

AAB
academy of advanced
BEAUTY

**Academy of Advanced Beauty
School Catalog**

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**Approved and Regulated by the Colorado Department of
Higher Education
Private Occupational School Board**

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Introduction

Academy of Advanced Beauty is owned and operated by a third generation Colorado Native. Established in 2017 to offer the most unique, comprehensive training with the highest educational standards to Estheticians or Cosmetologists. Individuals seeking to learn a new career or level up their current skillset, AAB is dedicated to meet everyone where they are. We have brought together instructors from diverse backgrounds and a wide variety of education and training from all over the world. They are proud and excited to pass all their experience and knowledge on to our students.

With nearly 20 years of experience in the beauty industry and various years in our respective fields we all operate very successful businesses; this is helpful to teach real life skills and situations to our students. Their goal is to bring their expertise to every student; offering the very best in beginning, advanced, continuing education and personalized training! They have spent years mastering their craft and want to pass their collective knowledge on to those starting their journey or increasing their knowledge. We pride ourselves in being available to our students during the training phase but also long after when the true ability of their skill is put to the test. We never abandoned them. For those already in the industry we help them to set the bar higher, to add diversity to their service menus and reach new goals.

Academy of Advanced Beauty realizes and fulfills the need to fit into busy work and personal life schedules. AAB offers the ability to customize training with options and flexibility in schedules and distance learning options. We have competitive pricing and payment plans/financing and a variety of classes that fit into the consumers life.

The beauty industry is in a constant state of change and the school is dedicated to bringing the new student, working mom, entrepreneur, all people...the best education in the industry. The Academy of Advanced Beauty is approved and regulated by the Department of Higher Education of Colorado, Private Occupational School Board.

GOVERNING AGENCIES

Colorado Department of Higher Education

Div of Private Occupational School Board
1600 Broadway, Suite 2200
Denver, Colorado 80202
(303) 303-862-3001
<http://www.highered.colorado.gov/dpos/>

Colorado Dept. of Regulatory Agencies
Div of Professions and Occupations
1560 Broadway Ste#1350
Denver, CO 80202
(303)894-7800

Department of Revenue
Colorado State Tax License
Denver, CO 80261

Owner/Executive Director

Dawn Macias-Ewing

Programs/Classes Offered

Diploma/Certificate Programs:

STAND ALONE CLASSES

Stand Alone Classes shown in Contact Hours not Credit Hours.

Advanced PMU Techniques 24 contact hours

Prerequisite: Licensed Esthetician or Cosmetologist.

132 hour Permanent Makeup Certification, at least 6 months of PMU experience and basic knowledge and use of rotary machine device.

Occupational Objective: This course teaches advanced techniques of permanent cosmetics as it pertains to eyebrows, eyeliner and lips. Students will learn the newest tattooing trends and techniques in eyebrows, eyeliner and lips using manual hand tools and digital or rotary devices.

Advanced Nail Structure & Art Class 8 contact hours

Prerequisite: Must be a Licensed Nail Technician or Cosmetologist

Occupational Objective: This course teaches all of the tips and tricks to structure a beautiful artificial nail. Different art techniques will be demonstrated and mastered by the student.

Advanced Makeup Training 12 contact hours

Prerequisite: Licensed Esthetician or Cosmetologist

Kit included with class.

Occupational Objective: To educate the Licensed Cosmetologist the art of applying topical makeup. Students will not only be taught the latest beauty trends in makeup application such as Highlighting and Contouring, Smokey Eyes and Bold Lips. They will learn proper sanitation and how to run a successful business.

Advanced Techniques of Volume Lashing 16 contact hours

Prerequisite: 6 months of Classic eyelash experience; Licensed Cosmetologist or Esthetician;

Proficient skills in: Isolation, adhesive use, safety & sanitation, extension attachment, and basic styling

Kit included with class.

Occupational Objective: To educate the Licensed Cosmetologist or Esthetician in the Advanced Techniques of Volume and MEGA Volume Lashing. The student will learn the multi-lash pickup methods to create the volume and MEGA hand made volume fan. Students will learn the "base wrap" technique that ensures the fan will last to the end of the natural lash's life cycle. This advanced class is unique and versatile for students of all levels. It is intended to meet each student's individual needs within the class. See graduation requirements on Pg 12.

Classic Eyelash Extensions 12 contact hours

Prerequisite: Licensed Esthetician or Cosmetologist

Basic kit included with class.

Occupational Objective: To educate the Licensed Cosmetologist in the application of semi-permanent eyelashes. Students will be educated in the aspects of sanitation and safety during application of semi-permanent lashes. Students will have opportunities to apply semi-permanent lashes on clients. Students have to perform a demonstration of application of lashes prior to certification. See graduation requirements on Pg 12.

Distance Ed: Online Class

Eyelash Extensions Training 12 Lessons

Prerequisite: Have a valid Cosmetologist or Estheticians License; or meet the rules and regulations to apply eyelash extensions in the state they reside in, and it is the responsibility of the individual to check with their state's governing board for this requirement.

Occupational Objectives

To educate the Licensed Cosmetologist or Esthetician in the application of semi-permanent eyelashes and multi lash pick up method for fan creation. Students will be educated in the aspects of sanitation and safety during application of semi-permanent lashes. See certification requirements on Pg 12.

Lesson 1 Eyelash Theory and 3 Phases of Growth

Learn the 3 phases of eyelash growth and the proper and safe stages to apply synthetic lashes to the natural lashes

Lesson 2 Anatomy and Function of the Eye

Anatomy of the eye and the functions of the surrounding tissues. Understanding how they effect the application of synthetic lashes.

Lesson 3 Sensitivities, Allergies, and Disorders

Learning the difference between allergic reactions and sensitivity pertaining to adhesive. Eye disorders and how to manage them. What to do and not to do.

Lesson 4 Safety and Sanitation

Safe handling of implement, safe cleansing of implements and working area.

Lesson 5 Tools, Supplies, and Environment

Different tools for proper application. Application supplies. Environment and how it effects your application.

Lesson 6 Cyanoacrylate Facts and Control

Adhesive control and the importance of knowing how to control it.

Lesson 7 Client Cleansing and Preparation

Proper cleansing techniques for natural lash health, retention and other factors.

Lesson 8 Proper Application Processes

Lash application methods and how properly and safely attach to the natural lash.

Lesson 9 Multi Lash Pick Up Fan Creation

Volume lash methods and the base fan wrap. The importance of this method and how to achieve it.

Lesson 10 Application Styling and Mapping

Style methods and mapping. Why and how to and never skipping this step.

Lesson 11 Client aftercare

Client aftercare steps and step to achieving client retention.

Lesson 12 Additional tips, tricks, and troubleshooting

Tips, tricks and ways to trouble shoot areas of concern.

Eyelash Extensions Refresher Class 8 contact hours

Prerequisite: 6 months of Classic eyelash experience; Licensed Cosmetologist or Esthetician; Proficient skills in: Isolation, adhesive use, safety & sanitation, extension attachment, and basic styling
Basic kit included with class.

Occupational Objective: To educate and update the student on recent changes in the eyelash extensions industry. The class is for any student that wants to keep their skills fresh and up to date in an industry that changes quickly.

Eyebrow Shaping 15.5 contact hours

Prerequisite: Licensed Esthetician or Cosmetologist or student enrolled in an approved Esthetician or Cosmetologists course

Eyebrow kit included with class

Occupational Objective: To properly shape eyebrows based on face shape using waxing and tweezing. To properly fill in eyebrows with makeup, eyebrow tint and brow henna.

Electric File 8 contact hours

Prerequisite: Must be a Licensed Nail Technician or Cosmetologist

Occupational Objective: This course teaches all of the rules for safe usage of an electric file according to State laws.

Permanent Makeup 132 contact hours

Prerequisite: Licensed Esthetician or Cosmetologist. Bloodborne Pathogens Training Course for Body Artists Certificate Class. Available online at Tri-County Health Department, Colorado

Occupational Objective: To educate the Licensed Cosmetologist / Esthetician (for Colorado technicians, check your own state requirements) in the Art of Permanent Cosmetics from a cosmetic viewpoint. Students will be educated in the aspects of sanitation and safety of Permanent Cosmetics. Students are taught machine and manual techniques with main focus on machine application. Our program follows and fulfills all of Colorado requirements. Focusing on theory, practical and hands-on. Students will work on practice latex, mannequins & live models. Students will be given a final written test and must have 80% or higher to pass this class.

SANITATION, STERILIZATION, AND SAFETY	Bacteriology & Infection Control, Sanitation Practices in the Workplace, Patron Protection, Draping, Material Safety Data Sheets, Standards & Regulations, Public Sanitation Methods, Chemical Agents, Types, Classifications, Safe Use & Handling.	12 Hours
SKIN ANALYSIS	Skin Analysis, Composition/Layers, healing process of skin and its care, diseases, disorders and skin conditions.	8 Hours
EQUIPMENT AND SUPPLIES	Operation and maintenance of different machines, manual hand tools, needle groupings and uses, pigments and anesthetics	8 Hours
COLOR THEORY AND EFFECTS	Understanding color relationships, color-wheel, identifying skin tones	32 Hours
CLIENT CONSULTATION	Client Profile, Medical History, Consent Forms, and Liability Issues.	8 Hours
APPLICATION OF PIGMENT	Eyebrow, Eyeliner and Lip Application, Mannequin and Model Applications.	64 Hours
	Total contact hours	132 Hours

Hair Removal by Waxing for Nail Technicians 6 contact hours

Prerequisite: Must be a Licensed Nail Technician or Cosmetologist
Basic kit included with class.

Occupational Objective: To teach the rule for proper use and technique with wax and hair removal

Nail Technician Program 600 contact hours

Occupational Objective: Upon completion of this program the student will be proficient in sanitation, disinfection, safety, State and industry laws, rules and regulations, the proper use of an electric file, waxing for manicurists, sculpting artificial nails, the application of artificial tips, polishing, removal of nails, the knowledge to take the State Board Examination in order to receive a license to practice nail technology.

	COURSE	CLOCK HOURS
MAN-103	Manicuring & Pedicuring	210
MAN-104	Application of Artificial Nails	150
MAN-101	Laws, Rules & Regulations	30
MAN-102	Management, Ethics, Interpersonal Skills & Salesmanship	30
MAN-100	Disinfection, cleaning & safe work practices	180

MAN-100
Disinfection, cleaning & safe work practices

A. COURSE DESCRIPTION

This course teaches the rules for disinfection, cleaning and safe work practices

B. METHOD OF INSTRUCTION

This instruction will be delivered by lecture and students studying their textbook and handouts from the State.

C. COURSE OBJECTIVE

Objective 1 Teach and demonstrate the rules for disinfection, cleaning and safe work practices.

MAN-101
Laws, Rules & Regulations 30 Clock Hours

A. COURSE DESCRIPTION

This course teaches the laws, rules and regulations within the scope of manicuring.

B. METHOD OF INSTRUCTION

This instruction will be delivered by lecture and students studying their textbook and handouts from the State.

C. COURSE OBJECTIVE

Objective 1 To teach the laws, rules and regulations surrounding manicuring and pedicuring

MAN-102
Management, Ethics, Interpersonal Skills & Salesmanship

A. COURSE DESCRIPTION

This course teaches management, ethics, interpersonal skills and salesmanship to students that will become professional nail techs

B. METHOD OF INSTRUCTION

This instruction will be delivered by lecture and the students reading their textbook

C. COURSE OBJECTIVES

Objective 1 To teach the management, ethics, interpersonal skills and salesmanship of the nail industry

MAN-103

Manicuring & Pedicuring

A. COURSE DESCRIPTION

This course teaches the proper etiquette, safety and rules surrounding the manicuring of fingers and pedicuring of feet.

B. METHOD OF INSTRUCTION

This instruction will be delivered by lecture and lab/hands-on. We will start with the lecture surrounding safe practices followed by a demonstration and followed up by hands-on practical application.

C. COURSE OBJECTIVES (general but comprehensive)

Objective 1 To teach the fundamentals and safe practices surrounding manicuring

Objective 2 To teach the fundamentals and safe practices surrounding pedicuring

MAN-104

Application of Artificial Nails

A. COURSE DESCRIPTION

This course teaches the proper etiquette, safety and application of artificial nails.

B. METHOD OF INSTRUCTION

This instruction will be delivered by lecture and lab/hands-on. We will start with the lecture surrounding safe practices followed by a demonstration and followed up by hands-on practical application.

C. COURSE OBJECTIVES

Objective 1 To teach the fundamentals and history of artificial nails

Objective 2 To teach the application of artificial nails

Program/Class Costs

Registration Fee, Kit/Supply Fee, Books and Taxes are all **NON-Refundable**. Kits, Books and Taxes may vary due to manufacturer prices and are subject to change. Registration Fees vary from Program Courses to Stand Alone Classes. Registration Fee & Kit cost are due at time of enrollment. Tuition balance is due 2 weeks before the start of class, exception is Nail Tech Program and if you are using our payment plan or financing option.*

Nail Technician Program 600 Clock Hours

Tuition	\$6,000.00
Kit	\$1,000.00
Registration Fee	\$ 100.00
Total	\$7,100.00

*Nail technician program is \$10/clock hour. At the end of each 4 week period totaling 160 hours the student will pay their balance before moving on to the next 4 weeks of clock hours.

Advanced Nail Structure & Art Class

8 Hours

Tuition	\$150.00
Registration Fee	\$ 25.00
Total	\$175.00

Advanced Makeup Training

12 Hours

Tuition	\$ 400.00
Kit	\$ 100.00
Registration Fee	\$ 25.00
Total	\$ 525.00

Advanced Techniques of Volume Lashing

16 Hours

Tuition	\$ 800.00
Kit/Books	\$ 150.00
Registration Fee	\$ 50.00
Total	\$ 1000.00

Advanced PMU Techniques

24 Hours

Tuition	\$2500.00
Kit	\$ 250.00
Registration Fee	\$ 25.00
Total	\$2800.00

Distance Education Online

Eyelash Extensions Training

12 Lessons

Tuition	\$ 550.00
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Classic Eyelash

Extensions

12 Hours

Tuition	\$ 600.00
Kit/Books	\$ 200.00
Registration Fee	\$ 50.00
Total	\$ 850.00

Electric File

8 Hours

Tuition	\$ 150.00
Registration Fee	\$ 25.00
Total	\$175.00

Eyebrow Shaping

15.5 Hours

Tuition	\$ 350.00
Kit	\$ 50.00
Registration Fee	\$ 50.00
Total	\$ 450.00

Eyelash Extensions

Refresher Class

8 Hours

Tuition	\$ 400.00
Kit/Books	\$ 100.00
Registration Fee	\$ 50.00
Total	\$ 550.00

Permanent Makeup

132 Hours

Tuition	\$3500.00
Kit/Books	\$1150.00
Registration Fee	\$ 50.00
Total**	\$4700.00

Hair Removal by Waxing for Nail Technicians

6 Hours

Tuition	\$150.00
Registration Fee	\$ 25.00
Total	\$175.00

POLICY ON OTHER FEES CHARGED

- 1.Cancellation Fee/ Course Change Fee - \$150
- 2.Re-Enrollment or Re-Entry Fee - \$100
- 3.Additional copies of Certificates of Completion fee - \$20
- 4.Document or paperwork copy fees for students - \$ 0.21 per page /\$18.00 per hour with minimum of one hour charge. A reasonable amount of time must be allowed to complete the request.
- 5.Any returned checks for insufficient funds or closed account written to the school for tuition or services will be charged a fee of \$30.
- 6.Any collection charges or legal fees that may be incurred as a result of returned checks or monies will be the responsibility of the student.

Class Schedule

Class schedules are determined by student request and enrollment. Class Schedules are flexible & will be determined based on student enrollment. AAB offers advanced classes throughout the year that are posted on our website www.academyofadvancedbeauty.net and Instagram (@academyofadvancedbeauty) as scheduled. Students are given up to 1 year from date of enrollment to complete the Nail Program. Students also have up to eight weeks from date of enrollment to complete the FT Permanent Makeup class.

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone and email. Classes are not held on the following holidays:

New Year's Eve	Labor Day
New Year's Day	Thanksgiving Day & the Friday following
Memorial Day	Christmas Eve
Independence Day	Christmas Day

Entrance Requirements

1. Interview with School Director
2. Complete and sign Enrollment Agreement/Pay any Fees/Deposit/Kit costs if applicable.
3. Affidavit of US Citizenship Eligibility.
4. Proof of Age (Driver's License, State I.D., Birth Certificate, or Passport).
5. Advanced class students with prerequisite requirements listing licensure or certificates will be required to provide copy of their valid Esthetician or Cosmetologist license or other certifications.
6. Understand the English language: read, write and speak. All programs taught in English.

Enrollment

Prospective students may enroll anytime, provided there is availability in the class. Late enrollments will be accepted only one week into the course, depending on length of the course.

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Placement Assistance

The Academy of Advanced Beauty does not offer employment assistance to students. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

Attendance Requirements

1-3 Day Classes: Students are expected to arrive on time for class with proper materials. These are advanced, fast paced classes and the content covered requires an attendance rate of 100%. Students who are unable to continue classes for medical reasons or severe personal problems and are unable to return to class will be asked for proper documentation to substantiate a student's withdrawal.

Permanent Makeup: Students are expected to arrive on time for class with proper materials. Students are expected to attend an overall attendance rate of at least 85% is required. Instructors may request your withdrawal from a course or program if absences or tardiness exceed 85%. Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal. If they miss scheduled hours they will have the opportunity to make up hours. It is the responsibility of the student to arrange with the Instructor time to make up any missed hours within four (4) weeks of the missed scheduled hours. Certificate of completion will not be issued until missed hours are completed. Should the student go over the completion date, there will be extra instructional charges of \$75 per hour for missed scheduled hours.

Nail Tech Program: Students are expected to attend all mandatory core classes. If they miss class they will have one (1) more opportunity to take that class in that calendar year. If they fail to take the second offered class then they will incur fees for taking the class outside the calendar year. Fees are explained below. This program is a student maintained program. The student designs their own schedule for attendance around their personal schedule. Students may be at the school any time there is an instructor there. Students are encouraged to complete the full program in six (6) months but have up to twelve (12) for completion.

Should the student go over the completion date, there will be extra instructional charges of \$5 per clock hour until graduation. Students have one complete calendar year from the date of enrollment to complete their 600 hours at \$10/clock hour. After the calendar year the clock hour will increase to \$15/ clock hour. If a student fails to earn credit on a grade sheet on a core class then the student must make up the credit at the end of their program. This may result in additional charges of \$15/ per clock hour.

Grading System

Stand Alone Classes

Satisfactory/Unsatisfactory

Pass/Fail (See Graduation Requirements)

Nail Tech Program & Permanent Makeup Class

92–100 = A Excellent

83–91 = B Good

75–82 = C Average

74 and below = Failure

Academic Progress Policy

Stand Alone 1-3 Day Classes

Students must maintain a satisfactory standing in the class. Qualitative factors will be evaluated by daily checklists of skills met and practical hands evaluation. Granting of clock hours will only be awarded to students maintaining 100% attendance, progress reports are given to students daily. Students meeting requirements at the end of each day will be considered making Satisfactory Progress. In order for a student to be considered making Satisfactory Progress, the student must meet both attendance and academic minimum requirements.

Permanent Makeup

Students must maintain a satisfactory standing in the class. Those who do not will be placed on probation. Determined by program length and what week student is within the program not to exceed 15 days. During the probation period students must raise their grade average to passing or higher. The student may be terminated if progress is not satisfactory at the end of the probationary period. Termination shall be at the school Director's discretion. The Director has final authority and shall notify the student of the final decision. Qualitative factors will be evaluated by tests, worksheets and practical hands on procedures. If a student's grade on a practical sheet is below 75%, then he/she must make-up the grade sheet. The second grade earned will be the grade of record for the student's GPA. Granting of clock hours will only be awarded to students maintaining a 75% grade point average and an 85% in attendance, progress reports are given to students weekly. Students meeting requirements at the end of each period will be considered making Satisfactory Progress. In order for a student to be considered making Satisfactory Progress, the student must meet both attendance and academic minimum requirements.

Nail Tech Program

Students must maintain a satisfactory standing in the class. Those who do not will be placed on probation. Determined by program length and what week student is within the program not to exceed 30 days. During the probation period students must raise their grade average to passing or higher. The student may be terminated if progress is not satisfactory at the end of the probationary period. Termination shall be at the school Director's discretion. The Director has final authority and shall notify the student of the final decision. Qualitative factors will be evaluated by test, projects and practical worksheets. If a student's grade on a practical sheet is below 75%, then he/she must make-up the grade sheet. The second grade earned will be the grade of record for the student's GPA. Granting of clock hours will only be awarded to students maintaining a 75% grade point average and an 85% in attendance, progress reports are given to students monthly. Students meeting requirements at the end of each payment period will be considered making Satisfactory Progress. In order for a student to be considered making Satisfactory Progress, the student must meet both attendance and academic minimum requirements in both quantitative (academic terms) and qualitative (academic performance).

Graduation Requirements

Classic class students will have be required to apply 20-40 lashes per eye within 3 hours on the 2nd day of class. They must be correctly applied with no visible glue clumps, have proper isolation and attached at the base correctly. Proper preparation and sanitation will also checked to make sure it is done correctly. Styling and suitable lash choice for clients lash. If the student does not pass the practical exam satisfactory, they can come back & re-test until they pass.

Volume class students will be required to successfully cover 50% of the lashes within 3 hours on the 2nd day of the class. They must be correctly applied with no visible glue clumps, have proper isolation and attached at the base correctly. Proper preparation and sanitation will be checked. Styling and suitable lash choice for clients lash. If the student does not pass the practical exam satisfactory, they can come back & re-test until they pass.

For Online certification:Case Studies (2) Before & After Photos of the case studies, close up, no filter, good lighting.(4 per case study. 1 before - from above. 3 after - 1 from above, 1 front facing, 1 side view)*A short video of you...Classic...Placing at least 20 synthetic eyelash extensions and attaching them to a lash strip on a mannequin or live model. Volume...making at least 10 3D fans and attaching it to a sponge, lash strip on a mannequin or live model.

*Your Classic & Volume Sets must show in your before and after photos at least 50% coverage of the natural lashes.*For both Classic and Volume, you must demonstrate good isolation and bonding skills and show an ability to place lashes and fans the appropriate length away from the eyelid.*Proper length transitioning is important.*Pass an open book test using the Academy of Advanced Beauty training manuals

Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school.

Dismissal

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision. The Director may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance. Re-entry fee shall apply. (Page 9)

Facilities

The school is located at 6535 S Dayton St. Suite 2700 Greenwood Village CO 80111. Our training facility is 1600 square feet and is modernly furnished. We have reclining facial beds and utility tables with esthetician stools. Reception area and waiting room with chairs and bench for clients and patrons. Makeup vanity, stool, and utility cart. Coffee/Tea bar. Kitchenette. Restroom is located in the facility. Charts, diagrams and educational videos to enhance classroom learning are available. Ample parking provided and several restaurants in the area for lunch needs.

Previous Credits

The Academy of Advanced Beauty does not accept transfer credits from other institutions and does not guarantee transferability of our credits to another institution unless there is a written agreement with another institution.

Student Grievance Procedure

It is our goal to provide an environment that is peaceful and stress free. We will make every effort to resolve any complaints that are not frivolous or without merit.

Student and Guardian complaints may be brought to the attention of the Division of Private Occupational Schools online at <http://higher.ed.colorado.gov/dpos>, 303-862-3001. There is a two-year statute of limitations for the Division to take action on a student complaint (from student's last day of attendance).

Refund Policy

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the official date of termination or withdrawal.

Refund Table

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% [if paid in full, cancellation charge is not applicable]	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the school receives written notice of the student's intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides for termination.
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.

School Calendar 2024

TBD pg 10

Addendum

Academy Of Advanced Beauty Transcript/Diploma/Certificate Financial Hold Exemption Policy

Date Adopted: September 26th, 2024

Date Revised:

A. Purpose

This policy is in response to Colorado HB22-1049.

B. Scope

This policy applies to all current and former students, excluding foreign students as defined in C.R.S. 23-1-113.5., who have an outstanding debt for tuition, room and board, or other financial aid funds owed to the school and request a transcript, diploma, or certificate. This policy also describes when a student may be subject to a registration hold.

C. Policy

1. Individuals may be subject to a transcript, diploma, or certificate hold when such individual owes certain debts to the School for tuition, room and board fees, or financial aid funds. Individuals will be subject to such a hold when their balance remains unpaid for forty-five (45) days. Their balance must be Zero (\$0.00) before any certificate, diploma or transcript will be released. If it is not paid in full the account will be turned over to a third party agency for collection. If the student would like to arrange a payment plan to resolve the balance they can do so prior to the forty-five (45) day deadline. See section 5 for information. If an individual is subject to such a hold, their transcripts, diplomas, or certificates will not be released unless an exemption applies as outlined in section 2 of this policy.
2. Exemptions are granted for individuals who can demonstrate that the transcript/diploma/certificate request is required for one of the following reasons:
 - a. Job application
 - b. Transferring to another postsecondary institution
 - c. Applying for state, federal, or institutional financial aid
 - d. Pursuit of opportunities in the military or national guard
 - e. Pursuit of other postsecondary opportunities
3. Process and Procedure for Exemptions: Upon submission of a transcript/diploma/certificate request and documentation to verify an exemption, the School will review the request and make a determination regarding whether or not an exemption exists, as outlined in section 2, above. If it is determined that the individual

has a valid exemption, the School will release the requested transcript/diploma/certificate. If the School determines that the individual does not meet the exemption criteria, the School will provide a written explanation of the denial of the request within seven business days.

4. Registration Holds: Individuals will no longer be able to register or enroll for courses/classes if they have an outstanding balance that exceeds \$500.00 for forty-five (45) or more. At which time their account will be turned over to a third party agency for collection.
5. Individuals have the option to establish a payment plan for an outstanding debt. An individual who wishes to establish a payment plan for a debt owed to the School should contact: In State Agent: 720-365-3221. info@academyofadvancedbeauty.net.
6. Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to CSLSA@coag.gov.