

Elite Aesthetics Academy

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Introduction

The Elite Aesthetics Academy (hereinafter referred to as the School) offers the finest technology and equipment for student training and is staffed with qualified, approved instructors.

The School is owned by PERMANENT MAKEUP AESTHETICS CLINIC LLC DBA ELITE AESTHETICS ACADEMY of Colorado. The officers of the school are Erica Roybal, President; Allison Pulaski, Student Support and Mariah Sosa, Admissions Manager.

Our Mission Statement: Our academy is driven by esthetic leaders who bring quality education with the latest esthetic techniques and innovations to foster excellence in our students in preparation for licensure, certification, and work with the public.

The catalog is true and correct in content and policy.

Attendance Requirements

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 85% is required. If absence exceeds 15%, the student no longer meets the attendance requirement.

Students who cannot continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they can return to class. Proper documentation will be required to substantiate a student's withdrawal.

Faculty Members

Erica Roybal, Owner/Director/Instructor
Mariah Sosa, Student Services/ Sales Agent
Allison Pulaski, Student Services/ Sales Agent
Iulia Zviagina, Instructor

Programs/Courses Offered

Diploma/Certificate Programs:

132-Hour Permanent Makeup Course, 132 Hours

Occupational Objective: The graduate should be able to acquire an advanced-level position in permanent makeup and be in compliance with the DORA requirement for licensed estheticians and cosmetologists to perform these services.

600-Hour Esthetician Program, 600 Hours

Occupational Objective: The graduate should be able to acquire an entry-level position in esthetics and be in compliance with the DORA requirement for licensed estheticians and cosmetologists to perform these services.

Advanced Eyeliner Course, 16 Hours

Occupational Objective: The graduate should be able to acquire an advanced-level position in permanent makeup to perform these services to the public.

Advanced Eyebrow Course, 16 Hours

Occupational Objective: The graduate should be able to acquire an advanced-level position in permanent makeup to perform these services to the public.

Advanced Lips Course, 16 Hours

Occupational Objective: The graduate should be able to acquire an advanced-level position

inpermanent makeup to perform these services to the public.

Laser Training, 40 Hours

Occupational Objective: The graduate should be able to acquire an advanced-level position and perform laser treatments for the public.

Introduction to Cosmetic Injection Therapy, 16 Hours

Occupational Objective: The graduate should be able to acquire an advanced-level position and perform injection therapy treatments for the public.

Program/Course Costs

Name of Program/Course	Program Tuition	Program Supplies Cost	Program Fees Cost	Program Books Cost	Program Total Cost
132-Hour Permanent Makeup:	\$4300	\$500	\$100	\$100	\$5,000
600-Hour Esthetician Program:	\$9100	\$500	\$100	\$100	\$9,100
Advanced Eyeliner Course	\$2100	\$500	\$100	\$100	\$2,800
Advanced Eyebrow Course	\$2100	\$500	\$100	\$100	\$2,800
Introduction to Cosmetic Injection Therapy	\$2100	\$400	\$100	\$200	\$2,800
Laser Training	\$3700	\$400	\$100	\$200	\$4,400
	(Equipment Fees are Non-Refundable & Subject to Cost Change)				

Class Schedule

132-Hour Permanent Makeup Course:

Full-time Students: Mondays & Tuesdays (one-half hour lunch break)

Day 1 8:00 am – 6:30 pm

Day 8 8:00 am – 5:30 pm

Day 2 8:00 am – 5:30 pm

Day 9 8:00 am – 6:30 pm

Day 3 8:00 am – 5:30 pm

Day 10 8:00 am – 6:30 pm

Day 4 8:00 am – 5:30 pm

Day 11 8:00 am – 6:30 pm

Day 5 8:00 am – 5:30 pm

Day 12 8:00 am – 6:30 pm

Day 6 8:00 am – 5:30 pm

Day 13 8:00 am – 6:30 pm

Day 7 8:00 am – 5:30 pm

Day 14 8:00 am – 6:30 pm

Part-Time Students:

Sundays 12:00 pm-5:00 pm (NOT OFFERED AT THIS TIME)

Mondays 5:00 pm – 9:00 pm (NOT OFFERED AT THIS TIME)

600-Hour Esthetician Program Course:

Part-time Students:

Wednesday - Friday (no lunch break)

Wednesday through Friday for 27 weeks, with 150 CIMA online credit hours), followed by 130 hours of clinic dates

4:30 pm – 8:30 pm

Saturday through Sunday (one-half-hour lunch break)

16 weeks (with 10 hours of additional CIMA online credit hours for the first 15 Weeks), followed by 130 hours of clinic dates

8:00 am-6:30 pm

CLINICAL HOURS

Students must attend 130 clinical hours within the following schedule:

Part-time Students:

4:30 pm – 8:30 pm

Saturday through Sunday (one-half-hour lunch break)

8:00 am-6:30 pm

Advanced Eyeliner Course:

Advanced Eyebrow Course:

Advanced Lips Course:

Full-time Students:

Saturdays 8:00 am – 4:30 pm with a one-half hour lunch break

Sundays 8:00 am – 4:30 pm with a one-half hour lunch break

Day 1: 8:00am –4:30pm

Day 2: 8:00am – 4:30pm

Part-Time Students:

Sundays 12:00 pm-5:00 pm (NOT OFFERED AT THIS TIME)

Mondays 5:00 pm – 9:00 pm (NOT OFFERED AT THIS TIME)

Laser Training Course:

Full-time Students:

Wednesdays through Friday and Monday and Tuesday (one-half hour lunch break)

Day 1 8:00 am – 4:30 pm

Day 2 8:00 am – 4:30 pm

Day 3 8:00 am – 4:30 pm

Day 4 8:00 am – 4:30 pm

Day 5 8:00 am – 4:30 pm

Part-time Students:

Wednesdays through Friday and Monday and Tuesday (one-half hour lunch break) (NOT OFFERED AT THIS TIME)

Day 1 12:00 pm – 4:30 pm

Day 2 12:00 pm – 4:30 pm

Day 3 12:00 pm – 4:30 pm

Day 4 12:00 pm – 4:30 pm

Day 5 12:00 pm – 4:30 pm

Day 6 12:00 pm – 4:30 pm

Day 7 12:00 pm – 4:30 pm

Day 8 12:00 pm – 4:30 pm

Day 9 12:00 pm – 4:30 pm

Day 10 12:00 pm – 4:30 pm

Introduction to Cosmetic Injection Therapy Course:

Full-time Students: Mondays & Tuesdays (one-half hour lunch break)

Day 1 8:00 am – 4:30 pm

Day 2 8:00 am – 4:30 pm

Part-time Students: Mondays & Tuesdays (one-half hour lunch break) (NOT OFFERED AT THIS TIME)

Day 1 12:00 pm – 4:30 pm

Day 2 12:00 pm – 4:30 pm

Day 3 12:00 pm – 4:30 pm

Day 4 12:00 pm – 4:30 pm

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone and/or radio, and/or TV provides closure information as a public service. Classes are not held on the following holidays:

New Year's Eve

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day & the Friday following

Christmas Eve

Christmas Day

Course Subject	Occupational Objective	Tuition	Length of Stand Alone Course (s)	Type of Instruction
132- Hour Permanent Makeup Course	The graduate should be able to acquire an advanced-level position in permanent makeup to perform these treatments on the public.	\$5,000	Full-time: 14 days Part-time: 33 days	Classroom Only
Advanced Eyeliner Course	The graduate should be able to acquire an advanced-level position in permanent makeup to perform these services to the public.	\$2,800	Full-time: 2 days Part-time: 4 days	Classroom Only
Advanced Eyebrow Course	The graduate should be able to acquire an advanced-level position in permanent makeup to perform these services to the public.	\$2,800	Full-time: 2 days Part-time: 4 days	Classroom Only
Advanced Lips Course	The graduate should be able to acquire an advanced-level position in permanent makeup to perform these services to the public.	\$2,800	Full-time: 2 days Part-time: 4 days	Classroom Only
Laser Training	Occupational Objective: The graduate should be able to acquire an advanced-level position and perform laser treatments for the public.	\$4,400	Full-time: 5 days Part-time: 10 days	Classroom Only
Introduction to Cosmetic Injection Therapy	Occupational Objective: The graduate should be able to acquire an advanced-level position and perform injection therapy treatments for the public.	\$2,800	Full-time: 2 days Part-time: 4 days	Classroom Only
600 Hour Esthetician Program	Occupational Objective: The graduate should be able to acquire an entry-level position and perform aesthetic treatments to the public.	\$9,800	Full time: 22.5 hours 150 CIMA Hours Totalling 25 weeks Part-time: 33.5 hours 150 CIMA Hours Totalling 36 weeks	Online and classroom only

Entrance Requirements

The school does not discriminate based on race, sex, religion, ethnic origin, or disability. Prospective students must have a high school diploma or equivalency diploma to be accepted for enrollment.

Prerequisites:

- Introduction to Cosmetic Injection Therapy Training: Must have an Esthetician, Cosmetologist, MD, NP, or Registered Nurse License
- Laser Training: Must have an Esthetician, Cosmetologist, MD, NP, or Registered Nurse License
- Permanent Makeup Training: Licensed Esthetician or Cosmetologist
- Advanced permanent makeup courses require the completion of a 132-hour Permanent Makeup course.

Enrollment Procedures

Prospective students may enroll anytime. Late enrollments will not be accepted.

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date outlined in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Placement Assistance

Elite Aesthetics Academy offers employment assistance to graduates through job lead referrals and job skills development. While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

VA Student Records

VA students' records must be kept for 3 years following the ending date of the last period certified to VA. Referenced law: Title 38 CFR 21.4209(f)

Progress Policy

Students must maintain an 85% grade point average. Students are aware of their progress during the course in real-time as chapter reviews, exams, and model work are completed. There is no probation policy or period. The student may be terminated if grades are not satisfactory. Termination shall be at the school Director's discretion if there are extenuating circumstances such as health or family emergencies. In this event, students will be allowed to continue with a new completion plan in place.

Grading System

96 – 100 = A	Excellent
86 – 95 = B	Above Average
76 – 85 = C	Average

66 – 75 = D Below Average
Under 66 = U Unsatisfactory

At the 7-day mark for the full-time 132 permanent makeup course, students will be issued progress reports with grades. Students enrolled in short-term courses will be issued grades at the course end.

Every 10% percent of completion for the 600-Hour Esthetician Program, students will be issued progress reports with grades.

Additional costs to the student for make-up hours required for completion: \$60 per hour

Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind is not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school.

Dismissal

Any student may be dismissed for violations of the rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. After consultation with all parties involved, the director makes the final decision.

The Director of Education may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

Facilities

The school is located at 695 S Colorado Blvd St 300 Denver, CO 80246. Our classroom and treatment areas are furnished with modern hydraulic chairs, trolleys, equipment, and supplies. Charts, diagrams, and videos to enhance classroom activities are available.

Previous Credits

Credits from another institution will be evaluated on a case-by-case basis. Elite Aesthetics Academy does not guarantee the transferability of our credits to another institution unless there is a written agreement with another institution.

Student Grievance Procedure

In the event an applicant, student, graduate, former student, or other parties who has business with the Academy feels his/her rights have been violated, the following procedure should be followed:

1. The individual must first try to resolve the issue with the other person involved.
2. If the matter is not resolved, the individual must attempt to resolve the issue through the Director of the school. The individual should submit a written complaint along with the required resolution to the Director. If an email is sent, please include the letter as an attachment. Please allow the Director 72 hours to respond. The Director will set a meeting to speak on the grievance and come to a resolution.

Student Complaints

Attempting to resolve any issue with the School first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at any time prior to the commencement of training at <http://higher.ed.colorado.gov/dpos>, 303-862-3001.

Refund Policy

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before the commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after the commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the official date of termination or withdrawal.

Refund Table

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge

After 50% but within first 75% of program	25% less cancellation charge
After 75% [if paid in full, cancellation charge is not applicable]	NO Refund

1. The student may cancel this contract at any time before midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the school receives written notice of the student's intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides for termination.
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand Alone course within a period a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.