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DOLLY MONROE

BEAUTY ACADEMY

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CATALOG



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DOLLYMONROE
BEAUTY ACADEMY

A copy of this catalog is provided to students at least one week prior to enrollment
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Director signatures



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mission statement

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



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, Four 6-ft table desk setup with 10 chairs, and 8 facial beds, to accommodate 8 students, 6 Lash tables, 4 wax beds, 4 Wax Pots, 6 PC computers, 10 makeup stations, 5 Towel Warmers, 1 laser hair removal machines (Sopranolce) and a library complete with one desktop computer, an array of books varying from business to anatomy. We also have an auxiliary classroom located at 10353 Cross Creek Blvd Suite A. 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.

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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 8000-square-foot facility includes a student breakroom, client reception and work areas, management desk/office, Four 6-ft table desk setup with 10 chairs, & 8 facial beds, to accommodate 8 students, 6 Lash tables, 4 wax beds, 4 Wax Pots, 6 PC computers, 10 makeup stations, 5 Towel Warmers, 1 laser hair removal machines (Sopranolce) 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 Summit 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, massage, 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. Deiana Preda, Bella Castillo, Connie Reed, Hillary Laird and Ashley Bell are a combined team of licensed estheticians/cosmetologists/massage therapists 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, Massage Therapists, Cosmetologist, and Electrologist with a combined 40 years of experience. This location is scheduled to open Spring 2023.

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, Burganndi Austin, 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, Deiana Preda, maintains student compliance as well as curriculum standards and protocols. Kayla Ward, our customer service representative, handles all client bookings, inquiries, and inventory management. Amber Willard is the Admissions Specialist and provides the warm welcome to all of our prospective students.

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.

600 Hour Advanced Esthetics & Makeup Artistry Program Description (All Courses Are Taught In English)

Our Advanced Esthetics & Makeup Artistry program involves 600 total clock hours. This program 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, Advanced Esthetic Practices, Product Chemistry, Hair Removal, Skin Theory, Disease and Disorders of the Skin, Advanced Lash Extension services, customer service, personal appearance and hygiene, personal motivation and development, retail Take Home skills, guest record-keeping, business ethics, as well as state laws and regulations, salon-type administration, and job interviewing. There are no prerequisites to this program or its courses. Students are prepared to become entry-level esthetician/facial specialists and makeup artists. 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.

Massage Therapy Program Description (600 hours): (All courses are taught in English)

CIP CODE: 51.3501 The state of Florida requires a minimum of 500 clock hours for a Massage Therapy program, however, Dolly Monroe Beauty Academy offers a 600 hour program which is closer to the national average. The Dolly Monroe Beauty Academy Massage Therapy program meets the educational requirements of the Florida Department of Health, Florida Board of Massage Therapy, and the curriculum outlines of the Florida Department of Education. The Massage Therapy program includes 600 clock hours, all of which are classroom hours. Of those 600 clock hours, 385 hours are considered theory education, and

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215 hours are considered hands-on practicum education hours. All clock hours are completed under the supervision of a Florida Licensed Massage Therapist, as outlined in 64B7-32.001, F.A.C. Students are taught techniques to manually manipulate the soft tissue structures of the body for purposes of preventing and alleviating pain, discomfort, muscle spasm, and stress, and to promote health and wellness. Courses will cover the following topics: massage history/development, the theory behind different modalities, anatomy, physiology, kinesiology, pathology, Florida law, business, ethics, HIV/AIDS education, hydrotherapy, eastern modalities, and allied modalities. All courses will be capped at 16 students. Students will gain hands-on experience through clinical applications, working on both other students as well as the general public. Student teacher ratio not to exceed 16 to 1 in all lectures and hands on instruction.

At several points in the program, students will complete a graded hands on practical test. There will be weekly chapter/topic/muscle tests. A status report containing the student's GPA will be provided at regular intervals.

Instructional Methods

Much of the theory in this program is given in weekly chapter overviews by the instructor. A portion of the theory will be integrated with practical skills.

The following are typical instructional methods used by the instructor for both theory and practical lessons:

- Practicum – hands on with step by step instruction, demonstrations, instructional video/DVDs, and clinical practice
- Visual Aids – video, on-line media, clinic models, mannequins, and demonstrations
- Discussion – lectures, games, and group question/answer participation
- Clinical Work – lab groups, clinics, field trips, and community service
- Guest Lecturers and Educators

***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 policies 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, Burganndi Austin, in person or by calling 813-388-5532, or by mail at 10359 Cross Creek Blvd Suite E Tampa, FL 33647 or 3841 East Colonial Dr Orlando, Florida 32803 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, advanced esthetics and makeup artistry programs, and beyond the age of 18 for massage therapy, electrology and laser programs. This is in line with the Florida State Board of Cosmetology, Department of Health, and the Board of Massage Therapy. 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. Applicants are required to 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 Application Form: Complete and submit the application form to the school prior to registration. 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 registration fee of \$150.00 is received. Please submit the fee in the form of a cash, credit or debit, 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,

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Signature of the Student Job Description Contract
Required Background Check for Massage Therapy

Attend Student Orientation

Orientation is scheduled on the first day of the full time programs. Orientation is scheduled on the Friday prior to the first day of class for the part-time programs. Orientation is a mandatory event and students must sign in 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.

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 homeschoolers, 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 and the School Director reviews each applicant and his or her required admissions materials to determine acceptance. Upon the decision of the enrollment team and School Director, 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.

REENTRY STUDENTS

Outstanding tuition, fee, and overtime expenses must be paid in advance, or the student must make satisfactory arrangements with the Admissions Representative. Previous tuition payments will be credited to the student's balance. Because tuition fees and costs are subject to change, reentering students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable. Pay a \$150.00 reentry fee. The school does not deny readmission to any service member of the uniformed services for reasons relating to that service. Readmission is the sole discretion of Dolly Monroe Beauty Academy and may require special conditions. Readmission for a student requires a personal interview with school administration. The reentering student will be placed on a 14-day evaluation period. During the 14-day evaluation period, the student must demonstrate for that period that he or she 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. Students who reenter the program are placed in the same satisfactory academic progress standing as when they left. If a re-enrolling student has previously used all his or her excused absences provided under his or her original contract, the student will not receive any additional time for excused absences under the new re-enrollment contract.

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:

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The cost for transfer students for all programs is \$17.00 per hour to attend at Dolly Monroe Beauty Academy; 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 Beauty Academy.
- The student must have earned a grade of 75% or higher for all clock or credit hours 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 75%, 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

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.

POST-ADMISSIONS

Orientation

All programs have a complete orientation for new students before or during the first day of classes. 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 books 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. .

Uniforms

Students must wear school-approved all black scrubs with Dolly Monroe Approved logo. Please review the Dress Code Policy herein. Uniforms must be purchased in advance.

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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 are given the opportunity to attend and participate in special sessions and lectures given 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.

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 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, massage therapy and bodywork 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, massage therapy and bodywork 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.

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Massage Therapy 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 Board of Massage to deny licensure. The Board of Massage 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 massage 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, massage therapy and bodywork and/or esthetics/skin care. local municipal ordinances may apply in the absence of state law.

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 Day, Martin Luther King Jr Day, Presidents Day, Good Friday ,Memorial Day, Teacher Appreciation Week, Juneteenth, Dolly Monroe Anniversary/Independence Day, Veterans Day, Labor Day, Thanksgiving Week, Christmas Eve, and Christmas 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 six months. 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 Admissions Representative for details.

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:

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

300 HOUR HYBRID 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 \$5,100.00

Registration fee (nonrefundable) \$150.00

Kit, equipment, e-books, supplies (nonrefundable) \$3,350.00 - (Due 30 days prior to start date)

TOTAL COST \$8,600.00

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

300 HOUR HYBRID 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.

Hybrid 300 Clock Hour Tuition Payment Plan Options 30 Days Prior to Class Start \$3,350 (kit, supplies and equipment only)	
Weekly Payment Plan	Bi-Weekly Payment Plan
Period 1 (0-15 hours) \$255	Period 1 (0-30 hours) \$510
Period 2 (16-30 hours) \$255	Period 2 (31-60 hours) \$510
Period 3 (31-45 hours) \$255	Period 3 (61-90 hours) \$510
Period 4 (46-60 hours) \$255	Period 4 (91-120 hours) \$510
Period 5 (61-75 hours) \$255	Period 5 (121-150 hours) \$510
Period 6 (76-90 hours) \$255	Period 6 (151-180 hours) \$510
Period 7 (91-105 hours) \$255	Period 7 (181-210 hours) \$510
Period 8 (106-120 hours) \$255	Period 8 (211-240 hours) \$510
Period 9 (121-135 hours) \$255	Period 9 (241-270 hours) \$510
Period 10 (136-150 hours) \$255	Period 10 (271-300 hours) \$510
Period 11 (151-165 hours) \$255	
Period 12 (166-180 hours) \$255	

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Period 13 (181-195 hours) \$255 Period 14 (196-210 hours) \$255 Period 15 (211-225 hours) \$255 Period 16 (226-240 hours) \$255 Period 17 (241-255 hours) \$255 Period 18 (256-270 hours) \$255 Period 19 (271-285 hours) \$255 Period 20 (286-300 hours) \$255	
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Hybrid 300 Clock Hour Financing Option 30 Days Prior to Class Start Specified Initial Payment Due
Initial payment: \$850.00 (Not including \$150 registration fee)
Payment options:
<ul style="list-style-type: none"> ● \$760 bi-weekly payments (10) ● \$380 weekly payments (20)
Total program cost: \$8,600

*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 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 may accrue an additional \$20.00 late fee. Payment plans

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are not to exceed 6 months. 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.

600 HOUR ADVANCED ESTHETICS & MAKEUP ARTISTRY 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—Advanced Esthetics & Makeup Artistry Program (600-hour course)

Tuition \$10,200.00

Registration fee (nonrefundable) \$150.00

Kit, equipment, textbooks, supplies (nonrefundable) \$4,500.00 - (Due 30 days prior to start date)

TOTAL COSTS \$14,850.00

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

600 HOUR ESTHETICS PROGRAM PAYMENT & FEE SCHEDULE:

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

600 Hour Tuition Payment Plan Options 30 Days Prior to Class Start \$4500 (kit, supplies and equipment only)	
Weekly Payment Plan	Bi-Weekly Payment Plan
Period 1 (0-30 hours) \$510	Period 1 (0-60 hours) \$1020
Period 2 (31-60 hours) \$510	Period 2 (61-120 hours) \$1020
Period 3 (61-90 hours) \$510	Period 3 (121-180 hours) \$1020
Period 4 (91-120 hours) \$510	Period 4 (181-240 hours) \$1020
Period 5 (121-150 hours) \$510	Period 5 (241-300 hours) \$1020
Period 6 (151-180 hours) \$510	Period 6 (301-360 hours) \$1020
Period 7 (181-210 hours) \$510	Period 7 (361-420 hours) \$1020
Period 8 (211-240 hours) \$510	Period 8 (421-480 hours) \$1020
Period 9 (241-270 hours) \$510	Period 9 (481-540 hours) \$1020
Period 10 (271-300 hours) \$510	Period 10 (541-600 hours) \$1020
Period 11 (301-330 hours) \$510	
Period 12 (331-360 hours) \$510	
Period 13 (361-390 hours) \$510	
Period 14 (391-420 hours) \$510	
Period 15 (421-450 hours) \$510	
Period 16 (451-480 hours) \$510	
Period 17 (481-510 hours) \$510	
Period 18 (511-540 hours) \$510	
Period 19 (541-570 hours) \$510	
Period 20 (571-600 hours) \$510	

<p>600 Clock Hour Financing Option 30 Days Prior to Class Start Specified Initial Payment Due</p>
<p>Initial payment: \$1,000.00 (Not including \$150 registration fee)</p> <p>Payment options:</p> <ul style="list-style-type: none"> • \$1,370 bi-weekly payments (10) • \$685 weekly payments (20) <p>Total program cost: \$14,850.00</p>

*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

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. Students are eligible to apply by completing a required 2 page essay stating why they wish to attend the academy and become an esthetician, alongside a video submission as to why we should choose them to attend the academy. The student awarded the scholarship will be granted a full ride to attend the program of their choice, not to exceed the available program offerings cost amount.

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 may accrue an additional \$20.00 late fee. Payment plans are not to exceed 6 months. 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.

MESSAGE THERAPY PROGRAM PAYMENT AND FEE SCHEDULE

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—Massage Therapy Program (600-hour course)
- Tuition \$10,200.00
- Registration fee (nonrefundable) \$150.00
- Kit, equipment, textbooks, supplies (nonrefundable) \$950.00 (Due 30 days prior to start date)
- TOTAL COSTS \$11,300.00

ADDITIONAL FEES NOT ASSOCIATED/PAID TO THE ACADEMY:

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\$50 Florida Board of Massage Therapy Registration Fee
\$100 Initial Massage Therapy licensing fee
\$5 Unlicensed activity fee
\$15 ASCP Student Insurance covering up to \$6,000,000 in damages
\$30 Cap and Gown

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

- **Massage and Bodywork Licensing Examination (MBLEx)** administered by the Federation of State Massage Therapy Boards (FSMTB).
- **National Certification Exam in Therapeutic Massage (NCETM), National Certification Examination in Therapeutic Massage and Bodywork (NCETMB), or National Exam for State Licensure (NESL)**, if taken through the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) prior to their retirement.
- **Background/Criminal History Verifications 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 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 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 may accrue an additional \$20.00 late fee. Payment plans are not to exceed 6 months. 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.

ELECTROLOGY & LASER PROGRAM

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 \$5,440.00

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Registration fee (nonrefundable) \$150.00
Kit, equipment, textbooks, supplies (nonrefundable) \$550.00 (Due 30 days prior to start date)
TOTAL COSTS \$6,140.00

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

* 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 cash, credit card, money orders and cashier's check payments. For any questions or concerns speak to our finance representative.

Alternative Payment Options

Students may choose to take out loans through the Academy's partnership with 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 may accrue an additional \$20.00 late fee. Payment plans are not to exceed 6 months. 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.

THE NATASHA MORRIS SCHOLARSHIP

"We want the scholarship recipient to encompass everything Dolly Monroe Beauty Academy is about—someone who inspires and evokes beauty inside and out"

"My Aunt Tasha was an incredibly strong woman who had such a positive impact not only on her family, but those who she worked with, as well, ". "Breast cancer has taken so much from so many, but this scholarship is our way of turning it around and giving back, just like Aunt Tasha gave back to so many others."

The application Process

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Submit a Two Page Essay

To determine the scholarship recipient, DMBA 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, Mrs. Dolly. Mrs. Dolly reviews all submissions and takes into consideration the nominees of the directors. As Natasha Morris was Mrs. Dolly's aunt, she also presents the applicants to her family and they all take a vote.

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.

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.

Morris 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.

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.

CLASS START DATES ACADEMIC SCHOOL YEAR: 2023/2024

600 HOUR ADVANCED ESTHETICS & MAKEUP ARTISTRY PROGRAM		
	START DATE	ANTICIPATED END DATE
DAYTIME FULL TIME	JANUARY 09 MARCH 20 JUNE 12	MAY 31 AUGUST 16 NOVEMBER 01
30 HRS PER WEEK	AUGUST 21 OCTOBER 30 JANUARY 22	JANUARY 23 APRIL 02 JUNE 18
300 HOUR ESTHETICS PROGRAM		
	START DATE	ANTICIPATED END DATE
PART TIME HYBRID	JANUARY 16 MARCH 13 MAY 08 JULY 10 SEPTEMBER 04 OCTOBER 30 JANUARY 08	JUNE 15 AUGUST 11 SEPTEMBER 29 DECEMBER 07 FEBRUARY 08 APRIL 05 MAY 30
15 HOURS PER WEEK		
600 HOUR MASSAGE THERAPY PROGRAM		
	START DATE	ANTICIPATED END DATE
DAYTIME FULL TIME	APRIL 03 SEPTEMBER 11	AUGUST 31 FEBRUARY 13
30 HRS PER WEEK		
	START DATE	ANTICIPATED END DATE
PART TIME HYBRID	TBD	TBD
15 HOURS PER WEEK		
320 HOUR ELECTROLOGY & LASER PROGRAM		
	START DATE	ANTICIPATED END DATE
DAYTIME FULL TIME	JULY 03 SEPTEMBER 25 DECEMBER 18	SEPTEMBER 18 DECEMBER 13 MARCH 11

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30 HRS PER WEEK	MARCH 18	MAY 30
PART TIME HYBRID 15 HOURS PER WEEK	START DATE	END DATE
	TBD	TBD

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

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 advanced 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	Intro to Esthetics	8		
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	30
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
TOTAL:		225	75	60

600 HOUR ADVANCED ESTHETICS & MAKEUP ARTISTRY PROGRAM OVERVIEW

Program Hours: 600 clock hours

SCHEDULE OPTIONS

(Full Time) Classes: 30 hours per week for 20 weeks

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

Theory Classroom Instruction:

Of the total program curriculum, 450 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 150 hours will be completed throughout the remainder of the program on a weekly basis.

600 HOUR ADVANCED ESTHETICS & MAKEUP ARTISTRY PROGRAM OUTLINE

Classroom Learning Experience

450 clock hours

Classroom time is divided into five (5) areas:

CORE FOUNDATIONS, ESTHETICS, ADVANCED TREATMENTS, PROFESSIONAL DEVELOPMENT, MAKEUP ARTISTRY / EYELASH EXTENSIONS. 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

150 clock hours

Your clinic floor time will be guided with attention 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 advanced clinic classroom experience.

Of this schedule, your time at Dolly Monroe Beauty Academy for the ADVANCED ESTHETICS & MAKEUP ARTISTRY program will be divided into the following designations:

Core Foundations Curriculum:

120 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

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Esthetics Curriculum:

175 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, Acne & Extractions, Basics of Electricity & Devices, Hair Removal, Eyelash & Eyebrow Tinting. 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.

Advanced Treatments:

55 clock hours

During this phase students will advance their esthetics portfolio by exploring additional treatment services allowed within the facial specialty license. This segment also allows for school field trips and extracurricular activities where time allows. This phase is based on instructor discretion however may include service such as chemical peels and dermaplaning.

Makeup Curriculum:

151 clock hours

During this phase students will master the knowledge and skills in makeup artistry and gain a strong foundation of cosmetic chemistry, sanitation, makeovers, natural application, evening application, camouflage, corrective, special effects, and bridal work. Students will learn sales techniques, advanced product usage, and customer relations in preparation for work as makeup artists in salons and spas, on set, in the studio, or for freelance makeup career opportunities. Students must have a passing grade in all areas. Students are graded and evaluated using written and practical testing methods. Students must successfully complete the Esthetics curriculum prior to attending regularly scheduled daily classes in the Makeup portion. 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.

Eyelash Extensions

60 clock hours

During this phase students will learn introductory skills and practices of semi-permanent eyelash extensions. Instruction includes classic lash extensions, sanitation, marketing, and more.

Professional Development Curriculum:

40 clock hours

During this phase you will enter a new phase of specialty classroom workshops coupled with challenging practical assessments designed to continue building your skills as a future beauty industry professional. You will spend hours in the Academy in "high gear" by using your own artistic and creative abilities, preparing for field entry, resume business plans and portfolio submission all with a goal to prepare yourself for your future beauty industry career.

Advanced Esthetics & Makeup Artistry Program (600 hours)

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

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Course Number	Course Title	Technical Instruction	Clinic/Lab Hours	Services
DMBA 100	Intro to Esthetics	8		
DMBA 101	Sanitation & Safety: Infection Control	10		
DMBA 102	Beauty Business	8		
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	30
DMBA 202	Basics of Electricity & Devices	8	5	5
DMBA 203	Acne & Extractions	4	5	6
DMBA 204	Hair Removal	8	10	10
DMBA 205	Eyelash Tinting & Eyebrow Tinting	2	2	4
DMBA 300	Makeup Theories, Techniques & Strip Lash Application	85	30	15
DMBA 301	Airbrush & Bridal Makeup	8	8	5
DMBA 302	Beginners Special FX	5	15	5
DMBA 400	Advanced Treatments	40	15	15
DMBA 500	Eyelash Extensions	40	20	5
DMBA 600	Professional Development	40		
TOTAL:		450	150	110

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 for 300 hours 40 clinic/lab hours for 600 hours) This course teaches the facial treatment room & setup, proper skin analysis, facial treatment steps, mask & facial massage technique, 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

(2 clock hours & 2 clinic/lab hours) This course teaches proper procedures, safety precautions, and methods of tinting of eyelashes and natural eyebrow technique. 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

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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.

DMBA 300A: Classic Lash Extensions

(2 clock hours, 12 clinic/lab hours) This course teaches proper procedures, safety precautions, and methods of false eyelash applications, including strip lashes, individual lashes, and semi-permanent lash applications. We will cover Classic Lash Extensions for 300 hour program students, and Volume & Classic Lashes for 600 Hour Students only. This course has a theory component that is offered online via asynchronous instruction for 2 hours for part time/hybrid students.

DMBA 301: Airbrush & Bridal

(8 clock hours & 8 clinic/lab hours) This course teaches makeup application utilizing an airbrush machine regarding all beauty applications.

DMBA 302: Beginners Special FX

(5 clock hours & 15 lab hours) This course teaches makeup application techniques and standards for bruising, scars, burns, old age, character/creature creations, and/or prosthetics application.

DMBA 400: Advanced Treatments

(40 clock hours, 15 clinic/lab hours) This course is based on instructor discretion and utilizes enrichment activities, field trips, and advanced esthetic demonstrations and/or practices to be implemented whenever possible throughout the program curriculum as time allows. Advanced treatments may include Chemical Peels, Dermaplaning, and more.

DMBA 500: Eyelash Extensions

(40 clock hours, 20 clinic/lab hours) This course teaches proper procedures, safety precautions, and methods of false eyelash applications including strip lashes, individual lashes, and semi-permanent lash applications. Volume & Classic Lashes

DMBA 600: Professional Development

(40 clock hours) This course teaches the importance of individuality within the industry and how to discover specializations within the industry, as well as passion through a narrowed focus on job outlook. This course teaches the importance of branding and its relation to marketing and marketing tools. social media outlets and their importance to building, creating, and starting a successful career as a professional esthetician and makeup artist. This course reviews resume building techniques, including but not limited to job interviewing, workforce professionalism, portfolio building, self-image, compensation, and payroll deductions. * In addition to the state requirements listed above, Dolly Monroe Beauty Academy provides training in the areas of communication skills, professional ethics, salesmanship, record-keeping, and client service record cards



MASSAGE THERAPY PROGRAM

Program Hours: 600 clock hours

SCHEDULE OPTIONS

Full Time In-Person Classes: 30 hours per week for 20 weeks | Part time/Hybrid Classes: 15 hours per week for 40 weeks

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

600 HOUR MASSAGE THERAPY PROGRAM

Course	Course Title	Technical Instruction	Clinic/Lab Services
DMBA-HA 101	HIV and AIDS Education	3	
DMBA-MT 101	Massage Theory and History	100	
DMBA-MT 102	Anatomy and Physiology	150	
DMBA-MT 103	Theory and Practice of Hydrotherapy	15	
DMBA-MT 104	Allied Modalities	76	
DMBA-MT 105	Eastern Modalities	10	
DMBA-MT 106	Prevention of Medical Errors	2	
DMBA-MT 107	Professional Ethics	4	
DMBA-MT 108	Business	15	
DMBA-MT 109	Florida Laws and Rules	10	
DMBA-MT 110	Clinic Practicum		215
TOTAL:		385	215

COURSE NUMBERING SYSTEM

The course numbering system uses an alphanumeric identifier. 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; FS-Full Specialist; HA- HIV/AIDS; MT-Massage Therapy; SC-Skin Care, SC/MT-Skin Care and Massage Therapy, SC/EL-Skin Care and Electrology.

HA101 HIV/AIDS Education (3 hours)

This course complies with the guidelines set forth by the Florida Department of Health for Massage Therapists. It is designed to give students a comprehensive overview of current information involving HIV/AIDS. HIV/AIDS etiology and epidemiology, transmission & infection control, testing & counseling, and

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clinical manifestations will be covered. Competency will be shown by a grade of 85% or higher on a multiple choice test. This course contains only theory components and is offered online via asynchronous instruction for 3 clock hours for part time/hybrid students.

MT101 Basic Massage Theory and History (100 hours)

This course is a comprehensive study of the history, theory, and the practice of massage therapy that provides a basic foundation for the student. Emphasis is on indications/contraindications of massage, the practical application of massage techniques, appropriate assessment/intake, and sanitation/hygiene. Topics will include the history of massage (including the definition and significance of massage in ancient times), the development of modern massage, reasons for the decline of massage in the 20th century, contemporary developments in massage, massage system definitions, indications/contraindications, endangerment sites, infection control, sanitation/safety, consultation/intake, developing treatment plans, soap charting, classifications of massage movements, benefits of each movement, stroke quality, ergonomics, body mechanics, self-care, preparing the client for the massage, draping, positioning, quality of touch, proper intake/policy forms, making appointments, appropriate record keeping, body mechanics, and self-care. Competency will be shown by a grade of 85% or higher on multiple choice chapter tests as well as hands-on practical tests. This course has a theory component that is offered online via asynchronous instruction for 55 clock hours for part time/hybrid students.

MT102 Anatomy and Physiology (150 hours)

This course will offer an in-depth look at form, structure, and function of the human body. All major body systems will be examined, as well as the effect of massage on their functioning. Students will be taught medical terminology and etymology (the study of word origins and derivation). The major pathologies of each system, as well as how massage can affect the pathology, will be discussed. The specific body systems to be studied will include: integumentary, skeletal/joint, muscular (including origin, insertion, and action of all major muscles), circulatory (including cardiovascular and lymphatic/immune), nervous, endocrine, respiratory, digestive, urinary, and reproductive. Competency will be shown by a grade of 85% or higher on multiple choice chapter/system tests and muscle quizzes. This course has a theory component that is offered online via asynchronous instruction for 75 hours for part time/hybrid students.

MT103 Theory and Practice of Hydrotherapy (15 hours)

This course will cover the indications and contraindications for heat applications, cold applications, and contrast therapy, including ice packs, paraffin, and steam baths. The information will be presented with trauma and injury in mind. Students will be taught the best ways to assess an injury, as well as the best modality to use, along with proper determination of time and duration of application. Competency will be shown by a grade of 85% or higher on a multiple choice test. This course has a theory component that is offered online via asynchronous instruction for 7.5 hours for part time/hybrid students.

MT104 Allied Modalities (76 hours)

This course offers the student an overview of different modalities that include Swedish, Aromatherapy, Craniosacral Therapy, Lymphatic Massage, Medical Massage, Myofascial Release, Seated Chair Massage, Sports Massage, Pregnancy and Infant Massage, Reflexology, Deep Tissue, Neuromuscular Therapy, MET/PNF, Trigger Point Therapy, and Stretching. The overview will include theory behind the modality, an appropriate demonstration, and hands on practice. This course will cover performing a full body massage using the Swedish system. Competency in each modality will be determined by a grade of 85% or higher on

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multiple choice tests and appropriate hands-on practical tests. This course has a theory component that is offered online via asynchronous instruction for 38 hours for part time/hybrid students.

MT105 Eastern Modalities (10 hours)

This course provides a brief overview of meridians, chakras, and energy flow. The overview will include theory behind the concepts, an appropriate demonstration or video, and appropriate hands on practice. Competency will be determined by a grade of 85% or higher on a multiple choice test and appropriate hands on practical test. This course has a theory component that is offered online via asynchronous instruction for 5 hours for part time/hybrid students.

MT106 Medical Errors (2 hours)

The topics covered in this class will include fire safety, risk management, and safety precautions that should be taken as a healthcare professional. Adverse events, sentinel events, and the role of Root Cause Analysis will be defined/discussed. Students will be informed of the factors that may contribute to a medical error, and how to recognize the difference between preventable and unpreventable adverse events. Competency will be determined by a grade of 85% or higher on a multiple choice test. This course has a theory component that is offered online via asynchronous instruction for 2 hours for part time/hybrid students.

MT107 Professional Ethics (4 hours)

This course will cover professional ethics for the massage practitioner. Emphasis will be placed on the importance of personal and professional boundaries, the therapeutic relationship (including recognizing transference and countertransference), and ethical business practices. Competency will be determined by a grade of 85% or higher on a multiple choice test. This course has a theory component that is offered online via asynchronous instruction for 4 hours for part time/hybrid students.

MT108 Business (15 hours)

This course covers multiple aspects of massage business, including being an employee vs. self-employed, the types of business structures, filing/paying taxes, and marketing. Topics will also include how to build a professional image, explaining the steps to take before beginning a business, comparing the three types of business operations, outlining start up costs and needs, establishing a business name, explaining the importance of the right business location, complying with licenses and permits, protecting your business, planning the physical layout of a business, demonstrating effective client communications, considering how to set fees, and explaining the basics of bookkeeping. This instruction will also include how to create a resumé and interviewing skills. Competency will be determined by a grade of 85% or higher on a multiple choice test. This course has a theory component that is offered online via asynchronous instruction for 15 hours for part time/hybrid students.

MT109 Florida Laws and Rules (10 hours)

This course familiarizes the student with the laws governing the practice of massage in the state of Florida, Chapters 456 and 480, F.S., and Chapter 64B7, F.A.C, as well as massage establishment operation. This covers requirements for the practice of therapeutic massage, explaining the scope of practice, describing educational requirements to practice massage, and stating the reasons licenses can be revoked or suspended. Competency will be determined by a grade of 85% or higher on a multiple choice test. This course has a theory component that is offered online via asynchronous instruction for 10 hours for part time/hybrid students.

MT110 Clinical Practicum (215 hours)

In this course, students will gain hands-on experience under the instructor's supervision, allowing them to practice massage techniques on fellow classmates, eventually allowing them to work with members of the public (after demonstrating competency and professionalism). This is done in a professional environment in our massage clinic. Competency will be determined by a grade of 85% or higher on hands-on practical tests.

ELECTROLOGY & LASER

Program Hours: 320 clock hours

SCHEDULE OPTIONS

Full Time In-Person Classes: 30 hours per week for 11 weeks | Part time/Hybrid Classes: 15 hours per week for 22 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

COURSE NUMBERING SYSTEM

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The course numbering system uses an alphanumeric identifier. 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; FS-Full Specialist; HA- HIV/AIDS; MT-Massage Therapy; SC-Skin Care, SC/MT-Skin Care and Massage Therapy, SC/EL-Skin Care and 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)

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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)

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 **75% or higher** on each 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.

If a student fails to pass any of these exams on their third attempt, they may be asked to withdraw and re-enroll in the next core start date.

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.

Hybrid Late Work Policy:

Online course work is to be completed by Thursday before midnight, each week that the assignments are given. Failure to complete the online coursework, unless of a known technical issue or permission given by the instructor, will result in a loss of online hours. The loss of online hours is based on the percentage that the student has completed at the time that the coursework was due. (For example; if a student completes only 50% of the coursework by Friday, then they will only be given 50% of the hours, 3.75 hours). The student may come to the campus to complete the required online coursework and upon completion they may be able to clock in and join class, that Friday.

Full-Time Late Work Policy:

The activities that are done in class are to be finished by the due date (due date is the time the assignment should be completed - normally the night the chapter is taught at midnight is the due date). If they are one day late 20% will automatically be deducted from the total; the highest grade the student will be able to receive is an 80% (as long as they do not get any answer wrong). If the assignment is two days late the student will not receive credit for that assignment. This will affect 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.

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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.

INDUSTRY REQUIREMENTS

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

Develop finger dexterity and a sense of form and artistry.

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.

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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 500 hours of education to become licensed as a massage therapist.
The state of Florida requires 320 hours of education to become licensed as an electrologist.

Following graduation, 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, students are required to take a state board practical and written examination before receiving their Florida massage therapist and/or 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 KIT—Esthetics and Makeup Artistry Program (300 Hours)

Students are responsible to purchase a Dolly Monroe Beauty Academy Kit at an additional cost of \$3,350 aside from the tuition. Please note that students are responsible for the purchase of stationery and replacement supplies. Student kits are subject to change without prior notification based on inventory and product availability.

The following items are contained in the 300 Hour Dolly Monroe Beauty Academy kit:

Core Kit	Makeup & Lash Kit	Facials & Wax Kit	Student's Responsibility
Ebook Apple Ipad	Brow Pencil Set Eyeliner Mascara Powder Set Blush palette Lip Set Brush set Eyeshadow Palette Foundation Set Pack of disposables applicators Strip lash set Makeup Carrying Case Lash Strip Glue Brush Cleaner Lash Tray Adhesive Tweezer set Remover Bonder Shampoo + Brush Primer Tape Microbrushes Lip wands Mannequin	Complete Student Dermalogica Kit Facial Brush Set Linen Set Client Robes 2x2s 4x4s Sponges Towels Mannequin Dolly Monroe Tint Kit	School Uniform Linen Basket Any additional supplies if kit is depleted

E books: Milady's Standard Esthetics: Fundamental ISBN 9780357263792
Standard Makeup Artistry Fundamentals & Worksheets published: 4/28/19 "Textbooks listed are the most recent editions available."

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 KIT—Esthetics and Makeup Artistry Program (600 Hours)

Students are responsible to purchase a Dolly Monroe Beauty Academy Kit at an additional cost of \$4,500 aside from the tuition. Please note that students are responsible for the purchase of stationery and replacement supplies. Student kits are subject to change without prior notification based on inventory and product availability.

The following items are contained in the 600 Hour Dolly Monroe Beauty Academy kit:

Core Kit	Makeup & LashKit	Facials & Wax Kit	Student's Responsibility
Ebook Apple Ipad	Brow Pencil Set Eyeliner Mascara Powder Set Blush palette Lip Set Brush set Eyeshadow Palette Foundation Set Pack of disposables applicators Strip lash set Makeup Carrying Case Lash Strip Glue Brush Cleaner Lash Tray Adhesive Remover Bonder Shampoo + Brush Primer Tape Microbrushes Lip wands Glue holder Wipes Gel pads Fan Glue Container Hygrometer Tray Holder Tweezer sets Nano mister Mannequin Sponges	Complete Student Dermalogica Kit Facial Brush Set Linen Set Client Robes 2x2s 4x4s Sponges Towels Mannequin Dermalogica Peel Kit Nanoneedling device and cartridges Dermaplaning scalpel and blades Dolly Monroe Tint Kit Wax Warmer Soft Wax Hard Wax	School Uniform Linen Basket Any additional supplies if kit is depleted

E books: Milady's Standard Esthetics: Fundamental ISBN 9780357263792 published: 4/28/19
 "Textbooks listed are the most recent editions available."

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 KIT—Massage Therapy Program (600 Hours)

Ebook and/or Hard copies of;

1. Theory & Practice of Therapeutic Massage, 6th Edition ISBN: 9781337272087, Milady Jun 14, 2016, Most recent edition
2. Trail Guide to the Body 6th ed
3. Trail Guide to the Body - Quick Reference to Trigger Points

Additional Kit Materials;

- Table with Carrying Case
- Face Cradle
- Bolster
- 1 sheet set with face cradle cover (Students will be required to purchase more on their own)
- Oil bottle
- Holster

STUDENT KIT—Electrology & Laser Program (320 Hours)

Milady's Hair Removal Techniques: A Comprehensive Manual, Milady, December 2003

IBEC Study Guide: Electrology plus Laser, October 2017

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 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.

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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%-40%	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.
- 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 80% and pass

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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:

93 - 100% = A/Excellent

85 - 92% = B /Above Average

80 - 84% = C /Average

79 - & below = F/Unsatisfactory

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

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. 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. 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 80%.
- Minimum cumulative attendance level of 90% of contracted hours
- GPA of 80% 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 80% or who has not successfully completed at least a cumulative rate of attendance of 90% is not eligible for Title IV assistance, if applicable.

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 HYBRID ESTHETICS Program – Part Time	20 weeks	22 weeks

600-hour ADVANCED ESTHETICS & MAKEUP ARTISTRY Program – Full Time	20 weeks	22 weeks
600-hour MASSAGE THERAPY PROGRAM-Full Time	20 weeks	22 weeks
320-hour ELECTROLOGY & LASER- Full Time	11 weeks	12 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 80% 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:

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.

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, and the Advanced Esthetics Program (600 hours) student reaches 150 hours and 300 program 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
- 93 - 100% = A/Excellent
 - 85 - 92% = B /Above Average
 - 80 - 84% = C /Average
 - 79 - & below = F/Unsatisfactory

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 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 Administration 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 Director of Education 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
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)

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- 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)

Full time 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.

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

*Orlando location is currently ineligible to participate in Veterans Benefits.

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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;

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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 National Accrediting Commission of Career Arts & Sciences (NACCAS), 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.

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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.

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.

CAREER OPPORTUNITIES

Career opportunities for estheticians and makeup artist include but are not limited to Salon Owner, Independent artist, Film and television, Runway, Print, Red carpet and celebrity, Theatre, Costume makeup, Bridal, Spa/Medical, Funeral home, Product Development Education, Brand representative or retail, Beauty writer

DOLLY MONROE BEAUTY ACADEMY 2020 ANNUAL GRADUATION & PLACEMENT STATISTICS REPORT

TAMPA ESTHETICS PROGRAM

GRADUATION RATE: 98%

PLACEMENT RATE: 98%

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

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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 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 or the student will not be able to attend the graduation ceremony nor receive any official licensing paperwork. 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.

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 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.

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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, applicant students must maintain a 90% attendance average each month to complete the program by the contracted end date. The student can miss 10% of his or her scheduled hours before having to pay extra instructional charges. The student may use the 10% excused absences for vacation, doctor appointments, illness, etc.; however, the student may not be out of school for 5 consecutive academic calendar days or he or she will be terminated.

Attendance is required of each student and is necessary for the successful completion of each program of study. Students are expected to attend 100% of all classes. The maximum time frame is 110% of the total clock hours needed for program completion.

If the student must attend additional program hours beyond his or her contracted end date due to not meeting a 100% attendance or to complete academic graduation requirements, hours missed will be treated as over 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 up to the maximum time frame allowed for a student to complete his or her program of study. The maximum time frame is explained in the “Satisfactory Academic Progress Policy”.

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/father), jury duty, or military duty. Documentation should include corresponding dates to absences and be specific in excusing student from school if applicable.

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 Academy Director 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

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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.

Any payment arrangements that a student requires must be agreed upon by the Academy and the student. As indicated under the "Certification of Graduation Policy", all financial obligations must be completed before a student is certified as a graduate and a diploma can be issued.

SUSPENSIONS

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. A student will be suspended for 1 day, if unexcused absences have occurred more than 3 times in one month. Excused absences include the following: Requested time off, submitted in writing 5 days in advance and approved by the Academy Director; Student's illness or that of a student's child, provided that documentation from a physician, nurse practitioner, physician assistant or other medical professional is submitted; Documented serious illness or death of an immediate family member; Car accident; Jury duty; or, Documented mitigating circumstances beyond the student's control. Students who accumulate 3 suspensions will be subject to termination.

**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 may be terminated from the program.

Students who are late or cannot attend school must contact the school and talk to the school service desk team immediately. Students must notify the school by 8:00 AM.

Students must request time off from school from the Director of Education.

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 Advisor to make up those hours, the hours missed will count against the hours allowed to miss and overtime charges will occur. Lunch and breaks are scheduled for all students.

Day students will take 30 minutes for lunch between 12:30 PM and 2:00 PM, if possible, according to their booking and where they are at in the program. 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:

Student Schedule Breaks/Lunch

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Student Schedule		Breaks
Lunch		
7.5 hours/day	15 min. in the morning and afternoon	30 minutes
6 hours/day	15 min. in the morning and afternoon	1 hour
4 or 5 hours/day	15 minutes at midpoint	n/a

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 black scrubs.

Clothing must be professional, clean, and free of stains and tears.

Shoes should be closed toed, professional, and comfortable for all students.

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

If extra layers must be worn, they must also be black and free of graphics

Jackets with no hoods.

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

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

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.

Students must clean their stations, including the floor, 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.

Communication Guidelines and Professional Conduct

Visitors are allowed in the reception area only. Visitors are not allowed in the classrooms, student lounge, 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 regards within the doors of buildings addressed and operated by Dolly Monroe Beauty Academy. Outside of the doors and in the public parking lots are out of the scope of campus and must be monitored by 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.

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Students will be expected to maintain an average of 75 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 in their assigned locker. Dolly Monroe Beauty Academy is not responsible for any lost or stolen articles.
- 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 day by 5:00 PM for full time students and Thursday at 12:00 AM for hybrid students.
- 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 ClassroomChewing 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 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

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.

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

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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:

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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

India Calloway; School Owner of both locations; 10359 Cross Creek Blvd Suite E Tampa FL 33647, (813)388-5532 or 3841 East Colonial Dr Orlando, Florida 32803 407-717-4692 india.calloway@dollymonroe.edu

Investigation of the Complaint —

When the School Director receives a written complaint, the School 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

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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's owner. The owner'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.

India Calloway - Advisor
813-388-5532
india.calloway@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

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- 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

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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. 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 Learning Leader or Education Leader, the student must 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, the Education Leader, and the Operations Leader. 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
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
- Massage: exit through 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

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.

DOLLY MONROE BEAUTY ACADEMY ADMINISTRATION AS OF AUGUST 2022

Owner: India Calloway, Licensed Esthetician Facial Specialist Diploma USA Beauty Academy,; License #FB9758501, Expires 10/31/2024

Academy Director: Burganndi Austin, Full time, Licensed Esthetician Facial Specialist Diploma, Dolly Monroe Beauty Academy, License #FB9789206, Expires 10/31/2023

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Academy Director of Education: Deiana Preda, Full time Licensed Esthetician Facial Specialist Diploma, Bene's Career Academy License #FB9721071, Expires 10/31/2024
Admissions/Placement Specialist: Amber Willard, Full time, Licensed Esthetician, License #FB9749970, Expires 10/31/2023
Customer Relations Specialist: Kayla Ward, Full time, Licensed Esthetician, License #FB9782353, Expires 10/31/2024
Learning Leader/Instructor: Ashely Bell, Licensed Cosmetologist, License #CL1270348, 10/31/2023
Learning Leader/Instructor: Bella Castillo, Facial Specialist, License #FB9774270, Expires 10/31/2023
Learning Leader/Instructor: Connie Reed, Licensed Facial Specialist, License #FB9777976, Expires 10/31/2024
Learning Leader/Instructor: India Calloway, Facial Specialist, License #FB9758501, Expires 10/31/2024
Learning Leader/Instructor: Hillary Laird, Licensed Massage Therapist, License #MA89770 Expires 08/31/2023
Learning Leader/Instructor: Jessica Cooper, Licensed Electrologist, License #EO1352, Expires 05/31/2024
Learning Leader/Instructor: Kayla Ward, Licensed Electrologist, License #EO4589, Expires 05/31/2024
Learning Leader/Instructor: Deiana Preda, Facial Specialist, License #FB9721071, Expires 10/31/2024

DOLLY MONROE BEAUTY ACADEMY ORLANDO ADMINISTRATION AS OF AUGUST 2022

Owner: India Calloway, Licensed Esthetician, Dolly Monroe Beauty Academy; License #FB9758501, Expires 10/31/2024
Academy Director of Education: TBD
Academy Director: TBD
Administrative Coordinator: TBD
Admissions/Placement Specialist: TBD
Customer Relations Specialist: TBD
Learning Leader/Instructor: India Calloway, Licensed Esthetician, License #FB9758501, Expires 10/31/2024

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.

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