



SKINSCIENCE
Institute of Laser and Esthetics

PROSPECTIVE STUDENT CATALOG

Revised 11/01/09

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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 2010 - 2011 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 '10 classes begin:	January 11, 2010
Enrollment deadline:	December 28, 2009

March '10 classes begin:	March 8, 2010
Enrollment deadline:	February 22, 2010

May '10 classes begin:	May 3, 2010
Enrollment deadline:	April 19, 2010

July '10 classes begin:	July 5, 2010
Enrollment deadline:	June 21, 2010

September '10 classes begin:	September 13, 2010
Enrollment deadline:	August 30, 2010

November '10 classes begin:	November 8, 2010
Enrollment deadline:	October 25, 2010

January '11 classes begin:	January 10, 2011
Enrollment deadline:	December 27, 2010

March '11 classes begin:	March 7, 2011
Enrollment deadline:	February 21, 2011

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!

The SkinScience Institute of Laser & Esthetics
28 East 2100 South Suites 101
Salt Lake City, UT 84115
(801) 983.0619
www.skincareinstitute.com
info@skincareinstitute.com

Licensing & Accreditation

The SkinScience Institute is fully licensed as an Esthetics School in the State of Utah through the Division of Occupational and Professional Licenses. This licensure is recognized in all 50 states. The SkinScience Institute's Utah Esthetics School License is #5805685-1111. The Utah Division of Occupational and Professional Licenses may be contacted at:

Utah State Board of Cosmetology
Division of Occupational Licenses
Attn: Division II
P.O. Box 146741
Salt Lake City, UT 84114-6741

SkinScience is fully accredited with the National Accrediting Commission of Cosmetology Arts & Sciences. They may be contacted at:

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

The SkinScience Institute's NACCAS School number is 054056-00.

The SkinScience Institute is owned by Iventure, LLC (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
- 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 daytime classes 8:30am to 5pm Monday through Friday on the following schedules:

Basic Esthetics 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
Part-Time Evening	Monday through Thursday, 5pm to 9pm & Saturday 8:30am to 5pm	24 Hours/Week

Master Esthetics 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
Part-Time Evening	Monday through Thursday, 5pm to 9pm & Saturday 8:30am to 5pm	24 Hours/Week

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 clinics 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?

The SkinScience Institute maintains a graduate completion rate of 98% or higher. Of the students that have completed our program, 100% have passed the state board examination for the state(s) in which they plan to work. SkinScience maintains a graduate placement rate of 86.84% 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 tuition deposit in order to begin the application process.

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 as well as the application for hours transfer form available from the Institute.

The Board of Directors 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 Master Esthetics 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 Course, SkinScience strongly encourages Cosmetologists wishing to specialize in skin care to complete the entire 1200 Comprehensive Master course. However for purposes of state licensing cosmetologists may enroll in the 600 hour Master Course.

****Please Note:** Intermediate Master Students are not enrolled in SkinScience Basic Courses and are therefore not eligible to receive SkinScience Basic Curriculum handouts or protocols. Essential protocols (that incoming Master Students are expected to know), covered in the Basic Course are made available.

Financial Aid Options

(available to those who qualify)

SkinScience is fully accredited and participates in Federal Student Aid programs. We also have several other financial aid options available for those who qualify. 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.

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

SkinScience Basic Esthetician Course Outline, 600 Hours - \$6,860.00

(Includes non-refundable \$500 student kit & supplies)

SkinScience Course Certificate will be awarded upon completion

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
- Stories/Testimonials

Our basic course meets the basic esthetician hour requirements for 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.

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.

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.

Basic Orientation-54 classes, 6 weeks

Introduction to Facials-12 classes- 48 hours
Pedicures and manicures-10 classes- 40 hours
Waxing-11 classes- 44 hours
*Professionalism in Esthetics-5 classes- 20 hours
Massage Basics-6 classes- 24 hours
*Skin Conditions-4 classes- 16 hours
*Basic Anatomy-6 classes- 24 hours

Advanced Basics-49 classes, 9 weeks

Advanced facials-10 classes- 40 hours
*Advanced Professionalism-5 classes- 20 hours
Make-up Application-9 classes- 36 hours
Introduction to Body Treatments-6 classes- 24 hours
Introduction to Chemical Peels-5 classes- 20 hours
*Intermediate Theory-6 classes- 24 hours
*Introduction to Chemistry and Product Ingredients-3 classes- 12 hours

Student Clinic- 208 hours

*Theory only classes

SkinScience 1200 Hr (Comprehensive) Master Esthetician Course Outline- **\$12,960.00**

(Includes non-refundable \$500 student kit & supplies)

SkinScience Course Certificate will be awarded upon completion

Teaching Methods:

- Lecture
- Demonstration
- Group Discussion
- Role Playing
- Field Trips
- Guest Speakers
- Homework Assignments
- Stories/Testimonials

Our 1200 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. **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.

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.

Basic Orientation - 54 classes, 6 weeks

Introduction to Facials-12 classes- 48 hours

Pedicures and manicures-10 classes- 40 hours

Waxing-11 classes- 44 hours

*Professionalism in Esthetics-5 classes- 20 hours

Massage Basics-6 classes- 24 hours

*Skin Conditions-4 classes- 16 hours

*Basic Anatomy-6 classes- 24 hours

Advanced Basics - 49 classes, 9 weeks

Advanced facials-10 classes- 40 hours

*Advanced Professionalism-5 classes- 20 hours

Make-up Application-9 classes- 36 hours

Introduction to Body Treatments-6 classes- 24 hours

Introduction to Chemical Peels-5 classes- 20 hours

*Intermediate Theory-6 classes- 24 hours

*Introduction to Chemistry and Product Ingredients-3 classes- 12 hours

Master Esthetics - 82 Classes, 15 Weeks

Facials-10 classes- 40 hours

*Advanced Skincare Theory-7 classes- 28 hours

*Advanced Cosmetic Chemistry-3 classes- 12 hours

*Advanced Anatomy and Physiology-3 classes- 12 hours

*Laser and Medical Procedures-7 classes- 28 hours

*Business Building-7 classes- 28 hours

Microdermabrasion-7 classes- 28 hours

Advanced Chemical Peels-7 classes- 28 hours

Advanced Pedicures and Manicures-5 classes- 20 hours

Advanced Waxing-3 classes- 12 hours

Advanced Body Treatments-7 classes- 28 hours

Advanced Make-up-3 classes- 12 hours

Lymphatic Drainage-10 classes- 40 hours

Ultrasound-1 class- 4 hours

Student Clinic for entire course: 488 hours

*Theory only classes

SkinScience (Intermediate) Master Esthetician Course outline, 600 Hours - \$6,860.00

(Includes non-refundable \$500 student kit & supplies)

SkinScience Course Certificate will be awarded upon completion

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
- Stories/Testimonials

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.

Pre-requisites: Prospective student must hold an active 600 hour Esthetician's license from the State of Utah or any other state; OR must have a certificate of completion for a 600 hour Estheticians 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 or any other state. Prospective student must hold a High School diploma or GED equivalent; Student must be a U.S. citizen or have proof of legal status.

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.

Master Esthetician - 82 Classes, 15 Weeks

Facials-10 classes- 40 hours

*Advanced Skincare Theory-7 classes- 28 hours

*Advanced Cosmetic Chemistry-3 classes- 36 hours

*Advanced Anatomy and Physiology-3 classes- 12 hours

*Laser and Medical Procedures-7 classes- 28 hours

*Business Building-7 classes- 28 hours

Microdermabrasion-7 classes- 28 hours

Advanced Chemical Peels-7 classes- 28 hours

Advanced Pedicures and Manicures-5 classes- 20 hours

Advanced Waxing-3 classes- 12 hours

Advanced Body Treatments-7 classes- 28 hours

Advanced Make-up-3 classes- 12 hours

Lymphatic Drainage-10 classes- 40 hours

Ultrasound-1 class- 4 hours

Students Clinic: 256 hours

*Theory only classes

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 Basic or Comprehensive kit will contain the following:

- Student Kit Bag
- Facial Sponges
- The Book: Dermalogica Training Manual
- SkinScience Lanyard*
- Spa Wrap, Headband, & Twin Sheet*
- Vinyl Gloves, 100 ct.
- 4x4 Esthetic Wipes, 200 ct.
- Comedone Extractor
- Slanted Tip Tweezers
- Dermalogica Fan/Masque Brush
- Milady's Textbook (checked out)
- Milady's workbook
- 2 Institute Approved Student Tees*
- 2 pr. Institute Approved Scrubs*
- Basic and/or Master Skin Care Product Kit*
- Student Waxing Kit
- SkinScience Jump Drive

*Items included in Intermediate Masters Kit

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 supplies & back-bar products used in the practical or student clinic for hands-on instruction & experience.

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 has done that with the desire to help others excel in the field of esthetics by sharing the knowledge she has obtained both in study and practice. She loved working as an instructor, teaching theory and practical as well as involvement with post-graduate training in chemical peeling.

Nanette has experience working in a medical spa 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 company from the ground up.

Julie Nooner, Enrollment Specialist Licensed Master Esthetician Instructor

Julie Nooner graduated with a BA in theatre, where her love for makeup started. She has extensive training and experience in the makeup industry, having an Elite Pro license to do makeup for all medias and occasions. She also enjoys working on the sets of independent films with her brother. Julie is originally from Arkansas and found herself in Utah to study skin care. She has experience working at a holistic spa in addition to working as a consultant for an online skin care company retailing thousands of products.

Jill Ball, Institute Director, Salt Lake Campus Licensed Master Esthetician Instructor

After graduating from the University of Utah in Speech Communication, Jill Ball taught English in Taiwan and Japan, then went on to teach elementary school in California. Her background in teaching and her passion for the industry are what lead Jill to SkinScience. Jill LOVES facials. She is also extremely interested in the anatomy of the skin as well as skin conditions.

Bethanie Page, Institute Director, Utah County Campus Licensed Master Esthetician Instructor

Bethanie Page has worked in the esthetics industry since 2001 and has over six years teaching experience. She is a licensed Master Esthetician as well as a Cosmetologist and this practical experience is an asset to her students as she presents esthetic techniques and theory as well as business and practical concepts. Bethanie is an enthusiastic administrator & instructor, and has a passion for skin care. She has advanced training in several areas of the skin care industry, including a certification in lymphatic drainage, as well as extensive product knowledge.

Ellenor Frodsham, Front Desk Receptionist Licensed Master Esthetician

After shadowing a local esthetician for a high school project, Ellenor fell in love with esthetics. Right after graduating high school, she came to Utah from Iowa to get the best education possible in her chosen field. Ellenor graduated from esthetics school in January of 2009 as a Master Esthetician and enjoys doing lymphatic drainage, microdermabrasion, and chemical peels. Ellenor's favorite part of esthetics is helping women feel better about themselves.

Susan Moore, Part Time Course Instructor Licensed Master Esthetician Instructor

Susan Moore is passionate about education and makes that evident to anyone who attends her theory or practical classes. She comes to SkinScience with vast experience in public education and several years teaching esthetics. Susan specializes in teaching theory classes, laying the foundation for everything students will do as practicing professionals.

Angelene Hodgson, Full Time Course Instructor 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.

Janis Massaro, Part Time Course Instructor Licensed Master Esthetician Instructor

Janis Massaro fell in love with esthetics while working as a receptionist for a day spa. She then decided to switch her major from education to esthetics. She has been in the esthetics industry since July 2008. When the opportunity to become an instructor came, she couldn't pass it up. Janis loves instructing because it combines her passion for both esthetics and teaching. She also loves facials and enjoys sharing that love with her students.

**Maryanne Pickett, Part Time Course Instructor
Licensed Master Esthetician Instructor**

Maryanne joined SkinScience in 2007 having previously worked in the banking industry for 7 years. Although she never disliked the banking industry, it never felt like a career. SkinScience welcomed Maryanne back as part of our team in September 2009 after Maryanne worked as the spa director of a medical spa. She has always enjoyed going to spas and getting treatments and even thought that it would be a career she might enjoy but did not know how to get into the industry. When she discovered SkinScience, she instantly fell in love with the school and esthetics. She most enjoys helping people to relax and relieve stress.

**Emily Page, Full Time Course Instructor
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 to 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.

**Valerie Baker, Part Time Course Instructor
Licensed Master Esthetician Instructor**

Valerie Baker moved from Rock Springs, Wyoming to SLC in May 2006 to start as a student at the SkinScience Institute. After graduating with honors and obtaining her Instructor's license, she was hired by SkinScience as a full-time instructor in July 2007. She has also worked as an Esthetician at Journey's End Salon and Spa where she went on to hold a management position. While she loves working hands-on in the industry, instructing is her passion, and we are thrilled to have her back as a part of our team instructing at our Utah County Campus in Lindon, UT.

**Trish Wilcox, Part Time Course Instructor
Licensed Master Esthetician Instructor**

Trish Wilcox has been licensed as an esthetician since 2006 and has been passionate about skin care since 1999. As a cosmetology student in 2004, Trish had an extreme interest in the skin care industry. As she finished cosmetology school she decided to pursue her desire to learn more about skin. After graduating from esthetics school, she went straight into working at a medical spa where she used her talents and knowledge as a skin care therapist to perform treatments such as laser hair removal, skin resurfacing, chemical peels & microdermabrasion to name a few. Throughout her time at the medical spa she became the lead esthetician, which came with many leadership roles. Her experience in the industry not only makes learning about skin interesting, but also very exciting.

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 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 will be evaluated and discussed with each student at the mid-point and end of a student's program, based on scheduled hours, not actual hours attended.

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

1. 75% or greater (A, B or C on the Grading Scale) 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.

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. If a student does not complete the course hours (600 or 1200 respectively,) 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 600 hour or 1200 hour 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.**

Probation

Students failing to meet the minimum requirements in attendance or academics will be placed on probation for 30-calendar days. Students will be notified in writing that they have been placed on probation. (Probation notices will be distributed within 10 days of the student evaluation.) During probation, students are considered to be making satisfactory progress therefore financial aid funds will be dispersed to eligible students. At the end of the probationary 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 probation and shall be considered to be making satisfactory progress and financial aid funds will be disbursed to eligible students. If the student fails to meet minimum requirements he/she will be terminated from training and lose Title IV

eligibility. Students are only permitted one probationary period during their course of study.

Appeal Process

Students who have been placed on financial aid suspension may file an appeal if they have extenuating circumstances. Students must submit the following documentation within 15 days of notification:

1. A letter of explanation
2. Third party documentation supporting the reason for your appeal

The documentation will be reviewed and students will receive written notification of the result of their appeal within 15 days from submission of their documentation. If the appeal is granted the student will be able to receive aid for the month listed in the notification. However, for financial aid eligibility to continue, students must meet both the minimum AP and SA requirements by the month specified in the notification. 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 over the course of the term, 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 30 consecutive days will be involuntarily withdrawn from classes. Institute policy on Expulsion and Re-enrollment will apply.

Leave of Absence

If any circumstance should arise that requires two or more weeks of missed classes, students may apply for approval to take a leave of absence from the Institute. 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 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 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 15 days of being expelled.
- For the purposes of re-enrollment, SkinScience will follow the policy for Transferring credit hours.
- The student will pay a re-enrollment fee of \$14.00 per hour for any hours that will be duplicated

- Students original tuition arrangements will apply and must be paid in full in accordance with the schedule outlined in the original enrollment contract.
- In order to begin class after re-enrollment, student must pay at least 50% of the re-enrollment fee as determined above.
- 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 45 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 45 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).

3. The student kit in the amount of \$500.00 is non-refundable, if withdrawal is after distribution of these items.

4. 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.

5. 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.