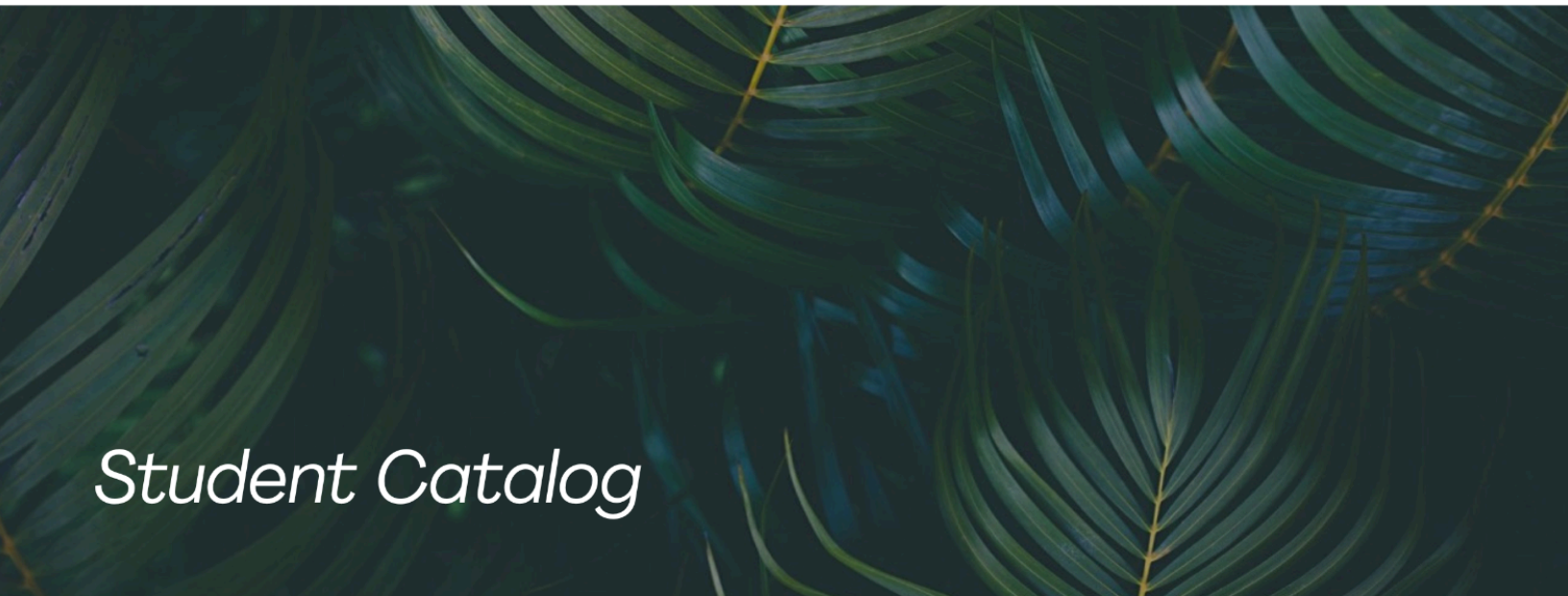




ELITE ESTHETICS  
— ACADEMY —



*Student Catalog*

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This catalog is published in English. If English is not your primary language, it is your responsibility to seek assistance to understand the contents.

Elite Esthetics Academy may revise this catalog at any time. Any changes will be communicated in writing to currently enrolled students. A revised catalog or addendum will be issued, and the most current version will be available on the school's website.

<b>Version</b>	<b>Date Published</b>	<b>Summary of Changes</b>
V1	11/11/2025	Initial publication

## **Catalog Versioning and Formatting Standards**

- The catalog will display a version number and publication date on the cover and in the footer of each page.
- Digital versions will include a clickable table of contents for easy navigation.
- Page numbers, section titles, and consistent formatting will be used throughout the document.
- Superseded catalogs are archived and made available upon request to NACCAS or state agencies



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## Regulatory Alignment Statement

This catalog and all instructional programs offered by Elite Esthetics Academy comply with:

- **Utah Administrative Code R156-11a** (Cosmetology and Associated Professions Licensing Act Rule)
- **Utah Rule R392-702** (Cosmetology Facility Sanitation)

Students may reference full regulatory text at [dopl.utah.gov](http://dopl.utah.gov) for further statutory and licensing details.

Use of copyrighted materials without permission is prohibited. Students are expected to follow copyright law in all coursework



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## Welcome Message

Welcome to Elite Esthetics Academy, where your journey to becoming a confident, skilled, and successful esthetician begins. Our academy is more than just a place of learning — it's a professional, ethical, and innovative environment where students are empowered to pursue excellence and realize their goals in the esthetic and wellness industry.

### Vision Statement

Elite Esthetics Academy is dedicated to cultivating exceptional estheticians through a culture of excellence, industry innovation, and a growth mindset. We develop empowered, confident, and future-focused graduates who are prepared to lead in the evolving world of esthetics.

### Mission Statement

Our mission at Elite Esthetics Academy is to deliver transformative education that integrates technical mastery, professional development, and ethical practice. We empower students with the skills, confidence, and mindset to succeed in the esthetic and wellness industry, fostering a learning environment rooted in innovation, integrity, and student-centered excellence.

### Core Values

- **Growth Mindset:** We believe in continuous learning, resilience, and the power of personal and professional growth. Every challenge is an opportunity, and every student can thrive with dedication and support.
- **Student Success:** Our programs are designed to help students achieve their personal and professional goals through meaningful education, hands-on training, competency development, and mentorship.
- **Integrity:** We operate with honesty, accountability, and respect for our students, our industry, and one another. Ethical practice is the foundation of long-term success.
- **Excellence:** We hold ourselves to the highest standards in education, client service, and outcomes. Excellence isn't our goal — it's our starting point.



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- **Innovation:** We embrace change and stay ahead of industry trends, equipping students with cutting-edge tools, techniques, and insights for success in a dynamic health and wellness landscape.
- **Teamwork:** We believe in collaboration and kindness. As a team, we support each other with respect and professionalism.
- **Accountability:** Success begins with personal responsibility. We expect students to show up prepared, stay engaged, and take ownership of their learning journey.



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## Information and Directory

### School Director / Compliance Officer:

Roberta Berthelson

### Director of Admissions / Student Relations:

Emily Carr

### Spa Director / Customer Relations:

Cheri Greenburg

### Education Director:

Sydnee Moore

### CEO:

Troy Martin

**Ownership Statement:** Elite Esthetics Academy is a privately owned institution, operated and owned by Troy Martin, Emily Carr and Jeff Bate. The school complies with all Utah state regulations and the standards set forth by the National Accrediting Commission of Career Arts & Sciences (NACCAS).

## Faculty Biographies

**Roberta Berthelson:** Roberta is a Master Cosmetologist and Master Esthetician with over 30 years of experience in the beauty industry. She has played a key role in opening several Paul Mitchell Schools across the United States.

Currently, Roberta serves as a Master Stylist, Master Esthetician, and Permanent Makeup Artist at one of Utah's top-rated salons and spas. She also supervises a medical spa team, bringing practical and regulatory expertise to her role as School Director and NACCAS Compliance Coordinator.

**Emily Carr:** Emily Carr is the Academy's Director of Student Affairs and Admissions. She graduated top of her class in esthetics training and has professional experience in clinical environments, including patient admissions, charting, and staff supervision.

Emily also brings a strong background in sales, having been the top-performing



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salesperson at a leading car dealership for multiple years.

**Cheri Greenburg:** Cheri Greenburg is a Master Esthetician and Licensed Instructor with a strong background in business and customer service. She has over 10 years of management and HR experience in the travel and logistics industry, including work with a local delivery service company supporting Amazon.

Cheri graduated top of her class in esthetics and currently serves as the Esthetics Manager at a local spa, where she oversees scheduling, training, and client services.

**Sydnee Moore:** Sydnee is a Licensed Master Esthetician, and Instructor who serves as our Director of Education. With a strong background in both esthetic education and medical spa management, she brings a well rounded and insightful approach to skincare training and professional development. Sydnee has spent several years working as a lead esthetics instructor and med spa manager. She has played a key role in developing our esthetic curriculum and shaping our educational standards. Her passion for high quality education and results driven skincare is at the heart of everything she does, inspiring both students and fellow professionals to excel in the industry.

**Troy Martin:** Troy Martin brings over 35 years of experience in public accounting, specializing in business and personal taxation, business consulting, succession planning, fractional CFO services, and mergers and acquisitions.

In addition to his career in accounting, Troy owns and operates multiple business ventures, including an equipment rental company. He also serves part-time as CFO and board member for Sterling Urgent Care, a healthcare provider with 21 locations across Utah, Wyoming, and Idaho.

Troy serves on multiple boards, including the Point of the Mountain Chamber of Commerce, and volunteers as a mentor to new CPAs through the Utah Association of Certified Public Accountants (UACPA).



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## School Contact Information

**Elite Esthetics Academy**  
**66 East Wadsworth Park**  
**Drive Suite 140 Draper,**  
**UT 84020**

• **Phone Number:**

(435) 485 - 7546

(435) 485 - SKIN

• **Email Address:** [info@eliteestheticsa.com](mailto:info@eliteestheticsa.com)

**Facebook:** Elite Esthetics Academy Utah

**Instagram:** Elite Esthetics Academy Utah

**LinkedIn:** Elite Esthetics Academy Utah

**TikTok:** Elite Esthetics Academy Utah

**YouTube:** Elite Esthetics Academy Utah

## Licensing and Accreditation

Elite Esthetics Academy is currently **in progress with accreditation through the National Accrediting Commission of Career Arts & Sciences (NACCAS)**.

**The institution is not accredited at this time. Accreditation is neither guaranteed nor implied.**

*Elite Esthetics Academy has applied for accreditation through the National Accrediting Commission of Career Arts & Sciences (NACCAS). While the application is in progress, accreditation has not yet been granted and is not guaranteed.*

Licensure is granted through the **Utah Division of Occupational and Professional Licensing (DOPL)**.

The school license number is: 14252667-1111

For additional information, the Utah Division of Occupational and Professional Licensing may be contacted at:

- **Utah State Board of Cosmetology** – [www.dopl.utah.gov](http://www.dopl.utah.gov)



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- P.O. Box 146741  
Salt Lake City, UT 84114-6741
- Phone: (801) 530-6628

## Facility and Learning Resources Description

Elite Esthetics Academy is located in a professional, modern facility designed to support esthetics education. The school includes fully equipped classrooms, a spa-style clinic floor, treatment rooms, and a designated student lounge.

Each student has access to:

- A personal locker and secure storage
- Professional skincare equipment and tools
- A digital learning management system (LMS) for hybrid instruction
- Product kits and industry-standard supplies
- A resource library (digital and print) for esthetic theory and exam prep

The Academy provides a safe, supportive, and industry-relevant environment for hands-on learning and academic success.



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## Tuition

Effective Date
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**Tuition and fees are subject to change with advance notice.**

- **Master Esthetics Program:** \$19,500
  - **Student Kit:** \$3,000
    - \* **Student kit contents:**
      - \* Glymed Plus student kit
      - \* One set of scrubs from Dubs and Scrubs
      - \* Electronic Milady book (Optional for printed books will be an additional cost)
      - \* Elite Esthetics scrunchies
      - \* Student binder
      - \* Lash lift kit
      - \* Computer bag
      - \* Berodin wax student kit
      - \* Optional: Computer / iPad (Extra cost)
  - **Total Program Cost:** \$21,000
  - *Note: Tuition does not include graduation fees, licensure exam costs, or kit replenishment items. These may incur additional charges.*
- **675 Master Esthetics (with previous Basic Esthetics or Cosmetology license):** \$9,750
  - **Student Kit:** \$3,000
    - \* **Student kit contents:**
      - \* Glymed Plus student kit
      - \* One set of scrubs from Dubs and Scrubs



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- 
- \* Electronic Milady book (Optional for printed books will be an additional cost)
  - \* Elite Esthetics scrunchies
  - \* Student binder
  - \* Lash lift kit
  - \* Computer bag
  - \* Berodin wax student kit
  - \* Optional: Computer / iPad (Extra cost)
- **Total Program Cost:** \$11,250
- *Note: Tuition does not include graduation fees, licensure exam costs, or kit replenishment items. These may incur additional charges.*
- **Instructor Program:** \$6,000
  - **Advanced Education:** TBD
  - **Solo Lash Course:** \$3,250
    - Solo lash course includes a lash lift kit
- Overtime Completion Fee: \$20 per hour beyond contracted end date**



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## Enrollment Dates and Deadlines

### 2025–2026 School Year

Students must be enrolled **two weeks prior** to the start date of their desired class. New classes begin every month on the following dates:

*Please note: If you have missed the deadline for your desired enrollment, please contact our admissions office for possible availability.*

### Instructor Training Program

The Instructor training program course does not have specific start dates. Students may enroll at any time with approval from the School Director.

### Master Esthetics Program Start Dates:

- November 3, 2025
- December 1, 2025
- January 5, 2026
- February 2, 2026
- March 2, 2026
- April 6, 2026
- May 4, 2026
- June 1, 2026
- July 6, 2026
- August 3, 2026
- September 7, 2026
- October 5, 2026
- November 2, 2026
- December 7, 2026

### Advanced Education:

Please check the website for current offerings and upcoming dates.

### Solo Lash Course:

This course is offered periodically. Check with admissions for class start dates and times.



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# Copy Of Enrollment Agreement

## Enrollment Agreement

### Student & School Information

Student Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

School Name: Elite Esthetics Academy

Address: 66 East Wadsworth Park Drive, Suite 140, Draper, Utah 84020

Phone Number: 435-485-7546

Website: www.eliteestheticsa.com

### Program Information

Select Program (check one):

- Masters 675-Hour Program (Intermediate)       Full-Time       Part-Time
- Master Esthetics – 1,200-Hour Program       Full-Time       Part-Time
- Instructor Training Program (620 Hours)       Full-Time       Part-Time
- Lash & Brow Technician Program (270 Hours)       Full-Time       Part-Time

Start Date: \_\_\_\_\_

Anticipated Completion Date: \_\_\_\_\_

Schedule: Circle appropriate option → Day / Evening / Weekend

### Tuition & Fees

Tuition: \$\_\_\_\_\_

Registration Fee (non-refundable): \$\_\_\_\_\_

Books/Kit Fee: \$\_\_\_\_\_

Other Fees (specify): \$\_\_\_\_\_

Total Program Cost: \$\_\_\_\_\_

Payment Method:  Full Payment       Payment Plan       Financial Aid



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**Overtime Completion Fee: \$20 per hour beyond contracted end date**

## **Refund & Cancellation Policy (NACCAS Required)**

Elite Esthetics Academy maintains a fair and equitable refund policy in compliance with NACCAS and state regulations:

- The registration fee is non-refundable.
- Right to Cancel: A student may cancel prior to the first day of class and will receive a refund of all monies paid, except the registration fee.
- Withdrawals/terminations after classes begin: refunds are calculated based on scheduled hours completed versus total program hours.
- Refunds issued within 45 days of the official withdrawal or termination date.

## **Student Acknowledgments**

By signing below, I acknowledge that I have:

- Received and read the Student Handbook/Catalog, including policies on SAP, grievance procedures, and graduation requirements.
- Read and understand the Clinic Floor Safety Policies and agree to comply.
- Been informed that completion of the program does not guarantee employment or licensure.
- Been informed of graduation requirements (hours, passing grades, financial obligations).
- Received a copy of this fully executed Enrollment Agreement.

## **Graduation & Licensure Requirements**

To graduate and receive a diploma, a student must:

- Successfully complete the program hours and requirements.
- Maintain satisfactory academic progress (theory and practical).
- Fulfill all financial obligations to the Academy.

Licensure requirements regulated by Utah DOPL include:



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- Minimum age of 17.
- Completion of state-approved training hours.
- Passing state licensure examinations.

## Changes to Agreement

Any changes or amendments must be in writing, signed and dated by both student and school official, with a copy provided to the student.

## Contract Acceptance

This agreement becomes legally binding only when:

- It is signed and dated by both the student (and parent/guardian if under 18) and a school official.
- A fully executed copy has been provided to the student.

## Signatures

Student Name (Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature (if under 18): \_\_\_\_\_

Date: \_\_\_\_\_

School Official Name (Print): \_\_\_\_\_

School Official Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## Hours of Operation and Observed Holidays

Elite Esthetics Academy is open **Monday through Saturday from 8:00 am to 5:00 pm**. Additionally, the school may offer extended hours for Advanced Education or special events.

### Observed Holidays

Elite Esthetics Academy will be closed in observance of the following holidays:

- December 24th through January 2nd (Winter Break)
- President's Day
- Memorial Day
- Independence Day
- Pioneer Day
- Labor Day
- Veteran's Day
- Thanksgiving Break

## Class Hours and Schedules

### Full-Time Day Schedules, Part-Time Schedule and Night Schedule:

Elite Esthetics Academy operates on a hybrid schedule, with instructional hours divided between on-campus learning and at-home coursework. Portions of coursework may be completed online via the Academy's LMS. Clock hours are recorded by time-in-content, student identity is verified by secure login, and evaluations mirror on-site standards. Distance hours do not exceed 50 percent of the program and are included in SAP and attendance calculations.

Campus is open:

- Monday – Saturday: 8:00 am – 5:00 pm



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## Full time

- Monday - Friday 8:30–5:00 lunch 12:15–1:15
- Tuesday - Saturday 8:30–5:00 lunch 12:15–1:15

## Part time

- Schedule am Monday - Friday 8:30–12:15
- Schedule pm Monday - Friday 1:15–5:00
- Schedule am Tuesday - Saturday 8:30–12:15
- Schedule pm Tuesday - Saturday 8:30–12:15

## Night School

- Schedule pm Monday - Friday 5:15–9:00
- Schedule pm Tuesday - Saturday 5:15–9:00

## The 1200 hour course is:

- Full time is a 32 week course not including holidays or the 2 week vacation/sick days allowed.
- Part time is a 69 week course not including holidays or the 2 week vacation/sick days allowed.

## The Night School 1200 hour Part time Program:

- 69 week part time course not including holidays or the 2 week vacation/sick days allowed

## The 675 hour course is:

- 18 week full time course not including holidays or the 1 week vacation/sick days allowed
- 39 week part time course not including holidays or the 1 week vacation/sick days allowed



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## The 675 hour Night time course is:

- 39 week part time course not including holidays or the 1 week vacation/sick days allowed

*To ensure completion of all required course material, students must select the schedule that best fits their needs for the entire duration of the program.*

Only **one schedule change** will be permitted and must be approved by both the Admissions and School Director.

## Admissions Process

**Applicants must have a high school diploma or equivalent recognized by the U.S. Department of Education. Elite Esthetics Academy does not admit Ability-to-Benefit (ATB) students.**

All prospective students must submit an application for enrollment. Applications are available:

- Online at [www.eliteestheticsa.com](http://www.eliteestheticsa.com)
- In person at the Elite Esthetics Academy Admissions Office

### Required Documentation:

- Proof of high school completion (one of the following):
  - High school diploma
  - Official high school transcript with graduation date
  - GED certificate
  - College degree or official college transcript
- Two forms of identification. Accepted forms include:
  - State-issued photo ID
  - Driver's license
  - Passport
  - Visa



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- Birth certificate
- Social Security card

Applications must be completed in full and include:

- A copy of the applicant's highest level of education (as listed above)
- Two forms of approved identification
- A non-refundable application fee of **\$100**

Foreign diplomas must be translated and evaluated by a qualified outside agency to confirm equivalency to a U.S. high school diploma.

Once received, applications will be reviewed by the Admissions Department. Upon approval, an admissions specialist will contact the applicant to finalize enrollment.

**Instructors Course Admissions Requirements:** Applicants for the Instructor Internship, Honor Student Status, or Equivalent must also submit:

- A letter of recommendation
- A professional resume
- A valid master Esthetics license
- \$100 application fee (Non-refundable)

Once received, applications will be reviewed by the Admissions Department. Upon approval, an admissions specialist will contact the applicant to finalize enrollment.

## Ethical Recruitment Policy

Elite Esthetics Academy does not solicit or recruit students currently enrolled at other licensed institutions. Our recruitment practices are ethical and in accordance with NACCAS standards.

## Transfer Students & Transfer Hours

Elite Esthetics Academy welcomes transfer students and considers the acceptance of clock hours earned at other licensed esthetics or cosmetology institutions in ac-



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cordance with the standards of the Utah Division of Occupational and Professional Licensing (DOPL) and the National Accrediting Commission of Career Arts & Sciences (NACCAS).

Elite Esthetics Academy evaluates prior clock hours from licensed institutions for potential transfer. Acceptance of hours is at the discretion of the School Director and may require syllabi, transcripts, and/or skill demonstrations. Transfer hours do not affect GPA but may adjust program duration and tuition. Final determinations are provided in writing prior to enrollment.

## Credit For Prior Education & Curriculum Alignment

The 675-hour Master Esthetics Program covers the same theory and practical requirements as the 1,200-hour Master Esthetics Program. Students enrolling in the 675-hour program must hold a valid Utah Basic Esthetician or Cosmetology license. Credit is granted for prior education completed during Basic Esthetics or Cosmetology training. Official transcripts will be reviewed to verify completion of equivalent theory and practical competencies. Students are not required to repeat content previously mastered but will be assessed to ensure foundational competency before progressing to advanced procedures.

## Eligibility Requirements

Students wishing to transfer into a program must:

- Submit an application for enrollment.
- Provide official transcripts from the previously attended, state-licensed school.
- Submit a copy of their current license, if applicable (e.g., Cosmetology or Basic Esthetics).

All transfer hours are subject to review and approval by the School Director. The Academy reserves the right to require demonstration of proficiency or additional documentation (such as syllabi or course descriptions) to determine equivalency.

## Transfer Hour Limitations

- Hours older than two (2) years will be reviewed on a case-by-case basis for relevancy due to the rapidly evolving nature of the esthetics profession.



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- Students with hours older than two years are encouraged to enroll in the full program to ensure up-to-date training.
- A minimum of one full phase (300 hours) must be completed at Elite Esthetics Academy to qualify for graduation from this institution.

## Impact on Graduation & SAP

- Accepted transfer hours reduce the total required hours to complete the program but do not affect GPA or academic standing.
- Transfer hours do count toward the maximum timeframe allowed for program completion, as outlined in the Academy's Satisfactory Academic Progress (SAP) Policy.
- All transfer students are subject to the same academic, attendance, conduct, and financial standards as new enrollees.

## Financial Implications

- Transfer students are responsible for the cost of any additional training required to demonstrate proficiency.
- If the school participates in federal financial aid programs, accepted hours must be deducted from total program hours for aid calculation purposes.

## Additional Notes

- Acceptance of transfer hours does not guarantee state licensure.
- Final determination of accepted hours will be provided in writing before enrollment is finalized.

## Licensed Cosmetologists

Licensed Cosmetologists seeking to enroll at Elite Esthetics Academy must submit an application for enrollment along with a copy of their valid cosmetology license.

Due to the comprehensive and rigorous curriculum offered in the 675-hour Basic Esthetics program, Elite Esthetics Academy strongly recommends that cosmetologists



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who wish to specialize in skin care complete the full 1200-hour Master Esthetics program.

*Note:* Utah requires 1,200 hours for the Master Esthetician license. Up to 600 hours may be credited from a cosmetology/basic esthetics program, with the remaining hours completed in Master Esthetics at the Academy.

## Non-Discrimination Statement

Elite Esthetics Academy does not discriminate based on sex, religion, age, color, race, ethnic origin, sexual orientation, or marital status. Applicants are evaluated based on professional background, academic achievement, references, and submitted resumes.

## Orientation

New Student Orientation is held prior to the start date of each class. Attendance is mandatory and considered part of the admissions process. Students will receive additional pre-enrollment information and a digital or physical copy of the Student Catalog. During orientation, students will also receive:

- Student kits
- Lockers and combination locks
- Student ID cards

The orientation will cover Academy policies and procedures, a full campus tour, and guidance on how to succeed in school.

## Career Support and Job Placement Assistance

Elite Esthetics Academy provides career support services to assist graduates in preparing for employment. While job placement is not guaranteed, students receive guidance on resume writing, interview preparation, state licensure applications, and referrals to local employers when available. Employment opportunities are shared with students through job boards, partner networks, and alumni communications.

**Employment is not guaranteed. Graduation from Elite Esthetics Academy does not guarantee licensure through DOPL. Employment depends on market conditions, licensure, personal effort, and employer criteria.**



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## Career Opportunities for Graduates

Graduates who complete their training and obtain licensure (if required) are qualified to pursue a variety of career opportunities in the beauty and wellness industry. Below is a list of potential job roles by program:

### Master Esthetics Program (1,200 Hours)

Graduates of the Master Esthetics program may be qualified for both basic and advanced esthetic roles, including:

- Licensed Master Esthetician
- Advanced Facialist
- Medical Spa Esthetician
- Laser Technician (with additional certification)
- Advanced Waxing Specialist
- Esthetics Educator (with instructor license)
- Esthetics Business Owner or Manager
- Pre- and Post-Operative Skin Care Technician

### Lash & Brow Technician Program (270 Hours) (Effective Jan 2026)

Graduates of this specialized program may qualify for:

- Licensed Lash Technician
- Brow Lamination Specialist
- Lash Extension Artist
- Lash Lift & Tint Technician
- Brow Tinting/Waxing Specialist
- Freelance Lash & Brow Artist
- Lash Studio Assistant or Owner



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## Instructor Training Program

With a valid instructor license and program completion, graduates may pursue:

- Licensed Esthetics Instructor
- School Administrator or Director (with experience)
- Curriculum Developer (Esthetics or Lash & Brow)
- In-House Product Trainer (for beauty brands)
- Continuing Education Provider (State or Private)
- Workshop or Seminar Educator

## General Career Paths Across All Programs

Graduates from any program may also consider:

- Freelance or Mobile Service Provider
- Spa or Salon Manager
- Brand Ambassador
- Retail Sales in Skincare or Cosmetics
- Entrepreneur (starting your own salon, spa, or product line)

## Electronic Signature Disclosure

By signing this agreement electronically, you acknowledge and agree that all applicable electronic signatures carry the same legal weight and validity as handwritten signatures.

Your electronic signature on this contract, and any other applicable documentation submitted through Elite Esthetics Academy, is considered **legal and binding**.

## Medical Procedures & Injections — Scope and Limitations

Instruction related to injections and other medical/aesthetic procedures is limited to **theory, demonstration, and observation only**. Students **do not** perform



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injections (e.g., neuromodulators, fillers), lesion/mole or skin-tag removal, cauterization, ablative procedures, the practice of medicine, diagnosis, treatment of medical conditions, or prescribing of any kind.

Any live demonstration is performed **exclusively by a licensed medical provider** (e.g., MD/DO/PA/NP) who assumes full responsibility for patient care and consent. Student involvement is limited to non-clinical support (e.g., room preparation, sanitation, charting/scribing, post-procedure breakdown) as permitted.

All practical services performed by students remain **within the Utah Master Esthetician scope of practice** and under required supervision. Performing outside-of-scope procedures on campus or off-campus under school auspices is prohibited. Graduation from this program does not authorize the practice of medicine; **licensure and scope are determined by Utah DOPL.**

All laser services are performed with direct supervision by a licensed instructor and an overseeing physician. All laser services are performed in a designed laser room with protective eyewear and with all state safety measures followed.

## Course Outline

The full **Master Esthetics Program** consists of 4 phases.

Each phase includes approximately **300 hours** of instruction.

- **Core 1 – Beginning Phase**
- **Core 2 – Guest Service Phase**
- **Masters 1 – Advanced Guests and Mentorship Phase**
- **Masters 2 – State Board Preparation Phase**

## Master Esthetics – 1,200-Hour Program

**Program Overview:** The 1,200-hour Master Esthetics Program at Elite Esthetics Academy provides comprehensive training in both Basic and Advanced Esthetics. Designed for students with no prior esthetics licensure, this full-scope program prepares graduates for professional practice in spa, clinical, and medical esthetic settings, and qualifies them to apply for Master Esthetician licensure in Utah. **Program Objectives:**



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- Develop proficiency in all Basic Esthetics services, including facials, waxing, makeup, and lash/brow services.
- Build advanced skills in clinical esthetics, including microneedling, advanced chemical peels, laser theory, and medical spa procedures.
- Emphasize client safety, sanitation, and infection control in compliance with R392-702.
- Introduce business practices, including client management, retailing, and Utah esthetics law.
- Prepare students for the NIC Master Esthetics Theory and Practical Examinations and Utah DOPL licensure.

## Master Esthetician Curriculum – Utah (1,200 Hours)

### Program Structure:

- **Basic Esthetics (600 hrs)** – foundational skills in facials, waxing, lash and brow services, nail care, and makeup.
- **Advanced/Master Esthetics (600 hrs)** – builds on basic training with:
  - Advanced skin analysis (Wood’s lamp, magnification, skin scanners)
  - Chemical peels (AHAs, BHAs, TCA, Jessner, enzyme peels)
  - Microdermabrasion, dermaplaning, microneedling, Hydrafacial
  - LED, ultrasonic, microcurrent, high-frequency therapies
  - Hot stone & lymphatic massage, body wraps & contouring
  - Advanced waxing (face & body) and hair removal techniques
  - Laser & light-based treatments (hair removal, photofacials, IPL)
  - Skin tag/mole reduction, rosacea & hyperpigmentation treatments
    - \* Theory/observation only; students do not perform these procedures
  - Eyelash extensions, brow/lash tinting & lamination



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- Injection assist & esthetic medical procedures (Botox, fillers, pre-/post-op care)
  - \* Theory/observation only; students do not perform these procedures
- Spa services: manicures, pedicures, massage, scalp/neck/back treatments
- Client consultation, safety, sanitation, and infection control
- Business of esthetics: marketing, retailing, ethics, professional image
- State law, licensure preparation (theory & practical)

**Clinical Experience** Hands-on practice in supervised environments using real clients—developing real-world confidence and meeting Utah license requirements

**Learning Outcomes:**

- Mastery of advanced skin-care technologies and medical esthetic protocols
- Preparedness for Utah state licensing practical and written exams
- Readiness for employment in diverse settings: medical spas, dermatology clinics, wellness centers, laser practices.

## Program Hours: Theory and Practical Requirements

The 1,200-hour Master Esthetics Program at Elite Esthetics Academy is fully aligned with Utah DOPL requirements and prepares students for advanced licensure. It combines comprehensive theory and practical training in basic and clinical esthetics, including hands-on experience with cutting-edge technologies and techniques. All services are performed under instructor supervision with a strong emphasis on safety, sanitation, and real-world readiness.

Category	Minimum Count	Time/Service (hrs)	Total Hours
Facial & facial waxing (face zones)	20 (combo)	0.5	10
Small/medium body waxing	20	1.0	20
Large area waxing	10	1.5	15



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Extractions (manual & advanced)	10	0.25	2.5
Basic facial & back facial	10	1.0	10
Brow arching (wax/tweeze)	5	0.25	1.5
Lash/brow perm or lamination	5	1.0	5
Lash/brow tinting	5	0.5	2.5
Classic lash extension application	10	2.0	20
Lash or brow removal	—	0.5	1
Manicure & Pedicure	10 (5 each)	0.5	5
Callus removal	5	0.25	1.25
Lymphatic massage	5	1.5	7.5
Chemical exfoliation (limited)	10	1.0	10
Body wrap	5	1.5	7.5
Hydrotherapy	3	1.0	3
Dermaplaning/sanding	10	1.5–2.0	17.5
LED therapy	5	1.0	5
Hot stone therapy	3	1.5	4.5
Body contouring/Cryolipolysis	13	2.0	26
Advanced exfoliation (below stratum corneum)	15	1.5	22.5
Laser hair removal (S/M areas)	20	0.75	15
Laser hair removal (Large areas)	10	1.5	15
Anti-aging/light resurfacing	10	2.0	20
Photo rejuvenation	10	2.0	20
Client consultation (every service)	All	0.25	60
Infection control/sanitation (every service)	All	0.25	60



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Electives (technological advancements)	—	—	196.25
Master Esthetics Exam Prep	1	2.5	2.5

**Total Documented Practical Hours:** 593.5+ hours

### Theory Requirements (Minimum 606.5 Clock Hours)

Includes classroom instruction, lectures, demonstrations, and assessments.

Theory Topic	Hours
Curriculum Overview	0.5
Professional Ethics	4
Implements, Tools & Equipment	5.5
Hair & Skin Analysis	22
Diseases & Disorders incl. Bacteriology	30
Sanitation, Infection Control, CPR	40
Hair Removal Theory (manual methods)	10
Extractions (Manual, Advanced, Tools)	10
Facials (Manual/Cleansing/Clay)	7.5
Laser & Light Therapies	125
Cosmetic Medical Procedures (Theory)	5
Chemical Peels (Basic & Advanced)	30
Body Wraps	15
Microneedling	25
Dermabrasion & Sanding	25
Advanced Chemistry	75
Manual Lymphatic Massage	15
Anatomy & Physiology (Lymph System)	15
Body Contouring & Body Dysmorphia	20
Law & Rule (Utah DOPL)	2
Business & Shop Management	60
Electives (Emerging Trends)	60

**Total Theory Instruction:** 606.5 hours



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## 675 Master Esthetic With Previous Basic Or Cosmetology License

**Program Overview:** This 675-hour advanced Master Esthetics program is designed for licensed Basic Estheticians or Cosmetologists who have already completed foundational skincare training and are seeking to meet the full 1,200-hour requirement for Utah’s Master Esthetician licensure.

**Program Objective:** To provide students with advanced clinical training, medical esthetics theory, and hands-on experience in accordance with Utah DOPL requirements for Master Esthetics. The curriculum builds upon prior training and introduces advanced modalities, safety protocols, and business practices.

### Program Structure Update – 675-Hour Master Esthetics Program

Elite Esthetics Academy has expanded the standard 600-hour advanced training program to 675 hours to better support student success and licensure readiness. The additional 75 hours are intentionally designed to:

- Ensure consistency and competency in all Basic Esthetics skills for incoming students who may have varied educational backgrounds.
- Introduce students to Elite Esthetics Academy’s protocols, expectations, and client service standards through structured onboarding.
- Provide enhanced review and practical application of foundational services to reinforce safety, sanitation, and technique.
- Allow adequate time for transition into advanced treatments and clinical services without compromising core skills.

### Credit for Prior Education and Curriculum Alignment

The 675-hour Master Esthetics Program covers the same theory and practical requirements as the 1,200-hour Master Esthetics Program. Students enrolling in the 675-hour program must hold a valid Utah Basic Esthetician or Cosmetology license. Credit is granted for prior education completed during Basic Esthetics or Cosmetology training. Official transcripts will be reviewed to verify completion of equivalent theory and practical competencies. Students are not required to repeat content



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previously mastered but will be assessed to ensure foundational competency before progressing to advanced procedures.

This program structure aligns with Utah DOPL licensure requirements and Elite Esthetics Academy's commitment to graduate highly competent, confident Master Estheticians prepared for real-world practice.

**Total Hours:** 675 clock hours.

## Curriculum Breakdown

- **Advanced Clinical Techniques**

- Microneedling (e.g., SkinPen RF), dermaplaning, microdermabrasion, hydrafacial
- Advanced chemical peels (AHAs, BHAs, Jessner, enzyme peels)
- LED, ultrasonic, microcurrent, high-frequency therapies
- Laser and IPL treatments (hair removal, photofacials, vascular lesion repair)
- Body treatments: wraps, contouring (e.g., Velashape, HIFU), lymphatic massage
- Injection assistance (Botox, dermal fillers) and pre/post-op skincare

- **Theoretical Foundations**

- Advanced skin anatomy/physiology, histology, and immunology
- Cosmetic chemistry, active ingredients, and pharmacology
- Skin disorders, disease management (acne, rosacea, pigmentation, sensitive skin)
- Laser and light physics, energy devices

- **Sanitation & Safety**

- Infection control, sterilization, OSHA/OSHA standards
- CPR and first-aid certification

- **Business & Professional Development**

- Client consultation, record-keeping, ethics, and Utah law



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– Spa/salon business skills: marketing, retail sales, professional image

- **Clinical Experience** Hands-on practical training with real clients in supervised clinic settings

**Learning Outcomes:**

- Mastery of advanced esthetics technologies and practices
- Preparedness for Utah’s Master Esthetician written and practical licensing exams
- Ability to work in diverse professional environments (medical spas, dermatology, wellness centers)

## Program Curriculum: Theory & Practical Requirements

### Theory Curriculum (225 Hours Minimum)

Theory Topic	Hours
Curriculum Overview	0.5
Professional Ethics	4
Implements, Tools & Equipment	5.5
Hair & Skin Analysis	22
Diseases & Disorders incl. Bacteriology	30
Sanitation, Infection Control, CPR	40
Hair Removal Theory (manual methods)	10
Extractions (Manual, Advanced, Tools)	10
Facials (Manual/Cleansing/Clay)	7.5
Laser & Light Therapies	125
Cosmetic Medical Procedures (Theory)	5
Chemical Peels (Basic & Advanced)	30
Body Wraps	15
Microneedling	25
Dermabrasion & Sanding	25
Advanced Chemistry	75
Manual Lymphatic Massage	15
Anatomy & Physiology (Lymph System)	15



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Body Contouring & Body Dysmorphia	20
Law & Rule (Utah DOPL)	2
Business & Shop Management	60
Electives (Emerging Trends)	60

### Practical Service Counts (Documented)

Category	Minimum Count	Time/Service (hrs)	Total Hours
Facial & facial waxing (face zones)	20 (combo)	0.5	10
Small/medium body waxing	20	1.0	20
Large area waxing	10	1.5	15
Extractions (manual & advanced)	10	0.25	2.5
Basic facial & back facial	10	1.0	10
Brow arching (wax/tweeze)	5	0.25	1.5
Lash/brow perm or lamination	5	1.0	5
Lash/brow tinting	5	0.5	2.5
Classic lash extension application	10	2.0	20
Lash or brow removal	—	0.5	1
Manicure & Pedicure	10 (5 each)	0.5	5
Callus removal	5	0.25	1.25
Lymphatic massage	5	1.5	7.5
Chemical exfoliation (limited)	10	1.0	10
Body wrap	5	1.5	7.5
Hydrotherapy	3	1.0	3
Dermaplaning/sanding	10	1.5–2.0	17.5
LED therapy	5	1.0	5
Hot stone therapy	3	1.5	4.5



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Body contouring/Cryolipolysis	13	2.0	26
Advanced exfoliation (below stratum corneum)	15	1.5	22.5
Laser hair removal (S/M areas)	20	0.75	15
Laser hair removal (Large areas)	10	1.5	15
Anti-aging/light resurfacing	10	2.0	20
Photo rejuvenation	10	2.0	20
Client consultation (every service)	All	0.25	60
Infection control/sanitation (every service)	All	0.25	60
Electives (technological advancements)	—	—	196.25
Master Esthetics Exam Prep	1	2.5	2.5

*All services must include proper draping, consultation, sanitation, and post-care documentation as required by R392-702 and NACCAS policies.*

## Instructors Training Course

**Program Overview:** The Instructor Training Course in Utah is designed for licensed Master Estheticians who wish to become certified instructors. This program is structured to meet the Utah Division of Professional Licensing (DOPL) requirements and prepares candidates to teach esthetics theory and practical services in licensed schools.

**Total Program Hours (Utah):** 620 clock hours (As approved by Utah DOPL and aligned with NACCAS standards)

### Course Objectives:

- Develop the instructional skills necessary to teach esthetics in a licensed school setting



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- Meet Utah licensing requirements for instructor certification
- Deliver professional-level theoretical and practical education to esthetics students

**Course Modules:****1. Introduction to Teaching**

- Roles and responsibilities of the esthetics instructor
- Adult learning theory and motivation
- Understanding diverse learning styles

**2. Lesson Planning and Curriculum Development**

- Creating daily lesson plans
- Writing measurable learning objectives
- Aligning lessons with Utah state board and NACCAS requirements

**3. Teaching Techniques**

- Demonstrations, lectures, group instruction
- Classroom technology and visual aids
- Clinic floor instruction strategies

**4. Classroom and Clinic Management**

- Student supervision and time management
- Conflict resolution and professional behavior
- Classroom safety, sanitation, and compliance

**5. Student Evaluation and Assessment**

- Testing methods and practical skill rubrics
- Grading systems and progress tracking
- Academic record keeping (per Utah DOPL standards)

**6. Supervised Teaching Practicum**

- Live classroom and clinic instruction
- Observation and feedback from licensed instructors



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- Peer and self-assessment

### 7. Utah Laws, Licensing, and Ethics

- Utah Administrative Code for esthetics instruction
- Ethics, liability, and professionalism in teaching
- Preparing students for Utah state board exams

#### Program Outcomes:

- Demonstrate professional instructional competencies
- Qualify for the Utah Esthetics Instructor License
- Contribute to high-quality education and student success in licensed esthetics schools

## Instructor Training Program (620 Hours)

### Theory Topics (Approx. 250 Hours)

Topic	Hours
Introduction to Teaching & Learning Styles	20
Curriculum Development & Planning	40
Lesson Planning & Presentation Skills	40
Classroom & Clinic Floor Management	30
Student Evaluation & Testing Methods	40
Professional Ethics & Leadership	20
Utah Law & Rule (Instructor-Specific)	10
Educational Psychology & Communication	30
Career Development & Placement	20
Business & Marketing for Educators	30
<b>Total Theory</b>	<b>280</b>



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## Practical Requirements (Approx. 320 Hours)

Activity	Hours
Classroom Observations	40
Co-Teaching Lessons	80
Independent Teaching	120
Student Grading & Practical Evaluation	40
Floor Supervision & Classroom Setup	40
Administrative Tasks & Recordkeeping	20
<b>Total Practical</b>	<b>340</b>

## Eyelash & Eyebrow Technician Course Outline

**Program Overview:** This program meets Utah’s new licensing requirements for eyelash and eyebrow technicians (effective May 2024).

**Total Program Hours:** 270 hours (classroom training).

### Course Objectives:

- Train students in lash and brow services (classic, volume, tinting, lamination, perming)
- Ensure infection control, sanitation, and client safety aligned with Utah DOPL regulations
- Prepare students to pass national NIC theory and practical exams required by Utah DOPL

### Course Modules:

#### 1. Anatomy & Product Knowledge

- Eyelash/eyebrow anatomy, growth cycles, distress signs
- Types of lashes and brow tints, adhesives, perm solutions

#### 2. Utah Laws & Safety Standards

- Utah DOPL licensing rules
- Infection control and disinfection protocols
- Allergy testing and patch testing



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### 3. Lash & Brow Techniques

- Classic and volume eyelash application
- Fill-ins, removal, and correction methods
- Lash lifts/perm and brow laminations
- Tinting for lashes and brows

### 4. Client Interaction & Aftercare

- Client assessment, consent forms, and consultation
- Post-service aftercare instructions

### 5. Practical Training

- Hands-on practice with mannequins and live models
- Supervised assessments to ensure competency

### 6. Business Practices

- Utah salon licensing vs. independent practice
- Pricing, scheduling, and state-required record-keeping

#### Licensing Exam Preparation:

- Review for NIC theory and practical exams
- Guidelines on how to apply through Utah DOPL after course completion

#### Outcomes:

- Competency in Utah-compliant lash and brow services
- Eligibility for Utah eyelash and eyebrow technician license
- Ability to start practice in salons, spas, or as an independent technician

## Service & Theory Count — Utah Eyelash & Eyebrow Technology (270 Hours)



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## Totals

- **Theory (classroom):** ~115.75 hours
- **Practical/Service:** ~154.25 hours
- **Program Total:** 270 hours

## Minimum Service Counts (with clock-hour contribution)

Service category	Min. count	Hrs / service	Subtotal hrs
Brow/Lip/Nose/Cheeks/Chin waxing (any combo)	15	0.5	7.5
Arching eyebrows (tweeze or wax)	10	0.25	2.5
Tinting eyelashes or eyebrows	20	0.5	10
Perming eyelashes or eyebrows	15	1.0	15
Securing lashes with tape/pad	15	0.5	7.5
Classic eyelash application*	25	2.0	50
Removal of lashes*	5	0.25	2.5
<i>Per service tasks:</i> Client consultation & sanitation/infection control	Every service	0.25 each	<i>incl.</i>

## Theory Topics (aggregate ≈ 115.75 hours)

- Curriculum overview; professional ethics/associations; implements/tools
- Eye-area & skin diseases/disorders/allergies; bacteriology
- Sanitation/sterilization/decontamination/infection control; first aid; blood exposure; SDS; public health (R392–702)
- Anatomy & physiology of the eye area
- Application/removal of artificial lashes/brows; brow arching/shaping; product knowledge
- Chemical services (lash lift, brow perming, lash/brow tinting)
- Facial hair removal methods (hard/soft wax, sugaring, depilatories, tweezing, shaving) with pre/post-care & draping
- Law & rule; business/shop management; elective topics



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## Phase Advancement

Two weeks before the end of each phase, the instructor will conduct a one-on-one assessment with the student. This meeting will cover:

- Attendance percentage
- Incomplete or non-passing assignments
- Arrangements for make-up work

Students will also be given the opportunity to evaluate their instructor and the school at the end of each phase.

Student teachers may be assigned if a student requests or requires tutoring.

**Advancement Criteria:** Students may progress to the next phase if they meet the following:

- Minimum of 80% attendance
- Completion of all tests and workbook assignments
- Completion of all model workshops
- Passing the phase theory final

Students not meeting the above criteria will use the final two weeks of the phase to complete:

- Model assignments
- Test re-takes
- Instructor-guided remediation

No student will be allowed to graduate until all required hours and academic components are complete.

## Make-Up Policy

Make-up work is required for any absence. There is **no charge** for make-up work completed before the student's calculated end date.



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At the end of the final week of the Master II Phase, any student who has not completed the required hours or academic tasks will not receive a graduation diploma and State Board papers will not be issued.

Once all graduation requirements are met, a diploma will be awarded and State Board documentation will be submitted.

**Abuse of the make-up policy may result in disciplinary action or termination.**

Students who exceed their contracted graduation date will be charged **\$20 per hour** for each additional hour beyond their contract.

## Satisfactory Academic Progress (SAP) Policy

Satisfactory Academic Progress (SAP) in both **attendance and academic performance** is required for all students enrolled at Elite Esthetics Academy.

The SAP Policy is enforced in conjunction with all other school policies and procedures outlined in the Student Catalog.

SAP is evaluated at 229, 529, 829, and 1,129 hours (for 1,200-hour programs). Students must:

- Maintain at least 80
- Meet all benchmarks to remain in good standing

Failure results in:

- Warning - Probation - Termination
- Students may appeal SAP status in writing within 10 days of notification
- LOAs pause progress and adjust evaluation points

### What is SAP?

Satisfactory Academic Progress (SAP) is how the school ensures you're moving steadily toward your goals—meeting both academic performance and attendance requirements. SAP checks happen at specific points during your program's total clock hours to track progress, offer feedback, and make sure you're on track to graduate.



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## SAP Checkpoints 1200 Hour Course (Clock Hours)

You will be evaluated at these key hours throughout your training:

- 229 hours
- 529 hours
- 829 hours
- 1,200 hours

## SAP Checkpoints 675 Hour Course (Clock Hours)

You will be evaluated at these key hours throughout your training:

- 300 hours
- 600 hours

These checkpoints are designed to give you regular feedback and support—well before graduation or licensing exams.

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## SAP Evaluation Components

At each checkpoint, two areas are assessed:

### 1. Attendance (Quantitative Progress)

- You must have attended the minimum percentage of scheduled hours (e.g., 80% or per your school's policy) up to that point.
- This ensures you're on pace to complete the program within the maximum allowed timeframe.

### 2. Academic Performance (Qualitative Progress)

- Your theory (classroom) and practical (hands-on) work are evaluated.
  - You must meet or exceed the minimum academic standard (e.g., a GPA of 80% or "B" average, or school's passing benchmark).
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## What Happens If You Don't Meet SAP?

Status	What It Means	Next Steps
Satisfactory Progress	You are on track.	Continue as usual to the next checkpoint or toward graduation.
Warning	You have missed either attendance or academic standard at a checkpoint.	You're still making progress, but you must improve by the next checkpoint.
Probation	You failed to meet SAP again after a Warning.	You must follow an Academic Plan (outlined by faculty) to improve.
Loss of SAP / Dismissal	You have not met SAP despite Warning and Probation.	You are not making satisfactory progress. This may affect licensing eligibility or result in dismissal from the program.

## Academic Plans and Appeals

- If you fall into Probation, the school will create an Academic Improvement Plan just for you. It may include:
  - Requirements to attend tutoring or extra practice sessions.
  - Makeup assignments or additional practical demonstrations.
  - Specific goals to meet by the next evaluation point.
- You have the right to appeal any SAP determination within a set timeframe (e.g., 10 school days), especially if there were extenuating circumstances (e.g., illness, personal crisis). Appeals must be in writing and may require documentation (medical note, etc.).

## Why This Matters

- **NACCAS Compliance:** NACCAS requires clock-hour programs to have SAP evaluations at regular intervals and to support students who are falling behind. (*NACCAS eLibrary+1*)



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- **DOPL Considerations:** While DOPL doesn't directly regulate SAP, consistent progress and attendance are essential for your readiness and eligibility for licensing exams.
- Keeping up with SAP ensures you remain on track for graduation and licensure requirements—and supports you in achieving success in your training.

## Summary of SAP Checkpoints & Requirements

Checkpoint Hours	Attendance Requirement	Academic Requirement
229	Meet minimum % of scheduled hours	Pass theory & practical assessments
529	Same	Same
829	Same	Same
1,129	Same; final check before completing the rest of the program	Same; must meet all to graduate

Maximum Timeframe: Students must complete within 150% of the published program length (e.g., 1,200 hrs → 1,800 hrs; 675 hrs → 1,012.5 hrs; 270 hrs → 405 hrs). Students who cannot complete within the MTF are not making SAP.

## Rules and Regulations

**Elite Esthetics Academy maintains high standards for professionalism, hygiene, attendance, and conduct to ensure a safe and respectful learning environment. Violations may result in disciplinary action, including dismissal.**

### Student Appearance

Elite Esthetics Academy maintains a high standard for student appearance, encompassing personal hygiene and grooming. This includes:

- Regular bathing and grooming (including hair, makeup, facial hair, and nails)
- Compliance with the uniform and dress code



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- Nails must be kept short during enrollment
- No new facial or body piercings or tattoos while enrolled

If a student's appearance does not meet academy standards, they will be sent home and will not receive participation points for that day. Lack of participation points may affect the student's ability to pass the course.

## Dress Code

Students must wear scrub tops and bottoms in approved colors. Scrubs must be clean and well-maintained. Additional guidelines include:

- No open-toed shoes or heels
- Only Elite Academy T-shirts allowed on designated days
- Name tags must be worn at all times
- Students not in uniform will be clocked out and sent home to change

Educators and staff follow a separate dress code. Additional uniform items (scrubs, T-shirts, name tags) may be purchased.

## Clock Hour Recording and Rounding Policy

Elite Esthetics Academy records and reports all student hours in accordance with NACCAS clock hour requirements and Utah state regulations. Attendance is tracked in real-time using a digital timekeeping system. Students must clock in and out daily using their assigned credentials.

Only actual hours of attendance are counted; no rounding of hours is permitted. Students may only accrue hours when actively engaged in scheduled educational activities approved by an instructor. Any missed punches or errors in attendance must be corrected using the official Missed Punch Form, submitted to and approved by an instructor or administrator.

## Attendance & Timekeeping Policies

- Students must clock in and out using their own credentials. Time falsification (e.g., punching in for another student) is prohibited and may result in dismissal.



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- Missed punches must be corrected with a Missed Punch Form, signed by an instructor.
- Students are allowed two weeks of excused time (sick/vacation) built into their schedule.
- Students exceeding their contract end date will be charged \$20 per additional hour.
- Make-up hours require prior approval and must be documented using the Make-Up Hours Form.
- Students should avoid absences during Core 1 (introductory training) and Masters 2 (state board preparation).
- **Illness Policy:** If a student is feeling sick or showing symptoms of illness (e.g., fever, coughing, vomiting, contagious rash), they must not report to school and should notify administration as soon as possible. Students may be sent home if they arrive visibly ill. A doctor's note may be required for extended absences or return clearance. Time missed due to illness will be deducted from the student's available sick/vacation hours.
- **Inclement Weather Policy:** In the event of severe weather (e.g., heavy snow, ice, or unsafe travel conditions), the Academy may delay opening or close for the day. Closure notices will be posted on our official social media channels and sent via email and/or text. Students will not be penalized for time missed due to documented weather-related closure. Make-up hours will be arranged as needed.

## Student Conduct

Students are expected to behave professionally and respectfully. Prohibited behaviors include:

- Use of foul language, bullying, harassment, or gossip
- Disrespect toward staff or fellow students
- Cheating or dishonesty in assignments or exams
- Theft of school, client, or student property
- Possession or use of drugs or alcohol on school grounds
- Use of tobacco or vaping devices within 25 feet of the facility



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- Possession of any weapon on campus or in parking areas

### **Electronic Device Policy**

- Personal electronic devices (phones, tablets) may only be used during class or clinic with instructor permission.
- Non-academic use during school hours is prohibited.

### **Food & Beverage Guidelines**

- Food and beverages are permitted only in the designated break room.
- Beverages may be allowed in classrooms at instructor discretion.
- No food or drink is allowed on the spa floor, in treatment rooms, or in laser service areas.
- Students are expected to clean up after themselves.

### **Clinic Floor Services & Client Policies**

- Students may receive services only if in good academic and attendance standing.
- All services must be pre-approved, paid in advance, and booked through the front desk using the Student Service Form.
- Refusing to perform assigned client services without valid reason may result in disciplinary action or dismissal.

### **Safety & Facility Protocols**

- All students must use the designated student entrance and exit.
- The school opens at 8:00 a.m. unless otherwise stated.
- Students must not leave the building alone after dark. Leaving in pairs is required for safety.
- Personal belongings should be locked in designated areas. The school is not responsible for lost or stolen items.
- Students must park only in assigned student parking areas.

### **Referral & Alumni Benefits**



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- **Referral Program:** Students who refer an enrollee who completes at least 30 days receive a \$100 referral bonus (applied to tuition or as a gift card). Maximum bonus: \$500.
- **Alumni Discounts:** 40% off all services and 25% off paid advanced education courses for graduates of Elite Esthetics Academy.

### Student of the Month

- One free service (must be redeemed within the award month)
- Preferred parking space

### Friends & Family Discounts

- Each student will receive ten (10) 40% off Friends and Family Discount Cards to be used by friends or family members throughout the program.
- These must be presented at the time of service.

## COPYRIGHT POLICY

Copyright Infringement Policy Elite Esthetics Academy is committed to respecting intellectual property rights and complying with U.S. copyright laws. Students, faculty, and staff may not reproduce, distribute, or use copyrighted materials (including textbooks, images, music, software, or digital content) without proper authorization or licensing.

All course materials, including curriculum content, presentations, handouts, and videos provided by the Academy, are the intellectual property of Elite Esthetics Academy or its licensors and may not be copied, distributed, or shared without written permission.

Violations of this policy may result in disciplinary action and, where applicable, legal consequences under the Digital Millennium Copyright Act (DMCA).

## Health Department & Infection Control (R392–702 Summary)

Elite Esthetics Academy maintains written health and infection-control procedures aligned with Utah public health rules (R392–702) and industry best practices. The



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following standards apply to all classrooms, clinic services, and lab activities.

## Exposure Control Plan & Training

- **Written plan** covers bloodborne pathogens, chemical hygiene, and incident response; reviewed at least annually.
- **Training** provided at orientation and annually thereafter (hand hygiene, PPE, disinfection, sharps safety, SDS access).
- **Location of resources:** SDS binder, eyewash station(s), first-aid kit, spill kit, biohazard containers and labels.

## Standard Precautions & PPE

- Hand hygiene **before/after** every client contact; alcohol rub or soap & water per CDC guidance.
- Required PPE by task (gloves, masks/respirators if indicated, eye protection/face shields, aprons).
- No food/drink or personal items on work surfaces; hair secured; nails short; no open wounds unprotected.

## Cleaning, Disinfection, and Sterilization

- **Surfaces & non-critical equipment:** Clean then disinfect with EPA-registered product; observe **manufacturer contact time**.
- **Semi-critical instruments (contact with non-intact skin):** High-level disinfection *or* sterilization per manufacturer instructions.
- **Single-use items** (e.g., lancets, certain applicators, dermaplaning blades) are never reused; discard immediately after use.
- Maintain **daily/weekly cleaning logs** for rooms, equipment, sinks, and high-touch areas.
- **Single-use applicators only;** no double-dipping into wax.

Keep wax pots covered; discard any wax suspected of contamination.



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## Sharps & Waste Management

- **Sharps handling:** Use safety-engineered devices where available; do not recap; place directly into **puncture-resistant, labeled** sharps containers.
- **Regulated waste:** Dispose of sharps and biohazardous materials via approved vendor; maintain manifests as required.
- **General waste:** Non-contaminated disposables discarded in lined receptacles with lids; change liners daily or as needed.

## Laundry & Linens

- Store clean and soiled linens separately; bag soiled linens at point of use.
- Wash with appropriate temperature and detergent; use gloves when handling soiled linens.

## Client Preparation & Room Turnover

- Pre-service: verify contraindications, perform hand hygiene, set up only required supplies on disinfected tray.
- Post-service: remove and discard single-use items; clean then disinfect all reusable items and contact surfaces; document turnover on the **room log**.

## Incident & Post-Exposure Procedure

1. **Immediate care:** Wash/flush the exposed area; apply first aid.
2. **Report:** Notify instructor/clinic lead; complete an **incident report** the same day.
3. **Evaluate:** Determine exposure type (blood/OPIM, chemical); initiate medical evaluation when indicated.
4. **Disinfect & contain:** Secure area; clean and disinfect per protocol; dispose of contaminated materials appropriately.
5. **Follow-up:** Document counseling, work restrictions (if any), and clearance to return to duty.



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## Device & Chemical Safety

- Use devices strictly per **manufacturer instructions**; maintain maintenance/quality-control logs.
- Label all secondary chemical containers; keep **SDS** accessible during all hours of operation.

## Audits & Continuous Improvement

- Routine **checklists** for room readiness, PPE stock, disinfectant expiration, and log completion.
- Deficiencies trigger **corrective actions** and re-training as needed.

## Student Attendance

- Students are not allowed to receive more than **37.5 hours per week**.
- Elite Esthetics Academy's attendance policies will be thoroughly covered in orientation and strictly enforced. Orientation is mandatory and will occur before the first day of school.
- Students must enter and exit through the student doors. The school will open for students at **8:00 am**, unless otherwise instructed or for a special class.
- Students receive a 1-hour lunch break scheduled by their instructor. Lunch breaks are automatically deducted from the student's time card.
- Students must not leave school during regular hours without instructor permission and must clock out. An early release form must be signed by both the instructor and front desk.
- Students must be **clocked in by 8:30 am** to be considered on time. If running late, the student must text the school **before 8:30 am**. Failure to notify results in blocked access to materials and no attendance for that day.
- Late arrivals are permitted only if the student has notified the school and arrives **by 9:30 am**. Exceptions (e.g., medical appointments) require prior approval and instructor signature.



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- Absences are allowed, but students must notify the school by text **before 8:30 am**.
- Attendance is evaluated at the conclusion of each phase. A minimum of **80% attendance** is required to advance to the next phase.
- Make-up hours are granted at the instructor's discretion. Students must receive prior approval via a signed form. Make-up hours must be completed in the same month unless otherwise approved.

## Make-Up Hours Guidelines

Any student choosing to make up hours must follow these guidelines:

- Attend any class or assignment required by the instructor
- Be available to take clients or mentor other students
- Stay the entire scheduled day
- **Missed tests or assignments:** With an approved excuse, missed work may be made up by:
  - Scheduling time with the instructor (responsibility of the student)
  - Making arrangements within 24 hours of returning to school
  - Completing all missed work by the end of the calendar month
- All work must be completed before the end of the phase. Incomplete assignments will receive zero credit.
- Two weeks before a phase transition, instructors will verify that all student assignments are complete before allowing advancement.
- Missing days during **Core 1 (beginning phase)** or **Masters 2 (state board preparation)** is discouraged and may require repeating the phase.

## Grading Procedures

Students are evaluated **two weeks prior to the end of each phase**. During the final two weeks, students are given the opportunity to improve their grades.



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**Grades Are Based On:**

- Attendance
- Participation
- Theory work/tests
- Homework
- Projects
- Final tests

**Grading Scale:**

- 94–100% — Excellent
- 87–93% — Very Good
- 80–86% — Average / Satisfactory
- 79% or Below — Unsatisfactory

**Grade Weighting:***Participation Grade:*

- 50% — Attendance (combination of clocked hours and attendance points)
- 50% — Class Participation / Home School Participation

*Academic Grade:*

- 50% — Theory / Tests
- 25% — Homework / Projects
- 25% — Final Test

A cumulative GPA of **80%** is required to meet academic standards. In order to graduate, students must maintain **80% attendance and 80% academics**. Elite Esthetics Academy calculates both *clock hours* and *attendance points*. Students may make up clock hours, but attendance points are deducted for missed days.



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## Determination of Progress Status

Students meeting minimum academic and attendance standards at evaluation points are considered to be making satisfactory academic progress until the next evaluation. All students are notified of evaluation results:

- **Failed evaluations:** A hard copy will be provided.
- **Passing evaluations:** Available through the student portal.

**Warning:** Students who do not meet minimum attendance or academic progress will be placed on warning. They will have the final two weeks of the phase to correct deficiencies. Students are notified in writing during their in-person evaluation. A student teacher may be assigned for academic support. If the student does not achieve progress during the warning period, they may be placed on probation.

**Probation:** Students who do not meet minimum standards after the warning period will be placed on probation. Students on probation:

- May not advance to the next phase
- Will lose student service privileges
- Will have privileges reinstated upon meeting minimum requirements

**Appeal Process:** A student may appeal a SAP determination within ten (10) calendar days. Valid reasons include:

- Death of a relative
- Student illness or injury
- Other documented special circumstances

The student must submit:

- A written appeal
- The school's appeal form
- A description of why SAP was not met
- A plan outlining how standards will be met



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The appeal will be reviewed by the School Director and one other senior staff member within 30 days. A written determination will be provided to the student.

## Disciplinary Actions

### Written Warnings

Students found in violation of school policies will be issued a written notice.

#### Escalation of Written Warnings:

- **1st Written Warning**
- **2nd Written Warning** — Mentoring session, disciplinary action plan with Sydnee Moore Education director.
- **3rd Written Warning** — Mentoring session with Sydnee Moore Education Director and Roberta Berthelson School Director.
- **4th Written Warning** — Expulsion

*Note: The Campus Director reserves the right to expel a student at any time, based on the severity of the violation.*

## Re-Admission After Expulsion

A student who has been expelled from the institution may be considered for re-admittance one time only, subject to approval by the School Director or designated committee. Re-admittance is not guaranteed and will be evaluated on a case-by-case basis.

### Conditions for Re-Admission

A previously expelled student may be eligible to return under the following conditions:

- **Academic Probation:** The student will be placed on academic probation for a period of 90 days upon re-admittance. During this period:
  - The student must maintain satisfactory academic progress (SAP).



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- The student must adhere to all institutional policies, including attendance and conduct.
  - The student will be monitored weekly by a designated school official.
  - **Corrective Action Plan:** A written corrective action or behavior plan will be established, outlining expectations and consequences for non-compliance.
  - **Written Petition for Re-admittance:** The student must submit a letter of intent stating:
    - The reasons for requesting re-admittance.
    - An explanation of how they will meet academic and behavioral expectations going forward.
  - **Administrative Review:** All re-admission requests are subject to review by the school administration. A formal decision will be issued in writing.

## Financial Responsibility

- If the student did not complete the coursework for the term during which they were expelled, they will be required to repeat the term in its entirety upon re-admittance.
- The student will be financially responsible for all tuition and applicable fees associated with repeating the term.
- Any past due balances must be resolved prior to re-enrollment, unless a payment plan has been approved in writing.
- The student is also responsible for any re-enrollment or administrative fees, as published in the current catalog.

## Limitations

- A student who is expelled more than once will not be eligible for re-admittance to the institution.
- Students may only be considered for re-admittance after a minimum of 30 days from the date of expulsion.



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## Leave Of Absence & Withdrawal Policy

### Elite Esthetics Academy Leave of Absence (LOA) Policy – Master Esthetics Program

In compliance with the National Accrediting Commission of Career Arts & Sciences (NACCAS) standards, Elite Esthetics Academy permits students enrolled in the Master Esthetics program to request a Leave of Absence (LOA) under specific circumstances. This policy outlines the criteria, procedures, and consequences related to an LOA.

#### 1. Definition of Leave of Absence

A Leave of Absence is a temporary interruption in a student's training. LOAs are only granted for legitimate and documented reasons that prevent a student from continuing attendance, such as medical issues, family emergencies, military duty, or other extenuating circumstances.

#### 2. Eligibility Criteria

- The student must be in good academic standing and not on probation at the time of the request.
- The LOA must be requested in advance unless unforeseen circumstances prevent it (e.g., emergency hospitalization).
- There must be a reasonable expectation that the student will return to school after the LOA period.

#### 3. Request Process

- The student must submit a written and signed LOA Request Form detailing the reason for the leave and the expected return date.
- The request must include appropriate supporting documentation (e.g., doctor's note, deployment letter, etc.).
- In cases of unforeseen circumstances, the Academy may grant an LOA retroactively, provided documentation is submitted as soon as practicable and no later than 14 calendar days after the student's last date of attendance.



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#### 4. Approval and Documentation

- All LOAs must be approved in writing by the School Director or designated administrator.
- The Academy will maintain a copy of the signed request and approval in the student's permanent academic file.

#### 5. Duration and Frequency

- An LOA may not exceed 180 calendar days in any 12-month period.
- Multiple LOAs may be permitted, provided the combined total does not exceed the 180-day limit and each LOA is properly documented and approved.

#### 6. Impact on Student Progress

- Students on an approved LOA are not considered withdrawn and will not incur additional charges.
- The student's contract end date and maximum time frame for completion will be extended by the number of calendar days taken on LOA.
- If the student fails to return on the scheduled return date, they will be considered withdrawn as of their last date of attendance before the LOA.

#### 7. Resumption of Training

- Upon return, the student will resume training at the same point in the academic program where they left off.
- A revised contract and schedule will be issued reflecting the new projected completion date.

## Withdrawal Policy

### Elite Esthetics Academy Student Withdrawal Policy – Master Esthetics Program

Elite Esthetics Academy is committed to maintaining clear and supportive processes for students who choose or need to discontinue their training. This Withdrawal



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Policy outlines the procedures for both voluntary and administrative withdrawal in compliance with NACCAS standards and applicable state and federal regulations.

### 1. Voluntary Withdrawal

A student is considered to have voluntarily withdrawn when they:

- Provide written notice of their intent to withdraw.
- Fail to attend classes for 14 consecutive calendar days without an approved Leave of Absence (LOA) or prior communication.

#### Procedure:

- Students must complete a Withdrawal Notification Form and submit it to the School Director or Student Services.
- The student's official last date of attendance (LDA) will be used to calculate refunds and determine progress.
- A formal exit interview may be conducted to review financial obligations and provide academic records upon request.

### 2. Administrative Withdrawal

Elite Esthetics Academy reserves the right to administratively withdraw a student for reasons including, but not limited to:

- Violation of school policies or code of conduct.
- Failure to return from an LOA by the scheduled return date.
- Lack of academic progress, non-payment of tuition, or other unresolved obligations.
- Unexcused absence for 14 consecutive calendar days.

In such cases, the student's withdrawal date will be recorded as the last date of attendance (LDA).

### 3. Impact on Student Records

- A student who withdraws, voluntarily or administratively, will have their status reflected on their official transcript.



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- Satisfactory Academic Progress (SAP) will be evaluated at the time of withdrawal.

#### 4. Reentry Policy

- Withdrawn students wishing to re-enroll must apply for reentry and may be subject to a review of academic and financial standing.
- If reentry occurs within 180 calendar days, the student may resume at the same point in the program and may retain prior credits/hours earned.
- A new enrollment agreement and updated financial plan will be required.

## Graduation Policy

### Elite Esthetics Academy

*As outlined in compliance with NACCAS Standards and Utah State Licensing Requirements*

### Graduation Policy for Students

To graduate from Elite Esthetics Academy, students must successfully fulfill all academic, practical, and financial requirements in accordance with Utah State Board of Cosmetology and NACCAS guidelines. The following outlines the specific expectations for graduation eligibility:

#### 1. Academic Completion

- Complete the full program clock hours:
  - 675-Hour Master Esthetics Program (Advanced Placement)
  - 1,200-Hour Master Esthetics Program (Full)
  - 270-Hour Eyelash & Eyebrow Technician Program
- Complete all assigned coursework and curriculum approved by Utah DOPL.



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- Pass all written and practical examinations with a minimum required passing score.

## 2. Theory Requirements

(See accompanying table and graduation form for detailed hour allocations.)

## 3. Practical Requirements

Students must successfully complete all practical operations and services as required by the Utah State Board and outlined in the school's graduation form.

## 4. Financial Requirements

- All tuition, fees, and related financial obligations must be paid in full.
- All student kits, tools, and borrowed materials must be returned or accounted for.

## 5. File & Exit Requirements

- Complete all required documentation (e.g., evaluations, attendance logs).
- Pass an audit of the student file for graduation clearance.
- Participate in a final exit interview if required.

## 6. Instructor Licensure and Requirements

Students who wish to pursue a career as a licensed Esthetics Instructor in Utah must:

- Hold a valid Utah Master Esthetician license.
- Complete an additional 620-hour Instructor Training Program at an approved licensed school.
- Complete instructor-level coursework in:
  - Curriculum development
  - Lesson planning
  - Teaching methodology



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- Classroom management
- Student assessment and evaluation
- Pass the Utah Instructor written exam administered by PSI.
- Submit application and required fees to Utah DOPL for licensure.

## Issuance of Certificate

Upon meeting all above criteria and all financial obligations have been met, the student will be issued a Certificate of Completion. This certificate confirms the student's eligibility to sit for the Utah licensure exam and marks successful graduation from Elite Esthetics Academy.

## Student Acknowledgment

I have read and understand the Graduation Policy for Elite Esthetics Academy. I acknowledge the academic, theory, practical, and financial requirements necessary to graduate and receive my Certificate of Completion. I understand that graduation does not guarantee licensure.

**Student Name (Printed):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:**

\_\_\_\_\_

## State Licensure Requirements

### Esthetician (Basic)

- **Education:** Graduate from a licensed/recognized esthetics or cosmetology/barber school with  $\geq 600$  hours (or approved apprenticeship/other-state combo as outlined in statute). (*Justia Law*)
- **Exam:** Pass the NIC Esthetics Theory & Practical exams. (*Legal Information Institute*)
- **Apply & fee** to DOPL (verification of graduation OR other-jurisdiction license; online or manual application). (*dopl.utah.gov*)



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## Master Esthetician

- **Education:** Complete  $\geq 1,200$  hours at a licensed/recognized esthetics school (up to 600 may be from an approved cosmetology/barber program as detailed in statute). (*Justia Law*)
- **Exam:** Pass the NIC Master Esthetics Theory & Practical exams. (*Legal Information Institute*)
- **Apply & fee** to DOPL (verification of graduation OR other-jurisdiction license). (*dopl.utah.gov*)

## Esthetics Instructor

- **Prerequisite license:** Hold a current Master Esthetician license. (*Justia Law*)
- **Instructor prep (choose one):**
  - $\geq 180$  hours instructor training at a licensed/recognized school, **or**
  - $\geq 180$  hours on-the-job instructor training at a licensed/recognized school, **or**
  - $\geq 900$  hours documented esthetics experience. (*Justia Law*)
- **Exam:** Pass the NIC Instructor exam. (*Legal Information Institute*)

## Eyelash & Eyebrow Technician

- **Education:** Complete a course/program of  $\geq 100$  hours at a licensed/recognized eyelash & eyebrow technology, esthetics, or cosmetology/barber school (or approved apprenticeship/other-state combo). (*Justia Law*)
- **Exam:** Pass the NIC Eyelash & Eyebrow Theory & Practical exams. (*Legal Information Institute*)
- **Apply & fee** to DOPL. (*dopl.utah.gov*)

## Eyelash & Eyebrow Technician Instructor

- **Prerequisite license:** Hold a current Eyelash & Eyebrow Technician license. (*Justia Law*)
- **Instructor prep (choose one):**



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- $\geq$  15 hours instructor training at a licensed/recognized school, **or**
  - $\geq$  15 hours on-the-job instructor training at a licensed/recognized school, **or**
  - $\geq$  100 hours documented eyelash/eyebrow tech experience. (*Justia Law*)
- **Exam:** Pass the NIC Instructor exam.

## Refund Policy

### Master Esthetics Program – 1200 Clock Hours

Elite Esthetics Academy maintains a clear and equitable refund policy in accordance with the standards of the National Accrediting Commission of Career Arts & Sciences (NACCAS). This policy ensures students understand the financial implications of withdrawing from the program and outlines the procedures for refund calculation.

Refunds are calculated on the basis of scheduled clock hours completed at the time of withdrawal or termination. The tuition portion attributable to instruction not yet provided will be prorated based on the number of hours scheduled by the student's contract. Non-instructional fees (registration, supplies, etc.) that were stated as non-refundable in the enrollment agreement will not be refunded. Refunds will be issued within 45 calendar days of the student's official withdrawal date or termination. This policy is effective as of [11/01/2025], and tuition & fees are subject to change with advance written notice.

#### 1. Last Date of Attendance (LDA)

The student's official last date of attendance is used to calculate any tuition refund. The LDA is defined as the last day the student was physically present and participated in an academically-related activity.

#### 2. Refund Eligibility

Students who withdraw or are dismissed before completing more than 75% of the program may be eligible for a prorated tuition refund. Refunds are calculated based on the portion of the 1200-hour program completed, as detailed in the refund schedule below.



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### 3. Tuition Refund Schedule

#### 1,200 clock hours

Hours Completed	% of Program Completed	Tuition Refund
0 – 120 hours	0% – 10%	90% refund
121 – 300 hours	11% – 25%	75% refund
301 – 600 hours	26% – 50%	50% refund
601 – 900 hours	51% – 75%	25% refund
901+ hours	Over 75%	No refund

#### 675 clock hours

Bracket (per 1,200-hr policy)	Hours (675-hr)
≤ 10% of program	67.5
10.01%–25% of program	67.51–168.75
25.01%–50% of program	168.76–337.5
50.01%–75% of program	337.51–506.25
> 75% of program	> 506.25

*Note:* Non-refundable registration fee and issued books/kits follow the same rules stated in the 1,200-hour refund policy.

Refunds are based on scheduled hours, not hours attended, and are calculated as a percentage of total tuition charges.

#### 270 clock hours

Refunds follow the **same percentage schedule** as the 1,200-hour program and are based on *scheduled hours*. Hour equivalents:

Bracket (per 1,200-hr policy)	Hours (270-hr)
≤ 10% of program	27
10.01%–25% of program	27.01–67.5
25.01%–50% of program	67.51–135
50.01%–75% of program	135.01–202.5
> 75% of program	> 202.5

*Note:* Non-refundable registration fee and issued books/kits follow the same rules stated in the 1,200-hour refund policy.

#### Instructor Training



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Refunds use the **same percentage schedule** as the 1,200-hour program. Hour equivalents are provided for both approved lengths:

## Refund & Cancellation Policy — Instructor Training (620 Hours)

Refunds are calculated using the **same percentage schedule** published for the 1,200-hour program and are based on *scheduled hours* completed. Hour equivalents for a 620-hour program:

Bracket (per 1,200-hr policy)	Hours (620-hr)
≤ 10% of program	62
10.01%–25% of program	62.01–155
25.01%–50% of program	155.01–310
50.01%–75% of program	310.01–465
> 75% of program	> 465

*Note:* Non-refundable registration fee and timelines (e.g., 45-day refund window) follow the same rules stated in the 1,200-hour refund policy.

## Non-Refundable Charges

The following fees are non-refundable:

- Registration/Enrollment Fee
- Student Kit and Supplies (once issued)
- Textbooks and Uniforms (once issued)
- Any tuition or fees for instruction already provided

## Refund Payment Timeline

All applicable refunds will be issued within 45 calendar days from the official date of withdrawal or the date the institution determines the student has withdrawn.

## Withdrawal Determination

A student is considered withdrawn if:



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- They submit written notice of withdrawal, or
- They are absent for 14 consecutive calendar days without an approved Leave of Absence.

Withdrawals are processed according to the Academy's official withdrawal procedure, including completion of a Withdrawal Notification Form.

## Honor Student Recognition Policy

### Elite Esthetics Academy – Master Esthetics Program

Elite Esthetics Academy is committed to recognizing students who demonstrate exceptional dedication, academic achievement, and professionalism throughout the Master Esthetics Program. The Honor Student designation is a prestigious recognition awarded at graduation to students who meet specific excellence criteria.

#### 1. Purpose

The Honor Student designation is intended to:

- Acknowledge outstanding academic performance and attendance.
- Encourage high standards of conduct and professionalism.
- Celebrate students who exemplify the mission and values of the Academy.

#### 2. Eligibility Criteria

To graduate with Honor Student status, a student must meet all of the following requirements:

- **Academic Excellence:** Maintain a final GPA of 90% or higher in theory and practical work.
- **Attendance:** Maintain an overall attendance rate of 95% or higher.
- **Professionalism:** Demonstrate consistent professionalism, punctuality, positive attitude, and compliance with the student code of conduct.
- **No Disciplinary Actions:** Have no major disciplinary violations or probation during the course of the program.



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### 3. Recognition

Students graduating with Honor Student status will:

- Receive a Certificate of Academic Distinction at the graduation ceremony.
- Be publicly recognized during graduation and on school media platforms (with student consent).
- Have the distinction noted on their transcript and diploma (if applicable).

### 4. Evaluation and Approval

Honor Student status is determined by the School Director and instructional staff at the end of the program, following a comprehensive review of student performance, attendance, and behavior records.

### 5. Discretionary Consideration

Elite Esthetics Academy reserves the right to grant or withhold Honor Student status based on a holistic review, even if a student narrowly misses a specific metric. Any exceptions must be approved by the School Director.

Honor Students will be given a free service of their choice and the ability to use the Elite Esthetics Academy's State Board kit free of charge.

## Student Services

Elite Esthetics Academy encourages students to receive services as part of their educational experience. Students must conduct themselves professionally and follow proper spa protocol at all times, whether giving or receiving services.

To receive student services, a student must:

- Be in good academic and attendance standing
- Complete and submit the Student Service Form to their instructor for approval
- Submit the signed form to the front desk for final approval and payment



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## School Safety

### Visitors and Guests

For the safety of all students and staff, all visitors must check in at the front desk. Visitors are not allowed to enter through the student entrance and must be accompanied by a student or staff member in any area outside the lobby.

### Student Parking Lot and Parking Lot Security

Elite Esthetics Academy provides a designated student parking lot. Students are expected to park in this lot at all times, except for the **Student of the Month**, who will have a reserved parking space.

- Always lock your vehicle.
- The academy is not responsible for lost or stolen property or for damage to student vehicles.
- Leave valuables at home whenever possible.
- For safety reasons, no student or staff member should leave the building alone after dark.
- All students and staff must leave in pairs after dark.

## Student Rights & Responsibilities

### Anti-Bullying, Harassment, and Sexual Harassment Policy

Elite Esthetics Academy is committed to fostering a safe, respectful, and inclusive learning environment where all individuals are treated with dignity and can pursue their education free from fear, intimidation, or discrimination.

### Zero Tolerance Policy

Bullying, harassment, and sexual harassment of any kind are strictly prohibited. This policy applies to all students, instructors, staff, and visitors, both on campus and at any off-site, school-sponsored activity.



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## Prohibited Conduct

**Bullying** includes repeated, deliberate behavior that harms, intimidates, or humiliates another individual. Examples:

- Verbal abuse, teasing, or threats
- Spreading rumors or exclusion from peer groups
- Online harassment (cyberbullying)

**Harassment** is unwelcome conduct that offends, threatens, or degrades another person based on race, gender, religion, disability, age, or other protected characteristics. Examples:

- Derogatory jokes or slurs
- Ridicule or offensive gestures
- Intimidating behavior

**Sexual Harassment** includes unwelcome sexual advances, comments, or conduct. This may occur between students, staff, or between a student and instructor. Examples:

- Inappropriate touching or lewd remarks
- Sexual jokes, messages, or images
- Pressure for dates or favors in exchange for academic or professional benefit

## Reporting Procedures

Any student or staff member who feels they have experienced or witnessed bullying or harassment should report the incident immediately. Reports can be made in person or in writing to:

- The School Director
- A Designated Student Services Advisor
- Any trusted staff member

All reports are treated confidentially and investigated promptly and impartially.



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## Disciplinary Actions

Violations of this policy may result in:

- Warnings (verbal or written)
- Mandatory counseling
- Suspension or dismissal from the program
- Termination of employment (for staff)

The Academy strictly prohibits any form of retaliation against individuals who report misconduct or participate in an investigation.

## Ongoing Prevention

Elite Esthetics Academy proactively supports a respectful community by:

- Educating students and staff during orientation
- Clearly communicating behavioral expectations
- Encouraging open discussion and bystander support

# Student Rights & Responsibilities

## Student Right to Privacy Policy

Elite Esthetics Academy is committed to protecting the confidentiality of student information in compliance with the Family Educational Rights and Privacy Act (FERPA) and National Accrediting Commission of Career Arts & Sciences (NAC-CAS) standards.

## Confidentiality of Student Records

All student educational records—including academic, financial, and disciplinary documentation—are maintained securely and accessed only by authorized school officials. Records are not shared with third parties without the student’s written consent, except as allowed under FERPA.



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## Student Access to Records

Students have the right to review their records upon written request. Requests should be directed to the School Director or Registrar. Access will be granted within 45 calendar days of the request. Students may request corrections to records they believe are inaccurate or misleading and may request a formal hearing if the correction is denied.

## Disclosure Without Consent

Elite Esthetics Academy may disclose information from student records without consent in the following cases:

- To school officials with a legitimate educational interest
- To NACCAS or other accrediting agencies
- To government agencies for audits, compliance, or financial aid processing
- In compliance with court orders or subpoenas
- In emergency situations where health and safety are at risk

## Directory Information

The Academy may release limited directory information without prior consent unless a student opts out in writing. Directory information includes:

- Name
- Program enrolled
- Dates of attendance
- Honors or awards received
- Graduation status

Students must notify the School Director in writing within 30 days of enrollment if they do not wish to have directory information disclosed.

## Retention of Records

- Academic transcripts are maintained permanently.



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- Attendance, financial, and enrollment records are retained for a minimum of five years following graduation or withdrawal.

### Privacy Complaints

Students who believe their rights under FERPA have been violated may file a complaint with:

**Family Policy Compliance Office**  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-4605

## Grievance and Complaint Resolution Procedure

Elite Esthetics Academy is committed to maintaining a supportive and professional learning environment. Students are encouraged to resolve concerns promptly and respectfully. The following procedure outlines the steps for filing a grievance or complaint:

### Step 1: Informal Resolution with Overseeing Instructor

- The student may request a private meeting with their instructor.
- The instructor will make every effort to resolve the issue informally and fairly.
- A written summary of the discussion may be recorded at the instructor's discretion.

### Step 2: Formal Complaint to Admissions Officer

- The student must submit a written complaint within 5 business days of the unresolved issue.
- The complaint should include the nature of the grievance, the date(s) of occurrence, and any prior attempts to resolve it.
- The Admissions Officer will review the complaint and schedule a meeting with the student within 7 business days.
- A written response will be provided following the review.



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### Step 3: Escalation to School Director

- This request must be made in writing within 5 business days of receiving the prior response.
- The School Director will review the complaint, speak with relevant parties, and issue a final decision within 10 business days.

### Step 4: Contacting NACCAS

If the student has exhausted the school's internal grievance procedure and the issue remains unresolved, they may file a formal complaint with the National Accrediting Commission of Career Arts & Sciences (NACCAS).

#### **NACCAS Contact Information:**

National Accrediting Commission of Career Arts & Sciences  
3015 Colvin Street  
Alexandria, VA 22314  
Phone: (703) 600-7600  
Website: [www.naccas.org](http://www.naccas.org)

*Please note: NACCAS will only consider complaints after all internal procedures have been followed and exhausted.*

## Student Advising Services

### Student Advising & Support Services Policy

Elite Esthetics Academy is committed to supporting each student's academic journey and personal well-being. In addition to structured academic advising, the Academy provides access to confidential support resources for mental health, personal crisis, and community referrals.

#### **Academic & Career Advising**

- Every student is assigned an academic advisor to guide them through enrollment, coursework, and career planning.
- Progress reviews are scheduled at critical points throughout the program.



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- Advisors provide personalized support in professional goal setting, licensure preparation, and job placement assistance.
- Resume Support.
- Mock interviews.
- Job Board located in the student lounge.

### **Health, Crisis & Community Support Services**

The Academy offers information and confidential referrals to community-based organizations. These resources are shared during orientation, posted on campus, and available upon request.

### **Emergency & Crisis Hotlines (Utah) Domestic Violence Support (24/7):**

- Utah Domestic Violence LINKLine – 1-800-897-LINK (5465)
- The Refuge (Shelter & Services) – 801-377-5500

### **Sexual Assault Services:**

- Rape Recovery Center (SLC) – 801-467-7273
- Utah Coalition Against Sexual Assault – 1-888-421-1100

### **Suicide & Mental Health Support:**

- Utah Crisis Line – 988 or 801-587-3000
- Huntsman Mental Health Institute – 1-800-273-8255

### **Substance Use & Addiction Help:**

- Salt Lake County Behavioral Health – 801-587-3000
- Utah Office of Substance Use & Mental Health – 1-833-723-3326
- Dial 2-1-1 for local treatment, recovery, and family support

### **Confidentiality & Follow-Up**

- All student disclosures are treated with the utmost confidentiality.
- No personal or health-related information is recorded in academic files unless required by law.



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- Advisors will follow up discreetly and may coordinate academic adjustments as needed.

## **Student Agreement Form**

### **Satisfactory Academic Progress (SAP) Acknowledgment**

I acknowledge receipt of the SAP Policy (attendance, theory/practical grades, evaluation points, appeal process) and understand that failure to meet SAP may impact enrollment status and, if applicable, financial aid eligibility.

### **Attendance and Conduct**

I agree to follow attendance requirements, punctuality standards, professional conduct, dress code, and all clinic floor rules as published in the Catalog/Handbook.

### **Health, Safety, and Infection Control**

I will adhere to sanitation, sterilization, decontamination, and infection control procedures; follow clinic safety protocols; and comply with all state and local health regulations.

### **Grievance and Complaint Resolution**

I acknowledge receipt of the Academy's grievance procedure and understand how to file a complaint internally and, if unresolved, with NACCAS.

### **Graduation Requirements**

- Complete required clock hours and all curriculum requirements for the selected program.
- Pass all required theory and practical evaluations and any comprehensive finals.



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- Satisfy all financial obligations and complete file/exit requirements.

## Licensure Disclosure

Graduation does not guarantee licensure or employment. Utah DOPL determines licensure eligibility; applicants must meet state requirements and pass applicable NIC examinations.

## Additional Acknowledgments

- I have received the current Catalog/Handbook and pricing; I understand policies on leaves of absence, make-up work, and clinic expectations.
- Media/Photo Release (optional): I consent      I do not consent.
- Records/FERPA-style Release (optional): I authorize limited release of education records for employment/licensure support.
- Technology/Communications: I consent to receive school communications by email/SMS.

## Changes to Agreement

Any amendment to this Agreement must be in writing, signed and dated by both the Student and a School official, and a copy provided to the Student.

## Signatures

**Version** \_\_\_\_\_ **Publication Date** \_\_\_\_\_  
**Effective Date** \_\_\_\_\_ **Initials (School)** \_\_\_\_\_  
 Version \_\_\_\_\_ Publication Date \_\_\_\_\_  
 Effective Date \_\_\_\_\_ Initials (School) \_\_\_\_\_  
 Student Name (Print) \_\_\_\_\_ Date \_\_\_\_\_  
 Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Parent/Guardian (if under 18) \_\_\_\_\_ Date \_\_\_\_\_  
 School Official (Print) \_\_\_\_\_ Date \_\_\_\_\_

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School Official Signature \_\_\_\_\_ Date \_\_\_\_\_

*Note: This template is intended to align with NACCAS documentation expectations and Utah DOPL rules. Schools should finalize program-specific tables (hours, service counts, start dates, tuition) and consult counsel for any jurisdiction-specific contract requirements.*

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