



2024 School Catalog

January 2024- December 2024

Northwest Esthetics Academy
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I certify that this catalog is true and correct for content
and policies.

Publication Date: January 2024

Brenda Groce
NWEA School Director

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Administration

School Owner: Lawrence Groce

School Director: Brenda Groce

Instruction staff

Brenda Groce- Instructor of all courses

Licensed instructor, master esthetician — License number 22000509

Nicole Lewis- Instructor of esthetics

Licensed instructor, esthetician — License number 23015904

Jessica Slack- Instructor of esthetics — License number 22005420

Licensed instructor, esthetician

Jennifer Hamilton- Instructor of all courses — License number 4580

Licensed instructor, master esthetician

Our school

Northwest Esthetics Academy was founded for aspiring estheticians by estheticians. We strive to provide a positive school experience enriched in quality education. Our instructors bring years of experience and passion for their trade, this passion translates into the classroom creating a captivating educational experience. At Northwest Esthetics Academy you will learn theory and how to do the vast esthetic treatments that fall under the esthetics license through hands-on experience. Our goal is to develop well rounded, confident and responsible estheticians who aspire to achieve their full potential that are ready and confident to enter the industry and succeed in their new profession.

We are a family-oriented school that believes in taking care of one another. At Northwest Esthetics Academy you can trust that your education will always come first. Deciding to enroll in school and embark on a new career can be scary, our goal is to eliminate the fear. We keep our classes small and personable, in doing so students can

build a strong bond with their instructors, with this comes trust. Knowing they have good instruction; students can let go of this fear and really embrace the opportunity to learn.

Mission Statement

To put the student and their educational experience first, through our quality education and compassion we will develop skilled estheticians that are confident in their newly developed profession.

School Facilities

Northwest Esthetics Academy has two locations. Our client center has 10 clinic rooms, a laundry room, dispensary and a classroom. With a spa like environment. The training facility occupies approximately 3,650 square feet of space on the second story of a business plaza. The space consists of a classroom for theory instruction with a smart tv, white board, tables and chairs. The practical/lab rooms are large open rooms with 5 treatment beds and a dispensary, this is where all student hands-on practice will take place for learning new skills. We have 3 student practice rooms and a makeup area. We have 2 classrooms for theory.

Facial equipment includes a diamond tip microdermabrasion machine, a crystal microdermabrasion machine, microcurrent machine, 5 in one machine (with galvanic, high frequency, spray, suction, rotary brush), bio-brasion wet/dry exfoliation, LED light, Nano/microneedle pen, laser hair removal, IPL, radio frequency, body cavitation, cryo slimming and tattoo removal.

Our school also has a laundry room, a locker area for students to keep their belongings, ADA compliant bathrooms, and a break room where students can enjoy their breaks and lunches, it includes a microwave, refrigerator, sink, tables and chairs.

There is plenty of parking available in a well-lit parking lot. The bus stop is directly in front of the school steps away from the front door for easy public transportation.

This is an ADA accessible facility with a ramp. Reasonable accommodation will be provided at the request of students who provide the appropriate documentation of disability.

The maximum class size is 10 and the student/teacher ratio is 20 to 1.

Parking

Students are asked to park at the back side of the entrance to leave the front spaces for clients. Students must follow all city and parking lot rules. Northwest Esthetics Academy is not responsible for parking violations or towing fees.

Hours of Operation

Monday-Thursday 9:00 a.m. - 8:00 p.m.

Friday & Saturday 9:00 a.m. - 5:00 p.m.

Programs offered

750 hour Esthetics

1200 hour Master Esthetics

500 hour Instructor training

Program length

Esthetics

750 hours to include theory in the practice of esthetics services, business practices and basic human anatomy and physiology.

Master Esthetics

1200 hours to include theory in the practice of master esthetics services, business practices and basic human anatomy and physiology.

Instructor trainee

500 hours instructor trainee program to include theory in the practice of instructing and hands on practice instructing lessons.

Program schedules

In person Schedule

Day program option 1- 18 hours per week	In school
Monday-Wednesday	9:00 a.m.- 3:00 p.m.
Day program option 2- 18 hours per week	In school
Wednesday-Thursday	9:00 a.m.- 6:00 p.m.
Night program 18 hours per week	In school
Monday-Thursday	3:30 p.m.- 8:00 p.m.

Hybrid Schedule

Day program 30 hours per week	In school	Online
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Monday	9:00 a.m.- 3:00 p.m.	2 hours
Tuesday	9:00 a.m.- 3:00 p.m.	2 hours
Wednesday	9:00 a.m.- 3:00 p.m.	2 hours
Thursday	Online	6 hours
Total hours per week	18 hours in school	12 hours online
Day program 30 hours per week	In school	Online
Wednesday	9:00 a.m. - 6:00 p.m.	2 hours
Thursday	9:00 a.m.- 6:00 p.m.	2 hours
Friday	Online	8 hours
Total hours per week	18 hours in school	12 hours online
Night program 30 hours per week	In school	Online
Monday	3:30 p.m.- 8:00 p.m.	1.5 hours
Tuesday	3:30 p.m.- 8:00 p.m.	1.5 hours
Wednesday	3:30 p.m.- 8:00 p.m.	1.5 hours
Thursday	3:30 p.m.- 8:00 p.m.	1.5 hours
Friday	Online	6 hours
Total hours per week	18 hours in school	12 hours online

Instructor-trainee hours will vary.

Program start dates for 2024

Day Program

April 22: Mon-Wed

November 4: Mon-Wed
April 23: Wed-Thurs
November 6: Mon-Thurs

Night Program

April 22: Mon-Thurs
November 4: Mon-Thurs

**Instructor start dates will vary.*
**Master esthetics start dates will vary.*
**All Dates subject to change.*

Holidays Observed/School Closures

We value family and want our students and staff to be able to enjoy this time with their loved ones. Please see the school closures for holidays below.

Holiday	Closure Date
Martin Luther King Day	January 15, 2024
Presidents' Day	February 19, 2024
Memorial Day	May 27, 2024
Juneteenth	June 19, 2024
Independence Day	July 4, 2024
Labor Day	September 2, 2024
Veterans Day	November 11, 2024
Thanksgiving Break	November 22-26, 2024
Christmas Break	December 23-January 1, 2025

Training dates

Additional days for Instructor in-service training and/or other school closures will be posted/published and/or announced to students in advance.

Inclement weather

We follow the Kennewick school district for inclement weather. Late starts and school closures will be announced on our local news and radio. We will also announce on our school's social media accounts and will send out emails to all students regarding late starts and school closures.

Closure Impact on Scheduled Hours

In the event the school has unscheduled closures during a student's period of enrollment, the scheduled graduation date for the student shall be adjusted accordingly. In addition, scheduled hours for the purpose of attendance percentages, satisfactory academic progress determination, maximum time frame, and/or over contract charges, as may apply, will be adjusted for each day that has been unscheduled due to closure.

Entrance/Admission Requirements

Students must possess a High School Diploma, a General Education Development (GED) Diploma and will need to present a photo ID, and a social security card. Students must be at least 17 years old to enroll in the Northwest Esthetics Academy.

Admissions procedure

- Complete application
- Entrance essay
- Pay \$100 registration fee
- Meeting with admissions

Northwest Esthetics Academy encourages diversity and accepts applications from all minorities. Northwest Esthetics Academy does not discriminate on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. Northwest Esthetics Academy acknowledges that information pertaining to an applicant's disability is voluntary and confidential and will be made on an individual basis. If this information is presented, Northwest Esthetics Academy will reasonably attempt to provide accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to the admissions administrator upon registration of the program.

Esthetics Program-

"Practice of esthetics" means the care of the skin for compensation by application, use of preparations, antiseptics, tonics, essential oils, exfoliants, superficial and light peels, or by any device, except laser, or equipment, electrical or otherwise, or by wraps, compresses, cleansing, conditioning, stimulation, superficial skin stimulation, pore extraction, or product application and removal; temporary removal of superfluous hair

by means of lotions, creams, appliance, waxing, threading, tweezing, or depilatories, including chemical means; and application of product to the eyelashes and eyebrows,

including extensions, design and treatment, tinting and lightening of the hair, excluding the scalp. Under no circumstances does the practice of esthetics include the administration of injections.

The objective of Northwest Esthetics Academy is to prepare our students to be successful, confident, and competent estheticians. Upon completion of the esthetics program state board exams must be completed to obtain licensure to work as an esthetician in Washington State. The state board exams include a written exam and a practical exam to be completed after the student completes 750 school hours. Our goal is to give students the knowledge to pass the state board exam. After passing both exams the student will need to apply for licensure to obtain an entry level position as an esthetician.

Our esthetics in school program consists of 750 hours. These hours will consist of in-person classroom instruction, and practical or lab hours. The 750 hours are broken up into the following categories:

Esthetics in school program	Hours per category
Theory in the practice of esthetics services, business practices and basic human anatomy and physiology	300
Care of the skin, compresses, massage, facials, wraps, masks, exfoliation, use of electrical or mechanical appliances or chemical compounds. Including body treatments	145
Makeup applications, brow enhancement services, eyelash enhancement services. Including makeup basics and application, brow tints, brow laminations, eyelash tints, eyelash lifts, and eyelash extensions	60
Temporary removal of superfluous hair of the skin by means including tweezing, waxing, tape, chemicals, lotions, creams, sugaring, threading, mechanical or electrical apparatus and appliances	115
Cleaning and disinfecting of individual workstations, individual equipment and tools and proper use and storage of linens	40
Diseases and disorders of the skin	30
Safety including proper use and storage of chemicals, implements and electrical appliances	40

First aid and it relates to esthetics	20
Total	750

Esthetics program outline

The esthetics program is separated into 3 tiers, students will be in each tier for 250 clock hours. During each tier lessons will focus on specialized training for the students' current level of skill allowing the student to master skill sets before advancing into the next tier. As students advance through tiers the skill sets get more advanced, this will allow the students to gradually learn gaining the knowledge needed to feel confident and be ready for the working world.

Tier 1- Will consist of classroom and practical room work. Students will learn the theory related to esthetics practices and then practice hands-on with classmates in our practical room under the guidance of their instructors. Lessons included in this tier are Skin care; basic facials, consultations, skin analysis, skin care products, facial machines and devices, Dermalogica education, anatomy of the skin. Treatment room setup. Hair removal. Makeup applications. Classic lash extensions. Lash and brow tinting. Intro to state board exams.

Tier 2- In this tier the students' time will be divided in the classroom and spa area. Students will start to see clients in this tier putting what they learned in tier 1 to practice on clients instead of on classmates, under the guidance of instructors.

Classroom and practical instruction will continue, learning advanced treatments such as; lash and brow lifting, body treatments, microdermabrasion, advanced methods of exfoliation, brazilians/body waxing, additional massage techniques, advanced makeup applications, client satisfaction, retailing, client retention. State board practice.

Tier 3- In the final tier students will continue to see clients in the spa area, as the students advance their service menu will continue to grow and they will be able to offer an array of services. Classroom instruction will also continue learning advanced skills like; micro-current, dermaplaning, chemical peels, nano needling, advanced hair removal techniques, advanced facial treatments, airbrush makeup, hybrid lash extensions, job readiness classes, and state board preparations. During the last 75 hours of this tier students will have the opportunity to participate in externships, they will prepare a resume and apply at spas that they would like to externship at, upon approval they will get to extern at various spas to get a peek into what working at a spa will be like.

All tiers will include practical evaluations and Milady theory with regular tests.

Hybrid Esthetics Program

Will follow the same program outline as the esthetics in school program except 40% will be taught online. The theory portion will be completed through online lessons.

Hybrid Esthetics Program	Hours per category
Online	
Theory in the practice of esthetics services, business practices and basic human anatomy and physiology. To include Milady textbooks. Online hours.	300
In school practical skills lab/client work	
Care of the skin, compresses, massage, facials, wraps, masks, exfoliation, use of electrical or mechanical appliances or chemical compounds	145
Makeup applications, brow enhancement services, eyelash enhancement services. Including makeup basics and application, brow tints, brow laminations, eyelash tints, eyelash lifts, and eyelash extensions	60
Temporary removal of superfluous hair of the skin by means including tweezing, waxing, tape, chemicals, lotions, creams, sugaring, threading, mechanical or electrical apparatus and appliances	115
Cleaning and disinfecting of individual workstations, individual equipment and tools and proper use and storage of linens	40
Diseases and disorders of the skin	30
Safety including proper use and storage of chemicals, implements and electrical appliances	40
First aid and it relates to esthetics	20
	750 total

Online instruction

Online instruction will include theory from the Milady Standard Foundations with

Standard Esthetics: Fundamentals Textbook, 12th edition using the online platform CIMA. Two hours per scheduled class day will be designated for Milady textbook theory

totaling 150 hours towards theory for the esthetics program. The chapters are outlined below with the number of hours per chapter.

Milady Foundations Textbook	Hours per chapter
Chapter 1 Life Skills	4
Chapter 2 Professional Image	4
Chapter 3 Communicating for Success	4
Chapter 4 The Healthy Professional	6

Milady Foundations Textbook	Hours per chapter
Chapter 5 Infection Control	6
Chapter 6 Chemistry	4
Chapter 7 Electricity	4
Chapter 8 Career Planning	6
Chapter 9 On The Job	6
Chapter 10 The Beauty Business	6
Milady Fundamentals Textbook	
Chapter 1 Skin Foundations	8
Chapter 2 Anatomy and Physiology	10
Chapter 3 Physiology and Histology of the Skin	8
Chapter 4 Disorders and Diseases of the Skin	8
Chapter 5 Skin Analysis	8
Chapter 6 Skin Care Products	8
Chapter 7 The Treatment Room	6

Chapter 8 Facial Treatments	6
Chapter 9 Facial Massage	6
Chapter 10 Facial Devices and Technology	8
Chapter 11 Hair Removal	8
Chapter 12 Makeup Essentials	8
Chapter 13 Advanced Topics and Treatments	8
Total	150

The remaining 150 online theory hours will be designated to lessons such as skin analysis, cleansing techniques, exfoliation, product knowledge, temporary hair removal methods, eyelash extension theory, skin care, makeup, facial devices, advanced treatments. These lessons will be taught through interactive slide show presentations, videos, digital handouts, digital projects, and quizzes to ensure learning is taking place. The lessons will correlate with the hands-on lessons to be taught in person on school days and are designed to be completed online before the scheduled practical lab day for the lesson. Hours are tracked through the CIMA platform.

Tuition and additional costs

Esthetics Program	
Tuition	\$12,000.00
Registration fee	\$100.00
Textbooks/kit/certifications/testing	\$2,403.75
Sales tax	\$204.34
Total costs	\$14,708.09

Textbooks/kits/certifications price subject to change.

Northwest Esthetics Academy accepts all major credit cards, cashier checks or money orders. Students may pay tuition in full before their start date to reserve their place in the program or talk to admissions about payment plans.

Students will need to meet all financial responsibilities before a Certificate of Completion is issued.

Payment Options:

Option 1- Cost of the program shall be paid in full 30 days before the students scheduled start date.

Option 2- Cost of the program will be split up into 3 payments of \$4,884.36 with the first payment due 30 days before the students scheduled start date, second payment due at 200 clock hours, and the third payment due at 450 clock hours.

Falling behind on payment could result in suspension from school. Students falling 30 days behind payment will be put on probation, falling 60 days behind the student will be suspended and not allowed to return to school until payment is caught up. Being suspended will freeze all hours, during this time no hours will be allowed to be earned. During suspension additional payments will be frozen as well, regular payments will resume once the past due payments are paid and the student returns to school. If a student is on probation when their 750 hours is achieved, certificate of completion will be held until payment is caught up.

If at any time payment cannot be made students should schedule a meeting with admissions as soon as possible to discuss payment arrangements before they become past due.

All efforts will be made to work with students individually to make payment arrangements for being delinquent on dues. But failure to communicate or pay the balances due will result in being sent to collections.

Esthetic Student kits

Breakdown of what is included with the student supplies/materials

Esthetics kit	Price
Dermalogica skin kit	\$275.00
BT tools	\$420.00
Paris Lash Kit	\$315.00

Practice mannequin	\$48.00
Textbooks and workbooks	\$399.95
Tablet	\$329.00
ASCP membership	\$15.00
State board practical kit	\$56.80
School uniforms	\$235.00
State board testing	\$310.00
Total	\$2,403.75

Textbooks/kits/certifications price subject to change.

All items in the kit are required for enrollment. Secondhand books or purchasing your own kit items is not allowed. Exception is the tablet, if you have an appropriate working iPad/tablet you will not be required to purchase one as part of the kit. You must make admissions aware of this in the enrollment process and bring the device to your enrollment meeting so that the school can make sure that it is in working order. Once the kit has been opened no refunds will be issued.

Textbooks

Esthetics textbook

CIMA + Milady Standard Foundations with Standard Esthetics: Fundamentals Textbook, 12th edition, ISBN 9780357263792 \$344.95

Financial aid Assistance

Northwest Esthetics Academy does not currently offer financial aid.

Master Esthetics Program

Our Master Esthetics course consists of 1200 hours of training required by Washington State for licensure, 750 hours of training required for esthetics, and 450 hours of advanced training required for master esthetics.

"Practice of esthetics" means the care of the skin for compensation by application, use of preparations, antiseptics, tonics, essential oils, exfoliants, superficial and light peels, or by any device, except laser, or equipment, electrical or otherwise, or by wraps, compresses, cleansing, conditioning, stimulation, superficial skin stimulation, pore

extraction, or product application and removal; temporary removal of superfluous hair by means of lotions, creams, appliance, waxing, threading, tweezing, or depilatories, including chemical means; and application of product to the eyelashes and eyebrows, including extensions, design and treatment, tinting and lightening of the hair, excluding the scalp. Under no circumstances does the practice of esthetics include the administration of injections.

"Practice of master esthetics" means the care of the skin for compensation including all of the methods allowed Cosmetologists, Hair Designers, Barbers, Manicurists, and Estheticians 18.16.060 2015 [Ch. 18.16— page 3] in the definition of the practice of esthetics. It also includes the performance of medium depth peels and the use of medical devices for care of the skin and permanent hair reduction. The medical devices include, but are not limited to, lasers, light, radio frequency, plasma, intense pulsed light, and ultrasound. The use of a medical device must comply with state law and rules, including any laws or rules that require delegation or supervision by a licensed health professional acting within the scope of practice of that health profession.

The objective of Northwest Esthetics Academy is to prepare our students to be successful, confident, and competent master estheticians. Upon completion of the master esthetics program state board exams must be completed to obtain licensure to work as an esthetician in Washington State. The state board exams include a written exam and a practical exam to be completed after the student completes 1200 school hours. Our goal is to give students the knowledge to pass the state board exam. After passing both exams the student will need to apply for licensure to obtain an entry level position as a master esthetician.

Our master esthetics in school program consists of 1200 hours. These hours will consist of in person classroom instruction, practical lab hours, mannequin training, live training, and externship hours. The 1200 hours are broken up into the following categories:

750 esthetic hours are broken up into the following categories:

Esthetics in school program	Hours per category
Theory in the practice of esthetics services, business practices and basic human anatomy and physiology including Milady textbook theory.	300
Care of the skin, compresses, massage, facials, wraps, masks, exfoliation, use of electrical or mechanical appliances or chemical compounds. Including body treatments	145

Makeup applications, brow enhancement services, eyelash enhancement services. Including makeup basics and application, brow tints, brow laminations, eyelash tints, eyelash lifts, and eyelash extensions	60
Temporary removal of superfluous hair of the skin by means including tweezing, waxing, tape, chemicals, lotions, creams, sugaring, threading, mechanical or electrical apparatus and appliances	115
Cleaning and disinfecting of individual workstations, individual equipment and tools and proper use and storage of linens	40
Diseases and disorders of the skin	30
Safety including proper use and storage of chemicals, implements and electrical appliances	40
First aid and it relates to esthetics	20
Total	750

450 additional advanced hours:

Master Esthetics in school program	Hours per category
Theory in the practice of master esthetics services, business practices and basic human anatomy and physiology including Milady textbook theory.	180
Laser, light frequency, radio frequency, ultrasound, and plasma practices	55
Medium depth chemical peels	40
Advanced client assessment, documentation, and indications/contraindications	35
Pretreatment and post-treatment procedures	35
Lymphatic drainage and advanced facial massage	30
Advanced diseases and disorders of the skin	40
Advanced theories; alternative, touch, and spa body treatments	35
Total	450

Master's program outline

The master esthetics program is separated into 5 tiers, students will be in each tier for 250 clock hours. During each tier lessons will focus on specialized training for the

students current level of skill allowing the student to master skill sets before advancing into the next tier. As students advance through tiers the skill sets get more advanced, this will allow the students to gradually learn gaining the knowledge needed to feel confident and be ready for the working world.

Tier 1- Will consist of classroom and practical room work. Students will learn the theory related to esthetics practices and then practice hands-on with classmates in our practical room under the guidance of their instructors. Lessons included in this tier are Skin care; basic facials, consultations, skin analysis, skin care products, facial machines and devices, Dermalogica education, anatomy of the skin. Treatment room setup. Hair removal. Makeup applications. Classic lash extensions. Lash and brow tinting. Intro to State board exams.

Tier 2- In this tier the students' time will be divided between the classroom and spa area. Students will start to see clients in this tier putting what they learned in tier 1 to practice on clients instead of on classmates, under the guidance of instructors. Classroom and practical instruction will continue, learning advanced treatments such as; lash and brow lifting, body treatments, microdermabrasion, advanced methods of exfoliation, brazilians/body waxing, additional massage techniques, advanced makeup applications, client satisfaction, retailing, client retention. State board practice.

Tier 3- In the final tier for esthetics students will continue to see clients in the spa area, as the students advance their service menu will continue to grow and they will be able to offer an array of services. Classroom instruction will also continue learning advanced skills like; micro-current, dermaplaning, chemical peels, nano needling, advanced hair removal techniques, advanced facial treatments, airbrush makeup, hybrid lash extensions, job readiness classes, and state board preparations. During the last 75 hours of this tier students will have the opportunity to participate in externships, they will prepare a resume and apply at spas that they would like to externship at, upon approval they will get to extern at various spas to get a peek into what working at a spa will be like

Tier 4- Students advancing to tier 4 will begin the advanced training pertaining to master esthetics. Students will be introduced to advanced treatments and learn the theory of laser devices. We will focus on safety with advanced treatments in client assessments and how to properly pretreat and prescribe post treatment. We will learn about advanced diseases and disorders and contraindications for treatment. Students will then be able to perform some advanced live treatments.

Tier 5- In this final tier master esthetics students will continue to see clients in the clinic and finish up their externships. We will also begin state board prep at this time.

All tiers will include practical evaluations and Milady theory with regular tests.

Hybrid Master Esthetics Program

Will follow the same program outline as the master esthetics in school program except 40% will be taught online. The theory portion will be completed through online lessons.

See the esthetics hybrid program outline on page 13.

Masters' hybrid program outline for remaining 450 hours.

Master Esthetics Hybrid	Hours per category
Online:	
Theory in the practice of master esthetics services, business practices and basic human anatomy and physiology; Milady textbook online theory.	180
In school:	
Laser, light frequency, radio frequency, ultrasound, and plasma practices	55
Medium depth chemical peels	40
Advanced client assessment, documentation, and indications/contraindications	35
Pretreatment and post-treatment procedures	35
Lymphatic drainage and advanced facial massage	30
Advanced diseases and disorders of the skin	40
Advanced theories; alternative, touch, and spa body treatments	35
Total	450

Online instruction

Online instruction will include theory from the Milady Standard Esthetics: Advanced 2nd edition using the online platform CIMA. CIMA is a digital platform that consists of textbook reading, quizzes, activities like on the job scenarios, videos, step by step protocols, flashcards for studying, and tests. CIMA tracks all online hours for you making completing online hours easy. Two hours per scheduled class day will be designated for Milady/CIMA theory totaling 180 hours towards theory for the esthetics program. The chapters are outlined below with the number of hours per chapter.

Milady Standard Esthetics: Advanced 2nd edition Textbook - CIMA	Hours per chapter
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Chapter 1 Changes In Esthetics	6
Chapter 2 Infection Control	6
Chapter 3 Advanced Histology of the Cell and the Skin	6
Chapter 4 Hormones	6
Chapter 5 Anatomy and Physiology: Muscles and Nerves	6
Chapter 6 Anatomy and Physiology: The Cardiovascular and Lymphatic Systems	6
Chapter 7 Chemistry and Biochemistry	6
Chapter 8 Laser, Light Energy, and Radio Frequency Technology	6
Chapter 9 Wellness Management	6
Chapter 10 Advanced Skin Disorders: Skin in Distress	6
Chapter 11 Skin Typing and Aging Analysis	6
Chapter 12 Skin Care Products: Chemistry, ingredients and Selection	6
Chapter 13 Botanicals and Aromatherapy	6
Chapter 14 Ingredients and Products for Skin Issues	6
Chapter 15 Pharmacology for Estheticians	6
Chapter 16 Advanced Facial Techniques	6
Chapter 17 Advanced Skin Care Massage	6
Chapter 18 Advanced Facial Devices	6
Chapter 19 Advanced Hair Removal	6
Chapter 20 Advanced Makeup	6
Chapter 21 Spa Treatments	6

Milady Standard Esthetics: Advanced 2nd edition Textbook- CIMA	Hours per chapter
Chapter 22 Complementary Wellness Therapies	6
Chapter 23 Ayurveda Theory and Treatments	6
Chapter 24 Working in a Medical Setting	6
Chapter 25 Medical Terminology	6
Chapter 26 Medical Intervention	6
Chapter 27 Plastic Surgery Procedures	6
Chapter 28 The Esthetician's Role in Pre and Post Medical Treatments	6
Chapter 29 Financial Business Skills	6
Chapter 30 Marketing	6
Total	180

Tuition and additional costs

Master Esthetics Program	
Tuition	\$21,600.00
Registration fee	\$100.00
Textbooks/kit/certifications/testing	\$3,476.76
Sales tax	\$286.17
Total costs	\$25,469.67

Textbooks/kits/certifications price subject to change.

Northwest Esthetics Academy accepts all major credit cards, cashier checks or money orders. Students may pay tuition in full before their start date to reserve their place in the program or talk to admissions about payment plans.

Students will need to meet all financial responsibilities before a Certificate of Completion is issued.

Payment Options:

Option 1- Cost of the program shall be paid in full 30 days before the students scheduled start date.

Option 2- Cost of the program will be split up into 3 payments of \$8,450.98 with the first payment due 30 days before the students scheduled start date, second payment due at 600 clock hours, and the third payment due at 1200 clock hours.

Master Esthetic Student kits

Breakdown of what is included with the student supplies/materials

Master Esthetics kit	Price
Dermalogica skin kit	\$275.00
PCA kit	\$450.00
BT tools	\$420.00
Paris Lash Kit	\$315.00
Practice mannequin	\$48.00
Textbooks and workbooks	\$799.90
Tablet	\$329.00
ASCP membership	\$15.00
State board practical kit	\$75.86
State board testing	\$514.00

School uniforms	\$235.00
Total	\$3,476.76

Textbooks/kits/certifications price subject to change.

All items in the kit are required for enrollment. Secondhand books or purchasing your own kit items is not allowed. Exception is the tablet, if you have an appropriate working iPad/tablet you will not be required to purchase one as part of the kit. You must make admissions aware of this in the enrollment process and bring the device to your enrollment meeting so that the school can make sure that it is in working order. Once the kit has been opened no refunds will be issued.

Tuition and additional costs

Master Esthetics Program	
Tuition	\$21,600.00
Registration fee	\$100.00
Textbooks/kit/certifications/testing	\$3,476.76
Sales tax	\$292.91
Total costs	\$25,469.67

Textbooks/kits/certifications price subject to change.

Northwest Esthetics Academy accepts all major credit cards, cashier checks or money orders. Students may pay tuition in full before their start date to reserve their place in the program or talk to admissions about payment plans.

Students will need to meet all financial responsibilities before a Certificate of Completion is issued.

Payment Options:

Option 1- Cost of the program shall be paid in full 30 days before the students scheduled start date.

Option 2- Cost of the program will be split up into 3 payments of \$8,453.22 with the first payment due 30 days before the students scheduled start date, second payment due at 360 clock hours, and the third payment due at 720 clock hours.

Falling behind on payment could result in suspension from school. Students falling 30 days behind payment will be put on probation, falling 60 days behind the student will be suspended and not allowed to return to school until payment is caught up. Being suspended will freeze all hours, during this time no hours will be allowed to be earned. During suspension additional payments will be frozen as well, regular payments will resume once the past due payments are paid and the student returns to school. If a

student is on probation when their 750 hours is achieved, certificate of completion will be held until payment is caught up.

If at any time payment cannot be made students should schedule a meeting with admissions as soon as possible to discuss payment arrangements before they become past due.

All efforts will be made to work with students individually to make payment arrangements for being delinquent on dues. But failure to communicate or pay the balances due will result in being sent to collections.

Textbooks

Esthetics textbook

CIMA + Milady Standard Foundations with Standard Esthetics: Fundamentals Textbook, 12th edition, ISBN 9780357263792 \$344.95

Advanced Esthetics textbook

CIMA + Milady Standard Esthetics: Advanced 2nd edition, ISBN: 9780357812792 \$344.95

Financial aid Assistance

Northwest Esthetics Academy does not currently offer financial aid.

Instructor Trainee Program

"Instructor" means a person who gives instruction in a school, or who provides classroom theory training to apprentices in locations other than in a school, in a curriculum in which he or she holds a license under this chapter, has completed at least five hundred hours of instruction in teaching techniques and lesson planning in a school, or who has documented experience as an instructor for more than five hundred hours in another state in the curriculum of study, and has passed a licensing examination approved or administered by the director. An applicant who holds a degree in education from an accredited postsecondary institution shall upon application be licensed as an instructor to give instruction in a school, or to provide classroom theory training to apprentices in locations other than in a school, in a curriculum in which he or she holds a license under this chapter. An applicant who holds an instructional credential from an accredited community or technical college and who has passed a licensing examination approved or administered by the director shall upon application

be licensed as an instructor to give instruction in a school, or to provide classroom theory training to apprentices in locations other than in a school, in a curriculum in which he or she holds a license under this chapter. To be approved as an "instructor" in

an approved apprenticeship program, the instructor must be a competent instructor as defined in rules adopted under chapter **49.04** RCW.

Instructor-trainees shall hold a current Washington state esthetician, or master esthetician license in good standing prior to enrolling in an instructor-trainee program.

Our instructor training program consists of 500 hours. These hours will consist of in-person classroom instruction, and practical or lab hours. The instructor training program will set you up for success to obtain your instructor license so that you can get an entry level position teaching esthetics. The minimum instruction requirements for a student to be eligible to take the examination to be licensed as an instructor shall include, but not be limited to:

Instructor in-school Program	Hours per category
Theory in the practice of classroom preparation, presentation of information, application of practice, and evaluations. All Milady theory will be done online using the CIMA platform.	144
Preparation for classroom activities; choice of teaching methods, classroom setup, topic/subject matter, written lesson plans, student assignments, materials and supplies, and record keeping	89

Presentation of information; lectures, demonstrations, questions and answers, project methods, and discussions	89
Application of practice; clinic supervision, classroom management, and client relations	89
Evaluation by the instructor-trainee of the students understanding and performance; written/practical assessment, and communication skills	89
Total	500

Hybrid Instructor Program

Will follow the same program outline as the instructor in the school program except 40% will be taught online. The theory portion will be completed through online lessons.

Instructor hybrid Program	Hours per category
Online	
Theory in the practice of classroom preparation, presentation of information, application of practice, and evaluations. All Milady theory will be done online using the CIMA platform.	144
In-school hands on	
Preparation for classroom activities; choice of teaching methods, classroom setup, topic/subject matter, written lesson plans, student assignments, materials and supplies, and record keeping	89
Presentation of information; lectures, demonstrations, questions and answers, project methods, and discussions	89
Application of practice; clinic supervision, classroom management, and client relations	89
Evaluation by the instructor-trainee of the students understanding and performance; written/practical assessment, and communication skills	89
Total	500

Online instruction

Online instruction will include theory from the Milady Professional Educator Textbook 4th edition using the online platform CIMA. Twelve hours per scheduled week will be designated for Milady textbook theory totaling 144 hours towards theory for the instructor training program. The chapters are outlined below with the number of hours per chapter.

Milady Professional Educator 4th edition	Hours per chapter
Chapter 1 The Professional Educator	8
Chapter 2 Study and Testing Skills	8
Chapter 3 Learning Characteristics and Learning Principles	8
Chapter 4 Methods of Teaching and Learning	8

Chapter 5 Program Development and Lesson Planning	8
Chapter 6 Educational Aids and Technology	8
Chapter 7 Communicating Confidently	8
Chapter 8 Effective Presentations	8
Chapter 9 Classroom Management and Supervision	8
Chapter 10 Challenges to Learning	8
Chapter 11 Assessing Process and Advising Students	8
Chapter 12 Success Strategies for Students	8
Chapter 13 The Student Salon	8
Chapter 14 Learning is a Laughing Matter	8
Chapter 15 Student Retention	8
Chapter 16 Teams at Work	8
Chapter 17 Employment Preparation and Business Fundamentals	8
Chapter 18 Evaluating Professional Performance	8
Total	144

Tuition and additional costs

Instructor Trainee Program	
Tuition	\$4,200.00
Registration fee	\$100.00
Textbooks/kit/testing	\$1,133.95
Sales tax	\$89.08
Total costs	\$5,413.03

Northwest Esthetics Academy accepts all major credit cards, cash, cashier checks or money orders. Students may pay tuition in full before their start date to reserve their place in the program or talk to admissions about payment plans.

Students will need to meet all financial responsibilities before a Certificate of Completion is issued.

Payment Options:

Option 1- Cost of the program shall be paid in full 30 days before the students scheduled start date.

Option 2- Cost of the program will be split up into 3 payments, first payment of \$1,443.44 due 30 days before the students scheduled start date, second payment due at 300 clock hours, and the third payment due at 500 clock hours.

Falling behind on payment could result in suspension from school. Students falling 30 days behind payment will be put on probation, falling 60 days behind the student will be suspended and not allowed to return to school until payment is caught up. Being suspended will freeze all hours, during this time no hours will be allowed to be earned. During suspension additional payments will be frozen as well, regular payments will resume once the past due payments are paid and the student returns to school. If a student is on probation when their 500 hours is achieved, certificate of completion will be held until payment is caught up.

If at any time payment cannot be made students should schedule a meeting with admissions as soon as possible to discuss payment arrangements before they become past due.

All efforts will be made to work with students individually to make payment arrangements for being delinquent on dues. But failure to communicate or pay the balances due will result in being sent to collections.

Instructor Trainee Kits

Breakdown of what is included with the student supplies/materials

Instructor trainee kit	Price
School uniforms	\$150.00
Tablet	\$329.00

Textbooks and workbooks	\$344.95
State testing	\$310.00
Total	\$1,133.95

Textbooks/kits/certifications price subject to change.

All items in the kit are required for enrollment. Secondhand books or purchasing your own kit items is not allowed. Exception is the tablet, if you have an appropriate working iPad/tablet you will not be required to purchase one as part of the kit. You must make admissions aware of this in the enrollment process and bring the device to your enrollment meeting so that the school can make sure that it is in working order. Once the kit has been opened no refunds will be issued.

Textbooks

Instructor trainee textbook

CIMA + Milady Professional Educator 4th edition CIMA ISBN- 9781337786867 \$299.95 |

Textbook ISBN- 9781337786836 \$185.95

Financial aid Assistance

Northwest Esthetics Academy does not currently offer financial aid.

Student Monthly Report

The Student Monthly Report sheet is used to keep track of the number of services per category completed. The sheet will need to be initialed at the end of every day by the overseeing instructor to earn credit. The monthly student report will be turned in on the first day of every month and a new one will be started. If the student monthly report is not turned in credit may not be given for the completed operations, and they may have to be redone.

Grading System/Standards of Progress

Exams and practical evaluations will be graded on a percentage scale, 75% or higher is considered passing. Students must maintain at least 75% overall to meet satisfactory expectations. Grades will be given directly after each test or evaluation.

Overall percentages will be given in the progress report at the end of every month.

Student Evaluation Techniques

Written and practical tests will be administered throughout the program. A test will be administered after every chapter of the Milady textbook for theory to assure the information is being comprehended, a passing grade is 75% or higher. Having good comprehension of the Milady textbook will be vital to pass the state board written exam.

At the end of all skills lessons a practical test will be given to assure that the student is able to perform the necessary skills for entry into employment, a passing grade is 75% or higher. Students must retake all tests/practical's if they did not receive a passing grade, if additional tutoring is needed it is the responsibility of the student to approach the instructor privately to arrange accommodations. Students can retake all written tests if they wish to score a higher percentage on all tests. If a student wishes to retake a practical to receive a higher score, they will have to arrange a time with the instructor. Other methods of evaluation may include oral quizzes, skin development tests, hands-on skill evaluation, and individual and group projects

Online Evaluations

Hours completed online will be tracked by the student's username tracking the amount of time spent on each lesson using the CIMA platform. Quizzes, tests, projects, reports, essays, handouts, and activities will also be used to ensure learning is taking place in each lesson.

Incomplete Grades

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when students don't turn in work or don't take tests by the given due date. If a student does not make arrangements to take missed tests, a zero will be given. It is the student's responsibility to meet with the instructor to arrange to make up missed assignments or tests on their first day returning to school after being absent.

Probation for Below Average Grades

Students who fail to maintain the minimum grade point average of 75 percent required for graduation will need to enter a probation period. The student will be scheduled for in-school instructor-led assistance. The students will be given 30 days to bring their GPA up to at least 75 percent. Students unable to increase their grade point averages may be dismissed from the program. Refunds will be given in accordance with the school's refund policy.

Time Clock Policy

It is each student's responsibility to ensure, through proper use of the time clock system, as well as communication with the Records Department and/or management, that their time clock entries accurately reflect their hours attended.

- Students must clock in on arrival to school, including after breaks and lunch
- Students must clock out anytime they leave the school, including for breaks and lunch
- Students must clock out for lunch breaks even if staying on campus
- Students must clock out for any activity that is not directly involved in their training, like making personal calls

- Students may only earn hours that are scheduled and under the presence of an instructor
- Cheating the time clock or leaving without clocking out could result in termination
- If a student has a mis-punch they must fill out a time adjustment form and turn it in to instructor

Breaks/lunch schedule

Breaks and lunches will be scheduled into the day, students will go at designated times. Students can use the break room for breaks and lunches, the break room consists of tables, chairs, microwave, refrigerator and sink. Students can also choose to leave campus for breaks and lunches. For days under 6 1/2 hours students will take two 15-minute breaks. Anything over 6 1/2 hours, students will take two 15-minute breaks and a 30-minute lunch break.

Attendance Requirements

Northwest Esthetics Academy records the daily attendance of each student. Records are available for student review. Absenteeism for more than 20 percent of the total program constitutes cause for dismissal. A student who has greater than 20 percent absences will have his or her case reviewed by the school director with the likelihood of being dropped from the program. Students will meet with the director to discuss their attendance if they are missing 15 percent of the total program hours to raise their attendance percentage before hitting the 20 percent mark.

Absence Policy

Being present is vital to success in a student's program, being absent will result in missing valuable lessons and experience. If a student is going to be absent, they should call 509-820-3077 at least a half hour before their scheduled start time. A voicemail should be left if there is no answer. Not calling in or notifying the school will be an unexcused absence. Three or more unexcused absences could result in suspension and lead up to withdrawal from the program. Leaving campus early without notifying staff will be considered an unexcused absence. Time can be requested off ahead of time by filling out a time request form, these will be considered excused absences. Students will need to make up the missed hours as soon as possible.

Tardiness

Developing a good work ethic is an important part of the training at Northwest Esthetics Academy. Students arriving late for class will interrupt the instructor and other students. If a student is tardy, they will be directed to the self-study area where they must begin self-study of the class that is already in session, the instructor will let the student know when they may join the rest of the class. Students must call into the school at least half

an hour before the students scheduled start time. Not calling into the school will be considered a no call no show and will result in a write up. Exceeding 5 tardies is considered excessive and could result in suspension or withdrawal from the program.

Make-up Hours

Students who miss time will be expected to make it up as soon as possible. Fridays are designated open clinic days, students coming in these days will be expected to be booked with clients. Make up time needs to be approved first; this can be done by submitting a make-up time form.

Make-up Work

Lessons and/or assignments missed due to absences must be made up within five business days of returning to school. Students should meet with their instructors to get missed assignments. Make-up work may be required to complete the approved hours of the program(s). Without completing all the missed hours, the school may withhold the final certificate until the hours are completed.

Withdrawing from School

Students must prepare a written notification and submit it to the school director. This document must contain the student's name, address, and date. All financial obligations on the part of the school and the student will be calculated using the last recorded date of attendance.

Leave Of Absence

A leave of absence is a pause in clocking hours towards the students' program for an extended period. Typically, an LOA is for a medical or emergency preventing the student from attending school. We at Northwest Esthetics Academy understand that sometimes life situations can force a student to need to take a leave from school. All leave will need to be approved at the discretion of the school director. Leaves can be taken for a maximum of 180 days in a calendar year, if a student needs to take more than 180 days the student will be withdrawn from the program.

Max Time Frame

Students must graduate within their max time frame of 125% of their total program hours. Students exceedingly over 10% of their scheduled hours will be charged \$16 per additional hour that they are over the max time frame. Overage fees must be paid before the student is allowed to exceed past their max time frame.

Esthetics	Program Length	Maximum Time Frame
Day/night hybrid program 30 hours per week	25 weeks	28 weeks
Combined Esthetics	Program Length	Maximum Time Frame
Day hybrid program 30 hours per week	40 weeks	43 weeks
Master Esthetics	Program Length	Maximum Time Frame
Day hybrid program 30 hours per week	15 weeks	18 weeks

Educational Credential

Upon clocking the required number of school hours and passing all exams, practicals, and finals with at least a 75% the student will receive a certificate of completion for their program.

Code of Conduct

The following conduct is unacceptable and will not be tolerated:

1. All forms of bias including race, religion, ethnicity, gender, disability, national origin, veteran status, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents with intent to defraud.
4. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
6. Student acts of criminal behavior that place any person in imminent danger are prohibited on all school grounds.

7. Violation of the law on school premises. This includes, but is not limited to, the use of alcoholic beverages or controlled dangerous substances.

8. Violation of published school policies.

9. Physical altercations.

Conditions for Dismissal

Students may be dismissed from Northwest Esthetics Academy for the following reasons: Not adhering to the school's rules, regulations, policies, and code of conduct.

1. Missing more than 20 percent of instruction time
2. Excessive tardiness.
3. Not maintaining the minimum grade point average
4. Not meeting financial responsibilities to the school

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate lending institution if the student has a student loan. Prepaid tuition will be refunded according to the school's refund policy.

Re-entry Policy

Students dismissed from the school who request re-entry must put the request in writing to the school director. In cases where the student was dismissed for excessive absences (greater than 20 percent) or financial concerns, it may be possible to re-enter within the same school term if the issues that caused the withdrawal have been corrected. In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then reenter the school. In cases where the student was dismissed due to unacceptable conduct, the student may have to meet with the director before reentering the school. The decision of the director is final, and the student will receive a letter within five business days stating the decision.

Credit for Previous Training

Northwest Esthetics Academy is committed to helping students reach their educational goals as quickly as possible. However, technology changes rapidly and what was learned in an earlier program may no longer be applicable. To ensure that our students graduate with the skills necessary to achieve success in the workplace we will give recognition for previous training only after the student has taken and passed a program proficiency test. Students wishing to receive recognition for previous training must show proof of previous training. Certified training hours expire three years after the last date of attendance.

Student Grievance-Complaint/Appeal Process

Nothing in this policy prevents the student from contacting the Department of

Licensing at any time with a concern or a complaint. Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the school director. The written request should include the following information:

1. Student's full name and current address
2. A statement of the concern including dates, times, instructors, and if applicable, other students involved
3. Date of complaint letter and signature of the student
4. Three dates on which the student would be available for a meeting with the school director. These dates should be within 10 business days of the complaint.

The school director will notify the students in writing of the appointment date on which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five business days of the outcome of the meetings. Should the contract be canceled by either the student or the school the last date of attendance will be used as the date to calculate any refund in accordance with the school's refund policy.

Cancellation and Refund Policy

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, if the applicant has not begun training.
3. The school may retain an established registration fee equal to 10 percent of the total tuition cost, or \$100, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A "registration fee" is any fee charged by a school to process student applications and establish a student record system.
4. If training is terminated after the student enters classes, the school may retain the registration fee established under #3 above, plus a percentage of the total tuition as described in the following table:

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

5. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:
 - a. When the school receives notice of the student's intention to discontinue the training program;
 - b. When the student is terminated for a violation of a published school policy which provides for termination; or,
 - c. When a student, without notice, fails to attend classes for 30 calendar days.

6. All refunds must be paid within 30 calendar days of the student's official termination date.

Student Records

Student records will be maintained at and at the school for a minimum of 3 years. Upon graduation, each student will be given a copy of his or her transcript. These records should be maintained indefinitely by the student. Students may request copies by writing to the school. Student records are available for review by the student at any time.

Externship Policy:

During the student's final 10 percent of their program students can apply to extern at an approved spa. The student must be meeting all academic and attendance requirements to participate in the externship program. The externship program is a wonderful opportunity for the student to experience what their future may look like once the graduate and obtain their license.

Licensing

Upon completing the designated number of hours in the esthetics or instructor program and completing all requirements students will earn a certificate of completion. The Washington State Board of Cosmetology will be notified that the student has completed their program and will be approved to schedule testing for licensure. A written and a practical exam are required to become licensed, candidates must pass both exams with a 75% or higher. Upon passing, candidates can pay the fee and apply for their license.

A state board can deny an esthetics license if the applicant has been convicted of a crime. When applying for state licensing as an esthetician, each application is reviewed on a case-by-case basis. Northwest Esthetics Academy is not responsible for a student's denied licensure.

Placement Assistance:

Northwest Esthetics Academy does all it can to help with job placement after graduation. While job placement is not guaranteed, we do have placement events in place. We hope to place most students during the externship program, we also have regular career fairs scheduled where we invite local salons/spas for a meet and greet with students.

Dress code

All students will receive scrubs as part of their student kit. Students are expected to wear the given scrubs during school and externship hours. If a student fails to be in the dress code they will be sent home and not allowed to clock any hours until they return to school in the appropriate dress code.

Dress code guidelines

- Northwest Esthetics Academy Scrubs
- Under shirts of any color can be worn
- Clean, comfortable closed shoes. Shoes can be of any color
- Accessories of any color. (scarfs, jewelry, hair ties)
- Hair should be clean, dry and styled neatly
- Students should be well groomed (freshly showered, fingernails should be clean, groomed and an appropriate length)
- Name badge must be worn

Unacceptable dress code

- School scrubs should be clean and free of stains, they cannot be altered in any way, dirty, damaged, torn, or altered scrubs will not be allowed and the student will need to go home and change. A new pair can be purchased if needed.
- Dirty shoes, sandals, flip flops, Birkenstocks, open toed shoes, heels above 1 inch, wedges
- Fingernails cannot exceed 4mm past the fingertip
- Long, dangling necklaces
- Hats of any kind
- Heavy perfume or lingering smells like cigarette smoke.
- Jackets without a hood may be worn in the classroom only, jackets will not be allowed in practical or spa/guest rooms, long sleeve undershirts are acceptable if needed. Jackets can be any color.
- Hooded sweatshirts should not be worn over or under scrub tops

Student Guidelines

Students are expected to follow the guidelines for Northwest Esthetics Academy as outlined below.

- Attendance is important to the success of a student's program. If at any time through the student falls below 20% attendance the student could be dropped from their program. If a student needs to be absent it should be rearranged ahead of time, if the absence is due to emergency or illness the student should call the school to report their absence before the student's scheduled start time.
- Students should arrive to class on time, late arrivals disrupt the flow of the lesson and affect learning for the other students. If a student is late, the student must call into the school to report what their planned arrival time is.
- We are a drug free campus, absolutely no drugs are allowed on campus. This includes the student being impaired while in school. A student that shows signs of impairment will be sent home for the day and will need to meet with the school director before being allowed to return to school.
- Smoking cigarettes and vapes is only allowed in designated areas, if a student is a smoker, they must follow the protocol to remove smoke odors upon re-entering the school. We work closely in other students/guests' personal space with the services we offer, cigarette smoke can be very offensive. Vaping is not allowed in the building.
- Students must bring their learning supplies to school with them every day, if a student is not prepared the student will need to clock out and will be sent home to retrieve their supplies. Any hours not spent in school will affect the attendance percentage.
- Students must participate in all lessons planned. At Northwest Esthetics Academy we learn through hands on, students are expected to practice skills on each other as part of the curriculum. (If a student has a contraindication to the skill to be practiced accommodations will be made)
- Once the student enters tier 2 students will start to see clients for services. Students learn through seeing clients and it is part of their curriculum. Refusal of client services is not allowed, and the student may be sent home for the day.
- Students are not allowed to leave early without the permission of their instructor.
- All student services must be approved by an instructor before starting said service.
- All guest services must be signed off by an instructor before beginning the service.

- Students are expected to maintain a professional appearance at all times. Students should be in school uniform, and look put together and be free of foul odors. If a student is not meeting professional appearance guidelines, they will be sent home to fix themselves up.
- Students should display a positive attitude with their fellow peers, guests and with all staff at Northwest Esthetics Academy always. Disrespect/bullying will not be tolerated by anyone whether it be from students, staff, or guests.
- Fighting, abusive or foul language is not allowed.
- Cell phones are expected to be always silenced and put away unless the instructor specifies that they can be out. Some activities may require the use of a cell phone. Students should not be on cell phones during lectures, demos, hands on work, or guest work. Cell phones are not allowed to be used in client areas. Students are not allowed to talk on cell phones in classrooms, lab rooms or client areas, if a call needs to be taken the student may excuse themselves to take the call in a designated area.
- Food and drinks are allowed in designated areas only. Food and drinks should never be in the spa/client rooms or the practical lab room.
- Visitors are not allowed past the reception area.
- Disruptive behavior will not be tolerated, students should be respectful to instructors and participate in lessons. Students should maintain quiet “spa voices” while in the spa/guest rooms.
- Students are expected to clean up after themselves.
- All students are expected to complete daily duties within the practical/spa rooms, this includes cleaning and disinfecting implements and equipment, laundry, sweeping, cleaning up spills, putting implements/equipment away, and restocking supplies. This is part of the curriculum to teach the students how to maintain their spa rooms and work with one another in a team atmosphere.
- Students are expected to respect the school and treat it like they would if it were their own. Students should respect all furniture, equipment, and tools so that it can remain in good working order for all to use. Vandalism will not be tolerated.
- Students are expected to respect each other's property; theft is not tolerated and will be grounds for termination. NWEA is not responsible for lost or stolen items, lockers are provided to store personal property and should be kept locked up. Bags can be searched at any time if it is deemed necessary.

- Students are expected to demonstrate professional behavior at all times while on campus property, including the parking lot. This includes appropriate language use and acts. You never know when a potential client is watching, and we expect all students to represent NWEA in a positive professional light.
- Social media guidelines. Students are expected to always remain professional and treat the school, its employees, and fellow classmates with respect. Any social media post that are defaming or bullying to the school, employees, or fellow classmates will be asked to be taken down. If the student refuses to remove post it could lead to termination.

Harassment Policy

Northwest Esthetics Academy is committed to fostering an educational environment in which every student may feel safe and secure. Therefore, it is the expectation of Northwest Esthetics Academy and its staff that all students will treat each other with respect and due consideration for the entire duration of their enrollment. To that end—harassment, intimidation, persecution, belittling, and bullying will not be tolerated under any circumstances. Any student who feels harassed, threatened, or belittled is greatly encouraged to submit an official grievance form or written letter to an Administrative Staff member, as close as possible to the date of the event/s, and with as many specific details as possible. Accusations concerning these sorts of behavior are taken very seriously and will be investigated thoroughly by administrative staff. Once the complaint has been received, an official investigation will be expedited to determine whether policy has been violated, and the actions which must be taken to resolve the situation. The safety and privacy of our students will always remain top priorities throughout the process of any investigation. Violations of this policy will result in consequences up to and including expulsion, depending on severity.

Examples which constitute a violation include, but may not be limited to:

- Actions which cause a student to be in reasonable fear of physical harm or destruction of property, whether the threat is real or perceived.
- Creating a hostile environment which has a clear and detrimental effect on a student's physical or mental health
- Unwelcome sexual behavior or advances of any kind, whether verbal or nonverbal
- Unwelcome conduct or contact, verbal or physical, that is pervasive, persistent, severe, or otherwise causes a student to fear for his/her safety and security, regardless of intent
- “Hazing” - Intentional and reckless acts that are directed against any other student, which endanger or threaten the physical and/or mental health of that student, or coerce that student to endanger themselves

- Conduct which has the effect of substantially interfering with a student’s academic performance, or with their ability to participate in or benefit from the services, activities, or privileges provided by the school
- Behavior and/or communication that is demeaning, aggressive, or otherwise disparaging, and concerns a trait or characteristic of the student, including but not limited to: Student’s race, ethnicity, sexual orientation, gender, creed, religion, age, academic capability, wealth, living conditions, physical appearance, physical or mental disability, national origin, citizenship, marital status, etc.

Religious accommodations

Northwest Esthetics Academy will work with students to make any accommodations that may be needed. Religious accommodation could be adjustments with the students' schedule/days off to observe religious holidays or dress code. The student should notify the school in writing during enrollment of any accommodation that may be needed. The student will still be responsible for making up any lessons, tests, or hours missed during that time.

Tuition recovery trust fund (TRTF).

(1) TRTF funding.

(a) Upon submission of an initial school license application, a deposit of three hundred dollars into the TRTF is required. A change in school location does not exempt the school from the initial application deposit.

(b) Upon submission of a renewal application, a deposit of .16% (.0016) of the school's gross annual tuition for the previous calendar year into the TRTF is required. calendar year is zero, will be required to deposit twenty-five dollars into the TRTF.

(c) Renewal applications for schools whose gross annual tuition for the previous

(d) Failure to submit a deposit is grounds for denial of a renewal application.

Initial application deposit	\$300
Renewal deposit	.16% of previous calendar year gross annual tuition

Renewal deposit (if gross annual tuition is zero)	\$25
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(2) The department shall periodically review the fund balance to ensure the fund is of a sufficient balance.

(3) The department will attempt to notify all potential claimants within thirty days of receiving closure notification from a school.

(4) Students will have three years from the last date of attendance at the school to file a claim. Claims must be submitted in writing to the department of licensing. (5) After verification and review, the department shall disburse funds from the TRTF to settle claims for an amount up to the value of unearned prepaid tuition. (6) Schools will notify students of the TRTF program.

This school is licensed under chapter **18.16** RCW. Inquiries, concerns, or complaints regarding this school can be made to the department of licensing, (insert mailing address, email or by telephone)

Emergency evacuation procedure

In the event of an emergency students and staff should take the nearest exit and meet in the front parking lot. Students should not go to their cars or leave the designated meeting area. The school director will be that last to leave the building to ensure everyone is out and then take roll call to account for all in attendance.