

School Catalog



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MISSION STATEMENT

Premiere Aesthetics Institute (PAI) 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.

EDUCATIONAL OBJECTIVE

The primary purpose of the 600-hour Aesthetics Program is to train the student 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.

ADMINISTRATIVE STAFF

Ryanna McMillen, LEI, CEO, Owner

John M Smith, MBA, CMO & CFO, Owner

Kayleen Quiros, LEI, Operations Manager, Financial Aid Advisor

Kaycee Millington, LEI, School Director

Maya Deck, Assistant School Director

INSTRUCTIONAL STAFF

Brady Lowen, LEI, Lead Instructor

Kara Collins, LEI, Instructor

Premiere Aesthetics Institute instructors are recognized, certified, and licensed as both practitioners and instructors in their fields of practice by the State of Oregon. All instructors are required to attend additional classes, workshops, seminars, and professional conferences in order to ensure their quality as industry experts. Our instructors must complete 30 clock hours of advanced training every three years in order to maintain their instructor licenses. Oregon law requires “Each career school shall display its license in a prominent place.” ORS 345.030 (5)

ADMISSIONS POLICY

Premiere Aesthetics Institute (PAI) requires that all applicants exceed the age of 17 years old. All applicants must have a high school diploma or an acceptable equivalent by the time of the course start date. There is no minimum GPA required, however students must speak English and express a serious

desire to explore the craft. All applicants must be able to communicate well and work collaboratively with others in an artistic environment.

Admission decisions are based on the application. After notification of acceptance, applicants will need to complete the enrollment process by no later than date of registration. If a student is denied enrollment into PAI, and the student wishes to re-apply, the student must follow the application procedure and submit the appropriate documentation to be considered and accepted for enrollment.

All admissions requirements must be met and documented prior to being enrolled in and beginning a program. See procedure below:

APPLICATION PROCEDURE

- Download and read the “Before you Enroll” documents off website
- Schedule a tour of the school facility
- Fill out the “Student Enrollment Questionnaire”
- Submit a completed application form along with the student questionnaire
- Submit a high school transcript showing high school completion, diploma or GED certificate showing high school completion, or an official transcript showing higher education completion, or a state certification of home school completion. Have evidence that verification of a foreign high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma.
- Students must possess and submit a copy of picture ID to prove name and age. Acceptable ID includes government issued ID with photo, such as driver’s license, military ID card or passport.
- Submit completed and signed registration/enrollment documents

TRANSFER HOURS AND POLICY

Prior to enrollment and upon receipt and evaluation of official transcripts from an aesthetics school previously attended, Premiere Aesthetics Institute may grant credit for hours earned within the last 10 years if approved by the School Director and the Oregon Board of Cosmetology.

With regard to Satisfactory Academic Progress, a student’s transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

RE-ENTRY POLICY

Any former student wanting to re-enroll must wait six (6) months from their prior withdrawal date (which is the student's last physical day of attendance), unless otherwise arranged with the school director. An application must be completed, along with a letter provided to Premiere Aesthetics Institute explaining the circumstances of the prior withdrawal and how the student will be successful during this enrollment. The student letter and the instructor’s recommendation will be reviewed at the next scheduled staff meeting for consideration of re-entry; if the student is accepted for re-entry, the student will return in the same satisfactory academic progress status as at the time of withdrawal.

ENROLLMENT AGREEMENT/CONTRACT

After a student is accepted, they will then complete and sign the school's enrollment agreement. The enrollment agreement includes school and student information, course name and length, class start and end date, cost for books and materials and refund information. New student orientation will occur on the 1st day of scheduled class.

UPCOMING CLASSES

START DATE	CLASS TYPE	ANTICIPATED GRADUATION DATE
July 31, 2023	Full-Time	December 8, 2023
September 26, 2023	Part-Time	May 8, 2024
December 4, 2023	Full-Time	April 22, 2024

Holidays

New Year's Day, Martin Luther King Jr., Day, Presidents' Day, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving and Christmas Day. Holidays are subject to change without notice.

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 ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries. The institute will enforce situations where instructional staff or other school personnel have been found to have engaged in discriminatory behavior. The institute will hold employees accountable and turn over their actions to the appropriate state department for review and repercussions.

STUDENT PHOTO RELEASE

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.

PHYSICAL DEMANDS OF AN AESTHETICS CAREER

Physical Demands of the Cosmetology Profession: 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. Estheticians are required to sit and lean forward while providing most services and stand 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.

REGISTRATION & KIT FEES

ITEM	FEE
Tuition	\$11404.00
Registration Fee <i>Non-Refundable</i>	\$100.00
Books	\$321.00
Uniform	\$100.00
Kit	\$1,035.00
Laundry	\$40.00
Total Program Cost	\$13,000.00

Methods of payment accepted include cash, credit card, money order or check.

During your program you will receive a barcode and name tag. Should you lose these items throughout your program, there will be a replacement fee added to your account. For a lost name tag, there is a \$5.00 replacement fee and for a lost barcode, there is a \$50.00 replacement fee.

FINANCING OPTIONS

Premiere Aesthetics Institute participates in federal financial aid. Financial Aid is available for those who qualify and may be subject to the terms of the scholarships, loans or grants applied for. Visit www.studentaid.gov for more information.

KIT POLICY

Students are allowed to select one kit and the cost is included in program costs. The selected Kit will be handed out after 300 scheduled hours have been reached, and before 600 scheduled hours. Kits are non-returnable/refundable once they have been handed out to the student. Additional kits are available for purchase.

Kits and Books are included in program cost and cannot be purchased elsewhere.

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 cost will be at the expense of the student.

CANCELLATION AND REFUND POLICY

The following policy is Oregon's mandated refund 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 \$100, 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 and supply 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 1.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. The term "tuition cost" means the charges for instruction including any lab fees. "Tuition cost" does not include application fees, registration fees, or other identified program fees and costs. The school shall adopt and publish policies regarding the return of resalable books and supplies and/or the prorating of user fees, other than lab fees.
6. The school shall not charge a withdrawal fee of more than \$25.
7. The school may adopt and apply refund calculations more favorable to the student than those described under this policy.
8. 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 8.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 8.a. of this subsection may be delivered instead to such party(ies) in interest, but only with respect to the covered portions thereof.
9. 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.
10. 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 Superintendent 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.

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.

CLASSES

The Full-time and Part-time aesthetics course sums up a total of 600 clock hours. Classes will take place within a working day spa; the spa computers are not available for classwork unless otherwise instructed. All instructional areas are adequate to create a classroom safe learning environment where all supported equipment and materials are in good working conditions. Both options include potential Saturday clinics when on the clinic floor.

FULL-TIME ENROLLMENT

Premiere Aesthetics Institute offers a Full-time 18-week aesthetics course. The course teaches the fundamentals of esthetic skin care using Milady textbooks and supplemental publications. Students will have 620 hours to complete the course. After 620 hours have been offered, if the student still needs to complete the program, the extra instructional hourly cost to complete is \$25/hour. The extra instructional charges are due by the date of the students actual graduation.

Full time Classes are held 5 days/week with the following schedule: Monday 8:30am-5pm, Tuesday Thursday 8:30am-4pm and Fridays 8:30am-1:30pm. Class time includes PowerPoint presentations, open discussion, questions and answers, class assignments and reviews.

PART-TIME ENROLLMENT

Premiere Aesthetics Institute offers a Part-time 30-week aesthetics course. The course teaches the fundamentals of esthetic skin care using Milady textbooks and supplemental publications. Students will have 620 hours to complete the course. After 620 hours have been offered, if the student still needs to complete the program, the extra instructional hourly cost to complete is \$25/hour. The extra instructional charges are due by the date of students actual graduation.

Part-time Classes are held 4 days/week, Tuesday – Friday 8:30am to 1:30pm for 5 hours each day. Class time includes PowerPoint presentations, open discussion, questions and answers, class assignments and reviews.

ATTENDANCE POLICY

TARDINESS

Tardiness is defined as arriving for class more than 15 minutes after the scheduled starting time. Arriving late affects the entire class so students are encouraged to be on time. If a student is consistently late for class, and has been warned, they may suffer a reduction in their final program grade.

ABSENCE POLICY

The student is REQUIRED to give us written notice for any absence as soon as possible and prior to the absence. An instructor must approve it, and give the request to the School Director. If a student does not get prior approval for the absence, the student will not be allowed to make up the hours during the program. The student will have the hours attached to the end of their program and will be charged \$25/hour for any extra instructional charges.

MAKE-UP HOUR POLICY

The opportunity to makeup missed hours may be available during the program depending on staff and facility availability. Students will need to give no less than 12 hours in advance of days and times that they would like to make up the missed hours. They must sign up on the “Make-Up Day” sheet for the specific day. This is located at the front desk. If a student does not give the school at least the required 12-hour notice, the student will not be allowed to make up the hours during the day they chose and will have to find a different day that allows them to give at least 12 hours notice. The hours not made up will be put at the end of the program and the student will be responsible for the overage fees associated. A minimum of the 3 students must sign up for a class to be held. Students must arrive on time and stay the entire time owed. If a student has signed up and no shows (does not email the School Director 30 minutes prior to the start time) the student will not be allowed to attend any future make-up days.

AESTHETICS COURSE OUTLINE

Course Hours: 600 clock hours. The course is divided into the following three levels:

LEVEL 1 AESTHETICS THEORY INSTRUCTION (100 hours)

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.

LEVEL 2 AESTHETICS PRE-CLINIC INSTRUCTION (150 hours)

Devoted to instructing students on implementing product knowledge, dispensary, and all hands-on technical information, and are guided on professional practices, and procedures.

LEVEL 3 AESTHETICS CLINIC LEARNING EXPERIENCE (250 to 600 hours)

Students begin working on paying clients on the clinic floor. The focus is on completing required services, including safety, sanitation and hygiene, and career development requirements.

MANDATORY STATE CURRICULUM COMPONENTS

The State of Oregon requires all students enrolled in an Aesthetics program to attend and successfully complete 484 hours in aesthetics. Premiere Aesthetics Institute’s educational program meets or exceeds the State requirements.

SAFETY, SANITATION & HYGIENE	HOURS
Safe Usage, Safety Devices and Federal Regulations	10
State Licensing Laws	35
First Aid	8
Total	53

CAREER DEVELOPMENT	HOURS
Professionalism/Hygiene	12
Salon and Reception Operations	4
Resume Preparation/Interview	4
Debt Management	4
Setting up a Business, Salaries, Taxes	4
Marketing/Promotion	21
Time Management	3
Total	52

AESTHETICS	HOURS
History of Aesthetics	4
General Anatomy and Physiology	14
Microbiology	4
Basic Chemistry	7
Skin Care Procedures and Services	280
Facial Makeup	40
Electricity and Light Therapy	7
Implements, Tools, Equipment	15
Physiology and Histology of the Skin	21
Disorders and Diseases of the Skin	19
Product Knowledge, Chemistry	17
Facial Machines	7
Hair Removal	60
Total	495

PRACTICAL SERVICES	HOURS
Facials	50
Exfoliants	15
Microdermabrasion	15
Light Therapy	10

Chemical Treatments	15
Electrotherapy	10
Body Treatments	25
Makeup Applications	20
Hair Removal	60
Total	220

SCHOOL FACILITIES

The following school facilities are available to enrolled students:

- Refrigerator for storing food items. Please make sure your containers are properly labeled. All non-labeled items will be thrown out at the end of the week. A microwave is provided.
- Student Break area: Table seating and bar stool seating are available for students.
- Classroom: Seating and tables are provided, along with extra pens and paper for note taking. This is where the lectures will be provided. Extra resources, such as Milady textbooks and other instructional material will be offered to the student in the student break area.
- Restrooms
- Treatment Rooms: Students are prohibited access into the treatment rooms without an instructor or prior approval of management staff.

ALCOHOL/DRUG FREE CAMPUS POLICY

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

A person under the influence of drugs and/or alcohol affects their judgment, performance, safety, and health. PAI 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. In order to enforce this policy, the School reserves the right to search all School premises, including classrooms, administrative offices, corridors, storage rooms, and parking lots. The School also reserves the right to search all employee and student property on School premises or at School activities, including but not limited to backpacks, purses, handbags, 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.

Federal Student Financial Aid Penalties for Drug Law Violations The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law

of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants or loans). If you have a conviction(s) for these offenses, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) or go <https://studentaid.ed.gov/sa/eligibility>, then click on "Students With Criminal Convictions" to find out how this law applies to you. If you have lost federal student aid eligibility due to a drug conviction, you can regain eligibility if you pass two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the U.S. Department of Education.

Campus safety and security are important issues at Premiere Aesthetics Institute. Our goal is to provide students with a safe environment in which to learn and to keep students, parents, and employees well informed about campus security. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, requires institutions of higher education to record and report certain information about campus safety, including the number of incidents of certain crimes on or near campus, some of which constitute sexual harassment under this Policy. In addition to campus safety and security information, the annual security report includes the Institute's Drug and Alcohol Prevention Policy as well as the Institute's Sexual Harassment Policies & Grievance Procedures.

Each year the School prepares this report to comply with the Clery Act. The full text of this report can be located on the School's web site at <https://www.premieraestheticsinstitute.com>. This report is prepared in cooperation with the local law enforcement agencies around our campus. Copies of the report may also be obtained in person from the School Director or by calling (541) 797-6578. All prospective employees may also obtain a copy from the School Director.

EMPLOYMENT ASSISTANCE SERVICES

Premiere Aesthetics Institute offers its students assistance in job search skills, professionalism, resume development, and interviewing preparation. The institute does not guarantee job placement to graduates upon program completion or upon graduation.

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.

STUDENT ASSISTANCE RESOURCE GUIDE

Community Family & Health Services	211
Childcare Resources	888-298-2672
Family Resource Center	800-300-5553
Cascade Youth & Family Center	800-660-0934
Family Access Center	541-383-6063
Deschutes County Mental Health	541-322-7500
United Way	541-389-6507
Planned Parenthood	541-389-9973
Housing Assistance	541-923-6441
Boys and Girls Club	541-617-2877

STATE & NATIONAL HEALTH CARE SERVICES

Alcohol and Drug Helpline	800-621-1646
National Helpline	800-784-2433
Parents Without Partners	800-637-7974
Oregon Health Plan	800-359-9517
Parent Help Line	800-345-5044
Women's Crisis Center	503-399-7722
Oregon SafeNet for Women, Children, Teens	800-SAFENET
Consumer Credit Counseling Service	541-389-6181

STUDENT CONDUCT

Students are expected to strictly adhere to the code of conduct PAI has in place. Students are to conduct themselves in a positive and friendly manner and show a positive attitude towards other students, the instructor and towards the property where the course is being held. All students complete a Program Evaluation Form for the purpose of ensuring the course they attended was conducted according to

Premiere Aesthetics Institute expectations. 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 written up and clocked out for the day. The missed hours will not be able to be made up, the time will be added to the end of the program.
- 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 area only. On occasion the School Director will give permission for food in the classrooms. Beverages with lids are allowed in classrooms.
- Students are required to wear black scrub top and bottom with closed toe professional shoes, and name tag 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 at school and put in your backpack or bag. Personal use of cell phones is prohibited in the school outside of designated times. If a student does not have prior approval to be on their cell phone, they will be written up and clocked out for the day. The missed hours will not be able to be made up, the time will be added to the end of the program. Phones are not allowed in scrub pockets and must be kept in your bag or backpack. Smart watches must be removed prior to class, as they can be used in place of cell phones. Earbuds will be allowed to listen to music from your phone with prior instructor approval.
- All students will keep their areas clean, sanitary, clutter-free, and in good working condition on a daily basis.
- Any disruptive or unprofessional conduct towards any staff/student will result in a warning. If the behavior continues the student will be written up and clocked out for the remainder of the day. The missed hours will not be able to be made up, the time will be added to the end of the program.
- 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.
- Administrative offices are 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 or vaping is allowed in or around the front of the building. Designated area is out the

front door, to the right at Newport Avenue parking lot (you must clock out when leaving 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 break area, 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.
- No food or drink can be delivered to the school without prior approval from Administrative Staff.

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 materials.
- All students in attendance will be required to complete a daily sanitation.
- Students are permitted to use cell phones for educational purposes ONLY as instructed by their instructor.
- Students will leave the classroom door open and lights on at all times.
- No hats or hoodies covering the head are allowed. Only black, white, or gray clothing is allowed under or over scrub top.

CLINIC FLOOR RULES

- All appointments for the student spa will be made at the computer by a staff member. Students are not allowed on the Institute computer. 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 have to have an instructor dispense every time.
- Students are to be ready and on time, 15 minutes before 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 (1) week.
- Students are to treat all clients, staff, and other students with respect while on the floor.
- Students are not allowed to have clients booked back to back, unless it is several services for the same client.
- No sweat shirts or hats allowed on the practice or clinic floor.
- Hair needs to be pulled back at all times on the practice or 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 only when an instructor designates it, or, when pre approved by an instructor.
- Students will not refuse a client service. If they refuse they will be clocked out for the day.

The missed hours will not be able to be made up, the time will be added to the end of the program.

- Students will give and receive all services with the exception of medical contraindications to that service.

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 PAI.
- Go to lunch with a student.
- Due to liability concerns, Instructors and students are not allowed to ride together in a vehicle to any event organized by PAI.

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.

SCHOOL CLOSURES

Premiere Aesthetics Institute follows Bend/La Pine 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. Power outages, plumbing issues or security problems that may delay or cancel class.

Any delay or cancellations of class will be addressed to the students via email as soon as possible before the start of class. Please check your email periodically or view the student bulletin board for potential class delays or closures.

GRATUITY/ TIP ADJUSTMENTS

Students will only be allowed to accept cash or check tips received from providing services at our student spa, and the client must give it to the student directly.

STUDENT OF THE MONTH

Premiere Aesthetics Institute will award a “Student of the Month”. PAI will 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.

GRADUATION REQUIREMENTS

Students are allowed to graduate once they have completed the following: Tuition is paid-in-full (unless otherwise discussed), extra instructional fees are paid in full, student has reached 600 clocked hours, and the student has documented the following treatments: 50 Facials, 15 exfoliants, 15 microdermabrasions, 10 light therapies, 15 chemical, 10 electrotherapy, 25 body treatments, 20 makeup applications, and 60 waxing services; as well as passes the practical exam administered at the school. After completion of the program students will receive a Certificate of Completion.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy (SAP) is consistently applied to all students enrolled at Premiere Aesthetics Institute. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. 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.

EVALUATION PERIODS

All students are evaluated for Satisfactory Academic Progress as follows:

Aesthetics – 300 scheduled hours, 9 weeks Full Time / 16 weeks Part Time

Following the terms of the established amount of academic work students enrolled in a course or program must complete each year, and the number of academic weeks in which they are expected to complete it as defined by the institution, but not less than 900 clock hours (or equivalent in credits and competencies) over at least 26 academic weeks of instruction.

TRANSFER STUDENTS

Transfer hours from another institution that are accepted toward the student’s educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on actual contracted hours at this institution, which will occur at either the midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE: QUANTITATIVE/PACE

Students are required full quantitative/pace (attendance) for the duration of the 600 hour Aesthetics Program. PAI requires students to give notice of any illness or personal matter that prohibits the

student's attendance as soon as possible. The student will be required to make up the missed day on either a weekend or designated "make-up day" previously scheduled by the Institute (see page for attendance policy). Student identification numbers will be distributed to each student at the beginning of the program.

Credit for Attendance

- It is the student's responsibility to clock-in & clock-out upon arrival to class, for a 30 minute lunch and upon dismissal of class at the computer system.
- The maximum timecard corrections can be made is 30 days from the date in question. After that time has elapsed, time will not be adjusted. A student can request an update of their hours in writing, sent to the school director.

Attendance Progress

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. 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 by the total number of hours scheduled. For example, if a student has completed 250 Actual Hours of 300 hours: 250 divided by 300 = 83% which meets the school's requirement. 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 allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
Aesthetics (Full-time, 34 hrs/wk, 600 hours)	23 weeks	798 hours
Aesthetics (Part-time, 20 hrs/wk, 600 hours)	40 weeks	798 hours

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 75% of the scheduled contracted hours. Students who exceed the maximum time frame shall be terminated from the program, and thereafter may be permitted to re-enter on a cash-pay basis.

ACADEMIC PROGRESS EVALUATIONS: QUALITATIVE/GRADE

The qualitative/grade (academic) element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a

minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least one comprehensive practical skill evaluation will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must make up failed or missed tests and incomplete assignments by the end of the following day. Students must maintain a written grade average of 75% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the following scale:

93 -100 EXCELLENT
85 -92 VERY GOOD
75 -84 SATISFACTORY
74 and BELOW UNSATISFACTORY

ACADEMIC PROGRESS

Students must maintain a written grade average of 75% in order to be considered to be maintaining satisfactory academic progress. The students GPA will be determined by participation, and graded written and practical exams after each unit.

STUDENT PROGRESS REPORTS

Students are assigned academic learning units and a minimum number of practical experiences required for course completion. Academic learning is evaluated after each unit of study. Practical skills learning is evaluated as completed and counted toward course completion only when rated as satisfactory or better. Students must maintain a written grade average of 75% and pass a final written and practical exam prior to graduation. Students can at any time inquire about the status of his/her grade in writing to the admin office. Homework is reviewed the next class date and grades on homework are known at that time.

DETERMINATION OF 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. Students will be given a print-out of their SAP status within 7 days of their evaluations. Premiere Aesthetics Institute will notify students of any evaluation that impacts the student's eligibility for financial aid, if applicable. Students deemed not maintaining Satisfactory Academic Progress may be placed on warning, and may be deemed ineligible to receive Title IV funds, if applicable.

WARNING

Students who fail to meet SAP minimum requirements for attendance or academic progress at midpoint of their program, are placed on warning and are considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by graduation. If by graduation, the student has still not met both the

attendance and academic requirements, he/she may be, if applicable, deemed ineligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning period.

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 situation or for any of the following reasons:

- Paying 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

The school also reserves the right to terminate a students' training for unsatisfactory progress or nonpayment of tuition. and may be deemed ineligible to receive Title IV funds, if applicable.

COURSE INCOMPLETES, WITHDRAWALS AND RE-ENTRIES

Any former student wanting to re-enroll must wait six (6) months from their prior withdrawal date (which is the student's last physical day of attendance). An application must be completed, along with a letter provided to Premiere Aesthetics Institute explaining the circumstances of the prior withdrawal and how the student will be successful during this enrollment. The student letter and the instructor's recommendation will be reviewed at the next scheduled staff meeting for consideration of re-entry; if the student is accepted for re-entry, the student will return in the same satisfactory academic progress status as at the time of withdrawal.

NON-CREDIT REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

RETURN OF TITLE IV FINANCIAL AID

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to eligible students receiving federal aid when that student withdraws at any point during the

payment period. If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

“If it is determined when processing an R2T4 calculation for our students and it is determined that funds must be returned to the department of Education they will be returned in the following order.

- Direct Unsubsidized Loan
- Direct Subsidized Loan
- PLUS Loans
- Pell Grant
- Iraq and Afghanistan Service Grant (IASG)
- Federal Supplemental Education Opportunity Grant (FSEOG)
- TEACH Grant

OFFICIAL WITHDRAWAL PROCESS

If a student wishes to withdraw from school, they must notify the Financial Aid Leader of the school. The notification must be in writing. The date the notification is received is the date of determination. The Financial Aid Leader must begin the withdrawal process.

UNOFFICIAL WITHDRAWAL PROCESS

If a student is absent for 14 consecutive days, the student will be unofficially withdrawn.

POST WITHDRAWAL DISBURSEMENT

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account. The authorization is required to be sent to the student within 30 days of the date the school determined the student's last date of attendance.

OVERPAYMENT OF TITLE IV, HEA FUNDS

Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. A student who owes an overpayment remains eligible for Title IV, HEA program funds through and beyond the earlier of 45 days from the date the school sends a notification to the student of overpayment, or 45 days from the date the school was required to notify the student of the overpayment if, during those 45 days the student:

1. Repays the overpayment in full to the school;
2. Enters into a repayment agreement with the school in accordance with repayment arrangements

- satisfactory to the school; or
3. Signs a repayment agreement with the Department, which will include terms that permit a student to repay the overpayment while maintaining his or her eligibility for Title IV, HEA program funds.

Within 30 days of the date of the school's determination that the student withdrew, an institution must send a notice to any student who owes a Title IV, HEA grant overpayment as a result of the student's withdrawal from the school in order to recover the overpayment.

If the student does not repay the overpayment in full to the school, or enter a repayment agreement with the school or the Department within the earlier of 45 days from the date the school sends notification to the student of overpayment, or 45 days from the date the school was required to notify the student of the overpayment, then all applicable provisions in the Federal Student Aid Handbook, Publications, etc. as found in Information for Financial Aid Professionals (IFAP) will be followed.

At any time the student fails to meet the terms of the repayment agreement with the school:

1. The student chooses to enter into a repayment agreement with the Department.
2. The student who owes an overpayment is ineligible for Title IV HEA program funds.

You must make arrangements with the school or Department of Education to return the amount of unearned grant funds.

STUDENT RECORDS

Complete student files 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.

TRANSCRIPT REQUESTS

Students may order official transcripts by written request to maya@premiereaestheticsinstitute.com. Transcripts shall not be released to, or on behalf of, any student or who is not current on all payments due Premiere Aesthetics Institute or any partner to Premiere Aesthetics Institute that is attempting to collect outstanding balances.

CONFIDENTIALITY

Student records are kept in locked filing cabinets away from public access. Records are for the use of management only and not shared with employees, other students (prior or current), or the general public. The school provides access to student and other school records to its accrediting agency. A Student and/or parent/guardian of dependent minor may grant access to their own student file by contacting the school director in writing at:

Premiere Aesthetics Institute
1133 NW Wall St. Suite 120
Bend, OR 97703

A record release must be filled out and signed at time of request. The school will provide access to the student's file within 45 days of receiving the request. The school will schedule a time that is convenient to both school staff and the student for the student to review his or her file.

Release of information about an individual student will follow the Family Educational Rights and Privacy Act (Ask office for a copy).

STUDENT GRIEVANCE POLICY

Students aggrieved by action 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. 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:

Higher Education Coordinating Commission
Private Career Schools
255 Capitol St. NE
Salem, OR 97310

After consultation with appropriate Commission staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 715-045-0001 through 715-045-0210, the Commission will begin the complaint investigation process as defined in OAR 715-045-0023 Appeals and complaints.



1133 NW Wall St. Suite 102
Bend, OR 97703
541:797:6578 Office

2463 E Gala St. Suite 110
Meridian, ID 83642
Office: 208:229:7546

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hello@premiereaestheticsinstitute.com

Oregon Health Licensing
1430 Tandem Ave. NE, Suite 180, Salem, OR 97301
503-378-8667

Higher Education Coordinating Commission
3255 25th St SE, Salem, OR 97302
(503) 947-5751

Accredited with NACCAS
3015 Colvin St. Alexandria, VA. 22314
703-600-7600

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