



ELITE ESTHETICS

— ACADEMY —

Student Catalog

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V2.04	10/01/2026

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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.

Version	Date Published	Summary of Changes
V2.02	05/01/2026	Initial publication
V2.03	06/23/2026	Program updates and formatting revisions



Version	Date
V2.04	10/01/2026

Version	Date Published	Summary of Changes
V2.04	10/01/2026	Tuition tier schedule published; State Licensure Requirements updated for S.B. 330; Instructor Training Program revised to 75 hours; service count requirements updated; SAP checkpoints, maximum timeframe and refund schedule revised accordingly

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- Superseded catalogs are archived and made available upon request to NACCAS or state agencies

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)
- **Utah S.B. 330 (2025)**, which restructured licensing for cosmetology and associated professions effective January 1, 2026. The Division is amending R156-11a to implement these statutory changes; those amendments were not adopted as of the publication date of this Catalog. Where this Catalog states requirements that exceed current rule, they are published as Elite Esthetics Academy requirements.

Students may reference full regulatory text at dopl.utah.gov for further statutory and licensing details.



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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 and to prepare graduates for licensure and employment in the esthetics and wellness industry. 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

Spa Director / Customer Relations:

Cheri Greenburg

Education Director:

Sydnee Moore

School Owner-CEO:

Troy Martin

School Owner:

Jeff Bate

Lead Instructor:

Terra Ruff

Instructor:

Elizabeth Fulks

Ownership Statement: Elite Esthetics Academy is a privately owned institution, operated and owned by Troy Martin 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 - School Director: 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.



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Cheri Greenburg - Spa Director: 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 maintains industry employment in esthetics management, where she oversees scheduling, training, and client services.

Sydnee Moore - Education Director: 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 - School Owner: 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). As co-owner, Troy provides governance and business oversight to Elite Esthetics Academy. Academic and curricular matters — including instructional content, student progress, and educational policy — are directed by the School Director, ensuring that all educational decisions are made by qualified personnel with appropriate credentials in cosmetology education.

Jeff Bate - School Owner: Jeff Bate is a seasoned financial executive and business



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leader with extensive experience in building and scaling organizations. As Executive Vice President of Finance and former Chief Operating Officer at Rocky Mountain University of Health Professions, he has led financial strategy, operations, and long-term planning for a growing institution serving hundreds of employees and students. With a background that spans higher education, healthcare startups, banking, and manufacturing, Jeff brings a practical, results-driven approach to business growth, operational efficiency, and financial management. He has played a key role in launching new academic programs, developing financial models for startup institutions, and guiding organizations through periods of rapid expansion. Jeff focuses on ensuring a strong financial foundation, supporting sustainable growth, and helping create an environment where students can succeed both professionally and personally. He is known for his hands-on leadership style, strategic mindset, and ability to translate complex financial concepts into clear, actionable direction.

Terra Ruff - Lead Instructor: Terra is a licensed Master Esthetician and Instructor, as well as a nationally certified Medical Assistant with six years of clinical experience. She brings her medical and clinical background into the classroom to enhance student learning and provide a well-rounded, results-oriented education. Terra is dedicated to supporting student success by fostering professional growth, technical proficiency, and confidence as students progress through their training and prepare for careers in the esthetics industry.

Elizabeth Fulks - Instructor: Biz is a licensed esthetician with two years of industry experience and a background in education. She is committed to supporting student success by fostering confidence, professionalism, and technical skill development in the classroom and clinic setting. Biz specializes in waxing and demonstrates a strong interest in the science of results-driven treatments, which she integrates into her instructional approach.



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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

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 (NAC-CAS).**

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 Professional Licensing (DOPL).**

The school license number is: 14252667-1111

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

- **Utah State Board of Cosmetology – 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. Elite Esthetics Academy does not currently participate in federal financial aid (Title IV) programs. Tuition is paid through full payment, scholarship, or institutional payment plan. Uniform Tuition Methodology. Tuition for the Master Esthetics programs is calculated at a uniform rate per clock hour, published in the tuition schedule below. The Master Esthetics 675-Hour Program is priced at one half of the 1,200-Hour Program at every tier. The Instructor Training Program and the Lash & Brow (Eyelash & Eyebrow) Program are offered at fixed flat tuition and are not priced at the per-clock-hour rate, reflecting the different structure and delivery of those programs. Student Kit charges and other published fees are listed separately and are not included in tuition. The application fee is applied toward the student's tuition.

Published Tuition Schedule. As a new institution, Elite Esthetics Academy has set tuition below the rate it expects to charge once accredited and eligible to participate in federal student aid programs. Tuition rises on the schedule below as the Academy completes each stage. This schedule is published in advance so that every student knows, before enrolling, what tuition applies to their start date and what will apply to future cohorts.



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Published Tuition Schedule

Tier	Rate	1,200-Hour	675-Hour	Lash & Brow	Instructor	Effective	Trigger
1 — Founding	\$6.25	\$7,500	\$3,750	\$4,000	\$1,200	Through 12/31/2026	Calendar
2 — Established	\$8.75	\$10,500	\$5,250	\$4,000	\$1,200	01/01/2027	Calendar
3 — Candidacy	\$11.25	\$13,500	\$6,750	\$4,000	\$1,200	07/01/2027	Calendar
4 — Accredited	\$13.75	\$16,500	\$8,250	\$4,000	\$1,500	Est. Q1 2028	NACCAS accreditation
5 — Title IV	\$16.25	\$19,500	\$9,750	\$4,000	\$1,800	Est. late 2028	Title IV eligibility

Tuition shown is Tier 1, in effect for programs starting through December 31, 2026. See the Published Tuition Schedule for tuition applying to later start dates.

Master Esthetics Program: \$7,500.00

- **Student Kit:** \$1,800.00 Student Kit non-refundable
- **Application Fee:** \$100.00 non-refundable
 - **Student kit contents:**
 - Skincare student kit
 - One set of scrubs
 - Electronic Milady book (Optional for printed books will be an additional cost)
 - Elite Esthetics scrunchies
 - Student binder
 - Lash lift kit
 - Computer bag
 - Student wax kit
 - T-shirt
 - Hydrafacial Certification



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- Masters phase kit — issued on entering the Masters phase, included in the \$1,800 student kit charge
- Dermaplane kit
- Chemical peel kit

The Masters phase kit is part of the \$1,800 student kit charge and is not an additional cost. It is issued when the student enters the Masters phase rather than at orientation. All student kit items are non-refundable once issued.

- Optional: Computer / iPad (Extra cost)

- **Total Program Cost:** \$9,300.00
- *Note: Tuition does not include graduation fees, licensure exam costs, or kit replenishment items. These may incur additional charges.*

Master 675 Hour Esthetics Program: \$3,750.00

For applicants holding a valid Utah Basic Esthetician license or Utah Cosmetology license, or an out-of-state equivalent. This program includes a complimentary 75-hour Elite Esthetics Bridge — an individualized assessment and gap-remediation period in which Elite evaluates each student's prior Basic Esthetics or Cosmetology training and provides targeted remediation in any areas where prior instruction did not meet Elite's standards. See the Credit For Prior Education & The Elite Esthetics Bridge section under Admissions for eligibility and details.

- **Student Kit:** \$1,000.00 Student Kit non-refundable
- **Application Fee:** \$100.00 non-refundable
 - **Student kit contents:**
 - Skincare
 - One set of scrubs
 - Electronic Milady book (Optional for printed books will be an additional cost)
 - Dermaplane Kit
 - Student binder
 - Computer bag
 - Chemical Peel Kit



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- Hydrafacial Certification
- T-shirt
- **Total Program Cost:** \$4,750.00
- **Note:** The 675-hour program consists of 600 hours of advanced curriculum plus a complimentary 75-hour Elite Esthetics Bridge, provided at no additional cost. Hours credited from prior training are documented in each student's individual Credit Determination and Enrollment Agreement. Tuition does not include graduation fees, licensure exam costs, or kit replenishment items. These may incur additional charges.
- **Instructor Program:** \$1,200.00
- **Application Fee:** \$100.00 non-refundable
 - **Student kit contents:** no additional charge kit is included in the program
 - Electronic Milady Book (optional for printed books will be an additional cost)
 - Binder
 - Skin care
 - T-shirt
- **Total Program Cost:** \$1,200.00
- *Note: Tuition does not include graduation fees, licensure exam costs, or kit replenishment items. These may incur additional charges.*
- **Lash and Brow Course:** \$4,000.00
- **Application Fee:** \$100.00 non-refundable
 - **Student Kit:** \$1,000.00 Student Kit non-refundable
- **Total Program Cost:** \$5,000.00
- *Note: Tuition does not include graduation fees, licensure exam costs, or kit replenishment items. These may incur additional charges.*
 - Classic & Hybrid lash extension kit
 - Lash lift & tint kit
 - Brow Lamination & Mapping kit



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- *Note: Tuition does not include graduation fees, licensure exam costs, or kit replenishment items. These may incur additional charges.*

Tuition Effective Dates and Honoring Prior Agreements

The tuition figures published in this Catalog apply to Enrollment Agreements signed on or after the publication date of Catalog V2.04. Students with executed Enrollment Agreements predating this Catalog complete their program at the tuition rate, program structure, and other terms specified in their original signed Agreement.

- **Tier applicability** Where this Catalog publishes a tuition tier schedule, the tier that applies to a student is the tier in effect on the date the student signs their Enrollment Agreement, provided the student begins the program within 60 days of signing. If a student's start date falls more than 60 days after the date of signing, tuition is charged at the tier in effect on the start date. A subsequent tier increase does not affect a student whose Agreement is already executed and whose start date falls within 60 days. Each student's actual tuition is recorded on their Enrollment Agreement.
- **Re-entry** A student who withdraws or takes a leave of absence and re-enters within twelve months is charged at the tier stated in their original Enrollment Agreement. A student re-entering after twelve months is charged at the tier in effect on the date of re-entry.

Elite Esthetics Academy honors every Enrollment Agreement as signed, regardless of subsequent changes to published tuition or program structure. This protection extends through the full duration of the program, including any approved breaks, leaves of absence, or re-entries authorized under the original Agreement.

Applicants who received a written tuition quote prior to the V2.04 publication date will be honored at the quoted rate, provided the Enrollment Agreement is executed within sixty (60) days of the date of the written quote.

Any future changes to tuition, fees, or program structure published in subsequent editions of this Catalog will be applied prospectively only, in accordance with the same principle: every signed Enrollment Agreement is honored at the terms specified in that Agreement through completion of the student's program.



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Student Fee Schedule

The following fees may be assessed during a student's enrollment at Elite Esthetics Academy. All fees are in addition to program tuition unless otherwise noted. Students will be notified in writing of any fee assessed, and all assessed fees are documented in the student's financial record. Fees are non-refundable and are not included in tuition refund calculations.

This fee schedule is subject to change with advance written notice to currently enrolled students. Any changes will be communicated in writing and reflected in a catalog addendum prior to taking effect.

Application Fee

Application \$100.00 Per application

The application fee is non-refundable and is due at the time of application.

Attendance & Conduct Fines

Students are required to notify the Director of Education of any absence in advance. Failure to do so will result in the fines listed below.

- **AM / Full-Time Students:** Notify the school prior to 8:30 AM
- **PM Students:** Notify the school prior to 1:15 PM
- No-Call No-Show Fine — AM / Full-Time Students \$25.00 Per occurrence
- No-Call No-Show Fine — PM Students \$25.00 Per occurrence
- Saturday Absence Fine — No call No show \$35.00 Per occurrence
- Saturday Absence Fine — Day-of notice \$25.00 Per occurrence

No-Call No-Show fines are waived if the student provides a valid doctor's note. For Saturday absences, students must provide at least one (1) week advance notice to the Director of Education. If proper notice is not given, a doctor's note is required; if a doctor's note is not provided, the applicable Saturday fine will be assessed. All fines must be satisfied to remain in good academic and financial standing.



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Attendance Allowance & Overtime Completion Fee

Students in the Master Esthetics programs are allowed a fixed number of absence hours for the duration of their program:

- Master Esthetics 1,200-Hour Program — 75 hours
- Master Esthetics 675-Hour Program — 37.5 hours

No attendance allowance applies to the Lash & Brow Technician Program or the Instructor Training Program. Any absence in those programs must be made up.

The allowance covers all time not in attendance, whether for vacation, illness, or arriving late and leaving early. Attendance is recorded to the minute and all missed time accumulates against the allowance.

Completing approved make-up hours credits clock hours toward graduation but does not restore the attendance allowance. The original absence still counts against it.

Overtime Completion Fee — \$20.00 per hour

Once a student's attendance allowance is exhausted, each additional hour required to complete the program is charged at \$20.00 per hour. Where extra instructional charges are assessed before the contracted completion date, the student acknowledges each charge to their account in writing. All monies received for extra instruction before the contracted completion date are refunded if the student withdraws or is terminated (NACCAS Policy VII.02).

Students receive an hours log at the beginning of each month, which they review and sign. It is the student's responsibility to monitor their own attendance and remaining allowance.

State Board Kit Rental

- State Board Kit Rental \$100.00 Per use
- Refund — Kit returned in good condition —\$50.00 Refundable
- Full Refund — Honor Roll student —\$100.00 Refundable

A \$100 rental fee is assessed at the time of State Board kit use. Students who return the kit in good, undamaged condition will receive a \$50 refund. Students who graduate



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on the Honor Roll will receive a full \$100 refund upon return of the kit. The kit must be returned within 30 days of graduation or program exit.

Financial Fees

- Late Payment Fee \$25.00 Per occurrence
- Returned Payment / NSF Fee \$35.00 Per occurrence

The Late Payment Fee is assessed when a scheduled payment is not received by the due date outlined in the student's payment plan. The Returned Payment / NSF Fee is assessed for any payment returned by the student's financial institution due to insufficient funds or account errors.

Records & Administrative Fees

- Duplicate Transcript / Record Request \$10.00 Per request
- State Board Documentation Reissue \$15.00 Per request

One complimentary copy of the student's transcript and state board documentation is provided at graduation. Subsequent requests are subject to the fees above.

Service Fee

- Service Fee services on students and staff only — \$7.00 · Per service
- Microneedling - \$80.00 · Per service
- Hydrafacial - student's own certification, using their student kit · No charge
- Hydrafacial — any treatment beyond certification · Product cost · Per treatment

A Service Fee is assessed only for services performed on a student or a staff member, and is paid by whoever requested the service. Where a student asks another student or a staff member to receive a service so that the student can complete a required service count, the student who requested it pays. Clients of the student clinic are not charged this fee; they pay the published clinic menu price. The standard fee is \$7.00 per service. Microneedling \$80 per service. Hydrafacial is provided at no charge when a student completes their own certification using the Hydrafacial kit issued with their student kit; any Hydrafacial treatment beyond that certification is charged at product cost. Service Fees are assessed at the time the service is performed, documented in the student's financial record, are in addition to tuition,



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and are non-refundable. Effective for July 20, 2026 class enrollees and later; students enrolled before the July 2026 class are exempt.

General Fee Conditions

- All fees are assessed at the time the qualifying event occurs and are documented in the student’s financial record.
- Students will be notified in writing of any fee assessed, along with the reason and supporting documentation.
- Fees are not included in tuition and are not subject to the tuition refund schedule.
- All fines and fees must be satisfied to remain in good academic and financial standing and to be eligible for graduation.
- The Academy reserves the right to update this fee schedule with advance written notice to currently enrolled students. Any changes will be issued as a catalog addendum prior to taking effect.
- Questions regarding fees should be directed to the Admissions Office or School Director.

Scholarship Opportunities

High School Graduate Scholarship — Not Currently Offered

The High School Graduate Scholarship is not currently being offered and is not accepting applications. The Academy anticipates reinstating this scholarship as published tuition rises under the Published Tuition Schedule. Any reinstatement will be announced in a subsequent Catalog edition or addendum, together with the award amount and eligibility criteria then in effect.

Students previously awarded this scholarship retain their award under the terms of their award letter. Suspension applies to new applicants only.

Prospective students should contact the Admissions Office at (435) 485-7546 or info@eliteestheticsa.com for information on current tuition and available payment plan options.



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Enrollment Dates and Deadlines

2026-2027 School Year

New cohorts of the Master Esthetics 1,200-Hour and Master 675-Hour programs — across all Full-Time, Part-Time, and Night School schedules — Master Esthetics 1,200-Hour and Master 675-Hour cohorts begin on alternating two-week intervals, with each program starting every four weeks. A mandatory new-student orientation is held at 9:00 a.m. on the Thursday immediately preceding each start date.

Master Esthetics — 1,200 Hour

Term	Orientation (Thu, 9:00 a.m.)	First Day of Class (Mon)
September 2026	Thursday, September 10, 2026	Monday, September 14, 2026
October 2026	Thursday, October 8, 2026	Monday, October 12, 2026
November 2026	Thursday, November 5, 2026	Monday, November 9, 2026
December 2026	Thursday, December 3, 2026	Monday, December 7, 2026
January 2027	Thursday, January 7, 2027	Monday, January 11, 2027
February 2027	Thursday, February 4, 2027	Monday, February 8, 2027
March 2027	Thursday, March 4, 2027	Monday, March 8, 2027
April 2027	Thursday, April 1, 2027	Monday, April 5, 2027
May 2027	Thursday, April 29, 2027	Monday, May 3, 2027
May 2027 (2nd cohort)	Thursday, May 27, 2027	Monday, May 31, 2027
June 2027	Thursday, June 24, 2027	Monday, June 28, 2027
July 2027	Thursday, July 22, 2027	Monday, July 26, 2027
August 2027	Thursday, August 19, 2027	Monday, August 23, 2027
September 2027	Thursday, September 16, 2027	Monday, September 20, 2027
October 2027	Thursday, October 14, 2027	Monday, October 18, 2027
November 2027	Thursday, November 11, 2027	Monday, November 15, 2027
December 2027	Thursday, December 9, 2027	Monday, December 13, 2027



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Master Esthetics — 675 Hour

Term	Orientation (Thu, 9:00 a.m.)	First Day of Class (Mon)
September 2026	Thursday, September 24, 2026	Monday, September 28, 2026
October 2026	Thursday, October 22, 2026	Monday, October 26, 2026
November 2026	Thursday, November 19, 2026	Monday, November 23, 2026
January 2027	Thursday, January 21, 2027	Monday, January 25, 2027
February 2027	Thursday, February 18, 2027	Monday, February 22, 2027
March 2027	Thursday, March 18, 2027	Monday, March 22, 2027
April 2027	Thursday, April 15, 2027	Monday, April 19, 2027
May 2027	Thursday, May 13, 2027	Monday, May 17, 2027
June 2027	Thursday, June 10, 2027	Monday, June 14, 2027
July 2027	Thursday, July 8, 2027	Monday, July 12, 2027
August 2027	Thursday, August 5, 2027	Monday, August 9, 2027
September 2027	Thursday, September 2, 2027	Monday, September 6, 2027
October 2027	Thursday, September 30, 2027	Monday, October 4, 2027
November 2027	Thursday, October 28, 2027	Monday, November 1, 2027
November 2027 (2nd cohort)	Thursday, November 25, 2027	Monday, November 29, 2027

Other Programs.

The **Instructor Training (75-Hour)** program admits on a rolling basis, with start dates set individually upon School Director approval. **Lash & Brow Technician (270-Hour)** cohorts begin on the dates posted at the Admissions Office and at www.eliteestheticsa.com.

Subject to Change.

These dates are subject to change. Elite Esthetics Academy reserves the right to adjust scheduled orientation and start dates and will notify enrolled and prospective students in writing of any such change. This calendar is updated annually and is confirmed in each student's enrollment agreement.

Enrollment Agreement

The Enrollment Agreement is a separate, legally binding contract between Elite Esthetics Academy and the student. It is provided as a standalone document and is not reproduced within this Catalog. The Enrollment Agreement contains all required disclosures in accordance with NACCAS Policy IV.03 and Utah state requirements,



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including detailed program information, tuition and fees, the complete refund and cancellation schedule, student acknowledgments, FERPA and media authorizations, graduation requirements, and Utah DOPL licensure information.

When the Enrollment Agreement is Provided

Prospective students may review a blank copy of the current Enrollment Agreement at any time before applying. Copies are available:

- In person at the Admissions Office, 66 East Wadsworth Park Drive, Suite 140, Draper, Utah 84020.
- By request at *info@eliteestheticsa.com*.
- For download at *www.eliteestheticsa.com*.

The Enrollment Agreement is signed only after an applicant has been accepted by the Academy and has reviewed the current Catalog, the Admissions Application requirements, and any applicable scholarship terms. No tuition or other payment beyond the non-refundable \$100 application fee will be collected from any applicant before a fully executed Enrollment Agreement has been provided to the student.

Relationship to This Catalog

This Catalog describes the Academy's policies, programs, fees, and disclosures. The Enrollment Agreement is the contract that incorporates those policies and binds both the student and the Academy to them. In the event of any difference between this Catalog and a fully executed Enrollment Agreement, the Enrollment Agreement controls for the individual student to whom it applies, except where superseded by a state- or federally-mandated requirement.

Where to Find Detailed Policy Information

The following policies referenced in the Enrollment Agreement are described in full elsewhere in this Catalog:

- **Tuition, Fees, and Total Program Cost** — See the *Tuition and Student Fee Schedule* sections.
- **Scholarship Opportunities** — See the *Scholarship Opportunities* section.
- **Refund and Cancellation Policy** — See the *Refund & Cancellation Policy* section.



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- **Satisfactory Academic Progress (SAP)** — See the *Satisfactory Academic Progress (SAP) Policy* section.
- **Attendance, Conduct, and Dress Code** — See the *Rules and Regulations* section.
- **Health, Safety, and Infection Control** — See the *Health Department & Infection Control* section.
- **Grievance and Complaint Resolution** — See the *Grievance and Complaint Resolution Procedure* section.
- **Graduation Requirements** — See the *Graduation Policy* section.
- **Utah DOPL Licensure Requirements** — See the *State Licensure Requirements* section.

Changes to the Enrollment Agreement

Once executed, any amendment to a student's Enrollment Agreement must be in writing, signed and dated by both the student (and parent or legal guardian if the student is under 18) and an authorized school official, with a copy provided to the student. No oral modifications are binding. Updates to Catalog policy that affect future enrollees do not retroactively alter agreements already executed, except as required by law.

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)
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth



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- 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

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 1:15–5:00



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Night School

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

Scheduled Clock Hours per Week:

Scheduled clock hours per week by enrollment option are as follows: • Full-Time — 37.5 hours per week (Monday–Friday or Tuesday–Saturday, 8:30 a.m.–5:00 p.m., one-hour lunch). • Part-Time AM or PM — 18.75 hours per week (3.75 hours per day). • Night School — 18.75 hours per week (5:15 p.m.–9:00 p.m., 3.75 hours per day). Students may not exceed 37.5 scheduled hours in any week.

The 1200 hour course is:

- Full time is a 32 week course not including holidays or 75-hour attendance allowance.
- Part time is a 69 week course not including holidays or the 75-hour attendance allowance.

The Night School Master Esthetics 1,200 Hour Part-Time Program:

- 69 week part time course not including holidays or 75-hour attendance allowance.

The Master 675 Hour Esthetics Program (with previous Basic Esthetics or Cosmetology license) course is:

- 18 week full time course not including holidays or the 37.5-hour attendance allowance.
- 39 week part time course not including holidays or the 37.5-hour attendance allowance.

The Master 675 Hour Esthetics Program (with previous Basic Esthetics or Cosmetology license) Night time course is:

- 39 week part time course not including holidays or the 37.5-hour attendance allowance.



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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.

Distance Education Policy

Elite Esthetics Academy operates a hybrid program model in which a portion of instruction is delivered through distance education. This policy describes how the Academy administers distance education in compliance with NACCAS Policy VI.02, all applicable state and federal laws, and the Academy's commitment to consistent academic quality regardless of mode of delivery.

Scope and Limits

Distance education at Elite Esthetics Academy is delivered through the Academy's secure Learning Management System (LMS). Distance hours are integrated into the Master Esthetics, Master 675-Hour, Eyelash & Eyebrow Technician, and Instructor Training programs as appropriate to each program's curriculum.

In accordance with NACCAS Standard VI, **distance education is not used as a mode of delivery for more than 50% of any program**. The remaining program hours are delivered through on-campus theory instruction, supervised practical training, and clinic floor experience.

Measurable Participation

Interaction with the instructor through distance education is validated by **measurable participation** on a clock-hour basis. Distance learning hours are recorded only when the student is actively engaged in approved educational activities, including but not limited to:

- Time-in-content tracking through the LMS
- Completion of assigned modules, readings, and video content
- Submission of homework, projects, and reflective assignments
- Participation in instructor-monitored discussion or live virtual sessions
- Completion of LMS-administered formative assessments



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Time spent logged into the LMS without active engagement does not count toward clock hour completion. Student identity is verified through secure individual login credentials, and the Academy reserves the right to require additional identity verification for any distance-delivered activity. **Verification of Student Identity.**

Student identity in all distance-education coursework is verified through individually assigned, secure LMS login credentials at each session of instruction. Elite Esthetics Academy assesses no additional charge to the student for identity verification, and there are no projected additional identity-verification costs at this time. Should any such charge be introduced, students will be notified in writing through a catalog addendum before it takes effect.

Treatment of Distance Hours in SAP and Maximum Time Frame

Distance education clock hours and on-campus clock hours are treated identically for all academic progress and program duration calculations. Specifically:

- Distance hours count toward total program completion on an equal basis with on-campus hours.
- Distance hours are included in the calculation of Satisfactory Academic Progress (SAP), including both quantitative (pace) and attendance components.
- Distance hours are included in the Maximum Time Frame (MTF) allowed for program completion.
- Distance hours are subject to the same attendance, participation, and academic integrity standards as on-campus hours.

The mode of delivery does not alter the contracted program length, the SAP standards a student must meet, or the Maximum Time Frame within which the program must be completed.

On-Campus Assessment Requirement

All assessments used to calculate a student's grade point average (GPA) are executed while the student is physically on campus. This includes phase theory finals, practical skills examinations, and any comprehensive assessments required for program advancement or graduation. Distance-delivered formative assessments may inform learning but do not contribute to the student's GPA of record.



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On-Campus Participation Requirement

The student participates in learning activities while physically present at the contracted campus **at least once every 10 business days** for the length of a scheduled class day, as outlined in the student's Enrollment Agreement and program schedule. This requirement ensures continuity of supervised practical training and consistent instructor contact throughout the program.

Transcript Identification of Distance Education Component

All transcripts and other documents listing academic attainment issued by the Academy will **identify the distance education component** of the student's program. The Academy maintains records of distance hours and on-campus hours separately within each student's academic file.

Pre-Enrollment Disclosure

Prior to enrollment, all applicants are provided with a written disclosure regarding distance education. The disclosure includes the statement that *academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states*. A signed and dated copy of this disclosure is maintained in the student's file as part of the enrollment record. The text of the required disclosure is provided in the *Distance Education Acknowledgment* section of this Catalog and as a standalone form at enrollment.

Equivalence of Quality

The Academy ensures that all courses and program content delivered through distance education meet the same learning objectives, instructional standards, and evaluation criteria as the same content delivered on campus. The institution is responsible for the management, control, and delivery of distance education and does not contract distance instruction to any third party.

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.



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All prospective students must submit an application for enrollment. Applicants must be at least 17 years of age at the time of enrollment. Applications are available:

- Online at www.eliteestheticsa.com
- In person at the Elite Esthetics Academy Admissions Office

Required Documentation:

- Proof of high school completion (one of the following):
 - * Proof of age (government-issued photo ID or birth certificate).
 - * 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
 - * 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.

Instructors Course Admissions Requirements: Applicants must also submit:

- A current Utah Master Esthetician license



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- Documentation of six months of work experience in the field to be taught
- A letter of recommendation
- A professional resume
- \$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.

Re-Entry After Withdrawal

Elite Esthetics Academy permits students who have previously withdrawn — voluntarily or administratively — to apply for re-entry into the program from which they withdrew. Re-entry is not automatic and is subject to review and approval by the School Director.

To apply for re-entry, a former student must:

- Submit a written request for re-entry to the Admissions Office.
- Resolve any outstanding financial obligations from the prior enrollment, unless an alternative payment arrangement has been approved in writing.
- Complete a financial and academic standing review with the School Director or designated administrator.

If re-entry is approved within 180 calendar days of the original withdrawal date, the student may resume training at the same point in the program where they left off, and prior credits and clock hours earned at the Academy will be retained. If re-entry occurs more than 180 calendar days after withdrawal, the student's prior progress will be reviewed on a case-by-case basis to determine which credits and hours may be applied. The student may be required to repeat coursework to demonstrate current proficiency. A new Enrollment Agreement and updated payment plan will be required for all re-entering students. Students returning after expulsion are subject to the additional requirements set forth in the Re-Admission After Expulsion section of this Catalog. For complete details on re-entry timelines, transcript notation, and Satisfactory Academic Progress impact, see the Withdrawal Policy and Re-Admission After Expulsion sections.



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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 accordance 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 & The Elite Esthetics Bridge

The Master 675 Hour Esthetics Program is designed for students who hold a valid Utah Basic Esthetician license, Utah Cosmetology license, or an out-of-state equivalent. The program covers the same theory and practical requirements as the second half of the 1,200-hour Master Esthetics Program, with credit granted for foundational training completed during the student's prior Basic Esthetics or Cosmetology education.

The Elite Esthetics Bridge

The 675-hour program includes a complimentary 75-hour Elite Esthetics Bridge as part of each student's enrollment, provided at no additional cost. Unlike a fixed onboarding curriculum, the Bridge is an individualized assessment and gap-remediation period: Elite Esthetics Academy evaluates each student's prior Basic Esthetics or Cosmetology training and identifies any areas where prior instruction did not meet Elite's standards. Targeted remediation is then provided in those identified areas.

Because each student arrives at Elite with different prior training, the Bridge is scheduled individually. Some students complete the Bridge as a front-loaded block at the



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start of the program before beginning Master 1; others have the 75 hours distributed across the Master 1 and Master 2 phases as identified gaps are addressed. Bridge scheduling is determined collaboratively between the student and Elite's Education Director during enrollment, and documented in the student's enrollment file via the Bridge Plan form.

Bridge hours are documented as instructional time and count toward Satisfactory Academic Progress (SAP), Maximum Time Frame (MTF), and total program completion. Official transcripts will be reviewed to verify completion of the student's prior training. Following or during Bridge completion, students engage with the Master Esthetics curriculum (Master 1 and Master 2 blocks).

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. In accordance with 34 CFR § 668.43(a)(11), this transfer-of-credit policy is publicly disclosed. Elite Esthetics Academy does not guarantee that any hours or credit earned at another institution will be accepted; all transfer hours are subject to review and approval, and the Academy may determine that no transfer credit is granted. The Academy has not entered into any articulation agreements.

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.
- 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.



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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.

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 Master Esthetics program, Elite Esthetics Academy strongly recommends that cosmetologists 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 or basic esthetics program, with the remaining hours completed at Elite Esthetics Academy. The Master 675 Hour Program at Elite includes a complimentary 75-hour Elite Esthetics Bridge in addition to the 600 hours of advanced curriculum, provided at no additional cost to support a smooth transition into Elite's advanced training



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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 is committed to supporting graduates as they transition from student to licensed professional. The Academy provides career support services designed to prepare students for entry into the esthetics, lash and brow, and instructor career fields.

Statement on Employment and Licensure

Employment is not guaranteed. Graduation from Elite Esthetics Academy does not guarantee licensure through the Utah Division of Occupational and Professional Licensing (DOPL), nor does it guarantee employment in the esthetics or beauty industry. Securing licensure requires passing the applicable NIC examinations and meeting all DOPL requirements. Employment outcomes depend on a combination of market conditions, individual licensure status, geographic location, personal effort, professional reputation, and employer hiring criteria.



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Career Services Provided

All enrolled students and graduates have access to the following career support services at no additional cost:

- **Resume and cover letter development** — One-on-one guidance on writing industry-appropriate resumes, cover letters, and professional bios. Students receive feedback and revision support before graduation.
- **Mock interview sessions** — Practice interviews with instructors and the Education Director, including feedback on presentation, professional language, and common esthetics industry questions.
- **Licensure application assistance** — Step-by-step guidance through the Utah DOPL licensure application process, including help preparing documentation, scheduling NIC examinations, and submitting required transcripts and forms.
- **Job board** — A physical job board is maintained in the student lounge, updated regularly with employment opportunities as they become available.
- **Career advising** — Each student is assigned an academic advisor who provides personalized support in professional goal setting and career planning. See the *Student Advising Services* section for full advising details.

Career Opportunities

A detailed list of potential career roles by program is provided in the *Career Opportunities for Graduates* section of this Catalog. The Academy's programs are designed to prepare graduates for licensure and employment in spa, clinical, medical, and educational esthetics environments.

Reporting and Disclosure

Following the graduation of the Academy's first cohort, Elite Esthetics Academy will publish annual graduation, licensure, and employment rates in accordance with NAC-CAS Annual Report requirements. These rates will be made available in the Academy's Catalog, on the Academy website at www.eliteestheticsa.com, and at the Admissions Office upon request. Until first-cohort data is available, the Academy will share program completion expectations and licensure preparation outcomes upon prospective student inquiry.



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Master Esthetics Program (1,200 Hours) and The Master 675 Hour Esthetics Program (with previous Basic Esthetics or Cosmetology license)

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

Instructor Training Program

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

- Licensed Esthetics Instructor



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- 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 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.



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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 **Master 1200 hour 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 Program (1,200 Hours)

Program Overview: The Master Esthetics Program at Elite Esthetics Academy is a 1,200-hour comprehensive curriculum designed to prepare students for Utah Master Esthetician licensure and successful careers in advanced esthetics practice. The program is delivered in four sequential 300-hour blocks: Core 1, Core 2, Master 1, and Master 2. Each block builds on the prior, advancing students from foundational theory through clinical practice to advanced modalities and licensure preparation.

Delivery Framework: Subject areas are delivered through one of three frameworks:

- **On-Site (OS):** In-person classroom or clinic floor instruction at Elite Esthetics Academy.
- **Hybrid:** A combination of on-site demonstration and supervised practice with remote/independent learning components.
- **Remote:** Distance education delivered synchronously or asynchronously online, in accordance with the Distance Education Policy.



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Core 1 – Foundational Theory & Techniques (300 Hours)

The first block of the Master Esthetics Program introduces foundational esthetics theory, basic services, and the safety and infection control protocols that underpin all subsequent training. Core 1 emphasizes building strong foundational knowledge before students transition into clinical application.

Subject	Hours	Framework
Facial Treatments	22.50	Hybrid
Facial Devices	7.50	On-Site
Skin Analysis	11.25	Hybrid
Massage	15.00	Hybrid
Product Knowledge	41.25	Hybrid
State Board Prep	7.50	Hybrid
Histology of the Skin	7.50	Remote
Hair Removal	22.50	Hybrid
Infection Control	11.25	Remote
Personal and Career Growth	22.50	Remote
Makeup Essentials	7.50	Hybrid
Disorders and Diseases of the Skin	7.50	Remote
Lash/Brow Lift and Tint	15.00	On-Site
Chemistry and Chemical Safety	11.25	Remote
Anatomy and Physiology	11.25	Remote
Manicure and Pedicure	11.25	Hybrid
Basic Chemical Peels	3.75	On-Site
Back Treatments	11.25	On-Site
Treatment Room	7.50	Remote
Electricity and Electrical Safety	7.50	Remote
Spray Tans	3.75	On-Site
Mastery of Theory Topics	33.75	On-Site
Core 1 Total	300.00	Mix

Core 2 – Clinical Application & Practice (300 Hours)

The second block transitions students onto the clinic floor for supervised practice while introducing more advanced modalities including hydrafacial, classic lash extensions, advanced waxing, and laser theory. Core 2 prepares students for direct client work and reinforces clinical readiness.



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Subject	Hours	Framework
Clinic Floor	180.00	On-Site
Hydrafacial	11.25	On-Site
Classic Lash Extensions	15.00	On-Site
Advanced Waxing	11.25	On-Site
Enzymes	7.50	On-Site
Industry Readiness	11.25	On-Site
Advanced Treatments	3.75	On-Site
Microdermabrasion	3.75	On-Site
Advanced Modalities	15.00	On-Site
Laser Theories	7.50	On-Site
Laser Hair Removal	15.00	On-Site
Clinic Floor Prep	7.50	On-Site
Mastery of Theory Topics	11.25	On-Site
Core 2 Total	300.00	On-Site

Master 1 – Advanced Modalities (300 Hours)

The third block introduces Master Esthetician-level advanced modalities including body treatments, laser treatments, advanced chemical peels, dermaplaning, and specialty topics delivered through both hybrid and remote learning formats. Master 1 expands the student's clinical scope and prepares them for advanced practice.

Subject	Hours	Framework
Student Orientation	3.75	On-Site
Advanced Body Treatments	26.25	Hybrid
Advanced Laser Treatments	33.75	Hybrid
Advanced Chemical Peels	15.00	Hybrid
Dermaplane	15.00	Hybrid
Hormone Health	3.75	Remote
Estheticians in Medical Settings	11.25	Remote
Skin Typing and Ingredients	11.25	Remote
Alternative Therapies	7.50	Remote
Advanced Infection Control	3.75	Remote
Advanced Sciences	11.25	Remote
Clinic Floor	120.00	On-Site
Mastery of Theory Topics	22.50	On-Site
Master Exam Review	3.75	On-Site
Acne Specialist	11.25	On-Site
Master 1 Total	300.00	Mix



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Master 2 – Clinical Practice & Licensure Preparation (300 Hours)

The final block is heavily clinic-focused, with 240 hours of supervised clinic floor practice paired with specialty topics, state board preparation, business building, and the Master Esthetician examination. Master 2 is the capstone of the program.

Subject	Hours	Framework
Clinic Floor	240.00	On-Site
Microneedling	11.25	On-Site
Medical Intervention	3.75	On-Site
Injections and Assisting (theory/observation only)	3.75	On-Site
State Board Prep	15.00	On-Site
Business Building	15.00	On-Site
State Laws and Regulations	3.75	On-Site
Master Exam Pretest	3.75	On-Site
Master Exam	3.75	On-Site
Master 2 Total	300.00	On-Site

Note on Injections and Assisting: Per Utah Administrative Code R156-11a-302.18, injection procedures and advanced cosmetic medical procedures are addressed in theory and observation only; students do not perform these procedures.

1,200-Hour Program – Total Hours Summary

Block	Hours
Core 1 — Foundational Theory & Techniques	300.00
Core 2 — Clinical Application & Practice	300.00
Master 1 — Advanced Modalities	300.00
Master 2 — Clinical Practice & Licensure Preparation	300.00
TOTAL MASTER ESTHETICS 1,200 HOUR PROGRAM	1,200.00

1,200-Hour Program – Delivery Framework Summary

Disclosure of delivery framework across the entire 1,200-hour program:



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Delivery Framework	Hours (Percentage)
On-Site (OS) Instruction	836.25 hrs (69.7%)
Hybrid Instruction	228.75 hrs (19.1%)
Remote (Distance Education) Instruction	135.00 hrs (11.2%)
TOTAL	1,200.00 hrs (100%)

Distance Education Compliance: Total Remote-delivered instruction is 11.2% of the program, well within the 50% maximum permitted by Utah Administrative Code R156-11a-302 and NACCAS Standard VI. Combined Remote + Hybrid instruction (30.3%) is also well within the 50% cap. Students receive the same total clock-hour credit for distance education hours as for on-site hours.

Practical Service Counts – Documented Minimum

Throughout the program (primarily distributed across Core 2, Master 1, and Master 2 Clinic Floor hours, totaling 540 clinic floor hours), students perform documented services on scheduled clients under direct instructor supervision. The minimum service counts below are Elite Esthetics Academy graduation requirements. They meet or exceed the minimum service counts proposed by the Utah Division of Professional Licensing under R156-11a.



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Service Category	Min. Count	Time/Svc	Total Hrs
Waxing — brow, lip, nose, cheeks, chin	20	0.5	10.0
Small/medium area waxing	20	1.0	20.0
Large area waxing	10	1.5	15.0
Depilatory hair removal — face	3	0.25	0.75
Depilatory hair removal — body	2	0.5	1.0
Manual extractions	10	0.25	2.5
Back facial or basic facial	10	1.0	10.0
Brow shaping (arching)	10	0.25	2.5
Lash perm / brow lamination	15	1.0	15.0
Lash/brow tinting	20	0.5	10.0
Classic lash application or replacement lashes	25	2.0	50.0
Lash removal	20	0.25	5.0
Manicure	10	0.5	5.0
Pedicure	10	0.5	5.0
Callus removal	7	0.25	1.75
Lymphatic massage	5	1.5	7.5
Body wraps or hydrotherapy	8	1.5	12.0
Aromatherapy	3	0.5	1.5
Limited chemical exfoliation (timed peel)	10	1.0	10.0
Advanced chemical/mechanical exfoliation (layered peel)	15	1.5	22.5
Microdermabrasion (sanding to stratum corneum)	5	1.5	7.5
Dermaplaning	10	2.0	20.0
Microneedling	10	1.5	15.0
Facial modality — LED, galvanic, HF, microcurrent, ultrasonic	10	1.0	10.0
Body contouring or cryolipolysis	13	2.0	26.0
S/M laser hair removal	20	0.75	15.0
Large area laser hair removal	10	1.5	15.0
Genesis non-ablative (anti-aging resurfacing)	10	2.0	20.0
IPL photo rejuvenation	7	2.0	14.0
Hydrafacial	5	1.5	7.5



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Service Category	Min. Count	Time/Svc	Total Hrs
Skin Sheek Clear	1	2.0	2.0
Tattoo removal	1	2.0	2.0
Master esthetics examination review	1	8.0	8.0
Service Totals	336	—	367.5

Note on Clinic Floor allocation: The 540 total Clinic Floor hours (180 in Core 2 + 120 in Master 1 + 240 in Master 2) include the documented service-count hours above (367.5 hrs) plus additional supervised clinic experience (repeat services, walk-in clients, extended treatments, client consultation, infection control, sanitation, and instructor-assigned practice) accounting for the remaining clinic floor time. All clinic floor activity is documented in student records.

Lymphatic Massage Theory Compliance: In accordance with Utah Administrative Code R156-11a-302.18, the Master Esthetics curriculum includes 40 hours of manual lymphatic massage instruction distributed within the curriculum blocks above. The 40 hours consist of 15 hours of anatomy of the lymphatic system, 15 hours of physiology of the lymphatic system, and 10 hours of associated modalities, delivered through Master 1 Advanced Body Treatments, Advanced Sciences, and Alternative Therapies subject areas. Detailed lesson plans documenting this content are available for review upon request.

Master 675 Hour Esthetics Program

Program Overview: The Master 675 Hour Esthetics Program is designed for individuals who hold a current Utah Basic Esthetics license or Cosmetology license and are seeking to complete the additional 600 hours of Master Esthetics content required for Utah Master Esthetician licensure. Combined with the student's prior 600 hours of Basic Esthetics or Cosmetology training, this program brings each student to the full 1,200-hour requirement.

The Elite Esthetics Bridge – Individualized Assessment & Gap Remediation

Every student entering the Master 675 Hour Esthetics Program completes a complimentary 75-hour Elite Esthetics Bridge as part of their enrollment, provided at no additional cost. Unlike a fixed onboarding curriculum, the Bridge is an individualized assessment and gap-remediation period: Elite Esthetics Academy evaluates the



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student's prior Basic Esthetics or Cosmetology training and identifies any areas where prior instruction did not meet Elite's standards. Targeted remediation is then provided in those identified areas.

Because each student arrives at Elite with different prior training, the Bridge is scheduled individually. Some students complete the Bridge as a front-loaded block at the start of the program before beginning Master 1; others have the 75 hours distributed across the Master 1 and Master 2 phases as identified gaps are addressed. Bridge scheduling is determined collaboratively between the student and Elite's Education Director during enrollment, and documented in the student's enrollment file via the Bridge Plan form.

Bridge hours are documented as instructional time and count toward Satisfactory Academic Progress (SAP), Maximum Time Frame (MTF), and total program completion. Bridge hours are delivered on-site at Elite Esthetics Academy.

Credit for prior education is granted in accordance with the Credit For Prior Education & The Elite Esthetics Bridge section under Admissions, which establishes eligibility requirements and the credit determination process.

Master Curriculum – Master 1 and Master 2 Blocks

Following or during Bridge completion, students engage with the same Master Esthetics curriculum (Master 1 and Master 2 blocks, 300 hours each) as students enrolled in Elite's 1,200-hour Master Esthetics Program. The Master 1 and Master 2 blocks are identical between the two programs; please refer to the Master 1 and Master 2 block tables in the 1,200-hour Master Esthetics Program section of this Catalog (above) for the full subject-area breakdown.

675-Hour Program – Total Hours Summary

Component	Hours
Elite Esthetics Bridge — Individualized Assessment & Gap Remediation	75.00
Master 1 — Advanced Modalities	300.00
Master 2 — Clinical Practice & Licensure Preparation	300.00
TOTAL MASTER ESTHETICS 675 HOUR PROGRAM	675.00



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Practical Service Counts: Students in the 675-hour program complete the same minimum service counts as students in the 1,200-hour program (see Practical Service Counts table in the 1,200-hour Master Esthetics Program section above). Service counts are documented during Master 1 and Master 2 clinic floor practice.

Instructor Training Program

Program length: 75 clock hours

Prerequisite: Current Utah Master Esthetician license and six months of documented work experience in the field to be taught

The Instructor Training Program prepares licensed Master Estheticians to teach esthetics theory and practical services in a licensed school or salon setting. The program meets the instructor training requirement established by Utah Code §58-11a-302.21 and prepares candidates for the NIC National Instructor Theory Examination.

Course Objectives

- Develop the instructional skills necessary to teach esthetics in a licensed school setting
- Meet Utah licensing requirements for instructor licensure
- Deliver professional-level theoretical and practical education to esthetics students



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Curriculum

Subject	Hours
Motivation and the learning process	5
Teacher preparation	5
Instructional planning	12
Instructional methods	10
Teaching methods	8
Classroom management	6
Theory and practical classroom	6
Testing	5
Instructional evaluation	5
Laws, rules, and regulations	5
Instructor examination review	4
Practical application and service counts	4
TOTAL INSTRUCTOR TRAINING PROGRAM	75

Instructional planning covers syllabus preparation, course outline development, theory lecture development, demonstration lesson plan development, content delivery, identifying student learning styles and needs, and the application of written, practical, and oral assessments.

Instructional methods covers methods of instruction, recognizing obstacles to learning, employing communication skills, time management techniques, and assessing student learning.

Theory and practical classroom covers managing physical and virtual learning environments, instructor professional responsibilities, and maintaining a safe learning environment.

Laws, rules, and regulations covers the Utah Administrative Code governing esthetics instruction, ethics, liability, and professionalism in teaching.

Graduation Requirements — Service Counts

In addition to completing 75 clock hours, students must complete the following as Elite Esthetics Academy graduation requirements:



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Requirement	Count
Develop an original theory lecture that also includes training on blood exposure procedures	1
Present an original theory lecture to a licensed instructor at the school or salon	1
Develop a demonstration lesson plan that also includes training on blood exposure procedures	1
Present a demonstration lesson plan to a licensed instructor at the school or salon	1

Program Outcomes

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

Completion of this program does not guarantee licensure. Utah DOPL determines licensure eligibility independently of the Academy. See State Licensure Requirements in this Catalog.

Eyelash & Eyebrow Technician Course Outline

Program Overview: This program meets Utah’s new licensing requirements for eyelash and eyebrow technicians (effective January 1, 2026).

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



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- 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

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



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

Totals

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

Minimum Service Counts (with clock-hour contribution)

Minimum Service Counts (with clock-hour contribution)

Service category	Min. count	Hrs / service	Subtotal hrs
Brow/Lip/Nose/Cheeks/Chin waxing (any combo)	20	0.5	10.0
Arching eyebrows (tweeze or wax)	10	0.25	2.5
Tinting eyelashes or eyebrows	20	0.5	10.0
Perming eyelashes or brow lamination	15	0.75	11.25
Classic eyelash application or applying replacement lashes	30	1.75	52.5
Removal of lashes	20	0.25	5.0
Eyelash and eyebrow examination review	1	3.0	3.0
Electives	—	—	3.25
Per-service tasks: draping, client consultation, sanitation and infection control	Every service	0.25 each	28.75 incl.
Totals	116	—	97.5

Theory Topics (aggregate ≈ 115.75 hours)

- Curriculum overview; professional ethics/associations; implements/tools
- Eye-area & skin diseases/disorders/allergies; bacteriology



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- 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

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



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- 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

Elite Esthetics Academy permits students to complete up to 75 hours of make-up time through distance education in the form of structured learning packets, equivalent to 20 assigned projects/packets. All distance education make-up work must be approved and evaluated by the institution and documented in the student's academic file.

Upon completion of all 20 packets, the student will be considered to have utilized the full two-week grace period for make-up work. Any additional make-up hours required beyond this point must be completed on-site at the institution.

Students who exceed the allotted distance education make-up hours will be assessed a fee of \$20 per hour for all remaining make-up time completed on-site.

At the conclusion of the final week of the Master II Phase, students who have not completed all required hours and academic requirements will not be eligible for graduation, and a diploma or State Board documentation will not be issued until all requirements are met.

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

Failure to adhere to the make-up policy or excessive reliance on make-up hours may result in disciplinary action, up to and including termination, in accordance with institutional policy.

Students who exceed two weeks past their contracted graduation date will be assessed a fee of \$20 per hour for each additional hour required to complete the program.

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



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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 scheduled checkpoints throughout each program. To remain in good academic standing, students must:

- Maintain a minimum of **80% cumulative attendance** of scheduled hours.
- Maintain a minimum of **80% cumulative academic performance** in combined theory and practical work.
- Meet all benchmarks at every evaluation point.

Students who do not meet both attendance and academic standards at an evaluation point will progress through the following statuses: **Warning** → **Probation** → **Loss of SAP / Dismissal**. A student may appeal a SAP determination in writing within **ten (10) calendar days** of notification. Approved Leaves of Absence (LOAs) extend the student's contract end date and maximum timeframe by the number of calendar days taken on LOA

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.

SAP Checkpoints 1200 Hour Course (Clock Hours)

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

- 300 hours
- 600 hours
- 900 hours
- 1,200 hours final SAP



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SAP Checkpoints 675 Hour Course (Clock Hours)

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

- 300 hours
- 675 hours final SAP

SAP Checkpoints 270-hour Lash & Brow program

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

- 135 hours
- 270 hours final SAP

SAP Checkpoints 75-hour Instructor Training program

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

- 37.5 hours
- 75 hours final SAP

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

SAP Evaluation Components

At each checkpoint, two areas are assessed:

1. Attendance (Quantitative Progress)

- You must have attended a minimum of 80% of scheduled hours up to that evaluation 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 a cumulative academic average of 80% in combined theory and practical work, which corresponds to the "Average / Satisfactory"



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range or higher on the Academy's published Grading Scale (see Grading Procedures).

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 a SAP determination within ten (10) calendar days of notification, in cases involving documented extenuating circumstances such as the death of a relative, student illness or injury, or other documented special circumstances. Appeals must be submitted in writing using the Academy's SAP Appeal Form, accompanied by supporting documentation. Appeals will be reviewed by the School Director and one other senior staff member within thirty (30) days, and a written determination will be provided. (See Determination of Progress Status and Appeal Process in this Catalog for full procedural detail.)



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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.
- **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

Standards apply to all programs: Minimum 80% cumulative attendance and minimum 80% cumulative theory & practical performance, evaluated at the checkpoints listed below.

- **Master Esthetics (1,200 hr):** Checkpoints at 300, 600, 900, and 1,200 hours
- **Master 675 Hour Esthetics:** Checkpoints at 300 and 675 hours
- **Instructor Training (75 hr):** Checkpoints at 37.5 and 75 hours
- **Lash & Brow (270 hr):** Checkpoints at 135 and 270 hours

Final checkpoint for each program is the comprehensive evaluation at program completion; all standards must be met to be eligible for graduation.

Maximum Timeframe: Students must complete each program within 150% of the published program length (e.g., 1,200 hr → 1,800 hr; 675 hr → 1,012.5 hr; 270 hr → 405 hr; 75 hr → 112.5 hr). 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.



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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
- 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.

Lacquer Polish Policy – Safety and Professional Standards

To maintain a safe, sanitary, and professionally appropriate learning environment, students are permitted to wear only traditional lacquer nail polish while in school.

Why This Policy Exists:

- Safety: Gel polish, dip systems, acrylics, and builder gels require specialized tools and chemicals for removal. These are not permitted for use during school hours, as they may create sanitation risks, chemical exposure, and time constraints that interfere with your training.
- Hygiene Compliance: Non-lacquer enhancements can harbor bacteria if not properly maintained or removed, which violates public health and infection control standards (R392-702).
- Client and Instructor Safety: During treatments or demos, sharp instruments may be used. Overlays and enhancements can increase the risk of injury or breakage, making lacquer the safest option.

What Is Allowed:

- Traditional lacquer nail polish
- Clear base or top coats
- Regular polish changes (personal hygiene encouraged)

What Is Not Allowed:

- Gel polish (including gel lacquer or gel base/top)



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- Dip powder
- Acrylic or builder gel overlays
- Press-ons or sculpted extensions

If a student arrives at school with prohibited nail enhancements, they may be asked to remove them before participating in clinic activities.

This policy is in place to ensure compliance with state health regulations, maintain a professional appearance, and protect the safety of students and clients.

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
- 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 excused sick/vacation time built into their schedule — two weeks for the 1,200-hour program and one week for the 675-hour program (see Class Hours & Schedules). Time missed due to illness is deducted from this allowance.
- 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
- Possession of any weapon on campus or in parking areas



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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

- **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.



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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.

Student of the Month

Student of the month will be chosen by a combination of:

- Academic Standing
- Attendance
- Shows Respect to peers and staff
- Demonstrates effort even when work is challenging
- Follows classroom expectations consistently
- Accepts correction without arguing
- Contributes positively to class culture

The chosen student will be given:

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

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



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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 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.



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- Single-use applicators only; no double-dipping into wax.
Keep wax pots covered; discard any wax suspected of contamination.

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.



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5. **Follow-up:** Document counseling, work restrictions (if any), and clearance to return to duty.

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 8:35 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 9:35 am** for full time students



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- * **by 9:35 am** for AM part-time students

- * **by 2:20 pm** for PM part-time students

- * **by 6:20 pm** for Night school students

Exceptions (e.g., medical appointments) require prior approval and instructor signature.

- 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.



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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.

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
- Below 80% — Unsatisfactory

Grade Weighting:

Participation Grade:

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

Academic Grade:

- 30% — Theory Exams
- 30% — Theory Class / Homework
- 25% — Practical Classes / Exams
- 15% — Practical Counts

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



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Academy calculates both *clock hours* and *attendance points*. Students may make up clock hours, but attendance points are deducted for missed days. A cumulative academic average of 80% (within the "Average / Satisfactory" range) is the minimum required to meet SAP and to graduate. This standard exceeds the NACCAS minimum of 70%, in keeping with the Academy's commitment to graduating highly competent practitioners. See the Satisfactory Academic Progress (SAP) Policy section of this Catalog for full evaluation criteria, checkpoint timelines, warning/probation procedures, and appeal rights.

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:



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

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

Elite Esthetics Academy is committed to supporting student success through a structured, transparent disciplinary process. This progressive system is designed to address conduct or compliance issues early while offering opportunities for correction, mentoring, and accountability. Students found in violation of school policies will be issued a written notice.

Escalation of Written Warnings:

- **1st Written Warning**
 - * Issued for minor or first-time policy violations.
 - * Serves as a formal notice of the behavior or issue.
 - * No mentoring session or formal plan is required at this stage unless the violation is significant enough to warrant immediate escalation.
- **2nd Written Warning** — Mentoring session and disciplinary action plan with the Education Director.
 - * Issued for repeated violations or more serious conduct issues.
 - * Triggers a mandatory mentoring session with the Education Director or designated staff.
 - * Requires completion of an Academic Action Plan to support improvement in attendance, academics, or professionalism—unless the issue necessitates a Disciplinary Action Plan instead.
- **3rd Written Warning** — Mentoring session with the Education Director and the School Director.



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- * Indicates a continued pattern of non-compliance or failure to follow through on previous corrective actions.
 - * Requires a Disciplinary Action Plan outlining specific expectations and final corrective measures.
 - * May affect the student's eligibility for services, advancement, or continued enrollment.
- **4th Written Warning** — Expulsion-Issued when the student has:
- * Failed to comply with the terms of prior warnings or action plans, or
 - * Committed a major violation of school policy or code of conduct.
 - * Results in immediate expulsion from the program.
 - * Final decisions are made by the School Director in consultation with the Education Director and administrative team.
 - * Documentation of all prior interventions will be reviewed before finalizing expulsion.

Note: The School 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).
 - * The student must adhere to all institutional policies, including attendance and conduct.
 - * The student will be monitored weekly by a designated school official.



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- **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 clock hours of the program phase during which they were expelled, they will be required to repeat that phase in its entirety upon re-admittance.
- The student will be financially responsible for all tuition and applicable fees associated with repeating the phase.
- 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.

Leave Of Absence & Withdrawal Policy



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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.

4. Approval and Documentation

- All LOAs must be approved in writing by the School Director or designated administrator.



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- 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 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:



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- 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.
- 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.



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- 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.
- 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.



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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 current Utah Master Esthetician license.
- Document six months of work experience in the field to be taught.
- Complete 75 hours of instructor training through a licensed instructor training program or an approved on-the-job instructor training program
- Pass the NIC National Instructor Theory Examination.
- Submit application and required fees to Utah DOPL for licensure. Instructor licensure requirements are established by Utah Code § 58-11a-302.21. Elite Esthetics Academy's Instructor Training Program is not currently enrolling.

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.



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Student Name (Printed): _____

Student Signature: _____ Date: _____

State Licensure Requirements

Utah Senate Bill 330 (SB 330), effective January 1, 2026, restructured the licensing requirements for cosmetology and associated professions, including esthetics and instructor licensure. SB 330 also clarified scope of practice for Master Estheticians performing dermaplaning, effective June 1, 2026. Beginning January 31, 2026, license applications must be submitted online through Utah's My License One system; manual applications are no longer accepted.

The Utah Division of Professional Licensing (DOPL) is amending Utah Administrative Code R156-11a to implement these statutory changes. Those amendments had not been adopted as of the publication date of this Catalog. The requirements summarized below reflect Utah statute current as of the V2.04 publication date.

Licensure requirements are set by the State of Utah, not by the Academy, and are subject to change. Prospective and current students are strongly encouraged to verify current requirements directly with DOPL at dopl.utah.gov prior to applying for licensure.
dopl.utah.gov prior to applying for licensure.

Esthetician (Permit)

- * **Education:** Education: Complete 200 hours at a licensed school.
- * **Exam:** Pass the Utah Basic Esthetics Permit examination.
- * Apply and pay fees to DOPL.
- * This is a limited-scope permit, not a full license, created by SB 330 effective January 1, 2026. Elite Esthetics Academy does not currently offer a standalone Basic Esthetics Permit program.

Esthetician (Basic)

- * Utah no longer issues new Basic Esthetician licenses under the former 600-hour pathway to students beginning a program on or after January 1, 2026.



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- * Students who began a 600-hour program before that date may complete it under the statutory grandfather provisions.
- * **Exam:** Pass the NIC Esthetics Theory and Practical examinations.

Master Esthetician

- * **Education:** Education: Complete at least 1,200 hours at a licensed or recognized esthetics school (up to 600 may be from an approved cosmetology or barber program as detailed in statute).
- * **Exam:** Pass the NIC Master Esthetics Theory and Practical examinations.
- * Apply and pay fees to DOPL.
- * Academy programs leading to this license: the Master Esthetics 1,200-Hour Program, and the Master Esthetics 675-Hour Program for holders of a Utah Basic Esthetician license.

Esthetics Instructor

- * **Prerequisite license:** Hold a current Utah Master Esthetician license.
- * **Experience:** Document six months of work experience in the field to be taught. itemize
- * Instructor training: Complete 75 hours through a licensed instructor training program or an approved on-the-job instructor training program (Utah Code § 58-11a-302.21).
- * **Exam:** Pass the NIC National Instructor Theory Examination.
- * Apply and pay fees to DOPL.

Eyelash & Eyebrow Technician

- * **Prerequisite license:** Hold a current Utah Eyelash & Eyebrow Technician license.
- * **Experience:** Document six months of work experience in the field to be taught.
- * Instructor training and examination requirements are established under Utah Code § 58-11a-302.21. Verify current requirements with DOPL before applying.



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General Minimum age for licensure: 17 years. Completion of a program does not guarantee licensure or employment. Utah DOPL determines licensure eligibility independently of the Academy.

Refund & Cancellation Policy

NACCAS-Compliant. Effective 06/23/2026

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) and applicable Utah state regulations. This policy applies to all program terminations for any reason, by either party, including student withdrawal, school termination, program cancellation, and school closure. Tuition and fees are subject to change with advance written notice.

This refund policy is more liberal than the NACCAS Minimum Tuition Adjustment Schedule and meets or exceeds all applicable NACCAS Policy VII.01 requirements.

1. Refund Calculation Basis

Refunds are calculated on the basis of **scheduled clock hours completed at the time of withdrawal or termination**, not actual hours attended. The tuition portion attributable to instruction not yet provided is prorated based on the scheduled hours remaining in the student's contract.

2. 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 at the Academy.

3. Withdrawal Determination

A student is considered withdrawn upon the earlier of:

- * The date the student submits written notice of withdrawal to the School Director or Admissions Office.
- * The date the Academy determines the student has been absent for **fourteen (14) consecutive calendar days** without an approved Leave of Absence.



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For all official cancellations or withdrawals submitted in writing, the cancellation date is determined by the postmark on the written notification, or the date the notification is delivered to the school in person, whichever is earlier.

The Academy monitors clock hour attendance at least every thirty (30) calendar days to identify any unofficial withdrawals. Withdrawals are processed according to the Academy's official withdrawal procedure, including completion of a Withdrawal Notification Form.

4. Right to Cancel – Pre-Enrollment Scenarios

Applicant Not Accepted by the School. If an applicant is not accepted by Elite Esthetics Academy, the applicant is entitled to a refund of all monies paid, except the non-refundable application fee.

Three-Business-Day Cooling-Off Period. A student or legal guardian may cancel the Enrollment Agreement and demand a refund in writing within **three (3) business days** of signing the Enrollment Agreement, regardless of whether the student has actually started training. In this case, all monies collected by the school will be refunded, except the non-refundable application fee.

Cancellation After Three Business Days But Prior to Entering Classes. A student who cancels the Enrollment Agreement after three business days of signing, but prior to entering classes, is entitled to a refund of all monies paid to the school, less the non-refundable application fee of \$100.

5. Withdrawal After Classes Begin

For students who enroll in and begin classes, refunds are calculated according to the Tuition Refund Schedule below, based on the scheduled hours completed at the time of withdrawal or termination.

A student on an approved Leave of Absence (LOA) who notifies the school that they will not be returning will have a withdrawal date determined by the **earlier** of: (a) the scheduled date of return from the LOA, or (b) the date the student notifies the institution they will not be returning.

A student who is expelled by the Academy is subject to the same refund schedule as a voluntary withdrawal, calculated based on the LDA.



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6. Tuition Refund Schedule by Program

Refunds are based on scheduled hours, not hours attended, and are calculated as a percentage of total tuition charges. Refund percentages apply to all four programs offered by the Academy.

Master Esthetics — 1,200 Clock Hours

Scheduled Hours Completed	% of Program	Tuition Refund
0–120 hours	0%–10%	90%
121–300 hours	10.01%–25%	75%
301–600 hours	25.01%–50%	50%
601–900 hours	50.01%–75%	25%
901+ hours	Over 75%	No refund

Master Esthetics (with prior license) — 675 Clock Hours

Scheduled Hours Completed	% of Program	Tuition Refund
0–67.5 hours	0%–10%	90%
67.51–168.75 hours	10.01%–25%	75%
168.76–337.5 hours	25.01%–50%	50%
337.51–506.25 hours	50.01%–75%	25%
506.26+ hours	Over 75%	No refund

Eyelash & Eyebrow Technician — 270 Clock Hours

Scheduled Hours Completed	% of Program	Tuition Refund
0–27 hours	0%–10%	90%
27.01–67.5 hours	10.01%–25%	75%
67.51–135 hours	25.01%–50%	50%
135.01–202.5 hours	50.01%–75%	25%
202.51+ hours	Over 75%	No refund

Instructor Training — 75 Clock Hours

Scheduled Hours Completed	% of Program	Tuition Refund
0–7.5 hours	0%–10%	90%
7.51–18.75 hours	10.01%–25%	75%
18.76–37.5 hours	25.01%–50%	50%
37.51–56.25 hours	50.01%–75%	25%
56.26+ hours	Over 75%	No refund



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7. Mitigating Circumstances

In cases of documented mitigating circumstances — including but not limited to serious illness or injury of the student, death of an immediate family member, military deployment, or other documented hardship — the School Director may, at the Director's discretion, approve a refund that exceeds the published Tuition Refund Schedule. Requests for consideration under this provision must be submitted in writing with supporting documentation.

8. Non-Refundable Charges

The following fees and charges are non-refundable once the corresponding obligation has been incurred:

- * Application Fee (\$100) Per application
- * Student Kit and Supplies, once issued
- * Textbooks and Uniforms, once issued
- * Any tuition or fees for instruction already provided

The Academy does not charge a separate termination fee.

9. Refund Payment Timeline

All applicable refunds will be issued within **forty-five (45) calendar days** of the earlier of: (a) the official date of withdrawal, or (b) the date the institution determines the student has withdrawn.

10. Program Cancellation by the Academy

Before Instruction Begins. If a program is canceled subsequent to a student's enrollment but before instruction in that program has begun, the Academy will, at its option:

- * Provide a full refund of all monies paid; or
- * Provide completion of the program at a future scheduled start date.

After Instruction Begins. If the Academy cancels a program and ceases to offer instruction after students have enrolled and instruction has begun, the Academy will, at its option:



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- * Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
- * Provide completion of the program; or
- * Participate in a Teach-Out Agreement with another approved institution; or
- * Provide a full refund of all monies paid.

11. Permanent School Closure

In the unlikely event that Elite Esthetics Academy closes permanently and ceases to offer instruction after students have enrolled and instruction has begun, the Academy will, at its option:

- * Provide a pro-rata refund of tuition; or
- * Participate in a Teach-Out Agreement with another approved institution to allow enrolled students to complete their training.

The Academy will notify NACCAS, Utah DOPL, and all enrolled students immediately upon any decision affecting school continuity.

12. Collection Policy

Elite Esthetics Academy's collection procedures reflect ethical business practices in accordance with NACCAS Policy VII.01 and applicable consumer protection laws.

- * The name of the National Accrediting Commission of Career Arts & Sciences (NACCAS) is **not used** in the Academy's refund policy nor in any of its collection efforts.
- * All collection correspondence regarding cancellation and settlement — whether from the Academy directly, banks, collection agencies, attorneys, or any other third parties representing the Academy — clearly acknowledges the existence of this Withdrawal and Settlement Policy.
- * Elite Esthetics Academy does not sell, assign, or discount student tuition contracts or promissory notes to third parties. In the event the Academy's policy on this changes, any third-party assignee will be required to comply with this Withdrawal and Settlement Policy.



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13. Compliance Statement

This Refund & Cancellation Policy is intended to comply with NACCAS Policy VII.01 (Withdrawal and Settlement Policy and Checklist) and all applicable Utah Division of Occupational and Professional Licensing (DOPL) requirements. In the event of any conflict between this policy and a state- or federally-mandated policy, the mandated policy will govern.

Honor Student Recognition Policy

Elite Esthetics Academy – All Programs

Elite Esthetics Academy is committed to recognizing students who demonstrate exceptional dedication, academic achievement, and professionalism throughout their education at the Academy. The Honor Student designation is a prestigious recognition awarded at graduation to students who meet specific excellence criteria. This policy applies to graduates of all programs offered by Elite Esthetics Academy: the Master Esthetics Program (1,200 hours), the Master 675 Hour Esthetics Program, the Instructor Training Program, and the Lash & Brow Technician Program.

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 cumulative GPA of 94% or higher in theory and practical work (within the “Excellent” range of the Academy’s grading scale).
- * **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.



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- * **No Disciplinary Actions:** Have no major disciplinary violations or probation during the course of the program.

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 each student's program, following a comprehensive review of student performance, attendance, and behavior records. The same eligibility criteria and review standards apply equally across all programs.

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



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- * Submit the signed form to the front desk for final approval and payment

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.



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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.

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



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- * Any trusted staff member

All reports are treated confidentially and investigated promptly and impartially.

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



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- * Records related to NACCAS accreditation are retained for not less than six years, or from the Candidate Consultation visit forward.

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

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 progress, and career planning.
- * Progress reviews are scheduled at the established Satisfactory Academic Progress (SAP) checkpoints and at additional points as needed.



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- * Advisors provide personalized support in professional goal setting, licensure preparation, and career planning.
- * Detailed career services — including resume support, mock interviews, licensure application assistance, the job board, and industry referrals — are described in the *Career Support and Job Placement Assistance* section of this Catalog.

Health, Crisis & Community Support Services

The Elite Esthetics Academy offers information and confidential referrals to community-based organizations. These resources are shared during orientation, posted on campus, and available upon request. Elite Esthetics Academy does not offer housing or housing support.

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

Distance Education Acknowledgment

The following acknowledgment is required of all students enrolling in any program at Elite Esthetics Academy and is collected as part of the enrollment process. A signed and dated copy is maintained in the student's permanent file.

Distance Education Disclosure — Required Acknowledgment

I understand that Elite Esthetics Academy delivers a portion of my program through distance education, in accordance with the Academy's Distance Education Policy and NACCAS Policy VI.02. I acknowledge and understand the following:

1. Distance hours do not exceed 50% of any program offered by Elite Esthetics Academy.
2. My participation in distance education is validated by measurable engagement, not merely by login time.
3. All assessments used to calculate my GPA are administered while I am physically on campus.
4. I am required to participate in learning activities physically on campus at least once every 10 business days.
5. My official transcripts and academic records will identify the distance education component of my program.
6. Distance education hours are treated identically to on-campus hours for all academic progress and program duration calculations. Distance hours are included in the calculation of Satisfactory Academic Progress (SAP) and count toward the Maximum Time Frame (MTF) within which I must complete my program. The mode of delivery does not alter the contracted program length, the SAP standards I must meet, or the MTF within which the program must be completed.

Important Notice Regarding Out-of-State Licensure:



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I understand and acknowledge that **academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states**. Licensure requirements vary by state, and some states may not accept distance-delivered clock hours toward licensure eligibility. It is my responsibility to verify the licensure requirements of any state in which I intend to practice. Elite Esthetics Academy makes no representation that distance education hours earned at the Academy will be transferable for licensure outside the State of Utah.

I have read, understand, and agree to the above acknowledgment.

Student Name (Printed)

Date

Student Signature

Date

Parent/Guardian (if under 18)

Date

School Official Signature

Date

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.

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



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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.
- * 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.



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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

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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 _____
 School Official Signature _____ Date _____



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