



Ensynergy Southeastern School of Esthetics

Student Catalog

Ensynergy Southeastern School of Esthetics
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Welcome to
Ensynergy Southeastern School of Esthetics

Ensynergy.... Working together to Educate

Welcome! We are honored and excited that you have chosen Ensynergy Southeastern School of Esthetics to become a skin care professional. You have chosen to enter a profession that will give you confidence, recognition, and the satisfaction of helping people to feel and look better. As a skincare professional you will enjoy the freedom of being a highly skilled and trained individual ready to have many doors of opportunity opened for you.

Our Mission is.....to provide to our students the Ultimate Learning Experience in Skin Care using conventional and holistic methods, as well as preparing them to be outstanding individuals ready to work and be successful in the field of esthetics. Our instructors have passion, knowledge and experience in teaching. By teaching in a group environment as well as on an individual basis, they love to help each individual feel confident and allow them to show the clearest expression of themselves.

So let's get started on your new career journey!

Marsha Dube' Charles and Petra L. Ellington

Admission Requirements

The school admits persons as students only if they have met all of the following requirements:

- Student must be at least 17 years old.
- Must have a **High School Diploma/Transcript or GED** (Correspondence Diploma not accepted.)
- Must have either a GA,FL,AL,NC,SC or TN drivers license or state issued ID upon graduation.
- Applicants seeking admission into an instructor training program must possess an active and current Esthetics or Master Cosmetology license in the state of Georgia and at least 1 year equivalent work experience as an esthetician or master cosmetologist.

******Note Transfer Students with Reciprocity must have an active Esthetic license from the transferring state.**

New Students

The prospective student completes an application for enrollment. The admission proceeds with the completion of all pre-enrollment, enrollment forms and agreements. Newly accepted students will be notified of orientation, which is held on the first day of class and provides the student with information, regulations, and policies of the school as well as information that governs the esthetic industry and Georgia State Board of Cosmetology.

The school requires students to wear standard white medical scrubs as a uniform during every class day, which the student is obligated to purchase. The school provides a protective apron according to OSHA regulations. A list of area locations where medical scrubs can be purchased is available in the admissions office.

Please note Ensynergy Southeastern School of Esthetics does not recruit students already attending or admitted to another school offering a similar program of study.

Former Students

Any former student who withdraws in good standing must meet the admission requirements for transfer students. Any former student, who was terminated by the school for reasons other than satisfactory academic progress will be readmitted, only after showing cause to the school director that the reason for the original termination has been rectified. Each case will be reviewed by the school director in consultation with the student's former instructors. Students who were terminated by the school for reasons other than satisfactory academic progress and readmitted will be placed on academic probation for one month. Re-entering students will be charged a \$150.00 non-refundable re-entry fee.

Transfer of Credits

From Other Schools

A student who has earned credits at another accredited school may have those credits considered for transfer provided:

- They are comparable to required courses in the curriculum in which the student is enrolled at Ensynergy Southeastern School of Esthetics (a decision that is entirely judged by Ensynergy Southeastern School of Esthetics).
- The student receives a grade of “B” or better in each course
- An official transcript is received by Ensynergy Southeastern School of Esthetics directly from the registrar’s office of any school previously attended.
- Determination of tuition payments will be reviewed by the School Director and School Administrator
- Individual tuition will vary based on hours acquired at previous institution

Transfer Student with Reciprocity

Credit transfers from other states are accepted with attached documentation from the Georgia State board of Cosmetology; all applicants will follow the institution admission policy and guidelines. Clock hours will be documented and forwarded to the State board upon completion.

PLEASE NOTE:

In ALL cases of requested transfer of hours, the sole decision of their acceptance rests with Ensynergy Southeastern School of Esthetics. An evaluation of competence will be given for the student to demonstrate proficiency to our standards prior to any official granting of transfer.

Esthetics Program

1000 Clock Hours of Study

One of the fastest growing fields in cosmetology is Esthetics. The word Esthetic means the “art of making something beautiful”, as an esthetician skin is our welcomed challenge, it is the largest and most complex organ of our body the skin. The demand for well qualified estheticians exceeds the supply, as a successful graduate from Ensynergy Southeastern School of Esthetics we prepare you to excel. As a first year esthetician you can expect to earn within your market between \$25,000- \$35,000 plus your gratuity. Compensation can be on commissions, hourly or both plus retail commissions. As you develop your skills, talents and knowledge you can continue to become even more successful in not just working at a spa but there are numerous job opportunities as an Esthetician: Spa Owner, Make up Artist, School Owner, Sales Representative for a Cosmetic / Skin Care Company, Educator / Instructor, Medical Esthetician (* Post Graduate certification or medical background will be needed).

Upon completion of this program the student is adequately prepared to enter into an entry level position where their skills and knowledge will be utilized and they are confident in their level of education as an esthetician.

The program is divided into two areas: Pre-Clinic Freshman (250) clock hours and Clinic seniors (750) clock hours

Pre Clinic Freshman- Professional Ethics, Sciences, Business Practices, Spa / Salon Management, Facials

Clinic Seniors- Introduction to the Clinic & Salon, Advanced Procedures, Use Of Machines, Ethics Make up Applications, Body Treatments, and Hair Removal.

Professional Ethics - 20 clock hours

The student will be provided with instruction and information that promotes and generates a positive self esteem and a positive attitude towards the profession and their place in it. Learning the working knowledge of Esthetics as a business entity as well as being prepared to enter the world of Esthetics employment.

Sciences – 320 clock hours

The student gains a theoretical understanding of the physiology / histology of the skin. Also determines treatment directives, and how specific treatments affect the skin. The student is instructed to understand the purpose of performing various treatment modalities and understanding the usage of products.

Business Practices - 80 clock hours

To acquire and apply sound business practices that will encourage professionalism and enhance earning potential. To become knowledgeable of the rules and regulations that governs their profession.

Spa / Salon Management - 75 clock hours

To be able to apply principles of management, marketing and customer service in building and maintaining a client and associate base that contributes to the profitability of a salon. Subjects include: Customer Service, Front desk reception, Business management, Managerial responsibilities, Client retention, tracking and marketing.

Professional Practices- 150 clock hours

The student will be able to understand bacteriology sterilization and proper sanitation to protect the health of the public and oneself.

Facials-115 clock hours

Basic facials performed based on skin analysis that will include cleansing, toning, massaging, towel steaming, applying masques, and moisturizing. Advanced facials will incorporate the use of chemicals such as glycolic acid. Theoretical and practical use of electrical apparatus will be covered upon mastery of other facial procedures.

Body Treatments - 75 clock hours

Massage manipulations and techniques that are used in esthetics that also include the hands, feet and back by incorporating body wraps, cellulite treatments, detoxification, aromatherapy (theoretical and practical use of essential oils to enhance services) and reflexology.

Make-up applications - 90 clock hours

The Theory of Color will be taught in preparation of selection and application of cosmetics.

Hair Removal - 75 clock hours

The theory of hair removal and removal techniques includes: tweezing and waxing which including lip, chin, face, brow arching and the body. This also includes 5 clock hours of lash and brow tinting.

Advanced Procedures – One incorporates basic theoretical and practical principles of knowledge with advanced procedures inclusive of skin analysis using various electrical apparatuses, chemistry of products used in advanced skin care, such as serums and botanical solutions, medical esthetics (patient psychology, medical terminology and charting, pre and post operative therapy) and clinical sanitation and sterilization. Galvanic current, high frequency, micro current and various uses of electrical apparatus are also covered.

Instructional Methods:

Classes are instructed in a Teacher-Centered or Student –Centered lecture. Demonstrations and practical applications require hands on approach carefully monitored by the Instructor.

Esthetician Instructor Training Curriculum

500 hours within 9 months

Becoming an educator in esthetics is a rewarding career decision. As you choose to educate or train others by formal instruction it is a role that can affect the lives of countless new enthusiastic esthetic students as they pursue their dream of a new career. The demand for a well qualified esthetic instructor exceeds the supply, as a successful graduate from Ensynergy Southeastern School of Esthetics you are prepared to succeed as an instructor. An Esthetic Instructor usually makes an hourly rate of \$18 - \$30 an hour depending on her/his experience. Skill development, knowledge building techniques and an overall passion to educate others allows you to become even more successful as an instructor; there are endless possibilities for advancement such as: Freshman or Phase I Instructor, Advanced Class Instructor, Theory or Laboratory Instructor, Director of Student Affairs, Director of Education, Dean of Students and School Owner. In addition to the general admissions requirements published elsewhere in this catalog, candidates for this program must hold a valid Georgia Esthetician's or a Master Cosmetologist's license.

The Professional Teacher (100 Clock Hours)

Course Description: Trainees are made aware of the personal qualities and characteristics that are necessary to work in the capacity of a professional teacher. Procedural knowledge is reinforced and is essential for planning, developing and implementing a course curriculum. Instructional steps are provided that contribute to preparing and presenting education information.

Personality

Technical Knowledge

Characteristics

Teachers as Professionals

Preparation for Teaching

Course / Curriculum Development

Lesson Plans: Objective, Outline, Student Activities

Steps of Teaching

Presentation

Application

Testing

Student Motivation and Learning (100 Clock Hours)

Course Description: Provides the instructor trainee with principles of instruction for different learning styles. It assists in providing information on various student personalities and how to motivate those individual differences.

Motivation

Participation

Personalities

Individual Differences:

Introverts / Extroverts, Aggressive / Non- Aggressive, Fast paced, slower paced

Methods, Management, and Materials (115 Clock Hours)

Course Description: Management of teaching styles and materials include developing lectures and demonstrations necessary for theoretical and practical application.

Methods, Procedures and Techniques

Lectures and Discussions

Demonstrations Practical Activities

Technical Observation

Results

Unique Situations

Classroom Management

Physical Environment

Administrative Duties

Student Discipline

Class Supervision

Classroom Routine

*Corrective Measures

Instructional Materials

A/V Aids

*Value of Different Teaching Aids

Usage of aids

Miscellaneous Teaching Materials:

Textbooks, Workbooks, Reference Books, Creative Aids

Testing and Evaluation (60 Clock Hours)

Course Description: Assessing methods of testing and evaluating that provide feedback of student learning.

Testing:

Purpose, Performance Tests, Written Tests, Standardized Tests

Evaluation:

General Student abilities, Student achievement, Instructor evaluation

Education (125 Clock Hours)

Course Description: Teaches the instructor trainee how to utilize and incorporate information derived from resources into lessons and assignments.

Vocabulary Development

Creating Assignments

Outside Educational Development

Costs of Attending

Ensynergy Southeastern School of Esthetics Programs

Esthetics Program: 1000 Clock Hours Cost:

- Application Fee- \$50.00 *non refundable*
- Registration Fee- \$100.00
- Books and Supplies- \$616.00-Refundable within the first 5 days of school attendance, there after full fee will be assessed.
- Graduation Fee- \$35.00 *Optional (If you choose to walk formally)
- Tuition- \$8265.00

Total Cost \$9031.00

Other Fees:

- \$150- Re-entry fee
- \$200- Withdrawal fee
- \$50- Late payment fee (for students on a monthly payment plan) + \$10 each additional week payment is late)
- DL Roope Exam Fee- \$89
- State Licensure Fee- \$30

Extra Instructional Charges:

If the student has not completed the course within 41 weeks due to excessive absenteeism, and or unsatisfactory progress, and absences allowed within the contract period have been exhausted, the student will be given a 10-day grace period wherein there will be no charge for make-up hours. After that, there will be a charge assessed against him or her at \$10.00 per clock hour. The terms are clearly stated on the enrollment agreement and tuition and fees information is provided to students upon enrollment.

Esthetics Instructor Program: 500 Clock Hours Cost:

- Application Fee- \$50.00 *non refundable*
- Registration Fee- \$100.00
- Books and Supplies- \$250.00 -Refundable within the first 5 days of school attendance, there after full fee will be assessed.
- Tuition- \$3,650.00

Total Cost \$4050.00

Upon expressed interest in attending Ensynergy Southeastern School of Esthetics, the interested applicant is given the enrollment packet.

A student may apply for a loan through their own personal bank or the student may be on a monthly payment plan where a down payment is required the first month and then monthly payments being made once a month without interest, directly to

Ensynergy Southeastern School of Esthetics.

Methods of payment are made in full for the amount of tuition by cash, cashier's check, or credit card.

Students making direct payments to the school must pay their payment on or before the date that is agreed upon in the initial contract. If the payment is not received by this agreed upon date there will be a \$50 late fee for the first week and a \$10 additional fee will be charged for every week after the first week that the payment is late.

TFC Tuition Financing Offers

While Ensynergy Southeastern School of Esthetics currently does not offer government tuition options, we strive hard to make everyone's dreams come true. We offer tuition option plans which offer you an affordable payment plan to manage your educational investment.

- Flexible Payment Options
- Simple Application Process
- Credit- Building Financing Plans
- Affordable Monthly Payments
- Automated Payment Options
- Toll-Free Student Services
- No Prepayment Penalty
- Tax Deductible Interest(In most cases)
- High Approval Rate

Scholarship information is available in the enrollment packet and all students are welcome to apply.

General Facilities and Equipment

At Ensynergy Southeastern School of Esthetics we pride ourselves in having a clean and healthy environment conducive to learning. The campus consists of over 2,400 square feet of classroom, administrative space, clinics, dispensary, and supply rooms and a retail area. The air conditioned space is equipped with modern esthetic equipment to expand our students understanding of electrical apparatus, advanced treatments like microdermabrasion and air brush make up. The classroom is furnished with audio visual aids that are required to teach estheticians and esthetic instructors. Updated equipment and materials are added as needed and access is available for the physically challenged. Students are furnished with private lockers and break room area. The facility is designed to meet the needs of the programs offered.

Satisfactory Academic Progress and Procedure for Implementation

The school will follow the Satisfactory Progress Policy Policy- Students must maintain a grade average of at least 80% and attend at least 75% of all classes to be considered as making “satisfactory progress through their course of study. It is also the responsibility of all instructors to ensure that the student maintains a satisfactory progress.

Procedure is as follows for the Day Program:

Total clock hours – 1000
Total clock hours per week - 27.5
Total weeks of instruction – 37
Total time to complete at 75% attendance – 46 weeks

Procedure is as follows for the Evening Program:

Total clock hours – 1000
Total clock hours per week – 18
Total weeks of instruction – 56
Total time to complete at 75% attendance – 70 weeks

Satisfactory Progress Policy

Instructors will maintain daily progress records and a time sheet for each student. These scores are recorded on the student data sheet on a weekly basis and summarized monthly for monitoring and progress. A student in good standing is required to earn 80% or better and by attending 75% of classes.

1. All clock hours are recorded and updated quarterly to be inspected by the Georgia State Board of Cosmetology at their request. Upon students completion of training a formal transcript is submitted to the board.
2. Academic advisement or conferences are set up with individuals students that are falling below a grade average of “B”. Each student receives his grades at the end of each course and at the end of the program.
3. If a grade of "F" is received in a course or subject required for graduation, that course or subject must be repeated until a passing grade is received. If a student is unable to pass the class she/ he must repeat the theory before moving on to the next course or subject.

Grading Program is as follows:

A Excellent	90 -100
B Good	80-89
F Failure	Below 80

Incomplete “I” may be recorded by the instructor with the approval of the Campus Director, and must be completed within two weeks after the schedule program completion date of the student. If a grade “F” is received in a course or subject required for graduation, that course or subject must be repeated until a passing grade is received. Students must maintain a grade of 80% in theory work and in practical and clinical work to be considered as maintaining satisfactory progress.

SATISFACTORY PROGRESS POLICY

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school.

Please refer to the student handbook for a description of Extra Instructional Charges.

ATTENDANCE PROGRESS:

Full-time: **MAXIMUM TIME:** The maximum time a student has to complete is 133% of the program length.

ATTENDANCE: All students must maintain at least a 75% cumulative attendance average in order to be considered making satisfactory progress and to complete the program within the maximum time frame.

ACADEMIC PROGRESS:

The following factor will be measured to determine academic progress:

Theory work (test grades, homework, projects, etc.)
Practical work

Theory and practical work will be graded according to the following scale:

A	90 -100
B	80-89
F	Below 80

DETERMINATION OF PROGRESS

Report of progress will be conducted by Director of Education beginning the first week of each month.

Satisfactory: Students with a minimum of 80% passing grade and 75% attendance.

Students meeting minimum requirements at evaluation will be considered to be making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress, he or she must meet both attendance and academic minimum requirements on evaluation by the midpoint of approximately 500 hours and the end point, approximately 950 hours.

NOTE: For Transfer/ Reciprocity or shorten enrollments (eg.100 hrs) SAP evaluations will be conducted at 50%.

NOTE: Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance for the month will be added to attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in this policy.

PROBATION

Students failing to meet minimum progress requirements will be placed on probation for one month with the opportunity to meet requirements for the next evaluation period. Grades of theory tests and practical work are used to evaluate the student's academic progress. During probation, students are considered to be making satisfactory progress and financial aid funds will be disbursed to eligible students.

At the end of the probationary period, the student's progress will be re-evaluated. If the student is meeting minimum requirements in both academics and attendance, he or she will be determined to be making satisfactory progress. If the student fails to meet minimum requirements, he or she will be terminated from Title IV programs and may be terminated from the school. No more than four (4) probationary periods will be allowed during the program.

APPEAL PROCESS

Students who fail to achieve minimum requirements may appeal this determination. The student must submit a written appeal to the Director of Education, along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for re-evaluation of progress. The Director of Education, within (5) business days of termination, must receive this appeal. Should a student fail to appeal this decision, the decision to terminate will stand.

An appeal hearing will take place within (5) days of receipt of the written appeal. This hearing will be attended by the student, parents/guardian (if student is a dependent minor), the student's instructor, and the Director of Education. A decision on the student's appeal will be made within three (3) business days by the Director of Education and will be communicated to the student in writing. This decision will be final.

Should a student prevail on his or her appeal and be determined as making satisfactory progress, the student will be automatically re-entered in the course, and financial aid funds will be reinstated to eligible students.

Georgia State Licensing Requirements

Esthetician License

In order to become a licensed Esthetician in the State of Georgia, the following requirements must be fulfilled:

1. Upon completion of your Esthetic program you must submit a Schedule Request Form Application (SRF) to: D.L. Roope Administrations. All applications must be accompanied by a copy of your **High School Diploma, GED Certificate or Transcript** with an \$89.00 non refundable Application Fee and two passport photos for the Written and Practical Exam.

(Diplomas from correspondence schools are not accepted)- All diplomas must be translated into English by a board approved translator. Must have either a GA,FL,AL,NC,SC or TN drivers license or state issued ID upon graduation.

2. A copy of your official Esthetic School transcript is mailed to the Georgia State Board of Cosmetology.

3. After obtaining a passing score on both the written and practical portion of the examination, a candidate must submit a notarized application for Licensing to the Georgia

State Board of Cosmetology with a \$30 non refundable fee. You may obtain a copy of the Cosmetology Application for Licensing at www.sos.state.ga.us . Please be reminded that, passing the written and practical exam does not guarantee licensing. All criminal convictions and any board sanctions must be reviewed on an individual basis by the Board as a consideration for licensing.

Esthetic Instructor License

Any Person desiring to teach or instruct must:

1. Provide a copy of current Georgia Cosmetology License at appropriate level
2. Proof of one (1) year work experience as a licensee at the appropriate level
3. In Addition to the above requirements candidates for instructors license must also follow the necessary steps to obtain licensure:

Schedule Request Form Application (SRF) to: D.L. Roope Administrations. All applications must be accompanied by a copy of your **High School Diploma, GED Certificate or transcript** with an \$89.00 non refundable Application Fee and two passport photos for the Written and Practical Exam.

Diplomas from correspondence Schools are not accepted- All diplomas must be translated into English by a board approved translator. Must have either a GA,FL,AL,NC,SC or TN drivers license or state issued ID upon graduation.

4. A copy of your official Esthetic School transcript is mailed to the Georgia State Board of Cosmetology with clock hours obtained within 9 months.

5. After obtaining a passing score on both the written and practical portion of the examination, a candidate must submit an application for licensing to the Georgia State Board of Cosmetology with a \$30 non refundable fee. You may obtain a copy of the Cosmetology Application for Licensing at www.sos.state.ga.us . Please be reminded that, passing the written and practical exam does not guarantee licensing. All criminal convictions and any board sanctions must be reviewed on an individual basis by the Board as a consideration for Licensing.

Graduation Requirements

Esthetic Program

- Successfully complete the designated work assignments for the course in which he/she is enrolled i.e. theories, practical assessments, assignments and tests outlined in the program.
- Pass the final examination with at least 80% grade
- Complete 1,000 clock hours
- Ensure all financial obligations have been met

Ensynergy Southeastern School of Esthetics will award an official **Certificate of**

Completion to successful graduates.

Esthetic Instructor Program

- Successfully complete the designated work assignments for the course in which he/she is enrolled i.e. credit assignments, theories, practical instruction and tests outlined in the program.
- Pass the final examination with at least 80% grade
- Complete 500 clock hours within 9 months
- Ensure all financial obligations have been met

Ensynergy Southeastern School of Esthetics will award an official **Certificate of Completion** to successful graduates.

Graduate Placement Assistance

Ensynergy Southeastern School of Esthetics does not guarantee employment, however we do provide our graduates with job leads within our industry. Job postings are available on our school information board and can be accessed by all students. It is in our best interest for our students to gain employment upon graduation and licensure so we equip you with all the necessary tools to succeed in the field of esthetics.

Our institution subscribes to numerous online jobs posting websites and we consistently forward listing to our graduates and present students. The school provides placement assistance upon graduation without an additional charge. This assistance is not given as an inducement to enroll, and no guarantee or representation of placement is made or implied. After graduation, the services of the job placement office are at the student's disposal. Only when the student is gainfully employed in a chosen field is the School's job complete. Even though a secure job position cannot be guaranteed, the student can be assured that every effort will be made by the placement office to assist in finding suitable employment.

A special feature of the Job Placement service is available to all graduates of Ensynergy Southeastern School of Esthetics at any time of their career without a fee to the student or the employer.

Refund Policy

Any monies due the applicant or student shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that

1. An applicant not accepted by the school shall be entitled to a refund of all Monies Paid with the exception of \$50 application fee.
2. If a student (or in case of student under legal age, his/her parent or guardian cancels his/her enrollment and demands his/her money back, in writing or in person, within three business days of the signing of an enrollment agreement or contract. In this case all monies collected by the school shall be refunded except a \$50 application fee. This policy applies regardless of whether or not the student has actually started training.

3. If a student cancels his/her enrollment after the three business days after signing but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less a registration \$100, and \$50 application fee.

4. A student notifies the institution of his/her withdrawal; there will be a \$200 Fee.

5. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

6. A student is expelled by the school.

7. In type 2, 3, 4, or 5 **official cancellations or withdrawals**, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.

a. Any monies due a student who **unofficially withdraws** from the institution shall be refunded within 30 days of determination by the institution that the student has withdrawn without notifying the institution. To determine unofficial withdrawals, the school must monitor each student's completion of class participation in learning activities (such as class assignments, examinations, tutorials, computer-assisted instruction, and participation in academic advisement or other academically-related activities). For programs measured in clock hours, unofficial withdrawals must be monitored, but a minimum of once a month (every 30 days).

b. When situation of mitigating circumstances are in evidence, schools are encouraged to adopt a policy wherein the refund to the student may exceed the Withdrawal and Settlement Policy and Checklist and Minimum Refund Guidelines.

c. Books and equipment are non-refundable items.

d. All fees are identified in the catalog and on the enrollment agreement

e. In case of illness or disabling accident, death in the immediate family or other circumstances beyond the control of the student, the school makes a settlement which is reasonable and fair to both.

The following refund policy applies for students enrolled in one or more programs.

For the student who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds:

PERCENTAGE LENGTH COMPLETED TO TOTAL TUITION	AMOUNT OF TOTAL
TOTAL LENGTH OF PROGRAM	OWED TO THE
SCHOOL	

0.01%	TO	4.9%	20%
5%	TO	9.9%	30%
10%	TO	14.9%	40%
15%	TO	24.9%	45%
25%	TO	49.9%	70%
50%	AND	OVER	100%

Program or Course Cancellations Policy

If a program or course is canceled subsequent to a student’s enrollment, and before instruction in the program or course has begun, the school shall at its option:

- a. Provide a full refund of all monies paid
- b. Provide completion of the program or course

Collection Policy

Collection procedures must reflect good taste and sound, ethical business practices.

Payments will be made at the office of the Seller or seller’s Assignee

- 1. In the event of default of Buyer in the payment of any installment, if such default shall continue for a period of 10 days, seller may collect
- 2. Students making direct payments to the school must pay their payment on or before the date that is agreed upon in this initial contract. If the payment is not received by this agreed upon date there will be a \$50 late fee for the first week and a \$10 additional fee will be charged for every week after the first week that the payment is late.
- 3. In the event that Buyer shall fail to notify seller of any change of address, or shall not communicate with the seller for a period of 45 days after any default in paying any installments due hereunder, the seller may collect reasonable costs of collection.
- 4. If Buyer defaults in the performance of his obligation here under including making of any payment provided for herein when due and payable, the seller at this option and without notice to buyer, may declare the whole amount unpaid hereunder immediately due and payable.
- 5. In the event that holder of this contract prevails in any action to enforce the terms or provisions hereof, buyer agrees to pay reasonable attorney fees and actual court costs. Buyer warrants that all of the statements made in “Buyer’s Statement” are true and correct.

School Closure Policy

If Ensynergy Southeastern School of Esthetics closes permanently and ceases to offer instruction after students have enrolled, or if a program is canceled after students have enrolled and instruction has begun, the school must make arrangements for students or implement any applicable teach-out plan in compliance with the following requirements:

- a. The arrangements or plan must offer the student a reasonable opportunity to promptly resume and complete the canceled program or course(s) of study or transfer to a substantially similar program or course at the institution (or institutions) which offer similar educational programs.
- b. The arrangements or teach-out is to be performed, by an institution in the same geographic area as Ensynergy Southeastern School of Esthetics which provided the program or course.
- c. The school at which students continue their education or training shall

- not charge the students an amount greater than that to which the original school would have been entitled under its contract with the student and for which the student has not yet paid.
- d. Ensynergy Southeastern School of Esthetics shall notify affected students individually of the availability of the arrangements or teach-out plan, and diligently advertise such availability. The agreements among institutions may provide that these notices may be sent by the schools that are accepting students from the original school.
 - e. The school will submit to NACCAS a list of all students who were enrolled at the time of closure, and indicate on it the arrangements made for each student to complete his or her education.
 - f. The school shall dispose of school records in accordance with state laws.
 - g. If Ensynergy Southeastern School of Esthetics does not have teach-out plan, students shall receive a prorated refund of tuition.

Attendance Policies

Withdrawals

Any student who withdraws from his or her contracted course or fails to complete his or her training will have a notice placed in his or her student file as to progress at the point of withdrawal.

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry.

A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation for one month when accepted for re-enrollment.

COURSE INCOMPLETES/ REPETITIONS/ NON-CREDIT REMEDIAL PROGRAM

Course incompletes, repetitions, and non-credit remedial courses have no effect upon a student's satisfactory progress status in this school.

Make up Policy

In order to receive the best possible training and education it is imperative that a student treats his/her education just like attending a job and be in school as scheduled. Valuable information is missed when a student has to be absent from class. In case of an emergency a make up session is available the same information would not be available and the benefit of a regular class instruction will be missed. Make up work will be issued by your instructor when class is missed at her discretion.

Excused and Unexcused Absences

All Students attendance records will be maintained and hours of daily attendance and clock hours are recorded and reported to the Georgia State Board of Cosmetology. Absences without any documentation are counted as unexcused. If a student is absent for more than three (3) consecutive days within a grading period may be withdrawn from class. If attendance falls below 85% an instructor will meet with students and the student will be counseled and given a written notice of probation provided by school director.

School Hours of Operation and Holidays

All Classes at Ensynergy Southeastern School of Esthetics hours are as follows:

Day Classes: Monday – Friday 9:00 a.m. – 3:30 p.m.

Evening Class: Monday, Wednesday, Thursday & Friday - 5:30p.m. - 10:00 p.m.

Starting Dates & Approximate Graduation Dates for Day Class

- August 9, 2010 – May 18, 2011
- October 12, 2010 – July 26, 2011
- January 3, 2011 – September 30 , 2011
- March 7, 2011 – December 6, 2011
- May 9, 2011 – February 21, 2012
- August 8, 2011 – May 17, 2012
- October 11, 2011 – July 25, 2012

****Dates Subject to change, please call school for update on enrollment dates. ****

School Holidays will be observed and the school will be closed as follows:

- New Years' Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- The Day before Thanksgiving, Thanksgiving Day and Day After
- The week of Christmas and the week after including New Years Day

Holidays are subject to change*****

In addition to these holidays the school observes two recess periods during which times the classes will be suspended:

- The summer holiday is the first week of July (Which includes Independence Day)
- The week of Christmas and New Year's (includes Christmas and New Year's Day)

See your Handbook for unexpected school closure information.

Access to Student Records

Students' privacy rights are protected at Ensynergy S.E. School of Esthetics. The school is in compliance with the record management regulations of its state and federal regulatory and accrediting agencies.

- Financial and Academic records will be kept in the Schools administrative office at all times.

- Students and parents (if student is a minor) will be provided access to their records upon request.
- Requests for reviewing student records will be honored within 3 business days of the request. During the review a staff member will be present at all times,
- Under no circumstances can we give any information out over the telephone.
- No information will be given out to any person, agency or anyone else unless the student has authorized the release of information to that individual/agency/or anyone else that is inquiring in writing by filling out a release of information form.

Scholarships

A limited number of scholarships are available through the American Association of Cosmetology. Ensynergy is a member school of AACCS. For more information please visit their website at www.ace-grant.org or request additional information from the admissions or financial aid offices. The National Coalition of Estheticians, Manufacturers/Distributors & Associations also offers a scholarship. Please visit their website at www.ncea.tv for further information and for an application.

Ensynergy Southeastern School of Esthetics encourages talented Estheticians who have a serious interest in teaching to consider a career as an instructor in esthetics. For those licensed professionals who are interested, the Institute offers a scholarship to help cover some of the costs of education. Please contact the Campus Director for more information on this program.

Other Student Services i.e. - housing and career counseling

Our students are important to us- recognizing and being aware of needs they may have, require us to help our students with any issues they may encounter. Management and Staff of Ensynergy Southeastern School of Esthetics maintains a list of local referral services to attempt to help students with their counseling, housing, educational and/or personal needs.

Please note: For all of the above referral services, Ensynergy Southeastern School of Esthetics is not affiliated with nor will it be held responsible for the actions of these businesses. This information is provided solely to assist the student in locating a referral for a demonstrated need, and should not be construed as an endorsement by Ensynergy Southeastern School of Esthetics.

Anti-Discrimination and Anti-Harassment Policy

Ensynergy Southeastern School of Esthetics expressly prohibits discrimination, harassment, and retaliation based on race, color, sex, religion, creed, ethnic origin, national origin, disability, age or any other category protected by law. Improper interference with the ability of other employees to perform their expected job duties is also prohibited. Nor will Ensynergy Southeastern School of Esthetics tolerate any actual or attempted reprisals or retaliation against a student, employees, and applicants for admission, applicants for employment, contractors, or participants in and or users of school programs, services and activities or any other who raises a concern that this policy has been violated. Ensynergy Southeastern School of

Esthetics takes all allegations of discrimination, harassment, and retaliation very seriously and is firmly committed to ensuring school and workplace free from those discriminatory activities. Anyone engaging in discrimination, harassment, or retaliation is subject to disciplinary action up to and including discharge. Ensynergy Southeastern School of Esthetics will not tolerate retaliation against individuals who complain about harassment.

School Owners

Marsha Dube' Charles
School Director
770.486.8801 Ext. 3
info@ensynergyskin.com

Petra L. Ellington
School Administrator
770.486.8801 Ext. 4
info@ensynergyskin.com

School Faculty

Marsha Dube' Charles	Instructor/School Director
Teresa McComb	Instructor/Substitute
Debbie Morris	Instructor/Substitute
Petra L Ellington	Administrative Director
Jennifer M. Tejada	Administrative Assistant

Ensynergy Southeastern School of Esthetics is licensed by:

Georgia State Board of Cosmetology

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Member of the American Association of Cosmetology Schools

