



## School Catalog

Where Science, Technology, & Dedicated Professionals,  
Help to develop the Estheticians and Instructors of the Future.

Academy of Aesthetic Arts LLC  
10316 Shawnee Mission Parkway  
Shawnee, KS 66203  
913-962-9772  
Director of Admissions 913-962-1646  
Toll Free 888-859-4994  
Fax 913-962-7560  
Web Sites:  
[www.academyofaestheticarts.com](http://www.academyofaestheticarts.com)  
[www.360kc.com](http://www.360kc.com) under health & beauty

July 01, 2010 – June 30, 2011  
School Code 041757  
[www.FAFSA.ed.gov](http://www.FAFSA.ed.gov)

## **Mission**

The Mission of the Academy of Aesthetic Arts LLC is to provide the highest level of education in the esthetics field. It is our goal to provide a learning atmosphere that fosters creativity, confidence, academic excellence and the requirements needed to attain an entry level job. The Academy of Aesthetic Arts will provide this by utilizing state of the art technology; standard recognized curriculum, and an elegant spa clinic where students will receive supervised hands on training.

## **Faculty**

Cathy Berrian, Owner, Instructor and Financial Aid Officer  
Malinda McHenry Owner, Instructor and Financial Aid Advisor  
Nick Dolphay, Admissions Director and Recruitment Department  
Paula Cook, Primary Instructor of Esthetics and Curriculum Facilitator  
Randi Jordan, Esthetics Instructor and Student Clinic Manager  
Alyssa Turner, Full Time day receptionist  
Kristen Grimes, Book Keeper

## **Advisory Committee Members**

Anna Lisa Mercador RN Licensed Esthetician LMT  
Brian Bonewitz LMT Licensed Esthetician  
Saieda Shad M.D Licensed Esthetician  
Chris Van Hoecke Van Hoecke Construction  
Malinda McHenry Academy of Aesthetic Arts LLC Owner  
Cathy Berrian Academy of Aesthetic Arts LLC Owner

## **Accreditation Agency**

The Academy of Aesthetic Arts LLC is currently accredited by  
The Commission of the Council on Occupational Education, **7840 Roswell Road, Bldg. 300, Suite 325 Atlanta, GA 30350** Telephone: 770-396-3898.

Department of Education  
Federal Student Aid  
United States Department of Education  
8930 Ward Parkway Suite 2028  
Kansas City, MO. 64114-3392

[www.fafsa.ed.gov](http://www.fafsa.ed.gov) or [www.ifap.ed.gov](http://www.ifap.ed.gov)

## **Other Affiliations:**

The Academy of Aesthetic Arts LLC #41 is licensed by the Kansas State Board of Cosmetology 714 SW Jackson Street Suite 100, Topeka KS 66603-3751  
The Academy of Aesthetic Arts LLC is a member of the AACS American Association of Cosmetology Schools 15825 N. 71st St. Suite 100 Scottsdale, AZ 85254

## **Non Discrimination Policy**

Academy of Aesthetic Arts is in compliance with the Civil Rights Act of 1974, as amended, which prohibits discrimination on the basis of race, color, sex, religion, age and national origin. The Academy of Aesthetic Arts LLC in compliance with the Rehabilitation Act of 1973, in that no qualified person by reason of handicap will be excluded from enrolling in our course of instruction. The Academy will work with any handicapped applicant to ensure that needed or special services are available.

## **Admission Requirements**

- Applicants must be 17 yrs of age
- High School Transcript, Diploma or GED
- One pre-enrollment interview and tour with the director of admissions.

Pay a \$100 non refundable registration fee.

## **Admission Requirements Transfer Students**

- Are the same as listed above.

## **Transfer Policy**

Academy of Aesthetic Arts LLC will accept hours obtained from other cosmetology or esthetic schools. Acceptance of any transfer hours will be at the discretion of the institution and Kansas State Board approval. Upon successful completion of a practical review, the institution will issue a credit against the student's tuition charge when the notarized transfer hours are received in the Director's office. The institution will not honor transfer student kits. Transfer students will be required to purchase the Academy of Aesthetic Arts LLC student kit. Students will be given credit for previous training as it applies to the course. Students may not have to buy new books in the event that they were receiving instruction from the same textbooks used by the Academy of Aesthetic Arts LLC. A student can transfer hours earned in the esthetics program. Hours earned in instructor programs before completion at another school are not transferable to Academy of Aesthetic Arts LLC. Student transferring to another program within the school are not applicable.

## **Programs**

- Esthetics Program 1000 Hours
- Master Esthetician 250 Hours full and part time for Kansas Certification. Must hold a minimum of 750 Clock hours or be currently licensed in another state.
- Instructor Training 450 hours must hold a current Kansas Cosmetology or Esthetics practical license.

## **Program Costs**

1000 Hour Estheticians kit, books, uniforms, registration fees and tuition \$11,200.00

250 Hour Certification for Kansas Licensure, kit, registration fees and tuition \$2650

450 Hour Instructor Training, books, registration fees and tuition \$1,825.00

*\* Additional costs are apprentice fees, state board exams and final license fees approximately \$150 made payable directly to agencies.*

*\* Costs do not reflect cost of living, child care, transportation or personal school supplies which are based on attendance weeks for full time or part time.*

## **Hours of Attendance for all programs:**

### **Full Time Students 32 hours per week: 32 weeks attendance**

- Tuesday - Friday 9:00 to 4:00 with a 45 minute lunch.
- Saturdays 8:30 to 4:00 with a half hour lunch
- Saturdays are mandatory unless ill or it is pre- arranged with approval.

### **Part Time Students 19 hours per week: 52 weeks attendance**

- Tuesday - Thursday 5:30 - 9:30 p.m. With one break
- Saturdays 8:30 to 4:00 with a half hour lunch
- Saturdays are mandatory unless ill or it is pre- arranged with approval.

### **Part Time Students 16 hours per week: 63 weeks attendance**

- Tuesday - Friday 9:00 am - 1:00 p.m. With one break

*\* Breaks are issued upon request and with Instructor approval. All students who leave the campus by car on their break will be required to clock out and inform an instructor.*

## **Academic Calendar for all programs:**

### Full Time classes and Part Time Morning for all programs

Classes begin the 4th Tuesday

- January 18, 2011
- April 26 2011
- June 28 2011
- August 23, 2011
- October 25, 2011

### Part Time Classes for all programs

Classes begin the third Tuesday

- January 25, 2011
- April 19, 2011
- June 21, 2011
- August 16, 2011
- October 18, 2011

## **Cancellation and Refund Policy**

Any applicant who wishes to cancel his/her enrollment agreement after 3 business days of the signing of the enrollment, prior to class start day and demands his/her money back, in writing, all monies minus the registration fee collected by the Academy of Aesthetic Arts will be refunded. The postmark on the written notification will determine the cancellation date, or the date of delivery to the Academy of Aesthetic Arts Administrator/Owner. For any student attending school and whose voluntary withdrawal date is on or before the 50% point in time of the enrollment period, the Academy of Aesthetic Arts will apply a statutory pro-rata refund to tuitions paid. An administration fee, not to exceed \$100.00 of the total institutional charges, will be excluded from the refund calculation

- During the first 10% of the period of financial obligation 10% Tuition is owed the institution, 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 of obligation, the institution is owed 50% of the tuition and 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 is owed 75% of the tuition and the institution shall refund at least 25% of the tuition;

- After the first 50% of the period of financial obligation, the institution is owed 100% of the tuition.
- There are no refunds after the third day of attendance on certification programs for licensure classes.
- There are no refunds for advanced training workshops after the first day of attendance
- There are no refunds past the first three days of attendance for the Instructors training program.

## **Financial Aid**

The Academy of Aesthetic Arts LLC has in house counseling on funding your education. We offer a variety of loans and funding including Federal Funding based on eligibility, you may speak with the admissions director during your interview to discuss all your financial options.

## **Job Placement**

The Academy of Aesthetic Arts host's several open house job fairs, for local Salon/Spa and Medical Spa employers to meet our graduating students through out the year

## **Job Opportunities**

### **Esthetician: Career Outlook and Job Profile**

An esthetician (aesthetician), also known as skin care specialist, helps people look their best. This article provides job description, educational requirement, and employment outlook for anyone interested in a career as an esthetician.

### **Esthetician Job Profile**

Estheticians fall under the broad category of cosmetologists. Specifically, though, estheticians (aestheticians) deal with keeping clients' skin healthy. They accomplish this by providing their clients with skin treatment options and skin-cleansing products. Skin treatment options include, but are not limited to waxing, massages, and facials. Estheticians are not medical doctors; rather, they are concerned with the appearance of clients' skin and perform all non-medical skin procedures. Other jobs could include a educator or manufacturer's rep, teacher, salon and spa manager, medical esthetician working in a plastic surgeons or dermatology office and receptionist.

### **Job Outlook for Estheticians**

The BLS, [www.bls.gov](http://www.bls.gov) states that job outlook projections through the year 2018 for estheticians is expected to grow about 38% increase over the average for all occupations. The average esthetician, or skin care specialist, earned \$24,010 starting out upon first year of licensure in the year 2004.

### **Student Services**

Academy of Aesthetic Arts believes that your confidence and future success in your chosen field comes by practicing the skills you will learn. Academy of Aesthetic Arts

LLC will advertise and promote supervised student services to the public to ensure you receive as much opportunity to practice as possible. Student discounts will be offered to immediate family members. Students may book personal appointments on student service days. Students will receive personal student business cards to promote themselves to the public.

## **Facilities and Equipment**

The Academy of Aesthetic Arts consists of approximately 8400 square feet of floor space, used for classrooms, offices, dispensing, and student clinical spa. All equipment used in lecture, visual aids, hands on demonstrations, and clinic environment exceed all the requirements of the Kansas State Board of Cosmetology. Parking is designated in front of building for students and clients.

## **Grades for Passing**

Students will be expected to maintain an 80% grade average or higher.

A = 100 - 96%

B = 95 - 86%

C = 85 - 80%

D = 79 - 75%

F = 74% and below

All tests require an 80% passing grade. In the event of a test failure students will be allowed one test re-take within three school days. A second test failure will result in a \$50 retake test fee. Passing is mandatory. Students who miss lectures must reschedule and be present for it on the next scheduled lectured time.

## **State Board of Cosmetology Inspection**

The Esthetician program is subject to unannounced inspections, at any time by the Kansas State Board of Cosmetology. Any student found in violation of the State Board Sanitation requirements will be asked to leave the clinic floor.

## **Absenteeism/Tardiness**

It is essential to your learning success that you are present everyday and on time to accommodate possible lateness the following is our time clock policy.

We allow a clock in window of ten minutes before class begins and 5 minutes before start time. If you are 6 minutes late you will receive infractions and be documented as tardy.

*Only 10 tardies* will be tolerated for all programs offered.

If you exceed your tardies you may be dismissed immediately from the program.

Tardy rule will not apply for arriving late with written request for pre-approval.

If it is necessary to be absent, you, a spouse, guardian or parent must call one (1) hour before class begins or risk immediate dismissal.

Students **May NOT** call in sick, late or absent for other students.

Students who do not call in on Saturday or leave early without pre-approval will be subject to additional infractions and time penalties.

The maximum hours allowed for missed time before overages are imposed is 50.

Hours missed beyond 50 hours are subject to a tuition overage fee of \$9.75 per hour. Maximum allowable hours missed for entire program is 90 hours. Students will be given a required graduation date of 1000 hours + 50 hours (1050 hrs.) Instructor Programs must be completed within 6 months and are subject to the same attendance rules. This will include holidays and days closed due to bad weather. Students must maintain a 90% attendance of the entire program hours available from the start of the program to review the period to avoid being dismissed from the program. Attendance progress reviews are approximately 8 weeks for full time and 10 weeks for part time. Students will be offered an opportunity to come into attendance compliance as long as the tardies and 90/10 rule can be re-established. Students not in attendance/tardy compliance do not have voluntary withdrawal status until 90/10 and tardy attendance requirements are met.

### **Student Dress Code**

- All Students must be in uniform provided.
- Dress code is solid black slacks and blouses student must provide.
- Shoes must be closed toed dress and in solid black.
- Students must arrive with hair clean, dry, styled and clean face.
- Long hair must be pulled off face when working on the public and peers.
- Book Bags and backpacks *must be clear..*

### **Student Conduct Code**

No student shall behave in a manner that is disruptive to the learning environment. For specific conducts subject to infractions see student rules and policies.

### **GRIEVANCE POLICY**

Academy of Aesthetic Arts LLC takes great pride in maintaining an open-door policy with our students. The owners are hands on at this facility and are here to help you through the education process. However, in the unlikely event of a failure to resolve any grievances, the following procedures must be followed:

Submit the detailed grievance in writing to the Director, within 10 business days of receipt of the grievance, the Director and one member of the institution's board of directors will review the matter and come to a conclusion. The conclusion will be provided to the student in written form. Decisions made by the Board Member are final.

If the board member's response fails to solve the situation and the student wishes to pursue it further, please contact, in writing, The Kansas State Board of Cosmetology with your grievance. The Kansas Board address is 714 SW Jackson Street Suite 100, Topeka KS 66603-3751 Telephone: 785-296-3155 If the response from the State Board fails to solve the student's situation and the student wishes to pursue it further, please contact, in writing, The Commission of the Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346. Telephone: 770/396-3898.

### **Curriculum as Defined by the Kansas Board of Cosmetology**

Curriculum for Kansas Esthetics Program for the Academy of Aesthetic Arts LLC

Hours	Practice	Theory
1. Sanitation	10	75
a. Public hygiene		
b. Public Health		
c. Methods		
d. Procedures		
2. Sciences	120	200
a. History of the skin		
Cell		
Tissues		
b. Dermatology		
Structure of the skin and glands		
Function of the skin and glands		
Conditions of the skin and glands		
Characteristics of the skin and glands		
Elasticity		
Color		
Skin Types		
c. Nutrition		
Nourishment of skin		
Healthful diet		
Reflexology		
d. Structure and function of the human system		
Skeletal		
Muscular		
Nervous		
Circulatory		
e. Cosmetic Chemistry		
Understanding common ingredients		
Aroma-therapy essential oils		
Thalasso therapy and marine ingredients		
Alpha-hydroxy's		
Importance of PH		
3. Skin Treatments		150 240
a. Facial Massage		
Benefits		
Analysis		
Preparation		
Manipulations		
Safety Measures		
Extractions using lancets		
b. Electrical Facial Treatments		
Types of Current		
Purpose and Effects		
Procedures		
Safety Measures		

Equipment		
c. Other Kinds of Facial Treatments		
Purpose and effects		
Chemical Peels		
Microdermabrasion		
Types of treatments		
Preparation		
Procedures		
Safety Measures		
d. Hair Removal		
Depilatories		
Tweezing		
Waxing		
e. Body Treatments		
Purpose and effects		
Preparation		
Supplies and implements		
Procedures		
Equipment		
Safety Measures		
4. Makeup	35	100
a. Purposes and effects		
b. Supplies and implements		
c. Preparation		
d. Procedures		
e. Safety Measures		
5. Business Practices		55
a. Management Practices		
b. Salon Development		
c. Insurance		
d. Client Records		
e. Salesmanship		
6. State Law		20
a. Rules and Regulations		
Tests Preparation		50
Total Hours		1000