

**VICTORIA'S ACADEMY  
OF  
COSMETOLOGY**

**2025 School Catalog**



Victoria's Academy of Cosmetology  
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## **Welcome Students**

Victoria's Academy stands as a premier institution in Kennewick, WA, offering a comprehensive array of career paths in the vibrant field of Cosmetology Arts and Science. Our catalog includes six distinct programs: Barber, Cosmetology, Hair Design, Instructor, Massage, and Master Esthetics. Each program is meticulously crafted by our team of professional instructors and program developers to ensure they not only meet but exceed the rigorous industry and school standards set by the state of Washington.

In 2020, Troy and Danae Heuett took over ownership of Victoria's Academy, continuing the esteemed legacy established by Danae's mother, Victoria Kile, who dedicated 20 years to nurturing the school before retiring. Danae Heuett brings over two decades of business management experience, having served as Executive Director and Director of Financial Aid at Victoria's Academy for four years prior to ownership. Her background includes a Bachelor's Degree in Interdisciplinary Studies and Business, underscoring her commitment to excellence in education and operational leadership. Troy Heuett, currently a High School Principal with 28 years in education, brings his expertise in administration and a Master's Degree in Administration to further enhance the academy's educational mission.

At Victoria's Academy, we recognize that choosing an educational institution is a significant decision. We extend our heartfelt thanks to our students for selecting Victoria's Academy for their training. Our commitment to providing the best possible education is evident in our excellent curriculums, delivered by engaging and knowledgeable instructors. We foster a professional yet enjoyable learning environment where students thrive and develop their skills with confidence.

Whether you aspire to craft beautiful hairstyles, provide therapeutic massages, or educate future beauty professionals, Victoria's Academy is dedicated to equipping you with the skills and knowledge needed to succeed in the competitive beauty industry.

### **Corporate Officers**

**Danae Heuett**  
President/CEO  
Treasurer

**Troy Heuett**  
Vice President

**Calvert Anderson**  
Director

**Nikole Schafer**  
Secretary

### **Contact Information**

**WEB SITE:** [www.victoriasacademy.edu](http://www.victoriasacademy.edu)

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Telephone.....(509) 586-9979  
Fax .....(509) 586-3739  
Text, school cell.....(509) 342-8977  
Admissions.....(509) 582-8593

**MAILING ADDRESS:** 23 West 1st Avenue. Kennewick, Washington 99336

I certify that this catalog is true and correct for content, policies, and date. All information contained within the pages of this catalog, including but not limited to dates, policies, procedures, and prices are subject to change without written notice.

Date of Publication 04/1/2025 by Danae Heuett

## **About Victoria's Academy**

Victoria's Academy of Cosmetology was founded in 2001 to provide students and the community with an excellent level of service to meet the strong needs of our professions. Our reputation in the Tri-Cities and within the industry is unquestionable.

We strive to maintain an environment where creativity and growth are emphasized. To achieve our goals there is a commitment from staff members and students to teach and learn in the most fun and professional manner.

Victoria's Academy has a commitment to train students for a career in Barber, Cosmetology, Hair Design, Master Esthetics, Massage and Instructor. This includes living up to the expectations of potential employers regarding professionalism, appearance, safety and sanitation. Victoria's Academy expects the same standards in the school as would be expected of the majority of the industries.

Victoria's Academy of Cosmetology will continue to remain a leader in the field of Cosmetology Arts and Science by promoting a strong desire to achieve the best results possible. Our students and staff are encouraged to have a healthy curiosity for anticipating the rapid and progressive growth of our industry.

### **Instructional Staff**

- **Kym Smith**  
45 Years Experience Cosmetology  
23 Years Instructional Experience
- **Karly Lalonde**  
16 Years of instructional experience  
24 Years experience in Cosmetology  
2 Years in Master Esthetics
- **Joann Brown**  
39Years Experience Cosmetology  
29 Years Instructional Experience
- **Dalia Gonzales**  
3 Years of instructional experience  
4 Years experience in Cosmetology
- **Leslie Olson**  
1 Years Instructional Experience  
3 Years experience in Cosmetology
- **Tobit Salazar**  
3 Years Instructional Experience  
? Years experience in Barber
- **Suzette Gurtisen**  
4 Years Instructional experience  
13 Years experience in Massage

### **Substitute Instructors**

- **Lisa Ashley**  
21 Years Experience in the Cosmetology  
14 Years Instructional Experience
- **Victoria Kile**  
43 Years Experience in the Cosmetology  
39 Years Instructional Experience
- **Jaime Smith**  
11 Years experience in Massage

### **Administrative Staff**

**Lisa Ashley**: School Director    **Nikole Schafer**: Admissions  
**Danae Heuett**: School Owner & Financial Aid Director

## **Mission Statement**

Victoria's Academy's mission is to train students in the field of Barber, Cosmetology, Hair Design, Instructor, Massage, and Master Esthetics for the workforce of today.

## **School Facilities**

In 2009 we moved into our current location with over 16,000 sq. ft of space for our students. We have five large classrooms, each with capabilities for teaching using the internet and overhead Power Point. Our Master Esthetics and Massage area has it's own classroom, 14 spa rooms enclosed in their own cubicle with the latest Esthetic equipment available. Our Master Esthetics program meets NCEA and NACCAS standards. We have a student lounge/lunch and locker area with a kitchen. The Cosmetology dispensary is large and open overlooking the clinic floor.

## **Educational Objective**

1. To complete your program within the Academy's guidelines
2. To successfully take and pass your required state exams
3. To become licensed in the student's area of study

Once a student receives Victoria's Academy's completion certificate, takes and passes their WA. State or MBLEX exams and applies and receives their WA. State license they will be allowed to work as a Barber, Cosmetologist, Hair Design, Instructor, Massage, and Master Esthetician.

## **Curriculum Format**

Instructional performance objectives are developed for each competency in each of the programs offered by Victoria's Academy. Student learning objectives are used in all theory and practical applications, safety and sanitation practices and procedures, and attendance and professionalism.

The instructional staff at Victoria's Academy use lesson plans that follow the most recent Milady published textbooks and reference materials available. Instructors are also given the freedom to use their own instructional experience as well to be creative and motivational. PowerPoint is used for theory as well as an abundant amount of visual aids. Audio/visual aids, computer presentations, tapes, books, lectures and demonstrations will also be used as part of the learning experience for students. Theory is delivered in creative and interesting ways, in individual and/or group settings, each geared around every learning style. A dedicated instructor is on staff for theory to ensure students receive the best opportunity for learning. Our maximum class size per instructor is 20 students and the average student to teacher ratio is 15 students to 1 instructor.

## **Career Paths**

There are many career paths associated with the Cosmetology Arts and Science industry. With the proper training and license you can become a stylist, barber, master esthetician, instructor, massage therapist, owner or manager of a salon or spa, product and equipment sales representative, product educator, platform artist, a member of your state board of licensing, owner of a school, skincare consultant, competitor, judge....the opportunities are endless!

## **Study Aids**

Students are welcome to take home any videos, software, laptop computers or equipment from Victoria's Academy for additional studying. Any item taken must be checked out by a staff member and returned to the school the next business day. Failure to return any item will result in the student being charged for the item.

## **Instructional Methods**

Victoria's Academy uses various methods to deliver our curriculum. Visual aids such as handouts, Chrome Books, videos, demonstrations, PowerPoint, books, lectures, hands on practical demonstration, repetitive practice, discussions with small groups, lectures, group projects and outside speakers. All program are taught with Milady Curriculum.

### **Scheduled Programs Lengths (Includes closures)**

#### **COSMETOLOGY PROGRAM 1600 hours**

Full-time: 13 months or 50 weeks to complete.  
Part-time: 18 months or 71 weeks to complete.

#### **HAIR DESIGN PROGRAM 1400 hours**

Full-time: 11 months or 45 weeks to complete.  
Part-time: 16 months or 63 weeks to complete.

#### **BARBER PROGRAM 1000 hours**

Full-time: 9 months or 34 weeks to complete.  
Part-time: 12 months or 47 weeks to complete.

#### **MASTER ESTHETICS PROGRAM 1200 hours**

Full-time: 10 months or 39 weeks to complete.

#### **MASSAGE PROGRAM 750 hours**

Full-time: 8 months or 29 weeks to complete.  
Part-time: 9 months or 36 weeks to complete.

#### **INSTRUCTOR PROGRAM 600 hours**

Full-time: 6 months or 22 weeks to complete.

**ALL OF THE PROGRAMS AT VICTORIA'S ACADEMY MEETS THE STATE REQUIRED HOURS IN ORDER TO HAVE OUR STUDENTS BETTER PREPARED FOR THEIR FUTURE IN THEIR CHOSEN INDUSTRY. ALL OF VICTORIA'S ACADEMY'S POLICIES ARE WRITTEN ACCORDING TO NACCAS STANDARDS.**

# ADMISSIONS

## High School Completion Documentation

All Applicants must have a High School Diploma, General Education Diploma (G.E.D), or its equivalent from a state-issued credential for secondary school completion if homeschooled; ability to benefit. Victoria's Academy has the right to require additional verification of proof of the validity of the documentation.

- Foreign Diplomas must be translated and validated by an outside agency qualified to do so and confirm Academic equivalency before enrollment.

## Barber, Cosmetology, Hair Design, Instructor, & Master Esthetics Requirements

Victoria's Academy requires for enrollment that all prospective students meet and provide proof, when applicable, of the following:

- Applicant must be at least 16 years of age before the desired class start date.
- Applicant must complete and submit an enrollment application.
- Applicant must pay the required one hundred dollar (\$100.00) non refundable application fee.
- If enrolling in the Instructor Program, applicant must hold a current Washington State Cosmetology, Barber or Master Esthetician license.

## Massage Admission Requirements

Victoria's Academy requires for enrollment that all prospective students meet and provide proof, when applicable, of the following:

- Applicant must be at least 18 years of age before the desired class start date.
- Applicant must complete and submit an enrollment application.
- Applicant must pay the required one hundred dollar (\$100.00) application fee to be considered for enrollment. Any and all monies paid is refundable if the applicant cancels within five business days (excluding Sundays and holidays), after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.

## High School Admissions Requirements

- High school program participants must be approved by their high school Principal or counselor, Tri Tech Skills Center Director, and Victoria's Academy administration. High school students are allowed to attend school for Cosmetology on a half-day basis, and receive high school credits. This arrangement varies from high school to high school. All students enrolled are though the training agreement with the Kennewick school district and must meet the admission requirements set out in the training agreement.
- Victoria's Academy accepts juniors and seniors in high school with seniors having priority for enrollment. Transfer students are accepted at summer school and each school semester or trimester. They will attend Monday through Friday from (AM) 8:00-10:30 or from (PM) 12:00-3:00 and follows Tri Tech's yearly school schedule. Once the student passes their written and practical finals, completes their cumulative project and graduates from high school or obtains a GED they will be considered for full time enrollment at Victoria's Academy. If accepted within ninety (90) days of graduation, all accumulated hours will be credited. If longer than ninety (90) days have passed the student will follow our regular transfer policy. If the student did not pass their written, practical or cumulative project they will follow our transfer policy. High school students will follow the same policies and procedures as regular students with the exception of our warning policy. No more than 1000 hour will be able to be transferred.
- Victoria's Academy of Cosmetology does not accept anyone attending high school, who are not enrolled under a training agreement, except through the Tri Tech Skills Center programs



# ADMISSIONS CONT.

## **Re-Enroll Policy**

Any students withdrawn because of attendance or failure to follow Victoria's Academy's policies and procedures will not be able to re-enroll at Victoria's Academy.

If a student voluntarily withdraws, due to special circumstances, and all financial obligations are met, they may re-enroll after 30 days, up to 12 months, under the same satisfactory academic progress (SAP) status that was in place at the time of withdrawal.

## **Transfer Admission Policy**

Victoria's Academy of Cosmetology welcomes transfer students, however, the Academy does not, and will not recruit students already attending or enrolled at another school offering similar programs of study. A maximum of 100% of total earned hours from another Washington State school may be accepted as transfer credit. In order for 100% of the total hours to be credited the student must take the Academy's exams and pass with a 76% or better on both the written exam and practical exam. Any exam score less than 76% will still allow 50% of the students hours, up to a maximum of 500 hours, to be credited. If a student chooses not to test they may still transfer 50% of their hours, not to exceed 500 hours. Exceptions may apply. No elective, business or extra hours will be credited unless earned at Victoria's Academy. The exam fee is \$100.00.

In the case that a student wishing to transfer decides, after taking the exam, not to attend Victoria's Academy they will forfeit the exam fee, otherwise the exam fee will be considered the students \$100.00 application fee. Transfer students must meet all general enrollment criteria in addition to the following:

- Hours previously earned must be documented and certified by the forwarding Washington State schools.
- Student from Washington schools must be terminated in Department of Licensing school portal to have hours transferred, according to Washington State Department of Licensing.
- Hours must be creditable according to the Washington State Department of Licensing WAC's and RCW's.
- Victoria's Academy has the option to not accept any transfer hours.
- No hours may be accepted from any state other than Washington State, per Washington State Department of Licensing WAC's.
- Massage students must follow Department of Health RCW's concerning transfers.

Tuition costs for transfer students will be calculated on an individual basis, depending on how many hours are transferred. Purchase of a student kit may be required.

Enrollment applications are available at Victoria's Academy during business hours or at:

**[www.victoriasacademy.edu](http://www.victoriasacademy.edu)**

# COSMETOLOGY PROGRAM

## **Objective**

This program provides skills to grant the student entry into the Cosmetology profession and provides the foundation necessary to pass the State licensing exam.

## **Instructional method**

Victoria's Academy uses various methods to deliver our curriculum.

- Visual aids such as handouts, Chrome Books, videos, demonstrations, PowerPoint, books, and lectures.
- Hands on step by step practical demonstration and repetitive use.
- Discussions with small groups, lectures, group projects and outside speakers.

## **Grading Procedures**

Students have weekly graded theory work and/or tests. Students must maintain a written cumulative grade average of 76% and pass a MIDTERM and FINAL written and practical exams with a 76% or higher prior to graduation.

## **Program Description**

This program instructs the students in cosmetology practices and state law related to the profession. In addition to classroom theory, the student performs cosmetology services.

## **Class Schedules**

Full-time students attend class Monday-Friday from 8:30 am to 4:00pm. Students can achieve 7 hours a day for a total of 35 hours per week.

Part-time students attend class Monday-Friday from 8:30 am to 1:30 pm. Students achieve 5 hours a day for a total of 25 hours per week.

# COSMETOLOGY PROGRAM

Theory, includes but is not limited to, Cosmetology history, general sciences, hair care, skin care, natural nail care, nail structure and diseases and disorders, business skills, anatomy and physiology, professionalism and image, skin disorders and diseases, properties of the hair and scalp, basics of chemistry, basics of electricity, shampooing and conditioning, haircutting, hairstyling, hair coloring, chemical texturizing, wigs and hair additions, braiding and extensions: 185 clock hours of theory.

Safety, disinfection and sanitation includes, but is not limited to, training of chemicals in health and in establishments, MSDS safety, client protection, self protection, health and safety agencies, health and safety laws and rules, communicable diseases, including HIV/AIDS and Hepatitis B, chemical compositions, purposes of cosmetic and skin care preparations, and personal and public sanitation in the workplace.

## CLOCK HOURS

• Haircutting/treatment of facial hair	340 hours
• Hair styling/shampooing:	160 hours
• Permanent waving:	200 hours
• Hair coloring:	300 hours
• Scalp treatments:	20 hours
• Artificial hair:	30 hours
• Chemical relaxing:	20 hours
• Manicures and Pedicures:	50 hours
• Facials:	30 hours
• Hair removal:	10 hours
* First Aid:	5 hours
• Additional hours Manicuring:	50 hours
• Additional hours Esthetics:	50 hours
• Sanitation/disinfection:	150 hours
* Theory:	<u>185 hours</u>
Total	1600 hours

## **Application Fee:**

\$100.00

Required for all programs, to be paid when application for enrollment is submitted.

Enrollment will not be considered until application fee has been paid.

***This application fee is non-refundable and good for enrollment for one year.***

## **Tuition and Fees**

Tuition .....	\$20,600.00
Kit/Books.....	\$ 2,500.00
Tax .....	\$220.00
Total.....	\$23,320.00



# BARBER PROGRAM

## **Objective**

This program provides skills to grant the student entry into the Barber profession and provides the foundation necessary to pass the State licensing exam.

## **Instructional method**

Victoria's Academy uses various methods to deliver our curriculum.

- Visual aids such as handouts, Chrome Books, videos, demonstrations, PowerPoint, books, and lectures.
- Hands on step by step practical demonstration and repetitive use.
- Discussions with small groups, lectures, group projects and outside speakers.

## **Grading Procedures**

Students have weekly graded theory work and/or tests. Students must maintain a written cumulative grade average of 76% and pass a MIDTERM and FINAL written and practical exams with a 76% or higher prior to graduation.

## **Program Description**

This program instructs the students in Barber practices and state law related to the profession. In addition to classroom theory, the student performs Barber services.

## **Class Schedules**

Full-time students attend class Monday-Friday from 8:30 am to 4:00pm. Students can achieve 7 hours a day for a total of 35 hours per week.

Part-time students attend class Monday-Friday from 8:30 am to 1:30 pm. Students achieve 5 hours a day for a total of 25 hours per week.

WA State requires 1000 hours.

# BARBER PROGRAM

Theory, includes but is not limited to, Barbering history, general sciences, hair care, skin care, business skills, anatomy and physiology, professionalism and image, skin disorders and diseases, properties of the hair and scalp, basics of chemistry, basics of electricity, shampooing and conditioning, haircutting, hairstyling, wigs and hair additions, braiding and extensions: 140 hours

Safety, disinfection and sanitation, includes but is not limited to, training of chemicals in health and in establishments, MSDS safety, client protection, self protection, health and safety agencies, health and safety laws and rules, communicable diseases, including HIV/AIDS and Hepatitis B, chemical compositions, purposes of cosmetic and skin care preparations, and personal and public sanitation in the workplace.

	<u>CLOCK HOUR</u>
• Haircutting	550 hours
• Hair styling/shampooing	110 hours
• Scalp treatments	30 hours
• Hair removal/treatment of facial hair	72 hours
• Artificial Hair	3 hours
• Sanitation/disinfection	90 hours
• Theory	140 hours
• First Aid	5 hours

Total: 1000 hours

## Application Fee:

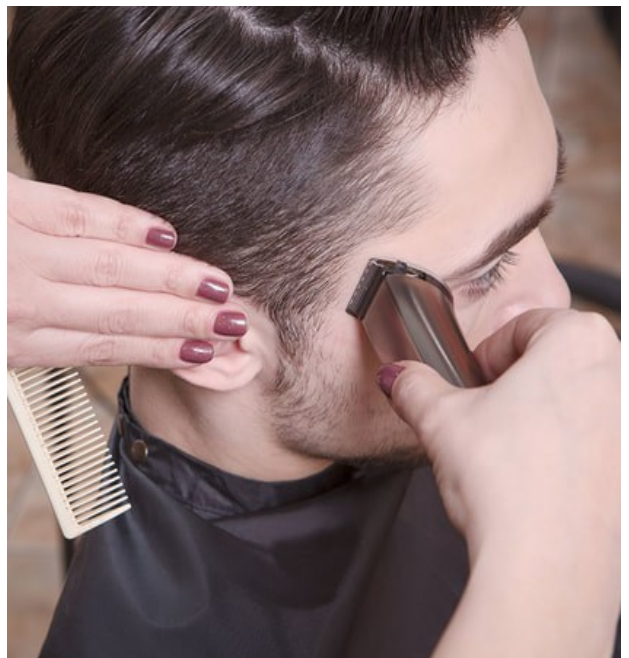
\$100.00

Required for all programs, to be paid when application for enrollment is submitted. Enrollment will not be considered until application fee has been paid.

***This application fee is non-refundable and good for enrollment for one year.***

## Tuition and Fees

Tuition.....	\$ 12,185.00
Kit/Books.....	\$2,500.00
Tax.....	\$220.00
Total.....	\$14,905.00



# HAIR DESIGN

## **Objective**

This program provides skills to grant the student entry into the Hair Design profession and provides the foundation necessary to pass the State licensing exam.

## **Instructional method**

Victoria's Academy uses various methods to deliver our curriculum.

- Visual aids such as handouts, Chrome Books, videos, demonstrations, PowerPoint, books, and lectures.
- Hands on step by step practical demonstration and repetitive use.
- Discussions with small groups, lectures, group projects and outside speakers.

## **Grading Procedures**

Students have weekly graded theory work and/or tests. Students must maintain a written cumulative grade average of 76% and pass a MIDTERM and FINAL written and practical exams with a 76% or higher prior to graduation.

## **Program Description**

This program instructs the students in Hair Design practices and state law related to the profession. In addition to classroom theory, the student performs Hair Design services.

## **Class Schedules**

Full-time students attend class Monday-Friday from 8:30 am to 4:00pm. Students can achieve 7 hours a day for a total of 35 hours per week.

Part-time students attend class Monday-Friday from 8:30 am to 1:30 pm. Students achieve 5 hours a day for a total of 25 hours per week.

WA State requires 1400 hours.

# HAIR DESIGN

Theory, includes but is not limited to, Hair design history, general sciences, hair care, diseases and disorders, business skills, anatomy and physiology professionalism and image, properties of the hair and scalp, basics of chemistry, basics of electricity, shampooing and conditioning, haircutting, hairstyling, hair coloring, chemical texturizing, wigs and hair additions, braiding and extensions: 185 hours

Safety, disinfection and sanitation includes, but is not limited to, training of chemicals in health and in establishments, MSDS safety, client protection, self protection, health and safety agencies, health and safety laws and rules, communicable diseases, including HIV/AIDS and Hepatitis B, chemical compositions, and personal and public sanitation in the workplace.

### CLOCK HOURS

• Haircutting/treatment of facial hair:	442 hours
• Hair styling/shampooing	140 hours
• Permanent waving	160 hours
• Hair coloring	300 hours
• Scalp treatment	12 hours
• Artificial hair	3 hours
• Chemical relaxing	3 hours
• Sanitation/disinfection	150 hours
• Theory	185 hours
• First Aid	5 hours

Total: 1400 hours

### **Application Fee:**

**\$100.00**

Required for all programs, to be paid when application for enrollment is submitted.

Enrollment will not be considered until application fee has been paid.

***This application fee is non-refundable and good for enrollment for one year.***

### **Tuition and Fees**

Tuition .....	\$18,685.00
Kit/Books.....	\$2,500.00
Tax.....	\$220.00
Total .....	\$21,405.00



# INSTRUCTOR PROGRAM

## **Objective**

This program provides skills to grant the student entry into an Instructor profession and provides the foundation necessary to pass the State licensing exam.

## **Instructional Method**

Victoria's Academy uses various methods to deliver our curriculum.

- Visual aids such as handouts, Chrome Books, videos, demonstrations, PowerPoint, books, and lectures.
- Hands on step by step practical demonstration and repetitive use.
- Discussions with small groups, lectures, group projects and outside speakers.

## **Grading Procedures**

Students have weekly graded theory work and/or tests. Students must maintain a written cumulative grade average of 76% and pass a FINAL written and practical exam with a 76% or higher prior to graduation.

## **Program Description**

This program instructs the students in Instructor practices and state law related to the profession.

## **Class Schedules**

Full-time students attend class Monday-Friday from 8:30 am to 4:00pm. Students can achieve 7 hours a day for a total of 35 hours per week.

Part-time students attend class Monday-Friday from 8:30 am to 1:30 pm. Students achieve 5 hours a day for a total of 25 hours per week.

WA State requires 600 hours.



# INSTRUCTOR PROGRAM

## Units of Instruction

- **Orientation:** School rules and regulations, code of ethics, school facilities and supplies, licensing requirements and regulations, laws, fundamentals of business management, professional ethics, business plans, written agreements, school operations, polices and practices, compensation packages, payroll deductions, telephone use, adverting, sales, communications, public/human relations, insurance, salon safety, and seeking employment.  
50 hours
- **Methods of teaching and classroom management:** Principles of teaching, learning and lesson plan development, outlines, components of effective lesson plans, preparation, teaching methods, presentation techniques, applications, testing lecture and workbooks, demonstrations, discussions Q & A, projects, developing and using educational aids, films or videos, charts, Mannequins, reference materials, chalkboard, projectors.  
140 Hours
- **Student Salon Management:** Independent clinic supervision, client communications, receptions desk, inventory control, effective dispensary procedures, supervision of clinic sanitation and client safely, technical skills ability, independent classroom instruction, administrative responsibility, records and reports, safety measure, classroom conditions, and maintenance.  
350 hours
- **Instruction and Academic Assessment:** Planning, analysis, implementation, benefits, assessment or measurement of student ability/achievement/learning, diagnosis of student weakness and overall progress, student motivation for study and learning, oral and written, testing, evaluation of overall progress , development and use of testing, academic advising.  
60 hours

### Application Fee:

\$100.00

Required for all programs, to be paid when application for enrollment is submitted.

Enrollment will not be considered until application fee has been paid.

***This application fee is non-refundable and good for enrollment for one year.***

### Tuition and Fees

Tuition .....	\$3,865.00
Kit/Books.....	\$349.00
Tax.....	\$30.72
Total .....	\$4244.72



# MASSAGE PROGRAM

## **Objective**

This program provides skills to grant the student entry into the Massage profession and provides the foundation necessary to pass the State licensing exam.

## **Instructional method**

Victoria's Academy uses various methods to deliver our curriculum

- Visual aids such as handouts, Chrome Books, videos, demonstrations, PowerPoint, books, and lectures.
- Hands on step by step practical demonstration and repetitive use.
- Discussions with small groups, lectures, group projects and outside speakers.

## **Grading Procedures**

Students have weekly graded theory work and/or tests. Students must maintain a written cumulative grade average of 76% and pass a MIDTERM and FINAL written and practical exams with a 76% or higher prior to graduation.

## **Program Description**

The Massage Therapy Program will give the student instruction in the assessment, theory and hands-on application of a classic massage. It will also instill a general knowledge of anatomy, physiology, kinesiology, and pathology. The professional standards expected in the massage field such as business, ethics, and legal practices will be emphasized. To complete the course, the student will be familiarized with other modalities related to this field of study.

## **Class Schedules**

Full-time students attend class Monday-Friday from 10:00 am to 5:00pm. Students can achieve 6.25 hours a day for a total of 31.25 hours per week.

Part-time students attend class Monday-Friday from 10:00 am to 3:00 pm. Students can achieve 5 hours a day for a total of 25 hours per week.

## **Exams**

Graduated Massage student will have one test paid for by Victoria's Academy during their exit interview.

Students must obtain CPR and First Aid certification prior to graduation, paid for by Victoria's Academy.

WA State and Workforce require 625 hours. Our program is 750 hours; the additional 125 hours are dedicated to advanced training and orientation, WACs and RCWs.

# MASSAGE PROGRAM

## Units of Instruction

•Anatomy and physiology:	90 hours
•Kinesiology:	60 hours
•Pathology, including indications and contraindications:	70 hours
•Theory and practice of massage, to include but not be limited to, techniques, remedial movements, body mechanics of the practitioner, and the impact of techniques on pathologies, as well as safety and sanitation, practices. A maximum of 50 hours of these hours may include, but is not limited to, time spent in student clinic:	380 hours
•Clinical/business practices, minimally to include, but not be limited to, hygiene, record keeping, medical terminology, professional ethics, business management, human behavior, sexual misconduct, insurance and billing, ethics, client interaction and state and local laws:	95 hours
• Test preparation:	5 hours
•Sexual misconduct:	25 hours
•Safety, disinfection and sanitation includes, but is not limited to, training of chemicals in health and in establishments, MSDS safety, client protection, self protection, health and safety agencies, health and safety laws and rules, communicable diseases, Including HIV/AIDS and Hepatitis B, chemical compositions, purposes of cosmetic and skin care preparations, and personal and public sanitation in the workplace:	15 hours
•First Aid & CPR	<u>10 hours</u>
<b>Total</b>	<b>750 clock hours</b>

### **Application Fee:**

**\$100.00**

Required for all programs, to be paid when application for enrollment is submitted.

Enrollment will not be considered until application fee has been paid.

### **Tuition and Fees**

Tuition .....	\$13,000.00
Kit/Books.....	\$2500.00
Tax.....	\$220.00
<b>Total .....</b>	<b>\$15,720.00</b>



# MASTER ESTHETICS

## Objective

This program provides skills to grant the student entry into the Master esthetics profession and provides the foundation necessary to pass the State licensing exam.

## Instructional method

Victoria's Academy uses various methods to deliver our curriculum.

- Visual aids such as handouts, Chrome Books, videos, demonstrations, PowerPoint, books, and lectures.
- Hands on step by step practical demonstration and repetitive use.
- Discussions with small groups, lectures, group projects and outside speakers.

## Grading Procedures

Students have weekly graded theory work and/or tests. Students must maintain a written cumulative grade average of 76% and pass a MID TERM, FINAL written and practical exams with a 76% or higher.

## Program Description

This program instructs the students in Master Esthetics practices and State law related to the profession. In addition to classroom theory, the student performs skin services including body wraps, as well as machine facials and laser training.

### Application Fee:

\$100.00

Required for all programs, to be paid when application for enrollment is submitted. Enrollment will not be considered until application fee has been paid. ***This application fee is non-refundable and good for enrollment for one year.***

### Tuition and Fees

Tuition .....	\$21,600.00
Kit/Books.....	\$3,500.00
Tax.....	\$308.00
Total .....	\$25,408.00



# MASTER ESTHETICS

## Class Schedules

Full-time students attend class Monday-Friday from 8:30am to 4:00pm. Students can achieve 7 hours a day for a total of 35 hours per week.

	<u>CLOCK HOURS</u>
•Clinical Esthetics histology, regulations and skin analysis:	10 hours
•Skin Physiology, histology, diseases and disorders:	40 hours
•The role of Fitzpatrick scale:	5 hours
•Light skin peels, packs, masks, scrubs, body wraps and treatments:	50 hours
•Microdermabrasion, dry and wet and micro current treatments:	30 hours
•Aging and photo damaged skin:	10 hours
•Manual facials. Includes, but is not limited to, cleansing, scientific manipulations, lymphatic drainage and acupressure:	55 hours
•Skin lightening:	15 hours
•Acne in advanced skin care:	15 hours
•Electrotherapy facials and hair removal include eyebrow shaping, hair removal techniques, hair analysis, waxing, tweezing, tinting of the eyebrows and lashes:	60 hours
•Makeup. Includes, but is not limited to, skin analysis, basic and corrective make up applications and eyelash enhancements:	20 hours
•Neck and face manual advanced lymphatic drainage:	5 hours
•Exfoliation methods:	15 hours
•Anatomy and physiology. Includes but is not limited to human anatomy, human physiology, bacteriology, skin analysis and conditions:	25 hours
•Laser training:	40 hours
•Hands on clinical training:	635 hours
•Safety, disinfection and sanitation includes, but is not limited to, training of chemicals in health and in establishments, MSDS safety, client protection, self protection, health and safety agencies, health and safety laws and rules, communicable diseases, including HIV/AIDS and Hepatitis B, chemical compositions, purposes of cosmetic and skin care preparations, and personal and public sanitation in the workplace:	150 hours
•Orientation, WAC's, and RCW's.	10 hours
Job task analysis as well as Milady's Standard and Advanced curriculums:	
•First aid/CPR:	<u>10 hours</u>
Total	1200 hours

WA State requires 1200 hours.

# OTHER FEES

Part - Time (starting or switching to part time at any time).....	\$2,500.00
Withdrawal Fee.....	\$150.00
Evaluation (Exam) Retake Fee.....	\$50.00
Copy of Transcript.....	\$12.00
Replacement I.D. Badge.....	\$10.00
One "Student ID Badge" will be included in each student kit.	
Uniform charges may be increased for sizes over XL.....	\$13.00 per item
Transfer Exam Fee.....	\$100.00
Overtime hours (per hour).....	\$30.00

Any check returned due to non-sufficient funds will require replacement by cash or cashier's check for the original amount plus \$75.00. Victoria's Academy will continue to honor checks from the account holder, however, if another check is returned for NSF, the account holder will no longer have the privilege of using a check as a form of payment. ....\$75.00

Students are responsible for the payment of any and all fees charged by the state of Washington's Department of Licensing ([www.dol.wa.gov](http://www.dol.wa.gov)), or to any testing agency for application of the written and practical examinations and/or licensure. No Student, in any program can take their exam , until all hours are completed in their program of study.

## Forms of Payment

Acceptable forms of payment for tuition and other fees are: Cash, Check (Personal or Business), Cashiers Check, Money Order, or a Credit or Debit card. VISA, MC or American Express. No third party checks will be accepted.

## Student Kits

ONCE A STUDENT HAS OPENED THEIR KIT, THEY ARE RESPONSIBLE FOR THE COST OF THE ENTIRE KIT. STUDENT KITS ARE **NON-REFUNDABLE**. STUDENTS ARE REQUIRED TO BRING KITS EVERYDAY FOR CLASS, FAILURE TO DO SO WILL RESULT IN STUDENT BEING SENT HOME.

## Paid Testing

Students who complete their program and graduate with honors in attendance and academics will have their state exams paid for by Victoria's Academy. Students will need to maintain a minimum of 94% in BOTH academics and attendance to qualify for testing funds. This is all programs except massage.

## Transfer Students Tuition

The tuition cost for transfer students will be calculated by dividing the total tuition cost of the program by the number of hours needed to complete the program.

# SELF PAY STUDENTS

## OUT OF POCKET COST

### **Cash/Self Pay Student Kits**

Each program offered by Victoria's Academy requires the purchase of a "Student Kit". The kit includes all equipment, books, supplies and materials that will be needed during training. Kit fees may vary according to current market value. The kit fee for cash/self pay for each program must be paid before the student begins training, unless the student is approved for financial aid.

(Kit fees are not included in the down payment)

### **Cash/Self Pay**

Cash pay on any programs at Victoria's programs require a minimum down payment of \$3000, plus the cost of the kit for the program they will be attending. The student will be required to sign a contract for an interest free payment plan/arrangement of their remaining balance as a monthly payment with Victoria's Academy while they are a student at our school. This payment is to be made at the front desk by the 5th of each month.

### **Out of Pocket Cost**

Students with remaining out of pocket expensive not covered by financial aid are required to be on a payment plan.

**Monthly installments are due prior to the 5th day of each month with no interest. Students are responsible for making these payment at the front desk and will not received monthly reminders to do so.**

# FINANCIAL AID

## Applying For Aid

Application Process: In order to apply for federal financial aid, the student must complete the application for federal student Aid (FAFSA), and finish the necessary documentation required for verification of information submitted. After the application is completed by the student, the information will be sent to a servicer to determine the financial aid eligibility. Once eligibility is determined, the financial aid office will develop a breakdown showing the estimated charges.

Financial aid is available to those who qualify through the Department of Education. You must complete the current years FASFA on line at: [www.fasfa.ed.gov](http://www.fasfa.ed.gov)  
Victoria's Academy's school code is **041272**

## Financial Aid Program

Victoria's Academy of Cosmetology participates in Federal programs of assistance – Federal Pell Grant, and Federal Stafford Loans (subsidized and unsubsidized). The amount and type of financial aid offered is based upon financial need as determined by the federal government's system of need analysis. All students will qualify for loans, either through subsidized/unsubsidized guaranteed student loans; the exception would be a student who is in default on a previous student loan, or a student who has been convicted of possessing or selling illegal drugs while receiving financial aid at any post secondary school.

**FEDERAL PELL GRANT:** A federal program of grants based on demonstrated financial need. Upon receipt of the Student Aid Report, it is signed by the student and used by this institution to receive aid for the student.

**SUBSIDIZED FEDERAL DIRECT STAFFORD LOANS:** This is a low-interest, long term loan program available through the U.S. Department of Education. Special applications are available in the financial aid office. The loan is guaranteed by an agency of the federal government. Interest does not accrue and repayment does not begin while the student is attending an approved school at least on a half-time basis. There is usually a six month grace period after a student leaves school before repayment begins. This loan is based on financial need. **THIS IS A LOAN AND MUST BE REPAYED BY THE STUDENT.**

**UN-SUBSIDIZED FEDERAL DIRECT STAFFORD LOANS:** This is a loan guaranteed by the federal government. It is available to students who may require additional funds beyond the subsidized Stafford Loan. The government does not pay the interest while the student is attending school, but interest and principal can be deferred until six months after graduation, or it may be repaid while the student is attending school. Interest rates are identical to the subsidized Stafford Loans. It is strongly recommended that students borrow under this program only what is absolutely necessary to meet educational expenses. **THIS IS A LOAN AND MUST BE REPAYED BY THE STUDENT.**



# FINANCIAL AID CONT...

## **Parent Plus Loans**

A Federal Parent Plus loan requires a credit check and is based on the parent's credit. Pre-approval for a Parent Plus loan does not guarantee that the parent will receive a Federal Parent Plus loan. It is critical that the parent be able to pass a credit check when the loan is certified. The school has no control over the approval or decline of a parent's credit history, nor does the school assume any responsibility for mistakes on any Department of Education financial aid forms. **It is up to the student to make sure all forms are accurate and complete. The student is required to bring in the approval or denial letter to the financial aid office.**

## **Policy For Verification Of Title IV Funding**

Victoria's Academy has policies and procedures that it follows for verification of Title IV funding. Verification is a requirement by the U.S. Department of Education. Students are randomly selected to provide additional information. Victoria's Academy provides students with a verification form so they can collect the necessary information.

Students understand that Victoria's Academy does not guarantee the student loan process in any respect.

**All verification forms/documentation must be completed and turned in prior to the start date. If additional information is required, students will have 2 school days to submit the forms; after this time period students will not be allowed at school until all required forms are submitted.**

## **Verification of Low Income**

Victoria's Academy will require verification on any prospective student seeking financial aid assistance if the income they declare is below the IRS threshold, if they did not file federal income tax returns for the year prior to enrollment or are not selected by the department of education for verification.

## **Professional Judgment**

If, in the opinion of the financial aid administrator, circumstances for a perspective student warrant professional judgment, a determination will be made by the financial aid administrator and the management. All decisions by the financial aid administrator are final, and not subject to appeal.

## **Packaging Policy**

Packaging student aid, Pell's or Loans, at Victoria's Academy will be determined by our financial aid administrator and our third party servicer. Information for packaging will be gathered by Victoria's Academy's financial aid staff with the student and forwarded to our third party servicer to do the awarding for the student. Victoria's Academy will distribute any excess credit balances to the student. Any student who receives a Pell Grant while attending Victoria's Academy will receive it as long as there is no balance due for tuition, kit or books.

## **Notice to Buyer**

Should a student complete the program earlier than the estimated timeframe stated on the contract, the students financial Aid package may be recalculated and that this may result in liabilities owed by the student and/or the institution.

# TUITION REFUND POLICY

COSMETOLOGY, BARBER, HAIR DESIGN, MASTER ESTHETICS, INSTRUCTOR, MASSAGE

## **Officially and Unofficially Withdrawal/ Termination**

If student decides to withdraw from Victoria's Academy, the following procedure must be followed:

Student must complete a withdrawal form and return it to Victoria's Academy; the form must be filled out and signed. If turned in and not complete, the withdraw process may be delayed. A withdrawal form may be obtained from the school Director. The official date of determination is when Victoria's Academy receives the completed form or communication the student is withdrawing. Official and Un-official withdrawal date is the last date of attendance. Student is responsible for seeing that the form reaches that point. Withdrawal will not be considered official until a withdrawal form is completed and returned. Once Victoria's Academy has received the completed form, Student will be given an exit interview during which administration and/or financial aid office will review student options, determine status and consider future educational goals. Student will then be advised of any financial obligations they may have pending.

If the procedure is not followed completely, formal termination by Victoria's Academy will be based on the monitoring of attendance determined by Victoria's Academy every thirty (30) days. The following methods of determination will be used: Academic counseling or advising, class examinations, tutorials, computer assisted-instruction or other academically related activities an official withdrawal date is the Last Day of attendance (LDA).

The \$ 150.00 withdrawal fee will be assessed for any withdrawal or termination.

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations or withdrawals for any reason, by either party, including student decision, course or program cancellation or school closure. Any monies due to the applicant or students shall be refunded within 14 days of official cancellation or withdrawal, whether officially or unofficially. Any refunds due to the student will be calculated on the student's last day of attendance. If the student has reached 60% or more in scheduled hours for a payment period completed, the student will have earned 100% of the funds received. Monies due back to the Department of Education must be returned no later than 45 days after determining the student has withdrawn.

### **Termination**

Victoria's Academy may terminate a student's enrollment for noncompliance with general policies, this contract, or State laws and regulations; improper conduct or any action which causes or could cause, bodily harm to a client, a student, or employee of the school; willful destruction of school property or any theft or illegal act. In the event a student reaches \$3000 in over-time or has called in/text 14 calendar days consecutively, administration has the discretion to terminate a student from the program.

### **Collection**

Victoria's Academy's collection procedures shall reflect ethical business practices. Any student who withdraws, or is withdrawn, from Victoria's Academy will be subject to the academy's TUITION REFUND POLICIES (pages 23-25). Thirty days after their official withdrawal date if the student has a balance owing to the academy and has not made arrangements to satisfy the balance, the academy will retain their collection agency to recover the balance. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers or any other third parties representing Victoria's Academy clearly acknowledges the existence of the Withdrawal and Settlement Policy. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of Victoria's Academy. Victoria's Academy will make every possible effort to help the student make an arrangement for payment. If arrangements are made and the student does not honor them the balance will then be sent to their collection agency for recovery.

# TUITION REFUND POLICY

ALL PROGRAMS INCLUDING MASSAGE

## **Official cancellation or withdrawal shall occur on the earlier of the dates that:**

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid, less the application fee.
  2. A student must notify Victoria's Academy of his/her withdrawal.
  3. If a student or legal guardian cancels the contract and demands his/her money back in writing, within three business days of signing the enrollment regardless of whether the student actually started training. All moneys collected by school are refunded except a non-refundable application fee.
  4. A student cancels the contract, after three business days of signing, but prior to entering classes, the student is entitled to a refund of all monies paid to the school, minus the application fee of \$100.00. which will not exceed \$100.00.
  5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies Victoria's Academy that they will not be returning.
  6. A student is expelled by the school (Unofficial withdrawals will be determined by the institution by monitoring of attendance at least every 30 days).
  7. In type 2, 3, 4 or 6, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, the date said notification is delivered to the school administration or owner, in person.
  8. For students who enroll and begin classes, but withdraw prior to course completion (after three business days of signing the contract), the schedule of tuition earned by the school on the previous page applies. All refunds are based on scheduled hours. Victoria's Academy may adjust the minimum tuition adjustment schedule when situations of mitigating circumstances are in evidence.
  9. The tuition schedule does not include extra contracted costs such as books, kit, or other fees. The \$100.00 application fee is non refundable. Victoria's Academy will asses a \$150.00 termination fee to all withdrawals.
  10. All extra costs, such as books, equipment, etc. that are not included in the tuition are stated on pages 13 of the catalog and any non-refundable items are identified.
  11. If Victoria's Academy cancels a course and/or program and ceases to offer instruction, after students have enrolled and instruction has begun, Victoria's Academy will:
    - Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school.
  12. If a course and/or program is canceled subsequent to a student's enrollment and before instruction in the course and/or program has begun, Victoria's Academy, at its option will:
    - Provide a full refund of all monies paid or provide completion of the program.
  13. If Victoria's Academy closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, Victoria's Academy must make arrangements for students. Victoria's Academy has at its options:
    - Provide a pro rata refund and application fee.
- If a student or legal guardian cancels the contract and demands his/her money back in writing, within three business days of signing the enrollment regardless of whether the student actually started training. All moneys collected by school are refunded except a non-refundable application fee. this policy complies with the mandated policy.
- Victoria's Academy is required to contribute to a Washington state recovery fund yearly to ensure students rights for refunds of tuitions if Victoria's Academy had to cease operating.
  - This policy complies with the mandated policy.

# TUITION REFUND POLICY

## ALL CALCULATIONS ARE BASED ON SCHEDULES HOURS

This table only applies to all programs except massage.

<b>% OF SCHEDULED HOURS AVAILABLE TO TOTAL LENGTH OF COURSE PER CONTRACT</b>	<b>AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL</b>
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Available	Owed
.01% to 04.9%	20%
05% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

**This Massage policy is mandated by Washington State Department of Health. This table applies only to massage ALL CALCULATIONS ARE BASED ON SCHEDULES HOURS**

If the student completes this amount or training:	The school may keep this % of the tuition cost:
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less than 25%	25%
25% through 50%	50%
More than 50%	100%

If a student, or legal guardian, cancels his/her enrollment in writing within five business days (excluding Sundays and holidays) of signing the enrollment agreement, any and all monies paid is refundable, after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training. Any monies, except the application fee of \$ 100.00, due to the applicant or students shall be refunded within 14 days of official cancellation or withdrawal. Any refunds due to the student will be calculated on the student's last day of attendance.

## **Return of Title IV**

If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of R2T4 funds will be completed and any applicable returns by the school shall be paid, as applicable,.

- First to unsubsidized Federal William D Ford Student Loan Program;
- Second to subsidized Federal William D Ford Student Loan Program;
- Third to Federal Pell Grant Program;
- Fourth to other Federal, State, private or institutional student financial assistance programs;
- Last to the student, after all applicable returns to Title IV aid have been made within 45 days.

This refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

# SATISFACTORY ACADEMIC PROGRESS

## SAP

The Satisfactory Academic Progress Policy is consistently applied to all students in any program at Victoria's Academy, regardless of fulltime or parttime status and or whom are enrolled at the school that receive Title IV and non-Title IV funds. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. This policy is applied consistently to all students enrolled in a specific program and schedule. Victoria's Academy Academic Year is based on this policy and complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### **SAP Evaluations**

Every program at Victoria's Academy are measured by actual hours and a 910 hour Academic year. Students are evaluated for Satisfactory Academic Progress at midpoint or less of their Academic Year as follows:

Cosmetology 455, 910, 1255 actual hours

Hair Design 455, 910, 1155 actual hours

Master Esthetics 455, 910 actual hours

Barber 455, 910 actual hours

Massage 312.5 actual hours

Instructor 250 actual hours

The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. At each SAP evaluation period students are given a written copy of that evaluation and a plan, if needed, to meet Satisfactory Academy minimums. Students not meeting Satisfactory Academic Progress must sign documentation showing they were notified, to be placed in student file. If a student is making SAP they are not required to sign the evaluation.

### **Determination Of Progress Status**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students not meeting SAP will receive a hard-copy of their Satisfactory Academic Progress determination at the time of each of the evaluation. Evaluations are based on actual hours, there for, attendance is extremely important. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

# SAP CONTINUED

## **Attendance Progress Evaluations**

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled and includes quantitative elements that are evaluated on a cumulative basis at each evaluation period throughout the program of study. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## **Academic Progress Evaluations**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study and includes qualitative elements that are evaluated on a cumulative basis at each evaluation period throughout the program of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written cumulative grade average of 76% and pass a midterm and final written and practical exam with a 76% or higher prior to graduation. Students must make up missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

94-100	Excellent
85-93	Very Good
76-84	Satisfactory
75-Below	Unsatisfactory

# SAP CONTINUED

## WARNINGS AND PROBATION

### **Warning**

Students who fail to meet minimum requirements for attendance, 80%, or academic progress, 76%, are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

### **Probation**

Students who fail to meet minimum requirements for attendance or academic progress, after the warning period, will be placed on probation and considered to be making Satisfactory Academic Progress during the probationary period, if the student appeals the decision prior to being placed on probation and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised, in writing, of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period the student has still not met both the attendance and academic requirements required for Satisfactory Academic Progress or by the academic plan, he/she will be determined as NOT making Satisfactory Academic Progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

### **Re-Establishment of Satisfactory Academic Progress**

Students may re-establish Satisfactory Academic Progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

### **Interruptions, Course Incompletes, Withdrawals**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. No title IV funds will be disbursed while a student is on a Leave of Absence.

### **Transfer Hour Students**

The maximum time allowed for transfer students who need less than the full course requirements or part-time transfer students will be determined based on a percentage of the scheduled contracted hours. With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at Victoria's Academy.

### **Non-Credit, Remedial Courses, Repetitions**

Noncredit, course incompletes, remedial courses and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress.

# SAP CONTINUED

## APPEAL

### Appeal Procedure

If a student is determined to not be making Satisfactory Academic Progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination or a missed evaluation include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet Satisfactory Academic Progress standards and/or why they missed their evaluation, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point as well as a reason to not be assessed the \$50.00 fee to retake. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the Satisfactory Academic Progress determination will be reversed, no fees will be applied and federal financial aid will be reinstated, if applicable.

### Maximum Allowed Time

The maximum time (which does not exceed 125% at any time of the course length) allowed for students to complete each course at satisfactory academic progress is stated below. Any transfer hours from another Washington State school that are accepted towards the students educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Anyone attending Victoria's Academy who reaches the maximum time allowed for their program of study may be put on a special circumstance plan with school approval by Director and or Owner to finish but will be charged overtime. All hours missed, whether due to personal or through discipline procedures count towards these maximums.

#### Full Time Program

	<b>Weeks</b>	<b>Maximum</b>
Cosmetology (Full time, 35 hrs./wk.) - 1600 Hours	57 Weeks	2000
Hair Design (Full time, 35 hrs./wk.) - 1400 Hours	50 Weeks	1750
Master Esthetics (Full time, 35 hrs./wk.) - 1200 Hours	43 Weeks	1500
Barber (Full time, 35 hrs./wk.) - 1000 Hours	36 Weeks	1250
Instructor (Full time, 35 hrs./wk.) - 600 Hours	22 Weeks	750
Massage (Full time, 31.25 hrs./wk.) - 750 Hours	30 Weeks	937.5

#### Part Time Programs

Cosmetology (Part time, 25 hrs./wk.) - 1600 Hours	80 Weeks	2000
Hair Design (Part time, 25 hrs./wk.) - 1400 Hours	70 Weeks	1750
Barber (Part time, 25 hrs./wk.) - 1000 Hours	50 Weeks	1250
Instructor (Part time, 25 hrs./wk.) - 600 Hours	30 Weeks	750
Massage (Part time, 25 hrs./wk.) - 750 Hours	38 Weeks	937.5



# ATTENDANCE POLICIES

- Absences are calculated by hours. Any hours over the contracted completion date will be subject to overtime charges. If teacher in-service days are used those hours will not be charged to the student, as in-service hours are built into each students contract.
- All students follow their regular school days, Monday through Friday from 8:30am to 4:00pm, (MASSAGE) 10:00AM TO 5:00PM.
- A 30 minutes lunch break is allowed for full time students.
- **There is no AM break, a 15 minutes PM break is optional (except massage), however if you leave the building at anytime, you must clock out.**
- **Additional breaks are optional but will be deducted from the hours for that day.**
- If a student registers for full or part time class they must complete their program under that contract.
- Any approved absence is still subject to the no fault attendance policy.
- If a day off is needed, for any reason, a written request is expected at least two (2) business days in advance and verification may be required.
- No violation will be given when the student calls at least one half hour before their scheduled class begins in case of emergency or illness. A message may be left on the answering system, as the time of the call is recorded.
- When notifying the school of a late arrival a **specific time must be given** as to when the student will be arriving for the day ("later" will not be accepted as a valid time).
- **Students may call (509) 586-9979 Ext 101 to leave a message or text (509) 342-8977.**
- **Only call Front desk, no other Ext will be allowed.**
- **Any student that no calls, no shows on a Friday will received a 3 day suspension.**

## **Warnings will be given for the following reasons**

- Failure to text/call before 8:00AM for all programs except massage.
- Failure to text/call before 9:30AM for massage program.
- Leaving school at any time, other than for lunch, or at the end of the day without notifying a staff member.
- Violating ANY of the schools rules, policies, or procedures.
- All missed time because of receiving warnings will be deducted from the contracted hours.

# ATTENDANCE POLICY

CONTINUED

## Tardy and Absence Policy

- The time clock will be closed at 8:30am for all program except massage is 10:00am. Students must be in the classroom ready for class at that time. If the student is not clocked in and in class by these times and **proper procedure WAS FOLLOWED, THE STUDENT WILL BE CONSIDERED TARDY AND the student will NOT be allowed to clock in until Theory is over but will NOT RECEIVE a warning.** If the student is not in class by above times, **proper procedure WAS NOT FOLLOWED, THE STUDENT WILL BE CONSIDERED TARDY AND the student will NOT be allowed to clock in until after theory and WILL RECEIVE a violation warning.**
- Special circumstances or emergencies must be verified and will be considered and dealt with on a case-by-case basis. Victoria's Academy has the right to change the theory schedule when needed.
- All time missed will be subject to the **OVERTIME POLICY**.
- Students who do not fill out pre-arranged absence forms OR call/text in by 8:00AM for all programs, except massage must call by 9:30AM to report their absence will receive a 1 day suspension.
- **Subsequent tardies will result in suspension.**
- **All programs are have absent hours that are be built into the student contracts. Any time missed above the allowed absent hours will be subject to overtime charges.**

35 Absent Hours are given to Cosmetology, Barber, Hair Design, Master Esthetics  
25 Absent Hours are for Teach Instructor Program  
31.25 Absent hours are given for Massage Program

### Example :

Scheduled Grad Date	Today's Date
Actually Completed Grad Date	10 school days later
Over time hours of	70 hours

70 hours X \$30.00 an hour = \$2, 100.00 in overtime charges

# ATTENDANCE POLICY

CONTINUED

## **Leave of Absence Policy**

### **Medical/Special Family Circumstances Leave of Absence**

Victoria's Academy of Cosmetology defines an authorized leave of absence (LOA) as a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance due to an institutionally scheduled break. LOA's must be 5 school days or longer to be approved with supporting documentation. LOA's are only granted for personal or family medical/emergencies. Special circumstances are at the discretion of the administration.

As a student in Victoria's Academy of Cosmetology an approved LOA must meet the below guidelines and Policy:

1. All requests for leaves of absence must be submitted in advance, in writing (LOA request form). It must include the reason for the student's request, and include the student's signature, unless unforeseen circumstances prevent the student from doing so. In the case of unforeseen circumstances, Victoria's Academy will document the reason for its decision to allow the LOA and collect the LOA documents at a later date. The beginning date of the approved LOA would be determined by Victoria's Academy to be the first date the student was unable to attend the institution because of the unforeseen circumstances.
2. There is an agreement of a reasonable expectation that the student will return from the LOA.
3. Administration approval must be signed off on the student's request for an LOA.
4. Victoria's Academy of Cosmetology may not assess the student any additional institutional charges as a result of the LOA.
5. The LOA together with any additional leaves of absence must not exceed a total of 180 calendar days in any 12-month period.
6. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
7. Victoria's Academy of Cosmetology will extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. If the student does not return from their Leave of Absence the withdrawal date will be the students last day of attendance for the purpose of calculating a refund.
8. If a Student is not approved for an LOA and the student choose to still be gone (Vacation) your absences will follow our attendance policy.

## **Time Clock Policy**

Each student is expected to clock in and out daily to receive credit for hours/requirements earned. Time clock corrections must be submitted on a time correction form to the Director of Education. Time clock correction will only be made for the previous month.

# STUDENT POLICIES

## **Release of Information**

The school follows policies that provide a student with the opportunity to review his or her education records within 48 hours of the receipt of a request. Copies of the educational records are provided at no cost. A student must provide written consent, before an education agency or school may disclose personally identifiable information from the student's education records. If the student is out of state, a notarized written request must be sent to the school. The written consent must have:

- State the purpose of disclosure
- Specify the records that may be disclosed
- Identify the party to whom the disclosure may be made
- Be signed and dated

The above rights are transferred to a parent or guardians of a student who is considered to be dependent minor. In addition, the school maintains a record in a student's file listing to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information. The school may disclose educational records to the appropriate government agencies as required by state and federal law. This includes, but is not limited to our accrediting body NACCAS.

## **Student File Access**

The student (parent guardian if student is a dependent minor) will have access to their files and records within 48 hours of a request with an instructor or administrator present. All student records will be maintained for a period of three years, as required by Washington State RCW's and WAC's. Massage and Veteran student transcripts will be retained by the school for 50 years. Victoria's Academy of Cosmetology is required by law, to keep records of academic progress, practical performance, attendance, financial transactions, counseling and other facts as may be deemed necessary while enrolled for each student.

## **Student File Privacy (FERPA)**

Victoria's Academy of Cosmetology is required by law, to keep records of academic progress, practical performance, attendance, financial transactions, counseling and other facts as may be deemed necessary while enrolled for each student. Inquiries for this information are strictly protected. The student (parent, guardian if student is a dependent minor) must give written consent to release any of the above information for each individual inquiry, his form is available. However, if required by law or for accreditation purposes, this information may be released without written consent of the student, parent or guardian.

## **Campus Security**

Campus security policies statistics are available upon request in the office. Campus is monitored by a surveillance system.

## **Reserved Rights**

Victoria's Academy reserves the right to make changes in the policies, procedures, schedules and other provisions in this catalog in order to enhance the educational quality and effectiveness of the Institute. Students will always be given notification of any policy change. Tuition and fees are subject to change without notice.

# STUDENT POLICIES

CONTINUED

## **Zero Tolerance Weapons Policy**

A **ZERO TOLERANCE** policy is observed in regard to weapons of any type, objects capable of being used as weapons or that could be used in such a way to cause harm or threat. If a student or staff member is found to be in possession of any of the items above, the appropriate law enforcement agency will be contacted. The student or staff member will not be allowed back until the administration decides what, if any, disciplinary action will be taken. The student/staff member will be contacted, via US Mail, within ten (10) business days of the incident. At that time, a meeting between administration and the student/staff member will be scheduled within the next ten (10) business days to determine if and/or when the student/staff member will be permitted to return to school or work. Only law enforcement officers subject to emergency calls may possess weapons, authorized by law, on school premises.

## **Mitigating Circumstance Policy**

When situations of mitigating circumstances occur, such as: health, death, personal, etc. it is the policy of the school to have the ability to deviate from the regular policy on a case by case basis. This can only happen with a minimum of two staff members agreeing, as well as the owner.

## **Language**

At Victoria's Academy all classes are taught in English. All students are required to speak the language their program is taught in at all times when in the school, unless performing services on a non English speaking customer. All students are expected to take their Washington State Board exams in English. Applicants for whom English is a second language may be required to pass a test that demonstrates they have sufficient English language skills to successfully complete the training program, exams and obtain work in their field of interest. All written materials are in English.

## **Cheating and Plagiarism**

Any student caught forging an instructor signature or initials, for any reason, will be subject to suspension or dismissal from their program. Clocking in or out for another student may also be grounds for dismissal. Cheating only hurts you, the student.

## **Non-Discrimination Statement**

Victoria's Academy of Cosmetology does not discriminate on the basis of sex, religion, color, ethnic origin, sexual orientation, age, disability, race, creed, financial status or area of origin or residence.

## **Overtime Hours (OT)**

Overtime hours are defined as: Any and all hours that a student must attend the Academy which exceed the original contract term, in order to accumulate the required amount of hours and requirements needed to complete their program. Overtime hours will be charged at the rate of **(\$30.00) THIRTY DOLLARS PER HOUR**. Any charges due for overtime hours will be calculated throughout their program and at the end of the program. If a student reaches \$3000 in over-time while in school, they must start a payment plan in order to keep attending. To be referred to testing the OT balance must be below \$3000.

# STUDENT POLICIES

CONTINUED

## **Drug Abuse Prevention Plan**

Victoria's Academy has in place a policy that allows a student to be drug tested if suspected of recent use. If the test is positive it is the plan to counsel the student and refer them to an agency that has expertise in the area of concern. The student would be withdrawn, suspended or put on a leave of absence. If the student refuses it will be an automatic expulsion with 3 day to return with a certified negative result.

## **Theft Policy**

**A ZERO TOLERANCE** policy is observed in regard to theft. Any student caught stealing may be immediately withdrawn and the authorities will be notified. Lockers are provided, locks are the students responsibility.

## **Collection**

Victoria's Academy's collection procedures shall reflect ethical business practices. Any student who withdraws, or is withdrawn, from Victoria's Academy will be subject to the academy's TUITION REFUND POLICIES. (pages 17-19. Thirty days after their official withdrawal date if the student has a balance owing to the academy and has not made arrangements to satisfy the balance, the academy will retain their collection agency to recover the balance. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies', lawyers or any other third parties representing Victoria's Academy clearly acknowledges the existence of the Withdrawal and Settlement Policy. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of Victoria's Academy. Victoria's Academy will make every possible effort to help the student make an arrangement for payment. If arrangements are made and the student does not honor them the balance will then be sent to their collection agency for recovery.

## **Substance Abuse Policy**

Victoria's Academy is a **DRUG AND ALCOHOL FREE** facility. Unlawful use, sale, possession, distribution, or being under the influence or association of alcohol or drugs while on the premises is strictly prohibited. Possession of any form of alcohol, illegal contraband or paraphernalia that would normally be associated with the use of narcotics and/or alcohol consumption, is strictly prohibited. Any student or staff member found to be in possession or under the influence of alcohol or illegal/legal substance while on the premises will be asked immediately to leave and will not be allowed back until the administration decides, what, if any, disciplinary action will be taken. Victoria's Academy reserves the right to orally test any student or employee if suspected of being under the influence of drugs or alcohol. The student/staff member will be contacted, via US Mail, within ten (10) days of the incident. At that time, a meeting between administration and the student/staff member will be scheduled to determine if and/or when the student/staff member will be permitted to return to school or work. Victoria's academy realizes that the state of Washingtonian has legalized marijuana, however this policy will pertain to legal drugs as well.

## **Counseling and Academic Advising**

Victoria's Academy offers support to all students in any possible way about academics, social and personal matters. If an issue arises that is out of our expertise, i.e.: medical, mental health, domestic violence or substance abuse, the student will be referred to the appropriate community resource. A current list of these resources and their phone numbers will be given to each student and posted in an area visible to all students. It is at the schools discretion to work with students on an academic plan to help them succeed if necessary.

# RULES AND POLICIES

## **Student Code of Conduct**

While enrolled at Victoria's Academy, students are expected to follow and respect the conduct code. Victoria's Conduct Code is mirrored in Washington State WAC's: WAC 495A-121-029, WAC 495A-121-040, WAC 495A-121-041, WAC 495A-121-042, WAC 495A-121-043, WAC 495A-121-044. Disciplinary action will be taken with any student that violates these codes in any manner (see STUDENT DISCIPLINE POLICY). A student may be dismissed for conduct which, in the opinion of the management, disrupts the learning environment in an unfavorable way. Students will not be reinstated unless management is assured that the cause for dismissal has been corrected. Examples are: Being disrespectful to staff, clients or other students, inappropriate appearance, repeated unsafe practical procedures, fresh alcohol consumption, drug use, legal or illegal, or emotional unstable. Unprofessional conduct will not be tolerated. This includes, but is not limited to, swearing, name-calling, gossiping, fighting, and/or yelling, bullying or harassment, slanderous or harmful remarks towards Victoria's Academy. Behavior that is mature, tactful and courteous is expected at all times when dealing with fellow students, staff and clients. All staff and students will treat one another equally, fairly and respectfully at all times.

## **Student Services**

Students are entitled to receive one \$25.00 voucher per month, if the student is currently meeting SAP and the previous month's assignments and requirements were completed. Additional services, during the same month, are half price. This includes, but is not limited to, any additional colors used. Any service may be received with approval of an instructor if the previous months assignments and requirements were completed. If payment is required for a student service, payment must be received in full at the time it is booked. Time consuming services (over 30 minutes) may only be received on Monday, Tuesday, Wednesdays. Typically, no student services may be performed or received on Thursdays or Fridays however, at the discretion of the instructors, short services may be granted if the clinic floor is not booked with guests. A maximum of 2 services per day, per student is allowed. **All students giving or receiving services will do so remembering that our clients come first and always take the priority over any student service in progress.** If asked by an instructor, students will be more than happy to help a client and continue the student service after the client has left. Students can only receive clock hours for services in their scope of practice. Students on LOA's are not allowed to receive services until they return from their LOA.

## **Parking**

Students are allowed to park anywhere in the school parking lot except the first 2 rows, in the first six spaces of each row, or if a space is designated for another business. Parking is available on the west side of the building as well as on the street. Please do not park in front of the hardware store or in Basin Department stores parking lot. Please lock your car as Victoria's Academy is not responsible for damage in or outside of your vehicles.

## **Smoking**

Victoria's Academy is a Non Smoking Campus. No student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours (24/7) on any school grounds and property.

## **Make-up Work/ Hours**

It is up to each programs instructor how make up work is completed in academics. Massage will be 9:30 - 10:00am, all other programs will be 4:00 to 4:30 Monday – Thursday.

## **Sanitation**

Sanitation is a state requirement for graduation and must be done daily. Students are required to have all sanitation requirements sign by an instructor before clocking out at the end of the day.

# RULES AND POLICIES

CONTINUED

## Grading Policy

On or about the first of each month all grades will be added to the previous month's average to determine whether the student is meeting satisfactory standards of the school. If a student falls below 76% in academic or practical or 80% in their attendance, they will be counseled and allowed 30 days to raise their grades to a 76% in academic or practical or 80% for attendance. If after 30 days the average in all areas is not at 76% in academic and practical or 80% in attendance they will be referred for academic tutoring classes. Progress reports will be issued every 455 hours for Cosmetology, Barber, Hair Design and Master Esthetics, every 375 hours for Massage and every 300 hours for Instructor. If a student is below 76% in academics or practical or 80% in attendance on progress reports they will be subject to the Satisfactory Academic Progress policy at evaluation periods described in the Satisfactory Academic Progress Policy.

The following factors will be measured to determine academic and practical progress: Theory (test grades, class participation, homework) and all practical/clinical work.

All work, theory and practical, will be graded according to the following scale:

100%-94%	A
93%-85%	B
84%-76%	C
75%-0%	Failing

Attendance is based on hours accumulated each month and averaged with the previous months attendance average.

## Employment Assistance

Victoria's Academy does not and cannot guarantee employment to our students. However, Victoria's Academy will help students in making the right choices and decisions where their future is concerned. Victoria's Academy consistently has salon owners, managers, sales representatives and educators that give classes and presentations to our students. They speak about career opportunities and what they have to offer. They offer information to students about what will interest them in becoming a part of their teams. They leave their business cards and employment applications for their places of business. Students will also be encouraged to enter competitions and attend style shows. These events will give them confidence in their performance as professionals and great exposure to prospective employers. Victoria's Academy will provide a list of salons and businesses that employ former Victoria's Academy graduates. These employers want more of the exceptional Cosmetologists, Barbers, Hair Design, Estheticians and Instructors that have received their training at Victoria's Academy. Victoria's Academy receives calls consistently inquiring about our graduates. We will post all inquiries on the student bulletin board in the classroom. Victoria's Academy's instructors will, on a continuous basis, work with each student to help attain employment when training is complete.



# RULES AND POLICIES

CONTINUED

## **Personal Property**

Victoria's Academy will provide each student with a locker for storage of personal items and supplies. However, it is the students responsibility to provide their own lock. It is required that a key or combination be provided to the administrative staff these will be placed in the student's file in a locked cabinet. Stealing will not be tolerated. If a student is caught doing so they will be subject to immediate suspension or expulsion. Students are advised to label, in some manner, all items included in their student kit. Remember, everybody has the same equipment and unlabeled items are prone to be mistaken for somebody else's property. When you are missing something, keep this in mind before accusing another student of stealing. Always check with a staff member and make sure that what you are missing has not already been found. Victoria's Academy reserves the right to search students bags, purses, lockers and/or jackets if warranted.

**Victoria's Academy of Cosmetology is not responsible for the loss or theft of student personal property, this includes student kit items.  
Lock any valuables in your locker.**

## **Workstations and School Property**

Workstations are the property of Victoria's Academy and may be inspected by staff members at any time. Each student is responsible for maintaining a clean, sanitary, and organized workspace. Lockers are provided for storing excess items.

### **Allowed Items on Workstations:**

- **Mannequins:** A maximum of 2 mannequins.
- **Approved Products:** Products and baskets approved for client services or sales.
- **Personal Photo:** One framed photo (5x7 or smaller) that is work appropriate.
- **Décor Item:** One décor item approved by staff.
- **Beauty Cases:** Victoria's Academy kit beauty cases.

## **Break Room**

A break room has been provided for students and staff. Microwaves and a refrigerator are available for use and it is expected that this area will be kept clean and neat. Please clean up after yourself; dispose of perishable items properly. Food and/or beverages are not allowed in the clinic area except for bottled water. Noise levels in the break room should be maintained at a reasonable level.

## **Personal Hygiene**

All students are expected to present themselves with a professional image, well groomed and non-offensive to others. Obvious, detectable odors (perfume, smoke, body odor) are not acceptable.

# RULES AND POLICIES

CONTINUED

## **Student Discipline Policy**

Degrees of discipline are generally progressive and are used to ensure that the student has the opportunity to correct his or her performances. There is no set standard of how many oral warnings must be given prior to a written warning or how many written warnings must precede termination. Factors to be considered are:

- How many offenses are involved
- The seriousness of the offense
- The time interval and the student response to prior disciplinary action

In cases of serious offenses including ,but not limited to, fighting, threat of violence, theft, cheating, the sale or possession of drugs or use of alcohol on campus, and includes any behavior that is legally defined by the government as sexual harassment, termination may be the first and only disciplinary step taken.

In general, the sequence of warnings will be oral, written and the discharge.

A student who is being loud, disrespectful to other students or staff, argumentative, using inappropriate language, or leaves the campus without permission/ clocking out, cell phone usage, taking unauthorized breaks, and failure to meet student dress code or any violations of rules, conduct, and policies, may be sent home for the day and must meet with the campus director before returning to school. If a student is not willing to make amends and correct their behavior a suspension may be in order.

## **Graduation/Completion Requirements**

Students must meet the following criteria in order to be considered for graduation from their program:

1. Must complete the program curriculum requirements.
2. Total time of attendance must equal the required amount of hours for the program in which they are enrolled.
3. Must take both the written and practical mid-term and final exams given by the Academy with both scores above 76%.
4. All financial obligations must be met or they can be on a current payment plan.

Once the specified criteria is met, the student will receive a certificate of completion and the student's final hour sheet will then be certified. Their application to sit for the state board practical and written exam will be scheduled after completing all requirements.

**Students who report back to the School Director that they have passed all states tests and provide proof of employment, will receive a \$150 gift certificate for any services at Victoria's Academy.**

# RULES AND POLICIES

CONTINUED

## **Student Rights and Responsibilities**

Admission to Victoria's Academy of Cosmetology carries with it the assumption that the student is committed to a course of study which carries certain rights and responsibilities.

- Assume the major responsibility for self-directed learning
- Complete in a pre-determined sequence of theory and practical courses, taken concurrently
- Retain and integrate beginning knowledge with subsequent learning
- Achieve the program objectives within the given time frame
- Retain all course materials and textbooks for reference throughout the entire program
- Share information obtained during an analysis with instructors prior to client services
- Act as professionals while representing Victoria's Academy and the Cosmetology industry, misconduct reflects on all students, staff and school
- Participate and attend classes regularly in order to complete the programs curriculum, competencies and required hours in a timely manner

Please note: It is the responsibility of the student to provide written notification to the school administration of any changes in address or telephone numbers. Having your correct and current address and phone number enables us to contact you if the need arises.

## **Family Discounts**

The following discount will be available to those immediate family members (parents, grandparents, spouses, significant others (living together) and children), while the student is actively attending Victoria's Academy.

- 20% of any services within the students program.
- For Massage Students, Basic massages are \$25 for immediate family. No other discounts.

## **Social Media Policy**

All policies regarding discrimination and proper behavior while in school, apply to social media. Any student who uses social media to discriminate for any reason, verbalize disparaging or disrespectful remarks is in violation of the school conduct code and rules and may be grounds for termination. If the improper social media is on the school website/ facebook page, it will be removed and the student will be brought into the office to discuss further actions. If the remark is on your own personal page, you will be asked to remove the statement and will be given a 24 hour period to do so. You will then be brought to the office to discuss further actions which may be taken. Conduct that is inappropriate in the classroom is inappropriate online. The way you represent yourself online is an extension of yourself and may be viewed by prospective employers.

# RULES AND POLICIES

CONTINUED

## Clinic Floor

- Clients always come first.
- Always be courteous, respectful and patient with your clients and fellow students.
- Refusing a client is not an option for anyone at any time (without a valid reason cleared with an instructor) **Refusing a client will result in an immediate three day suspension.**
- Before any client service begins, students are required to consult with an instructor.
- All client services will be checked and corrected, if needed, by an instructor. This is a learning environment and our clients are aware of this. We will always give you comments in both your strong and weak areas, thus helping enforce the learning process for you. You are expected to pay attention to this “constructive criticism” and know that it is never our intention to embarrass you. Victoria’s Academy has a high reputation within the community in regards to student services and our intention is to maintain this reputation. Students will be required to watch and ask questions while the service is being checked. It is your responsibility to make sure that an instructor checks all services performed on clients before they leave, unless other arrangements have been approved by an instructor.
- Your client is your best form of advertising, make sure their appointment with you is a pleasant experience.
- Students are responsible for keeping current with their daily appointment schedule. Schedules are subject to constant change, without notice. Check with the front desk daily.
- Students will not congregate at stations, front desk, dispensary or reception area.
- Students are to come to the front desk only for the purpose of picking up service slips, greeting or checking out clients. Students are not allowed behind the reception desk without permission.
- No eating or gum chewing on the clinic floor.
- Students may have only water in bottles at their stations.
- Students are not allowed to discuss matters with another student’s client.
- The noise will be maintained at a professional level.
- Students teaming together for services on one client must have permission from an instructor.
- Students are expected to practice on their mannequins if there are no clients to work on.
- Students are to give their clients their undivided attention. Students are not to interrupt other students when they are working on a client and are not to engage in conversation with other students while working on clients.
- Student must finish the client they start on before leaving or have approval by a teacher if part time.

# RULES AND POLICIES

CONTINUED

- Students are not to change or move appointments without the permission of an instructor.
- **Cell phones should NEVER be used on the clinic floor, unless permission has been given from an instructor.** The use of cell phones during school hours, unless in the theory classroom for school purposes with the instructors knowledge, on a break or during lunch, is not permitted. **NO EXCEPTIONS!!!** A cell phone may be on vibrate while in the students pocket but must not be answered anywhere except in the student lunchroom or while on break.
- If a Cell phones is used without permission on the clinic floor, the student will be sent home for the day. No exceptions.
- Except to communicate with clients or in the case of an emergency, students are not to make or receive telephone calls at the front desk.
- Always remember, even when you are not at school, to watch your comments regarding your clients. You would be surprised at how small the world really is and how easy it is for distasteful comments to reach the ears of your clients. It is important to maintain your professionalism in school as well as out in public.
- The solicitation of gratuity is forbidden, however, if received it is the responsibility of the student to report it to the IRS.
- Student must clock in and out for lunch everyday. No exception.
- **All students are required to attend and clock in everyday until requirements and hours are complete. Overtime may apply.**
- **Students are required to take clients up until their graduation date unless put on an academic plan.**

## **Religious Accommodation Policy**

Victoria's Academy will provide reasonable religious accommodations to students who have religious practices or beliefs that conflict with a scheduled program requirement such. Students requesting a religious accommodation should make the request, in writing, directly to the Director within the first two weeks of the beginning of the course and provide specific dates the students request the accommodation. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining the materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for the making up missed work.

## **Disability Accommodation Policy**

Victoria's Academy is committed to providing access, and reasonable accommodation in its services, programs, activities, education for individuals with disabilities.

# RULES AND POLICIES

CONTINUED

## Victoria's Academy Student Dress Code Policy

Victoria's Academy expects all students to **DRESS PROFESSIONALLY**, as if attending work each day. As representatives of the beauty industry, yourself, and the Academy, maintaining a professional appearance is essential. **The determination of compliance with the dress code will be at the discretion of staff members.**

### Allowed Apparel:

#### Color Requirement: Black Clothing Only

- **Clothing:** Blazers, tops (must not reveal cleavage), pants, shorts, capris, dresses, skirts, or designer-made items. Dresses, shorts, and skirts must be minimum length: mid-thigh.
- **Leggings/Tights:** Permitted only when paired with a top, dress, or skirt that fully covers the front and rear, extending at minimum to mid-thigh
- **Accessories:** Belts, scarves, headbands (must not cover more than 1/3 of the head), and jewelry are permitted and encouraged.
- **Shoes:** Professional, closed-toed black shoes.
- **Lab Coats:** Victoria's Academy lab coats must be worn every day.
- **ID Badges:** Student ID badges must be always worn and visible to both clients and staff. Master Esthetics and Massage must wear kit issued scrubs and all black athletic shoes.

### Appearance Standards:

Students must present a professional appearance prior to being clocked on for school, including:

- Styled hair.
  - Manicured nails.
- Applied makeup (if applicable).

### Special Guidelines:

- Items purchased from the Victoria's Academy student store are permitted.
- **Jeans:** On special occasions, jeans may be worn if approved. Jeans must be free of holes, rips, or frays.

**Student of the Month:** Students of the Month may wear a colored top, provided it complies with the general dress code.

# RULES AND POLICIES

CONTINUED

## Victoria's Academy Dress Code: Prohibited Items

The following items are **NOT ALLOWED** for students in **ALL PROGRAMS**:

### Clothing:

- No sweatpants, hooded sweatshirts, workout or athletic attire.
- No midriff tops, sleeveless tops, or spaghetti strap tops.
- No pants or tops with holes, rips, or frays.
- No yoga pants or athletic leggings.
- No stained or bleached attire.

### Logos and Writing:

- No logos, graphics, or writing on shirts or tops, except for Victoria's Academy-branded attire.

### Accessories and Personal Items:

- No hats, visors, bandanas, or doo rags.
- No blankets are allowed on the clinic floor or in theory rooms.
- No Crocs
- No fanny packs or purses worn in theory rooms or on the clinic floor.
- No backpacks or personal items on the clinic floor or in classrooms unless medically necessary
- No political or gang-related clothing or accessories.

# RULES AND POLICIES

CONTINUED

## **Appeal, Complaint & Grievance Policies**

Nothing in this policy prevents the student from contacting the Department of Licensing at any time with a concern or a complaint. In accordance with the institution's policies, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new 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 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 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 owners. The hearing will occur within 30 days of 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. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agencies, if applicable.



# EXTERNSHIPS

## **Student Criteria**

Victoria's Academy of Cosmetology has the following criteria for students who want to participate in the externship program at a salon or spa and have passed their senior testing

- The student must have completed at least 1440 hours for Cosmetology, 1260 hours for Hair Design, 1080 hours for Master Esthetics, 900 hours for Barber and passed their senior written and practical exams. The student must maintain 76 percent or better in practical, 76 percent or better in theory, and 80 percent or better in attendance for the entire time enrolled at Victoria's Academy.
- The student must set up an interview with the perspective salon they are interested in. It is suggested to take a cover letter, resume, and portfolio with you to the interview.
- The student is required to attend any and all theory classes at Victoria's Academy.
- The student is allowed to extern Monday through Friday and report hours on Friday's. Saturday may be an option, depending on salon hours and requirements.
- Students are not allowed to attend school, the salon or a combination of both for more than 8 hours a day.
- On Friday student must turn in a weekly, signed hour sheet from the salon showing what they have done during the week and the hours they were at the salon. The student must also write a brief report weekly of how the externship has benefited them.
- The student's attire for an externship will be determined by the salon.
- The student's attire for the externship will be determined by the salon. When in school the student must follow Victoria's Academy dress code.
- Licensed operates must be physically present when the student is training.

**IF THE ABOVE CRITERIA ARE MET AND THE PARTICIPATING SALON OR SPA MEETS OUR REQUIREMENTS AND ACCEPTS YOU AS AN EXTERN AFTER THE INTERVIEW, YOU WILL BE ELIGIBLE FOR EXTERNINSHIP.**

# SCHOOL HOURS

## HOLIDAYS & SCHEDULES

### School Schedule

Cosmetology, Hair Design, Barber, Master Esthetics and Instructor program school days are Monday through Friday from 8:30am to 4:00pm, 35 hours per week for full time (FT). Part time (PT) is from 8:30am to 1:30pm, 25 hours per week. Master Esthetics and Instructor Program is only offered at full time. Massage program school days are Monday through Friday from 10:00am to 5:30pm for full time, at 31.25 hours a week and 10:00am to 3:00pm for part time, at 25 hours a week.

### Program Seated Schedules

- Massage classes are scheduled three times per year. January, May and September seated time equals 24 weeks FT and 30 week PT
- Master Esthetics classes are scheduled two times per year. January and July, seated time equals 35 weeks FT.
- Cosmetology classes are scheduled every six weeks, seated time equals 46 weeks FT and 64 weeks PT.
- Hair Design classes are scheduled every six weeks, seated time equals 40 weeks FT and 56 weeks PT.
- Barber classes are scheduled every six weeks, seated time equals 29 weeks FT and 40 weeks PT.
- Instructor classes are open enrollment, seated time equals 17 weeks FT.

\*\*\*Class start dates are subject to change

### Holidays and In-Service Closure Dates

Victoria's Academy is open on a continuous basis throughout the year except for the following dates. If Victoria's Academy will be closed due to bad weather, fire, etc., on any day scheduled to be open, every possible effort will be made to notify students by phone, text, voicemail or through the media. (radio, television and Facebook)

Teacher In-Service.....	January 13, 2025
Martin Luther King Day .....	January 20, 2025
President's Day.....	February 17, 2025
Teacher In-Service.....	March 24, 2025
Teacher In-Service (Only Master Esthetics).....	April 7, 2025
Teacher In-Service.....	May 19, 2025
Memorial Day .....	May 26, 2025
Summer Break.....	July 2 - 6, 2025
Teacher In-Service.....	August 18, 2025
Labor Day .....	September 1, 2025
Teacher In-Service.....	October 13, 2025
Veteran's Day .....	November 11, 2025
Thanksgiving Break.....	November 27 - 28, 2025
Winter Break .....	December 22 - 26, 2025
New Year.....	January 1, 2026

# ACCREDITING & LICENSING

## Licensing

Victoria's Academy is licensed by the State of Washington  
Business and Professions Division - Cosmetology Section

This school is licensed under chapter 18.16 RCW.  
Inquiries, concerns, or complaints regarding this school can  
be made to the Department of Licensing ,P.O. Box 9026 Olympia, WA 98507-9026  
(360) 664-6626 or [DOLBpdComplaints@dol.wa.gov](mailto:DOLBpdComplaints@dol.wa.gov)

License Number: 20903 0001958  
This school is licensed under Chapter 28C.10RCW.  
Inquiries or complaints regarding this private vocational  
school can be made to: Workforce Board,  
128 10th Ave. SW, Box 43105  
Olympia, WA 98504  
(360) 753-5662  
[wtecb@wtb.wa.gov](mailto:wtecb@wtb.wa.gov)

Washington State Department of Health  
P.O. Box 47830  
Olympia, Washington 98504-7830  
(360) 236-4700

## Accreditation

Accredited by the National Accrediting Commission of Career Arts & Sciences, Inc.

### NACCAS



National Accrediting Commission of  
Career Arts and Science  
3015 Colvin Street, Alexandria, Virginia 22314  
(703) 600-7600