



Pompano Beauty Academy

School Catalog

2026 – 2027

Vol. 2

Licensed by the Commission for Independent Education, Florida Department of Education. License #13117. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684

Pompano Beauty Academy
750 E. Sample Road Building 2
Suite 101 Pompano Beach FL 33064
(754)799-0607
License #: 13117

www.pompanobeautyacademy.com
www.pompanobeautyacademy@gmail.com

Table of Contents

Mission Statement.....	4
Philosophy.....	4
History.....	4
Licensure.....	4
Professional Memberships.....	4
Ownership and Statement of Legal Control.....	4
Advisory Board.....	5
Administrative & Faculty.....	5
Programs Offering.....	5
Hours of Operation.....	5
Student Breaks.....	5
School Holidays.....	5-6
Course Code.....	6
Locations, Facilities, & Equipment	6
Catalog & Policies.....	6
Changes to Programs & Equipment.....	6
Class Size.....	7
Equal Opportunity Policy.....	7
Accommodation Request.....	7-8
Sexual Harassment & General Anti- Harassment Policy.....	8
Application Procedure.....	8
Admissions.....	8
Enrollment.....	8
Rules & Regulations.....	8-9
Re-Entry.....	9
Credit for Previous Training.....	9
Transfer of Credit.....	9
POLICY FOR REGISTRATION/LICENSURE / EXAMINATIONS AND FEES.....	9
LIMITATIONS OF EMPLOYABILITY DUE TO CRIMINAL HISTORY	9
Technology Requirements.....	9-10
Internet Usage Policy.....	10
Statement on Program Delivery.....	11
Tech Support.....	11
TUITION, FEES, BOOKS, UNIFORMS, SUPPLIES.....	11
TUITION and Fees.....	12
PAYMENT OF TUITION.....	12
Payment Options.....	12
Reduction of tuition and fees.....	12
FINANCIAL AID AND FINANCIAL SERVICES.....	12
Scholarships.....	12
DISCLOSURE STATEMENTS.....	12-13
Cancellation and Refund Policy.....	13
Default Prevention Service.....	13-14
Definition of a Clock Hour.....	14
SATISFACTORY ACADEMIC PROGRESS POLICY.....	14
Satisfactory Academic Progress.....	14
Attendance Progress.....	14
Maximum Time Frame.....	14
Academic Progress.....	14
Academic Grading System.....	14
Determination of Progress	15
SAP.....	15-16
Re-Entry.....	16

Incomplete Grades.....	16
Repeating Assessment.....	17
Attendance.....	17
Non-Credit Remedial Courses.....	17
LOA.....	17-18
Student Services.....	18
Orientation.....	18
Career Services.....	18
Academic Advising.....	18
Housing.....	18-19
Parking.....	19
Field Trips.....	19
Guest Lecturers.....	19
Graduation.....	19
Graduation Requirements.....	19
Employment Placement Services.....	20
Resource Center.....	20
Tutoring.....	20
Examination of Student Records, Transcripts, and Diplomas.....	20
Family Educational Rights & Privacy Act.....	20-21
Administrative Policies.....	21
Changes to Programs, Equipment, Etc.....	22
Course Numbering System.....	22
Copyright Infringement Policies and Sanctions.....	22
Voter's Registration for Students.....	22
Vaccinations Policy.....	22
Internal Complaints and Grievance Procedure.....	22
Appeal Policy.....	23
Dress Code.....	23
Students Rights and Responsibilities.....	24
Student Conduct Policy.....	24-26
Student Disciplinary Procedures.....	26
Academic and Administrative Dismissal.....	26
Campus Security/ Crime Prevention.....	26-28
Timely Warnings.....	28
Reporting Crime.....	28
Confidential Reporting Procedure.....	28
Fire Precautions.....	28
Drug Free Policy.....	28
Drug & Alcohol Abuse Prevention.....	29
Anti-Hazing Policy.....	29
School Academic Calander.....	29
Program Descriptions.....	29-30
Advanced Aesthetics.....	30-32
School Catalog Receipt.....	33

Mission Statement

Pompano Beauty Academy LLC is dedicated to empowering the next generation of estheticians through advanced education, hands-on training, and intentional mentorship. Our mission is to prepare students not only for licensure, but for long-term success, confidence, and leadership within the beauty industry. We believe education should be personal, practical, and purpose-driven. Through small class sizes, a supportive learning environment, and instruction led by licensed and insured professionals, students receive individualized guidance and real-world experience. Our curriculum blends theory, classroom instruction, immersive hands-on practice, and supervised services to the public, ensuring graduates are skilled, prepared, and industry-ready.

PHILOSOPHY

The purpose of Pompano Beauty Academy is to offer quality career education in an atmosphere of personalized attention. The curriculum is geared toward entry level students with no prior background in the subject matter. Pompano Beauty Academy focuses on the specialized skills and knowledge needed for today's marketplace by providing programs that encompass theory, clinical application, and professional development. Pompano Beauty Academy selects experienced individuals as members of its faculty, thus allowing Pompano Beauty Academy's students to be educated by professionals who have practical knowledge in their field of study as well as the appropriate level of formal education. Pompano Beauty Academy recreates a similar atmosphere to that which the student will encounter in his/her career.

HISTORY

Pompano Beauty Academy was founded in 2024 to provide professional training and education to individuals interested in a career in Esthetics and related career fields leading to licensure and/or certification. Pompano Beauty Academy strives to continuously update its curriculum and program offerings and upgrade equipment to better serve students. Through its instructors innovative learning techniques and real-life experiences, Pompano Beauty Academy plans to sit at the forefront of Beauty institutions in South Florida.

LICENSURE

Licensed by the Commission for Independent Education (CIE) ID# 13117, Florida Department of Education. Additional information regarding pending licensure information may be obtained by contacting the Commission at: Florida Department of Education @ 325 W. Gaines Street, Suite 1414 Tallahassee, Florida 32399-0400 1-850-245-3200 or 1-888-224-6684 (Toll-Free).

PROFESSIONAL MEMBERSHIPS

Admissions approval through the Florida Association of Postsecondary Schools and Colleges (FAPSC)

OWNERSHIP AND STATEMENT OF LEGAL CONTROL

Pompano Beauty Academy is a Florida corporation owned and operated by Anniesha McDonald, the School Director and sole proprietor. Pompano Beauty Academy is incorporated in the state of Florida to offer beauty career training programs.

750 E. Sample Road, Building 2 Suite 101
Pompano Beach, Florida 33064
Phone: (754) 799-0607

Advisory Board

Anniesha McDonald acts as the complete advisory board. Through her, Pompano Beauty Academy maintains a current and viable group of professionals that consist of employers, industry experts, and leading educators who provide feedback on the academic delivery method, latest equipment and or product or services to help our students gain the competitive employment advantage to succeed in the fields of Beauty and Wellness.

Administration & Faculty

Anniesha McDonald CEO and School Director

Instructor

Master’s degree in business administration from Nova Southeastern University.

Facial Specialist FB9768163 valid in FL from Hollywood Institute.

All Administration are Full Time

Programs Offering

Advanced Aesthetics- 220 clock hours

Hours of Operation

Pompano Beauty Academy staff is always prepared and willing to assist students during the following:

Office Hours:

MON /TUE /WED /THURS./FRI./SAT.

9:00 am – 6:00 pm

CLOSED SUNDAY –

*Office Hours/ BY Appointment Only

School Hours

	Morning	Afternoon	Weekly Clock Hours
Monday	9am-2pm	5pm-10pm	5
Tuesday	9am-2pm	5pm-10pm	5
Wednesday	9am-2pm	5pm-10pm	5
Saturday	10am-3pm	10am-3pm	5
Online Theory	-	-	2
Total			22

*Online Hours: Students are required to sign into Canvas Monday-Thursday for a minimum of 1.25 hours, or until all assigned course work is completed.

Student Breaks

Students have a period of 10 minutes at the end of each Clock Hour for a brief break.

Academic Calendar

School Holidays

School Holiday	Date
New Years Day	1/1
Juneteenth	6/14

Independence Day	7/4
Labor Day	9/2
Veterans Day	11/11
Thanksgiving Day	11/28
Black Friday	11/29
Teachers Planning Day	12/12
Christmas Eve	12/24
Christmas	12/25
New Years Eve	12/31

*Other holidays or school closures may be declared at the discretion of the school Director.

Course Code

The courses available within each program are assigned a course code after the program name. Courses codes are preceded by a program prefix and followed by a course number, which comprises the course code. The following program prefixes have been defined for each

Prefix	Program	HIV/AIDS	Florida Law
ASC	Advanced Aesthetics	COS 101	COS 102

LOCATIONS, FACILITIES AND EQUIPMENT

750 E. Sample Road is conveniently located 2 minutes from I-95 and the Florida Turnpike. The campus occupies approximately 1538 square feet of floor space. Historic Downtown Pompano Beach and Pompano Beaches are nearby with boardwalk shops and sidewalk cafes.

Pompano Beauty Academy consists of a reception area, office facilities, classrooms, dispensary, break area, salon clinic, facial room, a student resource library and supply storage. All space is completely air conditioned. Our highly qualified instructors deliver education in the theory classroom through lectures, audio-video presentations, and demonstrations. The practical classrooms are furnished with student stations and/or treatment tables for the student to practice and perform the techniques to the public under the direct supervision of a licensed instructor. The resource center provides students and faculty with reference materials including computers, internet access, DVD's, books and periodicals to supplement textbooks and lectures. All equipment used at the school is compatible with industry standards and effectively meets the objectives of the program. There is ample free parking.

CATALOG AND POLICIES

Students are expected to be familiar with the information presented in the Enrollment Agreement, Catalog, and any addenda to the Catalog. This Catalog serves as a handbook for the student. By enrolling in Pompano Beauty Academy, the student agrees to abide by all policies of the Institution. If at any time there is conflict between the Enrollment Agreement and the Catalog, the Enrollment Agreement is the binding contract. This catalog/publication is true and correct in content and policy.

CHANGES TO PROGRAMS, EQUIPMENT, ETC.

Pompano Beauty Academy reserves the right to make changes in equipment, textbooks, supplies and curriculum to reflect the latest technology and advancement in a program of study. Tuition and fees are subject to review and modification.

CLASS SIZE

In order for, students to receive individualized attention, class size will not exceed 20 students per one instructor in the classroom. Pompano Beauty Academy constantly monitors class sizes to ensure that program objectives can be met by each student attending. When required, Pompano Beauty Academy will monitor and maintain appropriate programmatic instructor/student ratios in laboratory and clinical settings.

EQUAL OPPORTUNITY POLICY

Pompano Beauty Academy, in its hiring, admissions, instruction and graduation policies, practices no discrimination on the basis of race, religion, color, financial status, sex, ethnic origin, age, veteran status, physical challenges or sexual orientation.

ACCOMMODATION REQUEST

Pompano Beauty Academy complies with all provisions of the Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act of 1973, in that no qualified person will be excluded from enrolling in the school. However, individuals should be aware that the regulations of the programs and applicable careers fields require the ability to sit or stand for long periods of time, a high level of manual dexterity and prolonged periods of practical work in the clinic.

Applicants and/or students with a disability seeking accommodation, must make their requests in writing to the Campus Director by completing an Accommodation Request Form, and submitting recent, relevant medical documentation that verifies the nature of the disability, the functional limitations resulting from the disability, the timeframe for the accommodation and must substantiate the need for any accommodation requested. The type of documentation will vary according to the disability but should give us a basic understanding of what your disability is and how the disability impacts you in the classroom environment. Documentation may include specific recommendations as to the types of reasonable accommodation needed (e.g. extra time for testing, note-taking assistance). It should describe the relationship between the disability and how accommodation would provide access. The Institute has no obligation to provide or adopt recommendations but will consider them.

To ensure that reasonable accommodation can be provided in a timely manner, all forms and documentation should be received at least six (6) weeks prior to the start of classes, or as early as possible as accommodations cannot be implemented retroactively. Upon receipt of the appropriate documentation, the request will be reviewed for eligibility, additional information may subsequently be requested if necessary. Decisions pertaining to reasonable accommodation will be made by The Campus Director, in consultation with other Academic or Administrative Personnel. Written notification of approved accommodations will be provided, and faculty will be notified of the accommodations that have been approved, unless otherwise specified. *Confidentiality Information about a student's or applicant's disability will be shared with those with a need to know about it, such as to assist the Institute in evaluating or implementing the accommodation or for reasons of safety. Records relating to disability accommodation will be kept separate from other files and only made available to personnel with a need to access the files.

If a student disagrees with the proposed accommodations, he/she has the right to appeal the decision in writing and should be submitted promptly along with a copy of the paperwork used to request the accommodation. The appeal should state clearly why the student or applicant still believes that they should be provided with the accommodation sought. Students granted a different accommodation than first sought are encouraged to try the alternate accommodation while appealing the decision. Within 20

business days after acknowledging receipt of the ADA policy appeal, the Campus Director will inform the student regarding the institutional response to the written appeal. The appeal is to be submitted by U.S. mail to:

Pompano Beauty Academy
750 E. Sample Rd. Building 2 Suite 101
Pompano Beach, Florida 33064

SEXUAL HARASSMENT & GENERAL ANTI-HARASSMENT POLICY

The U.S. Equal Employment Opportunity commission has issued guidelines which treat sexual harassment as illegal sex discrimination under the Civil Rights Act of 1964.

Pompano Beauty Academy actively supports a policy on sexual harassment which includes a commitment to creating and maintaining an environment in which the students, faculty and administrative-academic staff can work together in an atmosphere free of all forms of harassment, exploitation or intimidation. It is the intention of the school to take whatever action may be needed to prevent, correct and if necessary, discipline behavior which violates this policy.

APPLICATION PROCEDURE

All Applicants are required to visit the school in person to meet with an admissions representative. The admissions representative will discuss career goals, programs, policies and provide a tour of the school for each applicant.

ADMISSIONS

The student must show evidence of the following:

- Specialty registration applicants must be at least 16 years of age or have received a high school diploma.

ENROLLMENT

Prospective students must make a formal application to and be accepted by the school. The applicant will receive a catalog and must complete and sign an Enrollment Agreement prior to beginning classes. Applicants are encouraged to complete the enrollment process well in advance of their desired start date, as class size is limited to ensure individualized instruction.

Rules and Regulations:

- A. The school reserves the right to dismiss/ terminate a student for failure to maintain satisfactory academic progress, failure to attend class punctually, breach of school rules or regulations, or for any cause the school deems necessary for the good of the school, at the discretion of the school Director.
- B. Students are required to provide their own notebooks and instructional supplies.
- C. Students are required to provide their own Laptop, Computer, Tablet for E-Learning instructional material.
- D. All signers have received and read a copy of the enrollment agreement and catalog.
- E. No responsibility is assumed by the school should a student not pass a required state or national licensing/ certification examination.
- F. No responsibility is assumed by the school for any negligence, carelessness, or lack of skill by one of the students with practicing any part of the school program upon another.
- G. Excessive absenteeism may result in termination.

- H. All financial obligations owed to Pompano Beauty Academy must be paid, or arrangements for payments must have been made before a student may re-enter.
- I. Students are required to wear proper uniform as directed by the school.

RE-ENTRY

A student who has been terminated or withdrawn may reapply to Pompano Beauty Academy in the same status as when they were withdrawn. At that time, the student's academic records will be evaluated in order to determine if it is possible for a cumulative grade point to be achieved and for the program to be completed within the maximum time frame of 150%. Returning Students will be charged a \$100 Re-entry fee.

After being readmitted to Pompano Beauty Academy, the student's progress will be re-evaluated at the next scheduled progress evaluation point. If the student has failed to achieve minimum requirements, the student is subject to termination from the school.

CREDIT FOR PREVIOUS TRAINING

Pompano Beauty Academy makes no blanket statement or promise of acceptance of credit from any other Institution. Pompano Beauty Academy will not accept the transfer of credits earned at another institution outside of Pompano Beauty Academy.

TRANSFER OF CREDIT

Pompano Beauty Academy cannot guarantee the transferability of credits earned at our school. A decision on the acceptance of credits earned at Pompano Beauty Academy is at the sole discretion of the receiving institution. It is the student's responsibility to confirm whether credits will be accepted by another institution of the student's choice. Pompano Beauty Academy will not accept the transfer of credits earned at another institution outside of Pompano Beauty Academy.

POLICY FOR REGISTRATION/LICENSURE / EXAMINATIONS AND FEES

Students shall be required to apply to the state of Florida for registration and/or licensure in their chosen profession.

LIMITATIONS OF EMPLOYABILITY DUE TO CRIMINAL HISTORY

Students with criminal histories may not be eligible for professional certification or licensure after graduation, depending on the requirements of the student's chosen program at the time of completion. This information can be found at:

- Department of Business & Professional Regulation- Cosmetology Board:
<http://www.myfloridalicense.com/dbpr/cosmetology/>

Technology Requirements

Access to our LMS Canvas and Milady CIMA is available by using smart phones; however, not all instructors' comments, images, assignments, and feedback are accessible through the phone. Therefore, it is necessary that students access the course pages through a computer processing unit that complies with the following minimum specs:

- Intel Core 2 Duo – or AMD – 3 GHz processor
- 3 GB of RAM (4 GB recommended)
- Graphics card and monitor capable of 1024×768 display

- Stereo sound card, speakers and/or headset, microphone
- A camera is required.
- Up to date internet browser. Recommended: Microsoft Edge, Safari, Chrome or Firefox.
- Some takeaway documents and other resources may be provided in the PDF format. If a student does not have a reader, he or she will need to install Adobe Reader to view these documents <http://get.adobe.com/reader>.

Internet Usage Policy

The Internet Usage Policy applies to all students of Pompano Beauty Academy who have access to computers and the Internet to be used during their enrollment at Pompano Beauty Academy. Use of the Internet by students is permitted and encouraged where such use supports the goals and objectives of the program. Access to the Internet through Pompano Beauty Academy is a privilege and all students must adhere to the policies concerning computer, email and Internet usage. Violation of these policies could result in disciplinary and/or legal action such as suspension of the use of the Internet. Pompano Beauty Academy and lead up to and include termination from the program. Students may also be held personally liable for damages caused by any violations of this policy. All students are required to abide to the rules hereunder.

- Students are expected to use the Internet responsibly and productively. Internet access is limited to school and/or job search activities only and personal use is not permitted.
- Job-related activities include research and educational tasks that may be found via the Internet that would assist in a student's career development.
- Students will be assigned a Pompano Beauty Academy student email account.
- All Internet data that is composed, transmitted and/or received by Pompano Beauty Academy computer systems is considered to belong to Pompano Beauty Academy and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.
- The equipment, services and technology used to access the Internet are the property of Pompano Beauty Academy, and the school reserves the right to monitor Internet traffic and monitor and access data that is composed, sent, or received through its online connections.
- Emails sent via the school's email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language or images.
- All sites and downloads may be monitored and/or blocked by Pompano Beauty Academy if they are deemed to be harmful and/or not productive to the academic environment.
- The installation of any software such as instant messaging, downloading music sites and/or personal pictures is strictly prohibited.
- Unacceptable use of the internet includes, but is not limited to:
 - Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via Valley College email service.
 - Using computers to perpetrate any form of fraud, and/or software, film or music piracy.
 - Stealing, using, or disclosing someone else's password without authorization
 - Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.

- Sharing confidential material, trade secrets, or proprietary information outside of the organization.
- Hacking into unauthorized websites.
- Sending or posting information that is defamatory to the school.
- Introducing malicious software onto Pompano Beauty Academy network and/or jeopardizing the security of the organization's electronic communications system.
- Sending or posting chain letters, solicitations, or advertisements not related to academic environment. ∞ Passing off personal views as representing those of Pompano Beauty Academy.
- Unauthorized sharing of academic material, including but not limited to tests, and tests answers.
- Conducting a business using Pompano Beauty Academy's network for personal business use.
- If a student is unsure about what constituted acceptable Internet usage, then he/she should ask the Campus Director or his/her instructor for further guidance and clarification.

Statement on Program Delivery

Statement on Program Delivery All students are expected to attend classes on a regular basis and are required to clock in and out with the use of the thumb/palm print biometric system. Attendance is recorded through our automated biometric system which is automatically and instantly stored directly into the student management database. In the event of an absence, the student is responsible to make arrangements to complete any makeup work that may be assigned to them if applicable. Attendance will count for student attendance via our LMS database. Student must have camera turned on, or logged into online LMS database in order to count towards attendance.

Tech Support

Please refer to the Orientation Folder in your LMS that contains frequently asked questions, and how to videos. For additional help:

- For issues regarding your email account please write to: pompanobeautyacademy@gmail.com
- For issues regarding the LMS canvas please write to: pompanobeautyacademy@gmail.com
- For issues regarding the LMS Milady CIMA please write to: cimasupport@milady.com

Please send a description and screenshots of the issue you are having and allow 24 to 48 hours for a response.

TUITION, FEES, BOOKS, UNIFORMS, SUPPLIES

Students will be obligated for all charges (tuition/fees/books/kits) for the period of financial obligation they are currently attending plus any prior account balance. The period of financial obligation is the time the student is enrolled. Students who have withdrawn and wish to re-enter will be charged a \$100 re-entry fee. *The tuition and fee schedule for all programs at Pompano Beauty Academy is provided in an addendum to this catalog. Payment of all fees, or arrangement for the payment of all fees, must be made at the time of registration and are subject to change without notice. All financial obligations owed to Pompano Beauty Academy must be paid, or arrangements for payments must have been made, before a student may re-enter, receive official transcripts or graduate.

Students are also required to furnish their own personal school supplies such as pencils, pens, erasers, notebooks, calculators, index cards and dictionaries. Students may also be required to purchase additional supplies/kits based on his/her program of study. Any additional licensing fees are listed in an addendum and presented at the time of enrollment.

TUITION and Fees

Programs	Tuition	Registration Fee (non refundable)	Books	Uniform	Kit	Licensure Fee	Total
<i>Advanced Esthetics</i>	\$3500	\$100	\$250	\$75	\$500	\$75	\$4500

PAYMENT OF TUITION

Students may pay by cash, check, money order or credit card for educational costs. Payment of tuition is due, in full, on or before the first day of class unless a student is on a payment plan or has been approved to receive a scholarship.

Any students who are unable to pay the tuition and fees in full may arrange a payment plan to be paid monthly or weekly to the school. Contracts are not sold to third parties; however, the school reserves the right to assign any unpaid balances to an outside agency for collections. Students in need of financial assistance will meet with the Financial Aid Department prior to enrollment in order to assess a payment plan. There are a few alternatives to assist students in meeting their financial obligations.

Payment Options:

1. Payment in full before the first day of class.
2. Installment Plan which will be set up based upon the student's ability to make scheduled payments over the length of the program with a minimum down payment made prior to the first day of class.

*There is a \$50 fee for any check returned for insufficient funds.

Students on a payment plan must make payments as scheduled. All payments are due on a Saturday prior to entering class. A late payment will result in a 10% late fee being added to your balance. Failure to make a payment within 3 days of when due will result in the student not being allowed to attend the class unless prior arrangements in writing have been made with the Campus Director.

Reduction of Tuition or Fees:

All Tuition and payment fees at Pompano Beauty Academy are as stands. Pompano Beauty Academy does not offer reductions of tuition or fees for any of its students.

FINANCIAL AID AND FINANCIAL SERVICES

Pompano Beauty Academy does not offer financial aid.

Scholarships

Pompano Beauty Academy offers foundation scholarships to students upon award. Students must apply and meet requirements; awards are awarded by a lottery pool.

Requirements:

- Fill out 3 paragraph Essay detailing how Student would benefit from scholarship award.
- Scholarship can only be used towards tuition, uniforms and books/ kits.

DISCLOSURE STATEMENTS

- Pompano Beauty Academy does not offer state financial aid programs.
- The school is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability, or marital status in any of its academic program activities, employment practices, or admissions policies.

- The acceptance of the transfer of clock hours earned at this institution is at the discretion of the receiving institution. It is the student's responsibility to confirm whether or not clock hours earned at this institution will be accepted by another institution of the student's choice.
- The institution does not offer advanced placement based on work experience.

Cancellation and Refund Policy

This policy applies to students that voluntarily withdraw or have been terminated by the institution from his/her program. The official date of termination is the last day in attendance. This policy applies to students that voluntarily cancel the signed enrollment agreement in writing within three (3) working days regardless of whether the student has actually started training.

- 1) All monies will be fully refunded if the application is not accepted.
- 2) All refunds will be made within 30 days of cancellation or withdrawal.
- 3) Refunds will not be granted for books, materials, or supplies/kits. Students will be obligated for all charges (tuition/fees/books/supplies) for the period of financial obligation they are currently attending plus any prior account balance.

Students who have withdrawn and wish to re-enter will be charged a \$100 re-entry fee.

Cancellation and Refund Policy

- 1) Cancellation must be made in person or by Certified Mail, for official withdrawals, the cancellation date will be either the postmark on written notification, or the date said information is delivered to the school in person.
- 2) All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) Business days after signing the enrollment agreement and making initial payment.
- 3) Cancellation after the third (3rd) Business day, but before the first class, will result in a refund of all monies paid, with the exception of the \$100 registration fee.
- 4) Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of scheduled hours completed to the total program hours.
- 5) Cancellation after completing more than 40% of the program will result in no refund.
- 6) Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student unless written notice is received.
- 7) Cancellation of classes or programs by the institution before or after attendance has begun will result in 100% refund.
- 8) Refunds will be made within 30 days of the date of determination or receipt of Cancellation Notice. Date of determination will be within 14 days from last date of attendance.
- 9) The students' rights under this agreement may not be assigned to any other person.
- 10) If the school is permanently closed, and no longer offers instruction after a student has enrolled, the student shall be entitled to a 100% refund.
- 11) If a student on an approved leave of absence notifies the school that he or she will not be returning, the date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

If for any reason an applicant is not accepted by the school, the applicant is entitled to a refund of all monies paid.

Default Prevention Service:

In an effort to assist our graduates, we contract [Affirm.com](https://www.affirm.com). Affirm will be used to pay for students tuition via online and in-app. Uplift adopts a "buy now, pay later" with zero to low interest rate solution with high approvals, low credit scores in the 620's, low cost, and a seamless experience. Students have

the option to pay for all tuition costs through Uplift. Students also have the option to opt for a payment plan, if unable to pay full out of pocket tuition costs.

Definition of a Clock Hour

Students are awarded clock hours for course completion. A clock hour is defined as a minimum of 50 minutes of supervised instruction. Class and break schedules are on the course descriptions provided by each instructor.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress

Satisfactory Academic Progress includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the course or program of study. Students must maintain minimum grade required in program of enrollment at each scheduled evaluation in order to be considered making satisfactory progress.

Attendance Progress (Quantitative) MINIMUM ATTENDANCE REQUIRED:

Students must attend at least 67 percent at each scheduled evaluation in order to be considered making satisfactory progress and to complete the course within the maximum time frame.

Maximum Time Frame:

The maximum time frame a student has to complete the course is 150% of scheduled attendance. Transfer hours/credits that are accepted toward the student's educational program are counted as both attempted and completed for the purpose of determining maximum time frame. SAP evaluation periods are based on actual contracted hours/credits at the institution. If the student has failed to achieve minimum requirements, the student is subject to termination from the school.

- **Advanced Skin Care (11 Academic Semester Credits): MAXIMUM TIME FRAME:** The maximum time frame a student has to complete the course is 16.5 Academic Semester Credits scheduled and 150% of the scheduled weeks based on the student's session (19 weeks)

Academic Progress(Qualitative) MINIMUM GRADE REQUIRED:

Advanced Aesthetics: 75%

Academic Grading System:

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers are able to review each student's progress. The following is the grading scale used:

A 4.0 90% -100%Excellent

B 3.0 80% - 89%Above Average

C 2.0 75% - 79%Average

D 1.0 0% - 74%Unsatisfactory

*Students are required to have a minimum passing score of 75% in each course. An overall grade of "C" or above is required to graduate.

Determination of Progress

The Campus Registrar is responsible for monitoring and evaluating academic process continuously. SAP Progress evaluations will be conducted with the student within 7 days of the student reaching the following actual increments. The Student SAP evaluation calculates the student's cumulative GPA and the pace at which the student is progressing by dividing the cumulative number of clock hours and weeks the student has successfully completed by the cumulative number of clock hours and weeks the student has attempted. Progress evaluations will be conducted with the student shortly after students reach the end of the payment period, when the student successfully completes the clock hours and weeks within the payment period. All students attending this school shall have the right to review their academic records, including grades, attendance and counseling and may be reviewed by request. Evaluations, at a minimum, will occur at the following Increments:

- Advanced Aesthetics (29.5 Academic Semester Credits): 5.5 Academic Semester Credits (7 Weeks), 11 Academic Semester Credits (10 Weeks)

Satisfactory:

Students with a minimum required grade average in theory and practical and clinic performance, and minimum 67 percent attendance percentage at each scheduled evaluation points, will be considered to be making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress as of course midpoint, the student must meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of the course.

Pompano Beauty Academy also reserves the right to impose probation on any student whose conduct, attendance, or academic standing is unsatisfactory.

Unsatisfactory:

Students failing to meet minimum progress requirements at a scheduled evaluation will be placed on SAP warning and complete a corrective action plan until the next scheduled progress evaluation point.

Satisfactory Progress requirements.

If the student has failed to achieve minimum requirements, the student is subject to termination from the school. Scholarship recipients will lose eligibility to receive scholarship funds at this evaluation point if found not to be meeting the minimum Satisfactory Progress requirements.

SAP Warning

You are considered to be in SAP warning if at your previous evaluation point you were previously meeting SAP, and you are now failing to meet the minimum Satisfactory Academic Progress requirements for one or more of the following reasons:

You are below the minimum cumulative GPA requirement for your academic level and/or academic program; and

You are below the 67 percent minimum course completion rate (quantitative requirement).

Once you are in financial aid warning, you may continue to receive financial aid, but you will be expected to meet the minimum standards by the end of your warning period in order to continue to receive financial aid. Failure to meet the minimum standards after your warning term will result in financial aid termination.

SAP Termination Appeal

If it is determined that a student is not meeting SAP requirements at the evaluation point after the SAP Financial Aid warning status, the student is terminated from financial aid but may appeal the termination status. The student must submit a written appeal to the school within seven (7) calendar days after being notified of the adverse determination. A non-exhaustive list of circumstances for which you may appeal including; the death of a close relative, a serious injury or an illness. The Satisfactory Academic Progress (SAP) Appeal must include:

A written or typed statement explaining the circumstances contributing to the student's failure to meet the SAP standards, along with the nature and timing of the circumstances;

Supporting documentation, as appropriate;

A description of what has changed in the student's situation that would allow the student to meet SAP requirements at the end of the next payment period; and

An Academic Improvement Plan that has been developed with and is signed by the student's advisor.

The plan must include how the student expects to meet the SAP standards as well as the time frame in which the student expects to be back in compliance with such standards.

Re-Entry

A student who has been terminated or withdrawn may reapply to Pompano Beauty Academy in the same status as when they were withdrawn. At that time, the student's academic records will be evaluated in order to determine if it is possible for a cumulative grade point to be achieved and for the program to be completed within the maximum time frame of 150%. The student will be placed on the same SAP status as when they left and will only receive scholarship funds if they were in good SAP standing, scholarship Warning or still within the scholarship Probationary period of their academic plan.

*Returning Students will be charged a \$100 Re-entry fee. After being readmitted to Pompano Beauty Academy, the student's progress will be re-evaluated at the next scheduled progress evaluation point. If the student has failed to achieve minimum requirements, the student is subject to termination from the school. Scholarship recipients will lose eligibility to receive scholarship funds at this evaluation point if found not to be meeting the minimum Satisfactory Progress requirements.

Incomplete Grades

If a student is missing a grade for any course in a grading period, the student is given thirty days to comply with the instructor's requirement for receiving a grade unless otherwise approved for an extension. If by the 30th day the student has not complied with the instructor's requirement, the student shall be given a grade of D, which will count towards the student's GPA. If the student complies and receives a passing grade, the incomplete grade will be changed to the passing grade. If a student complies and receives a failing grade, the grade shall be changed and will count towards the student's GPA. The period of time taken to complete or pass assignments shall count towards the maximum time frame for program completion. Satisfactory Academic Progress includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the course or program of study. Students must maintain minimum requirements in program of enrollment at each scheduled evaluation in order to be considered making satisfactory progress.

Repeating Assessments/Evaluations

A student may repeat a failed assessment or evaluation if they receive a grade of "D". A student may repeat the same assessment or evaluation only once. The new grade will replace the original grade. If a student does not receive a passing grade, they will meet with the registrar's office to determine if their cumulative GPA is meeting Satisfactory Academic Progress requirements. Cumulative coursework and period of time taken to complete or pass assignments shall count towards the maximum time frame for program completion and the student's GPA. Satisfactory Academic Progress includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the course or program of study. Students must maintain minimum requirements in program of enrollment at each scheduled evaluation in order to be considered making satisfactory progress.

Attendance/Tardiness

All students are expected to attend classes on a regular basis and are required to clock in and out with the use of the thumb/palm print biometric system. Attendance is recorded through our automated biometric system which is automatically and instantly stored directly into the student management database. In the event of an absence, the student is responsible to make arrangements to complete any makeup work that may be assigned to them if applicable.

Non-Credit Remedial Courses

The institution does not offer non-credit remedial courses. However, Pompano Beauty Academy does offer remediation for those students that require a refresher or review of subject matter, or those students who have failed to pass a state board exam.

Leave of Absence Policy

If an emergency arises, such as a family tragedy, medical condition, military obligation, or other extenuating circumstances, making it necessary for a student to interrupt his/her training to request a Leave of Absence (LOA). A leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance.

Students who need to take an LOA from the school must meet the following criteria:

The student must request the leave in writing (prior to the expected LOA) and must sign and date a request which states a reason. The applicable School Official must approve and sign the LOA request prior to the start date of the LOA.

The student must provide reasonable assurance that the student will return at the end of the LOA.

The school may ask for documentation confirming the reason for the LOA.

The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period.

Unforeseen Circumstances- Pompano Beauty Academy may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances upon notification of the situation. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to institution, the student would not have been able to request the LOA in advance. The beginning date of the approved LOA is the date the student was unable to attend school because of the accident. Students granted an LOA with unforeseen circumstances must still complete the required LOA

Request documentation via electronic means or upon return.

Students granted a leave of absence are not considered to be withdrawn from school, and no refund calculation is required at that time. A leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence. An enrollment agreement addendum and the leave of absence request must be signed and dated by all parties. The enrollment agreement addendum will outline the extension to the student's contract period and maximum time frame, the student's graduation date will be revised by the same number of days taken in the leave of absence. No additional institutional charges will be assessed during a Leave of Absence.

If a student does not return from their leave of absence on the scheduled return date, they will be withdrawn from school. A student on an approved leave of absence who has notified the school that he/she will not be returning will be withdrawn from the program. The determined date of withdrawal will be the earlier of the date of expiration of the leave of absence or the date the student notifies the school that he/she will not be returning. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance. **Pursuant to the Department of Veteran's Affairs Guidelines, students receiving veteran's benefits will not be eligible for veteran's educational benefits while on Leave of Absence.

STUDENT SERVICES

Orientation

The orientation program, held prior to the first day of class, is designed to facilitate transition to Pompano Beauty Academy and to familiarize new students with the organization and operation of the institution. During the orientation, students are versed on the mission and the tradition of the school, rules and regulations, study techniques, and academic standards.

Career Services

It is the policy of Pompano Beauty Academy's Career Services Department to assist students in finding a position upon graduation. Prior to, and after graduation, the Placement Office will advise the student in career development skills and assist the students in finding employment in their chosen career field. Students are required to provide the Placement Office with a current resumé and to maintain satisfactory attendance to retain their placement privileges. Although Pompano Beauty Academy provides employment placement assistance, it cannot promise or guarantee employment.

Academic Advising

The school provides students with academic advising. Students may meet with the Campus Director, Financial Aid Officer or the Student Services Department to discuss his/her educational options. In addition, the school maintains contacts with various community organizations and agencies to help meet students' personal needs.

Housing

Pompano Beauty Academy does not offer on-site housing for its students. There are many hotels, motels, and apartments conveniently located near the school. Our office maintains a list of available

locations that may be suitable for out-of-town students. We will gladly assist you in locating a place to stay while attending our school.

Parking

Parking and traffic regulations must be maintained for the protection of all. Students must park in authorized spaces. Students must not park in handicapped spaces (unless possessing the appropriate licensure), on sidewalks, and in “no parking areas.” Violators are subject to being towed without prior warning or formal notification.

Field Trips

Students may be eligible to participate in approved field trips by their instructors at appropriate times during the classroom training period. These trips are designed to supplement the curriculum and to introduce the student to situations which cannot be reproduced in the classroom. Students will be notified in advance of any scheduled trips. Field trip forms must be signed prior to any trip. In order to be eligible, students must be in good academic and financial standing.

Guest Lecturers

Pompano Beauty Academy believes that speakers from the business and professional world, which graduates will be entering, can enhance a student’s education. Approved guest lecturers are invited throughout each program to speak to students on a variety of relevant subjects.

Graduation

Students who satisfactorily complete their academic requirements for the program in which they are enrolled are eligible to participate in a commencement ceremony and receive a diploma. Diploma will be a licensure as a Facial Specialist through the Department of Business and Professional Regulation.

Graduation Requirements:

- a) Completion of hours and services as stated in the catalog and/or addendum.
- b) Overall minimum grade point average (GPA) of 2.0 (“C”) or higher.
- c) All financial obligations owed to Pompano Beauty Academy must be paid, or arrangements for payments must have been made, before a student may re-enter, receive transcripts or graduate. *Students receive a diploma upon graduation. Pompano Beauty Academy does not guarantee employment; however, employment assistance is available. Pompano Beauty Academy has a career placement office that provides job development skills and employment assistance upon request.*
- d) Student must complete all course work outlined in the syllabus. Students must have a passing grade of (“C”) or higher on the final exam.

Additional Information:

Additional information regarding the institution, if licensed, may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888)224-6684.

Employment Placement Services:

Pompano Beauty Academy does not guarantee employment; however, employment assistance is available. Pompano Beauty Academy has a career placement office that provides job development skills and employment assistance upon request.

Resource Center

Additional resource materials including professional reference books and videos are available for student use. These materials are located in the resource center.

Tutoring

Faculty tutors are available in all subject areas for both lecture and practical techniques. Tutoring services are available to all enrolled students by request.

Examination of Student Records, Transcripts and Diplomas

Pompano Beauty Academy maintains permanent records of students' transcripts. All students attending this school shall have the right to review their academic records, including grades, attendance, and counseling. Records are supervised by the Campus Director and may be reviewed by request. Students are entitled to one copy of their final transcript. **Former students may request additional copies of transcripts may be obtained at a charge of \$5.00 per copy.* A written request signed by the student should be made a minimum of two (2) weeks before the transcript is required. The full address of the person/place to which the transcript is to be sent must be included. All financial obligations to the school must be paid before official transcripts are released.

Family Educational Rights and Privacy Act (FERPA)

Policies and procedures concerning the privacy of the students' records maintained by Pompano Beauty Academy and its faculty and staff are governed by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380). Students' records are maintained by the campus Registrar's Office (academic records), Financial Services Department (records) and Business Management Office (accounts receivable records). Students' records are maintained by the institution in permanent files. Under Section 438 of the General Provision Act (Title IV of Public Law 90-247), students age 18 or over have access to their personal record files kept by the institution.

All authorized personnel have access to student records for official purposes. A student (or in some cases eligible parents) is given access to his/her record within a reasonable time after submitting a written request to the custodian in possession of that record (Registrar, Financial Services, or Business Management). If the content of any record is believed to be in error, inaccurate, discriminatory, misleading or in violation of the student rights or otherwise inappropriate, it may be challenged, and a written explanation included in the record. A student's right to due process allows for a hearing, which may be held at a reasonable time and place at which time evidence may be presented to support the challenge. Student information is released to persons, agencies, or legal authorities as required by subpoena/legal process or by consent of a student (or eligible parent). Information is released on a consent basis in cases where a student or eligible parent has provided a written consent, signed, dated, and specifying the information to be released and name(s) of persons to whom the information is to be released.

Pompano Beauty Academy strictly adheres to the requirements of FERPA regarding students' rights and privacy of information. In accordance with Family Educational Right and Privacy Act, the school allows students to access their educational records; challenge records they believe are inaccurate, incomplete, or misleading; and limit the release of such information. Records will not be released without the written consent of the student. A student will be notified whenever a court subpoenas the records in which case, written consent is not required. The parent(s) of a dependent minor student has the right to inspect the records that are maintained by the school on behalf of the student. The schools accrediting agency along with federal, state and local authorities involving an audit or evaluation of compliance with education programs have the right to inspect records that are maintained by the school on behalf of the student without the student's consent. FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

The Family Educational Rights and Privacy Act (FERPA), requires that the Institute, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, the Institute may disclose appropriately designated "directory information" without written consent, unless you have advised the Campus Director to the contrary in accordance with the below outlined procedures. The primary purpose of directory information is to allow the Institute to include information from your education records in certain school publications. Examples include recognition lists; graduation programs; and competition list. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture publish graduation programs or awards. If you do not want the Institute to disclose any or all of the types of information designated below as directory information from your education records without your prior written consent, you must notify the Campus Director in writing. The Institute has designated the following information as directory information: name, address, telephone listing, email, photograph, date of birth, program of study, dates of attendance, participation in recognized activities, placement and licensure status or information.

ADMINISTRATIVE POLICIES

School policies have been formulated in the best interests of the student and the school. The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the school. Out of necessity Pompano Beauty Academy reserves the right to change any provision or requirement, including fees, contained in the catalog at any time – with notice. The school further reserves the right to require a student to withdraw at any time under appropriate procedures. Pompano Beauty Academy also reserves the right to impose probation on any student whose conduct, attendance, or academic standing is unsatisfactory. Any admission on the basis of false statements or documents is void when the fraud is discovered, and the student may be terminated on such grounds. In such cases, the student may not be entitled to any credit for work that he/she may have completed at the school. The school also reserves the right to cancel any classes which do not have a minimum number of students enrolled.

Changes to Programs, Equipment, Etc.

Pompano Beauty Academy reserves the right to make changes in equipment, textbooks, supplies and curriculum to reflect the latest technology and advancement in a program of study. Tuition and fees are subject to review and modification.

Course Numbering System

The prefixes represent the subject area. The suffixes or course number listed are for description reference only. The sequence of course offerings may vary depending upon scheduling needs. The prefixes are as follows: ASC-Advanced aesthetics.

Copyright Infringement Policies and Sanctions

Policies regarding copyright infringement and sanctions regarding violation can be found on the website (www.pompanobeautyacademy.com) under consumer information.

Voter's Registration for Students

United States citizens who are students of voting age can find information specific to their states of residence by visiting www.vote.gov. Our school policy is on the website at (www.pompanobeautyacademy.com).

Vaccinations Policy

Pompano Beauty Academy does not require vaccinations for admission to our school. While many vaccines are routinely recommended for most people each person has a unique medical profile (overall health, use of medication, family and personal disease history) that can affect decisions about vaccination. <http://www.cdc.gov/vaccines/pubs/vis/default.htm>.

Internal Complaints and Grievance Procedure

Pompano Beauty Academy is dedicated to the success and well-being of each student, staff member, and teacher. In the event that dissatisfaction arises, interested parties are expected to refer their complaints to a school administrator or school director, in writing, to be resolved. A school representative will meet with the complainant within 10 days of receipt of the written complaint.

Most complaints can be resolved in an informal manner. However, should a complaint not be handled in a satisfactory manner, the complaint will be referred to a complaint committee consisting of the Campus Director, a staff/faculty member, and a third party. This committee will meet within 21 calendar days of receipt of the complaint. Any and all discussions and meetings will be documented, and a copy provided to the complainant at the time of the meeting. If more information from the complainant is needed, a letter will be written outlining the additional information. If no further information is needed the complaint committee will act on the allegations and a letter will be sent to the complainant within 15 days stating the steps taken to correct the problem, or information to show that the allegation were not warranted or based on fact.

Should a complaint not be handled in a satisfactory manner, any student, staff member, or teacher may contact the Commission for Independent Education of the Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399, toll-free telephone number (888) 224-6684.

Appeal Policy

A student has the right to appeal either unsatisfactory progress or termination due to unsatisfactory progress. A student may appeal the following actions or terminations:

- Unsatisfactory academic progress
- Attendance
- Termination from school

The appeal process is as follows:

- The student **MUST** submit a letter in writing to the School Director.
- The letter must be detailed, stating the reason(s) for not making satisfactory progress or the mitigating circumstances for the appeal.
- The letter must be received within (10) days of the termination date.
- Students may appeal termination only once during the student's enrollment period.
- The School Director shall evaluate the appeal and notify the student in writing of the decision within (10) days.

The student may not attend classes while the appeal is pending. Should a student's appeal be successful, they will be expected to return to class at the beginning of the next class/course. Should a student's appeal be unsuccessful, the student will be informed in writing. No refunds shall be made to the student until the School Director makes the final determination.

Dress Code

All students are treated equally and are required to practice good hygiene as a daily routine. A clean, professional appearance is essential in our school due to the nature of the environment in which we work in.

Grooming: Hands must be washed prior to servicing each guest. Hair must be clean and styled prior to arriving at school. Nails should be well groomed at all times. Students may not chew gum in the building. Short nails must be maintained in the makeup and skin care programs.

Shirts: Sleeveless shirts including tank tops are not permitted. Shirts must cover shoulders, underarms, midriff area, and lower back. Must have complete coverage of cleavage, bare midriff or stomach and back while raising arms, stooping and bending. Writing or logos are not permitted on shirts unless it is a Pompano Beauty Academy approved shirt. No hoods or sweatshirts. No pilled, tattered, cut or worn-out tops.

Pants: Pants must be professional and of a solid color that coincides with your program. Capri pants are permitted. Pant length must cover mid-calf. No skirts, dresses, jeans, denim jean look-alikes, leggings, sweatpants, shorts, skorts, warm-up pants, corduroy, or overalls.

Uniform: A uniform will be supplied at orientation and should be clean, neat, not torn, unstained, unaltered and worn at all times when in the building. (as Applicable).

Footwear: Footwear must be professional in appearance and must have a closed toe and closed heel. Heels are not permitted on campus. Shoes for all programs must be flat, rubber soled and closed toed. All shoes must be clean, polished, not scuffed and in good repair.

Accessories: Colored accessories may be worn. Hats or bandanas are not permitted. Facial piercings must be small and only studs are allowed on the face.

Electronic Devices: Headphones, not allowed in the clinics, classrooms or hallways. Cell phones are encouraged.

Students' Rights and Responsibilities

Pompano Beauty Academy students have the right:

- To see a copy of the documents describing the institution's accreditation or licensing.
 - To have access to information about its programs, its instructional, laboratory, and other physical facilities, and its faculty.
- To have access to information relating to job placement rates.
- To have access to information concerning the cost of attending.
- To have access to information on the policy on refunds to students who withdraw.
- To ask how the school determines whether a student is making satisfactory progress, and if not, the nature of the procedures.
- To have access to information concerning special facilities and services that are available to the handicapped.
- To ask what financial assistance is available
- To ask who the Financial Services personnel are, where they are located, and how and when to contact them for information.
- To ask who the student's academic advisor will be.
- To information concerning the school's policies regarding attendance, dress, tardiness, testing.
- To fair, equal non-discriminatory treatment from all school personnel.
- To access his/her student records.
- To freely express themselves academically and have the right to individual integrity.

It is the responsibility of each Pompano Beauty Academy student:

- To read, understand, and keep copies of all forms the student is asked to sign.
- To review and consider all information about the school's program prior to enrollment.
- To understand the school's refund policy, which is clearly stated on the Enrollment Agreement and in this catalog.
- To read the contents of the Application for Admissions carefully.
- To purchase or otherwise furnish books and supplies.
- To maintain school property in a manner that does not deface, destroy or harm it.
- To return library books in a timely manner and pay any necessary fine that may be imposed.
- To obtain required educational and financial clearances prior to graduation.
- To comply with all parking regulations.

Student Conduct Policy

Pompano Beauty Academy is pleased to provide a professional, effective and courteous learning environment for all of its students. In an effort to create an atmosphere that fosters learning and success it is necessary to adhere to the student code of conduct on a daily basis. The following rules and regulations will assist in making your experience at Pompano Beauty Academy a productive and successful one while also maintaining mutual respect towards your fellow students, staff, faculty and the institution itself:

1. All students are required to attend school dressed in appropriate attire. School uniform or its equivalent is acceptable. Students dressed inappropriately will not be permitted in class. Shoes for all programs must be flat, rubber soled and closed toed. Students in the massage and skin care program must maintain short nails.
2. Theft of any kind shall result in immediate termination from Pompano Beauty Academy.

3. All students must conduct themselves professionally at all times. Interaction with administration, faculty, clients and fellow students should be courteous and professional. Unprofessional behavior may result in your termination from the school.
4. Confrontational or threatening behavior towards fellow students, faculty, staff or clients shall result in immediate termination from Pompano Beauty Academy.
5. Derogatory or negative statements towards the school, its faculty or staff communicated verbally, in writing (including via text, email, blog, social networks, etc.) shall result in immediate termination from Pompano Beauty Academy.
6. Cell phone usage while in the classroom is prohibited. Cell phone ringers must be placed on vibrate or in the off position. Students must quietly leave the classroom and the school facility if it is necessary to use the cell phone.
7. Videotaping, audiotaping and video recording of any kind is prohibited unless approved by the Campus Director.
8. All rules of sanitation, sterilization and overall cleanliness must be followed at all times. It is imperative that your stations and work tools be sanitized and sterilized properly before usage.
9. Food or Drinks are only allowed in designated areas.
10. Students are not permitted to perform services beyond what the client has scheduled with the teacher and the front desk. Students (with the exception of massage students) can receive gratuities but are prohibited from charging clients directly for services rendered.
11. Smoking is prohibited in school facility.
12. Daily attendance is mandatory. Failure to attend school in accordance with Pompano Beauty Academy's attendance policy will result in a written warning, followed by Academic warning and then termination if lack of attendance continues. Please notify the school in advance if you will be absent or late.
13. Tardiness to class is unacceptable. A student arriving to class 15 minutes or more after the scheduled time will not be allowed in class until after the first scheduled break.
14. All tests, quizzes and assignments must be completed in a satisfactory manner prior to graduation. A student will not receive a diploma/certificate until all academic requirements have been met.
15. Any student caught attempting to bypass security, change settings or a password on school computers is subject to immediate dismissal from school.
16. If a student is asked to leave the classroom by a faculty member or Pompano Beauty Academy's staff and does not do so immediately, the student shall be subject to police escort from the premises and subject to termination from Pompano Beauty Academy.
17. Students on a payment plan must make payments as scheduled. A late payment will result in a 10% late fee being added to your balance. Failure to make a payment within 3 days of when due will result in the student not being allowed to attend the class unless prior arrangements in writing have been made with the Campus Director.
18. All students are requested to inform the school upon passing the state board exam and upon becoming employed.
19. Students shall be required to apply to the State of Florida for licensure and or registration in their career of choice if applicable. Please see attached for information pertaining to licensure registration for each program offered at Pompano Beauty Academy.
20. No solicitation of any kind is permitted on school premises. Students are not allowed to sell products or services or promote programs offered at other institutions while attending classes at Pompano Beauty

Academy. Recruitment of other students for any purpose shall be considered harassment. Solicitation of any kind shall be grounds for immediate termination.

Student Disciplinary Procedures

If a student violates Pompano Beauty Academy's Standards of Conduct in a classroom, the first level of discipline lies with the instructor. If a situation demands further action, the Campus Director is responsible. If a student has a serious objection to the disciplinary action imposed, the student has the right to use the grievance process as outlined herein. When a student violates Pompano Beauty Academy's Standards of Conduct outside the classroom but on campus, the Campus Director is the first level of discipline. If a student is dissatisfied with the disciplinary action imposed, the student has the right to use the grievance process as outlined herein.

Academic and Administrative Dismissal

A student may be dismissed from Pompano Beauty Academy for disregarding administrative policies. Causes for dismissal include:

- Failure to meet minimum educational standards.
- Non-criminal, disruptive or otherwise inappropriate conduct (whether directed to another student or a school representative).
- Continued inappropriate personal appearance.
- Continued unsatisfactory attendance.
- Non-payment for services rendered by Pompano Beauty Academy.
- Failure to comply with policies listed in the current catalog.
- Conduct prejudicial to the class, program, or school.

CAMPUS SECURITY/CRIME PREVENTION AND SAFETY PROGRAMS

In compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Pompano Beauty Academy publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement, and access to campus facilities. The annual Security report also includes statistics concerning the occurrence of specified types of crimes and campus and at certain off-campus locations.

The annual security report is published each year by October 1st and will contain statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. The copy of the most recent annual security report may be obtained from the Campus Director.

In addition to the annual security report, each campus has security procedures to maintain a crime log of all reported crimes. The crime log is available for public inspection during regular business hours in the Campus Director's office. Pompano Beauty Academy will report to the campus community concerning the occurrence of any crime includable in the annual security or local police and that is considered to be a threat to students or employees.

The Violence Against Women Act (VAWA) was implemented in 1994 in recognition of the severity of the crimes associated with domestic violence, sexual assault, and stalking, as part of the Violent Crime Control and Law Enforcement Act of 1994. VAWA was reauthorized in 2000, 2005, and 2013 to strengthen the law. The Violence Against Women Act provides protection to women against crimes of

sexual violence. The act was amended on several occasions and placed new obligations on colleges and institutions to report and conduct educational programs under its Campus Sexual Violence Act (Campus SAVE Act), which amended the Clery Act.

The 2013 VAWA Reauthorization added a non-discrimination provision that prohibits discrimination on the basis of sex by organizations that receive funding under the Act and allows an exception for "sex segregation or sex-specific programming" when it is deemed to be "necessary to the essential operations of a program". Critical to ending violence and maintaining a safe campus is recognizing and avoiding abusive behavior. Abuse can surface in many ways (emotional, verbal, psychological, sexual, and physical). Some warning signs of abuse are:

- Frequent yelling directed at a partner
- Blaming partner for own faults
- Name-calling & consistently accusing partner of infidelity
- Kicking, holding, slapping, and scratching
- Forcible sex (e.g., wanting sex after hitting)

All institutions are charged with adopting the following VAWA requirements:

- A statement that the institution prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking
- A clear definition of what constitutes domestic violence, dating violence, sexual assault, and stalking in the applicable jurisdiction
- A definition of consent in regards to sexual activity, in the applicable jurisdiction
- Safe and positive options for bystander intervention in order to prevent or intervene when there is a risk of sexual violence or stalking against another individual
- Information on risk reduction to recognize warning signs of abusive behavior or how to avoid potential attacks

Vawa Policy Statement:

Pompano Beauty Academy is committed to maintaining a safe and secure work and academic environment free of any form of sexual misconduct including domestic violence, dating violence, sexual assault, stalking, and sexual harassment. A violation of the Violence Against Women's Act shall constitute grounds for disciplinary action, up to and including, dismissal from the Institute.

Definitions:

- Domestic Violence – Pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate party. Includes any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.
- Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship based on a consideration of the following factors:

Length of relationship

Type of relationship

Frequency of interactions between the persons involved in the relationship

- Sexual Assault – Non-consensual oral, anal, or vaginal penetration by or union with the sexual organ of another or by any other object.

- Stalking – Willfully, maliciously, and/or repeatedly following, watching, harassing or intimidating another person; in person, electronically, or by any other means.
- Consent-Consent is free and active agreement, given equally by both parties, to engage in a specific activity. Giving in is not the same as giving consent.

Timely Warnings

In the event that a situation arises, either on or off campus, in the judgment of the Campus Director, constitutes a series and/or continuing threat, a campus wide “timely warning” will be issued. Notices will be posted in each common area.

Reporting Crime

Any suspicious activity, or person seen in the parking lots or loitering around vehicles, inside the buildings or around the halls should be reported to the police department. In addition, you may report a non-emergency crime to the following:

1. School Official/Administrator (Instructor)
2. Student Services Department
3. Campus Director

Confidential Reporting Procedure

If you are a victim of a crime and unsure if you want to pursue action within the Institute system or the criminal justice system, you may still make a confidential report. The Campus Director may be told of the details of the incident in confidence. The purpose of confidential reporting procedure is for your security, while taking steps to ensure your future safety and the safety of others. With such information, the Institute can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. These incidents are counted and disclosed in the annual crimes statistics for the institution with no identifying information.

Fire Precautions

Students should take particular note of exit signs in each building. Students should familiarize themselves with the appropriate evacuation route posted for each room. In the event of an emergency: Leave the building by the nearest exit in an orderly fashion (do not use elevators).

Stand at a safe distance from the building.

Do not re-enter the building until directed to do so by administration.

Drug-Free Policy

Two federal laws, the Drug-Free Workplace Act of 1988 (P.L. 101690) and the Drug-Free Schools and Communities Act (P.L. 101226), require institutions receiving federal financial assistance to provide a drug-free workplace, and to have a drug-free awareness program and a drug and alcohol abuse prevention program for students and employees. As a matter of policy, Pompano Beauty Academy prohibits the manufacture and unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the school's drug-free awareness program and drug and alcohol prevention program may be obtained from the Campus Director's office.

Drug and Alcohol Abuse Prevention

Research has shown that abuse of alcohol and drugs is a national public health concern. More than 43% of college students report some heavy episodic drinking and thousands of students annually experience problems related to their alcohol use, including unintentional injuries, risky sexual behaviors, sexual assault, fights, and traffic crashes. (Alcohol Policies on College Campuses, Journal of American College Health, Vol 53 (4), Jan/Feb 2005). Below please find drug alcohol counseling, treatment and rehabilitation programs available to students and employees:

- Alcoholics Anonymous - <http://www.aa.org>
- Mothers Against Drunk Driving - <http://www.madd.org> ☞ Narcotics Anonymous - <http://www.na.org>
- National Council on Alcoholism and Drug Dependence - <http://www.ncadd.org/>
- National Institute on Drug Abuse - <https://www.drugabuse.gov/>
- Partnership for a Drug Free America - <http://www.drugfree.org>
- Al-Anon - <http://al-anon.org/> ☞ Homeless Shelter Directory - <http://www.homelessshelterdirectory.org/>
- Center for Substance Abuse Prevention (CAPT) - <https://www.samhsa.gov/capt/about-capt>
- Community Anti-Drug Coalitions of America (CADCA) - <http://www.cadca.org/>
- Office of Violence Against Women - <https://www.justice.gov/ovw/local-resources>

Anti-Hazing Policy

Pompano Beauty Academy adheres to a strict anti-hazing policy. Hazing of any sort will not be tolerated nor does the school condone such behavior. Students found hazing will automatically be terminated from the school.

School Academic Calendar

The school operates on a Seasonal Semester Calendar

Winter 2026	Start Date: January 5th-March 14th	Orientation Date: January 4 th
Spring 2026	Start Date: March 23rd-May 30th	Orientation Date: March 22 nd
Summer 2026	Start Date: June 8th- August 15th	Orientation Date: June 7 th
Fall 2026	Start Date: August 24th- October 31st	Orientation Date: August 23 rd

Pompano Beauty Academy has an open enrollment period, and start dates are assigned based on the number of students enrolled. The minimum number of students for a start is 1, and prospective students can expect to start class within three weeks of registering.

Program Descriptions

Pompano Beauty Academy will operate on a Hybrid learning base. Students will attend 15 hours a week via in person/in classroom setting learning.

Students will have the opportunity to complete 5 hours a week completely online, through canvas e-learning. A hybrid class adapts better to student learning styles than an exclusively in-person class can. For example, auditory learners may benefit from the ability to rewind recorded lectures, while visual learners can study slides at their own pace. E-learning is designed to help students interact with classmates, through discussions as well as hands on application. Students will adapt a student led teaching style which will involve encouraging students to not only learn through doing, but also direct through what should be learned. E-Learning will be led by

Anniesha McDonald. Students will have a weekly outline and will have to complete multiple assignments at a satisfactory level. Outline is as follows:

- Discussion to weekly question. Weekly question will tie into the weekly objectives.
- Watch hands on video demonstrated by instructor.
- Record and post similar demonstration video as instructor.
- Instructor will record a video demonstrating an objective being covered in the week; for example, objective could read, *“students will have a better understanding of waxing”*. Instructor will post a video waxing full legs, students will have to post a video waxing full legs on a model.
- Student will participate in Zoom calls outlined in lesson weekly. Zoom call will be in a group setting. Zoom call will cover the lecture portion of weekly objectives. Zoom calls will lead weekly for a total of 2 hours max.
- Student will have the option to complete weekly quiz assessment. (Weekly assessment will be timed to 30 mins, with 2 attempts).

Total attendance a week will be 5 hours. 2 hours via Zoom. 3 hours via Canva E-Learning.

Advanced Aesthetics 220 Clock Hours

10 Weeks

22 hours a week

Objective:

- To develop the personal and professional potential of students, so they enter the field as paramedical estheticians who will offer a quality of service that will be sought after by both clients and employers.
- To provide students with training in the theory and technique of a wide variety of skin care services and advanced treatments. This training significantly expands opportunities for gainful employment as an entry-level Registered Facial Specialists in esthetics and related fields supported by the training received in school and recognized by the state. Students are trained to provide a variety of services that include, but are not limited to, advanced body wraps, advanced chemical peels, lash extensions, microdermabrasion, microcurrent, LED and ultrasonic treatments.

Description: This diploma program includes the entire Skin Care Training Program and builds upon that foundation to prepare students with the skills necessary to be employed in a medical or advanced clinical skin care environment. The courses provide integrated training in both clinical and holistic skin care. Hands-on skills include microdermabrasion, advanced chemical peels, ayurvedic treatments, and aromatherapy. Classes are offered in product ingredient knowledge, medical esthetics, advanced dermatology, cosmetic chemistry, body treatments, & nutrition/pharmacology. encouraging students to not only learn through doing but also direct through what should be learned. Students will complete this program in 10 weeks, assisting 22 hours weekly. Students are required to complete 5 hours of Hybrid learning weekly through canvas e-learning weekly. Students are required to complete 15 Hours a week in person. E-learning is designed to help students interact with classmates, through discussions as well as hands on application. Students will opt a student led teaching style which will involve encouraging students to not only learn through doing but also direct through what should be learned.

Course #	Course Title	Theory (hours)	Services	
COS 101	HIV/ AIDS	4		

COS 102	Business Fundamentals	4		
COS 103	Sanitation	20		
COS 104	Ethnics	2		
ASC 120	Basics of Electricity	2		
MSC 130	Facial Techniques & Contraindications	50		
ASC 135	Product Chemistry	8		
ASC 145	Hair Removal	5		
ASC 150	Makeup	1		
ASC 155	Skin Theory, Disease and Disorders of the Skin	62		
ASC 170	Facial Specialty Clinical Training	-		
ASC 170	Facials, manual and mechanical including masks, packs, or treatments which must be performed on a variety of skin types, including normal, oily, dry, combination problem, and mature	1	30	
ASC 170	Set up, use, and maintenance of electrical devices	11	1	
ASC 170	Hair removal, including tweezing, waxing, threading, and sugaring	10	10	
ASC 170	Makeup application for both daytime and nighttime looks	10	10	
ASC 170	Lash and brow tinting	2	2	
ASC 170	Eyelash application, individual lashes, and semi-permanent lashes	2	12	
ASC 170	Manual extractions	16	6	
Online	Online assessment	10		
Totals		220	71	

Course Descriptions

COS 101 HIV/AIDS Students will learn the origin, transmission and prevention of HIV/AIDS required by Florida Statute. Students will learn the guidelines and principles of cleanliness and safety and the different procedures for protection against the spread of disease.

COS 102 BUSINESS FUNDAMENTALS Students will learn the laws and regulations pertaining to Cosmetology, as set by the Department of Business and Professional Regulations. Students will study Professional Ethics.

COS 103 SANITATION Students will learn the guideline and principles of cleanliness and safety as well as the different procedures for protection against the spread of disease.

COS 104 ETHICS Students will learn the business aspects of cosmetology and how to maintain accurate records, manage personnel, and sell products.

ASC 120 BASICS OF ELECTRICITY The proper use and measurement of electricity in working with the skin are examined. Students will be taught polarity and the different types of current used in skincare.

ASC 130 FACIAL TECHNIQUES AND CONTRAINDICATIONS The basic facial treatment protocol is studied in this course, including the general routine and alternate methods depending on the client's needs. Students will be instructed in preparing the client pre and post-treatment.

ASC 135 PRODUCT CHEMISTRY This course instructs the student on the effects of cosmetics and skincare products on the skin. Basic chemistry is fundamental in choosing the correct products for each client's skin type.

ASC 145 HAIR REMOVAL This course teaches students the hair growth cycle and methods of removing unwanted hair. Safety precautions are studied for each method of hair removal

ASC 150 MAKEUP Students will learn the different types of cosmetics and the proper application, including color selection. The student will be trained in the identification of different facial types and the procedures for corrective make-up.

ASC 155 SKIN THEORY, DISEASE AND DISORDERS OF THE SKIN Students will be instructed in the knowledge of skin disorders and diseases and the analysis and treatment of these disorders. Before performing services or selecting products, the client's skin type and conditions must be analyzed and appropriate treatment determined. This course includes the study of the structure and composition of the tissue as well as the study of the function of the skin. Students will be instructed in the effects that each service performed will have on the client's skin.

ASC 170 FACIAL SPECIALTY CLINICAL TRAINING Students will practice practical hands-on applications of all subjects taught in the program on fellow students and clients. • Facials, manual and mechanical, including masks, packs or treatments which must be performed on a variety of skin types, including normal, oily, dry, combination, problem and mature • Set up, use, and maintenance of electrical devices • Hair removal, including tweezing, waxing, threading, and sugaring • Make-up application for both daytime and nighttime looks • Lash and brow tinting • Eyelash application, individual lashes, and semi-permanent lashes • Manual extractions

LICENSURE FOR FACIAL SPECIALIST

The board of cosmetology regulates Facial Specialists. Students must obtain a license through the Florida Board of Cosmetology in order to begin working in the field.

SCHOOL CATALOG RECEIPT

I have received a copy of the school catalog that contains the rules, regulations and costs for the specific course in which I have enrolled.

PRINT NAME:
SIGNATURE:
DATE: