



**A Private, Post-Secondary Vocational School Providing
Educational Training**

Florida #7795

4023 N. Armenia Ave. Suite 230 Tampa Fl 33607

917-349-4202

COURSE CATALOG 2023

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About European Beauty Academy

The Academy offers two post-secondary occupational education programs: Facial/Skin Care, and Nail Specialist. Graduates are awarded certificates and helps in preparing for applicable state licensing exams. The school also provides continuing education classes that enable professionals to refresh and expand their skills and maintain their licenses.

The school operates on a 12-month calendar system with programs beginning every three to four months. A full-time student course load is 30 hours per week.

The Academy uses a combination of traditional instructional techniques, including classroom lectures, hands-on lab/equipment training, and work-based activities to prepare students for

gainful employment in their chosen professions.

Continued Education is not a license. The school does not currently offer distance education but does make available digital media resources such as DVDs, CDs, and audio files that students can use at home to enhance their skills and knowledge.

European Beauty Academy does not discriminate based on race, creed, color, sex, age, disability, or national origin.

Licensure

European Beauty Academy is licensed by the:

Florida Commission for Independent Education, Florida Department of Education. License #7795
Additional information may be obtained by contacting the Commission at:

325 West Gaines Street, Suite 1414 Tallahassee, Florida 32399-0400 (850) 245-3200 Main Line
(888) 224-6684 Toll Free

Administration

Diana Nogaibayeva Director
Renata Nogaibayeva Office Administrator

Administration

Diana Nogaibayeva Director
Renata Nogaibayeva Office Administrator

Campus Facility

European Beauty Academy is in, Florida's fast-growing, busy industrial area. The school's 1,640-square-foot facility features modern instructional and training space, including 2 classroom/lab/practice treatment rooms, a library, student lunch/break room, two restrooms and administrative office. Instructional space is furnished with up-to-date equipment and materials designed to help students learn and practice the very latest techniques. A complete list of the school's instructional equipment is available at the office.

Drug-free/Smoke-free Policy

European Beauty Academy is a drug-free, smoke-free environment. The use of alcohol, drugs or smoking on campus will not be tolerated. Furthermore:

- The school has a zero tolerance for drugs and alcohol. No student or employee may be on the school site under the influence of alcohol or drugs.
- Use of drugs or other illegal substances on site are grounds for termination.

Vision

European Beauty Academy believes that any person willing to apply themselves, work hard and learn new techniques can achieve success in any field. Our curriculum is provided in a format that promotes student success in the classroom and the workforce. To support this vision, European Beauty Academy strives to:

1. Ensure that all students reach graduate status and find employment in their field of study.
2. Provide an atmosphere where discovery and learning are the focus.
3. Create desire in students and graduates to become life-long learners.
4. Improve the community served by creating a desire in students and graduates to respond to community needs by giving back as members of society and ambassadors of their profession.

Mission Statement

European Beauty Academy's mission is to provide best training at a level that ignites each student to soar and flourish in the beauty field.

European Beauty Academy's programs meet all standards set forth in the Rules and Statutes of the Florida Department of Business and Professional Regulation, Division of Professions, Board of Cosmetology, and the Florida Department of Health.

Admissions Policy

Basic Admission Requirements

Individuals requesting admission to European Beauty Academy must meet the following minimum requirements:

- All students requesting admission to Nail Specialist must be at least 18 years old, have a High School Diploma, GED, or College Diploma.
- Students requesting admission to the Facial/Skin Care Specialist Program must be at least 16 years old, have a High School Diploma, GED, or College Diploma.
- demonstrate good manual dexterity (full use of hands and fingers)
- have good communications skills and demonstrate basic English proficiency.

Before being accepted into a program, prospective students are advised of all program and ancillary costs, personally interviewed by the Director, and must submit a signed enrollment agreement with base program fees.

To determine student competency in English (or adequacy for the program), the Director or her designee may request that the student respond in English, both verbally and in writing, to program-related questions. Students that appear to have problems reading, speaking, or writing English will be asked to take the Test of English as a Foreign Language (TOEFL), Internet version (known as the TOEFL IBT Test). The student must pass the test with a minimum total score of 310.

Financial Requirements

- Students must submit a completed and signed Enrollment Agreement and pay all base fees prior to being accepted into a training program.
- Upon enrollment, a new student will receive a copy of the Enrollment Agreement, along with a Student Handbook and Course Catalog.

Denial of Admissions

The school reserves the right to deny admission to a prospective student if one or more of the Admissions Requirements above are not met.

If an applicant is denied admission to the school, the school will fully inform the applicant of the nature of the denial. Applicants who are denied admission to the school may appeal that decision in writing to the Director. The Director will make the final judgment as to the denial based on the school's published policies.

The school will maintain a record of any applicant for at least 12 months.

Transfer Policy

European Beauty Academy considers courses for transfer from schools within Florida and the U.S. that have been accredited by their regional or state associations. Transfer credits may also be considered from schools outside the United States that have been chartered or authorized by their governments. European Beauty Academy cannot accept more than 75% of previous credits earned at another institute towards a program; the transfer student must attain at least 25% of credits from European Beauty Academy.

Generally, European Beauty Academy accepts transfer credits from institutions licensed by the Florida Department of Education, Commission for Independent Education. To be eligible for transfer credit, courses must have been completed with a grade of C or better. Occupational course credits earned more than five years prior to the time of request will not be accepted for transfer; certain occupational/technical programs may have more stringent requirements.

To transfer from another institution, students must submit official transcripts to European Beauty Academy for review and evaluation by the Director and/or appropriate faculty advisor. European Beauty Academy decides what credits transfer and whether those classes meet European Beauty Academy program requirements. Advisors evaluating the courses to be transferred look at course content and description to see if the class meets specified requirements.

Transferring between European Beauty Academy programs is allowed only in special cases where the program content and clock hour requirements are sufficiently similar. Internal program transfers are subject to the discretion and approval of the Director.

Transferring Credit to Other Institutions

The transfer of credits from European Beauty Academy to other schools is at the sole discretion of the receiving institution. Students should confirm in advance whether credits will be accepted by another institution in the event they plan to continue their education after leaving European Beauty Academy.

Tuition and Fees**Facial/Skin Care Specialist Program Cost**

Tuition	\$4,300
Registration Fee	\$100
Books and Materials (Text, Kit, Supplies)	\$500
Total Program Cost	\$4,900

Nail Specialist Program Cost

Tuition	\$4,200
Registration Fee	\$100
Books and Materials (Text, Kit, Supplies)	\$500
Total Program Cost	\$4,800

Standards of Satisfactory Academic Progress

To remain in satisfactory academic standing, a student must maintain an overall grade average of C or at least 70%.

Cancellation and Refund Policy

Refunds, when due to a student, will be made according to the following terms. Students must acknowledge acceptance of these terms when they sign an Enrollment Agreement.

1. Withdrawals must be made in person or by certified mail.
2. All payments will be refunded if the school does not accept the applicant.
3. All monies paid will be refunded if the student withdraws within three (3) working days after signing the Enrollment Agreement.
4. Withdrawals that occur after three (3) working days of signing the Enrollment Agreement but before the first day of class will result in a full refund of all monies paid, minus the registration fee and fees for books, supplies, and materials.
5. Withdrawals after classes have commenced through 40% completion of the program will result in prorated refund of the total program cost, assuming that the total program cost was paid in full by the student prior to withdrawal.
6. Refund calculations are based on the following formula:
Total program cost (minus registration fee and fees for books, supplies, and materials) multiplied by percent of program completion, which is derived by dividing total program hours by the number of hours scheduled. That amount is then deducted from the total program cost to determine the refund.
7. Withdrawals after completing more than 40% of the program will result in no refund. Additionally, any remaining unpaid balance from the student will be considered due immediately, and the student will be held contractually responsible for paying that amount to European Beauty Academy.
8. The termination date used for calculating refunds is the last date of actual attendance by the student, the last day of attendance if written notification is provided to the school by the student, or the date the school determines withdrawal by a student or terminates a student.
9. Refunds, when due, will be made within 30 days of the termination date.
10. Program/course cancellations and refunds:
If the school cancels a program or course, or changes its curriculum, while the student has a signed Enrollment Agreement with the school, then the school will do one of the following:
 - a. Upon program modification, the school will complete the training of the student at no additional cost from the original enrollment agreement.
 - b. If a course is cancelled a refund of all monies paid by the student is issued.

Academic Policy

Grading System

A	100 to 90	Excellent
B	89 to 80	Very Good
C	79 to 70	Good/Acceptable
D	69 to 60	Poor/Passing, On Probation
F	59 or Below	Failing
I	Incomplete	F if not made up

A student is permitted to re-take any failed exam once with the second grade substituting for the first, even if the second grade is lower. A grade of I or Incomplete will convert to an F if the student does not make up his/her work within 60 days.

General Grounds for Dismissal

A student may be dismissed for any one or more of the following reasons:

- Failure to maintain satisfactory academic progress after being placed on academic probation.
- Excessive absenteeism/tardiness as defined in this catalog under Attendance Policy.
- Unprofessional conduct as defined in this catalog under Student Conduct, including failure to observe the school's drug and smoking policy.
- Failure to pay tuition or fees as set forth in the Enrollment

Agreement. Students terminated for any of these reasons will not receive a tuition refund. **Academic Probation/Dismissal**

- A student who fails to maintain Satisfactory Academic Progress, as defined above, will be placed on probation for two (2) calendar weeks.
- If after the probationary period has passed, the student has made sufficient academic progress, as determined by the Director, the student will be removed from academic probation.
- If after the probationary period has passed, the student has not made sufficient academic progress, as determined by the Director, the student will be dismissed.

Academic Reinstatement

Students dismissed because of Unsatisfactory Academic Progress may request reinstatement from the Director to complete training. To qualify for reinstatement:

- The student must make the request to the Director in writing within ninety (90) days of being dismissed for Unsatisfactory Academic Progress.
- The Director will determine if the student qualifies for re-entry and what, if any, financial charges may be required.
- Reinstated students will remain on Academic Probation for two calendar weeks after returning to class so that they may demonstrate their ability to maintain a grade average of —CII (70%) or above.

Appeals Procedure

- A student may appeal Probation or Dismissal based on Unsatisfactory Academic Progress by contacting the Director in writing within 90 days of dismissal.
- Students must provide documentation regarding why he/she failed to make satisfactory academic progress. Students must also explain what has changed in his/her situation that will allow the achievement of satisfactory academic progress. Valid reasons for submitting an appeal include, but are not limited to illness or injuries, children's illness or injuries, death of a relative or friend, family emergencies, pregnancies, maternity/paternity leave, disabilities, or legal matters.
- A student dismissed based on Unsatisfactory Academic Progress, appeal will be reviewed by the Director. The Director will make the final judgment as to the denial based on the school's written (and published) policies.

Dismissal and Reentry

- A student who has been dismissed due to Excessive Tardiness and/or Excessive Absenteeism may request reentry to a program by contacting the Director in writing within 90 days of being dismissed.
- Based on published school standards and policies, the Director will determine if the student qualifies for re-entry, and what (if any) additional financial charges will apply.

How to Re-Establish Satisfactory Academic Progress

- A student must maintain an overall grade average of 70% (a "C" average) and must meet all the Standards for Attendance and Conduct to qualify as meeting "Satisfactory Academic Progress."

Withdrawals

- Students who withdraw with passing grades will be considered as "Withdrawing in Satisfactory Progress". These students shall have up to one year (12 months) from the date of withdrawal to request re-entry into a program of study.
- Students who withdraw with failing grades and wish to return to the school will be placed on a Re-Entry Probationary Period for one month (30 days), at which time the student must have attained a grade average of a C or at least 70% to remain in the program.

Suspension: A student may be suspended for up to 30 days for:

- Non-payment of fees
- Failure to comply with School Rules and Policies as stated in the Catalog.

Attendance Policy

Maximum Allowable Absences

Unless special arrangements have been made with the Director, student absences are subject to the following conditions:

- Students enrolled in any programs under 600 Clock Hours are allowed Two (2) excused absences.

Make-Up Work

- Students must arrange with their instructor to make up any missed work resulting from absences, because 100% of a program's clock hours must be completed to be able to graduate.
- If the school is closed due to an event beyond the owners' control, such as a hurricane, tornado or power outage, opportunities for making up for lost time will be provided.

Tardiness

Students who are 15 minutes late to class or leave class before the scheduled class time has been completed, will be reported as Tardy.

- Excessive tardiness (two consecutive tardiness or a total of 8 tardiness) may result in the student being placed on Probation.
- If a student receives three (3) tardy reports in one week, the Director will require an explanation from the student, and he/she will be warned that further excessive tardiness may result in dismissal.
- The Director has sole discretion regarding student probation or dismissal.
- Students who are dismissed for Excessive Tardiness or Excessive Absenteeism (as defined in this Catalog) will not receive a refund of tuition monies paid.

Excessive Tardiness/Absenteeism

Students who are excessively tardy or who have exceeded the maximum absences for their program:

- Will be required to meet with the Director to discuss corrective action.
- May result in the student being placed on Probation for one week (7 days).
- May be charged an additional \$10 per clock hour for the additional faculty time required to allow the student to make up the missed hours of training and complete the clock hours required for graduation.

Probation and Reentry

- If a student is placed on probation due to excessive tardiness or absenteeism, and after the probation period has passed student has met all the school's requirements (as determined by the Director), the student will be allowed to continue training.
- If after the probation period has passed, the student has not fulfilled all the school's requirements, the student will be dismissed.

Leave of Absence.

A student may request a Leave of Absence in writing to the Director. The LOA will be for a specified time period not to exceed 180 Days (6 months). Students on a Leave of Absence may return to a program at any time within a six (6) month period without incurring a financial charge for re-entry.

Dress Code

Students are required to wear medical scrubs, which may be in any color. No logo or writing, other than the school logo, will be permitted on apparel. Students should be always well-groomed.

Educational Programs

Facial/Skin Care	260 Clock Hours
Nail Specialist	240 Clock Hours

Graduation Requirements

To be eligible for graduation, a student must have:

1. Completed all the clock hours required by the Program.
2. Maintained Satisfactory Academic Progress.
3. Paid all fees.

Program Identification and Prefixes

Each program is identified by an "Alpha Prefix" and "Courses" within that "Program" are identified by the same prefix.

Facial/Skin Care	FAC
Nail Specialist	NS

The School does not participate in the Florida Common Course Numbering System. The Alpha Prefixes and Course Identification Numbers used by the School are not meant to indicate that the Programs/Courses we offer are transferable within the Florida Common Course Numbering System.

Open Enrollment

The School does have an open enrollment policy with specific start dates for each program.

Facial/ Skin Care	Enrollment Begins the 1st of Each Month.
Nail Specialist	Enrollment Begins the 1 st of Each Month.

Class Schedules and Syllabi

New students receive a class schedule upon enrollment, and a program syllabus on the first day of class.

Clock Hours

All programs are based on clock hours as opposed to credit hours. One Clock Hour is 50 minutes in the presence of an instructor.

Class Size

The average class size is five (5) students to one (1) instructor, with one student assigned to a workstation.

Facial/Skin Care Specialist – 260 Clock Hours – Diploma Program Objectives

- The Program Objective is to prepare a student for the workforce, on an entry level, to work as a Licensed Facial/Skin Care.
- Instruction is designed to qualify students for employment upon successfully obtaining a Facials Specialty Certification from the Florida Board of Cosmetology.

Program Description

The program is designed to meet the educational requirements set forth by the Florida Department of Business and Professional Regulation, Division of Professions, Board of Cosmetology.

The Program focuses on broad, transferable skills, and stresses understanding and the ability to demonstrate the elements of the Cosmetology Industry of planning, management, finance, the technical and production skills underlying such technological principles as: labor, community, health, safety, and environmental issues.

The program includes 65 clock hours of classroom (Theory/Didactic), and 195 clock hours of instruction in a clinical setting (Lab Applications) which includes 40 clock hours of Facial Services. "Facial Services" is defined as: services performed on a client that involves manipulation (massage) of the face by, hands-on techniques, or electrical techniques. The "services" performed by the student include techniques involving skin care, and hair removal.

The basic program follows the curriculum concepts listed in the Florida Department of Education, Curriculum Frameworks and Program Standards. The Program includes communication, leadership, human relations, and employability skills; safe and efficient work practices; Florida Cosmetology Law and Rules; acquisition of knowledge of the Facial/Skin Care Specialist and related chemistry; bacteriology; anatomy and physiology; art of make-up; and development of skills in performing the manipulative and electrical techniques required in the practice of a Facial/Skin Care Specialist Occupation.

Upon successful completion of 260 clock hours of instruction designed to meet the learning objectives set forth in Rules 61G5-22.004(2), 61G5-22.005(2), and 61G522.006(2), F.A.C., and the completion of 40 services, the Institute will issue a Diploma (Certificate of Completion) in the specialty of "Facials".

The "Services" that are required by Rule are "Facials" that include Skin Care and Hair Removal.

In accordance with Florida Statutes 477.0201, the graduating student (with the help and direction of the Institute), will contact the Florida Board of Cosmetology, complete the necessary forms, present the Diploma as proof of completing the 260-clock hour Facial Specialty Program, pay the Florida Board of Cosmetology's Initial Registration Fee, and will be Registered by the Board of Cosmetology to practice as a Licensed Facial/Skin Care Specialist.

Facial/Skin Care Program Breakdown by Course:

The Program Breakdown by Courses listed below are designed to meet the Standards set forth in Rules 61G5-22.004(2), 61G5-22.005(2), and 61G5-22.006(2) F.A.C., and the completion of forty (40) Facial Services. The Program follows the Standards set forth in the Curriculum Frameworks and Program Standards for Facial/Skin Care Programs.

Theory/Didactic/Lab/Services Courses

Course Number	Name	Clock Hours
FAC 101	Introduction to Facial/Skin Care	15
FAC 102	Safe, Sanitary & Efficient Work Practices – HIV/AIDS	15
FAC 103	Science of Grooming & Salon Services	15
FAC 104	Florida Law & State Board Rules & Statutes	10
FAC 105	Introduction to Performing Facials	50
FAC 106	Facial Manipulation & Related Massage	55
FAC 107	The Art of Make-Up	15
FAC 108	Facial Hair Removal	15
FAC 109	The Application of Artificial Lashes	10
FAC 110	Professional Development & Employability Skills	10
FAC 111	Entrepreneurship & Management Skills	10
FAC 112	Required Services/Lab	40

Total Program Clock Hours

260 Hours

Theory Hours: 65 Hours

Service/Labs Hours: 195 Hours

Program Standards for Facial/Skin Care

European Beauty Academy offers a Facial/Skin Care Program that prepares the student to meet the educational requirements of the Florida Department of Business and Professional Regulation, Division of Professions, Board of Cosmetology Rules, Chapter 61G5-22.004(2), 61G5-22.005(2), 61G5-22.006(2), FAC. The Program follows the curriculum concepts listed in the Florida Department of Education, Curriculum Frameworks and Program Standards.

The Classroom, Lab Training, and Services are under the supervision of a Cosmetologist, licensed in the State of Florida.

Nail Specialist- 240 Hours Diploma Program

Program Objective

The Program Objective is to prepare a student for the workforce, on entry level, to work as a Licensed Nail Specialist. Instruction is designed to qualify students for employment upon successfully obtaining a Nail Technician Certification from the Florida Board of Cosmetology.

Program Description

To teach a full program of nail beautification and artistry, preparing the student who desires to be considered a professional in the field as a Nail Specialist. Professionalism is achieved through pride, competency, and efficiency. The school instructs the student in all phases of: nail art, arranges airbrushing demonstrations, artificial nails (nail tips, sculptured nails, nail wrapping and demonstrates gel nails), sanitation, manicuring, pedicuring; plus, personal ethics, salon management and employer/employee/client relations.

Nail Specialist Program Breakdown by Course

NS-100	FLORIDA LAWS	5
NS-101	HIV/AIDS	4
NS-102	BACTERIOLOGY, STERILIZATION AND SANITATION	4
NS-103	PROFESSIONAL RELATIONSHIPS	2
NS-104	THE NAIL	85
NS-105	MANICURING	20
NS-106	PEDICURING	10
NS-107	ADVANCED NAIL TECHNIQUES THEORY / PRACTICAL	110

Total Program Clocked Hours:

240 Hours

Theory Hours: 100 Hours

Service/ Lab Hours: 140 Hours

Description Breakdown in Detail for each Course:

Course Descriptions	Facial/Skin Care	260 Clock Hours
FAC-101 Introduction to Facial/Skin Care 15 Hours (Theory — 15 Hours)		
Overview of what the student can expect by taking the program. The program syllabus is outlined, and various aspects of the Facial/Skin Care Specialist's role will be discussed. The course includes the basic principles and procedures involved in Skin Care, the evolution of the method of Skin Care, and the identification of career opportunities in the service field.		
FAC-102 Safe, Sanitary & Efficient Work Practices — HIV/AIDS 15 Hours (Theory — 5 Hours, Lab — 10 Hours)		
A review of Universal Precautions, HIV/AIDS. Methods of decontamination procedures to ensure safety for the client, and safety in the classroom and the lab. Using the manufacturer's instructions, the student is taught the correct methods of operating and mixing chemicals to EPA and hospital strength levels. The student is also taught the correct methods of cleaning and maintaining implements by using appropriately mixed chemicals, and decontamination of tools, per Rule. The student will practice the art of observing, identifying, and analyzing the functions, structures of certain diseases and disorders of the hair, skin, and nails.		
FAC-103 Science of Grooming & Salon Services 15 Hours (Theory — 5 Hours, Lab — 10 Hours)		
This course is an introduction to basic Anatomy and Physiology, and the Chemistry and Physics, as they apply to the electricity and light therapy performed on a client, or used in the decontamination of instruments, as a means of infection control.		
FAC-104 Florida Law & State Board Rules and Statutes 10 Hours (Theory — 10 Hours)		
A review of Florida Law, Chapter 477, and Chapter 442, "Florida Right-To-Know Law".		
FAC-105 Introduction to Performing Facials 50 Hours (Theory — 10 Hours, Lab — 40 Hours)		
Introduction to the Facial. The student will learn methods of identifying the types of bone structure, and face shape, so that the request of the client can be met. The course includes the basic concepts of draping, choosing the proper supplies, products, and equipment. The student will be introduced to the various methods used in skin analysis. The student will also receive instruction in the correct methods to be used in the consultation with the client. Lab work will illustrate the basic actions and reactions of certain products used for cleaning the face and neck.		

FAC-106 Facial Manipulation & Related Massage **55 Hours**
(Lab — 55 Hours)

The course deals with the methods used in facial manipulation, and certain methods of massage used for the face and neck.

FAC-107 The Art of Make-Up **15 Hours**
(Lab — 15 Hours)

Methods of performing color analysis and facial balance related to Make-Up will be discussed. Methods of applying basic and corrective, evening and/or glamour Make-Up, based on the client's needs and desires will be practiced by the student. The student will study and practice the appropriate make-up application procedures, using a knowledge of color theory, and a knowledge of skin types.

FAC-108 Facial Hair Removal **15 Hours**
(Lab — 15 Hours)

This course is a review of only the hair removal techniques that can be used by a Facial/Skin Care Specialist. The student will practice certain methods of shaping eyebrows by tweezing and waxing. The relationship of "shaping" and "angles" to the client's bone structure will be discussed and practiced by the student. The student will review the concepts of facial bone structure, face shapes and fashion trends to be used in facial hair removal. The student will practice methods of eyebrow tinting and will be made aware of certain adverse reactions that can occur.

FAC-109 The Application of Artificial Lashes **10 Hours**
(Lab — 10 Hours)

This course incorporates the proper procedures for applying artificial eyelashes.

FAC-110 Professional Development-Employment Skills **10 Hours**
(Theory — 5 Hours, Lab — 5 Hours)

Basic computer knowledge to permit the student to record and report the client's progress. Methods of writing a resume, looking for a job, good interview skills, and follow-up techniques.

FAC-111 Entrepreneurship-Management Skills **10 Hours**
(Theory — 5 Hours, Lab — 5 Hours)

Basic business skills needed to start a small business.

FAC-112 Required Services/Lab **40 Hours**
(Lab — 40 Hours)

State Board Rule requires Forty (40) Facial Services be performed by the student. A "Facial Service" is defined as: Facial Manipulation/ Facial Massage, including Skin Care, and Hair Removal.

Course Descriptions	Nail Specialist	240 Clock Hours
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NSS -100 FLORIDA LAW

1. Chapter 477, short title, Board of Cosmetology duties
2. Chapter 61G5, licensing - rules and regulations
3. Reciprocal laws
4. School examination for certification

NSS -101 HIV/AIDS

1. What is HIV/ Aids and the cause of HIV/ Aids
2. Transmitting the Aids virus
3. Advances against Aids

NSS -102 BACTERIOLOGY, STERILIZATION AND SANITATION

1. Classification of bacteria
 - a) pathogenic
 - b) non-pathogenic
2. Bacterial growth and reproduction
3. Bacterial infections
4. Other infectious agents
5. Methods of sanitation
6. Safety pre-cautions
7. Definitions pertaining to sanitation
8. Sanitation - rules in manicuring

NSS -103 PROFESSIONAL RELATIONSHIPS

1. Education, growth, change, preview to your future
2. Evaluation of salon, investigation of jobs
3. Evaluation of work performance
4. Nail technology - staff relationships and ethics
5. Salaries, payroll, commissions, and taxes

NSS -104 THE NAIL

1. Nail structure
2. Structures adjoining the nail
3. Parts surrounding the nail
4. Nail growth
5. Nail malformation, nail disorders and diseases
6. Various shapes of nails

NSS -105 MANICURING

1. Equipment, implements, cosmetics and materials
2. Preparation of the manicuring table
 - a) Procedure
 - b) table set-up
 - c) shape of nails
3. Procedure for a plain manicure
4. Additional techniques
5. Hand, arm, and foot massage

NSS -106 PEDICURING

1. Equipment, implements and materials
2. Preparation
3. Procedure

NSS -107 ADVANCED NAIL TECHNIQUES THEORY/PRACTICAL

1. Artificial nail, nail wrapping/or mending
2. Nail tips, fill-ins, sculptured nails, overlays, gels
3. Removing artificial nails, nail capping
4. Polishing and nail art and air brushing (if available)
5. Sculpturing using a form

Determining Full-time/Part-time Status

Full Time Students

Five (5) classes each week for eight (8) clock hours per class = Thirty (30) clock hours per week.

Part Time Students

Five (5) classes each week for four (4) clock hours per class = Twenty (20)

Academic Calendar, Observed Holidays, and Hours of Operation

The Academic Calendar follows the calendar year (January through December).

Observed Holidays

New Year's Day.
 Martin Luther King, Jr. Day
 President's Day
 Memorial Day
 4th of July
 Labor Day
 Thanksgiving Day and the day after Thanksgiving
 Christmas Day

School Hours of Operation

Office Hours	Monday – Friday	9 am to 6 pm
Day Classes	Monday – Friday	9 am to 5 pm
Evening Classes	Monday – Friday	5 pm to 9 pm

Faculty/Instructors

Diana Nogai Bayeva

Facial/Skin Care Instructor

Diploma – Beauty and Health Institute
 Facial Specialist License #:
FB9770177 Expires: 10/31/2024

Lindo Elane Marie

Facial/Skin Care Instructor

Diploma – Beauty and Health Institute
 Facial Specialist License #
FB9779818 Expires: 10/31/2024

Nail Specialist Instructor

Nail Specialist #
FV9614413 Expires: 10/31/2024

Student Services

Academic Advising

Academic advising is available throughout a student's enrollment and required of any student who has a grade average of —C (70% or less).

Job Placement Advising

The school provides job placement assistance to students in the form of employment leads and referrals generated through ongoing contact with area employers and beauty and health service providers. However, the school does not guarantee employment.

Student Records/Transcripts

- Student records are maintained on site at the school in a fireproof cabinet and digitally stored off campus as part of nightly back-up procedures.
- Records are available to students upon written request.
- Student records will be provided to potential employers only after a written release has been submitted by the student.
- Two (2) transcripts are provided free of charge at graduation. Additional copies of a transcript are available at a cost of \$5 each.

All student records are held strictly confidential. The school complies with the Family Educational Rights and Privacy Act of 1974, Buckley Amendment, Public Law 93-380, Section 438.

Library

The school's library is in the east side of the building. The library features a computer, instructional videos, journals related to beauty, health, and beauty and health text and technical manuals, reference books, magazines, and beauty and health related audio tapes. Students may use the library and its materials while on campus or make special arrangements through the Director or Office Administrator to check out certain materials. The library is an important resource for our students and faculty and remains open during all school hours.

For a current inventory of library publications and resources on hand, or to suggest additional resources, please contact the Office Administrator or Director.

Transportation

Public transportation is available to and from the school site.

Child Care

While the school does not offer childcare, it does maintain a listing of childcare facilities near the school.

Housing

Housing is available near the school. If housing is needed, the school will assist students in locating community agencies that can assist in meeting student housing needs.

Student Conduct

Students engaging in unprofessional conduct that may discredit the school are subject to termination. Unprofessional conduct includes:

- Non-compliance or failure to abide by school rules
- Use of drugs, alcohol, or other illegal substances
- Excessive absences or tardiness
- Failure to pay school tuition or fees
- Cheating or stealing
- Bringing a firearm to school
- Sexual Harassment
- Discrimination or intimidation of any kind
- Use of abusive language or profanity
- Willful destruction of school property or another student's property
- Smoking inside the school
- Personal use of school telephone(s), unless authorized by the Director or Office Administrator

Students terminated for Unprofessional Conduct will not receive a tuition refund.

Student Responsibilities

- Students are responsible for the care of school equipment and property.
- Students are responsible for professionally representing European Beauty Academy.

Sexual Harassment/Hazing

The school will not tolerate harassment or hazing of any sort.

- Sexual harassment includes unwelcome sexual advances, offensive comments, gestures, or physical contact of a sexual nature by students or staff.
- Harassment based on age, race, color, religion, national origin, or disability also will not be tolerated, nor will hazing (defined as harassment of any other sort, abuse, or humiliation).
- Harassment or hazing may result in dismissal.
- Anyone believing they have suffered harassment or hazing should report the offense immediately to the school Director or Office Administrator.
- Students who are terminated for Harassment or Hazing will not receive a tuition refund.

Grievance/Complaint Policy

European Beauty Academy utilizes a progressive, three-step approach to address and resolve complaints and grievances, focusing first on early resolution.

1. Early resolution

Students with grievances or complaints shall first attempt to resolve minor issues with the instructor or individual(s) involved. If the student is not satisfied with the outcome, or if the student is uncomfortable talking with the staff member or party involved, s/he is encouraged to contact the Office Administrator. The student shall initiate action to address the issue within 30 calendar days of the matter giving rise to the complaint.

The Office Administrator will investigate the complaint, counsel the student and parties involved, and attempt to resolve the matter. The Office Administrator shall provide a written report of his or her recommendations to all parties involved within 10 workdays of receiving the student complaint. Every effort will be made to resolve the issue without moving beyond Step 1.

2. Involving the Director

If a complaint cannot be resolved through early resolution, it shall be presented to the Director, who will attempt to resolve the matter after talking with the Office Administrator and parties involved in the complaint. The Director shall provide a written report of her recommendations to all parties involved within 10 workdays of initial notification.

3. Hearing Request

In rare circumstances where the Director's recommendation does not satisfy the complainant, the student may request a hearing by the Academy's Board of Directors after submitting a written letter with a request for a hearing to the Director. This request must include a specific statement of the student complaint, an explanation of the remedy sought, and a copy of the Director's recommended resolution. A special meeting of the Board will be convened within 30 working days to address the grievance.

4. Unresolved disputes

If a dispute cannot be resolved utilizing the means outlined above, the student may contact the Commission for Independent Education at the address below:

Executive Director

Commission for Independent Education
325 West Gaines Street, Ste 1414
Tallahassee, Florida 32399-0400

(888) 224-6684 (Toll Free)

(850) 245-3200