

# School Catalog






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**SCHOOL INFORMATION**

**ADDRESS** 2463 E. Gala Street, Meridian, Idaho 83634  
**PHONE** 208-229-7546  
**WEB** <http://www.premieraestheticsinstitute.com>  
**EMAIL** [hello@premiereaestheticsinstitute.com](mailto:hello@premiereaestheticsinstitute.com)  
**INSTAGRAM** [https://www.instagram.com/premiere\\_aesthetics\\_idaho/](https://www.instagram.com/premiere_aesthetics_idaho/)

*Premiere Aesthetics Institute is approved and regulated by the Idaho Division of Occupational and Professional Licenses and the National Accrediting Commission of Career Arts and Science.*

**Idaho Division of Occupational and Professional Licenses (DOPL)**

11341 W. Chinden Blvd.  
 Bldg 4  
 Boise, ID 83714  
 208-334-3233  
<https://dopl.idaho.gov/>

**Idaho State Board of Cosmetology**

11341 W. Chinden Blvd.  
 Bldg 4  
 Boise, ID 83714  
 208-577-2619  
<http://dopl.idaho.gov/bcb/>

**National Accrediting Commission of Career Arts and Science (NACCAS)**

3015 Colvin Street  
 Alexandria, VA 22314  
 703-600-7600  
<http://www.naccas.org>

*Premiere Aesthetics Institute is approved by the Idaho Division of Veterans Services for Veteran Educational Benefits.*

**CATALOG EFFECTIVE DATES** January 1, 2023 – December 31, 2023

**UPDATED** September 13, 2023

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## SCHOOL INFORMATION

### MISSION STATEMENT

Premiere Aesthetics Institute is attuned to the ever-changing needs of the skin care field. We provide our students with aesthetic skills that will fully equip them for a skin care career today and in the future, *and to pass their state’s licensing exam and prepare its graduates for entry level employment.*

### ADMINISTRATIVE STAFF

- **Ryanna McMillen**, MA, CEO
- **John Smith**, MBA, CMO & CFO
- **Nicole Youngblood**, LEI, School Director – A licensed esthetician with a wealth of experience, Nicole has served diligently in various roles within the esthetics industry ranging from esthetician, makeup artist, and manager. Alongside her corporate engagements, she successfully established and operated her own esthetics business. Recognizing her true calling as an instructor, Nicole embarked on her educational journey, starting as an instructor, and eventually moving up to lead instructor. Today, she holds the role of school director, a testament to her passion for nurturing and guiding aspiring estheticians on their path to success.
- **Sharron Prussner**, Assistant School Director
- **Florentina Badiola**, Financial Director
- **Whitney Zistel**, Reception, Marketing

### INSTRUCTIONAL STAFF

- **Ayden Parker**, Lead Instructor, LEI, Licensed Idaho Instructor - Ayden’s profound love for both teaching and the beauty industry has been a constant in her life, starting with a teaching career instructing pre-k students and working as a paraprofessional. Her true venture into the world of esthetics began in 2017 when she founded her own eyelash business, which she still operates to this day. In 2019, Ayden decided to elevate her skills and knowledge by enrolling in Premiere Aesthetics Institute. Despite her commitment to her eyelash business, Ayden’s heart remained tied to the art of teaching. In 2022, she made a decisive return to Premier Aesthetics Institute, this time to obtain her instructor’s license. Ayden now serves as the school’s Lead Instructor, allowing her to impart her invaluable knowledge to aspiring students and nurture the next generation of professionals in the field. “I love building relationships with my students. Seeing things from each one of their perspectives teaches me in a deeper way every day”. – Ayden
- **Riley Moore**, LEI, Licensed Idaho Instructor – Riley has been an active member of the esthetics industry since 2020. Her dedication and commitment to her profession were further solidified by achieving her Master Esthetics and Instructor’s License in the state of Utah in addition to obtaining her bachelor’s degree in communication. “Through esthetics school, I fell in love with the uplifting, inspiring, and innovative community that the beauty industry is. I am so glad to be able to facilitate that same support and inspiration through instruction. I am very passionate about teaching my students all that

I know to ensure their success and career satisfaction, as well as encourage an environment of powerful, educated, and confident estheticians”. – Riley

- **Aleah Quinlan**, LEI, Licensed Idaho Instructor – Licensed Esthetician and Esthetics Instructor, previous student at Premiere Aesthetics Institute. After graduating, Aleah joined the team in 2021. “After graduating I found a passion for continuous learning and working here has given me the opportunity to grow and learn alongside new students.” – Aleah
- **Stephanie Meddings**, LE, Student Licensed Idaho Instructor

## ADMISSIONS PROCEDURES

### ENROLLMENT STEPS

Premiere Aesthetics Institute is accepting students for admission once the following criteria have been met:

- Applicant must be 18 years of age or older.
- Provide a valid, government-issued picture identification (e.g., driver’s license, state-issued ID, Passport, Passport Card).
- Provide their Social Security number or TIN.
- Provide a copy of one of the following documents for education verification purposes:
  - High School Diploma.
    - *International students must also provide evidence that a qualified outside agency has performed verification of the student’s high school diploma and confirmed the academic equivalence to a U.S. high school diploma.*
  - GED (General Education Development)/High School Equivalency Certificate.
  - Transcript showing high school completion.
  - Documentation proving completion of homeschooling at the secondary level as defined by state law.

#### **OR**

- College transcript showing completion of at least a two-year degree program that is acceptable towards a bachelor’s degree.

#### **OR**

- Proof of attainment of an Associate’s Degree or higher (e.g., college transcript).

*Premiere Aesthetics Institute reserves the right to request a certified transcript from a student’s educational facility for further verification prior to enrollment (Title IV schools; 34 CFR 668.16 (p)). The Department of Education in the state that a diploma was issued may also be contacted to determine a school’s validity. If prior education cannot be verified, the student must pass a GED test to proceed with enrollment. Self-Certification cannot be allowed for enrollment per Title IV regulations.*

- Complete the **Application for Admissions** and **Pre-Enrollment Student Questionnaire**, both found under the Enrollment tab on the school’s website.
- Schedule and complete an in-person tour of the school facility, which includes a short interview by a member of the school’s administrative staff.
- Pay the \$100.00 registration fee.

Once all the above items have been submitted in full to the school’s administrative staff and upon notification of acceptance into the program of choice, the student is eligible to complete an **Enrollment Agreement, Photography Consent Form, Surveillance Policy, and Notice of Non-Discrimination/Sexual Harassment Policies/Grievance Procedures** to fully complete the enrollment process.

**Ability to Benefit Exam (ATB):** Premiere Aesthetics Institute does not currently accept ATB exams for enrollment.

**Denied Applicants:** If a student is denied enrollment into Premiere Aesthetics Institute and the student wishes to re-apply, they must restart the application procedure again including resubmitting all pre-enrollment documentation to be reconsidered for reenrollment.

**Experiential Learning:** Learning that occurs outside the sponsorship of a legally authorized and accredited postsecondary educational institution (including work/life experience) is defined as experiential learning. Premiere Aesthetics Institute does not recognize or award credit for experiential learning.

## TRANSFER POLICY

To receive transfer credits from a previously attended aesthetics school, applicants must provide certified transcripts from prior instructional institutions **prior to enrollment**. Upon receipt, the certified transcripts will need to be evaluated and approved by both the School Director and the Idaho Bureau of Occupational Licenses Board before credit for hours can be granted. Failure to provide the required documentation of previous training in any circumstance prior to the deadline will result in the forfeiture of the ability to apply said hours towards Premiere Aesthetics Institute's course.

*This institution has not entered into an articulation or transfer agreement with any other institution.*

## RE-ENTRY POLICY

Any former student wanting to re-enroll must wait six (6) months from their prior withdrawal date (the student's last physical day of attendance). The following documents are required for re-entry consideration:

- New Application for Admissions
- Letter addressed to the school explaining the circumstances of the previous withdrawal and why the student will be successful during the second enrollment.

The student's letter and instructor's feedback of the student's previous enrollment will be reviewed at the next scheduled administrative meeting for re-entry consideration. If the student is accepted for re-entry, the student will return to the same satisfactory academic progress status at the time of withdrawal.

If the student previously withdrew from the program due to exorbitant absences or failure to make Satisfactory Academic Progress (SAP), the student will be required to restart the program over from the beginning and **no previous hours, grades, and tuition payments will be applied to the new program**.

## PHYSICAL DEMANDS OF AN AESTHETICS CAREER

It is extremely important that you are provided with all the facts about the physical requirements that your future career demands. The following is a list of physical demands you may encounter in this industry:

- **Body Position:** Estheticians are required to sit and lean forward while providing most services and stand for long time intervals while leaning over others.
- **Hands:** Your hands will need protection from chemicals and continuous exposure to water and cleansing agents.
- **Back:** Minor back stress may be caused by long intervals of standing, sitting or leaning.
- **Chemicals:** You will be required to work with many different types of chemicals.
- **Sanitation:** Communicable disease can be transmitted from one individual to another. Special attention must be paid to your clients to avoid spreading any diseases.
- **Trade Tools:** There are obvious hazards when working with sharp objects such as lancets or extractors, etc., caution must be used when handling.
- **General Safety:** Daily, estheticians must use caution and common sense to avoid entering any of the following situations: chemical burns, cuts and abrasions, hot water, harmful vapors, or fumes, injury to the eyes, and physical injury resulting from spills.

# SCHOOL DETAILS

## ORIENTATION

New student orientation will occur on the first day of scheduled class. Attendance is mandatory for all students and four (4) clock hours are earned for orientation completion. Separate arrangements will be made for students who enroll after the start date, but within the first week of class, if applicable.

## SCHOOL CALENDAR

START DATE	CLASS TYPE	ANTICIPATED GRADUATION DATE
September 18, 2023	Full-Time	February 5, 2024
November 27, 2023	Part-Time	July 15, 2024
January 29, 2024	Full-Time	June 5, 2024
March 25, 2024	Part-Time	November 7, 2024
May 20, 2024	Full-Time	October 4, 2024
July 29, 2024	Part-Time	March 21, 2025
September 30, 2024	Full-Time	February 18, 2025
November 18, 2024	Part-Time	June 27, 2025

*Premiere Aesthetics Institute will consider allowing a student to enroll up to 1 week past the course start date if the class is not full.*

## HOLIDAYS & SCHOOL CLOSURES

Premiere Aesthetics Institute potentially observes the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Indigenous Peoples' Day
- Veterans Day
- Thanksgiving
- Christmas Day

The school typically closes for one week in July/August to observe summer break and between Christmas Day/New Year's Day to observe winter break. Students are notified in advance of all scheduled holidays and school closures.

Other school closures may be declared for staff training, emergencies, weather, or unforeseen circumstances (e.g. power outages, plumbing issues, security problems). Premiere Aesthetics Institute follows West Ada School District for all snow delays. Very rarely will there be a class canceled due to snow. Delayed hours due to snow or harsh weather conditions are not counted-clock hours. Hours will be made up at the end of the program, unless otherwise specified by the School Director.



Premiere Aesthetics Institute will attempt to notify students as far in advance as possible via email and/or text messages pertaining to unexpected school closures, if they occur.

## CONSTITUTION DAY

Premiere Aesthetics Institute recognizes Constitution Day annually on September 17<sup>th</sup>, or the next school day hereafter if September 17<sup>th</sup> occurs on a day the school is closed. On this day, an educational program about the U.S. Constitution will be held in accordance with public law (PL 108-447, "Consolidated Appropriations Act, 2005," Dec. 8, 2004; 118 Stat. 2809, 3344-45 (Sec.111)).

## PROGRAM INFORMATION

### COURSE DESCRIPTION & OUTLINE

COURSE DESCRIPTION	
AESTHETICS, 600 HOURS	
<b>Overview</b>	The primary purpose of the 600-hour Aesthetics Program is to train its students in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in aesthetics skills and obtain licensure and gainful employment in the field of aesthetics or related career. All courses are taught in English.
<b>Educational Objectives</b>	Premiere Aesthetics Institute is attuned to the ever-changing needs of the skin care field. We provide our students with aesthetic skills that will fully equip them for a skin care career today and in the future, <i>and to pass their state's licensing exam and prepare its graduates for entry level employment.</i>
<b>Graduation Requirements</b>	To successfully graduate from Premiere Aesthetics Institute's 600-hour Aesthetics Program, the following requirements must be met: <ul style="list-style-type: none"> <li>- Student has passed both the Idaho Laws &amp; Rules and Program Final exams with a 75% or higher.</li> <li>- Student has clocked a minimum of 600 program hours.</li> <li>- Tuition is paid-in-full <b>OR</b> the student has a fully executed payment agreement with the school <b>AND</b> payments are current at the time of graduation.</li> <li>- If applicable, overage charges have been paid by the student in full.</li> <li>- Student has completed the following operations (treatments) – <ul style="list-style-type: none"> <li>o 100 Massage/Manipulation</li> <li>o 100 Cosmetic Services</li> <li>o 80 Machine Applications</li> <li>o 80 Hair Removal Services</li> <li>o 150 Disinfection</li> <li>o 65 Laws and Rules</li> </ul> </li> </ul> <p>Proof of training and academic transcripts will be released to appropriate licensing and certification agencies upon completing the graduation requirements.</p>
<b>Mode of Instruction</b>	Lecture, PowerPoint presentations, open discussion, questions and answers, class assignments, demonstrations, and hands-on clinic floor instruction/oversight.
<b>Instructional Methods</b>	Lesson delivery includes sequential learning, addressing specific tasks, lectures assigned practical, theory work, demonstrations, lectures, written and practical evaluations, student participation, salon floor practice and videos.

<b>Distance Education</b>	None
<b>Learning Materials/Textbooks</b>	Milady Standard Esthetics: Fundamentals, 12 <sup>th</sup> Edition Milady Standard Esthetics: Fundamentals – Workbook, 12 <sup>th</sup> Edition Milady Standard Esthetics: Standard Foundations, 12 <sup>th</sup> Edition
<b>Internship/Externship</b>	None
<b>Faculty &amp; Qualifications</b>	Instructors are recognized and licensed as both practitioners and instructors in their fields of practice by the State of Idaho.
<b>Skills &amp; Competencies Acquired</b>	At program completion, the student will be able to understand and practice the following services in an entry-level professional salon setting: Facials, Microdermabrasion, Light Therapy, Chemical Treatments, Back Treatments, Waxing and Makeup Application.

### COURSE OUTLINE

#### AESTHETICS, 600 HOURS

Level	Description	Hours Theory/Practical	Operations
<b>Level 1</b>	<p>In Level 1, students learn basic aesthetics fundamentals. Students are graded and evaluated using written, oral, and practical testing methods. Students must successfully complete theory instruction curriculum prior to attending pre-clinical instruction classes on basic massage, facial treatments, cosmetic application, removal of unwanted hair, body treatments, safety, sanitation, and hygiene.</p> <ul style="list-style-type: none"> <li>▪ Time Management</li> <li>▪ Professionalism/Hygiene</li> <li>▪ Safe Usage, Safety Devices and Federal Regulations</li> <li>▪ First Aid</li> <li>▪ Professionalism/Hygiene</li> <li>▪ History of Aesthetics</li> <li>▪ General Anatomy and Physiology</li> <li>▪ Microbiology</li> <li>▪ Basic Chemistry</li> <li>▪ Skin Care Procedures and Services</li> <li>▪ Implements, Tools, Equipment</li> <li>▪ Physiology and Histology of the Skin</li> <li>▪ Product Knowledge, Chemistry</li> </ul>	<b>100/0</b>	<b>0</b>
<b>Level 2</b>	<p>Level 2 is devoted to instructing students on implementing product knowledge, dispensary, and hands-on technical information. They are also guided on professional practices and procedures.</p> <ul style="list-style-type: none"> <li>▪ Setting Up a Business, Salaries, Taxes</li> <li>▪ Marketing/Promotion</li> <li>▪ Facial Makeup</li> <li>▪ Electricity and Light Therapy</li> <li>▪ Disorders and Diseases of the Skin</li> <li>▪ Facial Machines</li> <li>▪ Hair Removal</li> </ul>	<b>150/0</b>	<b>0</b>
<b>Level 3</b>	<p>Level 3 students begin working on paying clients on the school clinic floor. The focus is on completing required</p>	<b>0/350</b>	<b>575</b>

	services including safety, sanitation, hygiene, and career development requirements. <ul style="list-style-type: none"> <li>▪ State Licensing Laws</li> <li>▪ Resume Preparation/Interview</li> <li>▪ Debt Management</li> <li>▪ Salon and Reception Operations</li> </ul>		
<b>Total Hours - Theory/Practical</b>		<b>600</b>	<b>-----</b>
<b>Total Operations</b>		<b>-----</b>	<b>575</b>

## WEEKLY SCHEDULE

Course	Monday	Tuesday	Wednesday	Thursday	Friday	Breaks
<b>Aesthetics, 600 Hours</b> <b>Full Time</b> <b>34 hours a week</b> <b>18 weeks total</b>	8:45am to 4:45pm	8:45am to 4:45pm	8:45am to 4:45pm	8:45am to 4:45pm	8:45am to 12:45pm	2 x 15-minute breaks Monday to Thursday, 30-minute break Monday to Thursday, 1 x 15-minute break Friday
<b>Aesthetics, 600 Hours</b> <b>Part Time</b> <b>20 hours a week</b> <b>30 weeks total</b>	8:45am to 1:45pm	8:45am to 1:45pm	8:45am to 1:45pm	8:45am to 1:45pm	OFF	1 x 15-minute break Monday to Thursday

## TUITON AND FEES

Item	Fee
Tuition	\$11,404.00
Registration Fee (non-refundable)	\$100.00
Books*	\$321.00
Uniform*	\$100.00
Kit**	\$1,035.00
Laundry*	\$40.00
<b>Tuition &amp; Fees Total:</b>	<b>\$13,000.00</b>

\*Books, uniform, and laundry fee are **non-refundable** 5 days after class starts.

\*\*Kits are distributed to students after completion of 300 hours. Kits are **non-refundable** once received by the student.

NOTE: Kits and books are provided by the school and cannot be purchased elsewhere.

### Miscellaneous Institutional Fees:

- Timeclock Badge / \$50.00 Replacement Fee (issued at class start; must return at graduation)
- Duplicate Certificate of Completions, Transcript Requests / \$5.00 per document

### Non-Institutional Fees:

- State Application Fee / \$25.00
- State Licensing Fee / \$25.00

- State Theory Examination Fee / \$88.00
- State Practical Examination Fee / \$120.00

## PAYMENT OPTIONS

Premiere Aesthetics Institute accepts the following payment methods:

- Cash
- Check
- Money Order
- Credit Card (paid-in-full transactions subject to a 2% processing fee)
- Title IV Funds (students can submit a [Free Application for Federal Student Aid “FAFSA”](#) to determine eligibility)
- VA Education Benefits
- Private grants/scholarships

Premiere Aesthetics Institute offers in-house payment plan options. The options include 0% interest for 12 months or 9% interest for 24 months. **A down payment of \$1,000.00 is required for all in-house payment plans, to be paid by the end of the first week of class.**

## OVERAGE CHARGES

**Students are allowed 620 hours of scheduled instruction to complete 600 program hours.** If a student still needs to satisfy the 600-hour program requirement after 620 hours of scheduled instruction has occurred, they will be charged at a rate of \$25/instructional hour until the student completes the program. **All overage charges must be paid in full before the school can release graduation documents, including submitting graduation documents to the state for licensing purposes.**

**Example:** An enrolled student doesn't show up for 30 hours of class throughout the program. Unless they schedule make-up time prior to the projected graduation date, when they finally complete 600 hours, they will have accrued 10 overage hours due to the absences throughout the program (the student took 630 instructional hours to complete the 600-hour course; 630 total hours – 620 allowed hours = 10 overage hours). As a result, the student will have an outstanding overage charge of \$250.00 (10 overage hours x \$25/hour) that will need to be paid in full for the school to release graduation documents.

All monies received for additional instruction prior to completion of the student contract are refunded if the student terminates prior to completion of the program.

## INSTRUCTOR INFORMATION

### STUDENT INSTRUCTOR COURSE DESCRIPTION & OUTLINE

Premiere Aesthetics Institute is attuned to the need for quality Esthetic Instructors in the state of Idaho. We provide estheticians with educational skills that will fully equip them for a career teaching in a professional esthetics school today and in the future. Student Instructors will be educated in both theoretical and practical training in the craft of esthetic education.

The school offers two courses of instruction:

- **500-hour course of instruction / 4 months total**
  - *Reserved for instructors who have been licensed for at least two years.*
- **900-hour course of instruction / 7 months total**
  - *Reserved for instructors who have been licensed for under two years.*

Both courses are designed to prepare the Student Instructor for their State Board Exams and a career as a professional instructor.

COURSE OUTLINE	
STUDENT INSTRUCTOR, 500 HOURS	
Subject	Hours
Communication Skills	5
Classroom Organization & Preparation	5
Student Learning Principles	15
Teaching Study Skills	20
Principles of Adult Education	20
Professional Conduct/Idaho Law & Rules	20
Professional Development	20
Practical Demonstrations	20
Theoretical Presentations	20
Classroom & Time Management	25
Testing & Evaluation	25
Lesson Planning	35
Clinic Floor Supervision	270
<b>Total Hours</b>	<b>500</b>

COURSE OUTLINE	
STUDENT INSTRUCTOR, 900 HOURS	
Subject	Hours
Communication Skills	10
Classroom Organization & Preparation	10
Student Learning Principles	30
Teaching Study Skills	40
Principles of Adult Education	40
Professional Conduct/Idaho Law & Rules	30
Professional Development	40
Practical Demonstrations	40
Theoretical Presentations	40
Classroom & Time Management	50
Testing & Evaluation	40
Lesson Planning	60
Clinic Floor Supervision	470
<b>Total Hours</b>	<b>900</b>

## STUDENT INSTRUCTOR EMPLOYMENT OPPORTUNITIES

Esthetics School Instructor, Spa/Salon Owner/Manager, School Owner/Director.

## STUDENT INSTRUCTOR SAFETY REQUIREMENTS

Must be able to read and follow manufacturers' instructions for all chemicals and products used. Must be aware of possible hazards while using electricity.

## STUDENT INSTRUCTOR EARNINGS POTENTIAL

The US Department of Labor states that the average salary for entry level instructors of adult learners is approximately \$16.33 an hour in a school unless one goes to a technical school/college to work and the income there will vary. The employment outlook depends on a wide variety of factors, including trends and events affecting overall employment, location, employment turnover, occupational growth, additional education & certifications etc.

## STUDENT INSTRUCTOR LICENSING REQUIREMENTS

Student Instructors must complete the following steps to attain licensure in the state of Idaho:

- Register to take the state board test, administered by Prov.
  - Student instructors are eligible to take the state board test once they have completed 90% of the required hours in the program.
  - Once registered, the testing agency notifies the student instructor of their scheduled test's date/time/location.
- Submit the state board test application & fee.
  - Paper application fee: \$189.00, or
  - Online application fee: \$200.00
- Complete the state board test.
  - After the state board test is completed, results are sent to the student instructor, the state board, and the school.
- Successfully complete all required program hours (500 or 900 hours, depending on program selection).
  - After hours are completed, submit license application & fee to the Idaho Barber and Cosmetology Services Licensing Board.
    - Application fee: \$25.00
    - Original instructor license fee: \$30.00

## STUDENT SERVICES

### STUDENT SUPPORT

Premiere Aesthetics Institute offers its students employment support in the form of resume creation and enhancement, interview preparation, professional development, and education on salon and reception operations. The institute does NOT guarantee job placement. Premiere Aesthetics Institute does not guarantee acceptance or transfer of hours to another state or institution.

Our commitment is to train individuals to treat skin effectively and efficiently to work in the skin care industry. We evaluate our program's success based on our student's success.

Name	Resources Available	Phone Number	Website
<b>Idaho CareLine</b> (Idaho Department of Health & Welfare)	Statewide community information and referral service	211 (call) 898211 (text)	<a href="https://211-idaho.communityos.org/">https://211-idaho.communityos.org/</a>
<b>Idaho Child Care Program (ICCP)</b>	Childcare financial assistance for parents and caretakers	877-456-1233	<a href="https://healthandwelfare.idaho.gov/services-programs/children-families/idaho-child-care-program">https://healthandwelfare.idaho.gov/services-programs/children-families/idaho-child-care-program</a>
<b>Women and Children Alliance</b>	Domestic abuse and sexual assault services	208-343-3688	<a href="https://www.wcaboise.org/">https://www.wcaboise.org/</a>
<b>Boise/Ada County Housing Authorities</b>	Affordable and safe housing services	208-345-4907	<a href="https://bcacha.org/">https://bcacha.org/</a>
<b>Idaho State Independent Living Council</b>	Listing of resources for individuals with disabilities	800-487-4866	<a href="https://silc.idaho.gov/">https://silc.idaho.gov/</a>
<b>Terry Reilly Health Services</b>	Providing accessible health, dental and behavioral/mental health regardless of income or insurance status	208-467-4431	<a href="https://www.trhs.org/">https://www.trhs.org/</a>
<b>Find Help Idaho</b>	Resource database including food pantries, medical care, legal assistance, education assistance, transportation services, financial assistance, legal services	N/A	<a href="https://www.findhelpidaho.org/">https://www.findhelpidaho.org/</a>
<b>Idaho Crisis &amp; Suicide Hotline</b> (Member of the national 988 Suicide & Crisis Lifeline system)	Support for those struggling with suicide, mental or emotional problems, having trouble with drugs or alcohol, having family or relationship problems, and more.	988	<a href="https://idahocrisis.org/">https://idahocrisis.org/</a>

## CANCELLATION AND REFUND POLICIES

### INSTITUTIONAL REFUND & CANCELLATION POLICY

This policy complies with Idaho State Mandated Policy, and applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

1. A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:
  - a. If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded.
  - b. If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the published registration fee. Such fee shall not exceed 15 percent of the tuition cost, or \$150, whichever is less.
  - c. If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the prorated tuition, the school may retain the registration fee, book, kit, uniform and laundry fees, and other legitimate charges owed by the student.
  - d. If withdrawal or termination occurs after completion of 50 percent or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund.
  - e. The enrollment agreement shall be signed and dated by both the student and the authorized school official. For cancellation of the enrollment agreement referenced in subsections (1)(a) and (b) of this rule, the "date of enrollment" will be the date that the enrollment agreement is signed by both the student and the school official, whichever is later.
2. Published Class Schedule (for the purpose of calculating tuition charges) means the period of time between the commencement of classes and the student's last date of attendance as offered by the school and scheduled by the student.

3. The term "Pro rata Refund" means a refund of tuition that has been paid for a portion of the program beyond the last recorded date of attendance.
4. When a program is measured in clock hours, the portion of the program for which the student will be charged is determined by dividing the total clock hours into the number of clock hours accrued according to the published class schedule as of the last date of attendance.
5. When a program is measured in credit hours, the portion of the program for which the student will be charged is determined by dividing the total number of weeks into the number of weeks accrued according to the published class schedule as of the last date of attendance.
6. For other measurements of time such as days or weeks, the portion of the enrollment period for which the student will be charged is determined by dividing the total number of days or weeks into the number of days or weeks, accrued according to the published class schedule as of the last date of attendance.
7. The term "tuition cost" means the charges for instruction. "Tuition cost" does not include application fees, registration fees, or other identified program fees and costs.
8. The school shall adopt and publish policies regarding the prorating of user fees.
9. The school shall not charge a withdrawal fee of more than \$25.
10. When a cancellation, withdrawal, termination, or completion occurs, a calculation of all allowable charges under this rule shall be made. If such calculations evidence that the school received total payments greater than its allowable charges:
  - a. Within 40 days after notification of such cancellation, withdrawal, termination, or completion, a written statement showing allowable charges and total payments received shall be delivered to the student by the school, together with a refund equal in amount to monies paid to the school in excess of those allowable charges;
  - b. In the event payments to a student account are derived from federal and/or state tuition assistance program(s), including student loan programs, regulations governing refund notification and awarding within respective program(s) shall prevail in lieu of paragraph (a) of this subsection, but only with respect to the covered portions thereof; and
  - c. In the event payments to a student account are derived from a sponsoring public agency, private agency, or any source other than the student, the statement of charges and payments received together with an appropriate refund described under paragraph (a) of this subsection may be delivered instead to such party(ies) in interest, but only with respect to the covered portions thereof.
11. In case of disabling illness or accident, death in the immediate family, or other circumstances beyond the control of the student that causes the student to leave school, the school shall arrange a prorated tuition settlement that is reasonable and fair to both parties.
12. A school shall be considered in default of the enrollment agreement when a course or program is discontinued or canceled or the school closes prior to completion of contracted services. When a school is in default, student tuition may be refunded by the school on a pro rata basis. The pro rata refund shall be allowed only if the Director determines that the school has made provision for students enrolled at the time of default to complete a comparable program at another institution. The provision for program completion shall be at no additional cost to the student in excess of the original contract with the defaulting school. If the school does not make such provision, a refund of all tuition and fees shall be made by the school to the students.

## ACADEMIC INFORMATION

### GRADUATION REQUIREMENTS

To successfully graduate from Premiere Aesthetics Institute's 600-hour Aesthetics Program, the following requirements must be met:

- Student has passed both the Idaho Laws & Rules and Program Final exams with a 75% or higher.
- Student has clocked a minimum of 600 program hours.
- Tuition is paid-in-full **OR** the student has a fully executed payment agreement with the school **AND** payments are current at the time of graduation.
- If applicable, overage charges have been paid by the student in full.
- Student has completed the following operations (treatments) –
  - 100 Massage/Manipulation
  - 100 Cosmetic Services
  - 80 Machine Applications
  - 80 Hair Removal Services
  - 150 Disinfection
  - 65 Laws and Rules



Proof of training and academic transcripts will be released to appropriate licensing and certification agencies upon completing the graduation requirements.

## STATE OF IDAHO LICENSING REQUIREMENTS

To qualify for licensure as an esthetician, in the state of Idaho an applicant for licensure must:

- Be at least 18 years of age at the time of application.
- Have completed at least two (2) years of high school or have attained an equivalent education as determined by the board.
- Submit completed application with associated fees to the State board and receive approval.
- Pass the examinations for the occupation in which the applicant is seeking licensure, which the examinations shall be conducted or approved by the board; and
- Prove to the satisfaction of the board that the applicant has not engaged in conduct that would constitute grounds for discipline under section 54-5823, Idaho Code.
- Completed and graduated from a course of instruction of at least six hundred (600) hours in a school approved by the board.

More information can be found on the Idaho Barber and Cosmetology Services Licensing Board's website at <https://dopl.idaho.gov/bcb/> or by contacting them directly at (208) 334-3233.

## SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Premiere Aesthetics Institute's Satisfactory Academic Progress is consistently applied to all students enrolled at the school, regardless of their class schedule. This policy is provided to all students prior to enrollment by printing in the school catalog. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. Premiere Aesthetics Institute's Satisfactory Academic Progress Policy includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis, as explained in the policy.

## EVALUATION PERIODS

The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Evaluations will be performed based on scheduled clocked hours. The chart below details the evaluation points for the Aesthetics program.

Program	Course Length	Evaluation Point in Scheduled Hours
<b>Aesthetics, 600 Hours</b>	600 Clock Hours	300 Scheduled Hours

## ATTENDANCE/QUANTATIVE PROGRESS

For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 75%. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued (clocked by the student), by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given

the same attendance rate, the student will graduate within the maximum time frame of 133% times the length of their program.

## ACADEMIC/QUALITATIVE PROGRESS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. The program’s academic learning is evaluated during each unit of study through class quizzes, written exams and practical evaluations. Practical skills are evaluated according to course rubrics adopted by the school that are provided to students for reference. A student’s grade point average is determined by a combined average of all practical and written examinations. Students must uphold a cumulative academic grade point average of 75% to maintain satisfactory academic progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school’s published policy for Scheduling and Grading, Make-Up Work, Incomplete’s and Repetitions. Individual student academic records are kept by the school and are available to view by request.

Premiere Aesthetics Institute utilizes a grading system of 0 to 100%, using the following breakdown to determine letter grades:

Percentage	Letter Grade	Grade Description
<b>90-100%</b>	A	Excellent
<b>80-89%</b>	B	Good
<b>75-79%</b>	C	Satisfactory
<b>74% or Below</b>	Not Passing	

## MAXIMUM TIME FRAME

Students are required to complete the program and/or course within 133% of the published program length. The maximum time frame permitted for transfer students who need less than the full course length will be determined based on the number of scheduled contracted hours. Any student who has exhausted the maximum time frame will be dropped from the program and may elect to re-enroll on a cash pay basis in a manner consistent with the school’s admissions policy.

Program	Maximum Time Frame (Weeks)	Maximum Time Frame (Hours)
<b>Aesthetics, 600 Hours Full Time</b>	24 weeks	798 Hours
<b>Aesthetics, 600 Hours Part Time</b>	40 weeks	798 Hours

## WARNING

Students who do not meet Satisfactory Academic Progress requirements will be placed in the status of Warning. Students on Financial Aid Warning may continue to receive Title IV funding, if applicable, until the next scheduled evaluation. Students must meet the minimum requirements for attendance and academics by the next scheduled evaluation, to be deemed making Satisfactory Academic Progress.

## ACADEMIC PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Premiere Aesthetics Institute does not allow for the status of satisfactory academic progress probation. Students receiving Title IV Aid may have their benefits discontinued if the student fails to meet Satisfactory Academic Progress minimum requirements, if applicable.

## RE-ESTABLISHMENT OF PROGRESS

Students not meeting Satisfactory Academic Progress standards will be notified in writing of the actions required to attain the minimum requirements for attendance and academics by the next scheduled evaluation.

## EVALUATION RESULTS (SAP REPORTS)

All Satisfactory Academic Progress evaluations will be completed by the school within 7 school business days following the evaluation period, students will be notified of the results of their evaluation(s) either by email (electronically) or in person (paper). The institution will notify the student of any evaluation in which the student is not meeting Satisfactory Academic Progress.

## ACCESS TO SATISFACTORY ACADEMIC PROGRESS REPORTS

A hard copy of each Satisfactory Academic Progress evaluation is maintained in the student's file.

## LEAVE OF ABSENCES, INCOMPLETES, REPETITIONS, & WITHDRAWALS

The following are not offered at Premiere Aesthetics Institute:

- Leave of Absences (temporary interruptions in the student's program of study)
- 'Incomplete' Class Grades
- Class Repetitions

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

## TRANSFER STUDENTS

Transfer Students are evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever comes first. Accepted transfer hours for students entering from another institution will be counted as both attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted.

## TUITION DISCOUNT POLICY

If a student was given a tuition discount at time of enrollment and has decided to withdraw from the program before completion, the tuition discount is then considered void and the remaining undiscounted price will be reflected on the student account.

## TERMINATIONS

Enrollment may be terminated at the discretion of school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the school or for any of the following:

- Failure to pay for personal services.

- Taking product without paying for it.
- Not respecting or following the instructor's directions, or being a disruptive influence
- Academic dishonesty or cheating.
- Coming to school under the influence of drugs or alcohol or bringing such items to school, legal or otherwise.
- Sexual harassment, discrimination, or hate speech.
- Physical violence directed towards other students, staff or clients.
- Bringing a weapon to school.
- Missing 14 sequential calendar days of school.
- The school also reserves the right to terminate a student for nonpayment of tuition.

## STUDENT RECORDS & TRANSCRIPTS

Student educational records are kept for a six (6) year period regardless of whether the student has completed the course or not. After the six (6) year period from a student's separation from Premiere Aesthetics Institute, all records except the student transcript are shredded. Student transcripts are kept for a period of twenty-five (25) years from a student's separation from Premiere Aesthetics Institute.

Premiere Students are guaranteed the right to access and review their educational records. Student may submit a written request to the School Director. The student will be granted supervised access to their records within 14 business days of the request. Students have the right to request that a school correct records, which they believe to be inaccurate or misleading. Any third-party request for information will require written authorization from the student.

Premiere Aesthetics Institute provides access to student records without written consent to its accrediting agency, the United States Department of Education, the Bureau for Private Postsecondary Education (BPPE), National Accrediting Commission of Career Arts and Sciences (NACCAS) the Department of Veterans Education or any other regulatory agency. The institution maintains a record of all release forms and requests for information. Premiere Aesthetics Institute protects the privacy of student education records in compliance with the Family Educational Rights and Privacy Act (FERPA).

Students may order official transcripts by written request to [sharron@premiereaestheticsinstitute.com](mailto:sharron@premiereaestheticsinstitute.com). Transcripts shall not be released to, or on behalf of, any student who is not current on any tuition payments due to Premiere Aesthetics Institute or any partner to Premiere Aesthetics Institute.

## POLICY & PROCEDURES

### FAMILY EDUCATIONAL RIGHTS & PRIVACY POLICY ACT (FERPA)

Premiere Aesthetics Institute complies with the Family Educational Rights and Privacy Act of 1974 Buckley Amendment, Public Law 93-380 Section 438. All students' records are confidential. Students and parents or guardians of dependent minor students who are in regular attendance at the institution have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate and factual. Students and/or parents or guardians of dependent minors should complete a record request form and forward it to:

Premiere Aesthetics Institute  
 ATTN: School Director  
 2463 E Gala St, Ste 110  
 Meridian, Idaho 83642

Please allow up to 14 business days for processing. Records request forms can be obtained at school. Written consent is required before education records may be disclosed to the third party. Students are not entitled to inspect the financial records of their parents. An institution official must be in the office at all times during the examination of the student's files.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

## WHO QUALIFIES FOR FEDERAL FINANCIAL AID

To be considered eligible for and receive Title IV aid, a student must meet the following specific requirements:

- Be a U.S. citizen or eligible non-citizen
- Be a “regular student” – that is, enrolled in an eligible program that leads to a degree, certificate, or a degree-with-transfer program
- Not be enrolled simultaneously in elementary or secondary school
- Have a valid Social Security Number
- Be registered with Selective Service, if required
- Sign a Statement of Educational Purpose certifying that federal student financial aid will only be used to pay educational costs
- Not be in default on a Title IV loan; or if in default, have made satisfactory repayment arrangements with the loan holder
- Not have obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV loan program
- Not have been convicted of an offense involving the possession or sale of illegal drugs that occurred while the student was enrolled and receiving Title IV aid
- Have completed repayment of funds to either Department of Education or the holder of a loan, if applicable
- Not have been convicted of, or plead nolo contendere or guilty to, a crime involving fraud in obtaining Title IV aid
- Not be liable for an overpayment of a Title IV grant

## APPLYING FOR FEDERAL STUDENT AID

The application process used by the school to perform the need analysis is the Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed online by logging on to [www.fsa.gov](http://www.fsa.gov). When completing the FAFSA, please use the Federal school code #043056.

A student's income tax form (if filed) and/or parent's tax form(s) for the appropriate year are needed to complete the FAFSA. Students are encouraged to use the IRS Data Retrieval Tool when completing the FAFSA. This tool allows students and parents to access the IRS tax return information needed to complete the FAFSA and transfer the data directly to their FAFSA. If students need a copy of their tax return, they can call 1-800-829-1040 and request IRS tax transcript or go to the IRS website at [www.irs.gov](http://www.irs.gov).

All students requesting federal loans must complete an Entrance Counseling and a Master Promissory Note (MPN) which can be found at <https://studentloans.gov>.

The student will also need to meet with a Financial Aid representative to fill out the Financial Aid forms and provide documentation for information entered on their FAFSA.

## STUDENT RESPONSIBILITIES WITH THE OFFICE OF FINANCIAL AID

Protecting, maintaining, and renewing financial aid is a very important responsibility for all students. A student's financial aid responsibilities include the following:

- Acknowledging and meeting all deadlines for applying/reapplying for Financial Aid Providing complete and accurate information on the FAFSA and financial aid forms.
- Responding to all requests for additional documentation in a timely manner
- Providing updated information when changes occur such as a withdrawal from the school, a change in enrollment status, name, marital status or expected date of graduation
- Being in good Academic Standing with the school as well as maintaining Satisfactory Academic Progress (SAP)
- Reading all documents, the Office of Financial Aid sends to the student

Misreporting information for Federal Financial Aid is a violation of the law and is considered a criminal offense.

## RETURN OF TITLE IV (FEDERAL STUDENT AID)

The law specifies how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Direct Student Loans, PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

All R2T4 calculations are completed within 30 days from the Date of Determination (DOD) and all refunds back to the US Department of Education are returned within 45 days from the DOD. Any credit balances currently on the students account, will be disbursed within 14 days of withdrawal.

Order of Returns

- Federal Direct Unsubsidized loans
- Federal Direct Subsidized loans
- Federal Direct Parent Loan for Undergraduate Students (PLUS)
- Federal Pell Grant

When a student withdraws during the payment period the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student's behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if the student completed 30% of the scheduled hours in their payment period, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the scheduled hours in his/her payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

If the student did not receive all the funds that he/she earned, the student may be due a Post withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the academy must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt. The academy may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). If the student is eligible for any post-withdrawal disbursements, they will be notified in writing of that eligibility within 30 days. All post-withdrawal funds are credited to the students account first and any resulting credit balance will be disbursed within 14 days of the credit being created.

The school needs the student's permission to use the post-withdrawal grant disbursement for all school charges over and above Tuition and Fees.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to him/her upon withdrawal because of other eligibility requirements. For example, if the student is a first-time borrower for student loans and has not completed 30 days of school. That student would not be eligible for any student loan disbursements.

## LOAN REPAYMENT & FINANCIAL AID DISCLOSURES

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

## TITLE IV CREDIT BALANCE POLICY

If Federal Student Aid disbursements to the student's account at the Premiere Aesthetics Institute create an FSA credit balance, the credit balance will be paid directly to the student or parent as soon as possible but no later than 14 days after:

- The first day of class of a payment period if the credit balance occurred on or before that day.
- The balance occurred if that was after the first day of class.
- The law requires that any excess PLUS Loan funds be returned to the parent. Therefore, if PLUS Loan funds create a credit balance, the credit balance would have to be given to the parent. However, the parent may authorize Premiere Aesthetics Institute (in writing or through StudentLoans.gov) to transfer the proceeds of a PLUS Loan credit balance directly to the student for whom the loan is made (for example, to a bank account in the student's name). The Department does not specify how a school must determine which FSA funds create an FSA credit balance.

## VA-SPECIFIC POLICIES

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.*

If you are using your GI Bill®, you will need to provide the following documents:

- Current Certificate of Eligibility Letter or Statement of Post-9/11 Benefits (found on va.gov)
- Military transcript
- Postsecondary transcripts (from schools previously attended after high school)

## CREDIT FOR PREVIOUS TRAINING

Premiere Aesthetics Institute evaluates all previous education and training and requests transcripts from all prior institutions of learning. Previous transcripts are evaluated, and credit is granted as appropriate. Applicants are notified of their results.

## DELAYED PAYMENT OF VETERANS BENEFITS

Students who are entitled to educational assistance under Chapter 31 (Veteran Readiness & Employment), Chapter 33 (Post-9/11 G.I. Bill®), and Chapter 35 of Title 38 U.S. Code 3676, are allowed to attend and participate in Premiere Aesthetics Institute's aesthetics program, pending VA payment, so long as they have provided Premiere Aesthetics Institute a certificate of eligibility (COE) or a Statement of Post-9/11 GI Bill® Benefits (found on va.gov) by the end of the first day of class and have provided any additional information needed to properly certify the enrollment.

Premiere Aesthetics Institute will not impose any penalty, including the assessment of late fees, the denial of access to the program, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the VA.

## WITHDRAW/RE-ADMISSION POLICY

If a veteran has been enrolled and is currently attending Premiere Aesthetics Institute, and is then deployed, the student will be withdrawn from the program in accordance with the required refund policies and funds may be returned as required by law. Upon their return, the veteran will be re-admitted with no additional registration fee, and tuition assessed according to the amount of hours remaining in the program. The applicable funds will be requested and reinstated upon their return. This VA-specific policy complies with Title 38 U.S. Code 3679.

## REFUND OF INSTITUTION AND FEES OR INSTITUTIONAL DEBT

A pro rata refund of the unused portion of tuition, fees, and charges will be returned to the responsible party (VA or designated payor) if the veteran or eligible person fails to enter the course or withdraws or is discontinued from the program before completion of said program. The proration will be determined by the ratio of the number of hours of instruction completed by the student to the total number of instructional hours in the program. This calculation will be determined by the VA and applied upon Premiere Aesthetic Institute's receipt of the VA Debt Letter. The beneficiary will not be filled or held accountable for any unused portion returned to the VA.

## VA-RELATED GREVIANCE PROCESS

Any grievances by a VA student not resolved by the school through the standard Student Grievance Policy (page 27) may be submitted online by using the GI BILL® School Feedback Tool at <https://www.va.gov/education/submit-school-feedback/introduction>. Grievances may also be forwarded to the Idaho State Approving Agency (a department of the Idaho Division of Veterans Services), 351 Collins Road, Boise, Idaho 83702. If additional assistance is needed, contact Veterans Education at (208) 780-1334, or by email at Education@veterans.idaho.gov.

## PROFESSIONAL STANDARDS

### TARDINESS

All classes begin promptly at 8:45am on the days school is in session. Students are required to be on time for class, as arriving late disrupts morning instruction for the rest of the class. **It is mandatory for students to text the school phone number at (208) 805-0514 before the scheduled class start time if they are going to be late.** Students who arrive more than 15 minutes late are defined as tardy and will be required to sit in the student break room and work on their schoolwork without access to phones/electronic devices until the instructor provides access to the classroom. Habitual tardiness will result in a written warning and counseling session with the student and administrative staff.

***Students are reminded that for every minute they clock in past the class start time, they will be required to make up said minutes before the projected graduation date or they will graduate later than their classmates at the end of the program.***

**Example:** A student clocks in 10 minutes late for class every day for three weeks (21 class days total). That student now has 210 minutes (10 minutes x 21 incidents), or 3 hours and 30 minutes, to make up to graduate on time.

## EXCUSED AND UNEXCUSED ABSENCES

Premiere Aesthetics Institute does not offer contract extensions for excused or unexcused absences, regardless of the circumstances. When students are aware of upcoming planned absences (e.g. vacation, family commitments, doctor's appointments), they must fill out a Request for Absence of Early Dismissal form and submit it to their instructor in advance.

The following situations will result in the school dropping a student from the program:



- Absences for 14 consecutive calendar days, for any reason.
- 51 missed hours in the first 200 hours of the program (<75% attendance rate).

In the event a student is dropped for the reasons listed above, the student will be required to restart the program over from the beginning and **no previous hours, grades, and tuition payments will be applied to the new program.**

## MAKE-UP WORK AND HOURS POLICY

The opportunity to make up missed hours may be available during the program, depending on staff and facility availability. This includes opportunities to make up missed hours on various Saturdays and evenings. All school hour opportunities outside of scheduled class time are offered on a first-come-first-serve signup basis and must adhere to the state-mandated instructor/student 1:20 ratio. Students who sign up for additional classes outside of scheduled instruction hours and fail to show up on the class date are charged a \$20.00 fee. Multiple no-shows may result in student's forfeiture of future opportunities to make up missed hours outside of class instruction.

To make up missed hours, students will need to submit a "Student Make-Up Hours Sheet" to their instructor at least 24 hours in advance. All make-up hours requests are subject to instructor approval. Failure to submit proper documentation and receive instructor approval at least 24 hours in advance will result in automatic denial of the student's request. Part-time students are allowed to make up hours during the full-time class's afternoon time frame if they follow the steps listed above and are approved to stay later.

Missed hours that are not made up before the end of the program will be subject to overage charges that must be paid in full by the student before graduation documents can be released to outside parties (including state licensing).

If a student misses an exam due to an excused/unexcused absence, they can make up the exam at a later date with instructor approval. Students are also allowed to retake an exam as many times as needed if they score below a 75% passing grade. Upon a third exam failure, the student will be tutored on the subject by an instructor before retaking it subsequent times. Open book texts are not allowed to be retaken.

## STUDENT PHOTO RELEASE POLICY

Students attending Premiere Aesthetics Institute give the school the absolute right and permission to take photographs and/or video of the students in class, in clinic or in lab for advertising, trade publications and/or any other lawful practice.

## SCHOOL FACILITY USE

The following school facilities are available to enrolled students:

- Student Break Room
  - The student break room includes a refrigerator for storing food items, utensils, and a microwave. Students are required to label their food containers stored in the refrigerator. All non-labeled items will be removed at the end of each week.
- Student Spa Entry/Reception
  - There are couches in the front entry area and a student spa reception desk that is available for student use.
- Student Classrooms
  - Each classroom includes student seating/tables and extra pens/paper for note taking. The program's lectures take place in the student classrooms. Additional resources (e.g. Milady textbooks, instructional material) are also available for student use.
- Restrooms
  - There are two student restrooms; one located in the student break room and one located in the hallway between Classroom 2 and 3. Please do not use the restrooms designated for clients and administrative staff.

- Treatment Rooms
  - Students are only allowed to access treatment rooms with instructor oversight or prior approval from management staff.

## LIBRARY & ADDITIONAL LEARNING RESOURCES

Premiere Aesthetics Institute’s library of additional learning resources is in the school’s administration office and contains textbooks, text materials, audio visual materials and supplementary instructional resources. These items are available to student and to checkout from the library.

## STUDENT CONDUCT

Students are expected to strictly adhere to the code of conduct Premiere Aesthetics Institute has in place. Students are to conduct themselves in a friendly manner, exhibit a positive attitude towards other students, the instructor, and guests/clients in the facility, and show respect towards the property where the course is being held.

Students who knowingly fail to follow the rules outlined in the student catalog will receive a written warning and counseling session from administrative staff. Once a student has received 6 written warnings, the student will be suspended one school day as an unexcused absence. All future written warnings beyond that number will result in the suspension of one school day per written warning. **The school reserves the right to terminate a student who has received disciplinary action, as outlined in the Terminations section in the school catalog.**

All students complete a Program Evaluation Form for the purpose of ensuring the course they attended was conducted according to Premiere Aesthetics Institute expectations outlined in the school catalog. It is imperative that students complete this form in an open and honest manner, as the school can only advance as a premiere educational establishment for future students if we are made known about improvement opportunities. Students are randomly contacted to validate the information on the evaluation forms.

## STANDARDS OF BEHAVIOR

- If a student is disruptive with any unprofessional behavior in the classroom or on the clinic floor, they will be clocked out for the day.
- Students are expected to maintain a high standard of conduct showing professionalism and respect to clients, other students, and staff members.
- Food will be allowed in the break room and in classrooms during designated times only. Beverages with lids are allowed in classrooms.
- Students are required to wear a black scrub top **OR** their school-provided branded t-shirt, with black scrub bottoms and closed toe professional shoes every day. If a student shows up to school not in uniform, they will be asked to leave and change into their scrubs. They will not be clocked in until they return in appropriate clothing.
- Cell phones must be put into silent mode upon arriving to class. Personal use of cell phones is prohibited in classrooms and on clinic floor outside of designated times. If a student does not have prior approval to be on their cell phone, they will be required to put their phones in their bag for the remainder of the day.
- All students will keep their areas clean, sanitary, clutter-free, and in good working condition daily.
- Any disruptive or unprofessional conduct towards any staff/student will result in being clocked out for the remainder of the day.
- Students are not allowed to use any office equipment without express consent from an instructor.
- Students need to arrive at school fully prepared (i.e.: breakfast needs to be eaten prior to school; makeup needs to be on). General hygiene needs to be taken care of prior to clocking in.
- The administrative office is closed to all students without a pre-arranged meeting.
- Profanity and vulgarity on the school premises will not be tolerated and are considered grounds for disciplinary action.

- Students involved in any form of physical violence, threatened or otherwise, with another student, staff member or client may be terminated immediately.
- Any student found guilty of willful destruction or theft of school property may be terminated immediately.
- Students may not, under any circumstance, bring their children to school and collect hours for that day.
- NO SMOKING AND VAPING is allowed in or around the front of the building.
- Students found using alcohol or drugs, or being under the influence of, such while on school premises will be terminated immediately.
- Students must park in designated areas.
- No visitors are permitted in the classroom, students lounge, on the clinic floor or on school premises unless approved by the staff. Please have visitors check in at the front desk and the receptionist will come and get you.

## CLASSROOM RULES

- Students will not talk over their instructor and will be polite and listen attentively during lectures.
- Students will respect everyone in the classroom.
- Students will show up to class prepared with all the appropriate material.
- All students in attendance will be required to complete a daily sanitation.
- Students are permitted to use cell phones, laptops and tablets for educational purposes ONLY as instructed by their instructor.
- Students will leave the classroom door open and lights on at all times.

## CLINIC FLOOR RULES

- All appointments for the student spa will be made on the computer by an instructor or staff member.
- Students are not allowed on any of the administrative staff's computers, including the computer located at the front desk. If a student is caught at the front desk for any other reason than checking a client out, they will be clocked out for the day.
- Students are not allowed to dispense products, unless specifically instructed to by their instructor. Otherwise, they are to have an instructor dispense every time.
- Students are to be in the student spa, fully prepared and ready to go, 15 minutes prior to each appointment that is scheduled for them. If a student is late or not prepared by the 15-minute deadline, the client will be given to another student and the student will be suspended from the clinic floor for one week.
- Students are not allowed to have client appointments booked back-to-back unless there are several services for the same client.
- No sweatshirts or hats allowed on the clinic floor.
- Hair must always be pulled back on the clinic floor.
- Fingernails need to be short and rounded to avoid injury to a client.
- Students are required to clean up their own workstations after finishing with a client. Students who fail to clean will not get a sign off for that treatment.
- Student service trades are only allowed when told or pre-approved by an instructor.
- Students must notify an instructor at the end of the day of all practical's they perform daily for the instructor to sign off on the practical, including those completed on mannequins. Students will only receive credit for practicals they have provided or an instructor has demonstrated.

## INSTRUCTOR/STUDENT CONTACT

To ensure Premiere Aesthetics Institute provides the highest level of professionalism and impartial service to our students, Instructors are not allowed to have personal contact, friendships, socializing, emailing correspondence, or any other sort of relationship, beyond the instructor-student relationship during their entire enrollment period. Instructors are not allowed to:

- Visit a student's home.
- Invite a student into their home.

- Attend or participate in parties, functions, or any other type of activity not related to their education at Premiere Aesthetics Institute.
- Go to lunch with a student.
- Ride in a vehicle together with a student.

This policy is published to all students, so a student does not misinterpret the professional distance that this school insists its employees provide to all students.

## MODELS

Model Weeks are designated instructional weeks where students learn facial, waxing and makeup application services on clients for the first time. Students must provide their own models for the Model Weeks through their own friends/family network. Students may allow one model to receive the service being demonstrated for free during each Model Week. Students are allowed to offer additional models a 50% discount on the service being demonstrated during each Model Week. All discounts regarding models are allowed during Model Week only.

## STUDENT SPA DISCOUNTS

Students actively enrolled and program alumni can purchase retail products for themselves at a 10% discount. Students are given a 25% off discount for their friends and family to use while receiving services. The friends and family discount is only applicable while the student is actively enrolled in the school's aesthetics program. Only one coupon or discount can be used at a time per client/guest (i.e. a \$5 coupon cannot be combined with a 25% off Friends and Family Discount or a 50% off Model discount). Discounts must be approved before checkout by an instructor or school administrator.

## GRATUTY/TIP POLICY

The school cannot accept tips on behalf of the student (e.g. credit card transactions). Students are allowed to accept tips in the form of cash, check, or peer-to-peer digital payment services (Venmo, Zelle, Cash App) from clients who have received services performed by the student, however, the client must give it to the student directly.

## STUDENT OF THE MONTH AWARD

Premiere Aesthetics Institute awards a "Student of the Month" at the school's monthly student meeting. Instructors/administrative staff look for a student who is a team player, respectful, excels in customer service, upselling services and products to clients, and is meeting all required attendance, test and practical requirements of the program in order to determine who receives this award.

## STUDENT GREVIANCE POLICY

Students aggrieved by the actions of the school should attempt to resolve these problems with appropriate school officials. All complaints received by the school office will be addressed immediately and will be followed up with a phone call to the student and documented in the student's file within 14 days. Appropriate action will be taken according to the substance and severity of the issue. All parties will be notified in writing as to the complaint resolution. Should this procedure fail, students may contact Idaho Bureau of Occupational Licenses at 208-334-3233, and/or through the Idaho State Board of Education at <https://boardofed.idaho.gov/higher-education-private/proprietary-schools-non-degree-granting/student-complaint-procedures/>.

# DRUG-FREE/NON-DISCRIMINATION

## ALCOHOL & DRUG-FREE CAMPUS POLICY

Premiere Aesthetics Institute is a drug-free/smoke-free workplace and campus. Use, consumption, or possession of illegal drugs, or alcohol on school premises or during school hours is prohibited. Vaping on campus is prohibited.

A person under the influence of drugs and/or alcohol affects their judgment, performance, safety, and health. Premiere Aesthetics Institute prohibits the possession, use, or being under the influence of alcohol or an illegal substance on school premises or at a school activity. This prohibition includes all drugs which are not legally obtainable, as well as legally obtained and prescribed drugs not being used for the prescribed purposes.

To enforce this policy, the school reserves the right to search all school premises or at school activities, including but not limited to classrooms, administrative offices, corridors, storage rooms, backpacks, purses, handbags, lockers, and vehicles parked on school property. The school also reserves the right to implement other measures necessary to deter abuse of this policy. Failure or refusal to cooperate may be grounds for disciplinary action, including expulsion from the school or termination for employees. The school also will not object to law enforcement seeking to search school premises or employees and students, and employee and student property on school property or at school activities.

## NON-DISCRIMINATION POLICY

Premiere Aesthetics Institute prohibits discrimination against its customers, employees, and applicants for employment and student applicants on the basis of race, color, ethnic origin, age, disability, sex, gender identity, religion, reprisal, and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by Premiere Aesthetics Institute.

Any person unlawfully discriminated against, as described in Idaho Statutes 67-5909, must file a complaint with the Idaho Human Rights Commission (IHRC) before a discrimination lawsuit can be filed. More information can be found at <https://humanrights.idaho.gov/>.

# ABOUT PREMIERE AESTHETICS INSTITUTE

## OWNERSHIP

Premiere Aesthetics Institute is owned by Premiere Aesthetics Institute, LLC a state of Oregon corporation registered to do business in the state of Idaho.

## BANKRUPTCY HISTORY

Premiere Aesthetics Institute, LLC does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.).

# SCHOOL CATALOG ACKNOWLEDGEMENT

## Premiere Aesthetics Institute

### PRE-ENROLLMENT DISCLOSURES AND ACKNOWLEDGEMENTS

By signing below, I acknowledge that I have received a copy of the School Catalog and understand I can obtain another copy from the school's website in the future. I also acknowledge that the policies below are included in the catalog:

- **State Licensing Requirements**
  - I understand the State of Idaho's requirements to qualify for licensure as an esthetician, and that up-to-date information can be obtained by contacting the Idaho Barber and Cosmetology Services Licensing Board.
- **Satisfactory Academic Progress Policy (SAP)**
  - I understand the policy set forth in the catalog, in compliance with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.
- **Physical Demands of an Aesthetics Career**
  - I acknowledge that I have been provided with all the facts about the physical requirements that a future esthetics career demands.
- **Program Outcomes and Performance Data**
  - I understand that the program's Outcomes and Performance Data (NACCASS) are located on the school's website.
- **Return of Title IV (Federal Student Aid)**
  - I understand that the full policy regarding Return of Title IV Funds (R2T4) is included in this catalog.
- **Course Description & Outline**
  - I have reviewed the course description and outline in full.

**Student Name:** \_\_\_\_\_

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

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