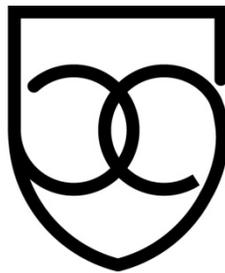


Bellus Academy Catalog



B E L L U S
A C A D E M Y

Poway
13266 Poway Road
Poway, CA 92064
858-748-1490

Manhattan
1130 Westloop Place
Manhattan, KS 66502
785-539-1837

www.bellusacademy.edu

Revised 08-01-2012

Effective 01-01-2012 – 12-31-2012

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ACCREDITATION
BELLUS ACADEMY

Poway, Manhattan

Accredited by:

NATIONAL ACCREDITING COMMISSION
OF CAREER ARTS & SCIENCES, INC. (NACCAS)

4401 Ford Ave., Suite 1300

Alexandria, VA 22302

703.600.7600

NACCAS is recognized by the U.S. Department of Education
as a national agency for the institutional accreditation
of postsecondary schools and departments of cosmetology
arts and sciences, including specialized schools.

INTERNATIONAL THERAPY EXAMINATION COUNCIL (ITEC)

2nd Floor Chiswick Gate

598-608 Chiswick High Road

London W4 5RT UK

44 020 8994 4141

MEMBERSHIPS

- American Association of Cosmetology Schools (AACCS)
- California Association of Private Postsecondary Schools (CAPPS)
 - National Cosmetology Association (NCA)
 - The Day Spa Association
 - International Spa Association
 - Associated Bodywork & Massage Professionals (ABMP)
- National Certification Board for Therapeutic Massage & Bodywork (NCBTMB)

APPROVALS

Poway

- Bureau for Private Postsecondary Education
- California Board of Barbering and Cosmetology
 - Department of Veterans Affairs
 - Bureau of Indian Affairs

Manhattan

- Kansas Board of Cosmetology
- Kansas Board of Regents
- Department of Veterans Affairs

APPROVAL DISCLOSURE STATEMENT

Belus Academy – Poway, 13266 Poway Rd., Poway, CA, 92064. Instruction is in residence with facility occupancy level accommodating 300 students at any one time. The following courses are approved:

Cosmetology	1600 hours	Esthetician 105	1450 hours
Cosmetology 102	1750 hours	Esthetician/Massage Tech.	850 hours
Cosmetology 103	1750 hours	Master Esthetics	600 hours
Cosmetology 104	1900 hours	Master Esthetics 102	750 hours
Advanced Cutting/Color Tech	150 hours	Massage Practitioner	250 hours
Esthetician	600 hours	Massage Therapy	700 hours
Esthetician 102	750 hours	Holistic Health Practitioner	1000 hours
Esthetician 103	1200 hours	Spa Nail Technician	600 hours
Esthetician 104	1350 hours	Make-up Artistry	150 hours
<i>Continuing Education Courses –</i>		<i>Inclusive Health Ambassador</i>	<i>40 hours</i>
<i>Airbrush</i>	<i>35 hours</i>	<i>Advanced Medical Spa</i>	
<i>Out of the Kit FX</i>	<i>14 hours</i>	<i>Aesthetics and Laser Training</i>	<i>40 hours</i>
<i>Working with Prosthetics</i>	<i>21 hours</i>		

The institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions. California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact. Prospective enrollees are encouraged to visit the physical facilities of the Academy and to discuss personal, educational, and occupational plans with Academy personnel prior to enrolling or signing enrollment agreements. The Academy has available, sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. Please see the Financial Aid Information pages in this catalog for more details. The California Board of Barbering and Cosmetology sets minimum standards for the programs of study. The minimum number of class hours and the total class hours for each course, outlined in the Board's Rules & Regulations booklet, must be met to qualify the student for licensure. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for any further action may be made in writing to Lynelle Lynch, President. Unresolved complaints may be directed to the Bureau for Private Postsecondary Education, P.O. Box 980818, Sacramento, CA 95798-0818, www.bppe.ca.gov, 916.431.6959 or toll free at 888.370.7589, or the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS), 4401 Ford Ave., Suite 1300, Alexandria, VA 22302, 703.600.7600.

Bellus Academy – Manhattan, 1130 Westloop Place, Manhattan, KS 66502. Instruction is in residence with facility occupancy level accommodating 350 students at any one time. The following courses are approved: **Currently in NACCAS approval process*

Cosmetology	1500 hours	Esthetics	1000 hours
Cosmetology 102*	1650 hours	Esthetics 102*	1150 hours
Massage Therapy	840 hours	Nail Technician	350 hours
Make-up Artistry*	150 hours		

The institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions. Kansas statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact. Prospective enrollees are encouraged to visit the physical facilities of the Academy and to discuss personal, educational, and occupational plans with Academy personnel prior to enrolling or signing enrollment agreements. The Academy has available, sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. Please see the Financial Aid Information pages in this catalog for more details. The Kansas Board of Cosmetology sets minimum standards for the programs of study. The minimum number of class hours and the total class hours for each course must be met to qualify the student for licensure. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for any further action may be made in writing to Lynelle Lynch, President. Unresolved complaints may be directed to the Kansas Board of Cosmetology, 714 SW Jackson, Suite 100, Topeka, KS 66603, 785.296.3155; the Kansas Board of Regents, 1000 SW Jackson St., Suite 100, Topeka, KS 66612, 785.296.3421; or the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS), 4401 Ford Ave., Suite 1300, Alexandria, VA 22302, 703.600.7600.

Approval to Operate

Bellus Academy – Poway's approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, Sacramento, CA 95798-0818, 916.431.6959 or toll free at 888.370.7589. The Academy is approved as an accredited institution through May 30, 2015.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897 or to the National Accrediting Commission of Career Arts and Sciences (NACCAS), 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302-1432, 703.600.7600.

Bellus Academy – Manhattan, is approved to operate as a postsecondary institution in the State of Kansas by the Kansas Board of Cosmetology and the Kansas Board of Regents. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Kansas Board of Cosmetology	Kansas Board of Regents	NACCAS
714 SW Jackson, Suite 100	1000 SW Jackson St., Suite 100	4401 Ford Avenue, Suite 1300
Topeka, KS 66603	Topeka, KS 66612	Alexandria, VA 22302-1432
P: 785.296.3155	P: 785.296.3421	P: 703.600.7600

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement (Poway).

In Kansas, a student or any member of the public may file a complaint about this institution with the Kansas Board of Cosmetology by calling 785.296.3155 or the Kansas Board of Regents by calling 785.296.3421.

Bellus Academy – Poway, and Manhattan have never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against them under Federal law.

LOCATIONS

BELLUS ACADEMY – POWAY – 13266 POWAY ROAD, POWAY, CA 92064 – 858.748.1490

The Poway campus is a large, spacious training facility. The physical area comprises approximately 20,000 square feet and includes clinic areas, classrooms, lunch room, reception area, facial and massage rooms, and offices.

BELLUS ACADEMY – MANHATTAN – 1130 WESTLOOP PLACE, MANHATTAN, KS 66502 – 785.539.1837

The Manhattan campus is located in the Westloop Shopping Center near Dillons, just east of the Seth Childs and Anderson intersection. The building was previously the home of Westloop 6 Cinema. The space has been remodeled to provide a professional and unique educational design. The facility offers 20,000 square feet of educational classrooms that include a salon classroom, day spa area, massage studio, 6 training classrooms, dispensary, and student center with computer lab, kitchenette and library.

Administrative offices are open from 9 am to 5 pm Monday through Friday or by appointment.

ADMINISTRATION / FACULTY

Bellus Academy – Poway and Bellus Academy – Manhattan are incorporated under Poway Academy of Hair Design, Inc. Bellus Academy – Manhattan is a Branch campus of Bellus Academy – Poway Main campus. The chief officers are:

William D. Lynch, CEO

Lynelle Lynch, President

Administrative staff operates out of the Administrative Offices, located at the Bellus Academy – Poway.

Administrative Staff

Artistic Director	Diego Raviglione	Academy Director – Poway	Kelly Straeter
Compliance Director	David Taylor	Academy Director – El Cajon	Rafael Benitez
Compliance Consultant	Charlene Hengen	Academy Director – National City	Bradley Quick
Controller	Andi Dencklau	Academy Director – Manhattan	David Yocum
HR Director	Annette Lane	Director of Spa & Wellness	Joanne Berry
Accounting/ Purchasing Specialist	Michelle Jones	Marketing Director	Tracey Taylor
Financial Aid Director	Victoria Russ	Graphic / Marketing Coordinator	Amy Masini
		Director of Community Relations	Leilani Angel

Poway

Instructional Staff	Joyce Alumbaugh Holly Cozard Lauren Fox Lora Kegler Bryden Mugleston Deborah Sellers	Carrera Bailey Ntuthu Dlamini Larissa Harbert Judy Kreitzer Cassandra Price Erik Thrane	Joseph Barbalaco Emily Dorsey Mahlon Holmes David Lipps Lindsey Rice	Kristina Cortez Olga Filatova Matthew Hom Jan Maxwell Sunny Sadowski
Financial Aid Officer	Summer Collins	Ashley Wilson		
Business Office Administrator	Kim Sorensen			
Admissions Directors	Sarah Holmes	Ashlee Stapleton		
Admissions Staff	Stephanie Birmingham			
Career Services Director	Courtney Donadio	Admin. Asst.	Amanda Budd	
Student Services Director	Dune Trinn			
Front Desk Manager	Kalvin Nhan			
Experience Coordinators	Shea Green	Jackie Rangel	Kehau Rebolledo	Stephanie Swinscoe
Building and Maintenance	JosephHurst	Jesus Zavala		

Manhattan

Instructional Staff	Cosmetology Manager – Dawn Engels Sharon Miller	Eydie Foltz Brenda Hale Kristi Moylan	Sam Beall Ryann Harris Amanda Sandmann	Jennifer Brandes Mike Kelley
Financial Aid Officer	Michelle Adolph			
Admissions Directors	Tammy Myers			
Admissions & Mktg Coordinator	Heather Norris			
Career Services Coordinator	Tonya Behn			
Student Services Coordinator	Melissa Vettel			
Experience Coordinators	Andrea Kinsey	Morgan LeDoux	Kim McDonald	Meagan Moylan

EDUCATIONAL OBJECTIVES/MISSION STATEMENT

Our mission and educational objectives of our training programs are:

1. To produce graduates who are successful and remain in careers in cosmetology arts and sciences, the massage field, and/or related fields.
2. To constantly update programs so graduates can remain competitive in their chosen field.
3. To promote the continuing educational growth of the faculty, using current teaching methods and techniques.
4. To prepare the student to successfully pass the state exam (when required) for entry level employment – or – to prepare the student to be successfully certified by the Academy (when state exam is not applicable).
5. To provide advanced education and placement services.

GENERAL INFORMATION

NON-DISCRIMINATION POLICY

These institutions, in their admission, instruction and graduation policies, practice no discrimination on the basis of ethnic origin, color, age, race, creed, religion, sex, financial status or country or area of origin or residence.

STUDENTS WITH DISABILITIES

Bellus Academy does not discriminate on the basis of disability in admission or access to its programs, services, or activities of individuals who meet essential eligibility requirements. The Academies will provide reasonable accommodations for documented disabilities of individuals who are eligible to receive or participate in Academy programs, services, or activities.

RECORD RETENTION

The institutions maintain current records for a period of not less than five years at their principle places of business within the states of California and Kansas. Transcripts are maintained indefinitely.

INSTRUCTIONAL LANGUAGE

The academies are English-speaking facilities and all instruction is conducted in the English language. The academies do not offer English-as-a-second-language instruction. There is no level of English language proficiency required.

STUDENT ADVISORY SERVICES

Each Academy maintains an advisory service. It is recommended that any student who needs personal or educational advice, make an appointment with the Academy Director or Manager. No dormitories are available; however, careful attention and assistance are given to students to help them find satisfactory living quarters.

RECORD KEEPING

Student practice and theory hours are recorded daily on individual practical operation sheets and are posted to the computer on a weekly basis. These sheets are reviewed and signed by an instructor. Attendance hours from the time clock are downloaded to the computer daily. Roll call is taken daily in the classrooms at the start of the scheduled shift. Cumulative attendance hours are available for students to check weekly. Student progress reports are distributed at the time of the students' Satisfactory Academic Progress reporting hour mark for their specific program or at minimum two (2) times during their program. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor.

STUDENT RECORDS POLICY / PRIVACY / RELEASE OF INFORMATION (FERPA)

The academies comply with the Family Educational Rights and Privacy Act (FERPA) in regard to release of student information. Students (and/or authorized parent or guardian) have the right to view their file by setting up an appointment with the administrative office. Any information pertaining to a student's Academy record will only be released upon written instructions and/or permission of the student (or parent or guardian if the student is a dependent minor). In all cases, when any record is being reviewed, a designated Academy representative will be present. The Academies' accrediting agency (NACCAS), the state (California and Kansas) approval agencies, and other governmental agencies (ex. IPEDS, US Department of Education Gainful Employment regulations) automatically have the right of access to student records. The policy requires written consent for each request from third parties. The Academies do not release any information known as Directory Information.

COMPLAINT PROCEDURE

In California, a student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 916.431.6959 (Toll-free 888.370.7589) or by completing a complaint form, which can be obtained on the Bureau's internet web site www.bppe.ca.gov.

Persons seeking to file a complaint are advised to follow the procedure below:

1. Complainant must submit their concern to the Academy Director in writing.
2. The written complaint should outline the specifics of the complaint, as well as the requested action the student feels would rectify the situation. All written complaints are responded to within 10 days.
3. In the event that the complainant is not satisfied with the outcome of the above proceedings, they may pursue the matter further by contacting:

In California:	Bureau for Private Postsecondary Education P.O. Box 980818 Sacramento, CA 95798-0818 www.bppe.ca.gov 916.431.6959 (Toll free 888.370.7589)	National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) 4401 Ford Ave., Ste. 1300 Alexandria, VA 22302 703.600.7600
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In Kansas:	Kansas Board of Cosmetology 714 SW Jackson, Suite 100 Topeka, Kansas 66603 785.296.3155	Kansas Board of Regents 1000 SW Jackson St., Suite 100 Topeka, KS 66612 785.296.3421	National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) 4401 Ford Ave., Ste. 1300 Alexandria, VA 22302 703.600.7600
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The complaint must be stated in writing. A complaint form may be made available through the above agencies.

REQUIREMENTS FOR ADMISSION

POWAY:

Eligible students are those who have a high school diploma, General Educational Diploma (GED) Certificate or the equivalent. The Academy will verify the authenticity of the diploma prior to enrollment. If the diploma cannot be verified, the student may be asked to provide a final high school transcript showing the dates of entrance and graduation and the courses completed. If a transcript is not available, the student will be required to meet the ability to benefit (ATB) requirements or take and pass a GED test prior to enrollment. All prospective students are encouraged to participate in a shadow day to gain more insight into the program they are considering. Please ask the Admissions Representative about the details of this opportunity.

Ability to Benefit (ATB) (Available for Cash-Paying Students): Prospective students who are beyond the age of compulsory attendance in the state of California (18 years of age), have a minimum 10th grade education, and have the ability to benefit from the training may also qualify for admission to the Academy. The ability to benefit from the training will be determined by taking and passing an entrance examination (ATB Test). The Academy utilizes the Wonderlic Basic Skills Test, independently administered by a proctor approved by the US Department of Education. Approved passing scores on this test are Verbal 200 and Quantitative 210. Students may also establish ability to benefit by enrolling in the Academy on a prepaid cash basis and completing, or transferring in, 225 clock hours in their selected program.

NOTE: Pursuant to H.R. 2055, Consolidated Appropriations Act, 2012, enacted on December 23, 2011, amending Section 484(d) of the Higher Education Act (20 U.S.C. 1091(d)), ATB students who first enroll after July 1, 2012, will no longer be eligible to receive Financial Aid. To be eligible for Financial Aid students must have a High School Diploma, GED, or proof of completion of a State-approved home school program. Students who have previously taken an ATB test and who have been enrolled on that basis prior to July 1, 2012, remain eligible to receive Financial Aid.

MANHATTAN:

Only students 16 years of age holding High School Diplomas, General Education Diploma (GED) Certificates or the equivalent will be admitted. The Academy will verify the authenticity of the diploma prior to enrollment. If the diploma cannot be verified, the student may be asked to provide a final high school transcript showing the dates of entrance and graduation and the courses completed. If a transcript is not available, the student will be required to take and pass a GED test prior to enrollment. Students must have attained the age of 17 before applying to take the Kansas Cosmetology Examination. Each applicant must have a current driver's license or I.D. and Social Security number. Upon acceptance into the Academy, each student enrolled in cosmetology, esthetics or nail technology must have an Apprentice License issued by the Kansas Board of Cosmetology and must be free from infectious and contagious diseases.

GED CERTIFICATION

Please see your admissions representative for information regarding online GED prep courses. There is no online GED Test. The GED Test must be taken in person at a location approved by the state. Your admissions representative can provide more information regarding costs and test dates or you may refer to the adult school location in your area listed below:

Manhattan-Ogden Unified School District – Adult School
Manhattan Adult Learning Center
205 South 4th Street, Upper Level
Manhattan, KS 66502
(785) 539-9009
<http://www.usd383.org/Programs/AdultBasicEducation.aspx>

Poway Unified School District – Adult School
PUSD Twin Peaks Center
13626 Twin Peaks Road
Poway, CA 92064
(858) 668-4024
<http://www.powayusd.com/pusdctae/>

CREDIT FOR PREVIOUS TRAINING

Acceptance of hours from other approved schools and institutions is at the sole discretion of Bellus Academy. Students who have had prior training must furnish proof of the number of hours of training to the Academy. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. The Academy only accepts transfer students under certain conditions. Students who discontinue their training program are eligible to transfer allowable hours per state law, providing certain Academy obligations have been satisfied.

Manhattan only: Within 30 days after enrollment of a transfer student, the Academy shall obtain verification of the student's prior course of training including subjects, the number of hours, and practice services completed by the student, on a form approved and provided by the board from the state board or school in the state or jurisdiction where the transfer student completed the training. The Academy shall determine the subjects, hours and practice services of the transfer student's prior course of training which conforms to the curriculum requirements in K.A.R. 69-3-8 and shall give the student credit for those subjects, hours and practice services.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Bellus Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in any program at Bellus Academy is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Bellus Academy to determine if your credits will transfer.

TRANSFER OR ARTICULATION AGREEMENTS

Poway only: Bellus Academy has entered into an articulation agreement with National American University to offer our Cosmetology graduates the opportunity to obtain an Associate Degree in Health and Beauty Management. NAU has physical locations throughout the Midwest and access to online learning options through the internet. For more information, visit the website at www.national.edu or talk to your Admissions Representative.

VETERAN'S POLICY STATEMENTS

Probation policy – Standard of Progress, CFR 21.4253(d)(1), (d)(2) and (d)(4).

It is the policy of this institution that for individuals who are receiving Title 38 benefits who are on probation and whose grades and attendance averages remain less than satisfactory, benefits will be terminated in accordance with the Satisfactory Academic Progress and Probation Policies stated in this catalog.

Reinstatement / Re-Enrollment Policy – It is the policy of this institution that any student on any funding program, including Financial Aid, Veteran's Assistance, etc., who withdraws from the institution, or is terminated, and is not making satisfactory progress at the time of withdrawal, may be able to re-enroll at a later time. Please refer to the Re-enrollment Policy in this catalog.

GRADUATION REQUIREMENTS

Students are eligible for graduation, providing they maintain a satisfactory grade in theory and clinical classes, have completed all assigned projects, maintained a passing average in theory, and either have paid their tuition in full or have entered into a payment plan agreement for payment of tuition. They must also have been in attendance for the required amount of clock hours as set forth in the course of instruction.

DIPLOMAS and CERTIFICATES

Students are issued a Diploma upon completion of programs leading to State or National licensing, or a Certificate, upon completion of programs that do not lead to licensure, evidencing graduation and satisfactory completion of the required clock hours. The student must have attained a satisfactory grade in all subjects covered, met the attendance requirements and satisfied all financial obligations, including payment in full of tuition charges or have entered into a payment plan agreement for tuition payments. Proof of training and academic transcripts will be released to appropriate licensing and certification agencies upon completion of the program. There is a \$5 fee for each request for a duplicate diploma.

REQUIREMENTS FOR STATE EXAMINATION

In order to receive compensation for cosmetology or esthetic services provided, individuals must be licensed by the cosmetology boards in their respective states. Individuals providing massage services must be certified by the appropriate state and/or local agencies. Applicable students are eligible for examination given by the state, provided they have completed the selected course at a licensed school of Cosmetology. Academy programs meet or exceed the minimum requirements prescribed by the California and Kansas cosmetology boards for schools of cosmetology.

Each exam applicant must have a current driver's license or I.D. and Social Security number. In California exam candidates must be seventeen years of age and have completed the 10th grade or equivalent. In Kansas exam candidates must be seventeen years of age and have completed an accredited High School, or equivalent thereof. Proof of training will be released to the appropriate licensing and certification agencies upon completion of the program when all academic and financial requirements have been met.

COST OF STATE EXAMINATION / LICENSE

Each exam cost varies. Check with the Academy office for current costs. Graduates must pass a Cosmetology or related examination in order to be issued a license in their respective state. Students must furnish their own model and pay their own traveling expenses. California Cosmetology state examinations are conducted in Glendale and Fairfield. Kansas Cosmetology state examinations are conducted at a location designated by the Kansas State Board of Cosmetology. The testing location will be provided to each candidate by the State Board Office upon application for their licensing exam. Students enrolled in massage programs that are a minimum of 500 hours in length, are eligible for a national test at the conclusion of their program.

INSTRUCTIONAL SCHEDULES - POWAY

The Poway academy offers full time day and evening schedules as follows:

- Day Schedules
1. Tuesday through Friday, 9:00 a.m. – 2:30 p.m. & Saturday 8:30 a.m. – 5:00 p.m. (30-hour week) – Esthetics and Massage – Each student has a 30- minute lunch break when schedule exceeds 6 hours. (Saturday attendance is mandatory when schedule includes Saturday hours.)
 2. Monday through Friday, 8:30 a.m. – 4:30 p.m. (37.5-hour week) – Make-up and Advanced Cut & Color – All Academies – Each student has a 30-minute lunch break when schedule exceeds 6 hours.
 3. Tuesday through Friday 9:00 a.m. – 4:15 p.m. & Saturday 8:30 a.m. – 5:00 p.m. (35-hour week) – Cosmetology Each student has a 30-minute lunch break when schedule exceeds 6 hours. (Saturday attendance is mandatory when schedule includes Saturday hours.)

- Night Schedules
1. Monday through Friday, 5:00 p.m. – 10:00 p.m. (25-hour week) Each student has a 15-minute break.

INSTRUCTIONAL SCHEDULES – MANHATTAN

The Manhattan campus offers full-time and part-time schedules as follows:

- Day Schedules
1. Full-time students attend Monday through Friday, 9:00 a.m. – 4:30 p.m. (35-hour week) Each student has a 30-minute lunch break. Part-time schedule available.

- Night Schedules
1. Part-time students attend Monday through Friday, 5:00 p.m. – 10:00 p.m. (25-hour week) – Cosmetology and Massage programs. Each student has a 15-minute lunch break.

RULES AND REGULATIONS / GENERAL

1. Professional conduct is the only level of conduct we expect from our students. The student is required to treat clients, instructors and fellow students with professional courtesy and awareness.
2. The Academies are closed on the following days in 2012:

New Year's Day (01/01)	Memorial Day (05/28)	Fourth of July (07/04)
Labor Day (09/03)	Thanksgiving (11/22)	Christmas (12/25)

The Academies are closed on the following days in 2013:

New Year's Day (01/01)	Memorial Day (05/27)	Fourth of July (07/04)
Labor Day (09/02)	Thanksgiving (11/28)	Christmas (12/25)
3. Makeup work will be assigned by way of oral, written, or practical assignment, depending on the judgment of the instructor as to which type of assignment would best benefit the student. Students may have to complete more than one assignment to meet their requirements.
4. Food and beverages may only be consumed in the student lounge and are not permitted on the clinic floors or in classrooms.
5. No unauthorized use of recording devices is permitted. No audio or video recordings may be made without the expressed permission of the Academy Director.
6. No smoking will be allowed in the buildings at any time. Smoking is permitted in designated areas only. This policy is for the health and safety of all students and staff. Smoking is not allowed within 20 feet of a building entrance or in front of any of our fellow businesses. Your cooperation is requested. In Kansas this policy must be rigidly enforced to comply with Manhattan City Ordinance No. 6737. The entire law may be viewed at <http://www.ci.manhattan.ks.us/>.
7. The Academies do not tolerate any unprofessional behavior. Such behavior includes lack of professional demeanor; stealing; willful destruction of Academy property; refusal of clinic work; disobedience or disrespect towards clients, another student, an administrator, faculty or staff member; unethical conduct in regard to cheating, plagiarism, copyright infringement, falsification or misrepresentation of material information in any records, financial documents or sign-in sheets, whether inadvertent or deliberate.
8. The Academies have Emergency Response and Evacuation Procedures in place. Evacuation routes are posted throughout the facilities.
9. The Academies do not require vaccinations.

10. The Academies have a Zero Tolerance Policy regarding activities creating a safety hazard to other persons at the Academy including, but not limited to, bullying, cyber-bullying, verbal abuse, sexual harassment, threats of violence, possession and/or use of drugs, alcohol or weapons, including mace or pepper spray, on Academy premises.
11. Information regarding drug and alcohol abuse prevention is presented to students and staff annually. Additional information is available in the student resource binder in the Academy Director's office.
12. Detailed procedures and optional best practices are outlined in the Academies' Guidelines for Success and other documents issued to the student prior to class start.
13. Violation of rules and regulations can result in probation, suspension, or termination/expulsion.

TARDINESS POLICY

Each student is very important to Bellus Academy. Regular attendance is essential to the successful performance of each of our programs and is especially important in the development of our future leaders in the Beauty and Wellness industry. Tardiness is considered unexcused time, as it is deemed unprofessional behavior. All tardy hours are calculated into the total allowable absence hours.

All students are expected to be in their appropriate roll-call room, clocked in and ready to study at their regular starting time and remain in the classrooms and/or on the campus until their regular scheduled quitting time, except when clocked out for lunch break. Students not physically present in class, per their class start time, are considered tardy.

Student attendance is monitored closely so that students maintain satisfactory progress. Failure to maintain the assigned class schedule may cause a student to be placed on probation, possibly resulting in the discontinuance of financial aid, which could increase the student's personal financial obligation to the Academy. Students should notify their instructor or call the Absent Hotline / front desk before the scheduled start time of their class if they are going to be late for school. Students should provide their full name, student ID number, the instructor's name (to notify them), and when they expect to be at school.

When a student is tardy for school, they cannot attend the Theory portion of class in progress. The student can choose to not clock in and leave the campus until the first scheduled break or clock in and have the Academy Director assign a task to be completed by the student until they are allowed to join the class in session. Tardy students will not get Theory hours for the day.

INDIVIDUAL CAMPUSES MAY HAVE VARYING START TIMES DEPENDING ON PROGRAMS OFFERED AT EACH CAMPUS. PLEASE SEE THE SCHEDULE POSTED AT THE TIME CLOCK AND/OR FRONT DESK AT YOUR LOCATION.

ABSENCE POLICY

Students must notify their instructor or call the Absent Hotline / front desk before the scheduled start time of their class if they are not able to attend school. Students should provide their full name, student ID number, the instructor's name (to notify them), the reason for being absent and when they expect to return.

Students on a schedule that includes mandatory Saturday attendance cannot be absent on Saturday without prior approval from the Request Time Off Form (available from the Experience Coordinator) or other valid documentation. Unexcused Saturday absence will result in a one day suspension the following week. Suspended hours may not be made up.

LEAVING EARLY

In order to be granted time off for leaving early, students must submit the approved Request Time Off Form to the Experience Coordinator on duty. The request must be approved by their instructor, floor manager or the Academy Director. Submitting this form helps to avoid classroom interruptions and client scheduling issues.

If a student is clocked in and cannot be found on the campus by the instructor during a period of time, they will not get credit for any hours on that day from that point on.

STUDENT LOCKERS AND PERSONAL ITEMS POLICY

Students are responsible for their own personal property. The Academy is not responsible for loss or theft of personal items. All articles should be labeled with permanent marker or engraved with the student's name. **Please note:** Student lockers are subject to inspection at any time. State Board inspectors may ask to have personal lockers opened during a State Board inspection of the premises. It is grounds for a citation if inspectors do not have access to all facilities. **Manhattan only:** Each student will be assigned a locker for their training period. All personal belongings and all valuable equipment should be kept in the locker. This includes: purse, money, make-up, shoes, clothing, etc.

ACADEMY UNIFORM

Specific uniform requirements are issued to each student prior to class start. The required uniform includes the following:

- | | | |
|-------------|---|--|
| Cosmetology | - | Official Academy T-shirts (may be purchased prior to or on class start day) or solid black shirts or tops; solid black slacks; solid black dresses or skirts no shorter than the bottom of the finger tips and must be worn with tights or leggings. |
|-------------|---|--|

- Massage Courses - Black Scrubs (set).
- Esthetician - White Academy smocks; solid black slacks.

STUDENT ID

Beginning with the July, 2012, class start, new students will be issued a picture ID badge showing their student ID number and campus location. Students must wear their ID badge when on academy premises. If lost or stolen, students may purchase a new ID badge for \$5. Existing students who did not receive the ID badge at the time of their class start may purchase one for \$5.

GRADING METHODS AND REPORTS

The Academies maintain complete records on each student or graduate for reference, as required by law. All students receive a complete theory and practical test toward the end of the training program. This test simulates the actual state licensing exam procedure and constitutes a final exam. Individual tutoring, if needed, is available in preparation for the state examination.

Each student is graded on their theory and practical work, attendance, appearance, and attitude. The grading used is as follows:

94% - 100%	=	A	=	Outstanding
87% - 93%	=	B	=	Above Average
80% - 86%	=	C	=	Average
75% - 79%	=	D	=	Below Average
Below 75%	=	F	=	Failing

Written progress reports are maintained by the Academies. These progress reports are distributed at the time of the students' Satisfactory Academic Progress reporting hour mark for their specific program or at minimum two (2) times during their program. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor. A written report is kept and will be presented to any student who requests this record in the future.

COMMUNITY PARTICIPATION

The Academies frequently participate in community events, educational field trips, salon visitations, extended training sessions in product knowledge and technical instruction, and various other extra-curricular activities. Students who have achieved a minimum of 90% in both attendance and academics are eligible to accompany the Community Relations Coordinator in representing the Academies at these events.

EXTERNSHIP PROGRAM (Poway Only) (As Available Only)

The availability of Externship Programs varies and is dependent upon the number of salons and spas that have contracted with the Academies and the number of eligible of students. These programs are designed to develop proactive partnerships between salons and spas, the Academies and our students. Externships provide the students with real life, hands on experience at highly successful, dynamic and inspiring salons and spas. Students earn classroom hours while participating and assisting in salon and spa activities. Students who have achieved a minimum of 90% in both attendance and academics, have completed 60% of their course of study, and are current with their clinic operations may have the opportunity to participate in Externship Programs, if available. These programs are not a requirement for graduation.

CAREER OPPORTUNITIES

There are many opportunities for individuals entering the industry under the realm of Cosmetology, Nail Technician, Esthetics or Massage. Your goals can guide you to a lifetime career working in a variety of professional job roles. Entry-level employment opportunities for Cosmetologists, Nail Technicians, Estheticians and Make-up Artists are available in individual salons, salon chains, department stores, supply houses, and day spas. Estheticians, Massage Practitioners, Massage Therapists and Holistic Health Practitioners (HHP's) can seek positions in medical arenas, such as med-spas, chiropractic offices, dermatology offices and cosmetic surgeons' offices. The most successful graduates possess several personal qualities in addition to their acquired skills. These valuable qualities include, but are not limited to a variety of business and marketing skills, including above-average people skills, good communication abilities, a sound work ethic and confidence.

PLACEMENT ASSISTANCE

One of our primary goals is to provide the specialized, intensive training that will make our certified and/or licensed graduates highly employable. Our Academies work closely with salon owners and employers throughout the local regions so that all licensees are given an opportunity to secure a position that is the right one for them. Throughout your training, job search training is incorporated in your classes, and the Career Services Department is available if you have questions or need any assistance while you are in school. During your training, you will learn about the different salons and spas that are available, interviewing procedures, how to complete a job application, resumé preparation, and other valuable points you will need to know to help you land a great job after you are licensed. As you approach graduation, a Career Services representative meets with you to remind you of the different types of assistance the department offers, including resumé preparation, referrals and graduate follow-up. Job placement assistance remains an option for you even if you have been out of school for a while. Graduates are encouraged to keep in touch with the Academies and provide employment updates, and are always welcome to call for any information the Academies can assist with. Although the Academies work closely with our graduates through our placement assistance program, the Academies cannot guarantee employment.

ALUMNI ASSOCIATION

The Alumni Association supports the continued success of our licensed graduates by providing internationally acclaimed guest speakers, discounts on advanced education, discounts on professional products and equipment, development of a network of successful professionals, and providing extensive placement opportunities. Joining the Alumni Association keeps you informed of the latest events and trends in the industry.

VOTER REGISTRATION

In California you may register to vote by completing the online voter registration form at: <https://www.sos.ca.gov/nvrc/fedform/> and then mailing it to the pre-printed address on the form. You may also register to vote whenever you apply for or renew your driver's license or state-issued ID card. Voter registration forms are also available in the Admissions and Financial Aid offices at each campus. For more information, please visit the California Secretary of State website at: http://www.sos.ca.gov/elections/elections_vr.htm.

In Kansas you may register to vote by going in person to a voter registration site and filling out the voter form, or you may download the form at: <http://www.kssos.org/forms/elections/voterregistration.pdf>, print and complete the application then mail it. You also have the option of registering whenever you apply for or renew your driver's license or state-issued ID card. Voter registration forms are also available in the Admissions and Financial Aid offices at each campus. For more information, please visit the Kansas Secretary of State website at: http://www.kssos.org/elections/elections_registration.html

INTERNATIONAL STUDENTS (Poway Only)

Bellus Academy campus in Poway is authorized under Federal law to enroll nonimmigrant alien students. Bellus Academy is authorized to issue I-20 documentation for M-1 visas for students who are enrolled at the Academies. The I-20 document is only valid for an M-1 visa that will allow the student to study at Bellus Academy for a specific period of time. Upon completion of the course or program, the student must leave the country within 30 days. The M1 visa is for students in vocational schools only and does not authorize external work experience.

International students must present valid proof of high school completion or a GED. Students who provide documentation in any language other than English will be required to have that documentation translated by an approved agency. An Admissions Representative can provide a list of approved translation services and service centers. In addition, students will be required to provide the Academy with financial records, to establish that they will have sufficient funds to cover the cost of tuition, materials and living expenses during their stay in the United States.

The Academies do not provide housing for international students but may be able to assist in researching suitable accommodations. Please refer to the website at <http://bellus.och101.com/> for more information.

To obtain I-20 documentation for an M-1 visa, prospective students must complete the Academy Application, along with the I-20 Application. These forms may be obtained from an Admissions Representative or downloaded from the Academy website (www.bellusacademy.edu). For more specific information regarding the processing of I-20 and M-1 visa documentation, please contact an Admissions Representative at the campus of your choice or visit our website at <http://internationalbellus.com>.

ITEC CERTIFICATION

Bellus Academy graduates are eligible for international certification through ITEC, International Therapy Examination Council. ITEC is an international examination board, operating in over 38 countries worldwide offering a variety of qualifications. International Qualifications are available in 5 categories: Hairdressing, Beauty, Complementary, Sport and Business. For more information on ITEC, please visit the website at: <http://www.itecworld.co.uk/>.

LEARNING RESOURCES

Supplementary instructional resources are available to the students through online learning modules that are accessible either from their personal computers or through the computers that are available for student use in the Resource Room. Additional hard copy and CD/DVD instructional materials are also available in the Resource Room. Resources are available to students at any time during school hours. Items are only intended for on-site usage due to limited supplies.

CAREER TRAINING PROGRAMS

Note: Some Programs are specific to certain Academies and/or campuses.
Curriculum content and equipment is subject to review and change at any time.

CURRICULUM: COSMETOLOGY – SOC Code 39.5012 – Poway

The Cosmetology course of instruction consists of 1600 hours, the requirement for California State Board licensing. The program length for the Day Schedule is 46 weeks and the Evening Schedule is 64 weeks. Bellus Academy students are trained using the Bellus S.T.A.R. system, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies incorporated in the Bellus Best in Business program as well as receiving Financial Literacy training. The following is a list of the state of California requirements for technical and practical criteria. The instructional program of our Academies meets or exceeds these requirements.

Subject	Theory Hours	Minimum Practical Operations
<i>Hair Dressing – 1100 Hours</i>		
Including at minimum:		
Hairstyling: Includes, but is not limited to: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling	65	240
Permanent Waving and Chemical Straightening: Includes, but is not limited to: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	105
Hair Coloring and Bleaching: Includes, but is not limited to: The use of semi-permanent, demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	60	50
Hair Cutting: Includes, but is not limited to: Use of scissors, razor, (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
<i>Health and Safety – 200 Hours</i>		
Including at minimum:		
Laws and Regulations: Includes Barbering & Cosmetology Act/Rules & Regulations	20	
Health and Safety Considerations: Includes, but is not limited to: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations; elementary chemical makeup, chemical skin peels and chemical and physical changes of matter; hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.	45	
Disinfection and Sanitation: Includes, but is not limited to: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures for equipment used in establishments. (Disinfection is emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	20	
Anatomy and Physiology: Includes, but is not limited to: Human anatomy, human physiology.	15	
<i>Esthetics – 200 Hours</i>		
Including at minimum:		
Manual, Electrical and Chemical Facials: Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs and masks; electrical facials including the use of electrical modalities, and electrical apparatus, for facials and skin care purposes; chemical facials including chemical skin peels, packs, masks and scrubs.	25	40

Eyebrow Beautification and Make-up:	25	30
Includes, but is not limited to: Eyebrow arching and hair removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. Make-up shall include but is not limited to: Skin analysis, complete and corrective make-up, lash and brow tinting, and the application of false eyelashes.		

Manicuring and Pedicuring – 100

Including at minimum:		
Manicuring and Pedicuring:	10	25
Includes, but is not limited to: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.		

Artificial Nails and Wraps:	25	120 (nails)
Includes, but is not limited to: Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.		

Additional Instruction and Training

Incorporated throughout the program includes: Business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records; Review, practice and testing

COSMETOLOGY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

Carrying Cases	Textbook	Workbook	Manicure Kit
Scissors	Mannequin Heads & Holder	Curling Iron	Blow Dryer
Brushes & Combs			

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The Academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

CURRICULUM: COSMETOLOGY 102 – COSMETOLOGY / MAKE-UP– SOC Code 39-5012 and 39-5091 – Poway

The Cosmetology 102 course of instruction consists of 1750 hours and combines the 1600-hour basic Cosmetology course required for the state board license with the 150-hour Make-up Artistry course. The program length for the Day Schedule is 50 weeks and the Evening Schedule is 70 weeks. The Make-up Artistry portion of the program utilizes the Make-up Designory (MUD) curriculum and adds an additional level of skills to the student's training and expertise. Cosmetology students are trained using the Bellus S.T.A.R. system, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies incorporated in the Bellus Best in Business program as well as receiving Financial Literacy training. The following is a list of the state of California requirements for technical and practical criteria. The instructional program of our Academies meets or exceeds these requirements.

Subject	Theory	Minimum Practical
<i>Make-Up Artistry – 150 Hours</i>		
History	1	
Sanitation/Safety/Hygiene	5	10
Makeup:		
A. Skin Analysis	3	10
B. Color Theory	8	
C. Base Application	3	10
D. Concealers/Highlighters	9	10
E. Eye Brow Artistry	5	10
F. Eye Shadow and Liner	8	10
G. Lash & Brow Tinting/Mascara	5	10
H. Cheek Color and Application	5	10
I. Lip Liner	5	10
J. Artificial Eyelashes and Lip Color	5	10
K. Makeup for Mature Skin / Ethnic Skin	8	10
L. Male Corrective Makeup	5	5
M. Varying Mediums	3	5
N. Airbrushing	3	5
O. Body Make-up and Outside of the Box	3	5
P. Special Effects	3	5
Makeup Application:		
A. Bridal	8	10
B. Daytime	8	10
C. Evening	8	10
D. Corrective	8	10
E. Photography	8	10
Portfolio Building	10	
Personal Success in Makeup Artistry	4	
A. "Must do's" in Makeup Artistry/Their Relevance to Success		
B. Marketing Yourself and Your Salon/Spa		
C. Salon Business and Professional Development		
Business Skills	2	
A. Importance of service, sales and homecare		
B. Compensation		
C. Building Your Business		
D. Networking in the Industry/Alumni Activities		
E. Continuing Education: Supporting Success		
Review, Practice and Testing	5	
Additional Training	2	
<i>Cosmetology – 1600 Hours</i>		
<i>Hair Dressing – 1100 Hours</i>		
Including at minimum:		
Hairstyling:	65	240
Includes, but is not limited to: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling		
Permanent Waving and Chemical Straightening:	40	105
Includes, but is not limited to: Hair analysis, acid and alkaline permanent		

waving, chemical straightening including the use of sodium hydroxide and other base solutions.		
Hair Coloring and Bleaching:	60	50
Includes, but is not limited to: The use of semi-permanent, demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.		
Hair Cutting:	20	80
Includes, but is not limited to: Use of scissors, razor, (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.		
<i>Health and Safety – 200 Hours</i>		
Including at minimum:		
Laws and Regulations:		
Includes Barbering & Cosmetology Act/Rules & Regulations	20	
Health and Safety Considerations:	45	
Includes, but is not limited to: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations; elementary chemical makeup, chemical skin peels and chemical and physical changes of matter; hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.		
Disinfection and Sanitation:	20	
Includes, but is not limited to: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures for equipment used in establishments. (Disinfection is emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)		
Anatomy and Physiology:	15	
Includes, but is not limited to: Human anatomy, human physiology.		
<i>Esthetics – 200 Hours</i>		
Including at minimum:		
Manual, Electrical and Chemical Facials:	25	40
Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs and masks; electrical facials including the use of electrical modalities, and electrical apparatus, for facials and skin care purposes; chemical facials including chemical skin peels, packs, masks and scrubs.		
Eyebrow Beautification and Make-up:	25	30
Includes, but is not limited to: Eyebrow arching and hair removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. Make-up shall include but is not limited to: Skin analysis, complete and corrective make-up, lash and brow tinting, and the application of false eyelashes.		
<i>Manicuring and Pedicuring – 100</i>		
Including at minimum:		
Manicuring and Pedicuring:	10	25
Includes, but is not limited to: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.		
Artificial Nails and Wraps:	25	120 (nails)
Includes, but is not limited to: Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.		
<i>Additional Instruction and Training</i>		
Incorporated throughout the program includes: Business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records; Review, practice and testing		

COSMETOLOGY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

Carrying Cases	Textbook	Workbook	Manicure Kit
Scissors	Mannequin Heads & Holder	Curling Iron	Blow Dryer
Brushes & Combs			

Note: The Academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

MAKE-UP ARTISTRY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

MUD Make-up Brush Kit	MUD Make-up Kit	MUD Beauty Make-up Book
Assorted Lashes & Styles	Lash Adhesive	Disposable Make-up Wands
Carrying Case	Airbrush Kit	Make-up Palette
Professional Make-up Sponges	Full Length Cover Cloth	Dry Make-up Remover Pads
Cuticle Scissors	Tweezers	

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The Academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

CURRICULUM: COSMETOLOGY 103 – COSMETOLOGY / ADVANCED CUT AND COLOR – SOC Code 39-5012 – Poway

The Cosmetology 103 course of instruction consists of 1750 hours and combines the 1600-hour basic Cosmetology course, required for the California license, with the 150-hour Advanced Cut and Color course. The program length for the Day Schedule is 50 weeks and the Evening Schedule is 70 weeks. The Advanced Cut and Color course is a 150-hour program that offers the very latest in inspirational cutting and color techniques utilizing the most recent Wella Trend Vision training. The course provides enhanced expertise in Classic Cutting and Coloring to equip the student with techniques and cutting methods current in the industry. Bellus Academy students are trained using the Bellus S.T.A.R. system, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies incorporated in the Bellus Best in Business program as well as receiving Financial Literacy training. The following is a list of the state of California requirements for technical and practical criteria and the components of the Advanced Cut and Color modules. The instructional program of our Academies meets or exceeds these requirements.

Subject	Theory Hours	Minimum Practical Operations
Cosmetology – 1600 Hours		
Hair Dressing – 1100 Hours		
Including at minimum:		
Hairstyling: Includes, but is not limited to: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling	65	240
Permanent Waving and Chemical Straightening: Includes, but is not limited to: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	105
Hair Coloring and Bleaching: Includes, but is not limited to: The use of semi-permanent, demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	60	50
Hair Cutting: Includes, but is not limited to: Use of scissors, razor, (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
Health and Safety – 200 Hours		
Including at minimum:		
Laws and Regulations: Includes Barbering & Cosmetology Act/Rules & Regulations	20	
Health and Safety Considerations: Includes, but is not limited to: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations; elementary chemical makeup, chemical skin peels and chemical and physical changes of matter; hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.	45	
Disinfection and Sanitation: Includes, but is not limited to: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures for equipment used in establishments. (Disinfection is emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	20	
Anatomy and Physiology: Includes, but is not limited to: Human anatomy, human physiology.	15	
Esthetics – 200 Hours		
Including at minimum:		
Manual, Electrical and Chemical Facials: Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs and masks; electrical facials including the use of electrical modalities, and electrical apparatus, for facials and skin care purposes; chemical facials including chemical skin peels, packs, masks and scrubs.	25	40
Eyebrow Beautification and Make-up: Includes, but is not limited to: Eyebrow arching and hair removal,	25	30

including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. Make-up shall include but is not limited to: Skin analysis, complete and corrective make-up, lash and brow tinting, and the application of false eyelashes.

Manicuring and Pedicuring – 100

Including at minimum:

Manicuring and Pedicuring:	10	25
Includes, but is not limited to: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.		
Artificial Nails and Wraps:	25	120 (nails)
Includes, but is not limited to: Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.		

Additional Instruction and Training

Incorporated throughout the program includes: Business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records; Review, practice and testing

Advanced Cutting & Color – 150 Hours

1. Color Disciplines
 - Law of Color, Creative applications, Balayage, Foils
 - Corrective, Shadowing, Iridescent Effects
2. Cutting Disciplines
 - Artistic Discipline, One-length Bob, Framing the Face 6-Point System, Layering-Concave, Square, Round
3. Styling Disciplines
 - Building Solid Shapes, Braiding, Adding hair pieces, Rats, Accessories
4. Design Disciplines
 - Inspiration-based Theory, Story Boards, Photo Shoot

COSMETOLOGY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

Carrying Cases	Textbook	Workbook	Manicure Kit
Scissors	Mannequin Heads & Holder	Curling Iron	Blow Dryer
Brushes & Combs			

ADVANCED CUT AND COLOR MATERIAL is updated periodically and includes, but is not limited to:

Mannequin Heads	Photographer	Styling supplies are provided in the classroom
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When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The Academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

CURRICULUM: COSMETOLOGY 104 – COSMETOLOGY / MAKE-UP / ADV CUT AND COLOR – SOC Code 39-5012 and 39-5091 – Poway

The Cosmetology 104 course of instruction consists of 1900 hours and combines the 1600-hour basic Cosmetology course, required for the California license, with the 150-hour Advanced Cut and Color course, and the 150-hour Make-up Artistry course. The program length for the Day Schedule is 54 weeks and the Evening Schedule is 76 weeks. The Advanced Cut and Color course is a 150-hour program that offers the very latest in inspirational cutting and color techniques utilizing the most recent Wella Trend Vision training. The course provides enhanced expertise in Classic Cutting and Coloring to equip the student with techniques and cutting methods current in the industry. The Make-up Artistry portion of the program utilizes the Make-up Designory (MUD) curriculum and adds an additional level of skills to the student's training and expertise. Bellus Academy students are trained using the Bellus S.T.A.R. system, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies incorporated in the Bellus Best in Business program as well as receiving Financial Literacy training. The following is a list of the state of California requirements for technical and practical criteria and the components of the Advanced Cut and Color and Make-up Artistry modules. The instructional program of our Academies meets or exceeds these requirements.

Subject	Theory Hours	Minimum Practical Operations
<i>Make-Up Artistry – 150 Hours</i>		
History	1	
Sanitation/Safety/Hygiene	5	10
Makeup:		
A. Skin Analysis	3	10
B. Color Theory	8	
C. Base Application	3	10
D. Concealers/Highlighters	9	10
E. Eye Brow Artistry	5	10
F. Eye Shadow and Liner	8	10
G. Lash & Brow Tinting/Mascara	5	10
H. Cheek Color and Application	5	10
I. Lip Liner	5	10
J. Artificial Eyelashes and Lip Color	5	10
K. Makeup for Mature Skin / Ethnic Skin	8	10
L. Male Corrective Makeup	5	5
M. Varying Mediums	3	5
N. Airbrushing	3	5
O. Body Make-up and Outside of the Box	3	5
P. Special Effects	3	5
Makeup Application:		
A. Bridal	8	10
B. Daytime	8	10
C. Evening	8	10
D. Corrective	8	10
E. Photography	8	10
Portfolio Building	10	
Personal Success in Makeup Artistry	4	
A. "Must do's" in Makeup Artistry/Their Relevance to Success		
B. Marketing Yourself and Your Salon/Spa		
C. Salon Business and Professional Development		
Business Skills	2	
A. Importance of service, sales and homecare		
B. Compensation		
C. Building Your Business		
D. Networking in the Industry/Alumni Activities		
E. Continuing Education: Supporting Success		
Review, Practice and Testing	5	
Additional Training	2	
<i>Cosmetology – 1600 Hours</i>		
<i>Hair Dressing – 1100 Hours</i>		
Including at minimum:		
Hairstyling:	65	240

Includes, but is not limited to: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling		
Permanent Waving and Chemical Straightening:	40	105
Includes, but is not limited to: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.		
Hair Coloring and Bleaching:	60	50
Includes, but is not limited to: The use of semi-permanent, demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.		
Hair Cutting:	20	80
Includes, but is not limited to: Use of scissors, razor, (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.		
<i>Health and Safety – 200 Hours</i>		
Including at minimum:		
Laws and Regulations:		
Includes Barbering & Cosmetology Act/Rules & Regulations	20	
Health and Safety Considerations:	45	
Includes, but is not limited to: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations; elementary chemical makeup, chemical skin peels and chemical and physical changes of matter; hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.		
Disinfection and Sanitation:	20	
Includes, but is not limited to: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures for equipment used in establishments. (Disinfection is emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)		
Anatomy and Physiology:	15	
Includes, but is not limited to: Human anatomy, human physiology.		
<i>Esthetics – 200 Hours</i>		
Including at minimum:		
Manual, Electrical and Chemical Facials:	25	40
Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs and masks; electrical facials including the use of electrical modalities, and electrical apparatus, for facials and skin care purposes; chemical facials including chemical skin peels, packs, masks and scrubs.		
Eyebrow Beautification and Make-up:	25	30
Includes, but is not limited to: Eyebrow arching and hair removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. Make-up shall include but is not limited to: Skin analysis, complete and corrective make-up, lash and brow tinting, and the application of false eyelashes.		
<i>Manicuring and Pedicuring – 100</i>		
Including at minimum:		
Manicuring and Pedicuring:	10	25
Includes, but is not limited to: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.		
Artificial Nails and Wraps:	25	120 (nails)
Includes, but is not limited to: Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.		
<i>Additional Instruction and Training</i>		
Incorporated throughout the program includes: Business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records; Review, practice and testing		

Advanced Cutting & Color – 150 Hours

1. Color Disciplines
Law of Color, Creative applications, Balayage, Foils
Corrective, Shadowing, Iridescent Effects
2. Cutting Disciplines
Artistic Discipline, One-length Bob, Framing the Face 6-Point System,
Layering-Concave, Square, Round
3. Styling Disciplines
Building Solid Shapes, Braiding, Adding hair pieces, Rats, Accessories
4. Design Disciplines
Inspiration-based Theory, Story Boards, Photo Shoot

COSMETOLOGY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

Carrying Cases	Textbook	Workbook	Manicure Kit
Scissors	Mannequin Heads & Holder	Curling Iron	Blow Dryer
Brushes & Combs			

MAKE-UP ARTISTRY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

MUD Make-up Brush Kit	MUD Make-up Kit	MUD Beauty Make-up Book
Assorted Lashes & Styles	Lash Adhesive	Disposable Make-up Wands
Carrying Case	Airbrush Kit	Make-up Palette
Professional Make-up Sponges	Full Length Cover Cloth	Dry Make-up Remover Pads
Cuticle Scissors	Tweezers	

ADVANCED CUT AND COLOR MATERIAL is updated periodically and includes, but is not limited to:

Mannequin Heads	Photographer	Styling supplies are provided in the classroom
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When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability. Note: The Academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

CURRICULUM: ADVANCED CUT AND COLOR – SOC Code 39-5012 – Poway

The Advanced Cut and Color course is a 150-hour program that offers the very latest in inspirational cutting and color techniques utilizing the most recent Wella Trend Vision training. The program length for the Day Schedule is 4 weeks and the Evening Schedule is 6 weeks. The course provides enhanced expertise in Classic Cutting and Coloring to equip the student with techniques and cutting methods current in the industry. This stand-alone advanced course does not lead to licensure. A Cosmetology license is a prerequisite for the course, unless taken in combination with the basic Cosmetology program. The following is a list of requirements that must be met during the course of study.

Subject	Hours
1. Color Disciplines	150
Law of Color,	
Creative applications, Balayage, Foils	
Corrective Color,	
Shadowing, Iridescent Effects	
2. Cutting Disciplines	
Artistic Discipline	
One-length Bob	
Framing the Face 6-Point System,	
Layering-Concave, Square, Round	
3. Styling Disciplines	
Back Combing, Pin Placement, Smoothing	
Building Solid Shapes,	
Braiding,	
Thermal Tools	
Rats, Hair Pieces, Accessories	
4. Design Disciplines	
Inspiration-Based Design Theory	
Story Boards	
Photo Shoot	

ADVANCED CUT AND COLOR MATERIAL is updated periodically and includes, but is not limited to:

Mannequin Heads Photographer Styling supplies are provided in the classroom

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The Academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

CURRICULUM: ESTHETICIAN – SOC Code 39-5094 – Poway

The Esthetician course of instruction consists of 600 hours of classroom and clinic area experience required for California State Board licensing. The program length for the Day Schedule is 20 weeks and the Evening Schedule is 24 weeks. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies incorporated in the Bellus Best in Business program as well as receiving Financial Literacy training. The following is a list of the state of California requirements for technical and practical criteria. Our curriculum meets or exceeds the minimum standards.

Subject	Theory Hours	Minimum Practical Operations
<i>Facials – 350 Hours</i>		
Manual, Electrical and Chemical Facials Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs, and masks; Electrical facials Including the use of electrical modalities, and electrical apparatus, for facials and skin care purposes, including microdermabrasion; Chemical facials including chemical skin peels, packs, masks and scrubs.	70	140
Preparation Includes, but is not limited to: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre- and post-operative care, CPR/AED, salon and spa skills.	15	
<i>Health and Safety – 200 Hours</i>		
Laws and Regulations Includes, but is not limited to Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	
Health and Safety Considerations Includes, but is not limited to: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B; chemical composition and purpose of cosmetic and skin care preparations; elementary chemical makeup, chemical skin peels, physical and chemical changes of matter; electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.	40	
Disinfection and Sanitation Includes, but is not limited to: Procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures. disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	10	
Anatomy and Physiology Includes, but is not limited to: Human anatomy, human physiology, bacteriology, skin analysis and conditions.	15	
<i>Hair Removal and Make-up – 50 Hours</i>		
Eyebrow Beautification Includes, but is not limited to: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	25	50
Make-up Includes, but is not limited to: Skin analysis, basic and corrective application.	20	40
<i>Additional Instruction and Training</i> Incorporated throughout the program includes: Business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records; Review, practice and testing		

ESTHETICIAN INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

Carrying Case	Esthetician Text, Workbook & CD-ROM	Make-up Kit	Scissors
Murad Professional Size Products	Tweezers	Plastic Spatulas	Mascara Wands

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability. Note: The Academy provides sufficient supplies and informational material to each student during their course of study, to reinforce their learning. Such materials are issued based on instructional subject areas.

CURRICULUM: ESTHETICIAN 102 – ESTHETICIAN / MAKE-UP – SOC Code 39-5094 and 39-5091 – Poway

The Esthetician 102 course is a 750-hour program combining 600 hours of skin care training required for state board licensing and 150 hours of make-up training utilizing the Make-up Designory (MUD) curriculum. The program length for the Day Schedule is 25 weeks and the Evening Schedule is 30 weeks. The Make-up Artistry portion of the program adds an additional level of skills to the student's training and expertise. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies incorporated in the Bellus Best in Business program as well as receiving Financial Literacy training. The following is a list of the state of California requirements for technical and practical criteria. Our curriculum meets or exceeds the minimum standards.

Subject	Theory Hours	Minimum Practical Operations
<i>Make-Up Artistry – 150 Hours</i>		
History	1	
Sanitation/Safety/Hygiene	5	10
Makeup:		
A. Skin Analysis	3	10
B. Color Theory	8	
C. Base Application	3	10
D. Concealers/Highlighters	9	10
E. Eye Brow Artistry	5	10
F. Eye Shadow and Liner	8	10
G. Lash & Brow Tinting/Mascara	5	10
H. Cheek Color and Application	5	10
I. Lip Liner	5	10
J. Artificial Eyelashes and Lip Color	5	10
K. Makeup for Mature Skin / Ethnic Skin	8	10
L. Male Corrective Makeup	5	5
M. Varying Mediums	3	5
N. Airbrushing	3	5
O. Body Make-up and Outside of the Box	3	5
P. Special Effects	3	5
Makeup Application:		
A. Bridal	8	10
B. Daytime	8	10
C. Evening	8	10
D. Corrective	8	10
E. Photography	8	10
Portfolio Building	10	
Personal Success in Makeup Artistry	4	
A. "Must do's" in Makeup Artistry/Their Relevance to Success		
B. Marketing Yourself and Your Salon/Spa		
C. Salon Business and Professional Development		
Business Skills	2	
A. Importance of service, sales and homecare		
B. Compensation		
C. Building Your Business		
D. Networking in the Industry/Alumni Activities		
E. Continuing Education: Supporting Success		
Review, Practice and Testing	5	
Additional Training	2	
<i>Esthetician – 600 Hours</i>		
<i>Facials – 350 Hours</i>		
Manual, Electrical and Chemical Facials	70	140
Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs, and masks; Electrical facials Including the use of electrical modalities, and electrical apparatus, for facials and skin care purposes, including microdermabrasion; Chemical facials including chemical skin peels, packs, masks and scrubs.		
Preparation	15	
Includes, but is not limited to: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre- and post-		

operative care, CPR/AED, salon and spa skills.

Health and Safety – 200 Hours

Laws and Regulations 10

Includes, but is not limited to Barbering and Cosmetology Act and the Board's Rules and Regulations.

Health and Safety Considerations 40

Includes, but is not limited to: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B; chemical composition and purpose of cosmetic and skin care preparations; elementary chemical makeup, chemical skin peels, physical and chemical changes of matter; electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.

Disinfection and Sanitation 10

Includes, but is not limited to: Procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures. disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Anatomy and Physiology 15

Includes, but is not limited to: Human anatomy, human physiology, bacteriology, skin analysis and conditions.

Hair Removal and Make-up – 50 Hours

Eyebrow Beautification 25 50

Includes, but is not limited to: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.

Make-up 20 40

Includes, but is not limited to: Skin analysis, basic and corrective application.

Additional Instruction and Training

Incorporated throughout the program includes: Business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records; Review, practice and testing

ESTHETICIAN INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

Carrying Case	Esthetician Text, Workbook & CD-ROM	Make-up Kit	Scissors
Murad Professional Size Products	Tweezers	Plastic Spatulas	Mascara Wands

MAKE-UP ARTISTRY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

MUD Make-up Brush Kit	MUD Make-up Kit	MUD Beauty Make-up Book
Assorted Lashes & Styles	Lash Adhesive	Disposable Make-up Wands
Carrying Case	Airbrush Kit	Make-up Palette
Professional Make-up Sponges	Full Length Cover Cloth	Dry Make-up Remover Pads
Cuticle Scissors	Tweezers	

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The Academy provides sufficient supplies and informational material to each student during their course of study, to reinforce their learning. Such materials are issued based on instructional subject areas.

CURRICULUM: ESTHETICIAN 103 – ESTHETICIAN / MASTER ESTHETICS – SOC Code 39-5094 and 39-5000 – Poway

The Esthetician 103 course is a 1200 hour program combining 600 hours of basic skin care training required for state board licensing, and 600 hours of the Master Esthetics program. The program length for the Day Schedule is 40 weeks and the Evening Schedule is 48 weeks. The Master Esthetics course is offered to students who are licensed Estheticians or Cosmetologists or who have completed a State-approved 600-hour basic esthetician program. The Master Esthetics program provides advanced clinical Esthetics skills, safety judgments, proper work habits, and desirable attitudes and competencies to work in a clinical or medical esthetic setting. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies incorporated in the Bellus Best in Business program as well as receiving Financial Literacy training. The following is a list of the state of California requirements for technical and practical criteria. Our curriculum meets or exceeds the minimum standards.

Subject	Theory Hours	Minimum Operations
<i>Esthetician – 600 Hours</i>		
<i>Facials – 350 Hours</i>		
Manual, Electrical and Chemical Facials Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs, and masks; Electrical facials Including the use of electrical modalities, and electrical apparatus, for facials and skin care purposes, including microdermabrasion; Chemical facials including chemical skin peels, packs, masks and scrubs.	70	140
Preparation Includes, but is not limited to: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre- and post-operative care, CPR/AED, salon and spa skills.	15	
<i>Health and Safety – 200 Hours</i>		
Laws and Regulations Includes, but is not limited to Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	
Health and Safety Considerations Includes, but is not limited to: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B; chemical composition and purpose of cosmetic and skin care preparations; elementary chemical makeup, chemical skin peels, physical and chemical changes of matter; electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.	40	
Disinfection and Sanitation Includes, but is not limited to: Procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures. disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	10	
Anatomy and Physiology Includes, but is not limited to: Human anatomy, human physiology, bacteriology, skin analysis and conditions.	15	
<i>Hair Removal and Make-up – 50 Hours</i>		
Eyebrow Beautification Includes, but is not limited to: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	25	50
Make-up Includes, but is not limited to: Skin analysis, basic and corrective application.	20	40
<i>Additional Instruction and Training</i>		
Incorporated throughout the program includes: Business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records; Review, practice and testing		
<i>Master Esthetics – 600 Hours</i>		
Clinical Esthetics History, Regulations and Skin Analysis	Theory and Practical Hours 10	Minimum Operations
Skin Physiology and Histology Diseases and Disorders in Depth	10	
The Role of Fitzpatrick Scale	10	

Advanced Peels	90	60
Microdermabrasion	30	25
Aging and Photo Damaged Skin	60	50
Acne in Advance Skincare	30	25
Ethnic Skin Educational Course	30	20
Skin Lightening	60	45
Review of Master Clinical Esthetics	15	
History of Spa	30	
Body Wraps/Treatments in Dry Room and With Vichy Shower, Hydrotherapy Treatments	60	50
Advanced Cellulite Body Treatments and Body Spray Tanning	60	50
Business Skills	30	20
Wellness, Longevity, Nutrition, Ayurvedic Principals and Philosophy	30	
Luxury Spa Research Project Full hands on Experience	30	30
Review and Testing	15	

ESTHETICIAN INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

Carrying Case	Esthetician Text, Workbook & CD-ROM	Make-up Kit	Scissors
Murad Professional Size Products	Tweezers	Plastic Spatulas	Mascara Wands

MASTER ESTHETICS INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

Esthetician Texts/Workbooks	Tunic	Clarisonic Brush	Kabuki Brush	NuFACE
Kerstin Florian Kit				

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The Academy provides sufficient supplies and informational material to each student during their course of study, to reinforce their learning. Such materials are issued based on instructional subject areas.

CURRICULUM: ESTHETICIAN 104 – ESTHETICIAN / MAKE-UP / MASTER ESTHETICS – SOC Code 39-5094, 39-5091 and 39-5000 – Poway

The Esthetician 104 course is a 1350 hour program combining 600 hours of basic skin care training required for state board licensing, 150 hours of make-up training utilizing the Make-up Designory (MUD) curriculum and 600 hours of the Master Esthetics program. The program length for the Day Schedule is 45 weeks and the Evening Schedule is 54 weeks. The Make-up Artistry portion of the program adds an additional level of skills to the student's training and expertise. The Master Esthetics course is offered to students who are licensed Estheticians or Cosmetologists or who have completed a State-approved 600-hour basic esthetician program. The Master Esthetics program provides advanced clinical Esthetics skills, safety judgments, proper work habits, and desirable attitudes and competencies to work in a clinical or medical esthetic setting. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies incorporated in the Bellus Best in Business program as well as receiving Financial Literacy training. The following is a list of the state of California requirements for technical and practical criteria. Our curriculum meets or exceeds the minimum standards.

Subject	Theory Hours	Minimum Practical Operations
<i>Make-Up Artistry – 150 Hours</i>		
History	1	
Sanitation/Safety/Hygiene	5	10
Makeup:		
A. Skin Analysis	3	10
B. Color Theory	8	
C. Base Application	3	10
D. Concealers/Highlighters	9	10
E. Eye Brow Artistry	5	10
F. Eye Shadow and Liner	8	10
G. Lash & Brow Tinting/Mascara	5	10
H. Cheek Color and Application	5	10
I. Lip Liner	5	10
J. Artificial Eyelashes and Lip Color	5	10
K. Makeup for Mature Skin / Ethnic Skin	8	10
L. Male Corrective Makeup	5	5
M. Varying Mediums	3	5
N. Airbrushing	3	5
O. Body Make-up and Outside of the Box	3	5
P. Special Effects	3	5
Makeup Application:		
A. Bridal	8	10
B. Daytime	8	10
C. Evening	8	10
D. Corrective	8	10
E. Photography	8	10
Portfolio Building	10	
Personal Success in Makeup Artistry	4	
A. "Must do's" in Makeup Artistry/Their Relevance to Success		
B. Marketing Yourself and Your Salon/Spa		
C. Salon Business and Professional Development		
Business Skills	2	
A. Importance of service, sales and homecare		
B. Compensation		
C. Building Your Business		
D. Networking in the Industry/Alumni Activities		
E. Continuing Education: Supporting Success		
Review, Practice and Testing	5	
Additional Training	2	
<i>Esthetician – 600 Hours</i>		
<i>Facials – 350 Hours</i>		
Manual, Electrical and Chemical Facials	70	140
Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs, and masks; Electrical facials Including the use of electrical modalities, and electrical apparatus, for facials and		

skin care purposes, including microdermabrasion; Chemical facials including chemical skin peels, packs, masks and scrubs.		
Preparation	15	
Includes, but is not limited to: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre- and post-operative care, CPR/AED, salon and spa skills.		
<i>Health and Safety – 200 Hours</i>		
Laws and Regulations	10	
Includes, but is not limited to Barbering and Cosmetology Act and the Board's Rules and Regulations.		
Health and Safety Considerations	40	
Includes, but is not limited to: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B; chemical composition and purpose of cosmetic and skin care preparations; elementary chemical makeup, chemical skin peels, physical and chemical changes of matter; electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.		
Disinfection and Sanitation	10	
Includes, but is not limited to: Procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures. disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.		
Anatomy and Physiology	15	
Includes, but is not limited to: Human anatomy, human physiology, bacteriology, skin analysis and conditions.		
<i>Hair Removal and Make-up – 50 Hours</i>		
Eyebrow Beautification	25	50
Includes, but is not limited to: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.		
Make-up	20	40
Includes, but is not limited to: Skin analysis, basic and corrective application.		
<i>Additional Instruction and Training</i>		
Incorporated throughout the program includes: Business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records; Review, practice and testing		
<i>Master Esthetics – 600 Hours</i>	Theory and Practical Hours	Minimum Operations
Clinical Esthetics History, Regulations and Skin Analysis	10	
Skin Physiology and Histology Diseases and Disorders in Depth	10	
The Role of Fitzpatrick Scale	10	
Advanced Peels	90	60
Microdermabrasion	30	25
Aging and Photo Damaged Skin	60	50
Acne in Advance Skincare	30	25
Ethnic Skin Educational Course	30	20
Skin Lightening	60	45
Review of Master Clinical Esthetics	15	
History of Spa	30	
Body Wraps/Treatments in Dry Room and With Vichy Shower, Hydrotherapy Treatments	60	50
Advanced Cellulite Body Treatments and Body Spray Tanning	60	50
Business Skills	30	20
Wellness, Longevity, Nutrition, Ayurvedic Principals and Philosophy	30	
Luxury Spa Research Project	30	30
Full hands on Experience		
Review and Testing	15	

ESTHETICIAN INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

Carrying Case	Esthetician Text, Workbook & CD/ROM	Make-up Kit	Scissors
Murad Professional Size Products	Tweezers	Plastic Spatulas	Mascara Wands

MAKE-UP ARTISTRY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

MUD Make-up Brush Kit	MUD Make-up Kit	MUD Beauty Make-up Book
Assorted Lashes & Styles	Lash Adhesive	Disposable Make-up Wands
Carrying Case	Airbrush Kit	Make-up Palette
Professional Make-up Sponges	Full Length Cover Cloth	Dry Make-up Remover Pads
Cuticle Scissors	Tweezers	

MASTER ESTHETICS INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

Esthetician Texts/Workbooks	Tunic	Clarisonic Brush	Kabuki Brush	NuFACE
Kerstin Florian Kit				

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The Academy provides sufficient supplies and informational material to each student during their course of study, to reinforce their learning. Such materials are issued based on instructional subject areas.

CURRICULUM: ESTHETICIAN 105 – ESTHETICIAN / MASSAGE PRACTITIONER / MASTER ESTHETICS SOC Code 39-5094, 31-9011 and 39-5000 – Poway

The Esthetician 105 course is a 1450-hour program combining the 600-hour basic Esthetician course, required for California state board licensing, with the 250-hour Massage Practitioner course, the minimum requirement for California massage certification, followed by the 600-hour Master Esthetics course. The program length for the Day Schedule is 49 weeks and the Evening Schedule is 58 weeks. This program adds additional layers of training and certification opportunities to broaden the student's areas of expertise and enhance employability. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies incorporated in the Bellus Best in Business program as well as receiving Financial Literacy training. The following is a list of the state of California requirements for technical and practical criteria. Our curriculum meets or exceeds the minimum standards.

Massage Practitioner – 250 Hours

Introduction to the Science of Anatomy and Physiology:

Anatomy and physiology is taught in each module of the program. You will be introduced to the various levels of organization in the human body.

Course includes:

- Understanding the major body systems, tissues, organs, and functions of each.
- Anatomical and medical terminology.
- Examining the skeletal system, emphasizing its role in movement and posture analysis
- An in-depth study of the muscular system involving their location, origins, insertions, actions and postural considerations.
- Exploring the nervous system and analyzing the basic kinds of cells that make up a nerve tissue and the physiology of a nerve impulse involving neurotransmitters that effect transmission across the synapse.
- Exploring points of endangerment, entrapment, spinal cord, spinal nerves, nerve plexus and terminal nerve pathways are examined to understand how the nervous system affects pain.

The program also covers the remaining body systems, endocrine, cardiovascular, lymphatic, digestive, respiratory, urinary, integumentary, and reproductive including pathology for each system.

Critical assessment and clinical thinking is developed during the course so that the massage practitioner can develop treatment plans for their clients.

Introduction to Swedish Massage:

This course introduces the students to hand-on skills that are the ground work used with various massage techniques. This course helps in developing communication skills, draping techniques, the benefits and contraindications of massage. Students will learn the foundations of massage strokes that include effleurage, petrissage, friction, vibration, tapotement and range-of-motion techniques. In order for a massage to be performed properly, the student will become aware of using the fundamentals of body mechanics and correct wrist and hand alignment.

Advanced western techniques:

- Introduction to *Myofascial release* and *Trigger Point Therapy* to aid in the relief of chronic pain
- Introduction to *sports massage* that involve Proprioceptive Neuromuscular Facilitation (PNF), Muscle Energy Techniques (MET) and Range-of-Motion Techniques (ROM)
- Introduction to *Hydrotherapy* applying heat and cold in the forms of water, steam and ice
- Introduction to *Lymphatic Drainage Massage* to aid in supporting immunity and to help with a variety of conditions

These advanced western modalities include: *Deep Tissue methods, Sports massage, Pregnancy massage, and Chair massage*

NOTE: Basic Human Anatomy and Physiology, Health and Sanitation, Business Practices and Product Knowledge and Job preparation are incorporated throughout the 250-hour technical and practical training program.

Esthetician – 600 Hours

Subject	Theory Hours	Minimum Practical Operations
<i>Facials – 350 Hours</i>		
Manual, Electrical and Chemical Facials Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs, and masks; Electrical facials Including the use of electrical modalities, and electrical apparatus, for facials and skin care purposes, including microdermabrasion; Chemical facials including chemical skin peels, packs, masks and scrubs.	70	140
Preparation Includes, but is not limited to: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre- and post-operative care, CPR/AED, salon and spa skills.	15	
<i>Health and Safety – 200 Hours</i>		
Laws and Regulations Includes, but is not limited to Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	
Health and Safety Considerations Includes, but is not limited to: Training in chemicals and health in	40	

establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B; chemical composition and purpose of cosmetic and skin care preparations; elementary chemical makeup, chemical skin peels, physical and chemical changes of matter; electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.

Disinfection and Sanitation 10

Includes, but is not limited to: Procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures. disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Anatomy and Physiology 15

Includes, but is not limited to: Human anatomy, human physiology, bacteriology, skin analysis and conditions.

Hair Removal and Make-up – 50 Hours

Eyebrow Beautification 25 50

Includes, but is not limited to: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.

Make-up 20 40

Includes, but is not limited to: Skin analysis, basic and corrective application.

Additional Instruction and Training

Incorporated throughout the program includes: Business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records; Review, practice and testing

Master Esthetics – 600 Hours

Theory and Practical Hours Minimum Operations

Clinical Esthetics History, Regulations and Skin Analysis	10	
Skin Physiology and Histology Diseases and Disorders in Depth	10	
The Role of Fitzpatrick Scale	10	
Advanced Peels	90	60
Microdermabrasion	30	25
Aging and Photo Damaged Skin	60	50
Acne in Advance Skincare	30	25
Ethnic Skin Educational Course	30	20
Skin Lightening	60	45
Review of Master Clinical Esthetics	15	
History of Spa	30	
Body Wraps/Treatments in Dry Room and With Vichy Shower, Hydrotherapy Treatments	60	50
Advanced Cellulite Body Treatments and Body Spray Tanning	60	50
Business Skills	30	20
Wellness, Longevity, Nutrition, Ayurvedic Principals and Philosophy	30	
Luxury Spa Research Project Full hands on Experience	30	30
Review and Testing	15	

ESTHETICIAN / MASSAGE PRACTITIONER INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

Carrying Case	Esthetician Text, Workbook & CD/ROM	Make-up Kit	Scissors
Murad Professional Size Products	Tweezers	Plastic Spatulas	Mascara Wands
Massage Textbooks	Massage Kit		

MASTER ESTHETICS INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

Esthetician Texts/Workbooks	Tunic	Clarisonic Brush	Kabuki Brush	NuFACE
Kerstin Florian Kit				

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability. Note: The Academy provides sufficient supplies and informational material to each student during their course of study, to reinforce their learning. Such materials are issued based on instructional subject areas.

CURRICULUM: ESTHETICIAN / MASSAGE PRACTITIONER – SOC Code 39-5094 and 31-9011 – Poway

The Esthetician/Massage Practitioner course is an 850 hour program combining the 600-hour basic Esthetician course, required for California state board licensing, with the 250-hour Massage Practitioner course, the minimum requirement for California massage certification. The program length for the Day Schedule is 29 weeks and the Evening Schedule is 34 weeks. This program adds additional layers of training and certification opportunities to broaden the student's areas of expertise that may enhance employability. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies incorporated in the Bellus Best in Business program as well as receiving Financial Literacy training. The following is a list of the state of California requirements for technical and practical criteria. Our curriculum meets or exceeds the minimum standards.

Massage Practitioner – 250 Hours

Introduction to the Science of Anatomy and Physiology:

Anatomy and physiology is taught in each module of the program. You will be introduced to the various levels of organization in the human body.

Course includes:

- Understanding the major body systems, tissues, organs, and functions of each.
- Anatomical and medical terminology.
- Examining the skeletal system, emphasizing its role in movement and posture analysis
- An in-depth study of the muscular system involving their location, origins, insertions, actions and postural considerations.
- Exploring the nervous system and analyzing the basic kinds of cells that make up a nerve tissue and the physiology of a nerve impulse involving neurotransmitters that effect transmission across the synapse.
- Exploring points of endangerment, entrapment, spinal cord, spinal nerves, nerve plexus and terminal nerve pathways are examined to understand how the nervous system affects pain.

The program also covers the remaining body systems, endocrine, cardiovascular, lymphatic, digestive, respiratory, urinary, integumentary, and reproductive including pathology for each system.

Critical assessment and clinical thinking is developed during the course so that the massage practitioner can develop treatment plans for their clients.

Introduction to Swedish Massage:

This course introduces the students to hand-on skills that are the ground work used with various massage techniques. This course helps in developing communication skills, draping techniques, the benefits and contraindications of massage. Students will learn the foundations of massage strokes that include effleurage, petrissage, friction, vibration, tapotement and range-of-motion techniques. In order for a massage to be performed properly, the student will become aware of using the fundamentals of body mechanics and correct wrist and hand alignment.

Advanced western techniques:

- Introduction to *Myofascial release* and *Trigger Point Therapy* to aid in the relief of chronic pain
- Introduction to *sports massage* that involve Proprioceptive Neuromuscular Facilitation (PNF), Muscle Energy Techniques (MET) and Range-of-Motion Techniques (ROM)
- Introduction to *Hydrotherapy* applying heat and cold in the forms of water, steam and ice
- Introduction to *Lymphatic Drainage Massage* to aid in supporting immunity and to help with a variety of conditions

These advanced western modalities include: *Deep Tissue methods, Sports massage, Pregnancy massage, and Chair massage*

NOTE: Basic Human Anatomy and Physiology, Health and Sanitation, Business Practices and Product Knowledge and Job preparation are incorporated throughout the 250-hour technical and practical training program.

Esthetician – 600 Hours

Subject	Theory Hours	Minimum Practical Operations
Facials – 350 Hours		
Manual, Electrical and Chemical Facials Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs, and masks; Electrical facials Including the use of electrical modalities, and electrical apparatus, for facials and skin care purposes, including microdermabrasion; Chemical facials including chemical skin peels, packs, masks and scrubs.	70	140
Preparation Includes, but is not limited to: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre- and post-operative care, CPR/AED, salon and spa skills.	15	
Health and Safety – 200 Hours		
Laws and Regulations Includes, but is not limited to Barbering and Cosmetology Act and the	10	

Board's Rules and Regulations.		
Health and Safety Considerations	40	
Includes, but is not limited to: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B; chemical composition and purpose of cosmetic and skin care preparations; elementary chemical makeup, chemical skin peels, physical and chemical changes of matter; electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.		
Disinfection and Sanitation	10	
Includes, but is not limited to: Procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures. disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.		
Anatomy and Physiology	15	
Includes, but is not limited to: Human anatomy, human physiology, bacteriology, skin analysis and conditions.		
<i>Hair Removal and Make-up – 50 Hours</i>		
Eyebrow Beautification	25	50
Includes, but is not limited to: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.		
Make-up	20	40
Includes, but is not limited to: Skin analysis, basic and corrective application.		
<i>Additional Instruction and Training</i>		
Incorporated throughout the program includes: Business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records; Review, practice and testing		

ESTHETICIAN / MASSAGE PRACTITIONER INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

Carrying Case	Esthetician Text, Workbook & CD-ROM	Make-up Kit	Scissors
Murad Professional Size Products	Tweezers	Plastic Spatulas	Mascara Wands
Massage Textbooks	Massage Kit		

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The Academy provides sufficient supplies and informational material to each student during their course of study, to reinforce their learning. Such materials are issued based on instructional subject areas.

CURRICULUM: MASTER ESTHETICS – SOC Code 39-5000 – Poway

The Master Esthetics course is a 600-hour program offered to students who are licensed Estheticians or Cosmetologists or who have completed a State-approved 600-hour basic esthetician program. California State Law requires a minimum of 600 hours to be completed in a basic esthetician program at a licensed cosmetology school to apply for an esthetician license. The program length for the Day Schedule is 20 weeks and the Evening Schedule is 24 weeks. The Master Esthetics program offers additional layers of training and expertise that may enhance employability. The objective of the program is to provide advanced clinical Esthetics skills, safety judgments, proper work habits, and desirable attitudes and competencies to work in a clinical or medical esthetic setting. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies incorporated in the Bellus Best in Business program as well as receiving Financial Literacy training. Our curriculum meets or exceeds the minimum standards. The following is a list of requirements that must be met during the course of study.

Subject	Theory/Practical Hours	Operations
Clinical Esthetics History, Regulations and Skin Analysis	10	
Skin Physiology and Histology Diseases and Disorders in Depth	10	
The Role of Fitzpatrick Scale	10	
Advanced Peels	90	60
Microdermabrasion	30	25
Aging and Photo Damaged Skin	60	50
Acne in Advance Skincare	30	25
Ethnic Skin Educational Course	30	20
Skin Lightening	60	45
Review of Master Clinical Esthetics	15	
History of Spa	30	
Body Wraps/Treatments in Dry Room and With Vichy Shower, Hydrotherapy Treatments	60	50
Advanced Cellulite Body Treatments and Body Spray Tanning	60	50
Business Skills	30	20
Wellness, Longevity, Nutrition, Ayurvedic Principals and Philosophy	30	
Luxury Spa Research Project	30	30
Full hands on Experience		
Review and Testing	15	

MASTER ESTHETICS INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

Esthetician Texts/Workbooks	Tunic	Clarisonic Brush	Kabuki Brush	NuFACE
Kerstin Florian Kit				

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The Academy provides sufficient supplies and informational material to each student during their course of study, to reinforce their learning. Such materials are issued based on instructional subject areas.

CURRICULUM: MASTER ESTHETICS 102 – MASTER ESTHETICS / MAKE-UP – SOC Code 39-5000 and 39-5091 – Poway

The Master Esthetics 102 course is a 750-hour program that combines the 600-hour Master Esthetics course with the 150-hour Make-up Artistry course utilizing the Make-up Designory (MUD) curriculum. The program length for the Day Schedule is 25 weeks and the Evening Schedule is 30 weeks. The Make-up Artistry portion of the program adds an additional level of skills to the student's training and expertise. The program is offered to students who are licensed Estheticians or Cosmetologists or who have completed a State approved 600-hour basic esthetician program. California State Law requires a minimum of 600 hours to be completed in a basic esthetician program at a licensed cosmetology school to apply for an esthetician license. The objective of the program is to provide advanced clinical Esthetics skills, safety judgments, proper work habits, and desirable attitudes and competencies to work in a clinical or medical esthetic setting. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies incorporated in the Bellus Best in Business program as well as receiving Financial Literacy training. Our curriculum meets or exceeds the minimum standards. The following is a list of requirements that must be met during the course of study.

Subject	Theory/Practical Hours	Operations
<i>Make-Up Artistry – 150 Hours</i>		
History	1	
Sanitation/Safety/Hygiene	5	10
Makeup:		
A. Skin Analysis	3	10
B. Color Theory	8	
C. Base Application	3	10
D. Concealers/Highlighters	9	10
E. Eye Brow Artistry	5	10
F. Eye Shadow and Liner	8	10
G. Lash & Brow Tinting/Mascara	5	10
H. Cheek Color and Application	5	10
I. Lip Liner	5	10
J. Artificial Eyelashes and Lip Color	5	10
K. Makeup for Mature Skin / Ethnic Skin	8	10
L. Male Corrective Makeup	5	5
M. Varying Mediums	3	5
N. Airbrushing	3	5
O. Body Make-up and Outside of the Box	3	5
P. Special Effects	3	5
Makeup Application:		
A. Bridal	8	10
B. Daytime	8	10
C. Evening	8	10
D. Corrective	8	10
E. Photography	8	10
Portfolio Building	10	
Personal Success in Makeup Artistry	4	
A. "Must do's" in Makeup Artistry/Their Relevance to Success		
B. Marketing Yourself and Your Salon/Spa		
C. Salon Business and Professional Development		
Business Skills	2	
A. Importance of service, sales and homecare		
B. Compensation		
C. Building Your Business		
D. Networking in the Industry/Alumni Activities		
E. Continuing Education: Supporting Success		
Review, Practice and Testing	5	
Additional Training	2	
<i>Master Esthetics- 600 Hours</i>		
Clinical Esthetics History, Regulations and Skin Analysis	10	
Skin Physiology and Histology Diseases and Disorders in Depth	10	
The Role of Fitzpatrick Scale	10	
Advanced Peels	90	60

Microdermabrasion	30	25
Aging and Photo Damaged Skin	60	50
Acne in Advance Skincare	30	25
Ethnic Skin Educational Course	30	20
Skin Lightening	60	45
Review of Master Clinical Esthetics	15	
History of Spa	30	
Body Wraps/Treatments in Dry Room and With Vichy Shower, Hydrotherapy Treatments	60	50
Advanced Cellulite Body Treatments and Body Spray Tanning	60	50
Business Skills	30	20
Wellness, Longevity, Nutrition, Ayurvedic Principals and Philosophy	30	
Luxury Spa Research Project Full hands on Experience	30	30
Review and Testing	15	

MASTER ESTHETICS INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

Esthetician Texts/Workbooks	Tunic	Clarisonic Brush	Kabuki Brush	NuFACE
Kerstin Florian Kit				

MAKE-UP ARTISTRY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

MUD Make-up Brush Kit	MUD Make-up Kit	MUD Beauty Make-up Book	Professional Make-up Sponges	Cuticle Scissors
Assorted Lashes & Styles	Lash Adhesive	Disposable Make-up Wands	Full Length Cover Cloth	Tweezers
Carrying Case	Airbrush Kit	Make-up Palette	Dry Make-up Remover Pads	

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The Academy provides sufficient supplies and informational material to each student during their course of study, to reinforce their learning. Such materials are issued based on instructional subject areas.

CURRICULUM: MASSAGE PRACTITIONER – SOC Code 31-9011 – Poway

The Massage Practitioner course of instruction consists of 250 hours of training, the minimum requirement for California massage certification. The following is a list of requirements which must be met during the course of study. The program length for the Day Schedule is 8 weeks and the Evening Schedule is 9 weeks. Our curriculum meets or exceeds the state requirements.

Introduction to the Science of Anatomy and Physiology:

Anatomy and physiology is taught in each module of the program. You will be introduced to the various levels of organization in the human body.

Course includes:

- Understanding the major body systems, tissues, organs, and functions of each.
- Anatomical and medical terminology.
- Examining the skeletal system, emphasizing its role in movement and posture analysis
- An in-depth study of the muscular system involving their location, origins, insertions, actions and postural considerations.
- Exploring the nervous system and analyzing the basic kinds of cells that make up a nerve tissue and the physiology of a nerve impulse involving neurotransmitters that effect transmission across the synapse.
- Exploring points of endangerment, entrapment, spinal cord, spinal nerves, nerve plexus and terminal nerve pathways are examined to understand how the nervous system affects pain.

The program also covers the remaining body systems, endocrine, cardiovascular, lymphatic, digestive, respiratory, urinary, integumentary, and reproductive including pathology for each system.

Critical assessment and clinical thinking is developed during the course so that the massage practitioner can develop treatment plans for their clients.

Introduction to Swedish Massage:

This course introduces the students to hand-on skills that are the ground work used with various massage techniques. This course helps in developing communication skills, draping techniques, the benefits and contraindications of massage. Students will learn the foundations of massage strokes that include effleurage, petrissage, friction, vibration, tapotement and range-of-motion techniques. In order for a massage to be performed properly, the student will become aware of using the fundamentals of body mechanics and correct wrist and hand alignment.

Advanced western techniques:

- Introduction to *Myofascial release* and *Trigger Point Therapy* to aid in the relief of chronic pain
- Introduction to *sports massage* that involve Proprioceptive Neuromuscular Facilitation (PNF), Muscle Energy Techniques (MET) and Range-of-Motion Techniques (ROM)
- Introduction to *Hydrotherapy* applying heat and cold in the forms of water, steam and ice
- Introduction to *Lymphatic Drainage Massage* to aid in supporting immunity and to help with a variety of conditions

These advanced western modalities include: *Deep Tissue methods, Sports massage, Pregnancy massage, and Chair massage*

NOTE: Basic Human Anatomy and Physiology; Pathology; Health, Safety, Sanitation and Infection Control; Business Practices, Job Preparation, including Licensing and certification requirements and Professional Ethics; and Product Knowledge and are incorporated throughout the 250-hour technical and practical training program.

MASSAGE PRACTITIONER INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

Textbooks Massage Kit

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The Academy provides sufficient supplies and informational material to each student during their course of study to reinforce their learning. Such materials are issued based on instructional subject areas.

CURRICULUM: MASSAGE THERAPY – SOC Code 31-9011 – Poway

The Massage Therapy course is a 700-hour course that prepares students to become Massage Therapists. The program length for the Day Schedule is 23 weeks and the Evening Schedule is 28 weeks. The minimum requirement for certification as a Massage Therapist in the State of California is 500 hours. The additional 200 hours in this program presents students with Advanced Spa Techniques and adds an additional level of skills to the student's training and expertise. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies incorporated in the Bellus Best in Business program as well as receiving Financial Literacy training. The following is a list of requirements which must be met during the course of study.

Introduction to the Science of Anatomy and Physiology

Anatomy and physiology is taught in each module of the program. You will be introduced to the various levels of organization in the human body.

Course includes:

- Understanding the major body systems, tissues, organs, and functions of each.
- Anatomical and medical terminology.
- Examining the skeletal system, emphasizing its role in movement and posture analysis
- An in-depth study of the muscular system involving their location, origins, insertions, actions and postural considerations.
- Exploring the nervous system and analyzing the basic kinds of cells that make up a nerve tissue and the physiology of a nerve impulse involving neurotransmitters that effect transmission across the synapse.
- Exploring points of endangerment, entrapment, spinal cord, spinal nerves, nerve plexus and terminal nerve pathways are examined to understand how the nervous system affects pain.

The program also covers the remaining body systems, endocrine, cardiovascular, lymphatic, digestive, respiratory, urinary, integumentary, and reproductive including pathology for each system.

Critical assessment and clinical thinking is developed during the course so that the massage therapist can develop treatment plans for their clients.

Introduction to Swedish Massage

This course introduces the students to hand-on skills that are the ground work used with various massage techniques. This course helps in developing communication skills, draping techniques, the benefits and contraindications of massage. Students will learn the foundations of massage strokes that include effleurage, petrissage, friction, vibration, tapotement and range-of-motion techniques. In order for a massage to be performed properly, the student will become aware of using the fundamentals of body mechanics and correct wrist and hand alignment.

Advanced western techniques:

- Introduction to *Myofascial release* and *Trigger Point Therapy* to aid in the relief of chronic pain
- Introduction to *sports massage* that involve Proprioceptive Neuromuscular Facilitation (PNF), Muscle Energy Techniques (MET) and Range-of-Motion Techniques (ROM)
- Introduction to *Hydrotherapy* applying heat and cold in the forms of water, steam and ice
- Introduction to *Lymphatic Drainage Massage* to aid in supporting immunity and to help with a variety of conditions

These advanced western modalities include: *Deep Tissue methods, Sports massage, Pregnancy massage, and Chair massage*

Introduction to Eastern Bodywork and Theory

This course provides understanding to the fundamental concepts of Toa, Yin and Yang, Five-Element Theory, Qi, and the study of the 12 meridian energetic pathways of our body. Analysis of each organ system is explored in the eastern medicine methods along with the basic patterns of disharmony within the various organ systems.

The student will develop methods within the Five-Element Theory framework of Bo Shin (looking), Bun Sin (listening, smelling), Mon Sin (asking), Setsu Shin (touching). Students will learn how to design a treatment plan to meet the specific needs of each client.

These modalities will include: *Shiatsu* and *Thai Massage*

Alternative Cultural Techniques:

Introduction to *Reflexology*, Introduction to *Ayurvedic Massage, Reiki, Chakra Balancing*

Advanced Spa Techniques

This course will provide methods of how to perform a spa like Body wrap. The student will understand about products applied to body. These products include the use of algae, seaweed, mud or clay detoxifying and rid the body of toxins through metabolic stimulation.

Students will also perform body wraps using shea butter and rich lotions. They will understand that these methods are for hydrating the body geared towards softening the skin.

Exfoliating methods are also learned in this course. These methods, usually known as salt glows using sea salts or sugar combined with oils are practiced.

Wet room, Vichy Shower, Hydro Tub, and Dry room styles are performed.

Subject	Minimum Hours of Combined Technical and Practical Instruction
Anatomy and Physiology Pertaining to Massage.	125
Swedish Massage	200
Business Module and Product Knowledge	15
Pathology	60
Deep Tissue Massage	75
Sports Massage	75
Additional Instruction and Training	10
Clinic	140

Note: Job preparation is incorporated throughout the training program.

MASSAGE THERAPY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

Textbooks Massage Kit

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The Academy provides sufficient supplies and informational material to each student during their course of study to reinforce their learning. Such materials are based on instructional subject areas.

CURRICULUM: HOLISTIC HEALTH PRACTITIONER (HHP) – SOC Code 29-1199 – Poway

The Holistic Health Practitioner (HHP) course of instruction consists of 1000 hours of training. The program length for the Day Schedule is 33 weeks and the Evening Schedule is 40 weeks. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies incorporated in the Bellus Best in Business program as well as receiving Financial Literacy training. The following is a list of requirements which must be met during the course of study. Our curriculum meets or exceeds the requirements for the State of California.

Introduction to the Science of Anatomy and Physiology

Anatomy and physiology is taught in each module of the program. You will be introduced to the various levels of organization in the human body.

Course includes:

- Understanding the major body systems, tissues, organs, and functions of each.
- Anatomical and medical terminology.
- Examining the skeletal system, emphasizing its role in movement and posture analysis
- An in-depth study of the muscular system involving their location, origins, insertions, actions and postural considerations.
- Exploring the nervous system and analyzing the basic kinds of cells that make up a nerve tissue and the physiology of a nerve impulse involving neurotransmitters that effect transmission across the synapse.
- Exploring points of endangerment, entrapment, spinal cord, spinal nerves, nerve plexus and terminal nerve pathways are examined to understand how the nervous system affects pain.

The program also covers the remaining body systems, endocrine, cardiovascular, lymphatic, digestive, respiratory, urinary, integumentary, and reproductive including pathology for each system.

Critical assessment and clinical thinking is developed during the course so that the massage therapist can develop treatment plans for their clients.

Introduction to Swedish Massage

This course introduces the students to hand-on skills that are the ground work used with various massage techniques. This course helps in developing communication skills, draping techniques, the benefits and contraindications of massage. Students will learn the foundations of massage strokes that include effleurage, petrissage, friction, vibration, tapotement and range-of-motion techniques. In order for a massage to be performed properly, the student will become aware of using the fundamentals of body mechanics and correct wrist and hand alignment.

Advanced western techniques:

- Introduction to *Myofascial release* and *Trigger Point Therapy* to aid in the relief of chronic pain
- Introduction to *sports massage* that involve Proprioceptive Neuromuscular Facilitation (PNF), Muscle Energy Techniques (MET) and Range-of-Motion Techniques (ROM)
- Introduction to *Hydrotherapy* applying heat and cold in the forms of water, steam and ice
- Introduction to *Lymphatic Drainage Massage* to aid in supporting immunity and to help with a variety of conditions

These advanced western modalities include: *Deep Tissue methods, Sports massage, Pregnancy massage, and Chair massage*

Introduction to Eastern Bodywork and Theory

This course provides understanding to the fundamental concepts of Toa, Yin and Yang, Five-Element Theory, Qi, and the study of the 12 meridian energetic pathways of our body. Analysis of each organ system is explored in the eastern medicine methods along with the basic patterns of disharmony within the various organ systems.

The student will develop methods within the Five-Element Theory framework of Bo Shin (looking), Bun Sin (listen, smelling), Mon Sin (asking), Setsu Shin (touching). Students will learn how to design a treatment plan to meet the specific needs of each client.

These modalities will include: *Shiatsu* and *Thai Massage*

Alternative Cultural Techniques:

Introduction to *Reflexology*, Introduction to *Ayurvedic Massage, Reiki, Chakra Balancing*

Advanced Spa Techniques

This course will provide methods of how to perform a spa like Body wrap. The student will understand about products applied to body. These products include the use of algae, seaweed, mud or clay detoxifying and rid the body of toxins through metabolic stimulation.

Students will also perform body wraps using shea butter and rich lotions. They will understand that these methods are for hydrating the body geared towards softening the skin.

Exfoliating methods are also learned in this course. These methods, usually known as salt glows using sea salts or sugar combined with oils are practiced.

Wet room, Vichy Shower, Hydro Tub, and Dry room styles are performed.

Business and Professional Development

This course is designed to provide the skills and strategies for seeking and finding employment and for building and maintaining a successful and ethical private practice as a massage therapist. The student will learn how to identify target markets, develop strategies for networking and client building. Some assignments include preparing a resume, creating a business card and performing job interviews. The student will also have the opportunity to create a 5 year business plan, meet with S.C.O.R.E. (business advisors) and explore the steps involved in becoming a spa owner.

Serving Special Population

The student will have the opportunity to research these very highly sensitive topics and be able to apply their trained massage techniques. Compassionate listening and compassionate touch are understood in these sessions.

These topics include:

Working with the Terminally Ill (Hospice Care), Working with the Chronically Ill

Working with the Abused, Working with the Elderly, Working with the Physically Challenged, and Working with the Psychologically Challenged

NOTE: Basic Human Anatomy and Physiology; Pathology; Health, Safety, Sanitation and Infection Control; Business Practices, Job Preparation, including Licensing and certification requirements and Professional Ethics; and Product Knowledge and are incorporated throughout the 1000-hour technical and practical training program.

HHP INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

Textbooks

Massage Kit

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The Academy provides sufficient supplies and informational material to each student during their course of study to reinforce their learning. Such materials are issued based on instructional subject areas.

CURRICULUM: SPA NAIL TECHNICIAN – SOC Code 39-5092 (Offered at Poway only**)**

The Spa Nail Technician program is a 600-hour program combining the basic fundamentals of nail care required by the 400-hour state mandated course and an additional 200 hours of intensive studies in spa treatments that provides the students with the confidence and expertise they need to perform spa services. Emphasis is placed on the ultimate client experience in a spa environment and qualities that top spas in the area seek when employing graduates. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies incorporated in the Bellus Best in Business program as well as receiving Financial Literacy training. The following requirements must be met during the course of study.

Subject	Theory Hours	Minimum Practical Operations
<i>Nail Care – 300 Hours</i>		
Including at minimum:		
Manicures and Pedicures:	60	60
Includes, but is not limited to: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps, and repairs, and nail analysis		180 (nails)
<i>Health and Safety – 100 Hours</i>		
Including at minimum:		
Laws and Regulations:	10	
Includes Barbering & Cosmetology Act/Rules & Regulations		
Health and Safety Considerations:	25	
Includes, but is not limited to: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B		
Disinfection and Sanitation:	20	10
Includes, but is not limited to: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures.		
Bacteriology, Anatomy and Physiology:	20	
Includes, but is not limited to: Bacteriology, anatomy, physiology, and nail analysis and conditions.		
<i>Additional Instruction and Training – 200 Hours</i>		
Includes, but is not limited to: Spa treatment studies, business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records; Review, practice and testing		

SPA NAIL TECHNICIAN INSTRUCTIONAL MATERIAL is periodically updated and includes, but is not limited to:

Creative Nail Products	Acrylic Nail Kit	Nail Polish	Manicure Textbook	Manicure Pro Tool Kit (Implements)
Manicure Brushes	Pedicure Paddle	Applicator Bottles	Finger Bowl	
Toe Nail Clipper	Metal Pusher	Plastic Pusher	Spa Treatment Products	

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The Academy provides sufficient supplies and informational material to each student during their course of study, to reinforce their learning. Such materials are issued based on instructional subject areas.

CURRICULUM: MAKE-UP ARTISTRY – SOC Code 39-5091 – Poway and Manhattan (This program is in the NACCAS approval process for Manhattan)

The Make-up Artistry course is a 150-hour program that teaches make-up application utilizing the Make-up Designory (MUD) curriculum. The program length for the Day Schedule is 4 weeks and the Evening Schedule is 6 weeks. The Make-up Artistry course does not lead to licensure. The primary purpose of the Make-up Artistry program is to train students in the basic skills, safety judgments, proper work habits, and desirable attitudes and competencies to work as a Make-up Artist or combine make-up artistry within the scope of their professional license. The following is a list of requirements that must be met during the course of study.

Subject	Theory and Practical Hours	Operations
<i>Make-Up Artistry – 150 Hours</i>		
History	1	
Sanitation/Safety/Hygiene	5	10
Makeup:		
A. Skin Analysis	3	10
B. Color Theory	8	
C. Base Application	3	10
D. Concealers/Highlighters	9	10
E. Eye Brow Artistry	5	10
F. Eye Shadow and Liner	8	10
G. Lash & Brow Tinting/Mascara	5	10
H. Cheek Color and Application	5	10
I. Lip Liner	5	10
J. Artificial Eyelashes and Lip Color	5	10
K. Makeup for Mature Skin / Ethnic Skin	8	10
L. Male Corrective Makeup	5	5
M. Varying Mediums	3	5
N. Airbrushing	3	5
O. Body Make-up and Outside of the Box	3	5
P. Special Effects	3	5
Makeup Application:		
A. Bridal	8	10
B. Daytime	8	10
C. Evening	8	10
D. Corrective	8	10
E. Photography	8	10
Portfolio Building	10	
Personal Success in Makeup Artistry	4	
A. "Must do's" in Makeup Artistry/Their Relevance to Success		
B. Marketing Yourself and Your Salon/Spa		
C. Salon Business and Professional Development		
Business Skills	2	
A. Importance of service, sales and homecare		
B. Compensation		
C. Building Your Business		
D. Networking in the Industry/Alumni Activities		
E. Continuing Education: Supporting Success		
Review, Practice and Testing	5	
Additional Training	2	

MAKE-UP ARTISTRY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

MUD Make-up Brush Kit	MUD Make-up Kit	MUD Beauty Make-up Book
Assorted Lashes & Styles	Lash Adhesive	Disposable Make-up Wands
Carrying Case	Airbrush Kit	Make-up Palette
Professional Make-up Sponges	Full Length Cover Cloth	Dry Make-up Remover Pads
Cuticle Scissors	Tweezers	

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The Academy provides sufficient supplies and informational material to each student during their course of study, to reinforce their learning. Such materials are issued based on instructional subject areas.

CURRICULUM: COSMETOLOGY – SOC Code 39.5012 - Manhattan

This is a course of study in the basic services, theories and principles of Cosmetology Arts and Sciences. The minimum length of the course is 1500 clock hours. The program length for the Day Schedule is 43 weeks and the Evening Schedule is 60 weeks. Bellus Academy students are trained using the Bellus S.T.A.R. system, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies incorporated in the Bellus Best in Business program as well as receiving Financial Literacy training. Listed below are units of study requirements for Kansas technical and practical criteria. Our curriculum meets or exceeds the minimum standards.

Course Objectives:

Upon completion of the 1500-hour course, the student will have had the opportunity to acquire the technical abilities and the academic theories in compliance with the requirements of the Kansas Board of Cosmetology. The skills and theories of each service are presented in a progressive manner permitting each student to acquire the maximum degree of technical ability and knowledge in a minimal length of time.

Units of Study:

The following units of study are established in our cosmetology program. Listed below the topics are the subject descriptions that incorporate all areas required by the State Board of Cosmetology for licensure. Following the subject description section is a list of items/areas covered in each subject. A cosmetology student shall not work on the public until the student has completed 320 hours of training.

Cosmetology – 1500 Hours	Theory	Minimum
Subject:	Hours	Practice
(1) Scientific Concepts – 115 Hours		
(a) Sanitation Personal, Public, Methods, Chemistry, Safety Precautions, First Aid	40	
(b) Hair and scalp Structure, Composition, Blood, Nerve, and Muscle Supply and Function, Growth and Regeneration, Analysis, Conditions and Disorders	35	
(c) Skin Structure, Function, Blood and Nerve Supply and Functions, Conditions, Disorders	20	
(d) Nails Structure, Composition, Growth and Regeneration, Irregularities, Disorders and Diseases	20	
(2) Physical Services – 400 Hours		
(a) Shampoos and Rinses Purpose and effects, Materials and Supplies, Types of Shampoos, Types of Rinses, Procedures, Related Chemistry, Client Protection	35	
(b) Scalp and Hair Care Purpose and effects, Materials and Supplies, Types of Scalp Treatments, Procedures, Safety measures, Related Chemistry	35	
(c) Facials and Make-up Purpose and Effects of Massage Movements, Materials, Implements, and Supplies, Facial Nerves and Muscles, Procedures, Related Chemistry, Effects of Make-up, Hair Removal, Eyebrow Arching, Lash and Brow Tinting, Safety Precautions	150	
(d) Manicuring Artificial Nails Purpose and Effects, Equipment, Supplies, and Implements, Procedures, Related Chemistry, Safety Precautions	180	
(3) Chemical Services – 450 Hours		
(a) Hair Coloring Hair Lightening – Purpose and Effects, Materials and Supplies, Scalp and Hair Analysis, Classification/types, Color Selection, Procedures, Corrective Measures, Fillers and Conditioners, Removal of Artificial Color, Special Effects, Related Chemistry, Safety Precautions	175	25
(b) Chemical Waving Purpose and Effects, Materials and Supplies, Scalp and Hair Analysis, Chemical Classification, Procedures, Special Effects, Special Hair Problems, Related Chemistry, Safety Measures	150	25
(c) Chemical Hair Relaxing Purpose and Effects, Materials and Supplies, Scalp and Hair Analysis, Chemical Classification, Procedures, Special Hair Problems, Related Chemistry, Safety Measures	125	25
(4) Hair Designing – 360 Hours		
(a) Hair Shaping	150	

Purpose and Effects, Materials, supplies and Implements, Techniques, Designing , Safety Measures		
Use of implements — Razor		25
— Scissors		25
(b) Hair Styling	125	
Purpose and Effects, Materials and Supplies, Finger Waving and Shaping, Curl Formation, Pin Curls—Complete Pin Curl Sets		25
Pin Curl and Wave –		25
Rollers—Complete Roller Sets		50
Comb-out Techniques—Complete Comb-out		50
(c) Thermal Techniques	75	
Hair and Scalp Analysis, Materials, Supplies, and Implements, Hair Pressing, Thermal curling and Waving, Iron Curling, Electric Curling—Curling Iron Sets		50
Air waving—Blow Dry Styling, Safety Measures		50
(d) Care and Styling of Hair Pieces	10	
(5) <i>Business Practices – 75 Hours</i>		
(a) Management Practices		
(b) Salon Development		
(c) Insurance		
(d) Client Records		
(e) Salesmanship		
(6) <i>State Law – 50 Hours</i>		
(a) Rules and Regulations		
(7) <i>Student Specific Needs – 50 Hours</i>		

COSMETOLOGY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

Carrying Cases	Textbook	Workbook	Nail Kit/Manicure Kit
Scissors	Mannequin Heads & Holder	Curling Iron	Blow Dryer
Brushes & Combs	Skin Care Kit		

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The Academy provides sufficient supplies and informational material to each student during their course of study, to reinforce their learning. Such materials are issued based on instructional subject areas.

CURRICULUM: COSMETOLOGY 102 – SOC Code 39.5012 - Manhattan (This program is in the NACCAS approval process)

The Cosmetology 102 course is a 1650-hour program combining the basic services, theories and principles of Cosmetology Arts and Sciences 1500-hour program required for state board licensing and 150 hours of make-up training utilizing the Make-up Designory (MUD) curriculum. The program length for the Day Schedule is 47 weeks and the Evening Schedule is 66 weeks. The Make-up Artistry portion of the program adds an additional level of skills to the student's training and expertise. Bellus Academy students are trained using the Bellus S.T.A.R. system, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies incorporated in the Bellus Best in Business program as well as receiving Financial Literacy training. Listed below are units of study requirements for Kansas technical and practical criteria. Our curriculum meets or exceeds the minimum standards.

Course Objectives: Upon completion of the program requirements, the determined graduate will be able to: Project a sense of personal integrity and self-confidence; practice proper grooming, effective communications skills, and visual poise; reflect a strong business and professional work ethic; perform basic manipulative skills required for successfully performing cosmetology practices, including effective use of required implements and equipment, proper application of corrective and special event makeup, unwanted hair removal, and lash/brow tinting; apply theoretical and technical knowledge to assure sound judgments, decisions, and procedures; practice effective business building skills encompassing successful service delivery, product prescription, and education of the client in proper home care regimen. To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, and methods for career development in Cosmetology, Makeup Artistry and related positions.

Units of Study:

The following units of study are established in our cosmetology program. Listed below the topics are the subject descriptions that incorporate all areas required by the State Board of Cosmetology for licensure. Following the subject description section is a list of items/areas covered in each subject. A cosmetology student shall not work on the public until the student has completed 320 hours of training.

SUBJECTS AND REQUIREMENTS:

Make-Up Artistry – 150 Hours

	THEORY AND PRACTICAL HOURS	OPERATIONS / APPLICATIONS
History	1	
Sanitation/Safety/Hygiene	5	10
Makeup:		
A. Skin Analysis	3	10
B. Color Theory	8	
C. Base Application	3	10
D. Concealers/Highlighters	9	10
E. Eye Brow Artistry	5	10
F. Eye Shadow and Liner	8	10
G. Lash & Brow Tinting/Mascara	5	10
H. Cheek Color and Application	5	10
I. Lip Liner	5	10
J. Artificial Eyelashes and Lip Color	5	10
K. Makeup for Mature Skin / Ethnic Skin	8	10
L. Male Corrective Makeup	5	5
M. Varying Mediums	3	5
N. Airbrushing	3	5
O. Body Make-up and Outside of the Box	3	5
P. Special Effects	3	5
Makeup Application:		
A. Bridal	8	10
B. Daytime	8	10
C. Evening	8	10
D. Corrective	8	10
E. Photography	8	10
Portfolio Building	10	
Personal Success in Makeup Artistry	4	
A. "Must do's" in Makeup Artistry/Their Relevance to Success		
B. Marketing Yourself and Your Salon/Spa		
C. Salon Business and Professional Development		
Business Skills	2	
A. Importance of service, sales and homecare		

B. Compensation			
C. Building Your Business			
D. Networking in the Industry/Alumni Activities			
E. Continuing Education: Supporting Success			
Review, Practice and Testing	5		
Additional Training	2		
Cosmetology – 1500 Hours		Theory	Minimum
<u>Subject:</u>		<u>Hours</u>	<u>Practice</u>
<i>(1) Scientific Concepts – 115 Hours</i>			
(a) Sanitation		40	
Personal, Public, Methods, Chemistry, Safety Precautions, First Aid			
(b) Hair and scalp		35	
Structure, Composition, Blood, Nerve, and Muscle Supply and Function, Growth and Regeneration, Analysis, Conditions and Disorders			
(c) Skin		20	
Structure, Function, Blood and Nerve Supply and Functions, Conditions, Disorders			
(d) Nails		20	
Structure, Composition, Growth and Regeneration, Irregularities, Disorders and Diseases			
<i>(2) Physical Services – 400 Hours</i>			
(a) Shampoos and Rinses		35	
Purpose and effects, Materials and Supplies, Types of Shampoos, Types of Rinses, Procedures, Related Chemistry, Client Protection			
(b) Scalp and Hair Care		35	
Purpose and effects, Materials and Supplies, Types of Scalp Treatments, Procedures, Safety measures, Related Chemistry			
(c) Facials and Make-up		150	
Purpose and Effects of Massage Movements, Materials, Implements, and Supplies, Facial Nerves and Muscles, Procedures, Related Chemistry, Effects of Make-up, Hair Removal,			
Eyebrow Arching, Lash and Brow Tinting, Safety Precautions			
(d) Manicuring		180	
Artificial Nails Purpose and Effects, Equipment, Supplies, and Implements, Procedures, Related Chemistry, Safety Precautions			
<i>(3) Chemical Services – 450 Hours</i>			
(a) Hair Coloring		175	25
Hair Lightening – Purpose and Effects, Materials and Supplies, Scalp and Hair Analysis, Classification/types, Color Selection, Procedures, Corrective Measures,			25
Fillers and Conditioners, Removal of Artificial Color, Special Effects, Related Chemistry, Safety Precautions			
(b) Chemical Waving		150	25
Purpose and Effects, Materials and Supplies, Scalp and Hair Analysis, Chemical Classification, Procedures, Special Effects, Special Hair Problems, Related Chemistry, Safety Measures			
(c) Chemical Hair Relaxing		125	25
Purpose and Effects, Materials and Supplies, Scalp and Hair Analysis, Chemical Classification, Procedures, Special Hair Problems, Related Chemistry, Safety Measures			
<i>(4) Hair Designing – 360 Hours</i>			
(a) Hair Shaping		150	
Purpose and Effects, Materials, supplies and Implements, Techniques, Designing , Safety Measures			
Use of implements — Razor			25
— Scissors			25
(b) Hair Styling		125	
Purpose and Effects, Materials and Supplies, Finger Waving and Shaping, Curl Formation, Pin Curls—Complete Pin Curl Sets			25
Pin Curl and Wave –			25
Rollers—Complete Roller Sets			50
Comb-out Techniques—Complete Comb-out			50
(c) Thermal Techniques		75	
Hair and Scalp Analysis, Materials, Supplies, and Implements, Hair Pressing, Thermal curling and			

Waving, Iron Curling, Electric Curling—Curling Iron Sets	50
Air waving—Blow Dry Styling, Safety Measures	50
(d) Care and Styling of Hair Pieces	10
(5) <i>Business Practices – 75 Hours</i>	
(a) Management Practices	
(b) Salon Development	
(c) Insurance	
(d) Client Records	
(e) Salesmanship	
(6) <i>State Law – 50 Hours</i>	
(a) Rules and Regulations	
(7) <i>Student Specific Needs – 50 Hours</i>	
Total Hours – 1650	

COSMETOLOGY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

Carrying Cases	Textbook	Workbook	Nail Kit/Manicure Kit
Scissors	Mannequin Heads & Holder	Curling Iron	Blow Dryer
Brushes & Combs	Skin Care Kit		

MAKE-UP ARTISTRY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

MUD Make-up Brush Kit	MUD Make-up Kit	MUD Beauty Make-up Book
Assorted Lashes & Styles	Lash Adhesive	Disposable Make-up Wands
Carrying Case	Airbrush Kit	Make-up Palette
Professional Make-up Sponges	Full Length Cover Cloth	Dry Make-up Remover Pads
Cuticle Scissors	Tweezers	

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The Academy provides sufficient supplies and informational material to each student during their course of study, to reinforce their learning. Such materials are issued based on instructional subject areas.

CURRICULUM: ESTHETICS – SOC Code 39-5094 – Manhattan

This is a course of study in the services, theories and principles of Esthetics. The minimum length of the course is 1000 clock hours. The program length for the Day Schedule is 29 weeks. Bellus Academy esthetic students are trained using the Bellus Academy System of education, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies incorporated in the Bellus Best in Business program as well as receiving Financial Literacy training. Listed below are units of study requirements for Kansas technical and practical criteria. Our curriculum meets or exceeds the minimum standards.

Course Objectives:

Upon completion of the 1000-hour course, the student will have had the opportunity to acquire the technical abilities and the academic theories in compliance with the requirements of the Kansas Board of Cosmetology. The skills and theories of each service are presented in a progressive manner permitting each student to acquire the maximum degree of technical ability and knowledge in a minimal length of time.

Units of Study:

The following units of study are established in our esthetics program. Listed below the topics are the subject descriptions that incorporate all areas required by the State Board of Cosmetology for licensure. Following the subject description section is a list of items/ areas covered in each subject. An esthetics student shall not work on the public until the student has completed 130 hours of training.

Esthetics – 1000 Hours

<u>Subject:</u>	<u>Theory Hours</u>	<u>Practice Hours</u>	<u>Minimum Procedures</u>
(1) <i>Infection Control – 60 Hours</i>	10	50	
(a) Public Health (Sanitation, Disinfection, Sterilization)			
(b) Universal Precautions (Cross contamination, and blood borne pathogens)			
(2) <i>Skin Anatomy and Physiology – 200 Hours</i>	200		
(a) Structure and Function of the body System and Nerves			
(b) Dermatology			
(c) Cosmetic Chemistry			
(d) Pharmacology			
(e) Nutrition			
(3) <i>Skin Analysis and Consultation – 120 Hours</i>	80	40	
(a) Skin types and conditions			
(b) Contraindications and safety measures			
(c) Health screening			
(d) Consultation, post consultation and home care			
(e) Skin Analysis Equipment			
(4) <i>Skin Treatments– 240 Hours</i>	120	120	80 facials
(a) Cleansing techniques			
(b) Exfoliation--Mechanical & Chemical (enzymes, hydro-aphoxy)			
(c) Extraction--Without lancet			
(d) Conditioning			
(e) Masque therapy			
(f) Protection			
(g) Massage			
(h) Basic facial equipment and safety--Steamer, brush machine			
(5) <i>Body Treatments – 40 Hours</i>	20	20	10
(a) Back and chest			
(b) Body wrap			
(c) Body exfoliation			
(d) Hydrotherapy (theory only)			
(6) <i>Advanced Skin Treatments – 140 Hours</i>	80	60	45
(a) Advanced exfoliation			
(b) Extractions using a lancet			
(c) Microdermabrasion			
(d) LED			
(e) Chemical exfoliation--Gessner's and AHA's			
(f) Microcurrent and other electrical treatments			
(g) Equipment for advanced skin treatments--Microdermabrasion, microcurrent, LED, mechanical			
(7) <i>Temporary Hair Removal – 40 Hours</i>	10	30	40 facial waxes 10 body waxes

(a) Tweezing			
(b) Waxing			
(c) Depilatories			
(d) Sugaring			
(e) Threading			
(f) Contraindications and safety			
(8) Make-up – 60 Hours	20	40	25
(a) Purpose and effects			
(b) Eyebrow and eyelash services			
(c) Corrective			
(d) Camouflage			
(9) Business Practices – 30 Hours	30		
(a) Business planning			
(b) Client records			
(10) State Law – 20 Hours	20		
(11) Student Specific Needs – 50 Hours	50		
(a) Test preparation			
Total Hours – 1000			

ESTHETICIAN INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

Esthetic Brush Set	Esthetician Text, Workbook & CD/ROM	NU Face	Body Brush
Clarisonic Brush	Make-up Brush	Business Cards	White lab jacket
Murad Professional Size Products			

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit Supplies may vary due to manufacturer availability.

Note: The Academy provides sufficient supplies and informational material to each student during their course of study, to reinforce their learning. Such materials are issued based on instructional subject areas.

CURRICULUM: ESTHETICS 102 – SOC Code 39-5094 – Manhattan (This program is in the NACCAS approval process)

The Esthetician 102 course is an 1150-hour program combining the 1000-hour course of study in the services, theories and principles of Esthetics required for state board licensing and 150 hours of make-up training utilizing the Make-up Designory (MUD) curriculum. The program length for the Day Schedule is 33 weeks. The Make-up Artistry portion of the program adds an additional level of skills to the student's training and expertise. Bellus Academy esthetic students are trained using the Bellus Academy System of education, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies incorporated in the Bellus Best in Business program as well as receiving Financial Literacy training. Listed below are units of study requirements for Kansas technical and practical criteria. Our curriculum meets or exceeds the minimum standards.

Course Objectives:

Upon completion of the 1150-hour course, the student will have had the opportunity to acquire the technical abilities and the academic theories in compliance with the requirements of the Kansas Board of Cosmetology. The skills and theories of each service are presented in a progressive manner permitting each student to acquire the maximum degree of technical ability and knowledge in a minimal length of time.

1. To successfully prepare the student to pass the exam.
2. To prepare students for entry level employment
3. To develop personality skills as well as mechanical skills suitable for the field of Esthetics
4. To develop marketing and sales skills to become a successful Esthetician.

Project a sense of personal integrity and self-confidence; practice proper grooming, effective communications skills, and visual poise; reflect a strong business and professional work ethic; perform basic manipulative skills required for successfully performing cosmetology practices, including effective use of required implements and equipment, proper application of corrective and special event makeup, unwanted hair removal, and lash/brow tinting; apply theoretical and technical knowledge to assure sound judgments, decisions, and procedures; practice effective business building skills encompassing successful service delivery, product prescription, and education of the client in proper home care regimen. To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, and methods for career development in Cosmetology, Makeup Artistry and related positions.

Units of Study:

The following units of study are established in our esthetics program. Listed below the topics are the subject descriptions that incorporate all areas required by the State Board of Cosmetology for licensure. Following the subject description section is a list of items/ areas covered in each subject. An esthetics student shall not work on the public until the student has completed 130 hours of training.

SUBJECTS AND REQUIREMENTS:

Make-Up Artistry – 150 Hours

	<u>Theory and Practical Hours</u>	<u>Operations / Applications</u>
History	1	
Sanitation/Safety/Hygiene	5	10
Makeup:		
A. Skin Analysis	3	10
B. Color Theory	8	
C. Base Application	3	10
D. Concealers/Highlighters	9	10
E. Eye Brow Artistry	5	10
F. Eye Shadow and Liner	8	10
G. Lash & Brow Tinting/Mascara	5	10
H. Cheek Color and Application	5	10
I. Lip Liner	5	10
J. Artificial Eyelashes and Lip Color	5	10
K. Makeup for Mature Skin / Ethnic Skin	8	10
L. Male Corrective Makeup	5	5
M. Varying Mediums	3	5
N. Airbrushing	3	5
O. Body Make-up and Outside of the Box	3	5
P. Special Effects	3	5
Makeup Application:		
A. Bridal	8	10
B. Daytime	8	10
C. Evening	8	10
D. Corrective	8	10
E. Photography	8	10
Portfolio Building	10	

Personal Success in Makeup Artistry	4		
A. "Must do's" in Makeup Artistry/Their Relevance to Success			
B. Marketing Yourself and Your Salon/Spa			
C. Salon Business and Professional Development			
Business Skills	2		
A. Importance of service, sales and homecare			
B. Compensation			
C. Building Your Business			
D. Networking in the Industry/Alumni Activities			
E. Continuing Education: Supporting Success			
Review, Practice and Testing	5		
Additional Training	2		
<i>Esthetics – 1000 Hours</i>	Theory	Practice	Minimum
Subject:	Hours	Hours	Procedures
(1) <i>Infection Control – 60 Hours</i>	10	50	
(a) Public Health (Sanitation, Disinfection, Sterilization)			
(b) Universal Precautions (Cross contamination, and blood borne pathogens)			
(2) <i>Skin Anatomy and Physiology – 200 Hours</i>	200		
(a) Structure and Function of the body System and Nerves			
(b) Dermatology			
(c) Cosmetic Chemistry			
(d) Pharmacology			
(e) Nutrition			
(3) <i>Skin Analysis and Consultation – 120 Hours</i>	80	40	
(a) Skin types and conditions			
(b) Contraindications and safety measures			
(c) Health screening			
(d) Consultation, post consultation and home care			
(e) Skin Analysis Equipment			
(4) <i>Skin Treatments– 240 Hours</i>	120	120	80 facials
(a) Cleansing techniques			
(b) Exfoliation--Mechanical & Chemical (enzymes, hydro-aphoxy)			
(c) Extraction--Without lancet			
(d) Conditioning			
(e) Masque therapy			
(f) Protection			
(g) Massage			
(h) Basic facial equipment and safety--Steamer, brush machine			
(5) <i>Body Treatments – 40 Hours</i>	20	20	10
(a) Back and chest			
(b) Body wrap			
(c) Body exfoliation			
(d) Hydrotherapy (theory only)			
(6) <i>Advanced Skin Treatments – 140 Hours</i>	80	60	45
(a) Advanced exfoliation			
(b) Extractions using a lancet			
(c) Microdermabrasion			
(d) LED			
(e) Chemical exfoliation--Gessner's and AHA's			
(f) Microcurrent and other electrical treatments			
(g) Equipment for advanced skin treatments--Microdermabrasion, microcurrent, LED, mechanical			
(7) <i>Temporary Hair Removal – 40 Hours</i>	10	30	40 facial waxes 10 body waxes
(a) Tweezing			
(b) Waxing			
(c) Depilatories			
(d) Sugaring			

(e) Threading			
(f) Contraindications and safety			
(8) Make-up – 60 Hours	20	40	25
(a) Purpose and effects			
(b) Eyebrow and eyelash services			
(c) Corrective			
(d) Camouflage			
(9) Business Practices – 30 Hours	30		
(a) Business planning			
(b) Client records			
(10) State Law – 20 Hours	20		
(11) Student Specific Needs – 50 Hours	50		
(a) Test preparation			
Total Hours – 1150			

ESTHETICIAN INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

Esthetic Brush Set	Esthetician Text, Workbook & CD-ROM	NU Face	Body Brush
Clarisonic Brush	Make-up Brush	Business Cards	White lab jacket
Murad Professional Size Products			

MAKE-UP ARTISTRY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

MUD Make-up Brush Kit	MUD Make-up Kit	MUD Beauty Make-up Book
Assorted Lashes & Styles	Lash Adhesive	Disposable Make-up Wands
Carrying Case	Airbrush Kit	Make-up Palette
Professional Make-up Sponges	Full Length Cover Cloth	Dry Make-up Remover Pads
Cuticle Scissors	Tweezers	

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit Supplies may vary due to manufacturer availability.

Note: The Academy provides sufficient supplies and informational material to each student during their course of study, to reinforce their learning. Such materials are issued based on instructional subject areas.

CURRICULUM: NAIL TECHNOLOGY – SOC Code 39-5092 – Manhattan

This is a course of study in natural nail care and artificial nail enhancement application. The minimum length of the course is 350 clock hours. The program length for the Day Schedule is 10 weeks. Bellus Academy is a Creative Nail Design (CND) Partner School. Bellus Academy nail technician students are trained using the Bellus system of education, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Students are trained on how to market themselves, the services they provide and the products they use so that they can be successful in this exciting and ever-growing career. Each student will have the opportunity to practice their techniques on the public in our student salon and spa which is designed around today's high-end professional salons and spas. Listed below are units of study requirements for Kansas technical and practical criteria. Our curriculum meets or exceeds the minimum standards.

Course Objectives:

Upon completion of the 350-hour course, the student will have had the opportunity to acquire the technical abilities and the academic theories in compliance with the requirements of the Kansas Board of Cosmetology. The skills and theories of each service are presented in a progressive manner permitting each student to acquire the maximum degree of technical ability and knowledge in a minimal length of time.

Units of Study:

The following units of study are established in our nail technology program. Listed below the topics are the subject descriptions that incorporate all areas required by the State Board of Cosmetology for licensure. Following the subject description section is a list of items/areas covered in each subject. A manicuring student shall not work on the public until the student has completed 70 hours of training.

<u>Subject:</u>	<u>Hours</u>
(1) <i>Scientific Concepts – 60 Hours</i>	60
(a) Sanitation	
(b) Chemistry--General Concepts, Product Composition, Chemical Safety/OSHA Regulations	
(c) Nails--Structure and Composition, Growth and Regeneration, Irregularities, Diseases	
(d) Skin--Structure and Functions, Growth and Regeneration, Disorders	
(e) Muscles, Nerves, and Blood--Structure, Function	
(2) <i>Manicuring Skills – 75 Hours</i>	75
(a) Purpose and Effect	
(b) Preparations	
(c) Equipment and Implements--Purpose and Effects, Types	
(d) Supplies and Products--Purpose and Effects, Types	
(e) Procedures--Basic Manicure (minimum practice 25), Reconditioning Treatments, Repair Techniques, Hand and Arm Massage, Application of Polish, Pedicures (minimum practice 10)	
(f) Special Problems and Procedures	
(g) Sanitation and Safety Precautions	
(3) <i>Artificial Nails – 160 Hours</i>	160
(a) Purpose and Effects	
(b) Preparation	
(c) Equipment and Implements	
(d) Supplies and Products	
(e) Procedures--Sculpturing (minimum practice 100 nails), Gels, Tipping (minimum practice 100 nails), Wrapping (minimum practice 100 nails), Repair Techniques	
(f) Sanitation and Safety Precautions	
(4) <i>Business Practices – 35 Hours</i>	35
(a) Management Practices	
(b) Salon Development	
(c) Insurance	
(d) Client Records	
(e) Salesmanship	
(5) <i>State Law – 20 Hours</i>	20
(a) Rules and Regulations	

Total Hours – 350

NAIL TECHNICIAN INSTRUCTIONAL MATERIAL is periodically updated and includes, but is not limited to:

Creative Nail Products	Acrylic Nail Kit	Nail Polish	Manicure Textbook	Manicure Pro Tool Kit (Implements)
Manicure Brushes	Pedicure Paddle	Applicator Bottles	Finger Bowl	
Toe Nail Clipper	Metal Pusher	Plastic Pusher	Spa Treatment Products	

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit Supplies may vary due to manufacturer availability. Note: The Academy provides sufficient supplies and informational material to each student during their course of study, to reinforce their learning. Such materials are issued based on instructional subject areas.

CURRICULUM: MASSAGE THERAPY – SOC Code 31-9011 – Manhattan

This course of study is based on the principles of Swedish massage that provide the solid foundation for other massage modalities to build upon. The minimum length of the program is 840 clock hours. The program length for the Day Schedule is 24 weeks and the Evening Schedule is 34 weeks. Bellus Academy massage therapy students are trained using the Beck methodology system, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. The program offers hands-on practice and theory generally presented in an alternating schedule so the theory portion is followed by hands-on demonstrations and supervised practice whenever possible. During a "Mock Clinic" phase students will refine their hands on skills, advance their knowledge and techniques to the next level, and build the confidence necessary for them to succeed in their new careers. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies incorporated in the Bellus Best in Business program as well as receiving Financial Literacy training.

Course Objectives:

Upon completion of the 840 hour course, the student will have been fully trained, evaluated and approved of their technical abilities; and will have achieved or exceeded a 75% GPA for the academic (theory) portion of the program. Students must also achieve approximately 250 hours of hands-on practice that incorporates both classroom training and supervised clinic appointments. After graduation from the program, it is strongly recommended that our students take one of the licensing or certification exams (MBLEx or NCE), not yet required in Kansas, but to be prepared to meet future requirements.

Massage Modalities Studied:

Swedish; Therapeutic; Athletic/sports; Reflexology, Chair; Hydro-therapy/Heated Stone; Pre-natal/Infant; Aromatherapy; Trigger point Release; MET; Deep Tissue Techniques and Therapeutic Stretching. Massage students may be introduced to other modalities such as MLD (manual lymph drainage), Cranio-sacral Therapy or Acupressure, which would require more extensive or advanced training after graduation from our program.

Massage Theories Studied include:

Historical overview of Massage; Business; Ethics; Safety & Sanitation; Products and Equipment; Anatomy, Physiology, Kinesiology and Pathology; indications & contraindications for Massage; Effects & Benefits of Massage; Consultation; SOAP Charting; Requirements for Practice; Massage in the spa; Nursing home & Special needs clients; Business & marketing practices and Pathology for massage practitioners .

Units of Study:

The following units of study are established in our massage therapy program. Listed below the topics are the subject descriptions that incorporate all areas required by NCBTMB to apply for certification exam. Following the subject description section is a list of items/areas covered in each subject.

<u>Topics</u>	<u>Hours</u>	<u>License and Certification Requirements</u>
Business (70 hrs) & Ethics (10 hrs)	80	10
Massage & Bodywork, Assessment Theory / Application Instruction / Body Wrap / Clinic Supervision	350	200
Anatomy, Physiology & Kinesiology	225	125
Pathology	50	40
Athletic & Therapeutic Massage (Program of Study) Deep Tissue Part I - Basic Techniques & Trigger Point Release Deep Tissue Part II - Orthopedic Assessments	125	125
Sanitary & Safety Practices	10	0
Total Hours	840	500

<u>Subject</u>	<u>Hours</u>
(1) <i>Business and Ethics – 80 Hours</i>	80
(a) Professional Ethics for the Massage Practitioner	
(b) Requirements for the Practice of Massage	
(c) The Consultation	
(d) Equipment and Products	
(e) Effects and Benefits of Massage	
(f) Contraindications for Massage	
(g) Endangerment Sites	
(2) <i>Sanitary and Safety Practices – 10 Hours</i>	10
(a) Safety Precautions for Therapist and Client	
(b) Maintaining Sanitary Conditions in the Massage Area and Sanitizing Linens	
(3) <i>Practice and Techniques – 350 Hours</i>	350
(a) Basic Massage Movements	
(b) Procedures for Complete Body Massage; Face and Scalp Massage	
(c) Heated Stone and Hydrotherapy	

- (d) Massage for Nursing Home Clientele; Healthcare and Specialized Massage
- (e) Deep Tissue Part I - Basic Deep Tissue Techniques & Trigger Point Release (NMT)
- (f) Deep Tissue Part II - Orthopedic & Functional Assessments
- (g) Deep Tissue Part III - Athletics & Sports Massage; Therapeutic Stretching
- (h) Reflexology
- (i) Seated (Chair) Massage
- (j) Pre-Natal and Infant massage
- (k) Nutrition
- (l) Aromatherapy and Body Wrap
- (m) Review for Finals
- (n) Finals
- (4) *Anatomy, Physiology and Kinesiology for Massage – 225 Hours* 225
 - (a) Anatomy and Physiology Objectives, Anatomical Positions
 - (b) Medical and Anatomical Terminology, The Regions of the Human Body
 - (c) The Integumentary System (Skin)
 - (d) Skeletal System
 - (e) The Muscular System, The Circulatory System, Lymph-Vascular System
 - (f) The Nervous System, The Endocrine System
 - (g) The Respiratory System, The Digestive System, The Excretory System
 - (h) The Human Reproductive System
 - (i) Kinesiology – Study of Movement and Body Mechanics
- (5) *Pathology – 50 Hours* 50
 - (a) Effects of Disease on Structure and Function of the Body
- (6) *Athletic and Therapeutic Massage (Program of Study) – 125 Hours* 125
 - (a) Athletic Massage; Pre-event, Post-event, Rehabilitative, Restorative and Injury Prevention
 - (b) NMT, PNF, and MET
 - (c) Muscle Testing
 - (d) SOAP Charting and Records Keeping for Insurance Claim
 - (e) Active Assisted, Active Resistive and Passive Therapeutic Stretching

Practical Requirements

During the course of the program a student will be required to complete 250 Hands-on Clinic Hours. The approximate requirements are as follows:
 125 Swedish-based Massages during classroom instruction
 125 Clinic Massages under educator supervision

MASSAGE THERAPY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

CPR Certification	Hand Exercise Balls	Massage Oil/Lotion Bottles
Massage Holster	Kit Supply Bag	Name Badge
Uniform Shirts	Note Binders	Personalized Business Cards
Theory & Practice of Therapeutic Massage Textbook		Massage Therapy Workbook
Review for Therapeutic Massage & Bodywork Certification		Massage Therapist's Guide to Pathology
Trail Guide to the Body Textbook		Trail Guide to the Body Workbook
Orthopedic Assessment Resource Book		Stretching Anatomy Book

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The Academy provides sufficient supplies and informational material to each student during their course of study, to reinforce their learning. Such materials are issued based on instructional subject areas.

CONTINUING EDUCATION COURSES

Note: Some Courses are specific to certain Academies and/or campuses.
Curriculum content and equipment is subject to review and change at any time.

CURRICULUM: INCLUSIVE HEALTH AMBASSADOR – Poway

The Inclusive Health Ambassador course of instruction is a 40-hour program developed by Dr. Howard Murad. The Academy's course mirrors the program taught at Dr. Murad's University of Inclusive Health in Los Angeles, California.

Course Description:

This course consists of a forty hour week that will provide the student with a firm foundation in the principles of Inclusive Health. Among the topics covered by this program are skin physiology, nutrition, supplements, Cultural Stress and The Science of Cellular Water™. During the program, the student is immersed in an Inclusive Health environment including class content, guest lectures and fitness activities.

Objectives:

Upon completion of the course the graduate will understand the foundation of Inclusive Health and will be able to articulate its meaning. They will also have been shown how Inclusive Health through a three-pronged approach of topical, internal and emotional care, can create an enhanced environment so the whole body can be healthier by helping every cell in the body function at an optimal level. It is also the goal of the class that the graduate will embrace this philosophy into their own lives.

Methods of Instruction:

Lecture, Video, Teaching Aids – Visual and Kinesthetic, Student Participation and Exam

Subjects and Requirements

Theory and Practical Hours

1. Redefining Healthcare through Inclusive Health	3
2. A New Hypothesis of Aging: The Science of Cellular Water	3
3. Function of the Skin	3
4. Types of Aging	3
5. Basic Chemistry	3
6. Nutrition and Health	3
7. Pitcher of Health	3
8. Emotional and Cultural Stress	3
9. Art of Listening	2
10. American Eating Trends	4
11. Review and Testing	2
12. Guest Speakers	4
13. Kinesthetic learning	4

Grading Policy

The student will receive a written exam after the completion of the Inclusive Health Ambassador Certification Manual. 80% or higher is required for a passing grade.

Level of Achievement:

After successfully passing an examination at the end of the program, each student will receive a certificate. This document is suitable for display in the workplace and identifies the graduate as proficient in the course material needed to become an Inclusive Health Ambassador– and part of an elite global movement that's changing the landscape of health and esthetics.

Required Texts:

Inclusive Health Ambassador Certification Manual is included in the tuition and, along with Homework assignments, will be provided on the first day of class.

CURRICULUM: ADVANCED MEDICAL SPA AESTHETICS AND LASER TRAINING – Poway

Prerequisites: Successful completion of the Master Esthetics program or equivalent experience.

Total Course Hours: 40 hours of lectures and practicals over four (4) 1-week blocks of time.

Course Description:

The program is designed for RN, NP, PA, and advanced estheticians who want to work in the Medical Spa field. The program consists of a combination of didactic interactive lectures, hands on demonstration, practical labs/mini-internships in a med spa and at home study guide/materials. Faculty will consist of board certified plastic surgeons and dermatologist, aesthetic nurses, laser safety officers, and med spa coordinators/managers. The program will cover all areas of med spa services including botox, fillers, photofacials, body contouring, leg vein sclerotherapy, chemical peels, hair removal, microdermabrasion and laser treatments.

Course Objectives:

1. Proficiency in skill to work in the medical spa field
2. Understand necessary anatomy, biology, chemistry and physics of medical spa and laser treatments.
3. Understand indications and contra-indications for medical spa and laser treatments.
4. Understand safety and precautions in the delivery of medical spa and laser treatments.
5. Ability to assess patient needs and deliver quality customer care in the medical spa field.

<u>Subject</u>	<u>Lecture Hours</u>	<u>Lab Hours</u>
Understanding Injectables	2 hrs	2 hrs
Skin Classification	30 min	30 min
Dermabrasion and Microdermabrasion	1 hr	1 hr
Introduction to Chemical Peels	1 hr	2 hrs
Fundamentals of Aesthetic Lasers	4 hrs	
Laser Classifications	2 hrs	
Safe Use of Lasers	2 hrs	2 hrs
Laser Applications	1 hr	
Topical Anesthetics & Pain Relief	1 hr	2 hrs
Light Based Hair Removal	1 hr	2 hrs
Photorejuvenation	1 hr	2 hrs
Acne & Vascular Lesions	1 hr	1 hr
Skin Tightening	1 hr	1 hr
Laser Skin Resurfacing	2 hrs	4 hrs

Grading Policy/Procedures:

Pass/fail based on study answers and practical performance

Instructional Strategies:

The program will consist of a combination of didactic interactive lectures, hands on demonstration, practical labs/mini-internships in a med spa and at home study guide/materials.

Instructional Materials:

Handouts from Dr. Chao

CURRICULUM: AIRBRUSH – Poway

Prerequisites: Successful completion of the Make-up Artistry's 150 hour course or equivalent experience.

Total Course Hours: 35

Course Description:

Airbrushing has become one of the premiere ways of applying make-up. In this course we de-mystify the tool and show how to properly care and maintain it. In addition, we teach the techniques to do beautiful, flawless beauty make-up. Learn the techniques that are being required by the major studios as well as demanding clients

Occupational Competencies:

Instructional hours are separated into theory, which includes lecture and demonstration, and practical applications and skill tests.

T	P/S	Subject
0.25	0.0	<u>Orientation</u> Able to introduce themselves Able to read the class syllabus and identify class requirements. Able to identify the items in his or her kit Able to answer questions regarding a positive attitude and a professional and sanitary workspace Able to set up a make-up station for this course
5.5	29.25	<u>Airbrush Unit</u> Able to identify the strengths and weaknesses of the airbrush. Able to identify and make informed decisions about the different types of airbrushes, compressors and make-ups. Able to properly maintain and care for an airbrush. Able to assemble and disassemble an airbrush with ease, as well as trouble shoot any potential problems. Able to control the airbrush. Able to create any pattern or shape desired by the instructor. Able to identify skin undertones and shades. Able to identify the correct make-up that matches the model's skin tone. Able to properly apply base to a model in an even application, without missing any areas. Able to use the airbrush to apply highlights and shadows and demonstrate the proper use of stencils. Able to use the airbrush to apply highlights and shadows for a beauty make-up in 10 minutes. Able to use the airbrush for beauty make-up in 30 minutes. Able to use the airbrush for corrective body make-up. Able to create an Avant-Garde make-up in 30 minutes. Pass the airbrush beauty make-up exam.

Additional Information:

Academic Credit:

There is no academic credit associated with this course.

Instructional Strategies:

This course is taught with the use of demonstrations of skills and hands on practice of all techniques.

Instructional Materials:

Recommended reading is:

Make-up Designory's Beauty Make-up, *Copyright 2004, Make-up Designory, (ISBN 978-0-9749500-1-3)*

CURRICULUM: OUT OF THE KIT FX – Poway

Prerequisites: Successful completion of the Make-up Artistry's 150 hour course or equivalent experience.

Total Course Hours: 14

Course Description:

Creating out-of-the-kit effects has been a staple of professional make-up artists for decades. Learn their craft in a hands-on course that covers two-dimensional and three-dimensional techniques to simulate injuries and other effects.

Occupational Competencies:

Instructional hours are separated into theory, which includes lecture and demonstration, and practical applications and skill tests.

T P/S Subject

0.25 0.0

Orientation

- Able to introduce themselves
- Able to read the class syllabus and identify class requirements.
- Able to identify the items in his or her kit
- Able to answer questions regarding a positive attitude and a professional and sanitary workspace
- Able to set up a make-up station for this course

2.5 11.25

Special Make-up Effects Unit

- Able to create bruises with proper stippling technique
- Able to demonstrate how to create two-dimensional scrapes and scratches with the use of a black stipple sponge or brush
- Able to create cuts and lacerations using a silicone compound
- Able to create a first, second and third degree burns; as well as, put them together for a gruesome look
- Able to apply raised keloid scars.
- Able to pass FX practical exam

Additional Information:

Academic Credit:

There is no academic credit associated with this course.

Instructional Strategies:

This course is taught with the use of demonstrations of skills and hands on practice of all techniques.

Instructional Materials:

Recommended reading is:
Character Make-up, Second Edition (ISBN: 978-0-9802318-5-4)

CURRICULUM: WORKING WITH PROSTHETICS – Poway

Prerequisites: Successful completion of the Make-up Artistry's 150 hour course or equivalent experience.

Total Course Hours: 21

Course Description:

Applying prosthetics is a required skill of today's professional makeup artists. Learn to apply foam gelatin and Pros-aide transfer prosthetic appliances. Our team of professional makeup artists will walk you through the process of applying and properly coloring prosthetics, whether they are translucent or more opaque.

Occupational Competencies:

Instructional hours are separated into theory, which includes lecture and demonstration, and practical applications and skill tests.

T	P/S	Subject
0.25	0.0	<u>Orientation</u> Able to introduce themselves Able to read the class syllabus and identify class requirements. Able to identify the items in his or her kit Able to answer questions regarding a positive attitude and a professional and sanitary workspace Able to set up a make-up station for this course
4.0	16.75	<u>Prosthetic Unit</u> Able to apply a gelatin prosthetic in 60 minutes on a model Able to apply a Pros-aide Transfer prosthetic appliance Able to pass Prosthetic practical exam

Additional Information:

Academic Credit:

There is no academic credit associated with this course.

Instructional Strategies:

This course is taught with the use of demonstrations of skills and hands on practice of all techniques.

Instructional Materials:

Recommended reading is:

Character Make-up, Second Edition (ISBN: 978-0-9802318-5-4)

CONSUMER INFORMATION

CIP CODES

US Department of Education regulations as of July 1, 2011, require the Academy to identify programs by **Classification of Instructional Programs (CIP)** Codes, with links to the US Department of Labor/Employment and Training Administration's Occupational Information Network (O*Net). CIP Codes were developed by the U.S. Department of Education's National Center for Education Statistics (NCES) to provide a method for tracking and reporting program activity that is common to all institutions. For more information regarding CIP Codes please visit the website at nces.ed.gov/ipeds/cipcode.

SOC CODES

NACCAS accrediting agency policies as of July 1, 2011, require the Academy to identify programs by **Standard Occupational Classification (SOC)** Codes. The SOC system is used by Federal statistical agencies to classify workers into occupational categories. Detailed occupations with similar job duties, and in some cases skills, education, and/or training, are grouped together. For more information regarding SOC Codes please visit the website at www.bls.gov/SOC/.

O*NET

The O*NET program is the nation's primary source of occupational information. Central to the project is the O*NET database, containing information on hundreds of standardized and occupation-specific descriptors. Utilizing the SOC Codes, O*Net provides easy to read career reports that include the most critical on-the-job tasks and skills. Job seekers can also find local salary information and training opportunities. For more information regarding O*Net please visit the website at www.onetcenter.org/overview.html.

Program	CIP Code	SOC Code	O*Net	Occupational Title
All Cosmetology Programs	12.0401	39-5012	39-5012.00	Hairdressers, Hairstylists, and Cosmetologists
Make-up Artistry	12.0406	39-5091	39-5091.00	Make-up Artists, Theatrical and Performance
Nail Technician	12.0410	39-5092	39-5092.00	Manicurists and Pedicurists
All Esthetics Programs, except Master Esthetics	12.0409	39-5094	39-5094.00	Skin Care Specialists
Master Esthetics	12.0414	39-5000	O*Net N/A	Personal Appearance Workers
HHP	51.3306	29-1199	29-1199.00	Health Diagnosing and Treating Practitioners, All Other
Massage Therapy and Massage Practitioner	51.3501	31-9011	31-9011.00	Massage Therapists

For more information regarding the programs and associated occupational titles, please see the Consumer Information Handbook available on the Academy website at www.bellusacademy.edu/Consumer_Information_Handbook.pdf.

Effective August 1, 2012

FEE SCHEDULE:

Tuition fees include the cost of books, supplies and equipment.

Prices subject to change without notice

LOCATION POWAY	COURSE	REGISTRATION	KIT	TUITION	TOTAL	STRF*	TOTAL WITH STRF	OVERTIME HOURLY RATE**	PERIOD OF ATTENDANCE (CLOCK HOURS)	ALLOWABLE ABSENT HOURS
Poway	SOC Code 39-5012 COSMETOLOGY	\$75.00	\$2,600.00	\$17,525.00	\$20,200.00	\$50.00	\$20,250.00	\$10.95	1600	120
Poway	SOC Code 39-5012 and 39-5091 COSMETOLOGY 102	\$75.00	\$4,100.00	\$20,850.00	\$25,025.00	\$62.50	\$25,087.50	\$11.91	1750	131
Poway	SOC Code 39-5012 COSMETOLOGY 103	\$75.00	\$3,250.00	\$21,150.00	\$24,475.00	\$60.00	\$24,535.00	\$12.09	1750	131
Poway	SOC Code 39-5012 and 39-5091 COSMETOLOGY 104	\$75.00	\$4,750.00	\$24,475.00	\$29,300.00	\$72.50	\$29,372.50	\$12.88	1900	143
Poway	SOC Code 39-5012 ADVANCED CUT AND COLOR	\$75.00	\$650.00	\$3,875.00	\$4,600.00	\$12.50	\$4,612.50	\$25.83	150	11
Poway	SOC Code 39-5094 ESTHETICIAN	\$75.00	\$1,100.00	\$9,000.00	\$10,175.00	\$25.00	\$10,200.00	\$15.00	600	45
Poway	SOC Code 39-5094 and 39-5091 ESTHETICIAN 102	\$75.00	\$2,600.00	\$12,325.00	\$15,000.00	\$37.50	\$15,037.50	\$16.43	750	56
Poway	SOC Code 39-5094 and 39-5000 ESTHETICIAN 103	\$75.00	\$2,100.00	\$18,625.00	\$20,800.00	\$52.50	\$20,852.50	\$15.52	1200	90
Poway	SOC Code 39-5094, 39-5091 and 39-5000 ESTHETICIAN 104	\$75.00	\$3,600.00	\$21,950.00	\$25,625.00	\$65.00	\$25,690.00	\$16.26	1350	101
Poway	SOC Code 39-5094, 31-9011 and 39-5000 ESTHETICIAN 105	\$75.00	\$2,550.00	\$23,050.00	\$25,675.00	\$65.00	\$25,740.00	\$15.90	1450	105
Poway	SOC Code 39-5094 and 31-9011 ESTHETICIAN / MASSAGE PRACTITIONER	\$75.00	\$1,550.00	\$13,425.00	\$15,050.00	\$37.50	\$15,087.50	\$15.79	850	64
Poway	SOC Code 39-5000 MASTER ESTHETICS	\$75.00	\$1,000.00	\$11,625.00	\$12,700.00	\$32.50	\$12,732.50	\$19.38	600	45
Poway	SOC Code 39-5000 and 39-5091 MASTER ESTHETICS 102	\$75.00	\$2,500.00	\$14,950.00	\$17,525.00	\$45.00	\$17,570.00	\$19.93	750	56
Poway	SOC Code 31-9011 MASSAGE PRACTITIONER	\$75.00	\$450.00	\$4,425.00	\$4,950.00	\$12.50	\$4,962.50	\$17.70	250	19
Poway	SOC Code 31-9011 MASSAGE THERAPY	\$75.00	\$1,300.00	\$8,225.00	\$9,600.00	\$25.00	\$9,625.00	\$11.75	700	53
Poway	SOC Code 29-1199 HOLISTIC HEALTH PRAC	\$75.00	\$1,300.00	\$13,525.00	\$14,900.00	\$37.50	\$14,937.50	\$13.53	1000	75
Poway	SOC Code 39-5092 SPA NAIL TECH	\$75.00	\$1,200.00	\$8,425.00	\$9,700.00	\$25.00	\$9,725.00	\$14.04	600	45
Poway	SOC Code 39-5091 MAKE-UP ARTISTRY	\$75.00	\$1,500.00	\$3,325.00	\$4,900.00	\$12.50	\$4,912.50	\$22.17	150	11

*Students who meet the California Student Tuition Recovery Fund criteria are required to pay \$2.50 for every \$1000 rounded to the nearest \$1000. Please see additional information in this catalog.

**Overtime hourly rate subject to change depending on scholarships or other adjustments for tuition.

MANHATTAN										
Manhattan	SOC Code 39-5012 COSMETOLOGY	\$75.00	\$2,700.00	\$14,425.00	\$17,200.00	N/A	N/A	\$9.62	1500	113
Manhattan	SOC Code 39-5012 COSMETOLOGY 102*	\$75.00	\$4,300.00	\$17,650.00	\$22,025.00	N/A	N/A	\$10.70	1650	124
Manhattan	SOC Code 39-5094 ESTHETICIAN	\$75.00	\$1,200.00	\$12,075.00	\$13,350.00	N/A	N/A	\$12.08	1000	75
Manhattan	SOC Code 39-5094 ESTHETICS 102*	\$75.00	\$2,800.00	\$15,300.00	\$18,175.00	N/A	N/A	\$13.30	1150	86
Manhattan	SOC Code 39-5092 NAIL TECHNOLOGY	\$75.00	\$700.00	\$3,350.00	\$4,125.00	N/A	N/A	\$9.57	350	26
Manhattan	SOC Code 31-9011 MASSAGE THERAPY	\$75.00	\$1,300.00	\$11,200.00	\$12,575.00	N/A	N/A	\$13.33	840	63

*Currently in the NACCAS approval process.

**Overtime hourly rate subject to change depending on scholarships or other adjustments for tuition.

CONTINUING EDUCATION COURSES

LOCATION	COURSE	REGISTRATION	KIT	TUITION	TOTAL	STRF*	TOTAL WITH STRF	OVERTIME HOURLY RATE**	PERIOD OF ATTENDANCE (CLOCK HOURS)	ALLOWABLE ABSENT HOURS
Poway	Inclusive Health Ambassador	N/A	N/A	\$1,500.00	\$1,500.00	N/A	N/A	N/A	40	N/A
Poway	Advanced Medical Spa Aesthetics and Laser Training	N/A	N/A	\$5,000.00	TBD	N/A	N/A	N/A	40	N/A
Poway	Airbrush	N/A	TBD	\$700.00	TBD	N/A	N/A	N/A	35	N/A
Poway	Out of the Kit FX	N/A	TBD	\$280.00	TBD	N/A	N/A	N/A	14	N/A
Poway	Working with Prosthetics	N/A	TBD	\$420.00	TBD	N/A	N/A	N/A	21	N/A
Manhattan	Make-up Artistry*	N/A	\$1,500.00	\$3,325.00	\$4,900.00	N/A	N/A	N/A	150	N/A

NET PRICE CALCULATOR

The Net Price Calculator is available on the Academy website at <http://www.bellusacademy.edu/NetPriceCalculator/npcalc.htm>.

TERMS OF PAYMENT

In addition to Financial Aid Assistance for qualifying students, individual financing and payment programs are available. Monthly payments vary according to down payment, applicable fees, any interest accrued and the length of time (number of months) defined in the payment contract.

TUITION AND FEES

Tuition and fees are due and payable on the first day of class. Payments are accepted by cash, check or credit card. For those students using financial aid, payments are due when the aid is received at the Academy.

Students who do not make payment arrangements or fail to make their scheduled payments, may be subject to any one or all of the following: suspension, termination and/or the student's account turned over to collections.

The student is responsible for all contracted tuition, registration, equipment, kit and overtime fees before final paperwork is released.

OVERTIME CHARGES

Poway students are allowed to miss 7.5% of the total hours contracted. (See Fee Schedule in this catalog for specific hours.) Overtime occurs when a student has not completed their program of study by their stated completion hours. If training is not completed by the prescribed time limit, the student will be required to pay tuition at the current hourly rate after their stated completion hours until the time the student meets the graduation requirements. Students must meet with Financial Aid to determine a payment plan at the time that overtime charges begin to accrue.

Manhattan students are allowed to miss a specified number of hours, depending on their program. (See Fee Schedule in this catalog for specific hours.) Overtime occurs when a student has not completed their program of study by their stated completion hours. If training is not completed by the prescribed time limit, the student will be required to pay tuition at the current hourly rate after their stated completion hours until the time the student meets the graduation requirements. Students must meet with Financial Aid to determine a payment plan at the time that overtime charges begin to accrue.

SCHOLARSHIPS

Scholarships may be offered periodically. Institutional scholarships are offered for specified time periods and, if awarded, are reflected as a tuition allowance. All students who enroll during that time period are eligible for the scholarship. Ask your Admissions Representative for information regarding current scholarships that may be available.

CLASS START DATES – 2012 - POWAY

DAY AND EVENING SCHEDULES

JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
17	14	13	10	8	5 26	31	28	25	23	20	18

NOTE: All students are required to attend a mandatory Orientation session before their class start date.

NOTE: Management reserves the right to modify class schedules when necessary.

MAKE-UP ARTISTRY CLASS SCHEDULES

DAY

JAN	FEB	MAR	APR	MAY	JUNE	<u>POWAY</u> JULY	AUG	SEPT	OCT	NOV	DEC
17	14	13	10	8	5 26	31	28	25	23	20	18

MAKE-UP ARTISTRY CLASS SCHEDULES

NIGHT

JAN	FEB	MAR	APR	MAY	JUNE	<u>POWAY</u> JULY	AUG	SEPT	OCT	NOV	DEC
16	—	—	—	21	—	—	13	—	—	—	—

NOTE: Make-up class schedules are subject to modification when necessary.

CLASS START DATES – 2012 – MANHATTAN

FULL-TIME AND PART-TIME SCHEDULES

JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
16	13	12	9	7	4 25	30	27	24	22	19	17

NOTE: All students are required to attend a mandatory Orientation session before their class start date.

Part-time schedule available at night for Cosmetology and Massage programs.

NOTE: Management reserves the right to modify class schedules when necessary.

CLASS START DATES – 2013 - POWAY

DAY AND EVENING SCHEDULES

JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
22	19	19	16	14	11	9	6	3	1 29	—	3 31

NOTE: All students are required to attend a mandatory Orientation session before their class start date.

NOTE: Management reserves the right to modify class schedules when necessary.

MAKE-UP ARTISTRY CLASS SCHEDULES

DAY

JAN	FEB	MAR	APR	MAY	JUNE	<u>POWAY</u> JULY	AUG	SEPT	OCT	NOV	DEC
22	19	19	16	14	11	9	6	3	1 29	—	3 31

MAKE-UP ARTISTRY CLASS SCHEDULES

NIGHT

JAN	FEB	MAR	APR	<u>POWAY (*Tuesday class start due to Holiday)</u> MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
21	—	—	—	28*	—	—	—	30	—	—	—

NOTE: Make-up class schedules are subject to modification when necessary.

CLASS START DATES – 2013 – MANHATTAN

FULL-TIME AND PART-TIME SCHEDULES

JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
21	18	18	15	13	10	8	5	3* 30	28	—	2 30

NOTE: All students are required to attend a mandatory Orientation session before their class start date.

Part-time schedule available at night for Cosmetology and Massage programs.

NOTE: Management reserves the right to modify class schedules when necessary.

*This class start is on Tuesday due to the Monday Labor Day Holiday

MAKE-UP ARTISTRY CLASS SCHEDULES

DAY

JAN	FEB	MAR	APR	<u>MANHATTAN – (TO BE ANNOUNCED)</u> MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
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NOTE: Make-up class schedules are subject to modification when necessary.

CONSUMER INFORMATION: FINANCIAL AID APPLICANTS

ELIGIBILITY REQUIREMENTS

Students must meet certain eligibility requirements to receive Federal Student Aid (FSA) funds*. Students must:

1. Provide documentation of either a high school diploma or a General Education Diploma (GED) certificate.
2. Be enrolled in an eligible program.
3. Have a valid Social Security card.
4. Register with Selective Service if required.
5. Be either a U.S. citizen or a permanent resident.
6. Not be in default with any federal student loans, nor owe an overpayment on any federal student aid grant.

*Some students may not be eligible based on drug related offenses.

APPLICATION PROCEDURE

The first step in applying for Title IV Federal Financial Aid is to complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Additionally, the student (or parent if applicable) may need to complete any one or all of the following:

1. Loan entrance counseling
2. Authorization form
3. Promissory note
4. Parent PLUS loan request form and promissory note
5. Verification worksheet
6. Payment options

CRITERIA FOR SELECTION OF ELIGIBLE APPLICANTS

Students who are eligible for Title IV Financial Assistance are accepted for enrollment if they have met all of the admission requirements of the Academy and have established a class start date convenient for the student and the Academy.

DETERMINING THE AMOUNT OF YOUR FINANCIAL AID

Upon completion of the FAFSA, the student is given an Expected Family Contribution (EFC) number. The EFC is used to determine how much and what kind of financial aid a student is eligible for. In addition to the EFC, the direct and indirect costs of the program, enrollment status, length of enrollment, and funds available at the Academy will also impact award amounts. The Financial Aid office will provide entrance and exit counseling utilizing the Department of Education online website applications at www.studentloans.gov.

DISBURSEMENTS

Financial aid funds are disbursed at evaluation periods for completed hours. Please refer to the Satisfactory Academic Progress policy in this catalog for further details. FSEOG funds are disbursed at the same time as other financial aid funds, but are only available in the first academic year on a first-come, first-served basis.

FINANCIAL AID PROGRAMS

All Bellus Academy campuses administer federal programs of student assistance including:

Pell Grant (FPELL): Federal Pell grants are awarded to students who have not earned a bachelor's or professional degree. Because they are grants, funds are not typically repaid (unless you withdraw from school prior to the end of the award period). Eligibility is determined according to need, number of hours in the academic program, and the cost of attendance.

Supplemental Educational Opportunity Grant (SEOG): This program is for students with exceptional financial need. Your eligibility can be determined after review of your PELL eligibility.

William D. Ford Federal Direct Loans: The Direct Loan program provides educational loan(s) that must be repaid, with interest, even if you do not complete your academic program. Loans may be obtained through the William D. Ford Federal Direct Loan Program. Generally, all students who complete a FAFSA and are not in default on any previous federal student loan(s) are eligible for the program. Loans obtained through this program are lower fixed interest rate loans that are guaranteed by the U.S. Department of Education. A student can apply for Direct Loans through the Academy's Financial Aid Department.

Federal Subsidized Loan: The Subsidized Loan is awarded to students who demonstrate financial need. Subsidized loans do not charge the borrower with interest on the amount borrowed while in school and up through a six month grace period after leaving school.

Federal Unsubsidized Loan: The Federal Unsubsidized Loan allows students to borrow a Federal Direct Loan who did not demonstrate sufficient financial need for the subsidized version. The same terms and conditions as the Subsidized Loan apply, except that the borrower is responsible for interest that accrues while she/he is in school and after leaving school. Generally, you may choose to make interest payments on the loan while you are in school or have the interest added to your principal balance (capitalized) when your repayment schedule begins (six months after leaving school).

Federal Parent PLUS Loans: The Federal Parent PLUS loan is available to parents of dependent students with good credit to help pay their child's educational expenses. PLUS loans are not based on need. They can be combined with other financial aid resources and cannot exceed the student's cost of education.

Workforce Investment Act: Bellus Academies in California are qualified training providers offering employment training for adults and dislocated workers. For more information, please visit the Employment Development Department website at <http://etpl.edd.ca.gov/wiaetplind.htm>.

Veterans Educational Benefits: Bellus Academy is approved for Veterans Educational Benefits. Currently the Academies participate in Chapter 30 (Montgomery GI Bill), Chapter 35 (Dependents Educational Assistance) and Chapter 33 (Post-9/11 G.I. Bill). Bellus Academy graduates are eligible for international certification through ITEC, International Therapy Examination Council. For more information on veterans benefits, please see your Admissions Representative. For more information on ITEC, please visit the website at: <http://www.itecworld.co.uk/>.

MyCAA: Military Spouse Career Advancement Accounts (MyCAA) provide financial assistance for educational purposes for qualified military spouses meeting eligibility requirements. For information regarding amounts and eligibility please visit the website at: www.militaryonesource.com/MOS/FindInformation/Category/MilitarySpouseCareerAdvancementAccounts.aspx.

Tuition Flex: The Academies offer multiple, flexible payment plan options through Education Loan Source. These payment plans allow students to spread payments over a pre-set period of time, as opposed to paying the full amount up-front. Students choose the program that best fits within their budget. An interest rate may apply depending on the plan chosen. No credit check is required at the time of application, and the process is completed 100% online using an e-signature validation.

FINANCIAL AID PROGRAMS – (Manhattan Only)

In addition to the above programs, Bellus Academy – Manhattan offers financial assistance through Sallie Mae Career Training Loans. Eligibility and student need are based on the Sallie Mae Career Training Loan program requirements. Any student interested in applying for a Sallie Mae Career Training Loan may contact the financial aid department at the Academy.

ADDITIONAL INFORMATION

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

For more information regarding student and parent loans, please refer to the US Department of Education publication, "Funding Education Beyond High School" at www.edpubs.gov/document/EN0990P.pdf, or visit the website at www.studentloans.gov.

Financial Aid Officers are available at all campuses from 9 am to 5 pm, Monday through Friday, or by appointment.

STUDENT TUITION RECOVERY FUND (STRF) (Poway Only)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program,* and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

*Residency Program means an educational program at an approved institution of which some portion of the instruction occurs as defined in section 71715(c). [Section 71715(c) - Direct instruction requires the physical presence of one or more students and one or more faculty members at the same location. Direct instruction includes instruction presented in a classroom, seminar, workshop, lecture, colloquium, laboratory, tutorial, or other physical learning settings consistent with the mission, purposes, and objectives of the institution.]

INSTITUTIONAL REFUND POLICY

STUDENT'S RIGHT TO CANCEL

1. A student has the right to cancel his or her agreement for a course of instruction, without any penalty or obligations, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed sixty (60) per cent or less of the program. Changes to programs, i.e. Drops and/or Adds, can only be made during the first 7 calendar days of the program.
2. Cancellation may occur when the student provides a written notice of cancellation at the following addresses: Bellus Academy – Poway, 13266 Poway Road, Poway, CA 92064; Bellus Academy – Manhattan, 1130 Westloop Place, Manhattan, KS 66502 This can be done by mail, FAX, email or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled, within 45 days after the notice of cancellation is received, the Academy will refund the student any money he/she paid, less a registration or administration fee not to exceed \$75, and less any deduction for equipment that the student has received and signed for.

REMEMBER THAT YOU MUST CANCEL IN WRITING. You do not have the right to cancel by telephoning the Academy or by not coming to class.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the Academy at any time after the cancellation period (described above) and receive a pro rata refund within 45 days of withdrawal if you have completed 60 percent or less of the period of attendance, based on scheduled hours. The refund will be less a registration fee not to exceed \$75, and less any deduction for equipment that the student has received and signed for. Changes to programs, i.e. Drops and/or Adds, can only be made during the first 7 calendar days of the program.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absence in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school.
- The student has failed to attend class for fourteen (14) calendar days.
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed to be the last date of recorded attendance.

Hypothetical Refund Example:

The following table outlines the refund due based on percentage of training completed, using scheduled hours, assuming you paid the following:

<u>Total Contract</u>	<u>Less Fee for Registration</u>		<u>Less Supplies</u>		<u>Tuition Fee</u>
<u>\$19,500.00</u>	<u>\$75.00</u>		<u>\$2,500.00</u>		<u>\$16,925.00</u>
<u>% Completed</u>	10%	25%	50%	60%	61%
<u>Refund Due</u>	\$15,232.50	\$12,693.75	\$8,462.50	\$6,770.00	0

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of benefits received, and any remaining amount shall be paid to the student.

An applicant not accepted by the Academy shall be entitled to a refund of all monies paid, less a registration fee not to exceed \$75, and less any deduction for equipment that the student has received and signed for. If the course is cancelled subsequent to a student's enrollment, the Academy shall at its option, provide a refund of all monies paid. In the event the Academy closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the Academy will make arrangements for students to attend an alternate institution. Should the student elect not to attend the alternate institution, a pro-rata refund of tuition will be made in accordance with the refund policy outlined above. Any monies due are refunded within 45 days.

All students are requested to meet with Financial Aid for an Exit interview prior to leaving the Academy.

RETURN TO TITLE IV FUNDS

The law requires that when you withdraw during a payment period, the amount of SFA program assistance that you have earned up to that point is determined by a specific formula. If you received (or the school received on your behalf) less assistance than the amount you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs: a. You notify school of your withdrawal or the actual date of withdrawal; b. the School terminates your enrollment; c. You fail to attend classes for a 14 day period; d. You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

The amount of assistance that you have earned is determined on a pro-rata basis. That is, if you complete 30 percent of the payment period, you can earn 30 percent of the assistance you were originally scheduled to receive. Once you have completed more than 60 percent of the payment period or period enrollment, you earn all of your assistance.

If you received excess funds that must be returned, your school must return a portion of the excess equal to the lesser of

- Your institutional charges multiplied by the unearned percentage of your funds, or
- The entire amount of excess funds.

If the amount paid is more than the amount owed, then a refund will be made within 45 days of withdrawal. If the amount owed is more than the amount paid, then you will have to make arrangements to pay it.

Sample Return to Title IV Calculation for student who failed to return from Leave of Absence and Withdrew from program.

Program:	Cosmetology	Academic Year:	900.00 Hours
Start Date:	4/14/2009	Program Length:	1,600.00 Hours
Withdraw Date:	10/09/2009	Completed:	174.50 Hours
Last Day Attended:	05/22/2009	Scheduled as of LDA:	202.00 Hours

Order in Which to Return Funds [same for all programs]	Hours at Start of Payment Period	Hours at End of Payment Period	Disbursed This Period	Entitled To	Refund Now Due
Unsubsidized FFEL Loan	1.0	450.0	\$2,970.00	\$378.92	\$2,591.08
Subsidized FFEL Loan	1.0	450.0	\$1,732.50	\$1,732.50	\$0.00
FFEL/Direct PLUS (Parent)	N/A	N/A	\$0.00	\$0.00	\$0.00
Federal Pell Grant	N/A	N/A	\$0.00	\$0.00	\$0.00
FSEOG	N/A	N/A	\$0.00	\$0.00	\$0.00
Total Return to Title IV			\$4,702.50	\$2,111.42	\$2,591.08

Any loan funds that you must return, you (or your parent for a PLUS LOAN) repay in accordance with the terms of the Promissory Note. That is, you make scheduled payments to the holder of the loan over a period of time.

If you are responsible for returning grant funds, you do not have to return the full amount. The law provides that you are not required to return 50% of the grant assistance that you receive that is your responsibility to repay. Any amount that you do have to return is a grant overpayment, and you must make arrangements with your school or the Department of Education to return the funds.

Students are advised that they may owe money to the school if they withdraw, as the California or Kansas State refund Policy will apply for contract purposes.

SATISFACTORY ACADEMIC PROGRESS POLICY

A student must maintain satisfactory progress in both attendance and academics for continued enrollment in this academy. Satisfactory progress complies with all laws and regulations applicable to the academy. Students receiving any Federal Title IV financial aid funds must maintain satisfactory progress in order to remain eligible.

DEFINITION

Students must satisfactorily complete a minimum number of hours (percent of work) toward their educational goals, based on time increments, and complete their course of study within 1½ times the normal time frame for completion of each payment period. The Academy defines its academic year as 900 hours and 26 weeks. A student's academic progress in a program is reviewed to determine if a student is eligible for a subsequent Title IV payment at the point when the student's actual clock hours for the payment period have been completed. In order for the student to be eligible for the next payment, the Academy must determine that the student has successfully completed both the clock hours and weeks of instructional time required for that period.

At Bellus Academy, minimum satisfactory progress is defined by the following criteria:

1. A grade point average of 75% and above, and
2. An attendance average of 67% or above the scheduled hours of attendance.

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next evaluation point.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory academic progress is determined by theory and practical grades averaged together. Theory and clinic work are both graded on the following scale:

94 – 100 = A

87 – 93 = B

80 – 86 = C

75 – 79 = D

74 and below is failing.

Theory grades are based on test grades and homework assignments. Practical grades are based on:

- 1) The ability to accept and effectively complete all work assignments.
- 2) The ability to effectively communicate with instructors, clients and other students.
- 3) The ability to accept and perform practical tasks with emphasis on equipment.
- 4) Participation in practical hands-on classes as offered by the Academy and outside interests.
- 5) The ability to follow Academy rules.

The 75% passing grade is programmed into our software system, and we monitor it when progress reports are issued. Students falling below the minimum average are encouraged, and given the opportunity, to retake an exam for which they have received a failing grade.

Written progress reports are maintained by the Academies. These progress reports are distributed at the time of the students' Satisfactory Academic Progress evaluation point for their specific program or at minimum two (2) times during their program. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor. A written report is kept and will be presented to any student who requests this record in the future.

SATISFACTORY ATTENDANCE PROGRESS

MAXIMUM TIME FRAME: The maximum time frame a student has to complete any course is 1½ times the course length. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Course length is defined as the period of time identified on the enrollment contract. Leaves of absence are not included in this total. Should a leave of absence be granted, the student's maximum time frame for completion would be adjusted accordingly. Students re-enter at the same status as when they left. Note: For contract purposes, all contracted students have specified allowable absence hours, depending on the total course length. Refer to your contract for allowable absence hours. The 67% attendance average is programmed into our software system to check at the evaluation points for each program. However, we monitor satisfactory progress manually throughout the student's program. This ensures that students have ample opportunity to improve if they fall below the standards. Failure to attend classes for 14 consecutive days will result in termination from the program.

WARNING

Students who fall below the above standards at the Satisfactory Progress evaluation point for their actual hours will be placed on Warning. A student is considered to be making unsatisfactory progress while on Warning but is still eligible for Financial Aid. If the student does not improve either grades and/or attendance by the end of the next evaluation point, they will be ineligible for financial aid.

APPEAL PROCESS

Students who wish to appeal the determination that they are not maintaining satisfactory progress must submit a letter to the Academy Manager or Director within 10 days of receiving the notice of Probation describing any mitigating circumstances the student believes deserve further

consideration and what has changed that will allow the student to achieve Satisfactory Progress by the end of the next payment period. Such mitigating circumstances might include family or medical emergencies or military service for which the student has elected not to request a Leave of Absence. An appeal decision will be made and the student notified accordingly. Should a student prevail upon his/her appeal, the student will be placed on Probation for the following payment period and Financial Aid will be reinstated. The student will be placed on an Academic Improvement Plan to ensure the student is able to meet Satisfactory Academic Progress by the end of the probationary period. A copy of the student's improvement plan will be kept in the student's file. The student must be achieving Satisfactory Academic Progress at the end of the probationary period or all Financial Aid will be terminated.

In the case of an adverse determination of the student's appeal, the student will remain on probation, and must cover tuition payments in cash. If payment arrangements cannot be made, the student will be terminated from the program. A cash-paying student can re-establish eligibility for financial aid by achieving the minimum satisfactory progress by the end of the payment period. The Financial Aid department will then request the appropriate Federal funds in their behalf for the next payment period. Failure to re-establish Satisfactory Progress will result in termination from the program.

COURSE INCOMPLETES, REPETITIONS AND WITHDRAWALS

Course incompletes affect the student's satisfactory progress status by lowering their grade point average because students receive 0% credit for unfinished work. Repetitions and withdrawals have no effect on the student's satisfactory progress status.

SATISFACTORY ACADEMIC PROGRESS POLICY EVALUATION POINTS

A Satisfactory Academic Progress Report is run at the time the student reaches the actual hours of attendance evaluation point.

COURSE	EVALUATION POINTS
<u>POWAY</u>	
COSMETOLOGY	450, 900, 1250 HOURS
COSMETOLOGY 102	450, 900, 1325
COSMETOLOGY 103	450, 900, 1325
COSMETOLOGY 104	450, 900, 1350
ADVANCED CUT AND COLOR	N/A
ESTHETICIAN	300
ESTHETICIAN 102	375
ESTHETICIAN 103	450, 900
ESTHETICIAN 104	450, 900
ESTHETICIAN 105	450, 900, 1175
ESTHETICIAN/MASSAGE PRACTITIONER	425
MASTER ESTHETICS	300
MASTER ESTHETICS 102	375
MASSAGE PRACTITIONER	125
MASSAGE THERAPY	350
HOLISTIC HEALTH PRACTITIONER	450, 900
MAKE-UP ARTISTRY	N/A
<u>MANHATTAN</u>	
COSMETOLOGY	450, 900, 1200 HOURS
COSMETOLOGY 102*	450, 900, 1275
ESTHETICS	450, 900
ESTHETICS 102*	450, 900
NAIL TECHNICIAN	175
MASSAGE THERAPY	420

*Currently in the NACCAS approval process

MANDATED HOURS OF ATTENDANCE POLICY

Students must complete the state-mandated hours per their course of study. These requirements are as follows:

Poway

Cosmetology	Satisfactory completion of 1600 hours
Cosmetology 102	Satisfactory completion of 1750 hours
Cosmetology 103	Satisfactory completion of 1750 hours
Cosmetology 104	Satisfactory completion of 1900 hours
Advanced Cut and Color	Satisfactory completion of 150 hours
Esthetician	Satisfactory completion of 600 hours
Esthetician 102	Satisfactory completion of 750 hours
Esthetician 103	Satisfactory completion of 1200 hours
Esthetician 104	Satisfactory completion of 1350 hours
Esthetician 105	Satisfactory completion of 1450 hours
Esthetician/Massage Practitioner	Satisfactory completion of 850 hours
Master Esthetics	Satisfactory completion of 600 hours
Master Esthetics 102	Satisfactory completion of 750 hours
Massage Practitioner	Satisfactory completion of 250 hours
Massage Therapy	Satisfactory completion of 700 hours
Holistic Health Practitioner	Satisfactory completion of 1000 hours
Make-up Artistry	Satisfactory completion of 150 hours

Manhattan

Cosmetology	Satisfactory completion of 1500 hours
Cosmetology 102*	Satisfactory completion of 1650 hours
Esthetics	Satisfactory completion of 1000 hours
Esthetics 102*	Satisfactory completion of 1150 hours
Nail Technician	Satisfactory completion of 350 hours
Massage Therapy	Satisfactory completion of 840 hours

*Currently in the NACCAS approval process

LEAVE OF ABSENCE

Leave of Absence is restricted to Medical, Military, Family Emergency or Academy Schedule. Students requesting a leave of absence from the institution must submit a written request to the Academy Director. The request should be signed and dated by the student and must contain the dates the student expects to be unable to attend school. All leave of absence requests must be approved by the Academy Director.

In special situations where a student is enrolled in one of the Academy's advanced programs, a portion of their program may be completed and their re-entry in the basic program is delayed by more than 14 days. For this situation, the student will be placed on an Academic Leave of Absence. This is referred to as an Academy Schedule Leave of Absence and is approved by the Academy Director.

The student's total number of all leave of absence days may not exceed the maximum 180 allowable days for any program. A student on a leave of absence will incur no additional charges by the school. Any student failing to return to the Academy after the expiration of a leave of absence will be withdrawn from school on that day and the withdrawal date will be their last day of attendance. All refunds will be due 45 days from the date of determination. If a student loan recipient does not return from an approved leave of absence, the withdrawal date will be set retroactively and the student could have used up some or all of the grace period for their loan. The grace period starts on the last day of attendance. Students who do not return are required to complete an exit interview with the Academy's Financial Aid department.

DROP-OUT POLICY

The student's enrollment may be terminated at the election of the Academy Director, if the student's academic progress, behavior, absences, lateness, or dress does not conform to the requirements, rules and regulations of the Academy (as stated in the catalog and Guidelines for Success); in which event, the extent of the student's tuition obligation will be in accordance with the Academy's refund policy.

RE-ENROLLMENT POLICY

Students desiring to re-enroll in the Academy within six months of their last date of attendance will be readmitted at their original cost. Students desiring to re-enroll in the Academy after a 6-month lapse must sign a new enrollment agreement. The new enrollment agreement will be based on the current cost of tuition and fees; however, the previous hours earned may be used as credit in computing new charges, depending on the elapsed time between the last day attended and re-enrollment. Please consult with your Admissions Representative regarding the Academies' transfer policy for specific information. A student re-enrolling re-enters at the same progress status as when they left. A re-enrolling student failing to meet minimum satisfactory progress requirements at the time of withdrawal will be on probation until the next satisfactory progress evaluation period. Re-enrolling students on probation are not eligible to receive Financial Aid and will be admitted on a cash basis only. Financial Aid may be reinstated when the student achieves satisfactory progress.

FACULTY INFORMATION

INSTRUCTOR QUALIFICATIONS

Each member of our Academy staff is dedicated to the success of our enrolled students. All Massage Therapy and HHP educators are trained in all educational areas offered in their respective programs.

California instructors possess a minimum of three years of experience, education and training in current practices of the subject area they are teaching, per California state law. Some programs may utilize Teaching Assistants and/or Clinic Coordinators who are trained in all educational areas offered in their respective programs, are licensed and/or certified in their field, and work under the direct supervision of a full time instructor.

Manhattan cosmetology educators are licensed by the Kansas Board of Cosmetology. Kansas instructional staff members meet all requirements of Kansas state law. To become a Cosmetology educator in Kansas, a licensed cosmetologist must first attend an instructor training course. If a cosmetologist is licensed for more than one year, 300 hours of training is required. If they are licensed less than one year, they will be required to receive 450 hours of educator training. Upon completion of training a written examination is administered by the Kansas Board of Cosmetology. A score of 75% is required for licensure as an instructor in the State of Kansas.

All Kansas Massage Therapy Educators are either Nationally Certified through the NCBTMB or have passed the MbLEX exam.

SUBSTITUTES

Day and evening faculty alternate schedules to accommodate absences at any location.

POWAY - Instructional Staff

Joyce Alumbaugh, Esthetician Instructor
Bellus Academy, Poway, CA – Esthetician
Licensed Esthetician, 15 years of experience

Carrera Bailey, Cosmetology Instructor
Vidal Sassoon, San Diego, CA – Cosmetology
Licensed Cosmetologist, 3 years of experience

Joseph Barbalaco, Director of Massage Programs
Swedish Institute of Massage Therapy, N.Y., N.Y.- Massage
Licensed Massage Therapist, 22 years of experience

Kristina-Monique Cortez, Director of Make Up Programs
San Diego City College – Cosmetology
Licensed Cosmetologist, 12 years of experience

Emily Dorsey, Cosmetology Instructor
Vidal Sassoon, San Diego, CA – Cosmetology
Licensed Cosmetologist, 13 years of experience

Olga Filatova, Master Esthetics Instructor
Aesthetic School, Eastern Europe – Esthetician
Licensed Esthetician, 16 years of experience

Lauren Fox, Make-up Instructor
JE Boutique, El Cajon, CA – Esthetics
Licensed Esthetician, 8 years of experience

Larissa Harbert, Esthetician Lead Instructor
State Academy of Consumer Services, Moscow – Esthetics
Licensed Esthetician, 22 years of experience

POWAY – Teaching Assistants

Lora Kegler, Cosmetology Program
Bellus Academy, Poway, CA – Cosmetology
Licensed Cosmetology, 2 years of experience

Erik Thrane, Cosmetology Program
Bellus Academy, Poway, CA – Cosmetology
Licensed Cosmetology, 2 years of experience

Matthew Hom, Cosmetology Assistant Manager
Bellus Academy, Poway, CA – Cosmetology
Licensed Cosmetologist, 3 years of experience

Judy Kreitzer, Cosmetology Instructor
Fullerton College - Cosmetology
Licensed Cosmetologist, 25 years of experience

David Lipps, Cosmetology Instructor
Paul Mitchell, San Diego, CA - Cosmetology
Licensed Cosmetologist, 7 years of experience

Jan Maxwell, Esthetician Instructor
Bellus Academy, Poway, CA - Esthetician
Licensed Esthetician, 12 years of experience

Bryden Muggleston, Assistant Artistic Director
Paul Mitchell, San Diego, CA - Cosmetology
Licensed Cosmetologist, 3 years of experience

Lindsey Rice, Cosmetology Instructor
Bellus Academy, Poway, CA - Cosmetology
Licensed Cosmetologist, 3 years of experience

Sunny Sadowski, Cosmetology Instructor
JE Boutique, El Cajon, CA - Cosmetology
Licensed Cosmetologist, 15 years of experience

Deborah Sellers, Cosmetology Instructor
Bellus Academy, Poway, CA - Cosmetology
Licensed Cosmetologist, 11 years of experience

Mahlon Holmes, Massage Therapy Program
Bellus Academy, Poway, CA – Holistic Health Practitioner
2 years of experience