



AESTHETICS ACADEMY

BY RADIANCE

2021

SCHOOL CATALOG

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The Future of Aesthetics Education

Anti-aging and advanced skin care services have increased at a dramatic rate over the past decade and continue to have a bright future. This demand has created an increasing need for highly-trained professionals focused on clinical aesthetics. Medical spas and aesthetics practices have become commonplace, and the fusion of beauty and medicine has provided a variety of safe and effective solutions to many common aesthetics needs. The use of laser, light, and energy based devices creates a specific and often significant enhancement to the client's physical appearance and self-image. The Aesthetics Academy has created curriculums that are designed to prepare our students for the future of aesthetics. Our small classes allow individual attention for each student. The main objective of the highly trained and experienced staff at Aesthetics Academy is to assist each student in realizing their full potential in the clinical aesthetics industry, allow them to achieve their educational goals, and help them obtain the skills needed to make more doing what they love.

Aesthetics Academy Mission Statement

Aesthetics Academy helps our clients make more doing what they love by drawing from our industry experience and success to provide quality hands-on clinical aesthetics education.

Aesthetics Academy Licensure

Aesthetics Academy is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

The Minnesota Office of Higher Education is located at:
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227

Owners, Administrative Staff, & Faculty

- Owner/President -- Austin Altenburg
- Owner -- Rebecca Pappas
- Owner -- Tim Altenburg
- Medical Director -- Dr. Merlin Brown

Our Programs

Comprehensive Laser Training 80 Hours Online and hands-on training offering an introduction to advanced laser service modalities that will prepare the student to	Comprehensive Cosmetic Injections 24 Hours Training that provides the participant with the safety and client preparation skills, and injection training, necessary to feel confident
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work in a clinical setting as a laser technician.	in immediately integrating botulinum toxin and dermal filler services into their practice.
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Program Outlines

Comprehensive Laser

Statement of Purpose:

The primary purpose of the Comprehensive Laser training program is to train the students in basic laser manipulative skills, safety judgments, and client care. Our course consists of a minimum of 80 hours of instruction, including theoretical and practical skill development.

Program Description:

The Comprehensive Laser training program provides students the opportunity to acquire the theoretical education and hands-on skills that will allow them to attain fulfilling and productive careers in the medical spa or aesthetics industry.

Our program provides an introduction to advanced service modalities including IPL and BBL skin rejuvenation (photofacials), laser acne services, fractional laser (fractional wrinkle reduction), radiofrequency, skin tightening, non-ablative laser skin resurfacing, Coolsculpting, Dermal Infusion, and more.

Students are not required to have any previous experience using lasers, intense pulse light, or other light-based equipment.

Program Objectives:

- Provide the student with the skills, information and laser training through thorough and reliable theoretical and practical instruction.
- Prepare the student with the knowledge and safety background to work in a clinical setting as a laser technician.
- Provide an introduction to advanced laser service modalities, client consultations and education, and sales techniques.
- Educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

Skills to be Learned:

The Comprehensive Laser training course curriculum covers several subjects during the 80 hour training.

Subjects covered during the **theoretical portion** include:

- Anatomy of Hair and Skin
- Laser physics, Tissue Interaction, Service Precautions
- Safety and Regulations
- Medical Considerations: Working with Clients and Colleagues

- Technical Considerations: Laser Energy

Subjects covered during the **clinical, hands-on portion** include:

Laser hair removal is performed with a light-based device such as a laser or intense pulsed light (IPL), and targets body parts such as underarms, bikini, lip line, arms, legs, back and other areas for hair reduction.

IPL and BBL (BroadBand Light)™ are done with intense pulsed light equipment that targets various parts of the body for skin rejuvenation. Laser procedures target age spots and capillary veins to dilate, and rejuvenate skin imperfections on the face, chest, hands and other parts of the body.

In addition to hair removal and photofacials, the student will be introduced to other medical aesthetic service modalities such as:

- Laser hair removal
- IPL and BBL skin rejuvenation (photofacials)
- skin tightening;
- Coolsculpting;
- Teeth whitening;
- Tattoo removal
- Vascular therapy
- fractional laser (fractional wrinkle reduction);
- laser acne services;

Sample Course Schedule:

Theoretical Portion (40 hours)

Students will be provided an online theoretical academic background and foundation to prepare them to do their observations and services. This portion of the course covers laser physics, tissue interaction, safety, medical consideration, and client relations. A day-by-day outline of this portion is below:

Day 1:

Anatomy of Hair and Skin (8 hours) At the end of this section of the course, the student should be able to: define permanent hair reduction, restate the basic anatomy of hair and identify hair types, and explain the structure of the hair bulb and where it resides in the skin. They will understand the basic anatomy and layers of the skin and be able to describe the biology of the epidermis and its inner workings. They will learn to describe the biology of subcutaneous tissue, and explain what melanocytes are and how they protect the skin. Finally, they will learn how light interacts with hair and skin. **Prerequisites: none**

Day 2:

Technical Considerations – Laser Physics and Tissue Interaction (8 hours) In this course the student will learn how lasers work, what laser light is, and how it interacts with skin and other tissue. At the end of the laser physics section of the course the student should be able to: identify the difference between spontaneous and stimulated emission, restate the composition

of lasers and the processes of their individual components, describe energy and pulsing concepts per service and identify the impact of control dependent on spot size and the density of power. The concept of photothermolysis is presented to the student. **Prerequisites: none**

Day 3:

Laser Safety (8 hours) During the laser safety course, the student learns about laser hazards, protecting themselves and those around them and comprehending and following the regulations around the use of lasers. At the end of the Laser Safety section of the course the student should be able to: state the basic safety procedures, hazards and administrative controls, understand ANSI standards/MN law/proper safety guidelines/incident documentation.

Prerequisites: none

Day 4:

Medical Considerations – Working with Clients (8 hours) In this course the student learns about working with a client (or client) in a clinical setting. At the end of this section the student will be able to: identify the criteria for client selection and exclusions for service, restate types of skin conditions such as benign pigmented lesions and vascular lesions. Finally the student will learn to list pre-service and post- service instructions and explain clinical endpoints.

Prerequisites: none

Day 5a:

Technical Considerations – Laser Energy (4 hours) After 4 days of initial training, the instructor begins to go deeper into how the lasers are used, the types of lasers, and reinforce the wavelengths to use on specific skin types. Energy concepts will be discussed, pulsing, spot size and power density. Concepts on heating tissue and photothermolysis are reviewed.

Prerequisites: none

Day 5b:

Medical Considerations – Clients and Colleagues (4 hours) The final course ties all the learning together discussing best practices for working in a clinical setting. This section is designed to prepare the student for the clinical reality of working in a real world setting performing services. Discussion includes service protocols, working with physicians, interacting with colleagues and preparing for a successful career. **Prerequisites: none**

Clinical Hands-On Training (40 hours)

Prerequisites: Must have completed the theoretical portion or equivalent.

All clinical days begin with an overview of the day and the equipment that will be used, the settings of the device, and pearls of wisdom for the students. The course takes place in our training room and students have the opportunity to perform services on clients at the facility. Students work in groups with a hands-on instructor. The instructor prepares the students for the services and goes over the following protocols:

- Review client chart and information
- Prepare client for service
- Instructor demonstration of service
- Inform client about aftercare
- Q&A and Practicum

Laser Hair Removal (8 hours). The first day of clinical training is dedicated to laser hair removal in this course. Each student participates in, observes, and assists in services.

Prerequisites: Must have completed the theoretical portion or equivalent.

Additional Clinical (32 hours) The additional clinical portion of the course follows the laser hair removal portion. Each student should participate in, observe, and assist in the following services:

- Laser hair removal
- IPL and BBL skin rejuvenation (photofacials)
- skin tightening;
- Coolsculpting;
- Teeth whitening;
- Tattoo removal
- Vascular therapy
- fractional laser (fractional wrinkle reduction);
- laser acne services;

Number of Hours for the Program

The Comprehensive Laser training program is a 80 hour training program with 40 hours of theoretical training and 40 hours of observations and hands-on services.

Clinical Training, Practicum, and Special Features

Our clinical sessions include comprehensive demonstrations and one-on-one guidance from your instructor to help you perfect your laser techniques. This includes coming up with a service plan while understanding what outcome the client would like.

Students will practice services with their classmates, and are only **REQUIRED** to bring in their own models for the **FINAL** practical exam.

Equipment Used:

The training will be performed using the following equipment:

- Sciton Joule
- Cutera Xeo
- Alma Harmony XL
- Alma Soprano XL
- Lamprobe
- Inmode
- SpaWhite Teeth Whitening
- Coolsculpting

Comprehensive Cosmetic Injections

Statement of Purpose:

Our Comprehensive Cosmetic Injections training provides medical professionals the opportunity to acquire the education and technical skills that will help them feel confident in immediately integrating botulinum toxin (BOTOX®) and dermal filler services into their practice.

Our non-surgical, minimally-invasive facial and injectable program delivers high quality education within a convenient time frame. The participant is challenged in an environment with

state-of-the-art training by providing an array of modern curriculum which reflects current industry standards.

Training Description:

Our Comprehensive Cosmetic Injections training includes a thorough overview of botulinum toxins and dermal fillers injections and facial assessments through both didactic and hands-on training.

In addition, participants learn the indications and contraindications for these injection services, receive in-depth instruction in the anatomy, neurophysiology, musculature, and circulatory system of the oral and maxillofacial areas.

The 24 hour, 2+ day training consists of theoretical and practical instruction that includes 4 hours of online didactic instruction and 20 hours of in-classroom instruction that allows students to observe and perform services.

Training Objectives

The primary purpose of the Comprehensive Cosmetic Injections training is to provide the participant with the safety and client preparation skills and injection training necessary to feel confident in immediately integrating advanced botulinum toxin (BOTOX®) and dermal filler services into their practice.

Skills to be Learned:

By the end of our Comprehensive Cosmetic Injections training, you will be able to:

- Identify who is a candidate for botulinum toxins and facial fillers
- Understand the aesthetic consultation process
- Explain why lines and folds occur and how to treat them using various cosmetic injections
- Explain the indications and contraindications of dermal fillers and botulinum toxins injections
- Demonstrate proper cosmetic injection technique for various anti-aging services
- Explain the anatomy and musculature of the face
- Understand the different types of cosmetic fillers
- Identify the risks and benefits of various anti-aging services
- Explain the risks, benefits, and pre-/post-care

Sample Training Schedule**Theoretical Portion (4 hours)**

Students will be provided an online theoretical education of basic, applied, and clinical science of facial esthetics principles, pharmaceuticals and materials that are essential for successful injection esthetic outcomes. This portion will include:

- Client Assessment and Evaluation
 - Client assessment and consultation for botulinum toxins and dermal fillers procedures
 - Indications and contraindications for these techniques and pharmaceuticals
 - Medical history taking as it relates to facial injectables
 - Client evaluation for best facial esthetic outcomes
- Anatomy of the Oral and Maxillofacial areas to include include the neurophysiology, musculature and circulatory systems
 - Pharmacology of oral and maxillofacial injectable service
 - Teach the best service techniques including anatomical muscle sites, muscle depths, proper preparation and dilution for the best oral and maxillofacial esthetic and therapeutic outcomes
 - Establishing proper lip lines and smile lines
- Safety and Risk Issues
 - Proper sterile technique as it relates to the use of injectable agents and client service
 - Safety and risk issues for botulinum toxin and dermal fillers injectable therapy
 - Knowledge of adverse reactions and how to avoid adverse reactions
 - Management and treatment of adverse reactions, including but not limited to four kinds of ptosis, vascular occlusion, and injection related complications
- Facial Esthetics Planning and Delivery
 - Integrating botulinum toxin and dermal filler therapy into esthetic service plans
 - Upper and mid-face service procedures for dental therapeutic and dental esthetic outcomes
 - Facial esthetic procedures in the oral and maxillofacial areas
 - Conservative lip enhancement procedures and how to avoid the most common pitfalls with lip enhancement procedures
 - Enhancing the natural lip anatomy to create esthetic lip structures and proper smile lines
 - Volumizing the mid-face and lower face using anatomical landmarks
 - Precise delivery of facial injectables
 - Smoothing lip lines and eliminating radial lip lines
 - Required observation of client service
 - Current research and future developments in maxillofacial esthetics pharmaceuticals and procedures

Clinical Hands-On Training (20 hours)

The weekend clinical hands-on portion will begin with a short review of the online theoretical component in order for class participants to demonstrate competency in the safety aspects of facial esthetics pharmaceuticals prior to using these pharmaceuticals.

Day 1:

- 1:00pm – 1:30pm Welcome / review of theoretical component
- 1:30pm -- 2:30pm Neuromodulators / BOTOX® Demonstration
- 2:30pm -- 5:00pm Hands-on Clinical Training: Neuromodulators / BOTOX®

Day 2:

- 8:30am -- 9:30am Review of Theoretical Component
- 9:30am -- 10:30am Dermal Fillers Demonstration
- 10:30am -- 12:30pm Hands-on Clinical Training: Dermal Fillers
- 12:30am -- 1:00pm Lunch
- 1:00pm – 5:00pm Hands-on Clinical Training: Dermal Fillers

Day 3:

- 8:30am -- 9:30am Review of theoretical component
- 9:30am -- 10:30am Dermal Fillers Demonstration
- 10:30am -- 12:30pm Hands-on Clinical Training: Dermal Fillers
- 12:30am -- 1:00pm Lunch
- 1:00pm – 5:00pm Hands-on Clinical Training: Dermal Fillers

Number of Hours for the Program

The Comprehensive Cosmetic Injection program is 24 hours total with 4 hours of theoretical training and 20 hours of observations and hands-on services.

Clinical Training, Practicum, and Special Features

Our clinical sessions include comprehensive demonstrations and one-on-one guidance from your instructor to help you perfect your cosmetic injection techniques. This includes coming up with a service plan while understanding what outcome the client would like.

Academic Calendar – Schedule of Classes

Monday – Friday 9:00 a.m. – 6:00 p.m.

Saturday-Sunday 9:00 a.m. – 6:00 p.m.

Holidays:

- New Years Eve
- New Years Day
- Thanksgiving
- Christmas Eve
- Christmas Day

Admissions and Enrollment

For Aesthetics Academy's Comprehensive Laser Training course, each applicant must:

1. Be 18 years of age or older
2. Submit a signed and completed application AND a \$200 deposit;

3. Pass an initial interview;
4. Submit a letter of recommendation;
5. Submit documentation of high school graduation (diploma) or passing the General Education Test (GED);
6. Submit official educational transcripts

For Aesthetics Academy's Comprehensive Cosmetic Injections course, each applicant must:

1. Submit a signed and completed application AND a \$200 deposit;
2. Pass an initial interview;
3. Submit a letter of recommendation;
4. Submit proof of medical licensure

Transfer of Credits

Aesthetics Academy does not accept transfer credits.

Program or Course Cancellation Policy

In the unlikely event that a course is cancelled, it will be rescheduled for a later date. If the student is not able to attend, their tuition for that course will be refunded.

Tuition Breakdown

Comprehensive Laser Training		Comprehensive Cosmetic Injections	
80 Hours		20 Hours	
Tuition	\$6000	Tuition	\$5000

Tuition includes the cost of all course instructional materials. No additional fees will be assessed to the student. Participants are responsible for their own room and board.

With a participant's application, we require a \$250 deposit.

All tuition rates are subject to change without notice.

Payment Options

Student Payment Schedule

Students must pay their tuition in full two weeks in advance of attending the training program unless other arrangements satisfactory to the Aesthetics Academy, in its sole and absolute discretion, have been made with the student and his/her legal designee. Methods of payment include cash, credit cards, or through non-federal, private financing options.

Refund Policy (Buyer's Right to Cancel)

Refund policy for Programs that are 40 hours or less

If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. If your program is 40 hours or less and you withdrew from your program, your refund will be prorated by the number of hours attended and the length of the program. To receive a full refund of tuition, fees, and other charges, you must withdraw from your program before the scheduled start day of the program. You will receive written notice acknowledging your withdrawal request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Any mailed notice is effective on the date of the postmark if sent by mail or the day it has been hand-delivered to the institution. Notice to withdraw may also be given by email, verbally to a school official (not just an instructor), or with a voicemail to a school official.

You may be entitled to a refund of your equipment and supplies costs if you return your equipment and supplies within 10 days of withdrawing and if your supplies are in a condition suitable for resale. If you do not return your equipment and supplies or the supplies are not in a condition suitable for resale, this cost will be deducted from your tuition, fee, and other charge refund that you may be eligible for.

Refund policy for programs greater than 40 hours

If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give notice that you are cancelling your contract within five business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to be effective on the date that the institution notifies you that you have been accepted into the institution and you have signed the contract or enrollment agreement. If the notification of acceptance into the institution is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter.

This five-day refund policy applies regardless of when the program starts. If you give notice more than five days after you signed the contract, but before the start of the program (or first lesson for an online distance education program), you will receive a refund of all tuition, fees, and other charges minus 15 percent, up to \$50, of the total cost of the program. You will be provided a prorated tuition, fees, and other charges refund minus a 25 percent fee, up to \$100, if you give notice of your withdrawal after your program has begun, but before 75 percent of the program has been completed. If you withdraw from your program after 75 percent of the program has completed, you are not entitled to a refund of tuition, fees, and other charges.

You will receive written notice acknowledging your withdrawal request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Any mailed notice is effective on the date of the postmark if sent by mail or the day it has been hand-delivered to the institution. Notice to withdraw may also be given by email, verbally to a school official (not just an instructor), or with a voicemail to a school official.

If you do not withdraw in writing or contact the institution about your absence and you have not attended your program or contacted the institution about your absence for 21 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance. Your school is responsible for sending you a written notice of cancellation if you are withdrawn for failing to attend to your last known address. The confirmation from the school must state that the school has withdrawn your enrollment, and if this action was not the student's intent, the student must contact the school.

You may be entitled to a refund of your equipment and supplies costs if you return your equipment and supplies within 10 days of withdrawing and if your supplies are in a condition suitable for resale. If you do not return your equipment and supplies or the supplies are not in a condition suitable for resale, this cost will be deducted from your tuition, fee, and other charge refund that you may be eligible for.

Cancellations for all courses should be either emailed to: admin@aesthetics-academy.com or mailed to:

Aesthetics Academy
1049 Centerville Circle
Vadnais Heights, MN 55127

Refund in the event of program discontinuation

In the event Aesthetics Academy closes for any reason during a term and interrupts and terminates classes during that term, all tuition for the term shall be refunded within 30 days to the student or the appropriate private lender that provided any funding for the term, and any outstanding obligation of the student for the term is canceled.

Refund Conditionalities

Any monies due to the student will be sent to the student within 30 days from receipt of written cancellation or the date Aesthetics Academy terminates the student corresponding to their last date of attendance.

Re-enrollment

A re-enrollment fee of \$250 will be assessed to students who have previously withdrawn from a program, unless other arrangements satisfactory to the Aesthetics Academy, in its sole and absolute discretion, have been made with the student and his/her legal designee.

Placement

Aesthetics Academy does not guarantee job placement to any students.

Student Services

Out-of-Classroom Needs

Students enrolled at Aesthetics Academy may have non-academic questions that need to be answered and concerns that need to be addressed. Our staff is available to respond to student

needs in the area of non-academic questions and concerns. Our focus is to assist our students in being successful and making your experience at our school hassle-free.

Housing Assistance and Transportation

Our admissions team is available to help students who come from outside the immediate area find reasonable alternatives for housing while attending our program. School Name will do everything we can to make your stay comfortable and affordable.

Career Training

The focus of Aesthetics Academy's training programs are to help our students acquire academic and practical experience so they can become more marketable candidates for aesthetic/medical positions. While we can not guarantee any job placements, we do provide resources that assist our students in furthering their career goals.

Graduate Services Department

Aesthetics Academy has a Graduate Services Department that assists our graduates with the transition into the working world. This department shares job leads with graduates in the area and location they are searching. The department also provides counseling and support to our students as well as assistance with writing resumes and preparing cover letters.

Description of Educational Delivery Systems

Programs are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, and other related methods are also used in the course.

Grading Procedures and Satisfactory Progress Tracking

Students are assigned theory (didactic) study and a number of practical experiences. Theory is evaluated by written exams. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as passing or better.

Students must maintain a theory grade average of 80 percent and pass FINAL written AND practical exams with 80 percent or higher scores prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory Grading Scale:

90 – 100 A = Excellent	P: Pass (80 percent or above)
80 – 89 B = Good	F: Fail (below 80 percent for Pass/Fail exams)
75 – 79 C = Average	I: Incomplete
74 or less = Failure	W: Withdrawal

A student who fails an exam will be sent an academic warning stating that they must retake the exam in order to pass the course. A student may retake the exam as many times as needed until they earn a passing grade.

Grade Reporting and Transcripts

Students are notified immediately upon completing the course if they pass or fail. Training diplomas are provided to each student within one month of completing the course. Student transcripts are available to all students that request them. To request transcripts the student must provide a written request and the transcripts will be mailed to them.

Student Records

Student records are preserved digitally, and students may make arrangements to review their records by submitting a request to the Aesthetics Academy president.

Students Rights to Releasing Information

Aesthetics Academy is committed to the privacy and security of our students. Minnesota School of Aesthetics Academy complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) – sometimes called the Buckley Amendment – which establishes students' rights and institutions' responsibilities regarding the privacy of education records. It provides guidelines for maintaining the confidentiality of education records and monitoring the release of information from those records. FERPA was enacted by the US Congress in 1974 and has since made many amendments. Responsibility for oversight of FERPA compliance rests with the Department of Education's Family Policy Compliance Office. Upon authorization from the student, Minnesota School of Barbering will release student records to a third party.

Student Conduct

Admission to Aesthetics Academy requires students to conduct themselves in a professional and respectable manner at all times. Students are required to uphold the following obligations while attending class.

1. Practicing high standards of academic and professional honesty and integrity with each other, the instructors, and clients.
2. Refraining from any conduct that would substantially disrupt or interfere with Aesthetics Academy's operations.
3. Refraining from any conduct that would violate the rights, privileges, and property of others.
4. Refraining from any conduct that could reasonably cause harm to or endanger the health, safety, or welfare of other persons.
5. Complying with the rules, regulations, procedures, policies, and standards of conduct of Aesthetics Academy.

Failure to comply with the student conduct can result in the student being expelled from the program.

Student Probation, Suspension or Expulsion

Attendance

When a student has exceeded their allowance of absences (4 hours missed) in a course that is still in session, they will be given an attendance warning. The warning will remind the student that they have until the end of the day to coordinate with the Aesthetics Academy president when time will be made up or the student will fail.

In the event a student misses more than the allowed 4 clock hour absence, we will charge a re-entry fee of \$250 per day.

If the student requests an exception for the reentry fee due to a medical emergency, the request must be accompanied with a physician's note.

Tardies

If a student is running late, they must contact the Aesthetics Academy president immediately and coordinate a date to make up any hours they missed within 24 hours. If a student is more than 4 hours late it will be considered a missed day.

Make Up Work

If a student is absent for one day (+4 hours), they must pay the \$250 re-entry fee and coordinate with the Aesthetics Academy president when to make up the hours they missed or they will fail. If the student is unable to make up the hours before the course is over, they may have the option, per the sole and absolute discretion of the Aesthetics Academy president, to come back at a later time to complete the hours missed.

Leave of Absence

A written request stating the reason for the leave of absence must be submitted to the admissions office. The request must be approved by the Aesthetics Academy president.

Satisfactory Academic Progress Policy

Aesthetics Academy determines "satisfactory academic progress" by monitoring students throughout enrollment and completing a formal evaluation at an "evaluation point." Evaluation points for students enrolled in programs at School Name are at 25 percent, 50 percent and 75 percent of the required program hours. During each of these evaluation points students must be passing all exams with an 80 percent or higher. Students meeting all expectations and requirements at the time of evaluation point, both attendance and academics, will be considered making "satisfactory academic progress."

Academic Probation

If a student receives a score lower than 80 percent at any time during the evaluation point, the student will be put on academic probation and they will remain on probation until they have completed and passed all of the needed courses in order to graduate. If a student does not

demonstrate satisfactory academic progress, they must remedy their academic probation status by retaking exams until they pass. The Aesthetic Academy president will monitor the student's status by reviewing the student's exam grade.

The student must receive an 80 percent or higher on all exams in order to be placed back in good standing, and can retake an exam as many times as they need in order to receive an 80 percent or higher.

The student must be in good standing before they can begin clinical training. If the course does not include a clinical portion, the student must be in good standing before receiving a certificate of completion. During the practicum period, students' progress is monitored by the instructors that they have that day.

When a student is put on academic probation, they will not be able to proceed to the clinical part of the course/receive a completion certificate. In this case the student is not dismissed from the program and will get the opportunity to retake any exams as many times as needed to receive an 80 percent or above in order to continue their education.

Misconduct Probation

A student will be put on a 24-hour probation for any misconduct and sent home. After the 24 hours the student must meet with the Aesthetics Academy president to determine if the student is allowed to continue the remainder of the course.

Dismissal Policy

If after the misconduct probation period a student has not fulfilled the requirements of their probation, they will be dismissed.

Students can be automatically dismissed for the following reasons:

1. coming to class under the influence of drugs or alcohol;
2. misconduct (obscene, violent or sexually inappropriate behavior, cheating, plagiarism, knowingly furnishing false information.

If a student wishes to appeal, they can file a complaint with the Aesthetics Academy president. To be re-enrolled, a student must show evidence to the Aesthetics Academy president's satisfaction that the condition that caused the dismissal has been rectified. Re-admission is at the discretion of the Aesthetics Academy president.

Student Grievance Procedures

Step 1: Instructor/Staff Member:

If a student has a grievance with a student, the student is recommended to directly communicate their grievance to an instructor/staff member within 24 hours. The student must articulate the grievance in writing, including a specific description of the problem and the reasons the student believes their rights have been violated. The instructor/staff member

moderating the grievance must respond, in writing, to both the student alleging a grievance and the student alleged to have caused the grievance within 24 hours.

Step 2: Aesthetics Academy President

If the student has a grievance with an instructor/staff member, or in cases where the problem is not resolved through the process outlined in “Step 1,” the student is encouraged to articulate the grievance in writing to the Aesthetics Academy president. The Aesthetics Academy president or designee will review the grievance. Within 24 hours, the Aesthetics Academy president or designee will objectively investigate the grievance, consult and share appropriate information with all involved parties, consider relevant evidence, and render a final decision in writing to the student and the administrative office. Any further appeals shall be made to the Minnesota Office of Higher Education as described below within a 6-year period.

Reporting, Recording, and Maintaining Records

When the grievance is concluded, all documentation shall be forwarded to the Aesthetics Academy president; who will maintain them in accordance with the state archival policies.

Student Right to Appeal to Minnesota Office of Higher Education

If a student complaint cannot be resolved through our internal process, or involves an accusation of fraud or misrepresentation, a student can file a complaint with the Minnesota Office of Higher Education under section [136A.8295](#). The student can contact the state office for further details. The state office address is: 1450 Energy Park Drive, Suite 350 St. Paul, MN 55108; phone number: (651) 642-0567; website address: <http://www.ohe.state.mn.us/>.

Grievance Procedure Published in the Following Locations

Student Catalog

Aesthetics Academy Website

Facilities

Aesthetics Academy’s courses are held in a fully furnished facility, which includes chairs, desks, and technology suited for training students according to rule 4880.1800 and in compliance with state and local laws for planning, building, zoning, and fire codes.

Student Acknowledgment of Receipt Page

The school catalog was reviewed by me on _____.

I have read, and fully understand all of the school policies. I agree to commit to the schedule that I have arranged to follow all of the school policies for conduct, attendance and time.

Student

Date

Aesthetics Academy President