 **BEAUTY ACADEMY**

 **INC**

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**STUDENT**

**CATALOG**

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 **HAIR IN MOTION BEAUTY ACADEMY**

# **MISSION OR PURPOSE STATEMENT**

The mission or purpose statement of **HAIR IN MOTION BEAUTY ACADEMY** is to develop students into highly skilled, productive, and knowledgeable technicians in the cosmetology field. The academy provides students with the practical experience and knowledge to become professional in their field.

**President, Director & Owner**, Lesline Powe-Barton.

# **DISCLOSURES**

An applicant requesting admission to any of the programs offered by **HAIR IN MOTION BEAUTY ACADEMY** must have proof of completion of High School Diploma or a GED and be at least 18 years of age. Good eyesight is a necessity. The applicant must have the ability to read and perform simple mathematical calculations.

Each prospective student shall have access to this institution catalog one week prior to enrollment and before the collection of any tuition. Additional information regarding the institution may be obtained by contacting the Commission for Independent Education, 325 West Gains Street, Suite 1414, Tallahassee, Florida 32399-0400, and toll-free telephone number 888.224.6684.

Complaints and disciplinary actions will be given careful consideration by the administration. The health and safety of students and staff are the institution’s primary concern. Complaints and disciplinary actions shall be documented and dealt with accordingly. If not resolved contact Commission for Independent Education toll free 888.224.6684.

# **LICENSURE**

**HAIR IN MOTION BEAUTY ACADEMY** is licensed by Commission of Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite # 1414, Tallahassee, Florida 32399, toll free number 888.224.6684.

License # 6397

 **HAIR IN MOTION BEAUTY ACADEMY**

 Is not accredited by any accrediting agency.

# **POLICY STATEMENT**

The academy does not discriminate regarding race, color, creed and or religion. The training offered by the academy may also be recommended to specific handicapped persons who are unable to undertake strenuous vocations or lack the mobility required by order occupations.

# **HISTORY**

**HAIR IN MOTION BEAUTY ACADEMY** is a full cosmetology academy located in South Orlando, Florida in Orange County. The academy was established to teach various programs of the Cosmetology, Nail Technician, Facial Specialist and Barber industry.

# **FACILITIES**

**HAIR IN MOTION BEAUTY ACADEMY** is located at 2121 S. Hiawassee Rd. Suite #106 Orlando, FL 32835. The location is easily accessible to major highways, 50Th (Colonial. 408 Kirkman Road and Conroy Road. The academy is equipped with cosmetology and barber equipment for students learning and practice. The facility consists of 2,500 square feet of classroom and practical areas with real-world equipment and resource areas which is divided into: 2 classrooms, 1restroom, 2 offices, 1 small library area and 1 large and fully equipped clinic for patrons, students, and instructors.

The modern facility houses classrooms, practical clinical and treatment rooms that allow the most up to date teaching methods. The academy is proud of its small, specialized classes where students can receive personalized instruction. Classes will be taught verbally and demonstrated prior to actual hands-on training.

# **HANDICAP FACILITIES**

**HAIR IN MOTION BEAUTY ACADEMY** complies with all provisions of section 504 of the Rehabilitation Act of 1973, in that no qualified handicapped person will be excluded from enrolling in the academy. However, handicapped individuals should be aware that the program requires a high Level of manual dexterity and prolonged periods of practical work in the clinic. Certain services may require the student to sit and stand for long periods of time.

# **STATEMENT OF LEGAL CONTROL**

Lesline Powe-Barton owns **HAIR IN MOTION BEAUTY ACADEMY** The corporation’s address is 2121 S. Hiawassee Rd. Suite #106 Orlando, FL 32835.

 **COSMETOLOGY**

**DIPLOMA PROGRAM**

**1200 Clock Hours /48 Weeks / 12 Months**

## **PROGRAM DESCRIPTION**

The program gives the students instructions in the following areas, **Treatment, Hair Coloring, Shampoo & Rinse, Hair Setting, Facial and Make-up, Sanitation, Sterilization HIV/AIDS, Hair Removal and Salon Management Career. Upon successful Manicure, Pedicure, Chemical Waving & Relaxing, Florida Law, Hair Shaping, Hair & Scalp.** Completion of the program’s hours, clinical service, and final examination will allow the student to receive a diploma and he/she will have the opportunity to examine with the Florida State Board of Cosmetology.

## **PROGRAM OBJECTIVES**

The primary objective of the Cosmetology curriculum is to prepare the student for the state licensing examination to become a licensed cosmetologist. A licensed Cosmetologist has many opportunities available to them, such examples include, working in a beauty salon, Resort Hotels or even owning their own salon.

## **PROGRAM OUTLINE**

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE NUMBER** | **COURSE TITLE** | **CLOCK HOURS**  | **SERVICE HOURS** **(If applicable)** |
| COS 401 | FLORIDA LAW  | 40 | 0 |
| COS 402 | HIV/AIDS | 4 | 0 |
| COS 403 | MANICURE & PEDICURE/ NAIL EXTENSIONS | 120 | 25 |
| COS 404 | CHEMICAL WAVING & RELAXING | 150 | 65 |
| COS 405 | HAIR SHAPING | 200 | 75 |
| COS 406 | HAIR & SCALP TREATMENT | 60 | 45 |
| COS 407 | HAIR COLORING | 200 | 45 |
| COS 408 | SHAMPOO AND RINSE | 80 | 50 |
| COS 409 | HAIR SETTING | 250 |  300 |
| COS 410 | FACIAL&MAKE-UP | 50 | 20 |
| COS 411 | HAIR REMOVAL | 10 | 20 |
| COS 412 | SALON MANAGEMENT CAREER | 36 | 100 |
| **TOTAL** |  | **1200** | **745** |

\*Upon minimum service and clock hour completion, instructor evaluation form will be given to all students by the academy director to maintain and improve institutional effectiveness\*

 **PROGRAM COSTS**

Registration Fee: $ 150.00 (non- refundable)

Kit& Books: $ 1080.00 (non- refundable)

State Exam $ 45.00

HIV Class & Exam $ 40.00

Tuition: $ 13,185.00 (1 Uniform included)

Total Cost: $ 14,500.00

All prices for programs are as printed herein. There are no additional costs or supplies necessary for program completion. A student who needs additional practice or wishes to create additional projects for practice can purchase additional supplies. Extra tools and supplies may be purchased from the academy. Tools and supplies are not to be borrowed from another student or the academy.

## **COURSE DESCRIPTIONS**

**COS 401 – Florida Law – 40 Clock Hours**

This course is designed to provide a foundational understanding of the laws that apply to beauty professionals in the State of Florida.

**COS 402 – HIV & AIDS – 4 Clock Hours**

Upon completion of this course, students will have the necessary background on HIV/AIDS, and the standard safety techniques required in the workplace to avoid transmission. In addition, students will learn and demonstrate techniques required in the sanitation of instruments and tools used to provide beauty services.

**COS 403-Manicuring & Pedicuring – 120 Hours/25 Services**

Students learn to use the tools and techniques involved in the various styles provided in the modern salon. Students will be required to perform services in this course specific to manicure. Students learn to use the tools and techniques involved in the various pedicure styles provided in the modern salon, including massage techniques and foot care. Students will be required to perform services in this course specific to pedicure.

**COS 404 – Chemical Waving & Relaxing – 150 Clock Hours /65 Services**

Permanent restructuring history of permanent waving, chemistry of solutions, pre-perm analysis, rod selection, perming techniques, custom perm design and wrapping.

**COS 405 – Hair Shaping – 200Clock Hours/75 Services**

Students learn the techniques, products and instruments used in various hair shaping styles and techniques. Hair cutting and shaping implements and techniques, sectioning, scissors, clippers, razors, client consultation.

**COS 406 – Hair & scalp Treatment - 60 Clock Hours/ 45 Services**

Students will learn product analysis, client hair analysis, application techniques, equipment, implements, and materials.

**COS 407 Hair Coloring – 200Clock Hours/45 Services Hr.**

Students will learn color theory, classifications of hair color, product analysis, corrective coloring, contemporary techniques, one dimensional multidimensional foils, bleach and tone.

**COS 408 – Shampoo & Rinse – 80 Clock Hours/50 Services Hr.**

Students learn to analyze hair type and perform product analysis procedures and techniques, draping for wet and dry chemical services, selecting correct shampoo and conditioners.

**COS 409 – Hair Setting – 250 Clock Hours/300 Services Hr.**

Students learn the techniques and art of hair styling, wet styling, finger waving, pin curl techniques, roller curls, and comb-out techniques, artistry in hair styling, thermal styling, conventional thermal (Marcel) irons, and electric thermal irons, blow-dry styling.

**COS 410 –Facial &Makeup – 50 Clock Hours/20 Services Hr.**

This course is designed to cover histology, disorders, facials, cleansing, moisturizing makeup color theory, contoured and classic makeup applications, dramatic and subtle look, and lash application.

**COS 411 –Hair Removal – 10 Clock Hours/ 20 Services Hr.**

Hair removal is a process that is performed using various methods. Students learn the different hair removal methods, area prep and care, safety and manipulations involved in the hair removal process.

**COS 412 – Salon Management Career – 36 Clock Hours/100 Service Hr.**

Students will learn the business aspect of station management in this course. Designed to promote marketing, professionalism and basic cash management skills, this course prepares students for the business of beauty.

#  **BARBER**

 **DIPLOMA PROGRAM**

**900 Clock Hours /42 Weeks /9 Months**

## **PROGRAM DESCRIPTION**

The program gives the students instruction in the following areas, Florida Law, Safety Sanitation & Sterilization, Hair Structure & Chemistry, Hair Cutting, Shampooing, Chemical Services, Shaving, and Beard & Mustache Trimming. Upon successful completion of the program hours, clinical services, and final examination, the student will receive a diploma and will be registered with the Barber State Board.

## **PROGRAM OBJECTIVE**

Our program in Barber is developed to help you to achieve your goals. Being serious about your career is a start, but the quality of training is one of the most important parts of your future success. Our academy encourages an attitude for success. We take your instruction, future careers, commitments, seriously.

## **PROGRAM OUTLINE**

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE NUMBER** | **COURSE TITLE** | **CLOCK HOURS** | **SERVICE HOURS** **(If applicable)** |
| BAR 001 | FLORIDA LAW | 225 | 0 |
| BAR 002 | SAFETY, SANITATION & STERILIZATION | 270 | 100 |
| BAR 003 | HAIR STRUCTURE AND CHEMISTRY | 90 | 50 |
| BAR 004 | HAIR CUTTING1. TAPER CUTS

 1. Freehand11. Shear Over Comb 111. Clipper Over Comb b. STYLE CUTS (To include blow drying) | 135 | 150 |
| BAR 005 | SHAMPOOING | 45 | 25 |
| BAR 006 | CHEMICAL SERVICES TO INCLUDE PERMANENTWEAVING, COLOR AND BLEACHING AND HAIR RELAXING AND CURLING |  90 | 125 |
| BAR 007 | SHAVING, BEARD & MUSTACHE TRIMMING | 45 | 50 |
| **TOTAL** |  |  **900** | **500** |

\*Upon minimum service and clock hour completion, instructor evaluation form will be given to all students by the academy director to maintain and improve institutional effectiveness\*

##  **PROGRAM COSTS**

Registration Fee: $ 150.00 (non-refundable)

Kit& Books $ 1,080.00 (non-refundable)

State Exam $ 225.00

HIV Class & Exam $ 40.00

Tuition: $ 13,005.00

Total Cost: $ 14,500.00

All prices for programs are as printed herein. There are no additional costs or supplies necessary for program completion. A student who needs additional practice or wishes to create additional projects for practice can purchase additional supplies. Extra tools and supplies may be purchased from the academy. Tools and supplies are not to be borrowed from another student or the academy.

## **COURSE DESCRIPTIONS**

**BAR001 - Florida Laws & Rules –225Clock Hours**

To present an overview of barber rules and regulations in the relation to consumer protection for both health and economic matters. Also, to understand the modes of transmission, infection, control procedures, clinical management and prevention of HIV and AIDS.

**BAR 002 - Safety, Sanitation & Sterilization - 270 Clock Hours/100 Service Hr.**

To use chemical agents to sanitize implements and equipment in the academy to promote and protect good health in the community.

**BAR 003 – Hair Structure & Chemistry 90 Clock Hour/50 Services Hr.**

To present an overview of the structure of the hair and effects of chemistry as it relates to hair and products used.

**BAR 004 - Hair Cutting - 135 Clock Hours/150 Services Hr.**

To use various hair cutting implements and supplies in cutting the clients hair in a requested style(s) in specific times between 15 and 30 minutes. Techniques include taper cuts and styles cuts (to include blow drying).

**BAR 005 - Shampooing –45Clock Hours/25Services Hr.**

To use shampoo and other cleaning agents to cleanse the scalp and hair in preparation for additional hair services.

**BAR 006 - Chemical Services - 90 Clock Hours/125 Services Hr.**

To change the structure of the hair using chemicals such as relaxers, permanent waves, and curls to create a new style and to make hair more manageable and durable for clients to change from one style to another. To change the client’s hair color using semi-permanent, permanent, and lightening products following proper steps to safeguard the client in giving the proper service.

**BAR 007 - Shaving, Beard & Mustache Trimming - 50 Clock Hours/50 Services Hr.**

To use various implements in the grooming and styling of beards, mustache, and facial hair.

# **FACIAL SPECIALIST**

**DIPLOMA PROGRAM**

**220 Clock Hours/ 10 Weeks / 2.5 Months**

## **PROGRAM DESCRIPTION**

This program provides the necessary knowledge of Facial Skincare and Facial Technology.  The student will develop practical skills in European and other types of facial techniques, hair removal, make-up applications, etc. Upon successful completion of the required program hours, clinic services and final exam, the student will receive a certificate of completion and will be registered with the state board.

## **PROGRAM OBJECTIVES**

This facial specialist program provides training for individuals interested in employment as a facial and skincare specialist in fine salons and spas, etc. The student will be trained and prepared for the final exam and certification to be registered as a licensed Facial Specialist.

## **PROGRAM OUTLINE**

|  |  |  |
| --- | --- | --- |
| **COURSE NUMBER** | **COURSE TITLE** | **CLOCK HOURS** |
| FS 101 | Florida Laws and Rules | **4** |
| FS 102 | HIV and AIDS | **2** |
| FS 103 | Sanitation | 10 |
| FS 104 | Ethics | 2 |
| FS 105 | Basics of Electricity | 2 |
| FS 106 | Facial Techniques and Contraindications | 50 |
| FS 107 | Product Chemistry | 8 |
| FS 108 | HairRemoval | 5 |
| FS 109 | Makeup | 1 |
| FS 110 | Skin Theory, Disease and Disorders of the Skin | 65 |
| FS 111 | **Clinical Services** |  |
|  | - Facials, Manual and Mechanical, including Masks, packs or Treatments which must be performed on a varietyof skin types, including normal, Oily, Dry, Combination, Problem and Mature. | 30 |
|  | - Set up, use, and MaintenanceofElectricaldevices. | 1 |
|  | - HairRemoval, includingTweezing, Waxing, Threading, and Sugaring. | 10 |
|  | - Makeupapplicationforbothdaytime and nighttime looks. | 10 |
|  | - Lash and BrowTinting. | 2 |
|  | - Eyelashapplication, including Strip Lashes, individual Lashes, and Semi-Permanent Lashes. | 12 |
|  | - Manual Extractions. | 6 |
| **TOTAL** |  | **220** |

\*Upon minimum service and clock hour completion, instructor evaluation forms will be given to all students by the academy director to maintain and improve institutional effectiveness. \*

## **PROGRAM COSTS**

Registration Fee: $ 150.00 (non- refundable)

Kit& Books: $ 1,080.00 (non- refundable)

Tuition: $ 2,769.00 (1 Uniform Included)

Total Cost: $ 3,999.00

All prices for programs areas printed herein. There are no additional costs or supplies necessary for the program completion. A student who needs additional practice or wishes to create additional projects can purchase additional supplies. Extra tools may be purchased from the academy. Tools and supplies are not to be borrowed from another student or the academy.

##  **COURSE DESCRIPTIONS**

**FS 101 Florida Law and Rules - 4 clock hours.**

Upon completion of this course, students will have the necessary background on HIV/AIDS, and the standard safety techniques required in the workplace to avoid transmission.

**FS 102 HIV and AIDS -2 clock hours**

This course is designed to provide a foundational understanding of the laws that apply to Facial Specialists in the state of Florida.

**FS 103 Sanitation - 10 clock hours.**

Students will learn and demonstrate techniques required in the sanitation of instruments and tools used to provide beauty services.

**FS 104 Ethics - 2 clock hours.**

Students will be introduced to the requirements and regulations for starting and/or managing an electrologist clinic. Professional ethics and integrity are discussed and reviewed.

**FS 105 Basics of Electricity -2 clock hours**

In this course students learn about the various electrical implements & instruments used in the facial procedure. Students will learn to use, care safety and maintenance of all equipment. In addition, students learn about the chemical processes and products and their application regarding facial toning.

**FS 106 Facial Procedures - 50 clock hours.**

In this course students learn how to perform facials and the different types of facials offered in the beauty industry. Students will demonstrate knowledge and skill with tools and instruments and techniques involved in facial procedures.

**FS 107 Product Knowledge/Skin - 8 clock hours.**

Students will learn about the many skincare products, the chemical properties, and appropriate use on different skin types and ages.

**FS 108 Hair Removal - 5 clock hours.**

Hair removal is a process that is performed using various methods. Students learn the different hair removal methods, area prep and care, safety and manipulations involved in the hair removal process.

**FS 109 Makeup Artistry - 1 clock hours.**

Students will learn color theory, skin tones, makeup texture and artistry in the process of becoming makeup artists.

 **FS 110 Introduction to Skincare -65 clock hours**

This course is designed to provide the basic principles of skincare and its necessity. The biology of skin is reviewed as well as adverse reactions to free radicals, excess sun exposure and consequences of improper care. Students will learn techniques and product knowledge involved in proper basic skincare.

**FS 111 Clinical Service -71 Clock hours**

Under the supervision of a professional facial specialist, students will perform all the techniques and services learned in the face specialist program on actual clients which include: 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, makeup application for both daytime and nighttime looks, lash and brow tinting, eyelash application, including strip lashes, individual lashes, and semi-permanent lashes.

# **NAIL SPECIALIST**

**DIPLOMA PROGRAM**

**180 Clock Hours/ 8 Weeks / 2 Months**

## **PROGRAM DESCRIPTION**

This program gives the student the insight into the knowledge of Nail technology. The student will develop nail art skills in manicuring and pedicuring. They will also learn all aspects of artificial nail work. Upon successful completion of the program hours, clinical services, and final exam, the student will receive a diploma and will be registered with the state for licensing.

## **PROGRAM OBJECTIVES**

This program provides training for individuals interested in employment as nail specialists in finer salons and spas. The student will be prepared for the final exam and certification to be registered as a license Nail Specialist.

## **PROGRAM OUTLINE**

|  |  |  |
| --- | --- | --- |
| **COURSE** | **NAIL SPECIALIST** | **MINIMUM SERVICE** |
| NS 100 | FLORIDA LAW | 4 |
| NS 101 | HIV/AIDS AWARENESS | 2 |
| NS 102 | SANITATION / STERILIZATION | 8 |
| NS 103 | PROFESSIONAL ETHICS | 2 |
| NS 104 | NAIL THEORY, PRACTICE AND RELATED SUBJECTS | 74 |
| NS 105 | MANICURES  | 15 |
| NS 106 | PEDICURES | 10 |
| NS 107 | TIPS OVERLAY | 15 |
| NS 108 | SCULPTING USING A FORM  | 10 |
| NS 109 | NAIL WRAPS AND /MANDING | 10 |
| NS 110 | NAIL CAPPING | 10 |
| NS 111 | ARTIFICIAL NAIL REMOVAL | 5 |
| NS 112 | POLISHING AND NAIL ART | 10 |
|  | **TOTAL** | **180** |

\*Upon minimum service and clock hour completion, instructor evaluation form will be given to all students by the academy director to maintain and improve institutional effectiveness\*

## **PROGRAM COSTS**

Registration Fee: $ 150.00 (non-refundable)

Kit: $ 1,080.00 (non-refundable)

Tuition: $ 2,870.00 (1 Uniform Included)

Total Cost: $ 4,100.00

All prices for programs are as printed herein. There are no additional costs or supplies necessary for program completion. A student who needs additional practice or wishes to create additional projects for practice can purchase additional supplies. Extra tools and supplies may be purchased from the academy. Tools and supplies are not to be borrowed from another student or the academy.

## **COURSE DESCRIPTIONS**

**NS 100 – Florida Law – 4 Clock Hours**

This course is designed to provide a foundational understanding of the laws that apply to Nail Specialists in the state of Florida.

**NS 101 – HIV/AIDS Awareness – 2 Clock Hours**

Upon completion of this course, students will have the necessary background on HIV/AIDS, and the standard safety techniques required in the workplace to avoid transmission.

**NS 102 – Sanitation/Sterilization – 8 Clock Hours**

Students will learn and demonstrate techniques required in the sanitation of instruments and tools used to provide beauty services.

**NS 103 – Professional Ethics – 2 Clock Hours**

This course is designed to develop the student into a professional whose ethical business practices set them apart as industry and business professionals.

**NS 104 – Nail Theory, Practice & Related Subjects – 74 Clock Hours**

Students learn the basic biology of the nail, its care and identification of symptoms of nail diseases. Students will learn proper techniques for nail care and practice care.

**NS 105 – Manicuring – 15 Clock Hours**

Students learn to use the tools and techniques involved in the various manicure styles provided in the modern salon. Students will be required to perform services in this course specific to pedicure.

**NS 106 – Pedicures – 10 Clock Hours**

Students learn to use the tools and techniques involved in the various manicure styles provided in the modern salon, including massage techniques and foot care. Students will be required to perform services in this course specific to pedicure.

**NS 107 – Tips Overlay – 15 Clock Hours**

This course is designed to teach students the art of artificial nail application and formation. Students will practice and perform services related to Tips applications.

**NS 108 – Sculptured using A Form – 10 Clock Hours**

Students learn art forms, color theory and design of nail art to create sculptured nails for clients. Students are required to perform services in sculptured nails for this course.

**NS 109 – Nail Wraps and /or Mending – 15 Clock Hours**

Upon completion of this course, the student will understand and will have developed skills in nail wrapping, its purposes in strengthening nails and techniques involved in professional application of nail wraps. Students will perform services in nail wrapping.

**NS 110- Nail Capping- 10 Clock Hours**

Students learn the art of nail capping and products used in the process. Services in nail capping are required for completion of this course.

**NS 111 – Artificial Nail Removal – 5 Clock Hours**

Upon completion of this course students will understand and develop skills in artificial nail removal, the chemicals and instruments used, and the care required in the process. Services are required in artificial nail removal for completion of this course**.**

**NS 112 – Polishing & Nail Art – 10 Clock Hours**

Students will learn color theory, application techniques, product types and textures and design in the process of polishing nails and developing nail art. Services in polish and nail art are required for the completion of this course.

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#  **ADMISSIONS INFORMATION**

# **ADMISSION REQUIREMENTS**

To be admitted to the academy the prospective students must have or obtain a high school diploma, transcript, or GED. All applicants must be above the compulsory age of eighteen (18) years of age if the student is still enrolled in high school when applying for admission and sign enrollment agreement. Also, the students must present a photo ID or driver’s license and pay the admission fee.

No person shall be excluded from participation in **HAIR IN MOTION BEAUTY ACADEMY** or be subjected to any form of discrimination because of race, or color, sex, ethnic origin, religion, age, or disability.

## **ADDITIONAL REQUIREMENTS**

Students should possess manual dexterity and good vision to perform the skills to be successful in the cosmetology field. Certain services may require the student to sit and stand for long periods of time. Some employers may require background checks or pre-employment drug testing.

  **APPLICATION PROCEDURE**

Applicants are required to visit the academy in person to meet with an admission representative. The admissions representative will discuss career goals, programs and provide a tour of the academy for each applicant. The prospective student must complete an application for enrollment.

  **ENROLLMENT**

Prospective students must make a formal application to be accepted by the academy. The applicant will complete the enrollment process well in advance of their desired start date, as class size is limited to ensure individualized instruction.

## **PAYMENT OF TUITION**

Payment of tuition is paid in full on or before the student’s first day of class. Students unable to pay the tuition and fees in full, a payment plan can be another option. Contracts are not and will not be sold to third parties. **HAIR IN MOTION BEAUTY ACADEMY** reserves the opportunity to assign any unpaid balances to an outside agency for collections.

## **COURSE NUMBERING SYSTEM**

The course numbering system uses a six (6) digital alphanumeric identifier for the Cosmetology and Barber Programs. The course numbering system uses a five (5) digital alphanumeric identifier for the Facial Specialist and the Nail Technician Programs. The prefixes represent the subject are. The suffixes are the numbers that represent the sequence taught.

## **DEFINITION OF CLOCK HOURS**

Students are awarded clock hours for courses completed. A clock hour is defined as a minimum of sixty (60) minutes of supervised or directed instruction and appropriate breaks. Class and break schedules are provided by each instructor on the syllabus.

**GENERAL INFORMATION**

## **ACADEMIC CALENDAR**

The academy operates on a continuous basis, twelve (12) months per year. New classes will begin quarterly.

## **HOLIDAYS**

The academy observes the following Holidays and will be closed on these days:

New Year’s Day

Martin Luther King

President Day

Good Friday

Juneteenth

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

**Note:** We do not follow public school holidays. The academy director may declare other holidays, which will be announced at such time.

**Amended: Holiday that falls on a weekend will have no class on Monday. Thanksgiving Day: no class on Thursday and Friday.**

## **HOURS OF OPERATION**

Students must attend class a minimum of twenty-five (25) hours a week for the Facial Specialist, Nail Technician, Cosmetology & the Barber Programs. **HAIR IN MOTION BEAUTY ACADEMY Morning** classes are scheduled daily from 9:00am to 2:30pm, and the evening classes are scheduled daily from 5:00pm to 10:00pm from Monday through Friday. The academy reserves the right to adjust class schedules appropriately within the scheduled hours to best serve the needs of the students. Administrative office hours are Monday through Friday from 9:00 a.m. to 5:00 p.m.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

**HAIR IN MOTION BEAUTY ACADEMY** strictly adheres to the requirements FERPA regarding student’s rights and privacy of information. In accordance with **Public Law 93-380, Family Rights and Privacy Acts, Florida Statue 5.229.782**, the school allows the student 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 of the dependent student has the right to inspect records that are maintained by the school on behalf of the student.

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#  **FACULTY & STAFF**

**Lesline Powe-Barton–Owner- President- Director**

Hairdressing and Cosmetology Diploma – Wilfred Academy of Hair and Beauty Culture – Jamaica, New York.

Hair Straightening, Thermal Pressing and Curling Diploma – Wilfred Academy of Hair and Beauty Culture – Jamaica, New York.

**Shazeeda Singh– Facial Specialist Instructor**

Facial Specialist Certificate – WestSide Tech. Orlando, Florida

**Michael Wells - Cosmetology Instructor**

 Cosmetology Certificate -Orlando Tech. Florida

**Elizabeth Gourdine - Barber Instructor**

Cosmetology Certificate – Avanti Hair Tech- Winter Park

Barber Certificate – Hair in Motion Beauty Academy – Orlando, Florida

**Felicia Singh – Nail Specialist Instructor**

Nail Specialist Certificate – WestSide Tech - Orlando, Florida

Facial Specialist Certificate – Hair in Notion Beauty Academy – Orlando, Florida

 **STUDENT CONDUCT POLICY**

##  **RULES AND REGULATIONS**

Students are expected to conduct themselves in a manner that will reflect the integrity and professionalism of the academy. Therefore, all students must adhere to the following rules and regulations.

1. Come to the academy as if you are going to work: Well groomed, conservative hairstyle, clean nails, etc.
2. Daily attendance is required. Any excused absence must be made up, and all absences must be reported to the office prior to class start time on the day of absence, 9:00 AM to 2:30 PM, Lunch 12:00 to 12:30 PM. Break 10:00 am to 10:15 am.
3. Tuition payment and fees are due per the payment.
4. All Students are always required to work in a professional manner.
5. All rules of Sanitation and Sterilization are to be followed. Students are responsible for their workstation. Re-drape treatment chair or table when you are finished. All supplies used must be replaced immediately. Waste baskets must be emptied at the end of each day.
6. No food or drinks are allowed during class or in the work area at any time.
7. Smoking is not permitted on academy premises at any time.
8. No loitering around the academy, outside surrounding area, or parking area
9. Students are not to sign in prior to scheduled starting class time on regular sign in sheet.
10. Students are not allowed to make up hours unless and instructor is present and has approved. All make-up hours will be recorded on a separate time sheet.
11. No student is allowed to mark any time under no circumstances for another student.
12. Students are to arrive at school with all the necessary equipment for practical as well as theory assignments unless the instructor says otherwise.
13. Students are totally responsible for their own belongings, Kits and Books will only be replaced at students cost if lost or stolen. The Academy is not accountable under any circumstances for lost or stolen items.
14. If a student arrives late to class for theory, it is the discretion of the instructor upon allowing you to enter at the proper time.
15. Sanitation duties are to be assigned according to the instructor’s discretion, trash, towel, moping, sink, classroom, etc.
16. Classroom assignments may vary from time to time depending on the instructors’ lessons to his or her discretion.
17. Students with 300 hrs. plus are required to take clients to the salon floor. The instructor will supervise the student and all finished services must be checked by the instructor.
18. Students prior to 300 hrs. may be given client services, if necessary, if a situation presents itself. In the case of an incident where a student does not have 300 hrs. and the instructor assigns a chemical service, the instructor must supervise and assist the student step by step.
19. No student is to refuse a client if needed as instructed by the teacher.
20. Students are only allowed to perform services per instructor and assigned days for services rendering.
21. Students are to prepare workstation prior to services in accordance with instructors’ guideline.
22. Proper respect for the instructor, fellow students’ visitor and substitute teacher is expected.
23. Each module students will have at least one guest speaker and Field Trip and are required to attend as well as participate.

Any breach will subject the student to possible disciplinary action. Students who are unwilling to follow the academy’s rules and regulations will receive a written warning for the first offense. A second offense will require further disciplinary action to be determined by the director up to an including suspension and / or termination depending on the severity of the offence.

##  **DRESS CODE**

Students are required to wear their assigned uniform unless informed differently. All students are treated equally and are required to practice good hygiene as a daily routine. A clean, professional appearance is essential in the academy because of the nature of the work. It is important to maintain a sterile environment.

##  **BOOKS AND SUPPLIES**

Total tuition includes the cost of books and supplies.

 STUDENT SERVICES

The institution offers the following Student Services to the Students:

##  **STUDENTS PLACEMENT**

The academy will offer job placement assistance, we cannot guarantee employment for its graduates, however, the academy curriculum has been developed to prepare well-qualified graduates to enter or re-inter the workforce.

##  **STUDENT HOUSING**

The academy does not offer onsite housing for students; however, we can refer the students to apartment complexes in the area.

##  **CREDIT FOR PREVIOUS EXPERIENCE OR TRAINING**

Credit may be granted for training in another State, country, or academy. Documentary proof verifying work or academy experience must be submitted prior to enrollment. A maximum of 120 hours will be accepted in the Facial Specialist and Nail Technician programs and a maximum of 700 hours will be accepted in the Cosmetology and Barber programs. Written practical tests will be given to the applicant provided they are properly registered to the academy.

#  **FINANCIAL SERVICES**

The academy allows the students to pay for their tuition weekly, bi-weekly, or monthly, with no interest charged to the student, unless they are financed through loan.

# **ACADEMIC COUNSELING SERVICES / TUTORING**

Academic counseling is available from the director, and his or her designers, including faculty. If needed the academy will contract a professional counselor. If a student needs academic advising or tutoring the academy provides these services to its students.

# **PERSONAL SERVICES**

The academy will contract a counselor if needed to provide personal services to any of its students.

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##  **INTERNAL COMPLAINTS AND GRIEVANCE PROCEDURE**

**HAIR IN MOTION BEAUTY ACADEMY** is owned by Lesline Powe-Barton. The Academy currently holds a license issued by the Commission for Independent Education # 6397. Credit for previous training or experience is at the discretion of the academy’s administrator. Completion of the Cosmetology Program prepares the students for the Florida Board of Cosmetology/Barber examination for licensure. This licensure is required to practice in the State of Florida.

The school is dedicated to the success and well-being of each student, staff members, and teachers. If dissatisfaction arises interested parties are expected to refer their complaints to a school administrator or academy president, in writing, to be resolved. An academy representative will meet with the complaint within 10 days of receipt of the written complaint. Complaints and disciplinary actions will be given careful consideration by the administration.

The health and safety of Students and staff are intuition’s primary concern. Complaints and disciplinary actions shall be documented and dealt with accordingly. 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 academy Director, a staff member, and an independent third party.

This committee will meet within 14 calendar days of receipt of the complaint. All discussions and meetings will be documented, and a copy provided to be the complainant at the time of the meeting. If more information from the complaint 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 was not warranted or based on facts. The student may appeal if he or she does not agree with the outcome of the complaint decision, a response will be sent by mail to the student within 15 days of the final decision.

Should a complaint not be handled in a satisfactory manner or resolved, any student, staff member, or teacher may contact the **Commission for Independent Education of the Florida Department of Education, 325 Gaines Street, Suite 1414, and Toll-Free Telephone (888) 224-6684.**

## **TRANSFER OF CREDITS EARNED**

The academy cannot guarantee transferability of credits earned to any other educational institution. Any decision on the acceptance of credits earned at the **HAIR IN MOTION BEAUTY ACADEMY** is at the sole discretion of the receiving institution.

## **STUDENT TESTING**

The academy gives a test per chapter in the course and a finals test per course which students must pass to continue with their education. However, the academy curriculum has been developed to prepare well-qualified graduates and allows the student to retake the test up to three (3) times if the students should not pass it the first (1) time they take it.

# **STUDENT SATISFACTORY PROGRESS**

# **ACADEMIC INFORMATION**

Students will be judged as making satisfactory progress by maintaining a cumulative grade point average (GPA) of 2.0 at the midpoint of program. To avoid academic probation, students must maintain a minimum GPA of 75% or a C. Students maintaining less than a 75% GPA shall be counseled by their instructor, which will be noted in their progress report. Students not meeting said conditions will be scheduled for a conference with the school Director, which will result in probation. Students are expected to be prepared and meet the demands of the coursework they have chosen. After three (3) attempts the student will be terminated from the program of student enrolled.

 **ATTENDANCE**

Students are expected to attend all scheduled classes. To obtain permission for an excused absence, the student must obtain prior permission from the instructor. For emergency situations, a student may bring in a doctor’s note, a police report, a court order, or any other legitimate excuse in order to obtain an excused absence.

All other absences are considered unexcused. Students may not have more than five unexcused absences within a calendar month. After five (5) unexcused absences, the student will be advised by the school Director and will be placed on probation for thirty (30 days).

If another un‐excused absence occurs during the probation period, the student will be advised by the school Director again, and the student may be terminated. The State of Florida requires students to complete a set number of hours to graduate; therefore, all class time missed must be made up by the student (prior to graduation).

# **ACADEMIC WARNING**

Academic warning is a status assigned to a student who fails to make satisfactory academic progress at the end of an evaluation period by achieving the minimum pace and grade point average listed above. A student on academic warning may continue to be enrolled for one evaluation period (30 days); however, they are expected to improve their academic standing by the end of the evaluation period under the warning status. If the student continues to fail even through the next evaluation period, the student must have a meeting with the academy committee to discuss their enrollment/to find a resolution through a student action plan.

Academic warning status will be assigned without an appeal or other action by the student. If a student meets or exceeds the minimum pace and GPA described above during the academic warning period, the student will be making satisfactory academic progress. If a student fails to meet the minimum qualitative and quantitative standards described above during the academic warning period, the student will lose eligibility for continual enrollment unless an academic appeal is filed and approved. If the appeal is approved, the student will be placed under an academic probation period.

# **ACADEMIC TERMINATION AND REQUESTS FOR RE-ENROLLMENT AFTER DISMISSAL**

Students who do not meet satisfactory academic progress at the end of an evaluation period while on academic probation will be automatically terminated from diploma programs. A student who requests to be re-enrolled after being terminated must re-apply to the Director, such requests are reviewed and determined by the Director. If a decision is made to not permit re-enrollment, such a student may request reconsideration in writing to the academy committee.

##  **MAKE-UP POLICY**

The academy allows students to complete make-up work and hours under certain circumstances. The decision to allow make-up work and make-up days must be made by the instructor or the academy Director. Make-up days will be scheduled time agreed upon by the instructor within the month.

##  **TARDINESS**

Students are expected to arrive at class on time and be prepared to learn. As tardiness causes the student to miss valuable instructions and disrupts the class, the instructor will counsel any student who is tardy to class three (3) times. Any further tardiness will result in the student being required to make up hours and work missed at a scheduled time agreed upon by the instructor.

##  **WITHDRAWAL**

Students have the option to officially withdraw from the school at any time by giving written notification to the academy’s office. Unofficial withdrawal can take place when the student fails to attend classes. And has made no contact with the academy administration within three (3) days of absence. Upon withdrawal, official or unofficial, the academy’s refund policy will apply, and arrangements must be made to pay any balance due to the academy.

Students will not be permitted to re-enroll in the academy with an outstanding balance. Any monies due to the student at the time of withdrawal, official or unofficial, will be refunded to the student within 30 days of the withdrawal determination.

##  **READMISSION**

Students who withdraw from academy may apply for readmission. Students must complete a new enrollment contract and will be charged current tuition and fees at the time of readmission. Students dismissed for academic or disciplinary reasons must meet the academy director and put in writing why they feel they should be readmitted. Any student with a past due balance will not be readmitted to the academy.

#  **COURSE RETAKE POLICY**

The course retake is offered to students who have unsuccessfully completed a course and received Less than 75%. A student may retake a course twice at no charge. A student will automatically be withdrawn after failing any course in the program twice during the one enrollment period. An enrollment period is the time between the scheduled start date and the scheduled graduation date.

## **LEAVE OF ABSENCE**

Students who need to take a leave of absence from the academy must submit, in writing, a signed request for leave. Students on a leave of absence are not considered to be withdrawn from academy. Students can only be granted one leave of absence per 12-month period and leave cannot exceed 60 days. Any students who do not return from their leave of absence on the scheduled date will be withdrawn from the academy.

A student on an approved leave of absence who has notified the academy 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 of the date the student notifies the academy that he/she will not be returning. The administrator will determine the withdrawal date for a student who does not notify the academy that he/she is leaving.

## **ACADEMIC GRADING SYSTEM**

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

 A=90%-100%

 B = 80%- 89%

 C = 70%-79%

 D = 0%-69% not passing

All students are expected and required to complete all theory, practical work, assignments and maintain a minimum passing score of 75% in each course to pass and must have an overall of 75% or a “C” grade to graduate from the program of study.

 **GRADUATION REQUIREMENTS**

Students must complete all the hours required for each program. A passing grade of at least 75% must be met in all required subjects. Students meeting the above requirements will be awarded a diploma for their completed program. No diplomas or transcripts will be released to the students owing a financial obligation to the academy.

## **EARLY GRADUATION REQUIREMENTS FOR BABER AND COSMETOLOGY**

A student may apply for early graduation if they meet all the following:

a. Minimum of 1,000 hours of training.

b. Has completed all the required services with at least minimal competency.

c. Has obtained a score of not less than 75% on the final exam.

d. Has met all financial obligations to the academy.

e. Has been certified by the academy Director to have met all the above requirements.

**Disclosure:** **Students must complete the full 1,200 hours in the Cosmetology Program, and 900 hours in the Barber program. If he or she does not pass the state board license exam. And pay for the extra 200 hours based on the hourly fee the academy implies.**

**RESOURCE CENTER**

Additional resource materials including professional reference books and videos are available for the students to use. These materials are in the front office and are available to all students upon request.

## **TRANSCRIPTS AND DIPLOMAS**

A student may review their file in the office providing they have made an appointment with the director. After graduation or departure from the academy a transcript or duplicate diploma may be requested. The academy permanently maintains records of academic progress. Records of academic will be furnished to the student upon his or her request.

 **FINANCIAL INFORMATION**

## **CANCELLATION AND REFUND POLICY**

Should a student’s enrollment be terminated or cancelled for any reason, all refunds by the institution will be made as per the following cancellation policy:

1. Cancellation shall be made by electronic mail, by Certified Mail or by termination.

2. All monies will be refunded if the academy 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 3rd business day, but before the first class begins, results in a refund of

all monies paid, except for the registration fee and book and kit fee if paid.

4. Cancellation after attendance has begun, through 40% completion of the program will result in

 a pro rate refund computed on the number of 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: In calculating the refund due to a student, the last date of actual attendance

 by the student is used in calculation unless earlier written notice is received.

7. Refunds will be made within 30 days of termination of students’ enrollment or receipt of

 cancellation notices from the student.

**FACULTY LISTING**

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| --- |
| **INSTITUTION DATA** |
| Name: **HAIR IN MOTION BEAUTY ACADEMY**  | ID No.**6397** |
| **FACULTY** |

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| --- | --- | --- | --- |
| **FACULTY MEMBER:** | **COURSE(S) TAUGHT:** | **DEGREES/****DIPLOMAS HELD & AWARDING INSTITUTION:** | **FLORIDA PROFESSIONAL CREDENTIAL(S)** |
| **TYPE:** | **LICENSE NUMBER:** | **EXP. DATE:** |
| Felicia Singh | Facial SpecialistNail Specialist | Facial Certificate – Hair in Motion Beauty AcademyNail Certificate – WestSide Tech – Orlando FL | LicenseLicense | FB9778024FV9582185 | 10/31/202610/31/2026 |
| Michael Wells | Cosmetologist | Cosmetology Certificate –Orlando Tech. | License | CL1228022 | 10/31/2024 |
| Elizabeth Gourdine | BarberCosmetology | Barber Certificate – Hair in Motion Beauty Academy- Orlando, FLCosmetology Certificate – Avanti Hair Tech – Winter Park | LicenseLicense | BB8909966CL1169595 | 07/31/202610/31/2026 |
| Shazeeda Singh | Facial Specialist | Facial CertificateWestSide Tech. – Orlando, Fl | License | FB9745419 | 10/31/26 |

#  **851 E SR 434 Suite #164 Longwood, FL 32750  Description automatically generated**



 I LESLINE POWE – BARTON PRESIDENT / CEO / OWNER OF

 HAIR IN MOTION BEAUTY ACADEMY

 Herein by acknowledging that the content in the student catalog

 Is True and Correct.





**I(Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_acknowledge that I have received the**

**student Catalog on (Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We have discussed the following:**

**A) POLICIES AND PROCEDURE**

1. **Academy Policies,**
2. **Program,**
3. **Dress Code**
4. **Financial Service**
5. **Personal Service**
6. **Internal Complaints and Grievance Procedure**
7. **Transfer of Credits Earned**
8. **Students Testing**
9. **Students Satisfactory Progress**
10. **Attendance**
11. **Academy Warning**
12. **Academy Termination and Request for Re-enrollment after Dismissal**
13. **Make-Up Policy**
14. **Tardiness**
15. **Withdrawal**
16. **Readmission**
17. **Course Retake Policy**
18. **Leave Of Absence**
19. **Academic Grading System**
20. **Graduation Requirements**
21. **Early Graduation Requirements for Barber and Cosmetology**
22. **Resource Center**
23. **Transcripts and Diplomas**
24. **Financial Information**

 **B) Cancellation and Refund Policy**



**Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Lesline Powe - Barton President

 **NOTES**