Bracelets, Apple watches	-10 points
Airpods	-15 points
Viewing Non School related items on Laptop	-15 points
Improper Sanitation	-15 points
Refusal to do Sanitation (possibility of being sent home)	-25 points
Unprepared for class,(no sheets,supplies etc)	-25 points
Talking to another students while servicing a client	-25 points

Once a student has received five (5) coaching sessions, the student may be suspended from school for three (3) days. Suspended students may only be readmitted to school upon paying the administrative termination

DOLLY MONROE BEAUTY ACADEMY 52

fee of \$150.00. If a student receives two (2) more coaching sessions after readmission from a three (3) day suspension, the student's attendance may be permanently terminated. A student may be terminated without prior coaching sessions for improper and/or immoral conduct. Refer to the school Advisory.

When monitoring students for unofficial withdrawals, the school is required to count any days that a student was out of school on suspension as a part of the 5 consecutive days of non-attendance used to determine whether the student will be returning to school.

We believe in providing a quality environment with an exceptional educational program. This framework gives everyone the opportunity to enjoy the experience! The entire staff appreciates the students' respect for these guidelines.

## ACCOMMODATION PROCEDURES FOR STUDENTS WITH DISABILITIES

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### Accommodation Procedures for Students with Disabilities

**Non-Discrimination Policy** — It is the policy of Dolly Monroe Beauty Academy to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act which are Federal laws that prohibit discrimination based on disability. Dolly Monroe Beauty Academy does not discriminate based on disability against a qualified person with a disability regarding application, acceptance, grading, advancement, training, discipline, graduation, or any other aspect related to a student's participation in a program of Dolly Monroe Beauty Academy. This applies to all students and applicants for admission to the school. Dolly Monroe Beauty Academy will provide reasonable accommodations to students with disabilities.

**Definition of an Individual with a Disability** — an individual with a disability is a person who has a physical or mental impairment which substantially limits one or more major life activities of the individual. These persons are protected by Section 504 of the Rehabilitation Act and the Americans with Disabilities.

The phrase physical impairment means a physiological disorder or condition, a cosmetic disfigurement, or an anatomical loss, that affects one or more of the following body systems: neurological; musculoskeletal; special sense organs (which would include speech organs that are not respiratory such as vocal cords, soft palate, tongue, etc.); respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine. Examples include, but are not limited to, orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV disease (symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

The phrase mental impairment means any mental or psychological disorder, including but not limited to, mental retardation, organic brain syndrome, emotional or mental illness, specific learning disabilities, post-traumatic stress disorder, depression and bipolar disorder. The phrase substantially limits must be interpreted without regard to the ameliorative effects of mitigating measures, other than ordinary eyeglasses or contact lenses. Mitigating measures are things like medications, prosthetic devices, assistive devices, or learned behavioral or adaptive neurological modifications that an individual may use to eliminate or reduce the effects of impairment. These measures cannot be considered when determining whether a person has a substantially limiting impairment. An impairment that is episodic or in remission is a disability if, when in an active phase, it would substantially limit a major life activity, for example, a student with bipolar disorder would be covered if, during manic or depressive episodes, the student is substantially limited in a major life activity (e.g., thinking, concentrating, neurological function, or brain function).

The phrase major life activities mean functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major life activities also include major bodily functions such as functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

DOLLY MONROE BEAUTY ACADEMY 53

## **The School's Responsibilities to Students with Disabilities**

The school must provide academic adjustments, auxiliary aids, and reasonable accommodations to students with disabilities that are necessary to ensure students are not denied the benefits of, or excluded from participation in, the school's program. The school must make modifications to its academic requirements that are necessary to ensure that the requirements do not discriminate against students with disabilities. The school must ensure that it provides physical access to students with disabilities. It is also the responsibility of Dolly Monroe Beauty Academy to permit students with disabilities to use service dogs on each campus.

The person responsible for implementing these responsibilities at the Dolly Monroe Beauty Academy Campus' is: India Calloway; Owner; 10359 Cross Creek Blvd Suite E Tampa, FL 33647; (813) 388-5532 or 3815 East Colonial Dr Orlando, Florida 32803 813-564-6385; india.calloway@dollymonroe.edu

When a student informs a school staff member that the student is disabled, or needs accommodations or assistance due to disability, the staff member will refer the student to the school's Advisor.

## **Procedures for Students and the School**

Documentation of disability by students — Students with disabilities who wish to request reasonable accommodations (including academic adjustments, auxiliary aids, or modifications) must contact the Advisor named above for their campus. Students must provide documentation of disability from an appropriate professional, which depends on the nature of the disability. For example, a student with a psychological disability should provide documentation from a psychologist, psychiatrist or social worker.

This documentation may be the student's existing medical records, or reports created by the student's medical provider or an appropriate professional who conducts an assessment of the student. The documentation of disability is kept at all times in a locked, private file at the school. To protect privacy, direct access to this documentation is by written consent only.

Student requests for accommodations and interactive discussion within the initial interview

During the initial interview, the student and the advisor will discuss how the student's impairment impacts the student, how the student expects the impairment to impact the student in the school's program, the types of accommodations the student has previously received (if any), and the accommodations being requested by the student from the school. The Advisor and the student should discuss accommodations needed during all phases of the program, and for classroom instruction, skills-based instruction, and skills practice.

The documentation (or observation) must show the nature of the student's disability and how it limits a major life activity. The accommodations requested by the student should be related to these limitations.

There are no pre-set accommodations for specific disabilities. Instead, the Advisor and the student must discuss and determine what the student's limitations are, and how they can be accommodated.

Here are some examples:

A student with an orthopedic disability may need cushioned floor mats and scheduled times to sit down. These students may also need a specific kind of chair.

A student with a learning disability or attention deficit disorder may need extra time to take exams, such as ninety minutes to take an exam instead of the sixty minutes allowed to other students. These students may need to take their exams in a location that is quiet and has no distractions, such as an office rather than the classroom.

A student with a learning disability or psychological disability may need a note taker, a copy of the instructor's notes or presentation, or to use a tape recorder during instruction.

A student with post-traumatic stress disorder or an anxiety disorder may need to take periodic leaves of absence or may need to structure their program so that it is scheduled over a longer period of time than usual. These students may need to take breaks in a quiet room during skills practice.

A student with a hearing impairment may need instructors to use voice amplification systems or may need to utilize a sign language interpreter.

A student with diabetes may need periodic breaks to check his or her blood sugar level.

Decision about accommodations and ensuring implementation of accommodations — The Advisor will decide the accommodations to be provided to the student. The Advisor will consider any past accommodations that have been effective for the student and will give primary consideration to the type of accommodation requested by the student. Alternate accommodations may be provided if there is an alternative accommodation that would be equally effective for the student.

The School is not obligated to provide accommodations that would result in an undue financial or administrative burden on The School. If the Advisor decides that a requested accommodation might impose such a burden, the Advisor will discuss the issue with the school owner, who will consider the overall financial resources of The School. The School owner will make the final decision.

## **GRIEVANCE PROCEDURES FOR STUDENTS WHO HAVE COMPLAINTS BASED ON DISABILITY**

The Dolly Monroe Beauty Academy is responsible for providing a grievance procedure to students who feel they have been discriminated against based on disability.

The grievance procedure provides students the opportunity to file a complaint. The school then has the responsibility to objectively investigate the allegations in the complaint and determine whether the student has been discriminated against. If the school determines that discrimination occurred, the school must take appropriate steps to correct the discrimination and prevent it from recurring.

### **Grievance complaints**

A student may file a grievance if the student feels he or she has been discriminated against because the student is disabled, or because the student is regarded as being disabled, or because the student has a record of being disabled. A student may also file a grievance if the student feels that he or she has been retaliated against for advocacy based on disability. Here are some examples of discrimination:

An instructor or other students refer to the student in a derogatory way related to the student's disability.

An instructor generally refers to students with types of disability in a derogatory way.

Other students refuse to work with the student because the student is disabled.

A school staff member refuses to provide a service to the student that the staff member provides to other students.

A school staff member takes negative action toward the student after the student asked for accommodations for a disability.

A guest presenter at the school makes derogatory statements about students with disabilities, or states that students with disabilities can never be employed in the presenter's field.

A student's request for accommodation was denied by the school, or an instructor did not implement an accommodation for the student that was approved by the school.

A student must file a grievance complaint within 90 days of the date the discriminatory act occurred, or within 90 days of the end of an informal attempt to resolve the complaint, whichever is later. The complaint must be written. In the complaint, the student must describe what happened and the dates the acts took place, and state who was involved. The student should explain why the student believes the acts were taken based on disability. The student should describe or provide copies of any relevant documents or emails, if available.

A student may ask the Advisor to try and informally resolve the student's complaint before the student files a written complaint. However, the student is not required to try informal resolution before filing a written complaint.

For students attending the academy, the complaint must be sent to

The Academy Director of the student's attending campus; 10359 Cross Creek Blvd Suite E Tampa FL 33647, (813)388-5532 [brandy.wallace@dollymonroe.edu](mailto:brandy.wallace@dollymonroe.edu) or 134 East Colonial Dr Orlando, Florida 32801 407-717-4692 [bianca.marrero@dollymonroe.edu](mailto:bianca.marrero@dollymonroe.edu). Should any grievances escalate beyond the Director, the Academy Owner will be notified.

### **Investigation of the Complaint**

When the School Director receives a written complaint, the Academy Director will immediately begin an objective investigation. The School has the right to contract with an independent investigator to conduct any investigation. After reviewing all the evidence gathered, the School Director will determine whether the student was treated differently from other students based on disability; or whether the student was harassed based on disability; or whether the student was retaliated against because the student advocated on the basis of disability; or whether the student was denied an accommodation that the school should have provided to the student.

The School Owner will review all the information provided by the student in the appeal, the decision by the School Director, the interview records made by the School Director and the documents gathered by the School Director. The School Owner will issue a written decision to the student within fourteen days after receiving the student's appeal. The School Owner will determine whether the decision should be revised or remain the same. If the School Owner determines that the decision should be revised, the School Owner will ensure that any necessary changes in the remedies are implemented.

### **STUDENT AND EMPLOYEE ANTI-HARASSMENT AND DISCRIMINATION POLICY**

The Dolly Monroe Beauty Academy is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students and employees are required to take our mandatory Sexual Harassment and Prevention Training upon starting in school and then in January of each year. School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the School prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and the School has jurisdiction over Title IX complaints.

The School's anti-harassment policy applies to all persons involved in the operation of the School and prohibits unlawful harassment by any employee of the School, as well as students, customers, third parties, vendors or anyone who does business with the School. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom the School does business engages in unlawful harassment or discrimination, the School will take appropriate corrective action. The grievance procedure will provide that complaints may be filed about discrimination in any academic, educational, extracurricular, athletic or other programs operated or sponsored by, or related to, the School, whether the programs take place on the campus of a school, during a school-sponsored field trip, or other off-campus events.

As part of the School's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to the School community through publications, the School website, new employee orientations, student orientations, and other appropriate channels of communication.

The School will provide training to key staff members to enable the School to handle any allegations of discrimination and harassment, including sexual harassment or sexual violence, promptly and effectively.

The School will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

## **Definitions**

Sex Discrimination is defined as treating individuals differently based on sex regarding any aspect of services, benefits, or opportunities the School provides such as:

- Treating a person differently in determining whether he or she satisfies any requirement or condition for the provision of an aid, benefit, or service.
- Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner.
- Deny any person an aid, benefit, or service
- Subject any person to separate or different rules of behavior, sanctions, or other treatment in providing an aid, benefit, or service.
- Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates based on sex in providing any aid, benefit or service to students or employees.
- Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

Sexual Harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive.

Sexual Violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion, domestic violence, dating violence, and stalking.

Domestic Violence is defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

Dating Violence is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Sexual Assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation using drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

Stalking is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

Consent is informed, voluntary, and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

### **Prohibited Conduct**

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- I. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment.
- II. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
- III. it creates a hostile or offensive environment, which means the alleged conduct is sufficiently serious to limit or deny a student's ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters, or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body.

Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

### **Complaint/Grievance Procedure**

The following grievance procedures shall be used to address sex discrimination complaints filed by students/employees or complaints filed on their behalf against employees, other students, or third parties. If you believe that you have experienced or witnessed harassment or sexual violence, notify your Learning Leader, supervisor, or the School Owner, as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with the School is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the School Owner for student-related complaints or if the complaint involves an employee. To facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. A sex discrimination complaint should be filed within 7 days from the date of the alleged discriminatory incident. All documentation pertaining to the complaint/grievance will be confidential.

The complaint/grievance once received will be maintained in the student's and/or employee's permanent file, which has limited staff access, this includes verbal complaints.

All complaints involving a student will be referred to the campus Director. The Director's contact information is listed below and has the responsibility of overseeing all student complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

10359 Cross Creek Blvd Suite E Tampa FL 33647, (813)388-5532 brandy.wallace@dollymonroe.edu

134 East Colonial Dr Orlando, Florida 32801 407-717-4692 bianca.marrero@dollymonroe.edu

The School ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the School's grievance procedures operate. Because complaints can also be filed with an employee's supervisor or School Owner, these employees also receive training on the School's grievance procedures and any other procedures used for investigating reports of sexual harassment.

### **Investigation of Complaints**

In response to all complaints, the School promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to investigate will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. If a complainant requests confidentiality, the School will take all reasonable steps to investigate and respond to the complaint consistent with the request. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the School will inform the complainant that its ability to respond may be limited. The preponderance of the evidence standard will apply to investigations, meaning the School will evaluate whether it is more likely than not that the alleged conduct occurred.

Both parties will receive written notice of the outcome of the complaint. Written notice will include:

- i. Whether the School found that the alleged conduct occurred, and whether it constituted discrimination
- ii. Any individual remedies offered or provided to the complainant or any sanctions imposed on the respondent that directly relate to the complainant
- iii. Any other steps the School took to eliminate the hostile environment, if the School found one to exist, and prevent recurrence; and
- iv. Any appeal opportunities

During the investigation, the School will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved.

If the School determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and the School will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the School to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination.

Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from the School's disciplinary process. To the extent that an employee or contract worker is not satisfied with the Academy's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

The School should make appropriate referrals to law enforcement. The School will also notify complainants of the right to proceed with a criminal investigation and a Title IX complaint simultaneously. The School will not wait for the criminal investigation or criminal proceeding to be concluded before beginning its own investigation.

### **Retaliation Prohibited**

The School prohibits any form of retaliation, intimidation or harassment against any individual who filed or otherwise participated in the filing or investigation of a complaint of discrimination. Any individual who believes he/she has been subjected to retaliation may file a separate complaint under this procedure.

### **Reporting Requirements**

Victims of sexual misconduct should be aware that School administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. The School will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions considering the danger. The School reserves the right to notify parents/ guardians of dependent students regarding any health or safety risk, or a change in student status.

## **SEXUAL HARASSMENT POLICY**

Dolly Monroe Beauty Academy is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from sexual harassment. This policy covers anyone who engages in sexual harassment on school property or at school activities.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct of a sexual nature, when:

- Submission to the conduct or communication is either explicitly or implicitly made a term or condition of an individual's employment, work opportunity, education, or other benefit.
- Submission to or rejection of the conduct or communication is used as a factor for employment decisions or other school-related decisions affecting an individual; and/or
- Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance or creates an intimidating, hostile, or offensive work or school environment.
- Sexual harassment can occur between staff to student, student to staff, student to student, staff to staff,
- female to male, male to female, female to female, and male to male. Administration will take prompt, equitable, and remedial action on reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency. Sexual harassment may include but is not limited to:
- Verbal harassment or abuse of a sexual nature
- Subtle pressure for sexual activity
- Inappropriate or unwelcome touching, patting, or pinching of a sexual nature
- Intentional brushing against a student's or an employee's body
- Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status
- Demanding sexual favors accompanied by implied or overt promises of preferential treatment regarding an individual's employment or educational status
- Use of sexually or gender-degrading words or comments, verbal or written (e.g., graffiti)
- Display in the school, on school grounds, or at school-sponsored events of sexually suggestive pictures
- Leering of a sexual nature

- Spreading of sexual rumors

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone else engaging in sexual harassment on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate.

The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations and the necessity to investigate the allegations and take disciplinary action when the conduct has occurred.

Retaliation is prohibited against any person who makes a complaint or is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation. Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary action.

Each staff member is responsible to immediately report alleged discrimination and/or harassment to his or her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary action up to and including termination.

## **HARASSMENT, INTIMIDATION, BULLYING, AND DISCRIMINATION POLICY**

Dolly Monroe Beauty Academy is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from bullying, harassment, intimidation, and discrimination of any kind. This policy includes anyone who engages in such behavior on school property, at school activities, or an electronic act using cell phones, computers, personal communication devices, or other electronic gaming devices.

Harassment, intimidation, bullying, and discrimination may take many forms, including verbal aggression and name calling, physical aggression, relational aggression, graphic and written statements which may include use of cell phones, computers, or gaming systems, and other conduct that may be physically threatening, harmful, or humiliating. Harassment, intimidation, bullying, and discrimination include intent to harm, they are directed at a specific target, and typically involve repeated incidents. Harassment, intimidation, bullying, and discrimination create a hostile environment and will not be tolerated in the Dolly Monroe Beauty Academy.

Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance and creates an intimidating, hostile, or offensive work or school environment.

Harassment, intimidation, bullying and discrimination can interfere and limit a person's ability to participate in or benefit from the services, activities, or opportunities offered by the Dolly Monroe Beauty Academy.

Administration will take prompt, equitable, and remedial action on all reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Engaging in harassment, intimidation, bullying, or discrimination will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone engaging in these behaviors on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate.

The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations, state laws and policies, and the necessity to investigate the allegations and take disciplinary and/or restorative action to resolve the problem.

Retaliation is prohibited against any person who makes a complaint or who is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation.

DOLLY MONROE BEAUTY ACADEMY 61

Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary and/or restorative action. Each staff member is responsible for immediately reporting alleged harassment, intimidation, bullying, or discrimination to his or her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary and/or restorative action up to and including termination.

## **SOCIAL NETWORKING POLICY**

Dolly Monroe Beauty Academy Schools respects the rights of students to use social media during their personal time. Social media includes all forms of publicly accessible communications, which include, but are not limited to, written and verbal communications (including podcast and video uploads) and all forms of electronic communication including discussion groups, forums, news groups, e-mail distribution, blog postings, and/or social networking sites (such as Facebook, Myspace, Twitter, YouTube, Friendster, etc.). Students are personally responsible for the content they publish on social networking sites. Students are expected to treat each other with fairness and respect, consistent with the Dolly Monroe Beauty Academy culture.

The academy does not permit ethnic slurs, personal insults, obscenity, intimidation, cyberbullying, or engaging in conduct that would be unbecoming of a Dolly Monroe Beauty Academy or its Advisors nor misrepresent Dolly Monroe Beauty Academy culture. Dolly Monroe Beauty Academy reserves the right to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate.

## **REGULATORY AND ACCREDITATION AGENCIES**

The academy is currently licensed by The Commission for Independent Education, Florida Department of Education (FLDOE). Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, telephone number (850) 245-3200, or toll free (888) 224-6684.

The academy is recognized as an Accredited Institution by The Commission on Massage Therapy Accreditation (COMTA) (202)-888-6790, COMTA 900 Commonwealth Place Suite 200-331 Virginia Beach, VA 23464

## **GRIEVANCE/COMPLAINTS PROCEDURE POLICY**

In the event a student has a concern or grievance that cannot be resolved with the student's immediate Instructor, The student has the option to address such concerns directly with the Academy Director. If the student wishes, the student may also file the concern in written form. The complaint will then be referred to the school's management team, which consists of the School Director, the Administrative Director, the Admissions Representative, and the Instructor. The team will receive and attempt to resolve each complaint or concern within 21 days of receiving the written complaint. If more information is needed, a letter requesting the additional information will be sent to the student. If no further information is needed, the team will determine a resolution and notify the student in writing within 15 calendar days of the steps taken to correct the concern or an explanation as to why no action was required. Dolly Monroe Beauty Academy will maintain records of the complaint and response in accordance with the published record retention policy. Students may refer unresolved grievances to the following addresses in writing:

Commission for Independent Education  
325 West Gaines Street Suite 1414  
Tallahassee, FL 32399-0400  
(850) 245-3200 or toll free: (888) 224-6684.

The Commission on Massage Therapy Accreditation

DOLLY MONROE BEAUTY ACADEMY 62

900 Commonwealth Place Suite 200-331  
Virginia Beach, VA 23464  
202-888-6790

### **Tampa Evacuation Procedures and Fire Extinguishers**

In case of an emergency, you should leave the building quietly, calmly & orderly: through the nearest exit in the direction away from the danger!!

- Makeup clinic/classroom: exit through the lobby exit towards cross creek
- Storage room: exit through the backdoor (immediate) exit towards executive suites and walk towards cross creek
- Facial room: exit through the back middle exterior door exit and walk towards cross creek
- Waxing room:exit through the lobby (or closest back exterior door) exit away from danger either left or right and walk towards cross creek
- Directors office: exit through the lobby (or closest back exterior door) exit away from danger either left or right and walk towards cross creek

### Auxiliary Building Exits

- Core classroom: exit through closest back exterior door exit away from danger either owners office or near the break room and walk towards cross creek
- Storage room: exit through closest back exterior door exit away from danger either owners office or near the break room and walk towards cross creek
- Owner office: follow exit signs through the office back door & exit on to cross creek
- Financial office: follow exit signs through main hallway & exit to the nearest exit sign on to cross creek
- Lobby area: follow exit signs through the lobby & exit on to cross creek

Emergency drills are conducted periodically at the sound of the alarm. Please leave the building through the nearest exit. Stay with your group. Attendance will be taken to ensure that all students have left the building.

In case of a real emergency an alarm will sound and flashing lights will be seen. Leave through the nearest exit and follow the fire drill procedure.

Fire extinguishers can be found at every exit in the main building, and in the back breakroom of the auxiliary location.

### **Orlando Evacuation Procedures and Fire Extinguishers**

In case of an emergency, you should leave the building quietly, calmly & orderly: through the nearest exit in the direction away from the danger!!

- Makeup clinic/classroom: exit through the lobby exit towards the parking lot, or through the back door on the right towards the dumpster.
- Facial room: exit through the lobby exit towards the parking lot.
- Waxing room:exit through the the lobby exit towards the parking lot
- Electrology & Laser: Exit through the back door on the right towards the dumpster.
- Admin Offices along back wall: Exit through the back door on the right towards the dumpster.
- Directors office: exit through the lobby

DOLLY MONROE BEAUTY ACADEMY 63

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In case of a real emergency an alarm will sound and flashing lights will be seen. Leave through the nearest exit and follow the fire drill procedure.

Fire extinguishers can be found at every exit

### **DOLLY MONROE BEAUTY ACADEMY TAMPA ADMINISTRATION AS OF JANUARY 2026**

Academy Director: Brandy Wallace, Licensed Full Specialist, License #FS894878 Expires 10/31/2026

Admissions Representative: Meleishia Parkes

Instructor: Ashely Bell, Licensed Cosmetologist, License #CL1270348, 10/31/2027

Instructor: India Calloway, Licensed Electrologist, License #EO5998, Expires 05/31/2026; Licensed Esthetician Facial Specialist Diploma USA Beauty Academy; License #FB9758501, Expires 10/31/2026

### **DOLLY MONROE BEAUTY ACADEMY ORLANDO ADMINISTRATION AS OF JANUARY 2026**

Academy Director Bianca Marrero, Licensed Esthetician, License #FB9747044, Expires 10/31/2026

Admissions Representative: Meleishia Parkes

Instructor: Bianca Marrero, Licensed Esthetician, License #FB9745443, Expires 10/31/2026

Instructor: India Calloway, Licensed Electrologist, License #EO5998, Expires 05/31/2027; Licensed Esthetician Facial Specialist Diploma USA Beauty Academy; License #FB9758501, Expires 10/31/2026

Advisory Committee Members: Charlene Bell, Theresa Lewis, Ediana Jimenez

Licensed by the commission for independent education, Florida Department of Education. Additional information regarding the institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

DOLLY MONROE BEAUTY ACADEMY 64

