SKINSCIENCE
Institute of Laser and Esthetics

PROSPECTIVE STUDENT CATALOG

Revised 1/31/12

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Our Mission Statement

The SkinScience Institute of Laser & Esthetics is based on the belief that knowledge and the pursuit of education is one of the highest and most ennobling characteristics of any community or society. The esthetics industry is of course no exception. As the industry matures, the need for highly trained and professional estheticians continues to grow. As professionals, we stand on the shoulders of those who have gone before and continue to pass the torch of knowledge on to those who will come after.

As an Institution, we strive to provide our students, staff and alumni with a superior and elite educational experience including the finest facility, the most comprehensive curriculum, the highest standard of professional and experienced staff, and the opportunity for advanced job placement upon graduation.

We believe that a superior esthetics curriculum must include para-medical training. Graduates should be familiar with basic equipment, treatments and terminology used in the fields of dermatology, laser & plastic surgery. We believe this knowledge and background is essential to providing future employers with the highest level of fully trained and competent staff.

Graduates of SkinScience leave our school with a solid educational background allowing them the opportunity of employment with the finest skin care centers, clinics and physician's offices in the country.

In addition to providing excellence in the primary courses offered by the school, it is our goal to provide our alumni with the opportunity of the finest and most comprehensive continuing post-graduate education available.

In coming together we believe that we can draw on the experience, education, resources and talents of both students and staff to create a rewarding and successful educational experience. By maintaining a reputation of excellence in the industry, we will continue to cultivate relationships with employers, organizations, businesses and alumni that will be mutually beneficial and allow us continued excellence in the exciting field of esthetics.

SKINSCIENCE
Institute of Laser and Esthetics

Class Schedules & Enrollment Deadlines
For 2012 - 2013 School Year

Students must be enrolled two weeks prior to the start of their desired class. New classes begin every other month on the following dates:

Please note: If you have missed the deadline for your desired enrollment, please contact our office to check on possible availability. If there is space available, we may still be able to accommodate you.

January '12 classes begin:	January 9, 2012
Enrollment deadline:	December 26, 2011
March '12 classes begin:	March 12, 2012
Enrollment deadline:	February 27, 2012
May '12classes begin:	May 7, 2012
Enrollment deadline:	April 23, 2012
July '12 classes begin:	July 9, 2012
Enrollment deadline:	June 25, 2012
September '12 classes begin:	September 10, 2012
Enrollment deadline:	August 27, 2012
November '12 classes begin:	November 5, 2012
Enrollment deadline:	October 22, 2012
January '13 classes begin:	January 14, 2013
Enrollment deadline:	December 31, 2012
March '13 classes begin:	March 11, 2013
Enrollment deadline:	February 25, 2013

Welcome to the SkinScience Institute! We are delighted that you are considering making SkinScience a part of your education and career as an esthetician. We understand that your choice of schools is extremely important to your education, and we hope you will find the following information helpful as you navigate the decision making process. Please let us know if we can help answer any further questions that you might have!

Salt Lake Campus
28 East 2100 South Suites 101
Salt Lake City, UT 84115
(801) 983.0619

Utah County Campus
1256 South State Street
Orem, UT
(801) 924.5824

Licensing & Accreditation

Both campuses of The SkinScience Institute are fully licensed as Esthetics Schools in the State of Utah through the Division of Occupational and Professional Licensing. The License number is #5805685-1111 for our Salt Lake Campus and #7494067-1111 for our Utah County Campus. The Utah Division of Occupational and Professional Licenses may be contacted at:

Utah State Board of Cosmetology
P.O. Box 146741
Salt Lake City, UT 84114-6741

www.dopl.utah.gov
(801) 530.6628

Both campuses of The SkinScience Institute are fully accredited with the National Accrediting Commission of Career Arts & Sciences (NACCAS). They may be contacted at:

4401 Ford Avenue Suite #1300
Alexandria, VA 22302-1432
(703) 600.7600

Salt Lake's NACCAS School number is 054056-00. The School number for Utah County is P54056-01.

The SkinScience Institute is owned by Iventure, Inc. (Chris Taylor).

Student Recruitment & Advertising

SkinScience is dedicated to providing prospective students with adequate information to allow informed and educated decisions regarding enrollment. Any information used in recruitment or advertising can be substantiated through documentation either through the Institute itself, or independent, verifiable sources. The SkinScience Institute does not recruit students already attending, or admitted to, another school offering a similar program of study.

Hours of Operation & Holidays

The SkinScience Institute of Laser and Esthetics is open Monday through Saturday, 8:30 am to 5pm and as necessary for evening, specialty or continuing education courses. The Institute is closed to students and staff on Sunday.

The Institute will be closed in observance of the following major holidays:

- Martin Luther King, Jr. Day
- President's Day
- Spring Break (1 week)
- Memorial Day
- Independence Day
- Utah's Pioneer Day (July 24th)
- Labor Day
- Thanksgiving Break (3 days)
- Christmas & Holiday Break (2 weeks)

The Institute will also be closed periodically for staff preparation and building maintenance. An updated schedule of school closures will be issued with the class syllabus at the beginning of each course, and is subject to change without notice.

Class Hours & Schedules

The SkinScience Institute offers classes on the following schedules:

Basic Esthetician Classes*

Full-Time Day	Monday through Friday, 8:30am to 5pm	40 Hours/Week
Part-Time Morning	Monday through Friday, 8:30a to 12:30p	20 Hours/Week
Part-Time Afternoon	Monday through Friday, 1pm to 5pm	20 Hours/Week

*first 600-hours of the Comprehensive Master Esthetician course

Intermediate Esthetician Classes**

Full-Time Day	Tuesday through Saturday, 8:30am to 5pm	40 Hours/Week
Part-Time Morning	Tuesday through Saturday, 8:30a to 12:30p	20 Hours/Week
Part-Time Afternoon	Tuesday through Saturday, 1pm to 5pm	20 Hours/Week

**last 600-hours of the Comprehensive Master Esthetician course

In order to ensure completion of all course material, it is important that you select the schedule that you think will best suit your needs for the entire duration of your course. Only one schedule change will be permitted and will only be allowed at certain points during your course. For detailed information on switching your program, contact the Institute Director.

HELPFUL INDUSTRY INFORMATION FOR PROSPECTIVE STUDENTS

Where can I work as an Esthetician?
The Skin Care and Clinic Industry is a fast-growing and exciting industry to be a part of. As the industry matures, the need for highly trained and knowledgeable professionals is at an all-time high. Professional Estheticians are needed in a wide range of businesses, from day spas and salons, to cruise ships and destination resorts. The modern medical practice has also found the skills and abilities of highly-trained professional estheticians to be extremely helpful, making the medical practices of dermatologists and plastic surgeons exciting arenas for a skin care specialist to put his or her talents and abilities to work.

What can I expect to earn as an Esthetician?
An Esthetician's wages can vary greatly depending on several factors. The area in which you work, whether or not you will be commission based or salaried, your education and industry experience as well as client base all influence the wages of a skin care professional. As a newly licensed esthetician, you can expect to start at a lower wage than when you have gained some experience. However, with the right education you can improve your chances for higher wages by securing employment with an elite salon, clinic or medical practice. As with any career, the longer you are employed by any one employer, the higher your wages will be. This is especially true for us as estheticians, as we are usually dependant on a loyal clientele, which takes time & effort to build. A newly-licensed esthetician may start off with as little as $20K per year, while a skilled professional working in an elite establishment with a large and loyal clientele, may earn upwards of $60-$70K annually. As with most things in life that are worth the time and effort, patience, preparation and a little old-fashioned hard work are the keys to success in this industry.

What does the licensing process entail?
The esthetics industry is governed by the State, usually through the State Board of Cosmetology. Estheticians must be licensed in any state in which they plan to work. The requirements for licensure vary by state, and it will be your responsibility to make sure you are meeting all requirements for the particular state you are practicing in. Licensing usually begins with an application process and an examination, with the fees ranging from $50 to $100 or more for initial licensure. Most states require licenses to be renewed annually or every two years, with renewal fees between $30 to $50 and up.

How do SkinScience Graduates stack up in the Industry?
For 2010, The SkinScience Institute has a graduate completion rate of 87.76%. Of the students that have completed our program, 97.01% have passed the state board examination for the state(s) in which they plan to work. SkinScience maintains a graduate placement rate of 65.12% among graduates currently eligible for employment.

What are the physical and safety requirements of the industry?
Estheticians spend a lot of time on their feet, and using their hands. It is essential that you become familiar with ergonomics and good posture. In-depth knowledge of proper sanitation and bio-hazardous precautionary measures is essential as you will be working with members of the public.

The Admissions Process

Prospective students must submit an application for enrollment along with a non-refundable application fee of $50.00. In the event the prospective student is not accepted for enrollment, SkinScience will retain the $50.00 application fee to cover the costs of processing the application. For further details, please see SkinScience Refund Policy, page 22.

In order to be admitted, prospective students must be above the age of compulsory education, and provide a high school diploma or GED equivalent along with two of the following forms of identification:

- state-issued photo ID
- driver's license
- passport
- birth certificate
- social security card

Applications for enrollment must be completed in full and accompanied by 2 letters of recommendation, a copy of the prospective student's high school diploma, copies of 2 forms of approved ID, a student essay and the application fee in order to begin the application process. Only graduating Masters students who have graduated with honors and maintained at least 90% attendance and academics throughout their program are eligible to apply for the Esthetician Instructor program. An additonal letter of recommendation, 2-page essay, and a detailed list of any industry-related outside educational classes, jobs or experiences in which you have participated is required.

The application will be reviewed, and final selections for enrollment will be made by the Enrollment Specialist.

Consideration will be given to related professional background, academic achievement, personal references and student essays. The SkinScience Institute of Laser and Esthetics does not discriminate based on sex, religion, age, color, race or ethnic origin.

Upon acceptance, the Institute will issue a letter of acceptance to the prospective student. This letter will outline course and tuition information, along with orientation information and requirements.

New student orientation will be held on the start date of each class. Orientation is part of the admissions process and attendance is mandatory. A separate meeting will need to be arranged prior to orientation to discuss pre-enrollment information including the Institute's completion, licensure & placement rates, along with important industry statistics and other pertinent information. A written copy will be given to each student prior to signing the enrollment contract. Students will complete and sign the student enrollment contract prior to orientation, but will receive their student kits, lockers, combination locks and student clothing at orientation. Institute policies and procedures will be explained in full and student photos will be taken. Student ID cards will be issued within the first week of class.

Transferring Educational Hours

Students wishing to transfer educational hours from another licensed esthetics or cosmetology school may apply for hours transfer by completing and submitting a completed Application for Enrollment and submitting a copy of your transcripts.

The Enrollment Specialist will review the transferring hours and make final selections based on the criteria outlined in the Admissions Policy, (see page 10.)

Educational hours that are more than 2 years old are not eligible for transfer to the SkinScience Institute. Educational hours of any kind accrued outside of licensed Esthetics or Cosmetology Schools are not eligible for transfer to The SkinScience Institute.

Licensed Cosmetologists

Licensed Cosmetologists wishing to enroll in the SkinScience Intermediate Esthetician Course must submit an application for enrollment including a copy of their cosmetology license. Due to the extensive and rigorous curriculum covered in the 600 hour Basic Esthetician Course, SkinScience strongly encourages Cosmetologists wishing to specialize in skin care to complete the entire 1200 Comprehensive Master Esthetician course. However for purposes of state licensing cosmetologists may enroll in the 600 hour Intermediate Esthetician Course.

**Please Note: Intermediate Esthetician students are not enrolled in SkinScience Basic Esthetician Courses and are therefore not eligible to receive SkinScience Basic Esthetician Curriculum handouts or protocols. Essential protocols (that incoming Master Students are expected to know), are covered in a mandatory 3-day orientation prior to the start date of class.

Financial Aid & Payment Options

(available to those who qualify)

Both locations of SkinScience are fully accredited and participate in Federal Student Aid programs. To find out what you qualify for, students need to fill out the Free Application for Federal Student Aid (FAFSA). Visit www.fafsa.ed.gov to get started. You will need our FEDERAL SCHOOL CODE: 041455. Once the FAFSA is completed, a student's information will be sent to our school. We will then contact you to let you know what options you will have.

As an alternative to the Department of Education financial aid options, we recommend Mountain America Credit Union. MACU is a local Salt Lake City Credit Union offering all types of financial products. They offer one-on-one service. Please contact the student loan department at 1-800-748-4302, or visit their website at www.macu.com to find a branch near you. Cash, check or credit card payments in full are also accepted.

Please contact our Financial Aid Office at 801.983.0619 x3938 for additional information on financial aid and payment options.

Basic Esthetician Course Outline, 600 Hours

SkinScience Course Certificate will be awarded upon completion

Cost: Application Fee $50 (non-refundable)
Tuition $7,360
Total **$7,410**

Description: Our basic esthetician course meets the hour requirements for esthetics licensure in most states, and the curriculum exceeds the training requirements in most states. If you don't have any prior industry education or experience, and are looking for a solid foundation from which to continue building your esthetics education over time, this course is for you.

Objective: Upon completion of the basic esthetician course, you will have the knowledge to obtain licensure and for competency in job entry level positions in Esthetics.

Teaching Methods: Our School provides many teaching methods to give you the best education no matter what type of learner you are, they include: Lecture, Demonstration, Group Discussion, Role Playing, Field Trips, Guest Speakers, Homework Assignments, and Stories/Testimonials.

Pre-requisites: Prospective student must hold a High School diploma or GED equivalent; Student must be a U.S. citizen or have proof of legal status.

Curriculum:

Subject	Hours of Instruction	# of classes
Introduction to Facials	48	12
Pedicures & Manicures	40	10
Waxing	44	11
*Professionalism in Esthetics	20	5
Massage Basics	24	6
*Skin Conditions	16	4
*Basic Anatomy	24	6
Advanced facials	40	10
*Advanced Professionalism	16	4
Make-up Application	36	9
Introduction to Body Treatments	24	6
Introduction to Chemical Peels	20	5
*Intermediate Theory	24	6
*Introduction to Chemistry and Product Ingredients	16	4
Field Trips/Guest Speakers/Product Knowledge	64	7
Student Spa	144	36

Grading Procedures: A student's overall academic grade is compiled using the following five criteria: Theory Tests (20%), Homework Assignments (20%), Practical Work & Tests (20%), Sanitation Duties & Laundry (20%), SkinScience Final Exam (20%). Each practical test consists of several specific criteria that the student is graded on. The instructor rates the student using the following scale:

0	Did not perform
1	Needs improvement
2	Performed Above Average

Written work will be graded according to the following percentage scale:

Grade	Percentage	Grade	Percentage
A	93-100%	A-	90-92%
B+	87-89%	B	83-86%
B-	80-82%	C+	77-79%
C	73-76%	C-	70-72%
D+	67-69%	D	63-66%
D-	60-62%	F	Below 60%

SkinScience students must have maintained 90% attendance and 75% academics upon graduation in order to qualify for course completion. The SkinScience Institute operates on clock hours as well as actual class attendance, and the percentage will be cumulative based on the number of possible hours available. The maximum timeframe a student has to complete the program is 111% of the allotted course schedule.

Comprehensive Master Esthetician Course Outline, 1200 Hours

SkinScience Course Certificate will be awarded upon completion

Cost: Application Fee $50 (non-refundable)
Tuition $13,960
Total **$14,010**

Description: Our 1200-hour Master course meets the Master Esthetician hour requirements for licensure in the state of Utah, and the curriculum exceeds the training requirements in most states. If you don't have any prior industry education or experience, and are looking for a complete education that will prepare you for work in a clinical environment, this is the course for you.

Objective: Upon completion of the basic esthetician course, you will have the knowledge to obtain licensure and for competency in job entry level positions in Master Esthetics.

Teaching Methods: Our School provides many teaching methods to give you the best education no matter what type of learner you are, they include: Lecture, Demonstration, Group Discussion, Role Playing, Field Trips, Guest Speakers, Homework Assignments, and Stories/Testimonials.

Pre-requisites: Prospective student must hold a High School diploma or GED equivalent; Student must be a U.S. citizen or have proof of legal status.

Curriculum:

Subject	Hours of Instruction	# of classes
Introduction to Facials	48	12
Pedicures & Manicures	40	10
Waxing	44	11
*Professionalism in Esthetics	20	5
Massage Basics	24	6
*Skin Conditions	16	4
*Basic Anatomy	24	6
Advanced facials	40	10
*Advanced Professionalism	16	4
Make-up Application	36	9
Introduction to Body Treatments	24	6
Introduction to Chemical Peels	20	5
*Intermediate Theory	24	6
*Introduction to Chemistry and Product Ingredients	16	4
Masters Facials	40	10
*Advanced Skincare Theory	28	7
*Advanced Cosmetic Chemistry	20	5
*Advanced Anatomy and Physiology	16	4

Laser and Medical Procedures	28	7
*Business Building	28	7
Microdermabrasion	28	7
Advanced Chemical Peels	28	7
Advanced Pedicures and Manicures	20	5
Advanced Waxing	12	3
Advanced Body Treatments	24	6
Lymphatic Drainage Massage	40	10
Ultrasound	4	1
Field Trips/Guest Speakers/Product Knowledge	88	22
Student Spa	384	96

*Theory only classes

Grading Procedures: A student's overall academic grade is compiled using the following five criteria: Theory Tests (20%), Homework Assignments (20%), Practical Work & Tests (20%), Sanitation Duties & Laundry (20%), SkinScience Final Exam (20%). Each practical test consists of several specific criteria that the student is graded on. The instructor rates the student using the following scale:

0	Did not perform
1	Needs improvement
2	Performed Above Average

Written work will be graded according to the following percentage scale:

Grade	Percentage	Grade	Percentage
A	93-100%	A-	90-92%
B+	87-89%	B	83-86%
B-	80-82%	C+	77-79%
C	73-76%	C-	70-72%
D+	67-69%	D	63-66%
D-	60-62%	F	Below 60%

SkinScience students must have maintained 90% attendance and 75% academics upon graduation in order to qualify for course completion. The SkinScience Institute operates on clock hours as well as actual class attendance, and the percentage will be cumulative based on the number of possible hours available. The maximum timeframe a student has to complete the program is 111% of the allotted course schedule.

CIDESCO Course Outline, 1500 Hours

SkinScience Course Certificate will be awarded upon completion

Cost: Application Fee $50 (non-refundable)
Tuition $17,450
Total **$17,500**

Description: Our 1,500 hour CIDESCO course meets the same standard of training that is taught worldwide. If you are looking to achieve the highest level in esthetics, with the possibility of working abroad, this is definitely the course for you. The CIDESCO certification is recognized in 30 countries and is sometimes referred to as the PhD of Esthetics.

Objective: Upon completion of the CIDESCO course, you will have the knowledge to obtain licensure in Master Esthetics, have knowledge to pass your international examination, and to qualify for jobs worldwide.

Teaching Methods: Our School provides many teaching methods to give you the best education no matter what type of learner you are, they include: Lecture, Demonstration, Group Discussion, Role Playing, Field Trips, Guest Speakers, Homework Assignments, and Stories/Testimonials.

Pre-requisites: Prospective student must hold a High School diploma or GED equivalent; Student must be a U.S. citizen or have proof of legal status.

Curriculum:

Subject	Hours of Instruction
Introduction to Facials	48
Pedicures & Manicures	40
Waxing	56
*Professionalism	36
Face & Body Massage	100
*Diseases & Disorders	16
*Anatomy & Physiology	100
Advanced facials	40
Make-up Application	36
CIDESCO Body Analysis & Treatments	24
Introduction to Chemical Peels	20
*Retailing	8
Masters Facials	40
*Advanced Skincare Theory	28
*Cosmetic Chemistry & Ingredients	56
Laser and Medical Procedures	28
*Business Building	28
Microdermabrasion	28

Advanced Chemical Peels	28
Advanced Pedicures and Manicures	20
CIDESCO Practical Examination Training/Mock Exam	100
State Board Practical Review	8
Lymphatic Drainage Massage	90
Ultrasound	4
Additional Education & Guest Lectures	48
Practical Hours in Student Spa	362
Electrical Equipment (Body & Face)	60
Client Care & Comfort	24

*Theory only classes

Grading Procedures: A student's overall academic grade is compiled using the following five criteria: Theory Tests (20%), Homework Assignments (20%), Practical Work & Tests (20%), Sanitation Duties & Laundry (20%), SkinScience Final Exam (20%). Each practical test consists of several specific criteria that the student is graded on. The instructor rates the student using the following scale:

0	Did not perform
1	Needs improvement
2	Performed Above Average

Written work will be graded according to the following percentage scale:

Grade	Percentage	Grade	Percentage
A	93-100%	A-	90-92%
B+	87-89%	B	83-86%
B-	80-82%	C+	77-79%
C	73-76%	C-	70-72%
D+	67-69%	D	63-66%
D-	60-62%	F	Below 60%

SkinScience students must have maintained 90% attendance and 75% academics upon graduation in order to qualify for course completion. The SkinScience Institute operates on clock hours as well as actual class attendance, and the percentage will be cumulative based on the number of possible hours available. The maximum timeframe a student has to complete the program is 111% of the allotted course schedule.

Intermediate Esthetician Course outline, 600 Hours

SkinScience Course Certificate will be awarded upon completion

Cost: Application Fee $50 (non-refundable)
Tuition $7,360
Total **$7,410**

Description: Our master course meets the Master Esthetician hour requirements for licensure in the State of Utah, and the curriculum more than exceeds the training requirements of most states in the US. If you're a licensed Esthetician looking to take your experience & education to a higher level, this course will get you there. The 600-hour Master course helps to complete your training by preparing you for work in a clinical environment.

Objective: Upon completion of the basic esthetician course, you will have the knowledge to obtain licensure and for competency in job entry level positions in Master Esthetics.

Teaching Methods: Our School provides many teaching methods to give you the best education no matter what type of learner you are, they include: Lecture, Demonstration, Group Discussion, Role Playing, Field Trips, Guest Speakers, Homework Assignments, and Stories/Testimonials.

Pre-requisites: Prospective student must hold an active 600 hour Esthetician's license from the State of Utah; OR must have a certificate of completion for a 600 hour Esthetician course from a licensed cosmetology or esthetics school obtained in the last two years; OR must hold an active cosmetology license from the State of Utah. Prospective student must hold a High School diploma or GED equivalent; Student must be a U.S. citizen or have proof of legal status.

Curriculum:

Subject	Hours of Instruction	# of classes
Masters Facials	40	10
*Advanced Skincare Theory	28	7
*Advanced Cosmetic Chemistry	20	5
*Advanced Anatomy and Physiology	16	4
Laser and Medical Procedures	28	7
*Business Building	28	7
Microdermabrasion	28	7
Advanced Chemical Peels	28	7
Advanced Pedicures and Manicures	20	5
Advanced Waxing	12	3
Advanced Body Treatments	24	6
Lymphatic Drainage Massage	40	10
Ultrasound	4	1

Field Trips/Guest Speakers/Product Knowledge	48	12
Student Spa	240	60

*Theory only classes

Grading Procedures: A student's overall academic grade is compiled using the following five criteria: Theory Tests (20%), Homework Assignments (20%), Practical Work & Tests (20%), Sanitation Duties & Laundry (20%), SkinScience Final Exam (20%). Each practical test consists of several specific criteria that the student is graded on. The instructor rates the student using the following scale:

0	Did not perform
1	Needs improvement
2	Performed Above Average

Written work will be graded according to the following percentage scale:

Grade	Percentage	Grade	Percentage
A	93-100%	A-	90-92%
B+	87-89%	B	83-86%
B-	80-82%	C+	77-79%
C	73-76%	C-	70-72%
D+	67-69%	D	63-66%
D-	60-62%	F	Below 60%

SkinScience students must have maintained 90% attendance and 75% academics upon graduation in order to qualify for course completion. The SkinScience Institute operates on clock hours as well as actual class attendance, and the percentage will be cumulative based on the number of possible hours available. The maximum timeframe a student has to complete the program is 111% of the allotted course schedule.

Esthetician Instructor Course outline, 300 Hours

Description: Our esthetician instructor course meets the hour requirements for licensure as an esthetics instructor in the State of Utah. The esthetics instructor license also qualifies licensees to engage in apprenticing.

Objective: Upon completion of the esthetician instructor course, you will be familiar with basic receptioning skills, from phone etiquette to booking appointments to point of sale operations. Additionally, you will obtain knowledge in lesson preparation, teaching styles, and handling difficult situations in the class room.

Teaching Methods: The premise of the esthetician instructor course is hands-on learning while shadowing a licensed instructor or administrative staff member. Milady's Master Educator textbook is used and is the primary source of information for homework assignments & projects.

Pre-requisites: 2 applicants per graduating class are selected for this program based on application requirements. Students must be prior graduates of The SkinScience Institute of Laser & Esthetics.

Curriculum:

Subject	Hours of Instruction
Front Desk Procedures	50
Administrative Responsibilities	50
Product & Supply Dispensary	70
Motivation and the Learning Process	20
Teacher Preparation	20
Teaching Methods	20
Classroom Management	13
Testing	12
Instructional Evaluation	3
Laws, Rules, and Regulations	4
Utah Esthetics Examination Review	8
Curriculum Development	30

Grading Procedures:
A pass or fail grade is given upon completion of required hours. A grade is given based on completion of hours, homework, and final projects based on the following scale:

P-Pass	Homework and final projects completed
F-Fail	Homework and final projects not completed

SkinScience Student Kits

Usually issued at Orientation, you will receive your student kit upon registration and payment. The supplies in this kit are the tools for your success during your time here at the Institute. It is extremely important that you take care of your kit and the supplies inside it, as you should be using them everyday for the duration of your education. We provide you with a student kit so that you may practice your new skills on your personal time. This will be necessary for your academic success in your course of study.

If for any reason, your student kit needs to be replaced, this will be the financial responsibility and obligation of you, the student. It is in your best interest as a student to take care of your kit, and all items in it. Use it frequently!

Each student kit will contain the following:

- Student Kit Bag & Implement Case
- SkinScience Lanyard
- Spa Wrap, Headband, & Twin Sheet
- Vinyl Gloves, 100 ct.
- 4x4 Esthetic Wipes, 200 ct.
- Implements, including: Comedone Extractor, Slanted Tip Tweezers, Cuticle Nipper, Fingernail Clipper, Toenail Clipper, Fingernail File, Mask Brush, Fan Brush, Hindo Stone, Stork Scissors, Credo Blade, Foot Rasp, Metal Cuticle Pusher
- Milady's Textbook (checked out)
- Milady's workbook
- 2 Institute Approved Scrub Tops
- 2 pr. Institute Approved Scrub Bottoms
- Basic and/or Master Skin Care Product Kit
- Student Waxing Kit, including: Wax Pot, Waxing Strips, Strip Wax, Waxing Sticks, and Pre- and Post- Waxing Product.

Textbooks are provided on a checkout basis and must be returned to SkinScience upon course completion. Students may keep their workbooks.

Additional scrubs, lanyards, t-shirts or other Institute apparel will be available for purchase. Check with your instructor for a current student price sheet. Students are to use supplies from their kits for practice outside of course instruction.

The Institute will provide all disposable supplies & back-bar products used in the practical or student spa for hands-on instruction & experience, however, students will be required to use implements from their student kit.

Other Benefits of Studying at SkinScience

One of the most important aspects of your overall education is the actual facility in which you will be studying. At SkinScience, we believe that each student should be provided with a professional, organized environment, as well as an atmosphere conducive to knowledge, learning and personal growth. Here are just a few of the reasons that we believe the serious esthetics student should enroll with us at The SkinScience Institute of Esthetics:

Small Class Size: Our small class sizes allow for greater instructor involvement, as well as in- depth student participation. Small classes also allow our instructors to answer your questions in greater detail and provide each student with a more personalized approach to learning.

State-of-the-Art Equipment: In keeping with our standard of excellence, SkinScience provides you with state-of-the-art esthetic equipment, including ample back-bar products and supplies. Each student has access to everything they will need to insure a proper and extensive hands-on esthetics education.

Hands-on Work Stations: Our clinic includes hands-on workstations for every 2 to 3 students, allowing greater participation and more practice time with equipment and treatment protocols. We feel this is extremely important, as you will need lots of hands-on practice in the classroom in order to insure a level of comfort and professionalism upon beginning clinical work on members of the public.

Esthetics Library: The Institute has an extensive esthetics library on the premises, which allows our students, and staff the opportunity of accessing research and reference materials without the inconvenience of having to leave the building. Our library is always growing, and currently includes:

Reference Volumes on products, ingredients & procedures
Current Esthetics Periodicals
Product & Procedure Videos and DVD's
Power Point Reference Slide Presentations
Continuous Internet Access for Projects and Research
TV's, DVD Players & VCRs for Video & DVD Review

Comprehensive Curriculum: As a student of SkinScience, you can rest assured that the curriculum you are studying is the most comprehensive, current & cutting-edge information available in the esthetics industry. Upon graduation, you will feel confident in your knowledge and skills as a skin care professional. We go above and beyond state requirements, providing you with the tools necessary to be the best skin care professional in the industry.

Meet the SkinScience Faculty & Staff

Nanette Downer, SkinScience President
Licensed Master Esthetician Instructor
After graduating at the top of her class in Esthetics school, Nanette decided to pursue teaching. She was hired as the first instructor at SkinScience in July 2005. She loved working as an instructor, teaching theory and practical as well as involvement with post-graduate training in chemical peeling. In addition to instructing, Nanette helped to develop SkinScience curriculum, assist in the accreditation process, and established the foundation for SkinScience to grow and succeed. Nanette has experience working in a medical environment, primarily performing laser hair removal, facial treatments and waxing services. In addition to experience in this exciting area of esthetics, Nanette has also had the opportunity of working for a new medical spa from the ground up. In 2010, Nanette received her CIDESCO diploma, the world's most prestigious qualification in the field of esthetics and beauty therapy.

Whitney Varela, Institute Director, Salt Lake Campus
Licensed Master Esthetician Instructor
Starting out in the health care industry, Whitney worked as a Certified Nursing Assistant and really enjoyed helping and interacting with so many different people. She was continually intrigued by skin care and the whole beauty industry, and Esthetics was the perfect fit. She fell in love with the facts and information about the skin and every aspect of the industry. Her energy and excitement about the industry leave students on the edge of their seats. Whitney loves to be able to teach and share her passion for the industry with others. She loves doing practical hands on treatments and seeing the results!

Chelsie Rowland, Enrollment Specialist
With a bachelor's degree in Mass Communication and Public Relations from the University of Utah, Chelsie has a passion for working with people and understanding their needs. After working in the event planning, bridal gown, and news industries, Chelsie gravitated towards a career in esthetics education. She loves helping students achieve their educational goals and find their passion in life.

Angelene Hodgson, Licensed Master Esthetician Instructor
Angelene Hodgson is a licensed Master Esthetician and Cosmetologist in the State of Utah. She first obtained her Cosmetologist license, but fell in love with esthetics. Angelene's favorite subject to teach is Waxing, but she loves doing all services. She loves attending continuing education so that she can stay abreast the latest-and-greatest in the industry and better meet the needs of her students. In 2010, Angelene received her CIDESCO diploma, the world's most prestigious qualification in the field of esthetics and beauty therapy.

Emily Page, Licensed Master Esthetician Instructor
Emily originally worked in the dental field and was pursuing becoming a Dental Hygienist, but it was never a real desire. Skin care had always been an interest but the opportunity to go to school never presented itself. She soon found SkinScience and quickly fell in love with the school and the staff. After graduating with honors from SkinScience, Emily applied for an internship, which allowed her to gain her instructors license. She loves being able teach and share her knowledge and love for skin care with other students. Emily has a home business where she enjoys performing microdermabrasions, waxing, facials, and tinting. Her love for skin care keeps growing as she continues to teach and attends different continuing education courses.

Natalie Puikkonen, Licensed Master Esthetician Instructor
Natalie Puikkonen came to SkinScience with over 6 years of industry experience. She is a licensed Master Esthetician in Utah as well as a certified Make-up Artist. After attending her first skin care conference she was convinced that she would really enjoy a career in esthetics education and began to pursue that goal. Natalie enjoys make-up artistry and teaching hands-on esthetic skills.

Katie Hamren, Licensed Master Esthetician Instructor
Katie started esthetics school at SkinScience in 2005. Since graduating in 2007, she has loved working in a spa in downtown Salt Lake. She loves the challenges that each new client brings and enjoys sharing her knowledge with others. Katie loves to watch what we can do to help skin and believes in the power of physical touch. She's grateful for the versatility that our field offers. Each day brings something new giving us so many directions to grow. Her favorite part of esthetics, other than performing treatments, is seeing how improved a persons body language is after a treatment. She also enjoys expanding her knowledge more and more each year.

Dana Klotovich, Licensed Master Esthetician Instructor
Dana Klotovich has been teaching public education since 2000 and began instructing at SkinScience in 2007. She enjoys teaching all subjects of esthetics, but particularly enjoys chemical peels and microdermabrasion. In addition to

instructing, Dana also works at a salon in Salt Lake.

Deanne Jarvis, Licensed Master Esthetician Instructor
Deanne is a licensed Master Esthetician in Utah, North Carolina, and Virginia. She has worked in the skin care industry since 2005. After graduating from Bon Losee Academy, she went on to pursue additional training in lasers. She has worked at various medical spas, including a dermatologist's office and has a passion for results-oriented skin care. Her favorite treatments are chemical peels and laser hair removal. She loves sharing her knowledge and experience with others.

Sara Cook, Institute Director, Utah County Campus
Licensed Master Esthetician Instructor
Sara obtained her Master Esthetics education at The SkinScience Institute's Orem Branch Campus where she graduated with honors and is now instructing. Her favorite subjects are waxing, microdermabrasion, chemical peels, lymphatic drainage, and makeup. Sara lives in Orem with her husband of 13 years and their 3 boys. "Teaching is my greatest passion and I love every minute of it! There is no greater reward for me, than to see my students reach beyond themselves and what they "thought" they could do, and embrace their true potential."

Chantyl Hansen, Licensed Master Esthetician Instructor
Utah County Campus
After attending two years at Snow College on a soft ball scholarship, Chantyl decided to join the SkinScience family. Though she enjoyed the traditional college experience, she decided she had a passion for skin care. After completing her MasterEsthetics program with honors, she went on to work at a full service day spa where she learned essential skills about the industry and working with clients. Chantyl has a great desire to use her skills and knowledge she has acquired and share it with students who have the same passion about skin care as she does. Our Utah County campus wouldn't be the same without her great outlook on life and skin!

Hillary Bosen, Licensed Master Esthetician Instructor
Utah County Campus
After finishing high school, Hillary knew the four-year college experience would not be for her. While working in food service and trying to combat the effect it was having on her skin, she discovered her love of learning about skin care. Researching skin care online wasn't enough to quench her thirst for knowledge, but she was lucky enough to have found The SkinScience Institute. After graduating with honors at the top of her class, she went on to complete the internship, where she learned that instructing Master Esthetics was the only career that would satisfy her. She worked as a substitute at the Salt Lake City campus for nine months before becoming part of the SkinScience team in Orem. She loves doing body treatments, chemical peels, microdermabrasions, and facials. Hillary also loves teaching family members, students and strangers the damage that can happen from not adequately protecting your skin from harmful UV rays, and how following a healthy diet can unveil your skin's natural beauty.

JoAnn Douglass, Licensed Master Esthetician Instructor
Salt Lake Campus
After graduating at the top of her class from SkinScience Institute in Salt Lake City, JoAnn proceeded to obtain her instructor's certification from the State of Utah. She is a certified colorist and make-up artist. Her industry experience includes extensive work with Laser Esthetics, and a wide variety of facial techniques and chemical peel applications at Alpine Esthetics/Medical Day Spa. She loves to teach and prepare her students for the rigorous certifications required to practice.

Jeannie Wallace, Licensed Master Esthetician Instructor
Salt Lake Campus
Jeannie originally majored in Fashion Design, Dressmaking, and Soft Furnishings in the UK where she ran her own business for 15 years. She moved to Utah in 2000 and decided to change her career path and follow her life long passion for esthetics. She studied at The SkinScience Institute and loved every minute of school. Jeannie graduated as a Master Esthetician with Honors before completing an Internship at SkinScience and becoming a Licensed Esthetics Instructor. She shares her enthusiasm for esthetics with others, and especially with her students. Jeannie is fascinated by the skin and loves to further her education in the esthetics field enjoying all aspects of the beauty industry but specializing in chemical peels, dermafiling, facials, and eyelash extensions.

Student Dress Code

Maintaining a positive and professional image includes adhering to the following student dress code:

SkinScience T-shirt or Approved Scrub top
ONLY solid white undershirt (if necessary)
Solid White sweatshirt or sweater (if necessary)
Approved Scrub bottoms
White closed-toe shoes

SkinScience students should always present a neat and well-groomed appearance, especially given the nature of our industry. Hair, nails and make-up should always be well manicured, conservative and in good taste. Long nails or acrylic nails are inappropriate for esthetics students. Students are required to keep their nails short during their course of study at SkinScience. Instructors may ask a student to trim nails deemed too long for esthetics or massage techniques. Because of the nature of practical work, students enrolled at the Institute may not receive new facial or body piercing in areas that will prevent other students from fully performing practical work upon the student. Students not receiving practical treatments for any reason will not receive daily participation points which can drastically affect your overall grade.

It is expected that students will bathe regularly and that all clothing worn will be laundered on a regular basis. All clothing and shoes worn while at the Institute should be both modest and moderate in nature, and must be in good repair. Sleeveless, strapless, low-cut shirts or bare midriffs are not acceptable. Caps, beanies or hats are not acceptable. It is the responsibility of the student to adhere to these guidelines. Open-toe sandals or flip-flops are not acceptable. Students may not wear clinic slippers, wraps or robes unless receiving a clinic or practical treatment, and must change back into dress code immediately upon completion of the treatment. Dress code violation policy will apply to students wearing clinic apparel at unauthorized times or outside of treatment rooms.

Dress code will be observed any time the student is accruing educational hours unless specified by a member of the administrative staff. It is expected that students will adhere to these guidelines, and maintain a positive outlook regarding this and all policies of the Institute. The SkinScience Institute reserves the right to determine what is considered improper or inappropriate attire or grooming, and to require any student improperly dressed or with an unkempt appearance to leave the Institute. Dress code violations by students will not be tolerated. Any student out of dress code during school hours will receive no hours until they are in compliance with the dress code.

Satisfactory Academic Progress Policy

Satisfactory progress in attendance and academic work is a requirement for all students enrolled at The SkinScience Institute. The Satisfactory Academic Progress policy is enforced in conjunction with all other school policies and procedures. Students will be provided a copy of their evaluation results at the time of their evaluation. Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds.

Satisfactory academic progress (SAP) will be evaluated and discussed with each student based on scheduled hours, not actual hours attended. SAP for students enrolled in the Comprehensive Master Esthetician 1,200 hour program will be evaluated at 450 hours, 900 hours, and 1200 hours. SAP for students enrolled in the Basic Esthetician or Intermediate Esthetician 600-hour courses will be evaluated at 300 hours and 600 hours. SAP for students enrolled in the Esthetician Instructor course will be evaulated at 150 hours and 300 hours.

In order to achieve & maintain satisfactory academic progress at these evaluation points, a student must maintain:

1. 75% or greater in academics, and
2. 90% attendance.

Students who meet the minimum requirements for attendance and academic progress are considered to be making satisfactory progress until the next scheduled evaluation. Students who re-enroll after withdrawal or expulsion will re-enter in the same progress status as when they left.

Academic Progress

A student's overall academic grade is compiled using the following five criteria.

Theory Tests	20%
Homework Assignments	20%
Practical Work & Tests	20%
Sanitation Duties & Laundry	20%
SkinScience Final Exam	20%

Students are tested on theory and practical skill development on the last class taught for any given subject. For example, students have 12 classes in Introduction to Facials. On the date that they are assigned to have Class 12 in Introduction to Facials, they have both a written and a practical test. Classes are taught sequentially, but not necessarily one right after another. In this way, the last few weeks of the course is devoted to "finals" in most of the classes. Each practical test consists of several specific criteria that the student is graded on. The instructor rates the student using the following scale:

0 = Did not perform
1 = Needs improvement
2 = Performed Above Average

Work will be graded according to the following percentage scale:

Grade	Percentage	Grade	Percentage
A	93-100%	A-	90-92%
B+	87-89%	B	83-86%
B-	80-82%	C+	77-79%
C	73-76%	C-	70-72%
D+	67-69%	D	63-66%
D-	60-62%	F	Below 60%

All homework assignments, weekly projects, quizzes and tests will be due as indicated on the class syllabus unless otherwise noted by the instructor. All tests and exams are the property of the Institute and will be retained by the Institute. Any late assignments will automatically be given half credit. If you know you will be absent, it is imperative that you let your instructor know in advance, and that you make arrangements for your homework to be submitted on time.

Tests must be completed in class on the day set forth by the instructor. Any absences on theory test days must be pre-arranged with your instructor. Re-taking missed theory tests will not be permitted without prior arrangement. In the event you are ill the day of the test, you must call the Institute at 801.983.0619 and speak with an administrator to leave a message for your instructor NO LATER THAN 8:30AM. In the event you are unable to reach an administrator, you must leave a voicemail at the Institute so that there is a record that you called. If you do not leave a message either with an administrator or on the voicemail, you will be unable to make up the theory test. Practical tests and Final Exams cannot be re-taken. Attendance is mandatory.

Student Attendance

The maximum timeframe a student has to complete the program is 111% of the allotted time scheduled for the class. NOTE: The maximum time frame is extended by any approved leave of absence. Any student re-entering from an approved leave of absence within six months will be required to enter in the same progress status as when they left. If a student does not complete the course hours by the graduation date specified in their individual contract, an additional instructional charge of $14.00 per hour will be assessed.

SkinScience students must have maintained 90% attendance by their scheduled graduation date in order to qualify for course completion. Students will then be required to complete the full hourly course requirements in order to graduate from the Institute. SkinScience operates on clock hours, and the percentage will be cumulative based on the number of possible hours available. If a student does not achieve 90% cumulative attendance, THE STUDENT WILL NOT GRADUATE. For students who opt to re-enroll at the beginning of the course due to course incompletes, satisfactory progress will be evaluated as though the student is a new student. Repetition and non-credit remedial courses do not apply at our institution and therefore, have no effect upon the satisfactory

progress standards. In the event that our institution accepts transfer hours, the hours that are accepted will be counted as both attempted and completed hours.

Warning

Students failing to meet the minimum requirements in attendance or academics will receive a warning at their scheduled evaluation. Upon receipt of a warning, students are considered to be making satisfactory progress therefore financial aid funds will be dispersed to eligible students. At the end of the warning period, the student's progress will be re-evaluated. If the student is making satisfactory progress in both attendance and academics, the student will be removed from warning and shall be considered to be making satisfactory progress therefore, financial aid funds will continue to be disbursed. If the student fails to meet minimum requirements he/she will lose Title IV eligibility and may be terminated from training. This will be discussed with the student at the evaluation. Students are only permitted one warning during their course of study.

Probation & the Appeal Process

Students who have been terminated and/or placed on financial aid suspension may file an appeal if they have extenuating circumstances, such as the death of a family member, illness, or injury. It must be possible for the student to make satisfactory progress by the next evaluation in order to be considered for an appeal. Students must submit documentation at the beginning of the probationary period stating why they failed to make satifactory academic progress and what changes have been made to allow them to make satisfactory progress.

The Institute Director will review the documentation and students will receive written notification of the result of their appeal within 15 days from submission of their documentation (copies of which will be maintained in the student's file). If the appeal is granted, in order for financial aid eligibility to be reinstated, students must meet both the minimum academic and attendance requirements by the next evaluation. All results are FINAL.

Requirements for Graduation & Diploma

SkinScience students must maintain a 90% cumulative rate of attendance and a cumulative average of 75% in academics (theory and practical) in order to be making satisfactory progress throughout the course. Students must have achieved 90% attendance, with a minimum 75% average on all school assignments including homework and tests. Students will not qualify for certification or graduation if this percentage is not met.

Make-up work for missed school assignments will be given half-credit unless prior approval has been obtained in writing from your instructor. Practical tests cannot be made up.

The SkinScience Institute reserves the right to withhold an official SkinScience diploma, certification or State Board educational hours verification until all charges owed to the Institute are paid in full, and any and all Institute property, (including but not limited to,

books, implements, linens, product and supplies), that the student may have checked-out during their course of study are returned to the Institute.

Employment Assistance and Job Placement

The SkinScience Institute teaches professional skills and will work to assist all students in identifying and securing employment opportunities as they become available. Students may visit the job board at skinscienceinstitute.com where employers can post job openings as they become available. The Institute will also sponsor an annual Professionals Conference for current students and Institute alumni. The SkinScience Institute of Laser and Esthetics does not guarantee employment for any student, but assists with professional appearance guidelines and job referral.

Temporary or Involuntary Withdrawal

Students wishing to temporarily withdraw for any reason will be required to submit the application form for approval of leave of absence. Institute policy on Leave of Absence will apply. If a student fails to complete the Leave of Absence process, that student will be required to re-apply for re-admission to the Institute, and all applicable admissions policies and procedures will apply. Students failing to contact the Institute regarding a period of absence longer than 14 consecutive days will be involuntarily withdrawn from classes. Institute policy on Expulsion and Re-enrollment will apply.

Leave of Absence

If a circumstance should arise that requires two or more weeks of missed classes, a student may apply for approval to take a leave of absence from the Institute as long as they are meeting satisfactory progress. The student will be required to submit the application form for approval of the leave of absence two weeks prior to the requested start date of the Leave of Absence. The Institute Director with the board of Directors will review the request and if approval is granted the length of the leave will be determined in writing by Institute administration according to individual circumstances. Students may only take one leave of absence during their course of study at SkinScience.

In the event an leave of absence request form is denied or student is not making satisfactory progress, the student will be required to withdraw from the Institute.

In the event of an emergency circumstance involving the death or serious illness of the student or a student's immediate family member, (parent, sibling or grandparent), application may be submitted verbally over the phone with the Institute Director. SkinScience reserves the right to require written documentation in the form of a physician's note or hospital admission/discharge papers, or other documentation as deemed necessary. Students not returning from a leave of absence will be terminated and their drop determination date will be the earlier date of expiration of the leave of absence or the date the student notifies the Institute that the student will not be returning. As per the United States Department of Education, a student leave of absence may be no longer

than 180 days in any given school year. After 180 days, the student will be required to re-enroll and Institute policy on re-enrollment will apply.

Expulsion & Re-enrollment

A student that has been expelled due to low attendance or academic percentage will have a one-time opportunity to re-enroll within 30 days of the expulsion on the following conditions:

- The student must submit to the Institute in writing, their intent to re-enroll within 30 days of being expelled.
- Students who re-enroll will re-enter in the same sprogress status as when they left.
- Students original tuition arrangements will apply and must be paid in full in accordance with the schedule outlined in the original enrollment contract.
- Students may not re-enroll with the SkinScience Institute more than once.

A student that has been expelled due to policy violations or disciplinary action outside of attendance or academic percentage (as outlined above) may not re-enroll at SkinScience.

SkinScience Refund Policy

1. Any monies due the applicant or student shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

a. An applicant is not accepted by the Institute. This applicant shall be entitled to a refund of all monies paid with the exception of the $50.00 application fee.
b. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within 3 business days of the signing of the enrollment agreement or contract. In this case, all monies collected by the Institute shall be refunded except the $50.00 application fee. This policy applies regardless of whether or not the student has actually started training.
c. A student cancels his/her contract after 3 business days after signing, but prior to entering classes. In this case, he/she shall be entitled to a refund of all monies paid to the Institute less the application fee of $50.00.
d. A student notifies the Institute of his or her withdrawal;
e. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the Institute that the student will not be returning; or
f. A student is expelled by the Institute.
g. In type B, C , D or E official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the Institute Administrator/Owner in person.

2. Any monies due a student who unofficially withdraws from the Institute shall be refunded within 30 days of a determination by the Institute that the student has withdrawn without notifying the Institute. To determine unofficial withdrawals, the Institute monitors student attendance at a minimum of once a month (every thirty days). The refund is calculated based on the student's last date of attendance.

3. Program cancellation policy: If a program or course is canceled subsequent to a student's enrollment, and before instruction in the program or course has begun, the Institute shall at its option:

a. Provide full refund of all monies paid; or

b. Provide completion of the program or course.

4. For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds:

Date of withdrawal as a percentage of the enrollment period for which student is obligated:	Portion tuition and fees obligated and paid that are to be retained by the SkinScience Institute:
0.01-4.9%	**20%**
5%-9.9%	**30%**
10%-14.9%	**40%**
15%-24.9%	**45%**
25%-49.9%	**70%**
50%-100%	**100%**

6. School Closure Policy: If the school closes permanently and ceases to offer instruction after students have enrolled, or if a program is canceled after students have enrolled and instruction has begun, the students shall receive a pro-rata refund of tuition.

SkinScience Student Advising Policy

SkinScience tries to maintain an open door policy between students and instructional and administrative staff members. Students may sign up to meet with administrative staff, or with instructional staff at any time. SkinScience staff members have been instructed that if a student should require, either by request or instructor observation, professional assistance, the following resources are available:

Domestic Violence Information Hotline	800-897-5465
Rape Recovery Center	801-467-7273
Suicide Prevention Hotline	801-483-5444
Salt Lake County Substance Abuse	801-468-2009

Student Right to Privacy Policy

Student Records will include the following information: grades, transcripts, attendance, special honors, certificates, any disciplinary actions taken, and SkinScience diploma, (upon graduation). Currently enrolled students may request a review of their student record with a member of the administration at any time, at which time an appointment will be scheduled within three business days of the request. Students may obtain a copy of their record for a $5.00 processing fee. If requested, a copy of the student record will be available for the student within three business days.

Upon graduation and receipt of all monies & properties owed, (including tuition & fees), SkinScience provides the graduating student with an official copy of hours verification from the Institute. SkinScience does not provide itemized copies of student hours or grades, however the student may request these in writing. If requested, the itemized transcripts will be available for the student within three business days.

The SkinScience Institute keeps permanent records for all enrolled students for a minimum of three years. These records will be made available for a $5.00 processing fee upon written request. The SkinScience Institute maintains a strict privacy policy in regards to personal information sharing with third parties. A student's address, social security number, phone number or email address are considered to be personal information and will not be given out unless specifically released by the student in writing.

Student Records will include the following information: grades, transcripts, attendance, special honors, certificates, any disciplinary actions taken, and SkinScience diploma, (upon graduation). Student record information will not be shared with third parties unless specifically released by the student in writing. The exception to this will be any third party that is the financial guarantor of a student's tuition at SkinScience. In which case all information regarding a student's attendance, academic performance or any other pertinent information will be made available upon request of the financial guarantor.

Following is information on FERPA, the Federal Law on student privacy:

The Family Educational Right to Privacy Act of 1974 (FERPA), is a federal law designed to protect the privacy of a student's educational records. The law applies to all schools that receive funds under an applicable program from the U.S. Department of Education. The FERPA gives certain rights to parents regarding their children's educational records. These rights transfer to the student or former student who has reached the age of eighteen or is attending any school above the high-school level. Students and former students to whom the rights have been transferred are called eligible students.

The act ensures that parent(s), and/or guardian(s) of a dependent minor, or eligible students, have the right to inspect and review a student's educational records and to request that a school correct records believed to be inaccurate or misleading. Generally, the school and its employees, including faculty, must have written permission from the parents or eligible student before releasing information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

- School employees who have a need to know

- Certain government officials to carry out lawful functions
- Appropriate parties in connection with financial aid to a student
- Accrediting organizations
- Persons who have obtained court orders or subpoenas
- Persons who need to know in cases of health and safety emergencies
- State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974

Institute operations and policies outlined in this catalog are provided for informative purposes only and are subject to change at any time.