



# Advanced Skin Care Institute Catalog

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Approved and Regulated by the Colorado Department of Higher Education,

Private Occupational School Board

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## **Introduction:**

The White Magnolia Advanced Skin Care Institute (hereafter referred to as “School”) offers students the ability to learn in a thriving spa environment assisted by high quality, experienced educators and uses the most advanced equipment. We pride ourselves on offering the finest student focused education possible. Combining classroom learning, online modules, practice in actual treatment rooms, critical thinking exercises, and working in the spa to learn the true nature of this profession are some of the wonderful opportunities you will receive as a student at the School. Our students are prepared to take and pass the Colorado State Licensing Examination (Esthetics) in addition to a host of other business and life skills.

The director of the School, Lucinda (Cindy) Tusa, is passionate about learning, teaching, and assisting others in their life journey. Our students work closely with Cindy during all aspects of the educational experience.

## **Faculty Members:**

Lucinda Tusa, BSN, RN, LE	Director, Agent, Guest Esthetics Instructor, and Certified Reiki Master/Teacher
Erin Willard-Nook, BSN, RN, LE	Educator, Esthetician
Carlyn Ackerman	Educator, Cosmetologist
Wendy Jones	Educator, Esthetician
Lynette Carter	Educator, Esthetician
Kandi Arnold	Educator, Esthetician

## **Facility and Equipment:**

Students enrolled in The White Magnolia Advanced Skin Care Institute will have the benefit of learning in a luxury spa with the latest in technological equipment. The White Magnolia Day Spa, the location of the school, features three well-appointed treatment rooms, a large classroom, two accessible restrooms with showers, and a breakroom with a full kitchen.

Students will have access to all spa facilities during enrollment.

Additionally, our equipment for use by students is the same equipment used by staff of the spa.



Dermaplaning

\$325

\$50 included

\$325

## Class Schedule for Esthetics:

Monday through Friday---8:00 to 5:30

Full time students 40 hours per week

Full day theory on Mondays and other days as necessary. Scheduled hours for Labs based on the curriculum for the week.

Part time students 20 hours per week

Full day theory on Mondays and other days as necessary. Scheduled hours for Labs based on the curriculum for the week.

When an unexpected closure occurs due to extraordinary conditions such as inclement weather or instructor illness, students will be notified as soon as possible by phone and/or text as soon as possible. Classes are not held on the following holidays:

New Year's Eve	Labor Day
New Year's Day	Thanksgiving Day & the Friday following
Memorial Day	Christmas Eve
Independence Day	Christmas Day

School instruction will not occur during the following breaks. Students may choose to continue with Practical Lab during these breaks if desired.

Spring Break	Dates to be determined	March	1 Week
Summer Break	Dates to be determined	July	2 Weeks
Thanksgiving Break	Dates to be determined	November	1 Week
Christmas Break	Dates to be determined	December	2 Weeks

Students may request a Leave of Absence for personal or medical reasons. The request shall be submitted in writing to the Director for approval or denial (based on conditions or student performance). The request can be for no more than 30 days in duration. If the leave exceeds 30 days, Director, at her discretion, will decide if an extension may be granted.

## Entrance Requirements for Esthetics:

The school does not discriminate based on race, sex, religion, ethnic origin, or disability.

Prospective students must be a minimum of 18 years of age to be accepted for enrollment. Students must show proper identification and proof of citizenship. Students may be required to

take a pre entrance exam prior to enrollment to establish if the student can benefit from training in Esthetics.

All Certification Programs require valid Colorado Esthetics or Cosmetology license.

## **Students with Disabilities/Special Needs:**

The School will happily consider all individuals who may have Special Needs. As our goal is to provide the best learning experience and success for all students. We will work with all prospective students to assure we can accommodate their needs whenever possible. However, given the fact that not all people are right for every profession, the school will review each case individually with the potential success of the individual and the realistic accommodations of the School in mind. The School does retain the right to discontinue or decline education if we are unable to provide the accommodations necessary.

## **Enrollment:**

Students may enroll at any time. The start date will be determined by Director and student based on the curriculum being offered. New student orientation will be offered once per month and is required prior to starting curriculum. If the school is at maximum capacity, enrollment will be accepted with a registration fee and will be assigned a start date no later than 90 days of enrollment.

### **Postponement of Start Date**

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

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

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

## **Placement Assistance:**

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

## **Attendance Requirements:**

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 85% is required. Upon identification of less than 85% attendance, a probationary period of 4 weeks with 100% attendance will ensue. The Director may request your withdrawal from the course if attendance falls below 100% during probation. Students who exceed the maximum time allotted per contract to finish their course will have to complete their training hours at an overtime rate of 1.5 the current clock hour pricing.

Students who are unable to continue classes for medical reasons or severe personal issues will be required to take a leave of absence until they are able to return to class. Leaves of absence are granted on a case by case basis for a maximum of 30 days. See previous Leave of absence information. Re-admittance on a case by case basis, at the discretion of the Director.

## **Medical Conditions:**

Safety of our clients, students, and staff are paramount in our School and Spa. Any student enrolling with a pre-existing medical condition must disclose this information to the Director prior to admission. Any prescribed medications must be disclosed as well. An emergency contact form is required at time of enrollment for all students.

## **Progress Policy:**

Students must maintain an 80% grade point average. Those who do not will be placed on probation for 30 days. During the probation period students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary period. Termination shall be at the school Director's discretion. The Director has final authority and shall notify the student of the final decision.

Grading System:

96-100=A	Excellent
85-95=B	Above Average
70-84=C	Average
67-69=D	Below Average
Under 66=U	Unsatisfactory

Students will receive written progress reports every 4 weeks.

## **Code of Conduct:**

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, marijuana, and alcohol of any kind are

not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school.

Students must also sign attached Code of Conduct and Definitions of Code of Conduct.

## **Dismissal:**

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

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

## **Educational Services:**

**Esthetics Course**            Total cost of Course=\$9100

Esthetics Course Objective:    To prepare students interested in pursuing a career in esthetics for professional success. The student will have an entry level understanding of skin care, makeup application, hair removal, professionalism, safety, and infection control upon completion of this course. Students will also be granted admission to the classes for advanced treatments of Microdermabrasion, Chemical Peels, and Dermaplaning once State Licensure has been obtained at no additional charge.

Students will receive 613 hours of theory and lab/hands on training in all above listed basic topics and an additional 46 hours for the advanced courses (after State Licensure).

Types of instruction include:

- Classroom theory including power point presentations, handouts, videos, guest speakers, and group discussion. Adult learning principles will be applied.
- Weekly homework assignments to enhance the classroom and lab skills.
- Online use of the Milady Board exam practice questions.
- Skills lab time to allow for demonstrations, questions, and practicing on peers.
- Critical Thinking Lab/Essay exercises to enhance the ability of the student to problem solve and delve deeper into the subject matter.
- Practical Lab skills working in the spa environment. Students will learn the inner workings of the spa from the front desk duties, back of spa duties, cleaning and disinfecting duties, professional client services, customer service, and team work necessary to be a professional success.

Equipment used for instruction includes:

- All spa resources...treatment rooms, beds, linens, steamers, mag lamps, Sanitas skin care products, computer, wax and supplies, scalpels, makeup, and all other supplies/equipment necessary to perform facial treatments.
- Classroom space with tables, chairs, and a/v equipment available as necessary.
- All products needed for disinfecting equipment and infection control

Resources for instruction include:

- Milady Standard Esthetics: Fundamentals, 11<sup>th</sup> Edition. Gerson, J. et all. 2013. Cengage Learning
- Board of Barbers and Cosmetology Rules and Regulations (online)
- Manufacturer's literature
- MSDS sheets

Subjects of study include:

- Orientation
- Infection Control Principles and Practices
- Anatomy and Physiology
- Physiology of the Skin and Skin Disorders
- Skin Analysis
- Hair Removal
- Makeup
- Chemistry, Electricity, and Nutrition
- Product Knowledge
- Professional and Business Preparation
- Department of Regulatory Agencies

Additional subjects of study include:

- Microdermabrasion
- Chemical Peels
- Dermaplaning

**Microdermabrasion Stand Alone Certification Program**                      Cost=\$375

Course Objective: To provide the knowledge and skills to licensed estheticians the ability to safely perform the skills of microdermabrasion. Proving an understanding of the benefits, treatment procedures, rules and regulations, and safe client care during microdermabrasion will be possible upon completion of this course.

Students will receive 14 hours of theory and hands on learning during this course.

Types of instruction include:

- Classroom theory including power point presentations, handouts, videos, and group discussion. Adult learning principles will be applied.
  - Classroom theory to include:
    - Skin
    - Skin conditions
    - Microexfoliation
    - Treatment procedures
    - Cleaning, Disinfecting, Sterilization and Safety
    - Laws, Rules, and Regulations
    - Occupational Safety and Health
    - Salesmanship
- Skills lab time to allow for demonstrations, questions, and practicing on peers.

Equipment used for instruction includes:

- All spa resources...treatment rooms, microdermabrasion machines and supplies, beds, linens, mag lamps, Sanitas skin care products, computer, and all other supplies/equipment necessary to perform microdermabrasion.
- Classroom space with tables, chairs, and a/v equipment available as necessary.
- All products needed for disinfecting equipment and infection control.

Resources for instruction include:

- Manufacturer's literature
- Board of Barbers and Cosmetologist Rules and Regulations

### **Chemical Peel Stand Alone Certification Program**

Cost=\$550

Chemical Peels Course Objectives: To provide the knowledge and skills to licensed estheticians (or students currently enrolled in esthetics course) the ability to safely perform the skills of Chemical Peel Application. Proving an understanding of the benefits, treatment procedures, rules and regulations, and safe client care during chemical peels will be possible upon completion of this course.

Students will receive 24 hours of theory and hands on learning during this course.

Types of instruction include:

- Classroom theory including power point presentations, handouts, and group discussion. Adult learning principles will be applied.
  - Classroom theory to include:
    - Skin Analysis, Conditions, Contraindications, and Aftercare
    - Product Ingredients of Cosmetic Resurfacing Exfoliating Substances
    - Chemical Peel Treatment Procedures and Treatment of Reactions

- Skills lab time to allow for demonstrations, questions, and practicing on peers.

Equipment used for instruction includes:

- All spa resources...treatment rooms, Sanitas chemical peels and supplies, beds, linens, mag lamps,
- computer, and all other supplies/equipment necessary to perform microdermabrasion.
- Classroom space with tables, chairs, and a/v equipment available as necessary.
- All products needed for disinfecting equipment and infection control.

Resources for instruction include:

- Manufacturer's literature
- Board of Barbers and Cosmetologist Rules and Regulations

### **Dermaplaning Stand Alone Certification Program**

Cost=\$325

Dermaplaning course objectives: To provide the knowledge and skills to licensed estheticians the ability to safely perform the skills of dermaplaning. Proving an understanding of the benefits, treatment procedures, rules and regulations, and safe client care during dermaplaning will be possible upon completion of this course.

Students will receive 8 hours of theory and hands on learning during this course.

Types of instruction include:

- Classroom theory including power point presentations, handouts, and group discussion. Adult learning principles will be applied.
  - Theory topics to include:
    - Structures of the skin and exfoliation
    - Skin analysis
    - Treatment procedures
    - Safety and infection control guidelines
    - Skills lab time to allow for demonstrations, questions, and practicing on peers.

Equipment used for instruction includes:

- All spa resources...treatment rooms, dermaplaning scalpels
- and supplies, beds, linens, mag lamps, Sanitas skin care products, computer, and all other supplies/equipment necessary to perform microdermabrasion.
- Classroom space with tables, chairs, and a/v equipment available as necessary.
- All products needed for disinfecting equipment and infection control.

Resources for instruction include:

- Industry information regarding procedure
- Board of Barbers and Cosmetologist Rules and Regulations

## **Previous Credits:**

Credits from another institution will be evaluated on a case-by-case basis. We do not guarantee transferability of our credits to another institution without a prior written agreement between the institution and ourselves. Full or partial kit fee may be required if student does not have sufficient material to complete training. All transfer students must provide an original transcript from the previous school (signed and sealed) to enroll as a transfer student. If student does not have original transcripts, student must enroll as a new student with no prior credits at full contract price and kit fee.

## **Student Grievances:**

All student complaints regarding the School should be discussed with the Director as soon as the issue is identified and followed up in writing within 3 days. Upon notification, the Director and student will meet specifically to address the complaint and develop a written action plan specific to the situation. The expectation will be that every effort will be made to resolve the issue within 2 weeks, but account is taken given the situation. A follow up meeting shall formally be arranged within the action plan to discuss the successful or unsuccessful resolution to the issue.

## **Student Complaints:**

Attempting to resolve any issue with the School first is strongly encouraged. Student Complaints may be brought to the attention of the Division of Private Occupational Schools online at <http://highered.colorado.gov/dpos> , 303-862-3001. There is a two-year statute of limitations for the Division to take action on a student complaint (from student's last day of attendance).

## **Refund Policy:**

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. Student shall receive a full refund of pre paid tuition and or fees if not accepted by the School. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of

days enrolled divided by total number of days in the program as described in the table below. The refund is based on the official date of termination or withdrawal. Attendance is not a factor, refund is based on days of enrollment

<i>Student is entitled to upon withdrawal/termination</i>	Refund
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% [if paid in full, cancellation charge is not applicable]	NO Refund

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

Please note, the refund policy is effective for all full pay students and payments that have been made in advance for training not yet received. Refunds will not be given for training already received and paid for. Kit fees are non-refundable. Kits are student property. Books, materials, equipment, registration fee and uniforms are non-refundable