

LaSalle Tech

Career Education

STUDENT CATALOG MARCH 2024 VOLUME 1

LaSalle Tech – Main Campus
1227 Grand Caillou Rd., Houma, LA 70363
(985) 873-8978

LaSalle Tech – Baton Rouge Campus - Branch
5921 Bluebonnet Blvd Suite #200 Baton Rouge, La 70836
(225) 330-7660

LaSalle Tech- Plant City Campus - Branch
631 East Alexander Street, Plant City, FL 33563
(813) 752-4247

Accredited by:

The Council on Occupational Education
7840 Roswell Road; Bldg. 300; Suite 325
Atlanta, GA 30350
(770) 396-3898
(800) 917-2081
www.council.org

Louisiana Campus are Licensed by:

The Louisiana State Board of Cosmetology
11622 Sunbelt Court
Baton Rouge, LA 70809
(225) 756-3414
(225) 756-3410 Fax
www.lsbclouisiana.gov

Plant City, FL Campus is Approved and regulated by:

Commission for Independent Education
325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400
(888-224-6684)
(850) 245-3234 Fax
License Number 4811

www.LaSalleTech.edu

We would like to congratulate you on your decision to join the beauty and medical industry as a career choice. These professions are a constantly changing and very rewarding experience, and if you get started properly, you will find you can be creative and expressive, and become a well-respected member of your working community and to be qualified for initial employment in your chosen field and career advancements.

The materials enclosed in this brochure will help you get started on the right track. Please read through this material carefully as it will provide you with instructions that will save you many hours of frustration later.

We cannot stress enough the importance of getting started correctly. You must have the patience to complete all of the required work correctly before moving to the following steps. It is our intention to have you graduate from our school as the best in your chosen field.

Please make sure when you come to class that you bring a notebook with paper, a pen/pencil and a highlighter pen. If you have questions, please don't hesitate to ask one of your instructors.

Thank you and good luck!

Message from the Chief Administrative Officer

LaSalle Tech is a Cosmetology, Barbering, Manicuring, Skin Care and Medical Assistant school with three campuses serving the greater Houma and Baton Rouge, Louisiana area and the Plant City, Florida area. We are concerned with providing our students with opportunities to develop themselves so that they will become useful, participating citizens of the community.

LaSalle Tech will always strive to provide students with the professional experience needed in the ever-changing and specialize in their Career of choice. We strive to stimulate students to a higher level of responsibility and performance both in school and in life.

This catalog contains rules and regulations as established by the Louisiana State Board of Cosmetology, Florida Commission for Independent Education, the Council on Occupational Education, U.S. Department of Education and LaSalle Tech which are designed to assist you in your studies at this institution. By following the rules and regulations, you will have fewer problems, if any while training and fewer problems as a professional in your field of endeavor.

Tiffany Theriot

Chief Administrative Officer
LaSalle Tech
September 2023

State Approving Bodies and Approvals by:

The Louisiana State Board of Cosmetology
Commission for Independent Education
U.S. Government of Veterans and War Orphans
Training under Veterans Administration Programs
Louisiana Department of Vocational Rehabilitation

Accrediting Bodies:

Commission of the Council on Occupational Education

LaSalle Tech prohibits discrimination in admission to, or access to, or employment in its programs and activities on the basis of race, color, national origin, sex or sexual expression, or any other characteristic prohibited by law.

MISSION STATEMENT

Our purpose and objective at LaSalle Tech are to provide world-class occupational programs that will lead to successful employment for our graduates in their chosen field. We are committed to the pursuit of excellence while respecting diversity and achieving satisfaction with the success of our students.

STATEMENT OF LEGAL CONTROL

LaSalle Tech is a DBA owned by South Louisiana Beauty College, Ltd. The corporation is formed under the laws of the State of Louisiana. The corporation is owned by Catherine (Akemi) Nagy/21st Century Education Management Holdings, LLC. The registered address for the corporation is 300 Howard Avenue, Houma, LA 70363.

HISTORY OF THE SCHOOL

South Louisiana Beauty College was established in June of 1974 after Ms. Catherine Nagy, a Cosmetology graduate purchased the school from its former owners, and then called the Louisiana School of Beauty Culture #6 located at 300 Howard Avenue, Houma, LA. In 1983, South Louisiana Beauty College earned its nationally recognized accreditation with the Council on Occupational Education. Since then, the school has maintained its accreditation and is one of COE's longest established schools maintaining its accreditation.

In June of 2018, South Louisiana Beauty College purchased a beauty school located at 631 East Alexander Street, Plant City, Florida called Focus 4 Beauty Career Institute and the school became an approved branch campus with COE on September 16, 2018. In July of 2018, South Louisiana Beauty College changed its name to LaSalle Tech.

In March of 2021, LaSalle Tech opened an extension campus located at 1227 Grand Caillou Rd, Houma, Louisiana. This campus will consist of the manicuring and esthetics programs and be an extension of the main campus in Houma, Louisiana.

In 2023, LaSalle Tech purchased a beauty school located at 5921 Bluebonnet Blvd, Suite 200, Baton Rouge, Louisiana called Richport Technical College and the school became an approved branch campus with COE on June 8, 2023.

In January 2024, LaSalle Tech moved its Main Campus from 300 Howard Avenue, Houma, LA to its already approved Extension Campus located at 1227 Grand Caillou Road, Houma, LA 70363 encompassing 19,000 square foot and over 250 parking spaces offering programs in Cosmetology, Manicuring, Esthetics, and Instructor Training.

LOCATIONS AND DESCRIPTION OF FACILITIES

LaSalle Tech- Houma Main Campus is located at 1227 Grand Caillou Road, Houma LA 70363 and is easily accessible from all major highways. The location consists of over 18,000 square feet of classroom and practical areas with real-world equipment and resource areas for students to get hands on experience. The school is equipped with esthetics and manicuring equipment for students for learning and practice. The modern facility houses classrooms, practical clinical and treatment rooms that allow the most up to date teaching methods. The school is proud of its small, specialized classes where students can receive personalized instruction.

LaSalle Tech – Baton Rouge Branch Campus is located at 5921 Bluebonnet Blvd Suite 200, Baton Rouge, La 70836 and is easily accessible from all major highways. The location consists of 7000 square foot of classroom and practical areas with real-world equipment and resource areas for students to get hands on experience. The school is equipped with cosmetology, esthetics, and manicuring equipment for students for learning and practice. . The modern facility houses classrooms, practical clinical and treatment rooms that allow the most up to date teaching methods. The school is proud of its small, specialized classes where students can receive personalized instruction.

LaSalle Tech – Plant City Branch Campus is located at 631 East Alexander St, Plant City, Fl. 33563 and is easily accessible from all major highways. The location consists of over 4000 square feet of classroom and practical areas with real-world equipment and resource areas and a working salon open to the public for students to get hands on experience and practice on students. The school is equipped with cosmetology, barbering and esthetician equipment for students for learning and practice. The modern facility houses classrooms, practical clinical and treatment rooms that allow the most up to date teaching methods. The school is proud of its small, specialized classes where students can receive personalized instruction.

CORPORATE ADMINISTRATIVE STAFF

Mr. Mike Vargas – Operations Manager
Ms. Tiffany Theriot – Chief Administrative Officer/Director
Ms. Margaret McLaughlin - Financial Aid Director

ADMINISTRATIVE STAFF – HOUMA MAIN CAMPUS

Ms. Tiffany Theriot – Chief Administrative Officer/Director
Ms. Margaret McLaughlin - Financial Aid Director
Ms. Carrie Bethel- Admissions Advisor/Student Services
Ms. Robinette Trahan – Administrative Assistant

FACULTY/INSTRUCTORS – HOUMA MAIN CAMPUS

Ms. Jennifer Foreman – Esthetics/Instructor Training Instructor
Ms. Courtney Breaux – Cosmetology/Instructor Training Instructor
Mr. Martin Charles – Cosmetology/Instructor Training Instructor
Ms. Karen Steed – Manicuring Instructor

ADMINISTRATIVE STAFF - PLANT CITY BRANCH CAMPUS

Ms. Cathy Vu- Branch Campus Administrator
Michelle Phipps – Financial Aid Advisor
Amanda Himmel – Administrative Assistant
Keven Quinones – Admissions Advisor

FACULTY/INSTRUCTOR - PLANT CITY BRANCH CAMPUS

Jeanette Ramirez – Cosmetology Instructor (Days)
Rosa Parsons – Cosmetology Instructor (Days & Nights)
Samantha Schnaare – Esthetician Instructor (Days)
Lauren Harper – Manicuring Instructor (Days)
Tyarra Hernandez – Manicuring Instructor (Nights)
Regina Martin – Medical Assistant Instructor
Angela Ericson – Cosmetology Instructor (Days)
Jason John – Barbering Instructor (Days)
Catrina Bell – Esthetician Instructor (Nights)

ADMINISTRATIVE STAFF – BATON ROUGE BRANCH CAMPUS

Ms. Kimsong Truong – Branch Campus Administrator, Instructional Support
Ms. Annie Wade – Admissions Advisor
Ms. Robinette Trahan – Student Services, Instructional Support

FACULTY/INSTRUCTOR – BATON ROUGE BRANCH CAMPUS

Ms. Ronyneisha Jules – Manicuring Instructor
Willie Payne – Cosmetology Instructor
T’Anna Jackson – Esthetics Instructor

ADMISSIONS REQUIREMENTS AND PROCEDURES

Admissions/Registration

LaSalle Tech makes every effort to meet the needs of both enrolled students and those interested in our programs offered. Interested students may apply in person at the LaSalle Tech Campuses during regular business hours. Career counseling is available during the same time and days.

Career and Technical Education

Applicants must be at least 17 years of age, have a high school diploma or equivalent, and should be **academically, physically, and emotionally** capable of meeting the essential tasks of the chosen program.

LaSalle Tech- Houma, LA (Main Campus) Monday-Thursday 8:45am-10:00pm Friday 9am – 4pm
LaSalle Tech-Baton Rouge, La (Branch Campus)Monday-Thursday 8:45am-10:00pm Friday 9am – 4pm
LaSalle Tech- Plant City, FL (Branch Campus) Monday-Thursday 8:45am-10:00pm Friday 9am - 4pm

LaSalle Tech accepts high school diplomas from recognized institutions within the United States educational system that hold accreditation from a regional, national, or specialized accreditation body that is in turn recognized by the U.S. Secretary of Education. Our institution also accepts a General Education Diploma (GED) credential diploma. The diploma must be recognized by GED Testing in Washington, D.C. Students who complete secondary education in home school setting are required to provide documentation as to the diploma type. We will confirm its validity with the Louisiana State Board of Cosmetology. The board will inform us of the validity of the home school diploma. Home school and GED diplomas must be verified prior to enrollment.

General admission procedures for all programs are:

- Be at least 17 years old, (Signature from parent or guardian if under 18 years old).
- Meet with an admissions officer for an interview and tour.
- Complete an enrollment application at the institution.
- Have a valid high school diploma or GED.
- Valid Driver’s license/state issued ID.

- Social Security Card.
- Meet with the Financial Aid Office (if financial assistance is needed).
- Students requesting disability accommodations should self-disclose the disability and must provide supporting documentation.

Additional admission requirements for all programs at the Main, and Branch Campus

- 2 wallet size front facing photos/.
- Instructor Training Program students must submit their original valid Cosmetology, Esthetics or Manicuring license.

Students are strongly encouraged to contact the admissions office prior to their first day of class with any questions. The admissions office will review the student application, explain admission requirements, and recommend program placement based on student interest, aptitude, training, and space availability.

Transfer between LaSalle Tech programs (Houma, LA Main Campus):

Students who desire to transfer between programs must meet with the school administrator to determine the eligibility of transfer between programs. Each program holds its own set of requirements set by the Louisiana State Board of Cosmetology which must be followed. The number of hours eligible for transfer between programs is determined by the Board.

Transfer between LaSalle Tech programs (Baton Rouge, La Branch Campus):

Students who desire to transfer between programs must meet with the school administrator to determine the eligibility of transfer between programs. Each program holds its own set of requirements set by the Louisiana State Board of Cosmetology which must be followed. The number of hours eligible for transfer between programs is determined by the Board.

Transfer between LaSalle Tech programs (Plant City, FL Branch Campus):

Students who desire to transfer between programs must meet with the school administrator to determine the eligibility of transfer between programs. Each program hours completed will be evaluated for satisfactory completion and relevance for transfer. The number of hours eligible for transfer will be up to the Institution.

Transfer among Postsecondary Institutions:

Students transferring to LaSalle Tech from another institution must file their application and supporting academic documents in the admissions office. Students must be in good standing at the transferring institution. Transcripts are reviewed for transfer credit and placement prior to enrollment.

All transfers are considered on an individual basis provided space is available and admission requirements are met. Transferability of credits is at the discretion of the accepting Institution. Some licensure programs may have additional transfer requirements to ensure that licensure standards are met.

Work-based Activities

Our institution assists students in academic, career-technical, economic, and social development. There is a responsibility to the school, to the community and to industry that must be considered when accepting students into this on-the-job learning opportunity.

Clinical Practicum, work-based experiences, such as clinical, and practicum are an integral part of most licensing programs. Students are required to participate in administering direct client contact under the guidance of an instructor as well as some observational experiences. Students are assessed in their knowledge, skills and work habits while participating in these work-based experiences.

Students in the Medical Assistant program perform their work-based activities at an approved Medical Facility as an externship for **200 hours**.

WITHDRAWAL PROCEDURES

OFFICIAL WITHDRAWAL

If student wishes to officially withdraw from the school, student must notify the Campus Director of his/her intentions and comply with the following procedure:

1. Contact the School Director either in person or in writing. It is preferable, but not required, that this request for withdrawal be written on the forms designed for this purpose.
2. If unable to officially withdraw in person or in writing, the school Director must be contacted by telephone. Contacting any other employee, including the instructor, is not considered an official notification.
3. Indicate intention to officially withdraw from school.
4. Provide the date attendance will cease.
5. Provide a reason for withdrawal.
6. Meet with Student Advisor/School Director for contact instructions for reconciling financial aid issues.
7. Meet with instructor to ensure all academic records are in order.

WITHDRAWAL BASED UPON STUDENT

NOTIFICATION OF INTENT NOT TO RETURN FROM LEAVE OF ABSENCE

If the student contacts the school and indicates that he or she will not be returning to the school at the end of the leave of absence, the school director will use that notification date as the date of determination and process an Official Intent to Withdrawal form and a change of status form withdrawing the student. The withdrawal date will be the last date of attendance day before the leave of absence began.

WITHDRAWAL DUE TO NOT RETURNING FROM LEAVE OF ABSENCE (LOA)

A student who does not return from an approved leave of absence must be determined to have withdrawn on the last date of attendance day before the leave absence began. The withdrawal date will be the last date of academic attendance as determined by the school from its attendance records.

EXIT INTERVIEWS FOR WITHDRAWALS

Contact your instructor and return all property belonging to the school. Otherwise, you will be charged for these items. A visit to the Director's office is required.

STUDENT SERVICES

ADVISING

The Student Affairs Coordinator is responsible for coordinating appropriate student services to our student body. Student services available include academic advising, resolving attendance problems, tutoring, student records, learning resources and leave of absence policy. The school has access to referral information regarding drug awareness, substance abuse, transportation, housing, childcare, welfare services, employment office service, food stamps, consumer protection, and basic health services.

MEDIA SERVICES

The Institution's Media Services are available to students, faculty and staff during office hours Monday to Friday. Some services such as laptop computers, projectors, and training devices may have to be scheduled for use ahead of time with the Institution's Administrative Assistant.

Media Services consist of a variety of current and relevant materials such as reference books; industry related periodicals, newspapers, and magazines; audio-visual materials and equipment; Internet access; and other materials to help fulfill the Institution's mission.

Students' orientation is scheduled during the first week of class on how to use Media Services and what is available to them from the Learning Resources by the Institution's Campus Director. The Campus Director will review with the class the available media services, supplemental materials, and policies and procedures for proper use of resources.

Any available item requested by the student is provided with a one-week allotted time for return, unless otherwise approved by an administrator. If the item is kept by the student for more than one week, student services coordinator will follow up directly with student or via the program teacher. If the student does not comply with procedures established by the Institution, he/she will not be allowed in class unless approved by the Campus Director.

Media Center computers are only allowed to be used during media center posted hours. Computers are configured to use the Institutions Internet access and support software such as Microsoft office, google docs and the open library website. Laptops are also available upon request to be used at facilities or in classrooms under institutions guest Wi-Fi access and must be signed out. All media center computers have printing services available. Passwords for Media Center Computers are: Lasalle100.

Media Service materials are maintained in the school's main office, classrooms, and labs. If materials are in the main office, they are managed by the Institutions Student services coordinator; materials located in the classrooms are managed by the instructors.

User Orientation:

Media Center hours of operation are posted near the front entrance of main reception areas for all campuses.

Technical Support is available for users of Technology. Please see Student Services Coordinator.

Hours of Operation are:

Main Campus: 1227 Grand Calliou Road, Houma, LA 70363
Monday-Thursday 9:00AM to 10:00PM; Friday 9:00AM to 5:00PM

Branch Campus: 5921 Bluebonnet Blvd. Suite 200, Baton Rouge, La 70836
Monday- Thursday 9:00AM to 10:00PM; Friday 9:00AM to 5:00PM

Branch Campus: 631 East Alexander Street, Plant City, FL 33563
Monday-Thursday 9:00AM to 10:00PM; Friday 9:00AM to 4:30PM

To use: To use the Media Center services you must see an Administrator or Student Services Coordinator or faculty and staff to sign up requesting use. No advance time is required. The Media Center cannot be used during classroom time. Should a computer not be available, students can request a time and date to use by filling out a sign-up sheet with the Administrator or Student Services Coordinator or faculty or staff member. Books and publications must remain in the Media Center.

Log onto computers: Username: student Password: Lasalle100

Internet Use: School related functions only. Wi-Fi on guest access network for personal devices

Printing: Please see front desk for Printouts. Please notify the front desk when printing more than 10 copies.

EMERGENCY EVACUATION

LaSalle tech developed an emergency evacuation plan under the Health and Safety Plan. If an emergency should occur, each occupant should walk, not run to the nearest exit. The Plan will be posted in all classrooms and offices.

STUDENT RECORDS

Student records are maintained by the school and are available for review by the student by appointment only. Advance notice for review of a student file must be requested in writing and submitted no later than two weeks

before the date of review. Failure to submit the request in the time allotted may result in a later date being offered to the student. Students are encouraged to submit updates to their records, such as address changes or changes in financial aid, as soon as possible. All records are private and are handled with confidentiality by authorized personnel.

Student Access to Records

Students or a parent/guardian (if the student is a dependent minor) may have access to the student's file by contacting the Campus Director for an appointment to review the student file. Records of attendance, financial and academic progress are maintained at the Main Campus. Individual records for Main Campus and Extension Campus students are located in the Financial Aid office under the supervision of the Campus Director (CAO). Branch campus student records are also located in the Main office (Branch Campus Director office) under their supervision. No information regarding a student will be released without the prior written consent of the student or parent/guardian unless required to do so by a government agency. No information regarding a student's transcript, or certificates will be released if financial status is not met.

Active students are eligible to receive an unofficial transcript. Academic Transcripts will be printed from the Institution's computer system, by the Campus Director, after a student has completed their program (either by graduation or withdrawal). Additional copies of a student' academic transcript can be obtained by completing "Request for Transcript" form. The student must sign this form, or the transcript will not be released.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct their record which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

To All Students:

Records are maintained by the school with respect to your application, enrollment, attendance, tuition/educational expenses, financial aid, grades, payment records, attendance records, disciplinary and placement records. You have the right to inspect and review your educational records upon reasonable advance notice to your Campus Director. A student desiring to review his/her records should submit a written request to the Campus Director, which identifies as precisely as possible the record or records he/she wishes to inspect.

If, after reviewing your records, you find that they contain errors or are inaccurate or misleading, you may request that the records be amended. If the institution does not agree with your position, you may request that a hearing be held.

If you believe that the school has not followed the Federal rules under the Family Educational Rights and Privacy Act, you may write to the United States Department of Education. Generally, we will not release any information about you to outside individuals, unless we have first received your written permission, or were required to give the information under State or Federal laws or to auditors, researchers, etc. However, it is considered that certain information does not violate your rights or privacy and therefore, the school is permitted to release this information routinely, unless you specifically request otherwise from the school. This general information is considered to be your name, address, telephone number, date and place of birth, program of study, participation in recognized activities, dates of attendance, academic progress report, certificates or degree obtained, and the last institution attended. Authorized personnel only may access student records.

Copies of the complete Federal Educational Rights and Privacy Act are posted at the school and separately available to each student annually or upon request.

Disability Accommodations

In order to receive disability accommodations, students must self-disclose the disability and provide documentation to our school that clearly shows evidence of a disability. Special accommodations can be made for theory and practical testing depending on the disability and documentation submitted. For students attending the Houma, La- Main Campus, formal documentation must be submitted to The Louisiana State Board of Cosmetology a minimum of 30 days prior to testing for accommodation requests to be processed and/or honored.

Satisfactory Academic Progress Policy for Financial Aid Recipients (SAP)

Federal regulations require the school to establish Standards of Satisfactory Academic Progress (SAP) as a general eligibility requirement for Pell Grant. A student must maintain satisfactory academic progress to remain Pell eligible. To meet the SAP qualitative and quantitative standards adopted by LaSalle Tech, a student must.

- Maintain a minimum grade of "C" for each payment period (Qualitative Standard)
- Complete at least 67% of the program competencies for each payment period in order to progress at a rate to complete the program within the maximum timeframe which is 150% of the scheduled program hours. (Qualitative Standard)

The qualitative and quantitative standards are cumulative and include all periods of a student's enrollment. Please note that even periods in which the student did not receive any federal aid are also included in the evaluation of academic progress.

Evaluating Satisfactory Academic Progress for Financial Aid Recipients

Satisfactory Academic Progress is reviewed at the end of each payment period. If a student's progress is determined to be unsatisfactory, the student will be ineligible for future Title IV aid. The student may submit a written request for an appeal if extenuating circumstances resulted in unsatisfactory academic progress.

Reinstatement of Title IV Aid for Financial Aid Recipients

A student's Title IV funding that was discontinued due to unsatisfactory academic progress may be reinstated upon the student's receiving a satisfactory academic progress report at the end of the next payment period.

Appeals Process for Financial Aid Recipients

If a student has been declared ineligible for title IV aid because of unsatisfactory academic progress, the student has the right to make a written request to the financial aid office for consideration of extenuating circumstances that caused the loss of his/her financial aid. The student's appeal and all documentation must be submitted to the financial aid office within 5 school days after notification of Title IV ineligibility. Only one Financial Aid appeal may be submitted per school year unless extenuating circumstances exist.

Guidelines are established for implementing the legislatively mandated, fee-generated, career and technical education student financial aid program. The financial aid fees collected shall be used to pay full or partial program/course tuition and/or lab fees and textbooks or other items of normal cost of instruction for persons with demonstrated financial need enrolling at our college. These fees shall also be used to provide students with a supplemental source of financial assistance at LaSalle Tech. Program requirements are:

- If a person is Pell Grant eligible, Pell Grant monies will be utilized to offset school expenses.
- The Financial Aid Coordinator will recommend the distribution of financial aid to the Administration for approval.

REFUND POLICY

Florida Campus

LaSalle Tech refund policy is published within the school catalog and is uniformly administered. All funds paid by the student will be refunded if the school rejects the application, or if the student cancels the enrollment agreement within three (3) calendar days of signing the agreement. If, after the 3-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the administrative fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that a school shall pay a student who withdraws after the 3-day cancellation period and after instruction has begun, is as follows:

Proportion of total program taught by date of withdrawal.

- Cancellation after attendance has begun, but through 50% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
- Cancellation after completing 50% of the program will result in no refund.

Louisiana- Main, and Branch Campus

LaSalle Tech refund policy is published within the school catalog and is uniformly administered. All funds paid by the student will be refunded if the school rejects the application, or if the student cancels the enrollment agreement within three (3) calendar days of signing the agreement. If, after the 3-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the administrative fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that a school shall pay a student who withdraws after the 3-day cancellation period and after instruction has begun, is as follows:

Proportion of total program taught by date of withdrawal.

- During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition.
- After the first 10% of the period of financial obligation and until the end of the first 25% of the period obligation, the institution shall refund at least 50% of the tuition.
- After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition; and.
- After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

The date of withdrawal is the last date of attendance by the student. A refund due to a student shall be based on the date of withdrawal or termination within 30 days from the date of withdrawal or termination without the student needing to request the refund. Refunds, when due will be made without requiring a request from student.

In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due to a student shall be based on the date of withdrawal and paid within 30 days of the scheduled last day of the leave of absence. If the school closes or discontinues a course or program, the school shall refund to each currently enrolled student monies paid by the student for tuition and fees. However, there is a non-refundable \$100 administrative fee. In addition to the school catalog, the refund policy is also stated in the Enrollment Agreement.

Return to Title IV Policy

The student must give official notification of their intent to withdraw from school. Official notification may be in person, by letter, or by phone. The withdrawal date used will be the last day of physical attendance. At this time, LaSalle Tech will complete a Federal Return to Title IV (R2T4) form. Aid earned by the student, the percentage of Title IV funds that can be retained by the school and if refunds need to be completed. All exit forms must be signed, contractual fees must be paid and all refunds, if applicable, will be made. Refunds to Title IV are made no later than 45 days from the date of withdrawal. The Louisiana State Board of Cosmetology will be notified of withdrawal for Houma, LA campus students. All refunds made are without a request from the student.

Procedure for Official and Unofficial Withdrawal

If a student wishes to withdrawal from any program, they can so at any time for any reason. The student can withdraw verbally or in person and will be required to complete an exit form as well as complete exit counseling with the financial aid department. If a student is not on an approved leave of absence and misses more than 14 Calendar days, LaSalle Tech will consider this an unofficial withdrawal. The withdrawal date used on the R2T4 form will be completed as stated in the official withdrawal procedure. Exit forms are mailed with appropriate notification of refunds, post-withdrawal disbursements, contractual fees etc. If the student has not returned the completed forms, these forms will be mailed via certified mail. If a student is on an approved leave of absence and does not contact the institution in the event an extension is needed or if they do not return to school, LaSalle Tech will consider this an unofficial withdrawal and will follow the unofficial withdrawal procedure.

There is a \$100 drop fee for all withdrawals.

Post-Withdrawal Disbursements

Upon completion of the Federal Return to Title IV form (R2T4), if a post-withdrawal disbursement develops, a post-withdrawal disbursement tracking sheet will be completed. Post-withdrawal disbursements will be made within 120 days of the date the institution determines that the student withdrew. Notification of the post-withdrawal disbursement will be mailed to the student/parent as soon as possible but not later than 30 calendar days after the date the school determined the student withdrew. Student/parent must respond to the post-withdrawal disbursement form within 14 days by phone, letter or in person.

With the acceptance notification post-withdrawal disbursements will be made. If there is no response, the school would return any earned funds that the school is holding to the Title IV Programs. Conditions for a post-withdrawal disbursement is if a student who did not receive a disbursement of funds before becoming ineligible will be eligible for a late disbursement.

Acceptable Dress

Students who attend LaSalle Tech are required to wear the following uniform:

- Solid black pants – no holes, no tights, can not be faded
- Solid purple LaSalle Tech shirt
- Fully enclosed leather shoes
- Name tag—must be worn daily; this is a State Board regulation.
- White lab coats For Student Instructors

Note: No open toe shoes or backless shoes

All clothing must be clean, neat, modest, in good repair, appropriately sized, and be neither distracting nor offensive. Jewelry and makeup should be neat & not over-bearing. The Director or designee has the final authority for determining whether or not a student's apparel conforms to the dress code. If it is determined that it does not, students will be required to change into clothing which will conform to this code or leave campus. Students may return to campus when they have changed into appropriate clothing.

ATTENDANCE POLICY

Students are required to attain a minimum of 67% attendance of all scheduled hours of each Satisfactory Academic Progress (SAP) Evaluation. Should a student be absent (14) calendar days consecutively they shall be withdrawn from the program.

CLOCK HOUR

All programs are instructed on a clock hour basis. A clock hour is defined as 50 minutes of instruction plus a break.

PROCEDURE:

1. Student attendance is monitored daily.
2. Students who miss a third-class session without notifying the school will receive a written reprimand, which will be added to their student file. The CAO/Campus Director will meet with the student to determine a course of action to ensure compliance with school policy as detailed in the Student Handbook.
3. Students who do not meet the 67% attendance requirements may be dismissed or be put on academic or financial aid probation when they exceed 33% of absences for the SAP evaluation period.
4. All absences, late arrivals, and/or early departures will be counted against the 33% allowable absences.
5. **Students are allowed 10-days' worth hours to be absent before being charged \$10.00 an hour overtime you will need to complete the program.**

An advising session will attempt to determine the cause of the absences and an action plan will be developed to improve the student's attendance. Students who are tardy or leave class early will not be given a full day's credit for the class.

LEAVE OF ABSENCE

Students can be granted a leave of absence upon request and must be approved by the CAO/Campus Directors only for extenuating circumstances. Leave of Absences are only for a maximum of 180 days. The following guidelines must be adhered to:

1. A request for leave of absence must be submitted to the director in writing and documentation must be given as proof.
2. The request must have the date that the student will begin the leave of absence and the expected date of return to classes.

3. Leave of absence will be honored within the bulletin year. Leave will be granted or denied at the discretion of the director and evaluated with regard to the program(s) in which the student is enrolled. Should a request take a student beyond the contracted bulletin, they may be subject to reentry under a new contract. If the student does not reenter within the bulletin year and has not notified the school, the student's contract will be terminated, and he/she will be granted a refund according to the Refund Policy of the bulletin.

NOTE: Each individual situation is handled privately. The school will make every effort to help students meet their educational goals. Because tuition costs and program syllabi may change with each new term, it will be necessary to meet with the director before returning to the class.

GRADING SYSTEM

LaSalle Tech is a postsecondary institution designed to provide individuals with workforce skills, and the grading scale reflects industry standards. The approved postsecondary program grading requirements must be met if the student is to receive a certificate. The grading scale for LaSalle Tech is as follows:

Grade Numeric Value

Satisfactory: 100-70 **A** 100-90 **B** 89-80 **C** 79-75 **F** 74- Below

Unsatisfactory: 74 & below, must have at least a C average

Students may be graded on subjects which include, but are not limited to, safety, work habits, manipulative skills, quizzes, projects, class participation, job completion, cooperation, attitude, punctuality, and attendance as per policy, unit tests, competency performance, written reports, oral reports, self-evaluation, and demonstrations. Student's grades may be reduced for any of the following reasons:

- Excessive absences
- Failure to make up missed work, including tests
- Cheating/plagiarism

A student who does not show satisfactory academic progress will be referred for counseling and, if necessary, a meeting will be held to review the possibilities of program completion. When a student has demonstrated unsuccessful program progress based upon grades, skills or work habits, the student may be placed on academic probation, a behavior contract, or be recommended for dismissal from the program.

CODE OF STUDENT CONDUCT

Students attending LaSalle Tech are treated as mature individuals. Appropriate disciplinary action will be taken in accordance with school policy if a student chooses not to follow the established school rules and regulations.

These include situations in which:

- A student's conduct seriously affects LaSalle Tech's program(s) and students in a negative way.
- A student's conduct has a negative effect from a safety standpoint.
- A student does not make proper adjustment in response to attempts at correction.
- Cheating/plagiarism (see "Academic Integrity").
- Theft from the school or fellow students

The Code of Student Conduct applies to all students enrolled in LaSalle Tech and is in effect on LaSalle Tech property and whenever students are under the official supervision of LaSalle Tech employees, such as during field trips or clinical experiences. Failure to abide by the Code of Student Conduct guidelines may lead to program dismissal not in good standing.

A student withdrawn in "good standing" is defined as a student who is eligible to re-enroll at LaSalle Tech without any special considerations. Students dismissed "not in good standing" will need to request special consideration from the Campus Director of LaSalle Tech or designee and LaSalle Tech's advisory committee and may be excluded from enrollment in most licensure programs.

STUDENT CONDUCT

- Students are expected to conduct themselves in a manner that will reflect the integrity and professionalism of the school and themselves.
- No student is allowed to sign in for another student at any time.
- All Students are responsible for clocking in and out of the classroom and school.
- Students must clock in and out for lunch, and any other time you are leaving the premises.
- No congregating in the front lobby and no food in the classroom at any time. NO EXCEPTIONS.
- Students are expected to extend the instructor the courtesy of not talking during class and that should also include not talking with fellow students or on cell phones.
- Be respectful at all times.
- Assume responsibility for getting to class on time and being prepared for class.
- Maintain a C grade or better in the theory and a C grade or better in practical to continue the program.
- All equipment must be always in the department and ready for use.
- It is the responsibility of the student to call and leave a message if you are going to be absent for the day.
- Students are **not** allowed to use cell phones, electronic devices or earphones in the classroom or on the client floor.

STUDENT INFORMATION

- A student must clock in or out for themselves, if a student does this for another student at any time *Subject to Dismissal or Suspension.
- Student not meeting requirements *The Student could be placed on Probation.
- A student arranges with a client to perform services outside for pay. *Dismissal
- Students remove any school equipment from the school. *Automatic Dismissal
- Theft of any kind. * Automatic Dismissal
- Student caught cheating on the test *Dismissal.
- No uniform. *No school
- Unable to perform service due to lack of equipment. *No school
- All appointments with anyone on school grounds should have an appointment slip for documentation.

CODE OF ETHICS

1. The school is designed to prepare students for a career in the profession of beauty and Allied Health which serves to supplement the practical, scientific and business skills of the chosen profession.
2. The school reflects practices which provide students with the opportunity to improve the knowledge and skills in the field of professional beauty and Allied Health.
3. The school adheres to and complies with the moral and ethical standards pertaining to the recruitment, education and instruction of students.
4. The school operates as a post-secondary educational institution which abides by the standards, criteria and rules of the practice procedures set forth by the Louisiana State Board of Cosmetology at the Louisiana campuses and the Commission of Independent Education for the Florida Branch Campus.

Bullying and Other Forms of Aggression

LaSalle Tech's Administration is committed to providing a safe, positive, productive, and nurturing educational environment for all students. Aggressive behavior, bullying, harassment, and similar acts toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal (oral or written), electronically transmitted (cyber or high-tech), and psychological abuse. Any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation, will not be tolerated.

Unacceptable Behaviors

The following behaviors and all illegal actions are prohibited on school grounds and at school sponsored activities:

- The use of loud, abusive, profane, obscene language/materials, either oral or written (including racial comments) electronic messages, gestures, objects, or pictures which are disrespectful or socially unacceptable.
- Cheating or plagiarism in any form (see “Academic Integrity” statement).
- Giving false information for the purpose of deception, including forgery, alteration, or misuse of records.
- Possession of weapons or explosives of any kind.
- The verbal or non-verbal refusal to comply with school rules or directions from school staff, refusal to identify oneself or disrespectful behavior toward school personnel on or off campus.
- The intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it.
- Any act that substantially disrupts the orderly conduct of a school function, the orderly learning environment, or poses a threat to the health, safety and/or welfare of students, staff, or others.
- Using, possessing, being under the influence of or having a positive drug test for any controlled drug, illegal, or narcotic substance or any substances represented to be a drug, narcotic, or controlled substance. The student or substance may be subject to testing.
- Any willful and/or deliberate act committed with the intention of promoting sexual favors, or any lewd or lascivious act. Any unsolicited sexual proposal or offensive touching of another person, or any act of indecent exposure or obscenities such as telephone calls or other communication are included under this heading, as well as, the unlawful manufacturing, publishing, selling, buying, or possessing materials, such as literature or photographs.
- Placing another person in fear of bodily harm through verbal threats with or without displaying a weapon or subjecting the person to actual physical attack. Hazing and extortion are considered under this heading. Threats and implied threats, verbal or written, even if within an academic assignment or stated in humor, will be taken as an actual threat.
- No smoking inside of any building on each campus. Smoking is allowed in designated areas outside.
- Inappropriate use of electronic communication devices on any campus. This includes the possession and/or use of cell phones or other electronic devices during a test or assessment.

Drug-Free Workplace Policy

The following policy is required by the Drug-Free Workplace Act and complies with applicable law concerning drug use in the workplace.

- Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful and safe work environment.
- The unlawful manufacture distribution, possession, or use of a controlled substance on the Company's premises or while conducting the Company's business off its premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- Employees must report any conviction under a criminal drug statute for violations occurring on or off the Company's premises while conducting company business. A report of a conviction must be made within seven (7) days after the conviction.
- The Company recognizes drug dependency as an illness and a major health problem. The Company also recognizes drug abuse as a potential health, safety and security problem. Employees needing help in dealing with such problems are encouraged to use our employee assistance program and health insurance programs. (Further information about these programs is available from the Personnel Department.) Conscientious efforts to seek such help will not jeopardize any employee's job and will not be noted in any personnel record.

Sexual Harassment Policy

To provide a productive and pleasant working environment, it is important that we at **LaSalle Tech** endeavor to maintain a workplace/learning environment characterized by mutual respect. Accordingly, sexual harassment in our workplace will not be tolerated.

Prohibited Activities

- Sexual harassment has been defined as a form of sex discrimination, consisting of unwanted sexual advances.
- Examples of prohibited sexual harassment include:
- Supervisors, managers, and students explicitly or implicitly suggesting sex in return for a hiring, compensation, promotion, or retention decision.
- Verbal or written sexually suggestive or obscene comments, jokes, or propositions.
- Unwanted physical contact, such as touching, grabbing, or pinching.
- Displaying sexually suggestive objects, pictures, or magazines
- Continual expression of sexual or social interest after an indication that such interest is not desired.

Harassment by Non-Employees

We will endeavor to protect students/employees, to the extent possible, from reported harassment by non-employees such as from customers, vendors and other parties who have workplace contact with our employees.

EMERGENCY EVACUATION

LaSalle Tech developed an emergency evacuation plan under the Health and Safety Plan. If an emergency should occur, each occupant should walk, not run to the nearest exit. The Plan will be posted in all classrooms and offices.

PAYING FOR SCHOOL

Students wishing to enroll for programs may pay for school in a variety of ways listed below.

- Financial aid if they qualify (Title IV)
- Self-Pay with cash resources in full or a payment plan
- Veterans Administration programs
- My Florida Prepaid (Plant City, FL campus only)
- Louisiana Rehabilitation Program (Louisiana Only)

FINANCIAL AID

The Financial Aid office is designed to coordinate and consolidate financial resources and agency services to meet as many needs as possible. This office facilitates the student's ability to complete a training program and enter the workforce as a taxpaying, contributing member of society. Pell Grants, Student Loans, Parent Loans, Federal Supplemental Educational Opportunity Grants (FSEOG) are available for students who qualify. It is important that a student submit his/her financial aid application as early as possible since the verification process may be lengthy.

LaSalle Tech follows the general eligibility requirements that the Federal Government has established for dependency determination. A student who meets any of the following criteria shall be considered an independent student for the determination of residency for tuition purposes; all others are considered dependent students and thus documentation from parent or legal guardian is required to prove residency.

- The student is 24 years old or older by the first day of classes of the term for which residency status is sought at a Louisiana or Florida Institution.
- The student is married.
- The student has children who receive more than half of their support from the student.
- The student has other dependents who live with and receive more than half of their support for the student.
- The student is a veteran of the United States Armed Forces or is currently serving on active-duty US Armed Forces for purposes other than training.
- Both student's parents are deceased, or the student is or was (until age 18) a ward/dependent of the court.
- The student is working on a master's degree or doctoral degree during the term for which residency status is sought at a Louisiana or Florida Institution.
- The student is classified as an independent by the financial aid office at the institution.
- A student who does not meet any of the criteria above may be classified as an independent student only if he or she can provide documentation that he or she provides fifty percent or more of the cost of attendance as defined by the financial aid office at the institution.

Federal Pell Grant

What is a Federal Pell Grant?

A Pell Grant is an award to help undergraduates pay for their education after high school. An undergraduate is one who has not earned a bachelor's or professional degree. For many students, Pell Grants provide a "foundation" of financial aid, to which aid from other federal and non-federal sources may be added. Unlike loans, Grants do not have to be paid back unless the student discontinues their training for any reason and a refund calculation indicates that the student is responsible to repay funds to the U.S. Department of Education. Schools must report any student who withdraws from school before completion of their course to the U.S. Department of Education. They will track the student to ensure repayment has been made. If necessary, they can take any income tax refund, which is due to you from the IRS to repay any outstanding debt created by you, either Pell Grant or student loan funds.

How do I qualify?

To determine if you are eligible, the U.S. Department of Education uses a standard formula, established by Congress, to evaluate the information you report when you apply. The formula produces an Expected Family Contribution (EFC) number. Your Student Aid Report (SAR) contains this number and will tell you if you are eligible.

How much can I get?*

Awards for the 23/24 award year (July 1st—June 30th) will depend on program funding. The maximum award for the 23/24 award year is currently \$7,695.00. How much you get will depend not only on your EFC, but also on the cost of education at your school.

How will I be paid?

Your school must tell you in writing how and when you'll be paid and how much your award will be. You should acknowledge the school's notification in writing for the school's record.

When do I apply?

All students can apply for financial aid on the website www.fafsa.ed.gov. The federal code for the school is **016880**. You must make an appointment with the financial aid office and bring the documentation required. Ask what you will need for your appointment. Processing times vary during the year. Once you have an EFC, the school can give

you an estimated award based on that EFC. The school must have an official document from the U.S. Department of Education before you can begin class.

Direct Loans

What is a Direct Loan?

Federal Stafford loans are low-interest loan for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education (the Department) rather than a bank or other financial institution.

What kinds of Direct Loans are available?

Direct Subsidized and Unsubsidized Loans—Direct Subsidized Loans are for students with demonstrated financial need, as determined by federal regulations. No interest is charged while you are in school at least half-time, during your grace period and during deferment periods. Direct Unsubsidized Loans are not based on financial need; interest is charged during all periods.

Direct PLUS Loans—Direct PLUS Loans are low interest loans available to parents of dependent students or for graduate/professional degree students. Interest is charged during all periods.

Direct Consolidation Loans—Direct Consolidation Loans are loans for borrowers who want to combine different eligible federal student loans into one Direct Consolidation Loan.

What are the eligibility requirements?

You must be enrolled at least half-time at a school that participates in the Direct Loan Program, and you must meet general eligibility requirements for the Federal Student Aid Programs.

How do I apply for aid?

You will apply for your Direct Loan online at www.studentloans.gov. You must complete a Master Promissory note (MPN). The MPN is a legally binding agreement to repay your loan to the Department. Before receiving your first Direct Loan, you must sign an MPN and complete the entrance counseling.

How much can I borrow?

The maximum amount you can borrow each school year depends on your grade level and other factors. It ranges from \$5,500 per year for a dependent freshman to \$20,500 per year for a graduate/professional degree student; however, the actual amount you are eligible to borrow each year is determined by your school and may be less than the maximum amount. There are also limits on the total amount of your loan debt.

Graduate/professional degree students who need to borrow more than the maximum subsidized or unsubsidized loan amounts to meet education expenses not covered by other financial aid may be eligible to receive a Direct PLUS Loan.

What is the interest rate?

Direct Loans have a fixed interest rate that differs depending on the loan type and other factors. Check with your school's financial aid office or the Direct Loan Servicing Center for details and current interest rate information.

Is there a charge for this loan?

Yes, in addition to interest, you pay a loan origination fee that is a percentage of the principal amount of each Direct Loan that you receive. This fee helps reduce the cost of making these low-interest loans. We deduct the fee before you receive any loan money, so the loan amount you receive will be less than the amount you have to repay.

How will I receive my loan money?

Your school will disburse your loan money by crediting it to your school account. Your loan money will usually be disbursed in at least 2 installments.

When do I have to begin repaying my loan?

Direct Subsidized and Unsubsidized Loans have a 6-month grace period that starts the day after you graduate, leave school, or drop below half-time enrollment. You don't have to begin making payments until your grace period ends. There is no grace period for a Direct PLUS Loan, and repayment begins 60 days after you've received the last installment of the loan for that school year. Deferment options are available under certain conditions. See your financial aid officer for details.

Federal Supplemental Educational Opportunity Grants

What is a Federal Supplemental Educational Opportunity Grant (FSEOG)?

A FSEOG is for undergraduates with exceptional financial need, that is, students with the lowest Expected Family Contribution (EFC) who are also Federal Pell Grant recipients. An FSEOG doesn't have to be paid back.

How much can I get?

You can get approximately \$100.00 to \$4000.00 a year, depending on when you apply, your level or need and the funding level of the school you're attending.

What is the difference between FSEOG and a Federal Pell Grant?

The U.S. Department of Education guarantees that each participating school will receive enough money to pay the Federal Pell Grants of its eligible students. There is no guarantee every eligible student will be able to receive an FSEOG.

How will I be paid?

Your school will credit your account, pay you directly or combining these methods. Schools must pay students at least once per term. Schools that do not use traditional terms must pay at least twice during the academic year. (There's one exception: If the total FSEOG aid you receive is \$500 or less, the school may pay you just once during the academic year).

The following items are required to apply for financial aid:

- Driver's license/ID
- Social Security Card
- High School Diploma
- U.S. Citizenship or U.S. legal resident

Verifications

Each year the Department of Education selects a percentage of financial aid recipients randomly to be selected for verification. If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Office of Financial Aid) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc.

Students will be notified in writing of all documents required to fulfill this federal requirement. If after review by the Office of Financial Aid, there are any changes to the Estimated Family Contribution and possibly the financial aid available, the student will be notified by email or in writing.

STUDENT GRIEVANCE PROCEDURE

LaSalle Tech will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 5 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 10 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owner. The hearing will occur within 10 days of the committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. School management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Florida student who are not able to resolve their grievance with the institution's internal complaint process can submit the complaint to the Commission for Independent Education below:

(Florida Branch Campus Students)

Should a complaint not be handled in a satisfactory manner, any student, staff member, or instructor may contact The Commission for Independent Education of the Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. Toll free telephone (888) 224-6684

Should any students not be able to resolve their grievance at the school level they may contact our accreditor:

**Council on Occupational Education, 7840 Roswell Road, Building #300 Suite 325, Atlanta, GA 30350
770-396-3898 www.council.org**

SCHOOL CALENDER:

The school will observe the following holidays:

Louisiana (Main, and Branch Campuses)

| | |
|----------------------------|---|
| New Year's Day | Mardi Gras Day, President's Day |
| Good Friday | Memorial Day |
| July 4 th | Labor Day |
| Thanksgiving – Thurs & Fri | Week of Christmas to New Years Winter Break |

Plant City, FL (Branch Campus)

| | |
|------------------------------|---|
| New Year's Day | President's Day |
| Good Friday | Memorial Day |
| July 4 th | Labor Day |
| Thanksgiving - Thurs and Fri | Week of Christmas to New Years Winter Break |

The school may close for other dates: dates to be announced.

The school may close for instructors to attend continuing education classes: dates to be announced.

The school may close for inclement weather: Hurricanes, serious inclement weather; notification announcements on local radio and will be posted on Social Media accounts for LaSalle Tech.

Work-based Activities

Our institution assists students in academic, career-technical, economic, and social development. There is a responsibility to the school, to the community and to industry that must be considered when accepting students into this on-the-job learning opportunity.

Clinical Practicum, work-based experiences, such as clinical, and practicum are an integral part of most licensing programs. Students are required to participate in administering direct client contact under the guidance of an instructor as well as some observational experiences. Students are assessed in their knowledge, skills and work habits while participating in these work-based experiences. Cosmetology, Barbering, Esthetician and Esthetics, Full Specialist, Manicuring and Instructor Training student complete work-based activities on campus under instructor guidance at the Salon or Spa on their campus. Medical Assistant students complete a 200 hour externship at a medical facility off campus.

GRADUATE PLACEMENT ASSISTANCE **

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete and employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

****LASALLE TECH DOES NOT PROMISE OR GUARANTEE EMPLOYMENT. ****

To qualify for a Certificate of Completion/Diploma, the following must be successfully completed.

- All hours for program of study.
- Tuition and fees are paid in full by the deadline limit.
- Passed the LaSalle Tech Practical exit exam. (All programs)
- Applications will be mailed to the Louisiana State Board of Cosmetology for testing. Once cleared by the board office, clearance papers will be sent to us with the test date. (Houma, LA Main and Extension campus students)
- Applications will be mailed to DBPR in Florida for licensure for Florida campus students. School will certify completion of hours and program. Graduate will need to submit HIV course completion certificate (Florida Campus students)

GRADUATION

Students are eligible for graduation once the following criteria have been met:

- Completion of required course hours.
- Completion of required course credits/competencies.
- Tuition/fees paid in full.
- Completion of graduation and exit interview forms.

Louisiana (Main and Branch Campuses) Graduates Only

Once all requirements are verified, an application for testing is submitted to the Louisiana State Board of Cosmetology with fees attached for licensure. If the student fails any portion of the practical exam or does not show up for their test date, the student is responsible for the necessary fees to retake or to reschedule testing. The current fee for failure and/or 'no-show' is \$25.

Student Support Services

Our staff focuses on the needs of the individual student and helps to bring together our resources of LaSalle Tech. The process begins with academic assessment and program advisement with our admissions officer to develop a career action plan. It continues with support from all staff and faculty throughout a student's enrollment and tenure until the student is a graduate of LaSalle Tech.

Career Counseling

Career counseling is available to assist students with career and academic advisement and financial hardship concerns. Walk-ins or appointments may be made during posted office hours for each campus. Our staff is available to assist students with study skills, stress reduction, test-taking anxiety and other challenges.

Licensure: Graduating students must pass the State Board of Examination before being licensed as a Cosmetologist, Manicurist, Esthetician, or Instructor by the Louisiana State Board of Cosmetology.

PROGRAMS OFFERED – Louisiana Campuses

COSMETOLOGY PROGRAM- Houma-Main, LA & Baton Rouge, LA Only

This course of study is to develop skill in the art and science of hair, skin and nail care. This course requires a minimum of 1500 hours of training to be completed in a minimum of 50 weeks.

Information Technology Requirements: None. All Information technology needed can be used on campus see Media Resources.

Employment Requirements: Successful Completion of a Louisiana State approved Cosmetology program and passing Cosmetology Licensure with Louisiana State Board of Cosmetology.

| | |
|---|-------------------|
| Anatomy/Physiology | 50 hours |
| Esthetics, Skin Disorders/Facial massage & treatment, make up, false eyelashes, Superfluous hair removal, cosmetic chemistry | 250 hours |
| Bacteriology and Sterilization | 100 hours |
| Hair Color (chemistry of color) | 200 hours |
| Hair Shaping | 175 hours |
| Shampooing & Rinsing, Conditioning, Chemistry of Hair, Chemistry of Products, scalp treatments | 150 hours |
| Chemical Reformation (permanent waving, relaxing) | 160 hours |
| Hair Styling (finger waving, pin curls, roller placement, wiggery, Thermal curling & waving, hair pressing | 320 hours |
| Manicuring, Pedicuring, Sculptured Nails, Nail Disorders | 60 hours |
| Professional Development, hygiene, first aid, state board prep | <u>50 hours</u> |
| Total | 1500 hours |

Cosmetology

The Louisiana State Board of Cosmetology requires a student to complete 1500 hours of training. The course must be completed in a minimum of 1500 hours of training. The course must be completed in 50 weeks (full time/30 hours per week). Pell Grants and Direct Loans are available for those who qualify.

Itemized list of cost:

| | |
|--------------------------------|------------------|
| Tuition | \$22,000.00 |
| Non-refundable application fee | \$ 100.00 |
| Lab fee | \$ 1232.00 |
| <u>State Board fees:</u> | <u>\$ 168.00</u> |
| Total Tuition: | \$23,500.00 |

State Board Fee Breakdown:

| | |
|-------------------------------|----------------|
| State Board Registration Fee: | \$10.00 |
| State Board State Test: | \$25.00 |
| State Board Practical Test: | \$25.00 |
| State Board National Test: | \$83.00 |
| State Licensing Fee: | <u>\$25.00</u> |
| | \$168.00 |

MANICURING PROGRAM- Houma, La Main & Baton Rouge, LA Branch Only

This course of study is to develop skill in the care of the hands, feet and nails. This course requires a minimum of 600 hours of training to be completed in a minimum of 20 weeks.

Information Technology Requirements: None. All Information technology needed can be used on campus see Media Resources.

Employment Requirements: Successful Completion of a Louisiana State approved Manicuring program and passing Manicuring Licensure with Louisiana State Board of Cosmetology

Manicuring Course Outline

| | |
|--|------------------|
| Professional Ethics | 10 hours |
| Personality Development | 10 hours |
| Hygiene | 10 hours |
| Bacteriology, Sterilization and Sanitation | 20 hours |
| Histology of the Nails | 20 hours |
| Nails and Disorders of the Nails | 20 hours |
| Manicuring and Pedicuring | 60 hours |
| Anatomy of the hands, arms and feet | 60 hours |
| Theory of Massage | 20 hours |
| First Aid | 10 hours |
| Salon Management | 20 hours |
| Actual Practice | <u>200 hours</u> |
| | 600 hours |

Manicuring

Louisiana State Board of Cosmetology requires a student to complete 600 hours of training. The course must be completed in 20 weeks (full time/30 hours per week). Pell Grants and Direct Loans are available for those who qualify.

Itemized list of costs:

| | |
|--------------------------------|------------------|
| Tuition | \$9500.00 |
| Non-refundable application fee | \$ 100.00 |
| Lab fee | \$ 732.00 |
| <u>State Board fees:</u> | <u>\$ 168.00</u> |
| | \$10500.00 |

State Board Fee Breakdown:

| | |
|-------------------------------|----------------|
| State Board Registration fee: | \$10.00 |
| State Board State Test: | \$25.00 |
| State Board Practical Test: | \$25.00 |
| Licensure: | \$25.00 |
| State Board National Test: | <u>\$83.00</u> |
| | \$168.00 |

ESTHETICS PROGRAM – Houma, La Main & Baton Rouge, La Branch Only

This course of study is to develop skill in the art and science of skin care. This course requires 750 hours of training to be completed in a minimum of 25 weeks.

Information Technology Requirements: None. All Information technology needed can be used on campus see Media Resources.

Employment Requirements: Successful Completion of a Louisiana State approved Esthetics program and passing Esthetics Licensure with Louisiana State Board of Cosmetology

Esthetics Outline

| | |
|-----------------------------------|------------------|
| Professional Practices | 100 hours |
| Science | 250 hours |
| Facial Treatments and Exfoliation | 250 hours |
| Hair Removal | 25 hours |
| Make-Up | 100 hours |
| Body Treatments | <u>25 hours</u> |
| | 750 hours |

Esthetics Program

Louisiana State Board of Cosmetology requires a student to complete 750 hours of training. The course must be completed in 25 weeks (full time/30 hours per week). Pell Grants and Direct Loans are available for those who qualify.

| | | | |
|----------------------------------|------------------|-----------------------------|----------------|
| Itemized list of cost: | | State Board Fee breakdown: | |
| Tuition | \$13,000.00 | Registration fee: | \$10.00 |
| Non-refundable Registration fee: | \$ 100.00 | State Board state exam: | \$25.00 |
| State Board Fees: | \$ 168.00 | State Board Practical exam: | \$25.00 |
| Lab Fee: | <u>\$ 482.00</u> | State Board National Test: | \$83.00 |
| | \$13,750.00 | Licensure: | <u>\$25.00</u> |
| | | | \$168.00 |

INSTRUCTOR TRAINING PROGRAM – Houma Main, LA Only

This course of study is offered to licensed cosmetologists or manicurists who wish to become instructors. This course requires 600 hours of training to be completed in a minimum of 20 weeks.

Information Technology Requirements: None. All Information technology needed can be used on campus, see Media Resources.

Employment Requirements: Successful Completion of a Louisiana State approved Instructor training program and passing Instructor Licensure with Louisiana State Board of Cosmetology

Instructor Training Outline

| | |
|-------------------------------------|------------------|
| Science of Teaching | 10 hours |
| Student Learning Principles | 10 hours |
| Lesson Planning | 20 hours |
| Four Step Teaching Methods | 20 hours |
| Teaching Aids | 10 hours |
| Testing | 10 hours |
| Classroom Management | 40 hours |
| Teaching Adults | 10 hours |
| Classroom Problems | 10 hours |
| Conclusions | 20 hours |
| Classroom Training | 10 hours |
| Performance on Demonstration | 20 hours |
| Clinic Supervised practice teaching | <u>400 hours</u> |
| | 600 hours |

Instructor Training

Louisiana State Board of Cosmetology requires a student to complete 600 hours of training. The course must be completed in 20 weeks (full time/30 hours per week). Pell Grants and Direct Loans are available for those who qualify.

Itemized list of cost:

| | |
|----------------------------------|------------------|
| Tuition | \$ 8832.00 |
| Non-refundable Registration fee: | \$ 100.00 |
| Lab Fee: | \$ 300.00 |
| <u>State Board Fees:</u> | <u>\$ 168.00</u> |
| | \$ 9400.00 |

State Board Fee breakdown:

| | |
|-----------------------------|----------------|
| Registration fee: | \$10.00 |
| State Board state exam: | \$25.00 |
| State Board Practical exam: | \$25.00 |
| State Board National Test: | \$83.00 |
| Licensure: | <u>\$25.00</u> |
| | \$168.00 |

Program and Course Descriptions Career and Technical Education

PROGRAM COST – ALL LOUISIANA CAMPUS (Main-Houma, & Branch-Baton Rouge)

| Program | Tuition | Fees | Reg. Fee | Total |
|---------------------|----------------|-------------|-----------------|--------------|
| Cosmetology | \$22,000.00 | \$1400.00 | \$100.00 | \$23,500.00 |
| Instructor Training | \$8832.00 | \$468.00 | \$100.00 | \$9400.00 |
| Manicuring | \$9500.00 | \$900.00 | \$100.00 | \$10,500.00 |
| Esthetics | \$13,000.00 | \$650.00 | \$100.00 | \$13,750.00 |

CLASS SCHEDULE- Louisiana CAMPUS

| Program Title | Fulltime 30 Hour | Fulltime 25 Hour | Part-time 20 Hour | Night-Time 20 Hour |
|----------------------|-----------------------------|-----------------------------|------------------------------|--|
| Cosmetology | 9am – 4pm | 9am – 3pm | 9am-1pm | 5pm-10pm Mon-Thurs (Houma) |
| Instructor Training | 9am – 4pm | 9am – 3pm | 9am-1pm | |
| Manicuring | 9am - 4pm | 9am – 3pm | 9am-1pm | 5pm – 10pm Mon – Thurs (Baton Rouge) |
| Esthetics | 9am – 4pm | 9am – 3pm | 9am-1pm | |

| Course | Required Hours | Hours/ Week | Weeks | Max. Weeks |
|----------------------------|-----------------------|--------------------|--------------|-------------------|
| Cosmetology | 1500 | 30 | 50 | 75 |
| | | 25 | 60 | 90 |
| | | 20 | 75 | 113 |
| Manicuring | 600 | 30 | 20 | 30 |
| | | 25 | 24 | 36 |
| | | 20 | 30 | 45 |
| Instructor Training | 600 | 30 | 20 | 30 |
| | | 25 | 24 | 36 |
| | | 20 | 30 | 45 |
| Esthetics | 750 | 30 | 25 | 38 |
| | | 25 | 30 | 45 |
| | | 20 | 38 | 57 |

*30 Hour Week Schedule is 9:00AM to 4:00PM Monday through Friday.

*25 Hour Week Schedule is 9:00AM to 3:00PM Monday through Friday.

*20 Hour Week Schedule is 9:00AM to 1:00PM Monday through Friday.

*20 Hour Week Night Schedule is 5:00PM to 10:00PM Monday through Thursday.

PROGRAMS OFFERED- PLANT CITY, FL (BRANCH CAMPUS)

COSMETOLOGY (1200 CLOCK HOURS)-Plant City, FL Branch Campus Only

Program Objective: The Primary objective of the Cosmetology curriculum is to prepare the student for the state licensing examination to become a licensed cosmetologist.

Information Technology Requirements: None. All Information technology needed can be used on campus see Media Resources.

Employment Requirements: Successful Completion of a Florida State approved Cosmetology program and obtaining Licensure with DBPR, Department of Business and Professional Regulation

Program Description: The program gives the student instruction in the following areas, Manicure, Pedicure, Chemical Waving and Relaxing, Hair Shaping, Hair and Scalp Treatment, Hair Coloring, Shampoo and Rinse, Hair Setting, Facial Make-up, and Hair Removal. Upon successfully completion of the program hours, clinical service, and final examination, the student will receive a diploma and will be registered with the State Board of Cosmetology.

| PROGRAM BREAKDOWN BY COURSE | | | | |
|------------------------------------|--|---------------------|------------------|---------------------------------|
| | Courses | Theory Hours | Lab Hours | Services (If Applicable) |
| | 1200 clock hours | | | |
| | Florida Law | 40 | | |
| | Sanitation and Sterilization, HIV and AIDS | 10 | 30 | |
| | Chemical Waving and Relaxing | 50 | 100 | 120 |
| | Hair Shaping | 80 | 120 | 170 |
| | Hair and Scalp Treatment | 20 | 40 | 55 |
| | Hair Coloring | 50 | 150 | 170 |
| | Shampooing and Rinse | 30 | 50 | 200 |
| | Hair Setting | 150 | 100 | 225 |
| | Facials and Make-up | 20 | 30 | 40 |
| | Manicuring and Pedicuring | 50 | 70 | 100 |
| | Hair Removal | 5 | 5 | 20 |
| | Total 1200 clock hours | 505 | 695 | 1200 |

Itemized List of Cost:

| | |
|----------------------------|--------------------|
| Tuition: | \$19,000.00 |
| Administrative Fees: | \$100.00 |
| Lab Fees | \$900.00 |
| Total Program Cost: | \$20,000.00 |

Course Description

Florida Law (40 clock hrs.)

All rules as set forth by the Florida Department of Professional Regulation, Chapter 477, Cosmetologist Licensures and Operation

Sanitation and Sterilization, HIV and AIDS (40 clock hrs.)

The method of equipment sterilization, cleaning, health, and safety in practical use and salon operations. Education on the transmission and prevention of HIV and AIDS; discussion of attitudes and behaviors in dealing with persons who may have the virus or syndrome; explanation of Board requirements regarding license renewal and completion of the board-approved educational courses on HIV and AIDS (4 hrs).

Chemical Waving and Relaxing (150 clock hrs-120 Services.)

Permanent waving, Identification of chemistry, products, and relationship to hair structure. Hair relaxers, Purpose of relaxing, definition, product ingredients, sodium hydroxide relaxers, steps to chemical relaxing.

Hair Shaping (200 clock hrs-170 Services)

Instruction in men's, women's and children's haircuts and the various degrees of shapes.

Hair and Scalp Treatment (60 clock hrs-75 Services)

Basic care definitions and practice; performing scalp manipulations and techniques; recognizing scalp/hair disorders commonly seen in salons.

Hair Coloring (200 clock hrs-170 Services)

Principles of color therapy; preparations, including consultation; safety precautions for coloring; hydrogen peroxide activity; correction of coloring problems.

Shampooing and Rinse (80 clock hrs-200 Services)

Draping; hair brushing; scalp diseases and disorders; cranial bones and muscles; hair conditioning and scalp treatments.

Hair Setting (250 clock hrs-225 Services)

Differences in roller styling and blow drying; types of rollers sets and styling methods.

Facials and Make-up (50 clock hrs-40 Services)

Anatomy of the skin; facial cleansing and skin analysis; skin diseases and disorders; facial bones; including facial massage and manipulation; chemistry of products; packs and masks; facial and skin care; make-up; eyebrow arching (tweezing and waxing).

Manicuring and Pedicuring (120 clock hrs-100 Services)

Anatomy of the nail; diseases/disorders; manicuring, hand and arm massage; artificial nails and extensions; nail wrapping and repair; pedicure, foot and leg massage; nail artistry; sanitation.

Hair Removal (10 clock hrs-30 Services) General classification of hair removal; identification of acceptable techniques involved in permanent hair removal; methods of temporal hair removal.

BARBER STYLIST (1200 CLOCK HOURS)- Plant City, FL Branch Campus Only

Program objective: The Primary objective of the Barber Stylist curriculum is to prepare the student for the State licensing examination to become a licensed Barber Stylist.

Program description: The program gives the student instruction in the following areas, Hair Cutting, Mustache and beard trimming, Chemical Waving and Relaxing, Hair Shaping, Hair and Scalp Treatment, Hair Coloring, Shampoo and Rinse, Hair Setting, Facial Make-up, and Hair Removal. Upon successfully completion of the program hours, clinical service, and final examination, the student will receive a diploma and will be registered with the State Board of Barbering.

Employment Requirements: Must have a valid Florida Barber Stylist License

| | Courses 1200 Clock Hours | Theory Hours | Lab Hours | Services (If Applicable) |
|--|--|-------------------------|----------------------|-------------------------------------|
| | Florida Law | 150 | | |
| | Safety, Sanitation, and Sterilization, HIV and AIDs | 125 | 200 | |
| | Hair Structure and Chemistry | 50 | | |
| | Hair Cutting and/Finishing | 80 | 120 | 450 |
| | Shampooing | 25 | 50 | 200 |
| | Chemical Services (Perms, Relaxers and Color/Lightening) | 150 | 200 | 450 |
| | Men’s Shaving and Beard/Mustache Trimming | 20 | 30 | 100 |
| | | | | |
| | | | | |
| | Total 1200 Clock Hours | 600 | 600 | 1200 |

Itemized List of Cost:

| | |
|----------------------------|--------------------|
| Tuition: | \$19,000.00 |
| Administrative Fees: | \$100.00 |
| Lab Fees | \$900.00 |
| Total Program Cost: | \$20,000.00 |

Course Description

Florida Law (150 clock hrs)

All rules as set forth by the Florida Department of Professional Regulation, Chapter 477, Cosmetologist and Barber Licensures and Operation

Sanitation, Sanitation and Sterilization, HIV and AIDS (325 clock hrs.)

The method of equipment sterilization, cleaning, health and safety in practical use and salon operations. Education on the transmission and prevention of HIV and AIDS; discussion of attitudes and behaviors in dealing with persons who may have the virus or syndrome; explanation of Board requirements regarding license renewal and completion of the board-approved educational courses on HIV and AIDS (4 hrs).

Hair Structure and Chemistry (50 clock hrs)

Hair Structure, various types, Cuts, blowdrys, Permanent waving, Identification of chemistry, products and relationship to hair structure. Hair relaxers, Purpose of relaxing, definition, product ingredients, sodium hydroxide relaxers, steps to chemical relaxing. Differences in roller styling and blow drying; types of rollers sets and styling methods

Hair Cutting and finishing. (200 clock hrs) (450 Services)

Basic care definitions and practice; performing scalp manipulations and techniques; recognizing scalp/hair disorders commonly seen in salons. Principles of color therapy; preparations, including consultation; safety

precautions for coloring; hydrogen peroxide activity; correction of coloring problems. Differences in roller styling and blow drying; types of rollers sets and styling methods.

Shampooing and Rinse (75 clock hrs) (200 Services)

Draping; hair brushing; scalp diseases and disorders; cranial bones and muscles; hair conditioning and scalp treatments.

Chemical Services (Perms, Relaxers and Color/Lightening) (350 clock hrs.) (450 Services)

Identification of chemistry, products and relationship to hair structure. Hair relaxers, Purpose of relaxing, definition, product ingredients, sodium hydroxide relaxers, steps to chemical relaxing.

Differences in roller styling and blow drying; types of rollers sets and styling methods.

Hair Shaping, Beard Trimming and Mustache (50 clock hrs) (30 services)

Instruction in men's, women's and children's haircuts and the various degrees of shapes.

ESTHETICIAN (260 Clock Hours)- Plant City, FL Branch Campus Only

Program Objective: This program provides training for individuals interested in employment as an esthetician in salons and/or spas. The student will be prepared for the final exam and certification to be registered as a licensed Esthetician.

Program Description: The student will develop skills in European Facial techniques and hair removal as well as all aspects of outlined in the Florida criteria for obtaining a diploma in this field. 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.

Employment Requirements: Must have a valid Esthetician (Facial Specialist) License from State of Florida

| PROGRAM BREAKDOWN BY COURSE Total Clock Hours 260 | | | | |
|--|--------------------------------|---------------------|------------------|---------------------------------|
| | Course Title | Theory Hours | Lab Hours | Services (If Applicable) |
| | Florida Law | 5 | | |
| | HIV/AIDS Awareness | 4 | | |
| | Sanitation and Sterilization | 4 | | |
| | Introduction to Skin Care | 5 | 5 | |
| | Life Science | 20 | | |
| | Histology, Analysis, Disorders | 10 | 10 | |
| | Facial Procedures | 5 | 25 | 25 |
| | Massage Techniques | 5 | 25 | 25 |
| | Product Knowledge/Skin | 15 | 5 | |
| | Nutrition | 7 | | |
| | Electricity and Facial Toning | 5 | 5 | 5 |
| | Glycolic Products and Facials | 5 | 10 | 10 |
| | Hair Removal | 5 | 10 | 10 |
| | Make-Up Artistry | 5 | 5 | 5 |
| | Clinical Service | 10 | 50 | 55 |
| | Totals Clock Hours 260 | 110 | 150 | 135 |

Itemized List of Cost:

| | |
|----------------------------|-------------------|
| Tuition: | \$5,800.00 |
| Administrative Fees: | \$100.00 |
| Lab Fees | \$300.00 |
| Total Program Cost: | \$6,200.00 |

Course Description

Florida Law (5 clock hrs.) All rules as set forth by the Florida Department of Professional Regulation, Chapter 477, Cosmetologist Licensures and Operation

HIV/AIDS Awareness (4 clock hrs) Education on the transmission and prevention of HIV and AIDS; discussion of attitudes and behaviors in dealing with persons who may have the virus or syndrome; explanation of Board requirements regarding license renewal and completion of the board-approved educational courses on HIV and AIDS.

Sanitation and Sterilization (4 clock hrs) The method of equipment sterilization, cleaning, health and safety in practical use and salon operations.

Introduction to Skin Care (10 clock hrs) - Physical and psychological effects of applications and techniques; materials and equipment; various types of corrective facials

Life Science (20 clock hrs) - Throughout the program, the student is taught necessary and proper skills as applied to each specific subject.

Histology, Analysis, Disorders (20 clock hrs) Anatomy of the skin; facial cleansing and skin analysis; skin diseases and disorders; facial bones; including facial massage and manipulation; chemistry of products; packs and masks; facial and skin care; make-up.

Facial Procedures (30 clock hrs) (25 Services) - Effects of applications and techniques; materials and equipment, various types of corrective facials; massage techniques; cosmetic products

Massage Techniques (30 clock hrs.) (25 Services)- Will learn various types of facial massage techniques.

Product Knowledge/Skin (20 clock hrs.) - Effects of applications and techniques; materials and equipment, various types of corrective facials and cosmetic products.

Nutrition (7 clock hrs) - Studies human nutrition and health. Topics include digestion and absorption of nutrients, carbohydrate, fat, protein, vitamin, and mineral requirements, additives, food fads and diets

Electricity and Facial Toning (10 clock hrs.) (5 Services) - Effects of applications and techniques; materials and equipment, various types of corrective facials; massage techniques; cosmetic products.

Glycolic Products and Facials (15 clock hrs.) (10 Services) - Effects of applications and techniques; materials and equipment, various types of corrective facials; massage techniques; cosmetic products

Hair Removal (15 clock hrs) (10 Services) - General classification of hair removal; identification of acceptable techniques involved in permanent hair removal; methods of temporal hair removal.

Make-Up Artistry (10 clock hrs) (5 Services). - Basic, advanced and theatrical make-up procedures and designs.

Clinical Service (60 clock hrs) (55 Services) - Students will perform various applications and techniques.

FULL SPECIALIST (605 Clock hours)- Plant City Branch Campus Only

Program Objective: This program provides training for individuals interested in employment as an esthetician and Nail technician. The specialist will be prepared for the final exam and certification to be registered as a licensed Full Specialist.

Program Description: This program combines the knowledge for two disciplines Facial and Nail Technology. The student will develop skills in European facial Techniques, Hair removal, make-up application, manicure, pedicure, nail art and 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.

Employment Requirements: Must have a valid Full Specialist license from the State of Florida

| PROGRAM BREAKDOWN BY COURSE Total Clock hours 605 | | | | |
|--|------------------------------------|---------------------|------------------|---------------------------------|
| | Course Title | Theory Hours | Lab Hours | Services (If Applicable) |
| | Introduction to Skin Care | 15 | 5 | |
| | Life Science | 20 | | |
| | Florida Law | 10 | | |
| | HIV and AIDS Awareness | 4 | | |
| | Sanitation and Sterilization | 4 | | |
| | Histology, Analysis, Disorders | 40 | 10 | |
| | Facial Procedures | 15 | 25 | 30 |
| | Massage Techniques | 15 | 25 | 30 |
| | Product Knowledge/Skin | 15 | 5 | |
| | Nutrition | 10 | | |
| | Electricity and Facial Toning | 5 | 10 | 10 |
| | Glycolic Products and Facials | 5 | 10 | 10 |
| | Hair Removal | 10 | 10 | 15 |
| | Make-Up Artistry | 20 | 10 | 25 |
| | Clinical Services | 10 | 50 | 55 |
| | Salon Management | 20 | | |
| | Professional Ethics | 2 | | |
| | Nail Theory, Practice, and Related | 35 | 40 | 80 |
| | Manicures | 10 | 10 | 15 |
| | Pedicures | 5 | 5 | 15 |
| | Artificial Nail Tips | 7.5 | 30 | 30 |
| | Sculpture Nail | 7.5 | 30 | 30 |
| | Nail Wraps | 5 | 10 | 10 |
| | Nail Capping | 5 | 5 | 5 |
| | Artificial Nail Removal | 5 | 5 | 3 |
| | Polishing Nail Art | 5 | 5 | 3 |
| | Total Clock Hours 605 | 305 | 300 | 366 |

Itemized List of Cost:

| | |
|----------------------------------|--------------------|
| Tuition: | \$10,400.00 |
| Nonrefundable Registration Fees: | \$100.00 |
| Lab Fees | \$800.00 |
| Total Program Cost: | \$11,300.00 |

Course Description

Introduction to Skin Care (10 clock hrs)

Life Science (20 clock hrs) throughout the program the student is taught necessary and proper skills as applied to each specific subject.

Florida Law (10 clock hrs) - All rules as set forth by the Florida Department of Professional Regulation, Chapter 477, Cosmetologist Licensures and Operation

HIV and AIDS Awareness (4 clock hrs) Education on the transmission and prevention of HIV and AIDS; discussion of attitudes and behaviors in dealing with persons who may have the virus or syndrome; explanation of Board requirements regarding license renewal and completion of the board-approved educational courses on HIV and AIDS

Sanitation and Sterilization (4 clock hrs) - The method of equipment sterilization, cleaning, health and safety in practical use and salon operations.

Histology, Analysis, Disorders (60 clock hrs). Anatomy of the skin; facial cleansing and skin analysis; skin diseases and disorders; facial bones; including facial manipulation; chemistry of products; packs and masks; facial and skin care; make-up.

Facial Procedures (40 clock hrs) (30 Services) Effects of applications and techniques; materials and equipment, various types of corrective facials; massage techniques; cosmetic products

Massage Techniques (40 clock hrs) (30 Services) Will learn various types of facial massage techniques.

Product Knowledge/Skin (20 clock hrs) Effects of applications and techniques; materials and equipment, various types of corrective facials and cosmetic products.

Nutrition (10 clock hrs) Studies human nutrition and health. Topics include digestion and absorption of nutrients, carbohydrate, fat, protein, vitamin, and mineral requirements, additives, food fads and diets

Electricity and Facial Toning (15 clock hrs) (10 Services) - Effects of applications and techniques; materials and equipment, various types of corrective facials; massage techniques; cosmetic products

Glycolic Products and Facials (15 clock hrs) (10 Services) - Effects of applications and techniques; materials and equipment, various types of corrective facials; massage techniques; cosmetic products

Hair Removal (20 clock hrs) (15 Services) - General classification of hair removal; identification of acceptable techniques involved in permanent hair removal; methods of temporal hair removal.

Make-Up Artistry (30 clock hrs) (25 Services) - Basic, advanced and theatrical make-up procedures and designs.

Clinical Services (60 clock hrs) (55 Services) - Students will perform various applications and techniques.

Salon Management (20 clock hrs)

Establishing proper salon organization; employee hiring and relationships; environment and equipment health and safety procedures; patron operator relations, telephone Techniques; fees and services; advertising; OSHA and liabilities for the salon owner/manager,

Professional Ethics (2 clock hrs) - Students are taught ethical procedures seeking employment and salon management and safety.

Nail Theory, Practice, and Related (85 clock hours) (80 Services) Basics and practice and related subjects, including nail disorders and diseases.

Manicures (20 clock hrs) (15 Services) - Equipment use; cosmetic and material; procedures and safety; massage techniques.

Pedicures (10 clock hrs) (15 Services) - Equipment use; cosmetic and material; procedures and safety; massage techniques.

Artificial Nail Tips (37.5 clock hrs) (30 Services) Equipment use, materials, designs, procedures and safety.

Sculpture Nail (37.5 clock hrs) (30 Services) Equipment use, materials, designs, procedures and safety.

Nail Wraps (15 clock hrs) (10 Services) Equipment use, materials, designs, procedures and safety.

Nail Capping (10 clock hrs) (5 Services) Equipment use, materials, designs, procedures and safety.

Artificial Nail Removal (5 clock hrs) (3 Services) Equipment use, materials, procedures and safety.

Polishing Nail Art (5 clock hrs) (3 Services) Students will have the opportunity to learn the basic nail.

MEDICAL ASSISTANT PROGRAM (900 HOURS) PLANT CITY CAMPUS- Hybrid and Traditional

Program Objective:

The objective of the Medical Assistant program, is to provide students with the knowledge, clinical skills and work habits required for an entry-level position as a Clinical Medical Assistant in a physician office, clinics, laboratories, and hospitals.

Program Description:

This course will prepare you for an exciting medical career. Medical Assistant skills are taught and enhanced with the medical software applications, state of the art equipment, hands on training, and theory. The basic portion of this course will emphasize your fluency with medical terminology, abbreviations, specialist developments and most importantly, clinical office procedures. The Phlebotomy portion of this course will emphasize Venipuncture techniques and the Electrocardiography portion of this course will emphasize and focus on EKG recording and interpretation. The Medical Assistant program will ultimately enable you to: distinguish terminology from definitions, to perform vital signs, to evaluate a patient, to recognize and to understand a doctor's intent and purpose, to make medical judgment and to distinguish fact from appearances, to perform Phlebotomy procedures, to demonstrate proficiency in Electrocardiography and to perform basic physician laboratory skills.

Certification Agency and Certificates:

**American Medical Certification Association (AMCA) offered
Medical Assistant Certification**

| | Mod # | Mod Description | Hours |
|--------|--------------|---------------------------|--------------|
| MA100 | | Medical Terminology | 100 |
| ALH200 | | Allied Prep I | 100 |
| MAS100 | | Clinical Sequence I | 100 |
| MAS200 | | Clinical Sequence II | 100 |
| MED100 | | Medical Office Management | 100 |
| MAS300 | | Clinical Sequence III | 100 |
| MAS400 | | Clinical Sequence IV | 100 |
| MAS500 | | Externship | <u>200</u> |
| | | Total Hours | 900 |

Program Length: 900 hours Open Enrollment Year-Round. Once a month Start Dates.

*Certification not required for graduation or completion

Instructional Delivery: Hybrid/Traditional – LIVE ONLINE Synchronously

Itemized List of Cost:

| | |
|----------------------------|--------------------|
| Tuition: | \$16,000.00 |
| Administrative Fees: | \$100.00 |
| Lab Fees | \$700.00 |
| Total Program Cost: | \$16,800.00 |

Employment Requirements: Must graduate from a Medical Assistant program. No certification or license needed.

Medical Assistant Program Modules (Offered in Hybrid online or Traditional)

MA100 – Medical Terminology

(100 Instruction Hours)

This is a comprehensive course that introduces the basic structure of medical words allowing the student to build a professional vocabulary for the working medical professional. Students will learn word structure as well as prefixes, suffixes, roots, combining forms, and the formation of plurals. Emphasis is placed on spelling, definition of medical terms and correct pronunciation.

ALH200 – Allied Prep

(100 Instruction Hours)

This module will provide you with information on Anatomy & Physiology. Students will be introduced to the study of the human body and the basic structure of cells, tissues and organs. They will learn the structure and function of the integumentary muscular, nervous, and skeletal systems.

MAS100 – Clinical Sequence I

(100 Instruction Hours)

Students will learn the Medical Assistants Role in Infection Control they will be able to differentiate medical and surgical asepsis, as well as describe the procedures for sanitation, disinfection, and sterilization. Students will learn to prepare the exam and treatment room accordingly they will learn to document patient health history and prepare patient for exam. Students will learn to take a patient Blood Pressure, Temperature, Pulse and Respirations.

MAS200 Clinical Sequence II

(100 Instruction Hours)

Students will learn how to perform an EKG they will learn to describe and identify the components of an electrocardiograph; student will be able to identify various types of artifact and potential equipment problems and how to correct them. Students will learn to perform CPR and emergency first aid.

MED100 – Medical Office Management

(100 Instruction Hours)

Students will learn the Laws governing patient right HIPPA, medical malpractice, professional liability, and labor and employment laws. They will learn the basis of the Administrative Medical Office by learning the office equipment and how to maintain it, student will learn how to schedule patients and start a patient charts they will learn how to differentiate among the various insurance and managed care options, how to locate correct procedure code complete forms and submit to insurance.

MAS300 – Clinical Sequence III

(100 Instruction Hours)

This is a clinical laboratory course in which the student is first taught how to draw blood. After satisfactorily demonstrating their phlebotomy techniques on a phlebotomy model, the student is then allowed to practice on human volunteers to sharpen their skills and gain confidence. Students are encouraged to draw blood regularly and the blood is used to carry out Hematology test as assigned by the instructor. Urinalysis and pregnancy tests are also performed. **4 hours of HIV / AIDS training.**

MAS400 – Clinical Sequence IV

(100 Instruction Hours)

Students will learn the principals of Pharmacology with an introduction to basic pharmacology math, common drugs abbreviations, and contrast over the counter and prescription drugs the five categories of pharmacology, major drug categories, and schedule of drugs and differentiate between chemical, generic, trade name drugs.

MAS500 – Externship

(200 Instruction Hours)

Under supervision of qualified medical personnel, the student will apply the knowledge and skills learned throughout the program in an actual work environment.

PROGRAM COST – PLANT CITY BRANCH CAMPUS

| Program | Tuition | Lab Fee | Reg. Fee | Total |
|-------------------|----------------|----------------|-----------------|--------------|
| Cosmetology | \$19,000 | \$900.00 | \$100.00 | \$20,000.00 |
| Barber Stylist | \$19,000 | \$900.00 | \$100.00 | \$20,000.00 |
| Full Specialist | \$10,400 | \$800.00 | \$100.00 | \$11,300.00 |
| Esthetician | \$5,800 | \$300.00 | \$100.00 | \$6,200.00 |
| Medical Assistant | \$16,000 | \$700.00 | \$100.00 | \$16,800.00 |

CLASS SCHEDULE- PLANT CITY BRANCH CAMPUS

| Program Title | Part-time days Mon – Fri | Part-time Nights Mon - Thurs | Full-time days Mon - Fri |
|----------------------|-------------------------------------|---|---|
| Cosmetology | 9am – 1pm | 6pm -10pm | 9am – 4pm |
| Barber Stylist | 9am – 1pm | 6pm -10pm | 9am – 4pm |
| Full Specialist | 9am - 1pm | 6pm -10pm | 9am - 4pm |
| Esthetician | 9am – 1pm | 6pm -10pm | 9am – 4pm |
| Medical Assistant | 9am – 2pm | | |

PROGRAM WEEK BREAKDOWN – PLANT CITY BRANCH CAMPUS

| Course | Required Hours | Hours/ Week | Weeks | Max. Weeks |
|--------------------------|-----------------------|--------------------|--------------|-------------------|
| Cosmetology | 1200 | 32.5 | 37 | 56 |
| | | 20 | 60 | 90 |
| | | 16 | 75 | 113 |
| Full Specialist | 605 | 32.5 | 19 | 29 |
| | | 20 | 31 | 46 |
| | | 16 | 38 | 57 |
| Barber Stylist | 1200 | 32.5 | 37 | 56 |
| | | 20 | 60 | 90 |
| | | 16 | 75 | 113 |
| Esthetician | 260 | 32.5 | 8 | 12 |
| | | 20 | 13 | 20 |
| | | 16 | 17 | 25 |
| Medical Assistant | 900 | 25 | 36 | 54 |