Setting the Educational Standard in the Skin Care and Spa Industries
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Steiner Education Group Western Region Schools are owned by FCNH, Inc., which is owned by Steiner Education Group, Inc. (SEG), a wholly-owned division of Steiner Leisure Limited. Catalog volume 2.
Mission

The mission of the Steiner Institute of Esthetics (SIE) is to provide high-quality, comprehensive training programs that prepare graduates for successful careers in skin care and related health and wellness fields.

Philosophy

The Steiner Institute of Esthetics is committed to the success of its students and graduates.

The Steiner Institute of Esthetics offers practical and effective vocational training programs that are designed to produce successful practitioners and support the learning and personal growth of students.

The Steiner Institute of Esthetics is committed to fostering a caring community and creating a safe and challenging classroom environment. Experienced and dedicated faculty provide hands-on training that focuses on the individual needs of each student.

The Steiner Institute of Esthetics believes that students should graduate as experienced practitioners, ready to work. Our programs are both practical and innovative and draw upon the rich history of knowledge and experience of our member schools, as well as current industry trends.

The Steiner Institute of Esthetics is committed to the growth and evolution of skin care and related fields. Our curriculum is therefore designed not only to enable our students to master established methods, but also to approach their work creatively so that they may contribute to the development of the techniques of the future.
The Steiner Institute of Esthetics is part of the Steiner Education Group (SEG), which operates massage therapy and skin care schools at 30 campuses in 13 states. SEG schools have been training skin care professionals since 1992. The Steiner Education Group is a division of Steiner Leisure Limited, a global provider of spa services.

The Steiner companies entered the skin care industry in England more than one hundred years ago, in 1901, when Henry Steiner created his own brand of apothecary products for hair and skin. His son, Herman Steiner, expanded the business, operating salons all across England and on several cruise ships.

Today, Steiner Leisure Limited operates more than 200 spas and salons on cruise ships and at locations worldwide.” Steiner manufactures and distributes its own lines of premium skin, body, and hair care products which are distributed through its spas, on land and at sea, and online. Steiner product brands include Elemis, La Thérapie, Bliss, Laboratoire Remède, Jou, and Steiner LONDON.

The Steiner Institute of Esthetics draws from this rich history and experience to set the educational standard in the skin care and spa industries.

The Steiner Institute of Esthetics Western Region is comprised of the following institutions:
- Steiner Institute of Esthetics opened in Phoenix, Arizona in 2009. In 2010, a second Arizona campus was opened in Tempe.
- Steiner Institute of Esthetics at UCMT in Salt Lake City, Utah was created in 2010 when SEG’s Utah College of Massage Therapy gained approval to market its esthetics programs (which it began offering in 2009) as the Steiner Institute of Esthetics at UCMT.
- Steiner Institute of Esthetics in Dallas, Texas opened in 2013.

The Steiner Institute of Esthetics Eastern Region is comprised of the following institutions:
- Baltimore School of Massage’s Steiner Institute of Esthetics in Baltimore, Maryland.
- Steiner Institute of Esthetics at VASOM in Charlottesville, Virginia.
- Steiner Education Group also operates the following institutions:
  - Arizona School of Massage Therapy in Phoenix and Tempe, Arizona.
  - Baltimore School of Massage in Baltimore, Maryland.
  - Baltimore School of Massage York Campus in York, Pennsylvania.
  - Connecticut Center for Massage Therapy in Groton, Newington, and Westport, Connecticut.
  - Denver School of Massage Therapy in Aurora and Westminster, Colorado.
  - Florida College of Natural Health in Fort Lauderdale, Miami, and Orlando, Florida.
  - Nevada School of Massage Therapy in Las Vegas, Nevada.
  - Texas Center for Massage Therapy in Dallas, Houston and Arlington, Texas.
  - Utah College of Massage Therapy in Salt Lake City and Lindon, Utah. The Lindon campus was moved to Orem, Utah in 2015.
  - Virginia School of Massage in Charlottesville, Virginia.

Steiner Education Group corporate offices are located in Coral Gables, Florida; Pompano Beach, Florida; and Salt Lake City, Utah.

*As of 5/15/2016
Steiner Institute of Esthetics Schools are approved/accredited by the following agencies:

All Steiner Institute of Esthetics campuses are authorized by the United States Department of Education to participate in Student Financial Assistance (SFA) programs and offer various federal financial aid programs to eligible students.

Accrediting Council for Continuing Education and Training (ACCET)
1722 N Street NW
Washington, DC 20036
202-955-1113
www.accet.org

Utah College of Massage Therapy, Salt Lake City campus (which includes the Steiner Institute of Esthetics at UCMT) is institutionally accredited as the main campus. Orem, Utah; Las Vegas, Nevada; Tempe and Phoenix, Arizona; Westminster and Aurora, Colorado; and Dallas and Houston, Texas campuses are accredited as branch campuses.

These credentials are on display at each campus and are available for review by any student during business hours.

Steiner Institute of Esthetics Schools are licensed by the following agencies:

Utah Department of Commerce
Division of Consumer Protection
160 East 300 South
Box 146704
Salt Lake City, UT 84111
801-530-6601
801-530-6001 fax
www.consumerprotection.utah.gov

Arizona Board of Cosmetology
1721 East Broadway Road
Tempe, Arizona 85282
480-784-4539
www.azboc.gov

Texas Department of Licensing & Regulation
P.O. Box 12157
Austin, Texas 78711
512-463-6599
www.license.state.tx.us
Reputation and Experience

The Steiner Institute of Esthetics is dedicated exclusively to training skin care professionals. Our programs are based upon an uncompromising commitment to exceptional education and are the product of years of input from industry experts all across the country. The Steiner Institute of Esthetics is part of the Steiner Education Group, which operates 30 campuses in 13 states and has a longstanding reputation for producing talented and experienced graduates. Together, SEG schools have a combined operating history of more than 500 years.

The Steiner Advantage

The Steiner Education Group is a division of Steiner Leisure Limited, a global provider of spa services. Steiner Leisure Limited operates more than 200 spas and salons on cruise ships and at locations worldwide. Steiner’s land-based spas include resort spas, urban hotel spas, and day spas operated under Steiner’s Elemis, Mandara, Chavana, Bliss, and Remede brands.*

Steiner’s cruise ship operations include spas on Carnival Cruise Lines, Crystal Cruises, Cunard Cruise Line, Holland America Line, Norwegian Cruise Line, Princess Cruises, Royal Caribbean Cruises, Seabourn Cruise Lines, and Windstar Cruises. Steiner’s land-based operations include spas for Caesars Entertainment, Hilton Hotels, Kerzner International, Loews Hotels, Marriott Hotels, Planet Hollywood, St. Regis Hotels and Resorts, W Hotels and Resorts, Westin Hotels and Resorts, and Wyndham Hotels and Resorts.*

Steiner spas recruit from the SEG schools.

Real-World Experience

Students at all of the Steiner Institute of Esthetics schools graduate as experienced skin care professionals. All of our schools have student clinics that offer skin care treatments to the public at discounted rates, which enables our students to gain hands-on, real world clinical experience before they even graduate.

Career Services

The Steiner Institute of Esthetics is dedicated not only to providing the highest quality education to its students, but also to helping those students find the jobs of their dreams. Of course, career success is ultimately up to the individual and Steiner Institute of Esthetics cannot guarantee employment or salary, but our career services team begins working with students when they start school and continues working with them long after they graduate. From a student’s first job to his or her last job in the industry, we’re here to help them succeed.

Steiner Education Group’s National Career Services Department has developed a worldwide network of thousands of employers, which generates an average of more than 5,000 new massage therapy and skin care job opportunities nationwide for SEG graduates each year.

Financial Aid

The Steiner Institute of Esthetics schools offer federal financial aid (Pell Grants, Federal Direct Loans, Federal Direct PLUS Loans, SEOG, and Federal Work Study) for those who qualify, as well as personal installment plans. Private, non-federal loans are available to those who meet lender qualifications. We also offer an In-House Loan Program for students who qualify. In all cases, loans must be paid back; scholarships and grants do not necessarily have to be paid back.

Campus Facilities

All Steiner Institute of Esthetics locations are equipped with hydraulic beds, stools, magnifying lamps, work stations with steamers, waxing equipment, a Woods lamp, and other appropriate skin care equipment. Environmentally sensitive products and mineral makeup are used in the program. Professional products are used for all skin care clinical training. Overhead projectors, video and audio equipment are also available for use in the classrooms as needed.

*As of 5/15/2016
A Growing Profession

Past Growth - In 2014, spas received 176 million client visits according to the International SPA Association’s 2015 industry report. The number reflects a 6.7% increase over the prior year.”

Future Growth - The United States Department of Labor projects that employment opportunities for skin care specialists will grow faster than average from 2014 to 2024."

Increasing Consumer Demand - Baby boomers are turning increasingly to the skin care industry to fight the effects of aging. Younger women, as well as a growing number of men, are seeking to mitigate the effects of aging early on and lead a healthier lifestyle through better grooming.”

Increasing Consumer Awareness - The spa industry is reaching new consumers by packaging services for targeted audiences, including pregnant women, men, couples, brides, teens, and others who might not have thought about getting skin care services in the past.

A World of Opportunity

Skin care offers a wide variety of career opportunities:

Day Spas - Days spas enable skin care professionals to work in spa settings close to home.

Resort Spas - Resort and destination spas offer skin care professionals the opportunity to work in some of the most beautiful places in the world.

Cruise Ships - Cruise ships operate world-class spas at sea and give skin care professionals the opportunity to travel the world while they work.

Clinical Setting - Skin care professionals have the opportunity to work with dermatologists and plastic surgeons, both cosmetic and reconstructive. Some work in private practice and others in medi-spas, performing advanced treatments such as chemical peels, microcurrent, ultrasonic treatments, and microdermabrasion. Skin care professionals also prepare the skin for non-invasive treatments such as Botox, dermal fillers, and laser treatments, and provide clients with pre- & post-operative care.

Bridal Business - The bridal business is a growing segment of the spa industry and more and more spas and salons are offering packages for such special occasions. Services may include facials, hair removal, body treatments, and makeup application.

Makeup Artists - Some states require an esthetics license to become a makeup artist, whether working in a salon or private practice, or doing makeup for movies, television, or modeling agencies.

Skin Care Industry - Skin care professionals may use their knowledge and training to become product developers, product buyers, product educators, equipment trainers, and more.

Private Practice - Skin care professionals can enjoy the freedom and independence of working as an independent contractor for an establishment or by opening a clinic space of their own.

** 2015 U.S. Spa Industry Study, International SPA Association
Prospective students should arrange to meet with an Admissions Representative and complete an enrollment agreement in advance of the date they have chosen to enter school to guarantee availability of space in each class. Enrollment agreements are accepted continuously throughout the year. All applicants are encouraged to visit the campus for an interview to learn about the programs, to ask questions, and to take a tour of the facility.

All enrollment agreements for admissions are reviewed by the Campus Director. Based upon entrance criteria, as well as any other circumstances which may be applicable, approval for admission is granted or denied at the discretion of the Campus Director.

Nondiscrimination Policy
SIE is committed to the education, healing, and care of all human beings. SIE, in accordance with applicable federal and state laws, prohibits discrimination, including harassment, on the basis of gender, race, color, religion, nationality, sexual orientation, gender identity, ethnic origin, physical/mental disability, or age in employment, educational programs and activities, and admissions. The operation of SIE’s student aid program is free from discrimination as required by law. The staff and faculty welcome diversity in the student body as the work we do transcends any type of discrimination.

Admissions Requirements
Admissions requirements:

- Submit a completed enrollment agreement and applicable registration fee. Applicants must be 18 years of age by expected graduation date.
- Submit evidence of one of the following: a copy of a standard high school diploma, official high school transcript that shows the date when the diploma was awarded, GED equivalent, home-study certificate, or transcript from a home study program that is equivalent to high school level and is recognized by the student’s home state. Higher education credentials earned, such as an AS, AA, BA, BS, MBA, or PhD may be accepted. College transcripts that clearly identify the high school attended and the graduation date may be accepted as proof of high school graduation.
- A prospective student must display a genuine desire to become a part of a learning atmosphere with the ability and aptitude to succeed in the classroom.
- A student must be enrolled at least half-time as a regular student in an eligible program. Students cannot enroll for individual courses.
- Non-United States high school documents must be translated into English and equated to a US high school diploma by a certified translator and submitted to the Admissions Department for evaluation. Transcripts are subject to acceptance at the discretion of the Campus Director.

NOTE: SIE does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.
Utah and Texas only

- A student who does not possess a high school diploma or GED equivalent may demonstrate the ability to benefit from the program. To be accepted in a particular program, applicants who do not have a high school diploma or GED must be at least 18 years of age by expected graduation date and must successfully pass the Wonderlic Scholastic Level Exam with a minimum score of 14. Students entering under the Ability to Benefit program are encouraged to pursue a GED. Anyone wishing to pursue a GED can inquire in the Administrative Offices for the nearest location. Students enrolling in the school under the ATB provision are not eligible to receive federal financial aid (Title IV).

Requests for Reasonable Accommodation

SIE schools are adequately equipped to meet the needs of handicapped students. Our facilities have designated parking spaces and ramps. Restrooms are ADA compliant.

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, SIE affirms its commitment to insure equal educational opportunities to students with disabilities. SIE will make its facilities and programs available in a non-arbitrary, beneficial manner to the extent that practicality and resources allow. Students with learning, physical and/or psychological disabilities seeking accommodations must contact and provide documentation to the ADA representative.

Elizabeth Hepler
Director of Accreditation and Licensure/ADA Coordinator
170 Red Rock Road
York, Pennsylvania 17406
ElizabethH@SteinerEd.com
Voice: 717-268-1881
Fax: 717-268-1991

Disability Documentation Requirements

Students with disabilities who are requesting accommodations at a SIE school must provide the appropriate documentation. To ensure that the proper documentation is complete and the necessary accommodations are implemented, please refer to the following guidelines:
Documentation Requirements for Students with Learning Disabilities

A psycho-educational evaluation by a licensed psychologist or a Comprehensive Evaluation Report (CER) by a certified school psychologist containing current information (usually not more than three years old) must be provided. A comprehensive assessment battery and the resulting diagnostic report should include a diagnostic interview, assessment of aptitude, academic achievement, information processing, and a diagnosis. This report should also include specific recommendations for accommodations as well as an explanation as to why each accommodation is being recommended.

Documentation Requirements for Students with Attention Deficit Disorders

An evaluation by a psychiatrist, neurologist, licensed psychologist, or a Comprehensive Evaluation Report (CER) by a certified school psychologist containing current information (usually not more than three years old) must be provided. The documentation should state the medical diagnosis and include recommendations for academic accommodations as well as an explanation as to why each accommodation is recommended.

Documentation Requirements for Students with Psychological, Neurological, Mobility or Sensory Impairments

An evaluation by a medical doctor, licensed psychologist, or a Comprehensive Evaluation Report (CER) by a certified school psychologist must be provided that clearly diagnoses and describes the disability. The information should be current (usually not more than three years old) and should include the recommended accommodations appropriate for post-secondary students. Students with mobility and sensory impairments may be required to provide additional documentation, depending on the disability and accommodations requested.

Accommodations for Hearing Impaired Students

SIE strives to provide equal access to all educational activities. Services provided to deaf or hearing impaired students may include ASL interpreters, text service providers, and other similar services based on student needs. When an ASL interpreter is provided, the school will utilize qualified individuals as service providers. Qualification of service providers is determined by the school. Students who utilize sign language interpreters are responsible for notifying the Education Manager as soon as possible when they will be absent from a class or meeting. If a student knows they will be absent from class, the student is required to notify the school at least 48 hours before class begins. If the student is sick or has an emergency, the student is required to call the school as soon as possible.

If a student is absent for two class periods and/or meetings without notifying the Education Manager at least 48 hours in advance, the interpreting services will be suspended and may be discontinued. The student must meet with the Campus Director, Education Manager, and ADA Coordinator to appeal suspension or discontinuation of services.

Students must give the Education Manager advance written notice of teacher/administrative meetings, “brown bag” events, and similar school-sponsored events. If students do not give at least 48 hours advance notices, the school may be unable to secure an interpreter. Interpreting services will only be provided for school-sponsored activities.
Deadline for Submission of Documentation

It is the student’s responsibility to contact the Education Manager and request accommodations. Documentation must be provided in a timely manner to allow adequate time for accommodations to be arranged.

Auxiliary Aids/Academic Adjustments

A student that is in need of an academic adjustment that includes an auxiliary aid, should work with the school to identify the most appropriate and effective aid. An auxiliary aid might include taped texts, interpreters or other effective methods of making orally delivered materials available to students with hearing impairment, readers for students with visual impairment, classroom equipment adapted for use by students with manual impairments, and other similar services. The request for the auxiliary aid should also be accompanied by supporting diagnostic test results and the school will work with each student to select the most appropriate aid for their situation. Adjustments may also be made to academic requirements as are necessary to ensure equal educational opportunity, but the school will not lower or waive essential requirements of the program.

If any questions or concerns arise, the student should contact the Campus Director. If a concern cannot be resolved at the campus level, the student should contact the SIE ADA Coordinator at 717-268-1881 or via email at ElizabethH@SteinerEd.com immediately so a mutually agreeable resolution can be quickly reached.

Grievance Procedure/Conflict Resolution

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the ADA Coordinator within ten days. A hearing will be scheduled within five business days of the notification at which time the student has the right to present further evidence and bring witnesses, if desired, to support their position. If an amicable resolution is not able to be reached through the grievance/conflict resolution process, then the student should contact Melissa Wade, Steiner Education Group Vice President of Compliance at 954-969-9771 ext. 7505, via e-mail at MelissaW@SteinerEd.com or send a formal complaint to Steiner Education Group - SIE at 2001 West Sample Road, Suite 318, Pompano Beach, FL 33064.

If the problem cannot be resolved by SIE, then a student has the right to contact the U.S. Office for Civil Rights, U.S. Department of Education in the region where the school is located. The United States Office for Civil Rights (OCR) is the agency responsible for addressing complaints related to discrimination on the basis of disability. More information regarding the U.S. Office for Civil Rights and the procedure that should be followed in filing a complaint can be found at www.ed.gov.
Minimum Cancellation and Settlement Policy

A student withdrawing before the second Sunday of the first term of attendance will not incur any tuition charges. The student will be considered a “cancel”, not a “withdrawal”. However, the student will be obligated for the cost of any books, manuals, supplies, and/or equipment received but not returned in satisfactory condition within 20 days following the first day of the cancelled term. No Title IV funds can or will be used to cover the above charges.

1. If an applicant is not accepted for enrollment by SIE, all monies paid will be refunded.

2. Applicants who cancel their application within three (3) business days after signing an Enrollment Agreement and prior to beginning classes will receive a refund of all monies paid to SIE, including the registration fee.

3. Applicants who cancel after three (3) business days of the signing date of the Enrollment Agreement but prior to beginning classes will be refunded all monies paid to SIE less the registration fee.

4. Applicants who have not visited the School may cancel their applications within three (3) business days after the regularly scheduled first day of class or their first visit to the school, whichever occurs first, and receive a refund of all monies paid to SIE, including the registration fee.

Transfer of Credit

Prospective students and former SIE students who are re-enrolling may apply for transfer credit. Transfer credit applications must be submitted during the admissions process and prior to the start of classes. A minimum of 25% of a student’s coursework must be completed at the SIE school awarding the credentials.

All previous credit must meet the following criteria in order to be considered for transfer:

- A grade of “C” or better must have been achieved for the course(s).
- The courses completed must have been taken at an institution accredited by an agency recognized by the U.S. Department of Education.
- An official transcript and attended hours per course must be provided with the application for transfer credit. For transfer credit from a non-SIE institution, an institutional catalog with course descriptions must also be submitted.

Exception

- First Aid/CPR: a student may be granted transfer credit for First Aid/CPR if he/she is currently certified in both through a nationally recognized agency, and the certifications are valid through the student’s scheduled graduation date from SIE. Proof of certification must be provided for transfer credit to be considered.
- Course(s) must have been completed within two years prior to enrollment.
- All SIE graduate requests for transfer credit from SIE schools will be considered regardless of completion date, although due to program revisions, not all credit may be transferable. In some cases, graduates may be required to take and pass the current SIE written and/or hands on course exams in order to be granted transfer credit.
Prospective students must take and pass the SIE written and/or hand’s on course exams in order to be granted transfer credit for non-SIE courses, with the exception of First Aid/CPR.

Courses that are deemed to be the academic equivalent to an SIE course, but have less attended clock hours, will be granted full academic credit and actual clock hour credit. Additional attendance will be required to meet the total clock hours of the program.

No transfer credit is accepted from non-SIE institutions for the courses offered in the final term of the Master Bodyworker program.

VA Beneficiary Students only:

VA beneficiaries are required by the VA to apply for any applicable transfer credit.

SIE will consider applicable military training, college coursework and/or vocational training for transfer credit, using ACE military guide as applicable.

The administrative processing fees for all non-SIE transfer credit are:

- $25 per course
- $150 per program (if submitting a full, graduated program for evaluation)

There is no fee for transfer credit received from SIE institutions.

Students receiving transfer credit will receive tuition credit, clock hour credit, and a grade of “T” for all courses that correspond to the transfer credit. Transfer credit may affect eligibility for Financial Aid. Transfer credit is used for satisfactory progress determinations only.

Students are not allowed to attend courses for which they received transfer credit, unless additional clock hour attendance in those subjects is required.

If transfer credit is denied, the student will be required to attend the courses in the SIE program. If a student wishes to appeal the denial of transfer credit, they must do so in writing to the Campus Director. The Campus Director will submit the appeal to the National Director of Education for review, and the appeal and original transfer credit request documents will be reviewed before a final decision is made. The student will be given written notification of the outcome of their appeal.

SIE does not guarantee the transferability of its credit to any other educational institution. Transferability is determined by the receiving institution. SIE assists students (upon request) who apply to other institutions for transfer credit for their SIE education by providing guidance or advisement on the process, and by providing official transcripts, course outlines, and/or course syllabi (when available).
### Program Description
This 720-hour program offers training in the theory and practice of esthetics that exceeds Utah state licensing requirements and gives students a great deal of hands-on, real-world clinical experience that will allow them to graduate as experienced estheticians. The program emphasizes the structure and function of the skin and will prepare students to critically assess and meet the unique needs of each client.

The program offers instruction in basic facials, color theory, makeup artistry, body treatments, aromatherapy, natural nails, product ingredients, and hair removal. The program delivers a strong foundation in the applied and general sciences. Business and career development classes, along with training in Utah laws and regulations, are also offered.

### Program Objectives
- To develop the personal and professional potential of students so they enter the field as estheticians who will offer a quality of service that will be sought after by both clients and employers.
- To train students in the theory and technique of esthetics while preparing them to seek gainful employment working as estheticians or in related fields supported by the training received in school and recognized by the state. This includes, but is not limited to, facials, waxing, makeup, body wraps, basic peels, manicures, pedicures and other techniques and treatments taught in the program.
- To prepare students with sufficient training in the theory and technique of esthetics to sit for the state recognized licensing exam(s) for estheticians.

### 32 weeks* (7.5 months)

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Total: 364.4 279.5 76.5 720 46

See page 20 for course descriptions.
*Program lengths include possible holidays and breaks. Actual weeks of instruction for this program are as follows: Day - 30 weeks, Evening - 32 weeks*
Program Description
This 720-hour program offers training in the theory and practice of esthetics that exceeds Utah state licensing requirements and gives students a great deal of hands-on, real-world clinical experience that will allow them to graduate as experienced estheticians. The program emphasizes the structure and function of the skin and will prepare students to critically assess and meet the unique needs of each client.

The program offers instruction in basic facials, color theory, makeup artistry, body treatments, aromatherapy, natural nails, product ingredients, and hair removal. The program delivers a strong foundation in the applied and general sciences. Business and career development classes, along with training in Utah laws and regulations, are also offered.

Program Objectives
• To develop the personal and professional potential of students so they enter the field as estheticians who will offer a quality of service that will be sought after by both clients and employers.
• To train students in the theory and technique of esthetics while preparing them to seek gainful employment working as estheticians or in related fields supported by the training received in school and recognized by the state. This includes, but is not limited to, facials, waxing, makeup, body wraps, basic peels, manicures, pedicures and other techniques and treatments taught in the program.
• To prepare students with sufficient training in the theory and technique of esthetics to sit for the state recognized licensing exam(s) for estheticians.

42 weeks* (10 months)
720 clock hours
46 credits

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Total 364 279.5 76.5 720 46

Available at our Salt Lake City campus only.

Gainful Employment Disclosures: Program graduates can get jobs as skin care specialists – see summary report for skin care specialists (SOC 39-5094) at http://www.onetonline.org/link/summary/39-5094.00. The job placement rate for program graduates, as reported in the annual report submitted to ACCET in 2016, is 85%. Tuition and fees are $8,985.86 plus $1,560.00 for books and supplies. On-campus room and board is not offered. The median debt for Federal Loans is $5,816 ($0 for Private Educational Loans and Institutional Financing Plans). 63% of graduates completed the program on time. All costs and statistics current as of June 15, 2016. Tuition and fees subject to change. Program subject to change. For more information, visit our website at www.steineresthetics.com/esthetics-programs.html.
Diploma Program:
Master Esthetics Day Program

### Program Description
The Master Esthetics Program includes the 720 hours of the Professional Esthetics Program and adds 480 hours of advanced skills and techniques to complete the 1200-hour requirement for licensure as a master esthetician in the state of Utah.

Students gain hands-on experience in advanced spa techniques including microdermabrasion, microcurrent, and advanced chemical peels. Students are also trained in the theory and application of advanced body wraps, cosmetic chemistry, camouflage makeup techniques, hydrotherapy, and ayurvedic principles, with an emphasis on how to incorporate those principles into their skin care practice. Business courses emphasize leadership and management to better prepare students to advance their careers into spa management and/or ownership.

### Program Objectives
- To develop the personal and professional potential of students so they enter the field as estheticians who will offer a quality of service that will be sought after by both clients and employers.
- To provide students with master-level training in the theory and technique of a wide variety of esthetic techniques and expand their possibilities for gainful employment in esthetics and related fields. This includes, but is not limited to, microdermabrasion, microcurrent, micro-needling, LED, ultrasonic, advanced chemical peels, advanced body wraps, lash extensions, camouflage and airbrush makeup, and other techniques and treatments taught in the program.
- To prepare students with sufficient training in the theory and technique of esthetics to sit for the state recognized licensing exam(s) for master estheticians.

### Program and Credits

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Total: 584.00, 458.50, 157.50, 1200.00, 74 quarters

See page 20 for course descriptions.

Gainful Employment Disclosures: Program graduates can get jobs as skin care specialists – see summary report for skin care specialists (SOC 39-5094) at http://www.onetonline.org/link/summary/39-5094.00. The job placement rate for program graduates, as reported in the annual report submitted to ACCET in 2016, is 82%. Tuition and fees are $12,931.89 plus $2,232.00 for books and supplies. On-campus room and board is not offered. The median debt for Federal Loans is $7,611.00 (50% for Private Educational Loans and Institutional Financing Plans). 72% of graduates completed the program on time. All costs and statistics current as of June 15, 2016. Tuition and fees subject to change. Program subject to change. For more information, visit our website at www.steineresthetics.com/esthetics-programs.html.
Program Description
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- To prepare students with sufficient training in the theory and techniques of esthetics to sit for the state recognized licensing exam(s) for master estheticians.

Available at our Salt Lake City campus only.

### 72 weeks* (17 months)

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*Program lengths include possible holidays and breaks. Actual weeks of instruction for this program are as follows: Evening - 70 weeks

Gainful Employment Disclosures: Program graduates can get jobs as skin care specialists – see summary report for skin care specialists (OCR 39-5094) at http://www.onetonline.org/link/summary/39-5094.00. The job placement rate for program graduates, as reported in the annual report submitted to ACCET in 2016, is 83%. Tuition and fees are $12,931.89 plus $2,532.00 for books and supplies. On-campus room and board is not offered. The median debt for Federal Loans is $7,611 ($0 for Private Educational Loans and Institutional Financing plans). 75% of graduates completed the program on time. All costs and statistics current as of June 15, 2016. Tuition and fees subject to change. Program subject to change. For more information, visit our website at www.steineresthetics.com/esthetics-programs.html.
## Program Description

This 720-hour program offers training in the theory and practice of esthetics that meets and exceeds Arizona state licensing requirements and gives students a great deal of hands-on, real-world experience that allows them to graduate as practiced, skillful estheticians. The program emphasizes the structure and function of the skin and prepares students to critically assess and meet the unique needs of each client.

Some of the highlights of this program include instruction in European and specialty facials, beauty and color theory, body art and special effects makeup, body treatments, microdermabrasion, microneedling, LED/light therapy, aromatherapy, product ingredients, and hair removal. The program delivers a strong foundation in chemistry, anatomy, and physiology. Management and career development classes, along with training in Arizona laws and regulations, are also offered.

## Program Objectives

- To develop the personal and professional potential of students so they enter the field as estheticians who will offer a quality of service that will be sought after by both clients and employers.
- To train students in the theory and technique of a balanced blend of skin care, makeup, and hair removal, while preparing them to seek gainful employment working as estheticians or in related fields supported by the training received in school and recognized by the state. This includes, but is not limited to, facials, waxing, makeup and airbrush makeup, lash services, body wraps, microdermabrasion, microneedling, chemical peels, LED, ultrasonic and other techniques and treatments taught in the program.
- To prepare students with sufficient training in the theory and technique of esthetics to sit for the state recognized licensing exam(s) for estheticians.

## course descriptions

See page 20 for course descriptions.

*Program lengths include possible holidays and breaks. Actual weeks of instruction for this program are as follows: Day - 30 weeks

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Gainful Employment Disclosures: Graduates can get jobs as skin care specialists – see summary report for skin care specialists [SOC 39-5094] at [http://www.onetonline.org/link/summary/39-5094]. The job placement rate for program graduates, as reported in the annual report submitted to ACCET in 2016, is 27%. Tuition and fees for the program are $8,927.58 at the Tempe campus and $8,930.73 at the Phoenix campus. Book and supplies are $1,575.00 at both campuses. On-campus room and board is not offered. The median debt for Federal Loans is $7,600 ($0 for Private Educational Loans and Institutional Financing Plans). 99% of graduates completed the program on time. All costs and statistics current as of June 15, 2016. Tuition and fees subject to change. Program subject to change. For more information, visit our website at www.steineresthetics.com/esthetics-programs.html.

*Program lengths include possible holidays and breaks. Actual weeks of instruction for this program are as follows: Day - 30 weeks.

Available at our Tempe and Phoenix campuses only.
Program Description
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Available at our Tempe and Phoenix campuses only.

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Arizona

Professional Esthetics Evening Program

Diploma Program:

52 weeks* (12 months)  
720 clock hours  
54 credits

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Total: 360  360  0  720  54

See page 20 for course descriptions.
*Program lengths include possible holidays and breaks. Actual weeks of instruction for this program is as follows: Evening - 40 weeks.
### Program Description

This 750-hour program offers training in the theory and practice of esthetics that meets Texas state licensing requirements and gives students a great deal of hands-on, real-world experience that allows them to graduate as practiced, skillful estheticians. The program emphasizes the structure and function of the skin and prepares students to critically assess and meet the unique needs of each client.

Some of the highlights of this program include instruction in European and specialty facials, beauty makeup and color theory, body treatments, microdermabrasion, microcurrent, LED/light therapy, aromatherapy, product ingredients, and hair removal. The program delivers a strong foundation in chemistry, anatomy, and physiology. Management and career development classes, along with training in Texas laws and regulations, are also offered.

### Program Objectives

- To develop the personal and professional potential of students so they enter the field as estheticians who will offer a quality of service that will be sought after by both clients and employers.
- To train students in the theory and technique of esthetics to sit for the state recognized licensing exam(s) for estheticians who will offer a quality of service that will be sought after by both clients and employers.
- To prepare students with sufficient training in the theory and technique of esthetics to sit the theory and technique of esthetics to sit the state recognized licensing exam(s) for estheticians who will offer a quality of service that will be sought after by both clients and employers.
- To prepare students with sufficient training in the theory and technique of esthetics to sit the state recognized licensing exam(s) for estheticians who will offer a quality of service that will be sought after by both clients and employers.
- To prepare students with sufficient training in the theory and technique of esthetics to sit the state recognized licensing exam(s) for estheticians who will offer a quality of service that will be sought after by both clients and employers.

### Program Details

**Texas Esthetics Programs**

**32 weeks** (7.5 months)

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<tr>
<th>Course</th>
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<th>Quarter Credits</th>
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<td>Lab</td>
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<td>Chemistry - Aromatherapy &amp; Shirodhara</td>
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<td>15.00</td>
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<td>Facial Treatments - Massage</td>
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*Program lengths include possible holidays and breaks. Actual weeks of instruction for this program are as follows: Day - 30 weeks.

See page 20 for course descriptions.

Gainful Employment Disclosures: Program graduates can get jobs as skin care specialists – see summary report for skin care specialists (SOC 39-5094) at http://www.onetonline.org/link/summary/39-5094.00. The job placement rate for program graduates, as reported in the annual report submitted to ACCET in 2016, is 89%. Tuition and fees subject to change. For more information, visit our website at www.steineresthetics.com/esthetics-programs.html.
Program Description

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Program Objectives

• To develop the personal and professional potential of students so they enter the field as estheticians who will offer a quality of service that will be sought after by both clients and employers.

• To train students in the theory and technique of a balanced blend of skin care, makeup, and hair removal, while preparing them to seek gainful employment working as estheticians or in related fields supported by the training received in school and recognized by the state. This includes, but is not limited to, facials, waxing, makeup and airbrush makeup, lash services, chemical peels, body wraps, microdermabrasion, microneedling, LED, ultrasonic and other techniques and treatments taught in the program.

• To prepare students with sufficient training in the theory and technique of esthetics to sit for the state recognized licensing exam(s) for estheticians.

Available at our Dallas campus only.

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<thead>
<tr>
<th>Course</th>
<th>Clock Hr. Breakdown</th>
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<th>Credits</th>
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Total                                      | 334 335 81          | 750 44              |         |

See page 20 for course descriptions.
*Program lengths include possible holidays and breaks. Actual weeks of instruction for this program are as follows: Evening - 45 weeks

Gainful Employment Disclosures: Program graduates can get jobs as skin care specialists – see summary report for skin care specialists (SOC 39-5094.00) at http://www.onetonline.org/link/summary/39-5094.00. The job placement rate for program graduates, as reported in the annual report submitted to ACCET in 2016, is 48%. Tuition and fees are $8,677.05 plus $1,637.00 for books and supplies. On-campus room and board is not offered. The median debt for Federal Loans is $5,400 ($0 for Private Educational Loans and Institutional Financing Plans). 89% of graduates completed the program on-time. All costs and statistics current as of June 15, 2016. Tuition and fees subject to change. Program subject to change. For more information, visit our website at www.steineresthetics.com/esthetics-programs.html.
Professional Esthetics Program

All programs and courses at SEG are taught and tested in English.

Utah

Advanced Skin Analysis I, II, III & IV — This course covers how to manually remove impurities and comedones from the follicle to help unblock clogged areas and refine the pores. Contraindications to skin care treatments and their proper management are discussed and practiced. Students learn about the wide variety of ingredients in cosmetics and why certain ingredients are used in products, as well as how to decipher the purpose of each in any particular product. The pros and cons of both synthetic and naturally-derived products are covered to help students choose a skin care line to work with and also to help them assist clients in picking products to suit their preferences. Students gain an understanding of cosmetic ingredients and discuss how to develop their own products. The pH scale and its relevance to both the skin and skin care products are also covered. Students have the opportunity to learn about and perform body scrubs, wraps, and masks. They also learn how to perform a sunless tanning application. The differences between treatment of a male client versus a female are discussed, including product choices and modifications of hand manipulations due to facial hair.

Alternative Therapies I & II — This course discusses the mind/body/soul connection. Modalities taught include shirodhara, acupressure, LaStone Therapy, and reflexology. Students are introduced to the essential concepts of each modality and how they are applied in esthetics.

Anatomy & Physiology I, II & III — Students are taught the anatomy and physiology of the skin to better understand how skin functions. Other body systems discussed include the skeletal, muscular, cardiovascular, endocrine, nervous, and respiratory systems. Students are taught the anatomy and physiology of the skin, also known as the integument system, to better understand its functionality and how it relates to the practice of skin care. This course also covers the lymphatic system and how, through proper stimulation, estheticians can create tremendous health benefits.

Aromatherapy I & II — In this course, students gain an understanding of various essential oils, their benefits, side effects, and application techniques. Students learn to determine which scents and blends are most effective in achieving the client’s desired results for the session.

Business I, II & III — This course prepares students for successful entry into the esthetics industry. Topics include resume writing, interview techniques, career opportunities, job hunting, and business/professional development. Students also participate in a business development project to help ensure their success in the marketplace.

Disorders of the Skin I, II & III — Students learn how to identify skin conditions and lesions. Contraindications to treatment are covered, as well as when to refer the client to a physician. Students learn to recognize contagious diseases in order to reduce the risk of cross-contamination. Plastic surgery procedures and chemical peels are also discussed in this course.
Equipment & Electricity — Students are introduced to the fundamentals and safe use of equipment commonly used in the esthetics industry. Machines discussed and used include high frequency, galvanic, woods lamp, skin scanner, brush machine, and steamer. Students gain an understanding of how and why the use of these machines enhances the benefits and effects of other products and treatments.

Exam Review I & II — This class is designed to review and reinforce the information taught in the program to better prepare students to sit for the state licensing examination for Estheticians.

First Aid — This course teaches basic first aid and CPR.

Ingredients & Mask Therapy I & II — This course covers both product ingredients and mask therapy in depth to provide students with the knowledge and understanding to identify and/or recommend products for their clients’ skin types and conditions to achieve desired results. The various application techniques and contraindications of mask therapies are discussed and put into practice.

Manual Lymph Drainage Lab — Students learn about lymph biology and the principles of lymphatic drainage. Students are introduced to the basics of manual lymphatic drainage, which rids the deeper layers of the skin of waste and toxins, reduces edema and swelling, and diminishes dark circles under the eyes.

Natural Nails I & II — Upon completion of this course, students will understand the basics of nail anatomy and nail diseases. Additionally, students will learn about equipment, station setup, application techniques, and the sanitation and disinfection of the workspace.

Professional Makeup I & II — In this course, students are taught the basic principles of color theory and the application of makeup. Students learn the art of applying makeup in various situations, including everyday, formal, and corrective wear. Students also learn how to apply false lashes, lash/brow tinting and lash perming.

Sanitation — This course covers the levels of decontamination, including sanitation, disinfection, and sterilization. Students learn how to choose and use the best disinfectant to safely sanitize various implements and surfaces in the treatment room. Infection control and universal precautions are discussed and practiced. Students also learn how to read and follow MSDS and OSHA protocols.

Skin Analysis — This course teaches students to identify skin types, skin conditions, and the causes of those conditions. Students learn how to effectively communicate with their clients to assess their clients’ concerns and treatment goals.

Skin Internship I, II, III, IV, V, & VI — These courses are designed to expose students to what they might encounter while working in a professional setting. Students apply the knowledge and skills acquired in the classroom on clients from the general public while under the careful supervision of an instructor. At the same time, students develop a practical knowledge of customer service and learn how to perform a treatment within the time allotted. Upon completion of the course, students have practical experience that will help develop confidence and ensure their success as they begin careers in the skin care industry.
Skin Lab I, II, III & IV — This course covers vital aspects of skin care and supports all other courses in the program by giving students the opportunity to practice skills learned and to work with various machines to perform treatments. Students learn how to safely remove impurities from the skin manually to help unblock clogged areas and refine the pores. Students are introduced to facial massage, relaxation techniques, and hot stone treatments that may be used as part of a skin care service. The structure and function of the skin as it directly relates to skin care is reviewed, with an emphasis on skin layers and aging. Aromatherapy and the proper use of oils are introduced in this course in order to teach students to take advantage of their medicinal and healing properties.

Waxing I & II — In this course, students learn and practice client preparation, proper waxing techniques, and precautions (including gender specific precautions) around a variety of waxing products. Students also learn proper sanitation of the waxing room, as well as safety and first aid for emergency situations.

Master Esthetics Program

Utah

Advanced Alternative Therapies — Students are introduced to various healing modalities, including stone therapy and ayurvedic treatments. Students learn how alternative therapies can benefit daily life, as well as how to make product recommendations for home use.

Advanced Aromatherapy — Advanced Aromatherapy takes a scientific approach to the study of the chemistry of essential oils, methods of extraction, and how oils are blended. Students learn to define herbal ingredients and extracts, discuss the benefits and uses of botanicals in skin care, and understand the sense of smell and olfactory response. The practical aspect of this course focuses on the consultation process as well as a variety of recipes and application techniques.

Advanced Makeup — Camouflage techniques are demonstrated and put into practice to prepare students to work in a variety of specialized professional settings and situations, including post-operative care and working with burns, acne, and scarring. The theory and application of mineral makeup is covered. Students learn about and gain practical experience with airbrush makeup techniques used to apply makeup and tanning products.

Advanced Nails — This course provides techniques for the ultimate natural nails spa manicure and pedicure.

Advanced Peel Lab I & II — Students learn the benefits and precautions for a variety of chemical and mechanical peels. Emphasis is placed on understanding which peel to incorporate into a facial treatment to get the desired results. Students also learn how to recognize chemical sensitivities and prevent adverse skin reactions.
Advanced Skin Disorders — This course strengthens students’ ability to recognize various skin lesions and understand their causes. Long-term and short-term photo damage, rosacea, skin cancers and other sun-induced lesions, acne, and acne scarring are all covered in this course. Students learn about the inflammation cascade that takes place in the skin. Wound healing is also covered. Students develop and implement treatment plans for various skin diseases and disorders.

Advanced Skin Lab I, II & III — This laboratory course focuses on the practical application of the skills learned in other courses.

Advanced Waxing Lab — Students advance their hair removal skills in this hands-on lab experience.

Advanced Waxing/Hair Removal — This course builds on the basics of hair removal to strengthen students’ skill sets in this crucial area of esthetics. Students are taught advanced hair removal techniques, which include speed waxing, advanced brow design, and male waxing. Students also learn how lasers and ILP equipment are utilized in hair removal.

Alternative Therapies Lab — The practical aspects of energy healing, stone therapy, and ayurvedic treatments are covered and assessed in this course. The practical experience gained by providing these treatments in class gives students the self confidence it takes to be effective providers.

Anatomy & Physiology of Skin I & II — This course builds on the foundation provided in the Professional Esthetics Program to provide the requisite additional knowledge and insight to support the advanced practice of a Master Esthetician. The course takes a deeper and more scientific look at not only the skin, but also the body as a whole, to prepare students to comfortably perform in a medical setting.

Body Treatment Lab — Students learn and practice advanced spa body wraps and hydrotherapy techniques using a variety of muds, wraps, and packs. Client preparation, treatment suitability, confidentiality, privacy issues, and the equipment and supplies needed for the spa treatments are also covered.

Business of Esthetics I & II — This course focuses on the ownership and/or management of a successful business. Topics include the risks involved in business ownership, how to create a business plan, financing a business, compensation in skin care, marketing, demographics, and salon/spa technology.

Cosmetic Chemistry I & II — The essentials of chemistry and biochemistry are addressed with an emphasis on terminology, chemical reactions, and the body’s chemistry. Students are taught an understanding of how cosmetics and other products are used in the practice of esthetics and how they affect the skin.

Exam Review I & II — This class is designed to review and reinforce the information taught in the program to better prepare students to sit for the Utah Master Esthetician license examination.

First Aid/CPR — This course teaches basic first aid and CPR.

Hydrotherapy — This course focuses on water-based treatments and modalities that can be incorporated into a broader treatment plan for clients.

Salon Safety — Students learn proper sanitation and safety measures to ensure a safe working environment for themselves and clients. This course covers principles of infection control, the importance of gloves, body hygiene, disinfection and sterilization, potential hazards for an esthetician, safety guidelines, and OSHA.

Science of Skin I & II — This course examines the art and science of the skin. It covers nutrition, stress management, and pharmacology for estheticians. Students learn how to recognize when the skin reflects what is happening to the other body systems. This knowledge helps students recognize a client’s capacity to heal and to make recommendations for home care.

Skin & Equipment Lab I & II — Students learn how and when to safely incorporate advanced machines into facial treatments in a clinic/spa setting. Advanced machines include microcurrent, microdermabrasion, and LED light therapy.

Skin Internship I, II, III & IV — In this 81-hour public clinic internship, students get the opportunity to apply techniques learned in class - and practiced in the student lab - to members of the public, under close supervision of an instructor.
Professional Esthetics Program

Arizona

Applied Sciences – Students are taught the physiology and histology of skin cells and tissues to better understand how skin functions. These courses also cover the lymphatic system and how estheticians may stimulate this pump-less system. Other body systems discussed include the skeletal, muscular, cardiovascular, endocrine, nervous, and respiratory systems. The courses included in this series are:

- Applied Sciences: A&P Cells
- Applied Sciences: Tissues & the Skin
- Applied Sciences: Movement & Control Systems
- Applied Sciences: Exchange Systems

Arizona Laws – This course teaches students Arizona state laws and regulations that determine what is in a licensed esthetician's scope of practice.

Body Treatments – Students learn about the benefits of hydrotherapy, its history, and how it has transformed the spa industry we know today. Students are educated about thermodynamics and practice other body treatments, such as cold compresses, hot foot baths, paraffin baths, salt glows, and body wraps. The courses included in this series are:

- Body Treatments: Spa Technologies
- Body Treatments: Spa Body

Business

- Business: Professional Image & Interviewing – Students will identify the characteristics, behavior and activities of a successful professional makeup artist. Students will assemble both a digital and hard copy portfolio. Additionally, students will focus on building their resumes and strengthening their verbal and hands-on interviewing skills.
- Business: Business & Marketing – This course teaches students how to create a business plan and brand themselves using various marketing techniques. Additionally, students will learn the basic principles of sales with a special focus on the close.

General Sciences – In this series of courses, students develop a solid understanding of the ingredients used in cosmetics. They learn how to identify macronutrients and micronutrients, and gain an understanding of dietary guidelines, vitamins, and the importance of water intake in relation to maintaining healthy skin. Students learn about the differences between synthetic and naturally derived products and the pros and cons of each. Students are also taught infection control and how to follow universal precautions, as well as how to read and follow MSDS and OSHA protocols. These courses give students the knowledge base to choose appropriate skin care products to work with and to assist clients in picking products that best suit their individual needs. The courses included in this series are:

- General Sciences: Bacteriology – Infection control as well as how to follow universal precautions will be discussed and practiced in this section. Students will also learn how to read and follow MSDS and OSHA protocol.
- General Sciences: Chemistry & Cosmetics – Students will learn the many ingredients in cosmetics and gain insight into the all the important topics around synthetic vs. naturally derived products to help them better understand the pros and cons of each. They will develop a solid understanding of the ingredients that will enable them to choose the proper products for use on their clients.
- General Sciences: Nutrition & HIV – Upon completion of this course students will be able to identify macro-and micronutrients, understand dietary guidelines, vitamins, and the importance of water intake. This course will stress the importance of how nutrition relates to healthy skin.

Hair Removal – Students are taught client preparation, proper waxing techniques using a variety of waxing products, and waxing precautions, including gender-specific considerations. Students also learn proper sanitation of the waxing room, as well as safety and first aid for emergency situations. In these courses, students extensively practice proper waxing techniques in a supervised setting. This course series includes:

- Hair Removal: Morphology of Hair
- Hair Removal: Client Intake & Safety
- Hair Removal: Alternative Treatments
HIV — Knowing what HIV/AIDS is and how it is contracted will help students to fully understand precautions that are necessary and not necessary. They will learn that universal precautions states that an esthetician should treat all bodily fluid that one would come in contact with should be treated as if it were infected.

Makeup – This series of courses provides training in the theory and technique of a balanced blend of traditional, alternative and specialty makeup applications to prepare students for work in the field of makeup artistry and related fields. Students are trained in both the science and art of makeup artistry that will allow them to create a ‘look’ that meets both the needs and desires of their clients addressing everything from the best foundation color to the length of a lash. This course series includes:

• Makeup: Color Theory & Client Consult – This course teaches the essentials of color theory – temperature, saturation and harmony – and how it influences the color choices in makeup. Upon completion of the course students will be able to perform a color consultation and use that information to reconcile a client’s needs and wants to create a desired and becoming final look.

• Makeup: Skin Prep & Product Knowledge – Students will achieve competency with preparing the skin for makeup application as well as “creating a canvas” for flawless makeup application using primer, concealer, powder and blush. Students will develop a level of product knowledge that will allow them recognize ingredients in products that are both healthy and unhealthy for the skin.

• Makeup: Facial Features & the Everyday – Students will demonstrate competency working with their clients facial features to create everyday makeup that accentuates desired features and diminishes less desired features to create a balanced look. Students will also focus on eyebrow design to create the perfect shape to complement their clients’ face shape.

• Makeup: Events & Weddings – With the completion of this course students will demonstrate proficiency with the promotion and application of event makeup application (wedding/prom) with an emphasis on developing a private practice and mastering trends in makeup such as the perfect smoky eye, the red lip, and day/evening/outdoor bridal.

• Makeup: Teens, Aging Skin & Men – This course teaches students to identify and demonstrate the do’s and don’ts of makeup application for teens with an emphasis on acneic skin. Students will achieve competency with the choice and appropriate application of makeup colors and consistency based on how the client’s skin has aged. Finally, students will learn the theory of, and demonstrate the proper technique for, makeup application specific to men’s skin, facial hair and anatomy.

• Makeup: Airbrush – Students will learn about different types of airbrush equipment including how to assemble, disassemble and troubleshoot the machines. Students will become proficient with the practice of basic beauty application with airbrush such as foundation, blush, and highlighting and contouring. Students will also receive practical training in tattoo coverage, the use of stencils and airbrush spray tanning.

• Makeup: Camouflage & Lashes – At the end of this course students will be able to identify skin conditions appropriate for camouflage makeup and properly perform an application using various blends of makeup, as well as tattoo coverage. Students will achieve competency with tinting eyelashes and eyebrows and the application of artificial eyelashes. Students will also be able to transform a client’s look that may be suffering from pigmentation troubles and lack of facial hair – a critical skill in a medical setting.

• Makeup: Lashes & Brows – In this course students will learn and achieve proficiency with the application techniques, contraindications, and tools needed to perform lash and brow services including lash perming, tinting and semi-permanent lash extensions and mascara.

• Makeup: Body Art & Special Effects – Students will develop a base knowledge of, and skills required for, the application of prosthetics, injury simulation and aging makeup with facial hair and bald cap. Students will also learn the art of body makeup including face and body design and gain practical experience utilizing various tools and products of the trade.
**Skin Care** – This course series covers many vital aspects of skin care, and supports all other courses in the program through practical application. Students learn how to manually remove impurities to help unblock clogged areas and refine the pores. The necessary precautions to follow before performing extractions on a client are also covered. Students are introduced to facial massage, relaxation techniques, and hot stone treatments that may be used as part of a skin care service. The structure and function of the skin as it directly relates to skin care is reviewed, with an emphasis on skin layers. Students are introduced to aromatherapy and the proper use of oils to take advantage of their medicinal and healing properties. Students learn about the process of aging skin and how to maintain and care for it. Some of the skills practiced in these courses are skin type analysis, client consultation and treatment plans, use of skin care machines, chemical peeling/exfoliation, microdermabrasion, and dermabrasion. This course series includes:

- Skin Care: Skin Types & Conditions
- Skin Care: Medical Esthetics
- Skin Care: Interpersonal Skills
- Skin Care: Clinical Aesthetics
- Skin Care: Electrotherapy
- Skin Care: Alternative Skin Technologies

**Skin Care: Clinical Foundations** – Whether working on one another or the general public, students will demonstrate the attributes and behavior of a professional practitioner as they focus on meeting the needs of their clients including personal hygiene, conversational skills and self-assessment to identify areas of improvement. Students will achieve competency in communicating the value of the services provided, client intake and exit interviews, upselling, retailing and rebooking. This course series includes:

- Skin Care: Clinical Foundations Skin Types & Conditions
- Skin Care: Clinical Foundations Medical Esthetics
- Skin Care: Clinical Foundations Interpersonal Skills
- Skin Care: Clinical Foundations Clinical Aesthetics
- Skin Care: Clinical Foundations Electrotherapy
- Skin Care: Clinical Foundations Alternative Skin Technologies

**Professional Esthetics Program**

**Texas**

**Superfluous Hair Removal** — In this course students are taught client preparation and proper waxing techniques using a variety of waxing products. Waxing precautions, including gender-specific considerations, are emphasized along with safety and first aid for emergency situations. Students also learn proper sanitation of the waxing room as they practice proper waxing techniques in a supervised environment.

**Management** — This course prepares students for successful entry into the esthetics industry whether they are looking to become independent practitioners or work in a spa or clinical setting. Topics include career opportunities, résumé writing, the job search, interview techniques, and business/professional development. Students also participate in a business-building project to help understand all that goes into starting and managing a business.

**Sanitation, Safety, & First Aid** — The various levels of decontamination including sanitation, disinfection, and sterilization are a key focus of this course. Students learn how to choose and use the best disinfectant to safely sanitize various implements and surfaces in the treatment room. Infection control and universal precautions are discussed and practiced. Students also learn how to read and follow MSDS and OSHA protocols so they can safely work with their clients. Additionally, this course introduces students to first aid and proper blood spill procedures.

**Chemistry** — A successful esthetician must have a working knowledge of basic chemistry to understand how the biochemical functions of the cells found within the skin can be influenced by the various ingredients found in today's cosmetics and skin care products. This course covers the terminology and essential principles of chemistry and biochemistry to prepare students to become the estheticians that are able to choose the product best suited to meet their clients' individual needs and treatment objectives. Students will also learn about aromatherapy and blending techniques, as well as proper nutrition for the skin.
Care of Client — An effective esthetician has mastered the art of communication. This course not only teaches students to build lasting client relationships through effective lines of communication, but also the proper handling of delicate client communications. Additionally, students are taught how to prevent misunderstandings in the workplace.

Facial Treatments — This course series covers many vital aspects of skin care and is foundational to all other courses in the program – this is where students learn and practice performing a facial. Students learn how to manually remove impurities from the skin helping to unblock clogged areas and refine the pores. An emphasis is placed around the necessary precautions to follow before performing extractions on a client. Students are also introduced to the facial massage, relaxation techniques, and specialty masks that may be used as part of a skin care service. The structure and function of the skin as it directly relates to skin care is reviewed with a focus on skin layers. The aging process of the skin is covered along with techniques to help maintain and care for skin as it matures. Skills developed in these courses include skin type analysis, client consultation, developing treatment plans, and performing chemical peels/exfoliations.

Anatomy & Physiology — Students are taught the histology and physiology of the cells and tissues that make up the skin to better understand how its functions. The lymphatic system, and how estheticians may stimulate this pumpless system, also receives special attention. Other body systems discussed include the skeletal, muscular, cardiovascular, endocrine, nervous, and respiratory systems.

Electricity & Machines — The fundamentals of electricity and how to safely work with electricity as an esthetician are the foundation of this course. Students are also introduced to electrical equipment used within the esthetics industry. Machines that students discuss and use in this course include high frequency, galvanic, woods lamp, brush machine, steamers, microdermabrasion, LED light therapy and micro-current. Use of these machines is a valuable experience as it not only enhances the beneficial effects of other products and treatments; the practical experience with the machines also increases the marketability of the graduate.

Makeup — In this course students are taught the basic principles of colors with special attention paid to color theory and color psychology. Students learn the art of applying makeup in various situations, including every day, special occasion, and corrective wear. Students gain practical experience in a myriad of additional esthetic services, including lash services, airbrush, spray tanning, and brow sculpting.

Orientation, Rules and Laws — This course is an orientation to the practical aspects of rules and laws that govern the esthetics industry in the state of Texas and across the nation. Students also receive guidance and support as they prepare for the theory and practical components of their state board exams.

Skin Internship I, II, III, IV, & V — These courses are designed to expose students to what they might encounter while working in a professional setting. Students apply the knowledge and skills acquired in the classroom on clients from the general public. At the same time, students develop a practical knowledge of customer service and learn how to perform a treatment within the time allotted. Upon completion of the course, students have practical experience that will help ensure their success in the skin care industry.
Introduction
The Steiner Institute of Esthetics has compiled the following information, policies, and procedures in order to provide you with answers to questions you may have during the course of your study. Each student is responsible for knowing and adhering to all policies and procedures.

Education Policies

Professional Decorum
The following policies support SIE’s commitment to train students to be successful and professional. Students are expected to contribute to a classroom and campus environment that is compassionate and healing. It is important for students to conduct themselves in a professional manner and promote a positive image of their profession at all times.

Professional Conduct
Students are expected to present themselves professionally at all times.

- Swearing, sexual innuendoes and other unprofessional behaviors are not permitted in the schools.
- Students can expect to be treated in a professional manner by fellow students, faculty and staff. Students are also expected to treat fellow students, faculty and staff in the same professional manner.
- Running and horseplay are not permitted in the buildings.
- Only techniques presented in the curriculum at SEG may be practiced in class or clinic.
- Student-clients must exercise care and consideration while preparing to receive treatments so as not to expose themselves to others.
- Nudity or exposing genitals or women’s breasts at any time during a session is strictly prohibited.
- Student therapists must be fully dressed while practicing techniques.

Classroom Community
SIE provides students with a safe and nurturing educational environment in which the knowledge and skills that students learn and the personal growth they experience have the potential to change lives. Each class at SIE is a community of learners that will become a community of professionals. Students should expect educational support and professional demeanor from their classmates and faculty and should be prepared to offer the same.

- Disruptive behaviors that interfere with learning, such as cell phone activity, sleeping, disruptive talking, and refusal to participate will not be tolerated.
- Arguing, threats of violence to others or self, and acts of violence will not be tolerated.
- Weapons of any kind are not allowed on school property.

Academic Freedom
SIE values the right to free speech as demonstrated in the instruction provided by its faculty members. SIE assures academic freedom in the classroom, within the stated mission of the School and in compliance with the established academic policies and procedures.

In the classroom, faculty members may express their professional points of view and conclusions supported by relevant evidence. Faculty members have the professional obligation to present the learning objectives in a manner that supports diverse learning styles in the classroom.
Class Participation
Professional skills are acquired through repetition and demonstrated in their practical application. Students must participate in class. Students unwilling or unable to participate will not receive credit for that session.

Communicable Diseases
Students who have or are suspected of having a disease that is communicable by direct or indirect contact or by close proximity, will not be permitted to attend school until they can provide a doctor’s note clearing them of the disease and allowing them to return to school.

Compensation
School policy prohibits all students from accepting compensation for services performed at the school, and prohibits unlicensed students from accepting compensation for any skin care/esthetic services.

Misrepresentation
It is illegal for unlicensed students to represent themselves as a licensed practitioner. Students are required to accurately represent their skill level, education, training, and experience to the client by using a title such as “Student Practitioner”.

Treatment of Disease
Students are not to diagnose or treat disease.

Guests or Children in Classrooms
Guests are not permitted in the classroom without prior permission from the Education Manager or Campus Director. Guests are only allowed to attend lecture classes or hands-on classes in which students remain fully clothed. Children are not permitted in the classroom or to be left unattended in the school at any time.

Non-Fraternization Policy
Due to the possibility of favoritism and the unequal status that exists between faculty and students, personal friendships, dating and/or sexual relationships between faculty and active students are strictly prohibited. In addition, relationships between students and administrative staff are also strictly prohibited. Faculty and staff members are prohibited from working on students outside of regularly scheduled class.

Electronic Devices
Use of cellular phones, cameras, and video recorders in the classroom is prohibited. Laptops and tablets may be used during lecture only.
Audio recording of classes is permitted with the permission of the Instructor. These audio recordings are for personal and private use only and may not be distributed or made available to others, and may not be duplicated by any means.

Personal Property
Students should keep their valuables with them at all times. Check classrooms before leaving to make sure that no jewelry or watches have been left behind. SIE is not responsible for any lost or stolen property.

Eating and Drinking Guidelines
In order to provide a clean, comfortable, and sanitary learning environment, food and drink are limited to the student breakroom at each campus. Chewing gum is not permitted in the classroom under any circumstances. Water is allowed in the classroom in clear, closable containers only.

Nametags
In order to assist instructors in communicating with students, it is required that students wear a nametag while in class.
Office Areas
Student records and files are confidential; therefore students are not allowed in areas where student records are stored without a staff member present. Students must receive permission from staff before walking into office areas.

School Phones, Computers and Other Electronic Equipment
Student use of school phones, computers and other electronic equipment is restricted to only those specifically identified and marked for student use.

Smoke-Free Environment
All SIE campuses are smoke-free. Smoking is permitted only in the designated areas provided at each campus. This policy also applies to the use of chewing tobacco, electronic cigarettes and vaping devices.

Anti-Hazing Policy
SIE prohibits any and all forms of mental and physical hazing of potential and current students.

Professional Dress Standard
Students are required to adhere to the following professional dress and grooming standards when attending classes, clinic, and all school sponsored events.

Dress Standards
Standard issue SIE school shirt:
• Shirts must be clean and in good repair, and may not be altered.
• Skin care students are to wear approved lab coats in addition to the shirt.

Solid black professional style pants or shorts:
• Pants or shorts must allow for non-restrictive movement.
• Shorts must be at least mid-thigh in length while sitting.
• No denim, scrubs, sweats, leggings, or yoga pants may be worn.

Solid black closed-toed, closed heel professional shoes:
• Shoes and socks and/or nylons must be worn at all times.
• Shoes should offer support to the feet and be appropriate for the technique being practiced.

Other Attire:
• Hats are not permitted – head covers are permitted if they are required for religious reasons.
• During cold weather, logo-free long-sleeve shirts and sweaters are acceptable in addition to the SIE shirt.

Grooming Standards
It is expected that students will be clean and practice good hygiene.
• Clothing must be clean, in good condition, and odor free.
• Skin must be clean and free of offensive odors.
• Hair must be clean and styled so that it does not come in contact with the client while working.
• Facial hair must be neatly trimmed.
• Fingernails must be clean and trimmed to working length.
• Fingernail polish is not allowed.
• Acrylic or gel nails are not permitted.
• Hands must be washed prior to every session.
• Perfumes, colognes, heavily scented lotions, and body sprays should be avoided.
• Breath should be odor free.
• Students who smoke prior to a session must take extra precautions to remove the odor prior to giving or receiving treatments.
• Jewelry must be removed for all hands-on classes. Students may be asked to remove body or facial piercings during certain treatments.

NOTE: Failure to comply with the above policies may result in the student being denied admission to class or clinic, thereby losing attendance and academic credit.
Code of Ethics

In an effort to establish ethical standards for students, the following Code of Ethics has been adopted.

Competency

Students must accurately represent their competence, education, training, and experience to clients. Students must honestly evaluate the factors that bring a client to them and then decide whether it is in the client’s best interest to treat or refer.

Professional Representation

Students are responsible for the possible impact of their public behavior upon the credibility and image of their colleagues and their profession. Public statements, advertisements, and media exposure must be accurate, professional, and ethical.

Informed Consent

Students must present all of the information that is reasonably necessary for a client to make an intelligent decision concerning a proposed treatment.

Confidentiality

All information that is obtained from a client is confidential, including names, addresses, and phone numbers. Client information may only be given out with the consent of the client.

Dual Relationships

It is recommended that students do not enter into dual relationships with clients or classmates. If a dual relationship exists between a student and a client or classmate, the relationship should be acknowledged and boundaries clearly defined by both parties, separating the personal from the professional relationship.

Professional Responsibilities

Students are responsible for knowing municipal and state laws regarding the practice of their vocation. Students should keep up-to-date on the latest research and information about the techniques used in their practice, and should establish a referral network of competent health care practitioners.

Standards of Practice

The following guidelines are in place in order to maintain a safe learning environment.

Draping

Draping is required during all therapy sessions. Draping is communication to the client that his/her modesty and privacy are respected. It is a process that creates a non-threatening environment and space of trust for the client. It should be done with intention, care, and awareness, allowing the client to feel safe, secure, and well cared for.

Boundaries

SIE is committed to creating a space of healing, trust, and support. Therefore, it is required that client boundaries be respected at all times. It is the responsibility of the practitioner to be aware of and not offend another person’s boundaries. It is also the responsibility of the client to communicate their personal boundaries to the practitioner.

Ethical Standard and Responsibility

Touching of genitals or women’s breasts is strictly prohibited. Genitals or women’s breasts should not be exposed at any time. Sexual touching and/or sexual innuendos in school, clinic, or during hands-on class is forbidden. Students must monitor their speaking, physical presentation, actions, and attitudes in order to eliminate any association between sex and touch in the perception of the public.
Practitioners must acknowledge the vulnerability of clients while receiving a service and the high degree of trust clients place in their hands. A student is responsible for what occurs during a session and must be very clear that the only intention and purpose of the session is professional, healing, and caring.

The Crime of Battery
The crime of battery is “un-consented touching of another”. When a person consents to intentional touch, it is implied that he/she is consenting only to what is required by the service. If a practitioner touches a client in any other manner, it is battery and therefore unlawful.

Student Liability
Students practice skills and techniques on one another during hands-on classes and are responsible for the comfort and safety of their partner during exchanges.

- Student-clients have a responsibility to communicate their experiences throughout the session.
- Student-therapists have a responsibility to listen and respond to the client’s needs/requests.
- It is important for students to provide honest yet compassionate feedback to each other regarding depth and comfort of touch, as students are liable for injuries they may inflict.

SIE has an excellent safety record, and students have no reason to be concerned that they will be hurt during their training. However, in the unlikely event that a student is hurt while receiving hands-on work:

- The student-client should immediately inform his/her student-therapist (the student giving the hands-on work) of the injury.
- The students must also inform the Instructor, who will file an incident report and notify the Education Manager or Campus Director.

Satisfactory Progress
Federal Regulations (34 CFR 668.34) require Steiner Education Group (SEG) to establish a Satisfactory Academic Progress (SAP) policy for determining that eligible students are making satisfactory academic progress in their chosen program and are maintaining their eligibility to receive Title IV and/or VA funds.

SEG will apply the SAP policy to all its students equally, regardless of program or enrollment status (e.g. degree or certificate, full-time or part-time). To maintain Title IV eligibility and be in good standing, a student must, at the end of each evaluation period, which is at the end of each payment period, meet the following requirements:

- Maintain at least a “C” average or 2.0 GPA;
- Successfully complete at least 67% of attempted credit hours or clock hours; and
- Be on track to complete his/her program within 150% of the standard timeframe required to complete their degree or certificate.

Each student will be assessed at the end of each payment period; transfer credits and successfully completed repeats will count as both attempted and completed hours and will positively count toward the overall pace. Incompletes count as attempted but not completed and has a negative impact on overall pace.

A student will be placed on Financial Aid Warning if at the first evaluation point he/she:

- Has an overall GPA that is less than 2.0; and/or
- Has not successfully completed (passed) 67% of all attempted credit or clock hours.

A student on Financial Aid Warning will be one payment period away from losing his/her financial aid eligibility.

A student will have his/her financial aid eligibility suspended if at the second evaluation period he/she:

- Is still not meeting the SAP standard of a 2.0 GPA; and/or
- Has not completed 67% of attempted credit or clock hours.
SAP Appeal/Financial Aid Probation

A student can appeal his/her suspension by completing a Financial Aid Appeal Form and submitting it, with documentation, to his/her campus Financial Aid Department. The student must also meet with an Education Department staff member (who must sign off on the appeal form) to devise a program plan that will ensure his/her successful completion of the program. If the appeal is granted, the student will be placed on Financial Aid Probation and the student will be permitted to maintain financial aid eligibility and will be assessed at the next evaluation period.

If a student does not successfully appeal his/her financial aid suspension he/she will:

- Lose his/her financial aid eligibility;
- Be placed on a cash payment plan for the remainder of his/her educational costs; and
- May be dropped from the program.

If the student is dropped from the program the school’s refund calculations will apply.

Academic Monitoring Policy

SIE is committed to supporting students in completion of their program. In order to graduate, students must have a passing grade in every course, complete all required clinic hours, and meet the minimum term and cumulative attendance requirements for the program in which they are enrolled. Therefore, students are expected to maintain a cumulative grade point average (GPA) of 2.0 or better while matriculating.

Reporting Academic Standing to Students

Students’ GPA is monitored during the second week of each 5-week term. Students receive a copy of their Academic & Attendance Report during each of these weeks so that they are aware of their academic standing while in school. New students receive this report for the first time during the second week of their second 5-week term. Education staff will have regular follow up with these students to review progress toward program completion. Students with a GPA of 2.0 or above at the next assessment point will be removed from academic monitoring status.

Honor Roll

Honor Roll is assessed and published every ten weeks and coincides with the official cumulative attendance assessment. Honor roll is posted at the campus by Friday of that week.

Students who have a 3.7 GPA or higher and a 95% or higher cumulative attendance percentage for the previous 10 week period of the program will be placed on the Honor Roll at their campus. Honor Roll students will also receive a certificate recognizing their achievement.
**Maximum Time Frame**

SIE students are expected to complete the program by their scheduled graduation date. However, occasionally extenuating circumstances may arise that prevent a student from graduating on time. In those situations, students may enter maximum time frame in order to complete their program.

The maximum time frame allowed for the student to complete the program is 150% of the total program length listed in the catalog. This time length cannot be exceeded. If a student does not complete the program within the maximum time frame, he/she will be withdrawn from the program with no option for appeal.

Students who do not complete the program by their scheduled graduation date will receive a letter from the Student Services office informing them that they have entered maximum time frame, identifying what their outstanding program requirements are, and notifying them of their revised expected graduation date. Students entering maximum time frame must meet with Student Services to complete a comprehensive make up schedule for completion of their outstanding program requirements.

**NOTE:** Scheduled graduation date is subject to change due to leave of absences, class availability, and class schedule changes.

The following scenarios will affect the maximum time frame allowed to complete a program:

1. Repeated course(s) will not only be considered in the GPA but will also be considered against the student’s maximum time frame.
2. The hours attempted in the course from which a student withdraws will also be considered against the student’s maximum time frame.

**Grading**

Course grading is based on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>G.P.A. Equivalent</th>
<th>Class Grading Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>90% to 100%</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>80% to 89%</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>70% to 79%</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>69% and below</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>Not calculated</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>Not calculated</td>
</tr>
<tr>
<td>T</td>
<td>Transfer Credit</td>
<td>Not calculated</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Not calculated</td>
</tr>
<tr>
<td>R</td>
<td>Repeated</td>
<td>Not calculated</td>
</tr>
</tbody>
</table>

Transfer grades are not used in the computation of grade point average but are used in the determination of graduation requirements for hours earned toward graduation. Credits earned may not necessarily be transferred to another private career school or to a collegiate institution.

In some courses, student may be required to pass the written and/or hands-on finals in order to receive a passing grade. See individual course syllabi for specifics.

**Texas Only:**

Students who withdraw from the program after completing 50% of the program hours will receive an “I” grade for any courses they have started but not completed.
Course Credits
SIE schools measure their courses in quarter credits for academic purposes only and the credits are not necessarily transferable to other institutions. The conversion formula from clock hours to academic credits is:
10 clock hours of lecture = 1 credit
20 clock hours of laboratory = 1 credit
30 clock hours of internship = 1 credit
One clock hour is defined as fifty (50) minutes of instruction per hour. For the purposes of determining financial aid eligibility, clock hours are used for Title IV awarding and disbursing.

Class Maximums/Student-to-Teacher Ratios
Utah
Steiner Institute of Esthetics in Utah maintains a 20:1 student-to-faculty ratio for lecture, and 10:1 for hands-on classes. The hands-on student-to-faculty ratio is calculated by dividing the number of students doing hands-on work by the number of Instructors in the classroom. The maximum number of students in the classroom is 42.

Arizona
Steiner Institute of Esthetics in Arizona maintains a 20:1 student-to-faculty ratio for lecture, and 10:1 for hands-on classes. The hands-on student-to-faculty ratio is calculated by dividing the number of students doing hands-on work by the number of Instructors in the classroom. The maximum number of students in the classroom is 20.

Texas
Steiner Institute of Esthetics in Texas maintains a 20:1 student-to-faculty ratio for lecture, and 10:1 for hands-on classes. The hands-on student-to-faculty ratio is calculated by dividing the number of students doing hands-on work by the number of Instructors in the classroom. The maximum number of students in the classroom is 20.

Attendance Requirements & Credit
Attendance Requirements
Attendance is essential to student success in the programs offered at SIE. SIE has the following attendance requirements to support students in obtaining the necessary knowledge to be successful in their chosen field.
Specific attendance requirements by program are as follows:
• Students must maintain at least 90% cumulative attendance to have satisfactory attendance.
• Each course of Clinic requires 100% attendance. Students with attendance below 100% in a clinic course will receive an Incomplete grade and will be required to make up to 100% attendance.
• Students are required to have at least 90% cumulative attendance in the program to graduate.
• Texas Only: Student must attend 750 hours to graduate as recorded in the timeclock; this is 100% of the total program hours.
• Utah Only: Students in the Master Esthetics program must attend a minimum of 1200 hours to graduate; this is 100% of the total program hours.
Students with less than the required percentage of hours for graduation must attend make up classes. Make up attendance can be attended in any course in which the student has less than 100% attendance.
Excused Absences
Absences that fall within a maximum of 10% of the program hours are considered excused absences and students are not required to make up the hours. No documentation for these absences is required for them to be considered excused. Excused absences do not apply to courses or programs requiring 100% attendance.

Students who are absent for more than 14 consecutive calendar days will be withdrawn. The withdrawal process will begin on the 15th day of absence, and the drop will be completed within five business days. Breaks between terms are not included in the 14 consecutive calendar days calculation.

Determination of Satisfactory Attendance
Students must maintain at least 90% cumulative attendance to have satisfactory attendance. Satisfactory attendance will be evaluated as follows:

Satisfactory attendance is evaluated during the second week of each 5-week term. Students are officially assessed for the first time during the second week of their 3rd 5-week term. Official assessments will continue every ten weeks (week 2 of every other 5-week term) throughout the remainder of their program. Students will receive unofficial assessments during the second week of each term that is not an official assessment. Students receive a Academic & Attendance Report at each official and unofficial assessment point.

- Texas Only: Students are informed of their actual attended hours from the timeclock on a monthly basis.

Attendance Monitoring
Students with 80-89% cumulative attendance at an assessment point are placed on attendance monitoring status. Students are notified of their attendance monitoring status via the Academic and Attendance Progress reports that are distributed to students at the Determination of Satisfactory Attendance assessment points. A copy of this report is placed in the students’ files. Students placed on attendance monitoring should meet with the Education staff to review what courses need to be made up. Education staff will have regular follow up with these students to review progress toward program completion. Once a student has achieved 90% or above cumulative attendance, he/she will be removed from attendance monitoring status at the next assessment point.

Attendance Probation
Students at 79% or below cumulative attendance at an official assessment point are placed on attendance probation. Students are notified of their attendance probation status via the Academic and Attendance Progress reports that are distributed to students at the Determination of Satisfactory Attendance assessment points. A copy of this report is placed in the students’ files. Students placed on attendance probation have ten weeks to achieve at least 80% cumulative attendance. Education staff will have regular follow up with these students to review progress toward program completion.

Students can improve their cumulative attendance percentage by attending needed make-up and/or repeat courses, and attending currently scheduled courses. Students who achieve a minimum 80% cumulative attendance by the next official assessment are removed from attendance probation status. Students who have 79% or below cumulative attendance for two consecutive official attendance assessments are withdrawn from school.
**Attendance Tracking**

SIE schools record and track attendance daily by class session. Detailed attendance records are maintained for each student.

- **Texas Only:** SIE Dallas attendance is recorded and tracked daily by the students’ use of a timeclock that is installed in the classrooms. Students are required to clock in and out for every class and/or clinic session via the timeclock. Students are given a personal code and/or timeclock card at the start of the program with which to use during their time enrolled. Students can clock in no sooner than 10 minutes prior to the scheduled session start time, and no later than 10 minutes after the session end time. All students must attend a total of 750 hours in order to graduate, and all hours must be reflected in the timeclock in order for these hours to be credited. It is the students’ responsibility to ensure that they clock in and out for every session to ensure they are granted appropriate credit for their attendance. In the event that a student forgets to clock in or out for a session, no attendance credit will be granted for that session. If, in the rare case of technical issues with the timeclock, students can sign in and out of class on the paper sign in sheet located near the timeclock. The students’ signatures are required on these paper logs, as well as a date, sign in and sign out time, in order to receive credit for the session.

Timeclock use is required by the Cosmetologists Administrative Rules, 16 Texas Administrative Code, Chapter 83.71(j), and states the following:

1. Each student must personally clock in/out for himself/herself.
2. No credit shall be given for any times written in, except in a documented case of clock failure or other situations approved by the department.
3. If a student is in or out of the facility for lunch, he/she must clock out.
4. Students leaving the facility for any reason, including smoking breaks, must clock out, except when an instructional area on a campus is located outside the approved facility, that area is approved by the department and students are under the supervision of a licensed instructor.

**Time Absent (excludes Texas)**

Students will be docked attendance credit for any time absent, rounded-up to the nearest five-minute increment. For example, a student who arrives 18 minutes late to class will be docked 20 minutes of class time. Students will lose attendance credit for being absent or tardy, leaving early, or returning to class late from break.

Students must attend all scheduled courses with their assigned class, with the exception of make-up sessions and failed course repeats. 

**Internship Attendance Credit**

**Utah Only**

SIE requires 100% attendance in all Internship courses in all programs. Students must be checked in and ready to start serving clients by the start of their assigned shift. If a student is absent, arrives late, or leaves early, credit for the class will be as follows:

- **Absent** ...................... no credit (0% of clock hours)
- **Late (up to 15 min.)*** ........ 3/4 credit (75% of clock hours)
- **Extra Late (15 min. – 1 hour)** ........ 1/2 credit (50% of clock hours)
- **Leave early (at any point in the shift) . . . . . . . . . . . . . . . . . no credit (0% of clock hours)**

Students arriving to their Esthetics Internship shift later than one hour will not be admitted and the shift will be counted as an absence.

**Texas Only**

SIE requires 100% attendance in all Clinic Internship courses. Students must be checked in and ready to start serving clients by the start of their shift. Students are given credit for time attended. For students who arrive late or leave early, attendance credit is rounded to the nearest 5 minutes.
Esthetic Internship Shift Schedules & Requirements

Utah Only
Professional Esthetic internship shifts start at 9:00am, 12:00pm, and 3:00pm on Saturdays and Sundays. Shifts are opened based on student populations and not all shifts or days may be available at all times. Students are required to complete all scheduled treatments during each internship shift in order to earn credit for that shift, regardless of the time of arrival.

Texas Only
Professional Esthetics Internship shifts start at 9:00am and 1:30pm on Fridays, and 8:00am and 1:30pm on Saturdays. Shifts are opened based on student populations and not all shifts or days may be available at all times. Students are required to complete all scheduled treatments during each internship shift in order to earn credit for that shift, regardless of the time of arrival.

Attendance Make-Up
Although SIE expects students to attend all sessions in all courses, we recognize that extenuating circumstances may occur that cause a student to miss class. To ensure that students are receiving the course information and supervised practical experience necessary to become competent practitioners, we offer make-up options for students to meet the attendance requirements.

Attendance make-up should be coordinated with the Student Services department. Students are encouraged to attend the session that was missed with another class in order to obtain the complete information offered in the session. If the session needed is not available for make-up, or scheduling constraints exist, a student may, at the discretion of the Education Manager, attend make-up hours with an Instructor to obtain the missed information and needed hours.

Attending a Class Session for Attendance Make-Up
• Students should coordinate with the Student Services department to determine the best opportunities for completing make-up attendance.

• When possible, the class session that was missed is the class session that should be attended for make-up.

• Students should arrive on time to the session being made up. Students making up a portion of a session should arrive at the beginning of the session or during a break to limit disruption to the educational process taking place in the classroom.

• Make-up students are admitted to course sessions upon space availability. Attendance space is given to regularly scheduled students first. If a class reaches capacity or the student-to-faculty ratio, additional make-up students will not be able to attend the session and will have to reschedule the make-up.

• Active participation is required in all courses; therefore, if a make-up student is unable to fully participate, he/she will not be able to make-up the session until active participation is possible.

• If a make-up student begins working with another student in a practical portion of a session, the make-up student must stay for the entire practical portion, so as not to impede the educational process of the student he/she is paired with in class.

• A student who is making up is responsible for informing the Instructor that he/she is making up the session and needs to be added to the rollsheet to receive attendance credit.

• If a student is making up a partial session, the student is also responsible for informing the Instructor when he/she is leaving the session.

• Students planning to leave class early should only do so during a break, so as not to disrupt the learning environment in the classroom. If a student fails to check out with the Instructor prior to leaving a make-up session early, he/she receives no credit for the make-up attendance.

Attending Make-Up Hours with the Instructor
• If the make-up session needed is unavailable, or a scheduling conflict exists, a student may contact the Education Manager to obtain approval to make-up the necessary hours with the Instructor directly.
• The Education Manager approves or denies the request, based on session and schedule availability. The Education Manager will make every reasonable effort to accommodate students' make-up needs.

• When the request is approved, the Instructor schedules the requested make-up hours with the student. All make-up hours must be attended at the campus. Multiple students may be scheduled for the same make-up hours with an Instructor. During the make-up hours, the Instructor covers the curricular information that the student missed, and may conduct or oversee hands-on exercises during the hours to ensure student comprehension and retention of the course material. Once the scheduled make-up hours are completed, the Instructor fills out a Make-Up Attendance Hours rollsheet, and turns it into the Student Services department for data entry into the attendance records.

Make-Up for Esthetics Internship Attendance
Internship attendance make-up must be scheduled with the Internship Instructor. All attendance make-up for Internship must be completed by attending internship shifts.

Missed Or Failed Coursework
Students have the opportunity to submit missing coursework. Work submitted after the original due date listed on the course syllabi will receive a 10% point deduction if turned in before the end of the course. Passed coursework cannot be resubmitted for a better score. Students can also resubmit corrected coursework if the original work was failed. Retakes and resubmissions for courses that are complete must be turned in by the end of week two of the subsequent term. All retakes and resubmissions are graded as pass/fail only. For failed retake attempts, the higher score of the two attempts will be used in the final grade calculation for the course.

NOTE: First Aid/CPR exams that are made-up or retaken are pass/fail only; 80% must be achieved for a passing score.

Students can turn in missing homework to the Instructor or to the Student Services department. Students should schedule make up of missed quizzes and exams with their Instructor or through the Student Services department.

Retaking a Failed Course
If a student fails a course, he/she must repeat the course in its entirety. A student may repeat a course only once, and must receive a final grade of “C” or above. The requirements outlined in the Grading and the Attendance Requirements & Credit Policies apply to the repeated course. If a student fails the course on the second attempt, the student will be withdrawn from the school. Only the grade of the repeated course is considered in the computation of grade point average.

Tuition is charged for repeated courses. The tuition cost for repeated courses is half of the student’s original per-hour tuition cost. The tuition charge is calculated based on the student’s original tuition charge, divided by the program clock hours and then multiplied by the clock hours in the repeated course, then divided by two. This is added to the total tuition charges for the student. In addition, the student is responsible for purchasing any new books or manuals required for the repeated course. New books or manuals must be paid for at the time of purchase. If new books or manuals are needed, the student can order them through the Education Manager at his/her campus.

If a student does not attend the scheduled repeat course, it is considered a course cancel and no tuition charges are accrued for the course. The cancelled course is not considered an attempted course.

Procedure
Retaking a course must be coordinated with the Financial Aid Department and the Registrar. In order to repeat a failed course, see the following guidelines:

• Set an appointment to meet with the Registrar or Academic Advisor. At the appointment, complete necessary information on the Repeat Course Approval Form and determine the dates and times of the course being repeated.
• Set an appointment with the Financial Aid Department and have the Financial Aid Department complete the rest of the Repeat Course Approval Form. Tuition charges and payment schedule will be determined at this appointment.

• Turn the Repeat Course Approval Form in to the Registrar for final approval to repeat the course. No credit will be given for a course without a Repeat Course Approval Form for that course on file.

• Attend the course as one would a regularly scheduled course, maintaining the required attendance percentage to pass the course. Repeat students are admitted to courses upon space availability. If the class is at capacity, repeat students will have to reschedule the course with the Registrar immediately.

• The student who is making up the course is responsible for informing the Instructor that he/she is repeating the course and needs to be added to the roll sheet and grade card to receive attendance and coursework credit.

• If the course is not offered again before the student graduates, the student may be allowed to attend an equivalent number of individual make-up sessions with a qualified Instructor. With the permission and oversight of the Education Manager, the student may meet with the Instructor to develop a Course Repeat Plan that can include, but is not limited to: attending individual make-up sessions for lecture content; clinic assignments; written assignments; and attendance in other courses where the student can practice under the supervision of a qualified Instructor during hands-on time. The make-up student must bring a partner from the student body to the hands-on make-up session.

Sexual Harrassment Prevention Policy
SIE reaffirms the principle that its students, faculty, and staff have a right to be free from sexual discrimination in the form of sexual harassment by any member of the academic community. Sexual harassment is a form of employee or student misconduct which undermines employment and instructional or peer relationships, debilitates morale, and interferes with the productivity and well-being of its victims. Sexual harassment is banned by Title VII of the 1964 Civil Rights Act (concerning employees) and Title IX of the Education Amendments of 1972. In addition, various other statutes, constitutional provisions, and common law causes of action prohibit sexually harassing conduct. SIE enforces these laws among its employees and students.

Definitions - Sexual harassment is a form of sexual discrimination. It is defined as an attempt to coerce an unwilling person into a sexual relationship, to subject a person to unwanted sexual attention, to punish a refusal to comply, or to create a sexually intimidating, hostile or offensive working or educational environment. Sexual harassment is understood to include a wide range of behaviors from the actual coercing of sexual relations to unequal, demeaning treatment of students or employees based on gender.

Some examples that may constitute sexual harassment are (this list is not intended to be all-inclusive):
• subtle pressure for sexual activity
• demands for sexual favors accompanied by threats
• requests for sexual favors accompanied by promises
• unnecessary brushes or touches
• offensive sexual graffitti
• disparaging remarks about gender
• physical aggression such as pinching and patting
• sexual innuendoes
• verbal sexual abuse disguised as humor
• whistling
Sexual harassment in any situation is reprehensible. It is particularly damaging when it exploits the educational dependence and trust between students and faculty. When the authority and power inherent in faculty relationships to students, whether overtly, implicitly, or through misinterpretation, is abused in this way, there is potential for great damage to individual students, to the person complained of, and to the educational climate of the institution. While a particular interaction must be offensive and unconsented-to, in order to be defined as harassment, faculty and other individuals in positions of authority should be sensitive to questions about mutuality of consent and to conflicts of interest that are inherent in personal relationships where professional and educational relationships are also involved.

Discrimination and Sexual Harassment Complaint Procedure

Individuals who believe they have been discriminated against or sexually harassed may obtain redress through the following established procedures of the school.

3. Submit a written account of the incident to the campus Title VI, Title IX, Age Discrimination Act (ADA) and 504 Coordinator. Following is a list of the Coordinators at each campus location:

Salt Lake City Campus
Education Manager
25 South 300 East • Salt Lake City, Utah 84111
801-521-3330

Phoenix Campus
Education Manager
10800 N. 31st Avenue, Suite D-203 • Phoenix, Arizona 85051
602-331-4325

Tempe Campus
Education Manager
1409 West Southern Avenue, Suite 6 • Tempe, Arizona 85282
480-983-2222

Dallas Campus
Education Manager
1055 S. Sherman Street, Suite 110
Richardson, Texas 75081

4. The Education Manager will review the complaint and proceed to conduct an impartial investigation of the complaint. The investigation will include speaking with the individual submitting the complaint, the individual the complaint has been submitted against, and any other individuals related to the incident. Additionally, any persons involved in the complaint will have the opportunity to present witnesses and any relevant evidence to support their claim. The Education Manager will investigate and respond to the complaint within 10 business days.

5. In the event that the allegations are found to be true, immediate disciplinary action will be taken appropriate to the severity of the offense, up to and including dismissal/termination.

If an employee, student, or third party at any SIE campus has a complaint or grievance against a Manager/Director or wishes to appeal the Education Manager’s decision, he/she may do so by contacting:

SEG Corporate Offices
Vice President of Compliance
2001 W. Sample Road, Suite 318, Pompano Beach, Florida 33064
954-969-9771

Retaliation against individuals for submitting complaints of discrimination, including sexual harassment, is explicitly prohibited. The reporting of sexual harassment allegations to the appropriate personnel at a campus does not preclude a student from reporting the incident to law enforcement. Regardless of the investigation and action being taken by the campus, a student always has the right to contact law enforcement.
Discipline

Students are to follow all policies and procedures as outlined in this Student Catalog and Handbook. A student found by a faculty member, the Education Manager, or the Campus Director to be in violation of policy and procedure may be subject to the following consequences:

- Receive a disciplinary notice with a copy placed in the student’s file.
- Dismissal from class and/or suspension from school for repeated violations of policy (suspensions longer than 14 calendar days are considered to be forced leave of absences, and cannot be longer than the maximum allowable Leave of Absence).
- Withdrawal from school for the accumulation of three dismissals from class and/or suspensions.

The Education Manager and/or Campus Director may immediately and permanently dismiss a student from school without any prior disciplinary notice being issued for violations of the Code of Ethics, Standards of Practice, or Professional Decorum policies. This includes, but is not limited to, cheating, vandalizing, or threatening physical harm to students, faculty, and/or staff.

A student may also be suspended or permanently dismissed if charged with violent or sexual misconduct, even if the alleged conduct occurs outside of school. In such cases, the student will not be allowed to attend a SIE school until the charges are cleared. If the charges are not cleared, the student may be dismissed.

The following steps will be taken if a student is in violation of a policy or procedure outlined in this Student Catalog and Handbook.

Disciplinary Notice

The student in violation of a policy or procedure outlined in this Student Catalog and Handbook may be given a verbal warning with an accompanying disciplinary notice. Actions taken may include:

- Informing the student of the policy violated.
- Providing a rationale for adhering to the policy.
- Requiring the student to acknowledge understanding of and intention to comply with the policy in the future.
- Placing documentation of the violation and subsequent conversation in the student’s file.

Suspension from Class

A student may be dismissed from class and suspended for egregious and/or repeated violations of policy and procedure outlined in this Student Catalog and Handbook.

Upon suspension from school, the student must set an appointment to meet with the Education Manager or Campus Director prior to returning to school at the completion of the suspension.

When the student meets with the Education Manager or Campus Director, a written warning documenting the violation will be issued to the student with a copy placed in the student’s file.

This process is repeated for each dismissal/suspension. At the third suspension meeting, the student will be permanently withdrawn from school.

NOTE: A dismissal from class is to be considered a suspension from school and no attendance or academic credit will be awarded during the time of suspension.

Withdrawal – Dismissal

SIE reserves the right to withdraw or dismiss a student for any of the reasons outlined below.

Withdrawal

A student’s enrollment status record is changed to withdrawal when a student chooses to drop from the program, or is automatically dropped from the school for attendance, academic-related, or financial reasons.

Withdrawal Reasons

- Self-Withdrawal – A student who wishes to withdraw from a program may notify the school in writing of his/her intentions. This can be done by meeting with the Registrar and completing a Status Change Form or by submitting a letter via mail, e-mail, or fax. The date the school receives the withdrawal request is the date of determination for the withdrawal.
• **14-Days Absent** – A student enrolled at least half-time who fails to attend school for 14 consecutive calendar days, during which time school is scheduled, will be withdrawn from the program. Holiday breaks that occur between scheduled terms are not included in the 14-day withdrawal calculation. The 14th day of absence is the date of determination for the withdrawal. 

 NOTE: Students attending school less-than-half-time will not be dropped when absent for 14 calendar days if they are not scheduled to be in attendance during that period of time.

• **Absences for Less-Than-Half-Time Students** – A student enrolled less-than-half-time who fails to adhere to his/her class schedule will be withdrawn. Students may be less-than-half-time for three reasons:
  1. Student enrolled with enough transfer credit that their schedule of remaining classes is less-than-half-time.
  2. Student took a leave of absence (LOA), has returned and is completing only incomplete courses from their time on LOA.
  3. Student has attempted all credits in the program and only has make-up work remaining to complete during their maximum time frame in order to graduate.

 If a less-than-half-time student is absent for more than two scheduled classes without communication with the school and rescheduling of the classes, the student will be withdrawn. The day of the second absence from the class schedule is the date of determination for the withdrawal.

 NOTE: This only applies to less-than-half-time students who are not scheduled to be in class for periods of time that exceed 14 calendar days.

• **Non-Return from Leave of Absence** – A student who fails to return from an approved leave of absence on the scheduled return date will be withdrawn. The day of the scheduled return date is the date of determination for the withdrawal. (See Leave of Absence Policy & Procedure)

• **Failed Course Twice** – A student who fails any course in the program twice during one enrollment period will be withdrawn. The day the student is determined to have failed the course a second time is the date of the determination (this is after the retake test has been failed, if applicable). (See Retaking a Failed Course Policy & Procedure)

• **Unsatisfactory Attendance** – A student who fails to maintain satisfactory cumulative attendance in accordance with the Attendance Requirements and Credit policy. The day Satisfactory Attendance Reports are distributed to classes for the official attendance assessment is the date of determination for the withdrawal. (see Satisfactory Academic Progress Policy)

• **Program Change** – A student who decides after the cancel period to transfer to an unrelated program (i.e. Massage to Skin Care) will be considered a drop from the original program.

• **Maximum Time Frame End** – A student who fails to complete the program by the maximum time frame end date will be withdrawn. The day the maximum time frame ends is the date of determination for the withdrawal. (See Maximum Time Frame Policy)

• **Financial Obligations** — A student who fails to fulfill financial agreements with SIE will be withdrawn. The date that the Registrar receives drop notification from Accounting or Financial Aid is the date of determination for the withdrawal.

• **Appeal Committee Terms for Reinstatement** — A student who fails to abide by terms set by the Appeals Committee upon reinstatement into the program, without communication with and approval by the Education Manager or Campus Director, will be withdrawn. The day the student is determined to have deviated from the terms of the reinstatement, without approval, is the day of determination for the withdrawal.

• **Unable to Work on the General Public by Third Clinic Course** — A student that is deemed not ready to work on the general public for his/her third clinic course will be withdrawn from the program. The date the student is deemed not ready to work on the public for the third clinic course is the date of determination for the withdrawal.
Dismissal
A student’s enrollment status record is changed to dismissal when a student is dropped from the program for any of the following:
• Violation of the Code of Ethics, Standards of Practice, or Professional Decorum policies.
• Cheating, stealing, or vandalizing.
• Threatening physical harm to students, faculty, and/or staff.
• Unprofessional conduct at school or at a school sponsored activity.
• Being charged with violent and/or sexual misconduct, even if the alleged conduct occurs outside of school.
Students who are dismissed from a SIE school will not be allowed to re-enroll at any SIE campus. Students who are dismissed for alleged violent and/or sexual misconduct will not be allowed to re-enroll unless cleared of the charges brought against them.
The day the student is notified of his/her dismissal is the date of determination for the drop.
NOTE: Any student who is withdrawn or dismissed will receive a tuition adjustment in accordance with the refund policy and return stated on his/her Enrollment Agreement.

Appealing A Withdrawal
A student who has been withdrawn from the program may appeal his/her withdrawal and be considered for reinstatement into the program. Withdrawn students are not allowed to attend school during the appeals process.
Withdrawal appeals are not accepted for students who are:
• Withdrawn for not completing the program within 150% of the program length
• Dismissed for violating the Code of Ethics, Standards of Practice, or Professional Decorum policies

Submitting an Appeal Letter
The student must submit a written appeal to the Registrar within five business days of receiving notification of the withdrawal. The written appeal must include the following:
• An explanation of the extenuating circumstances that led to the withdrawal, including any supporting documentation.
• A description of what has changed in the student’s circumstances that will allow him/her to attend school and successfully complete the program.
• A complete class schedule with specific dates for all make-up, repeat and currently scheduled course and clinic attendance. Specific due dates for make up assignments, quizzes, or tests should be included. Students can request assistance in creating this schedule from the Student Services Department.

The Appeal Review
The Appeals Committee, consisting of the Registrar, Education Manager, Campus Director, and one Instructor, reviews the appeal letter, supporting documentation, class schedule, and relevant student records to determine if reinstatement is warranted.
The Appeals Committee sends a written response either granting or denying the appeal to the student within five business days of receipt of the appeal request.
NOTE: If one of the specified Appeal Committee members is unavailable, another education staff or faculty member may substitute on the committee.

Granted Appeals
When an appeal is granted, the student is reinstated and the student is returned to the student status he/she was on prior to the withdrawal. The reinstated student must adhere to the terms established in the Appeal Committee’s response letter. If the terms are not met, the student will be withdrawn again, with no further opportunity for appeal.

Denied Appeals
A student whose appeal is denied remains withdrawn and refund calculations are based on the student’s last date of attendance.
**Re-enrollment**

Students who have withdrawn from an SIE school may apply for re-enrollment. Applications are reviewed by the Campus Director and Education Manager and are accepted on a case-by-case basis. Students applying for re-enrollment must show extenuating circumstances for not completing the program on the first attempt, and document changes that have occurred that will allow them to complete the program. The student’s previous enrollment records are reviewed and considered with the application for re-enrollment. SIE considers re-enrollment a privilege that is only granted to applicants who show clear intent and capability of completing the program and pursuing a career in their chosen field.

Students are only allowed to re-enroll once at an SIE school. In rare cases, exceptions can be made to allow a student to re-enroll more than once. Students who have been dismissed for violating the Code of Ethics, Standards of Practice, or Professional Decorum policies in the school catalog are not eligible for re-enrollment.

Students accepted for re-enrollment will receive 100% tuition credit, as well as transfer academic and attendance credit for any courses successfully completed and passed during the first enrollment and which meet the following criteria:

**Utah and Arizona Only**
- The credit was earned no more than two years from the last day of attendance of the first enrollment
- The credit is equivalent to the current programs offered at the SIE schools

**Texas Only**
- The credit was earned no more than 48 months from the date of determination of the withdrawal from the previous enrollment
- The credit is equivalent to the current programs offered at the SIE schools
- Students accepted for re-enrollment who received Incomplete grades for courses in their first enrollment will be permitted to complete the Incomplete courses for no additional tuition charges.

- No tuition or academic credit is given after 48 months from the date of determination of the withdrawal from the previous enrollment first enrollment. Please refer to the Transfer Credit – SIE Texas policy in the catalog for more information.

No tuition or academic credit is given after two years from the last day of attendance of the first enrollment period. Please refer to the Transfer Credit policy in the catalog for more information.

**Procedure**

Students who wish to re-enroll must submit a letter of application and a completed Application to Re-Enroll to the Registrar. The letter of application must include the following:

- Why the student wants to re-enroll at a SIE school.
- What extenuating circumstances occurred during the student’s previous enrollment to prevent completion of the program.
- What has changed in the student’s circumstances to allow for successful completion of the program on the second attempt.
- What are the student’s career goals upon completion of the program.

The Registrar compiles the student’s previous enrollment records and submits the records, letter and application to the Campus Director. The Campus Director and Education Manager review the student’s file, and decide whether or not to re-admit the student. In some cases, the Campus Director and Education Manager may request an in-person interview with the applicant. The student is notified in writing of the acceptance or denial of his/her application within 15 business days of receipt of the application letter and necessary documents.
If the student is approved for re-enrollment, the Education and Financial Aid Departments must complete the procedure for transfer credit determination and create a class schedule for the student. Then the student must meet with an Admissions Representative to complete an Enrollment Agreement; pay a $50.00 re-enrollment registration fee and meet with Financial Aid to determine how the tuition and fees will be paid.

Prior balances will be reviewed before the student re-enrolls and must be paid through a payment plan or other approved arrangement. The student may be required to make a good faith payment prior to returning to school.

Students re-enrolling 180 days after their prior last date of attendance will be subject to any increases in tuition, books, fees, and supplies that have occurred since the student’s last enrollment period. Students re-enrolling within 180 days of their last enrollment will be held to the tuition rates of their prior enrollment. If any changes to the curriculum occurred since the student’s previous enrollment, the student is responsible for purchasing any new books, manuals, or supplies needed to complete the program.

Graduation Requirements

In order to graduate and be awarded a diploma, a student must:

• Have a passing grade, (C) or better, in all courses.
• Complete all required clinic hours.
• Have 90% minimum cumulative attendance in the program.
• Texas Only: Have 750 minimum clock hours of attendance.
• Have 1200 minimum clock hours of attendance for the Master Esthetics program in Utah.

Students who wish to participate in graduation ceremonies must meet all the criteria outlined above.

Additionally, in order to receive graduate paperwork, students must:

• Pay all tuition and fees.
• Complete all financial aid exit forms, if applicable.
• Attend a Career Services exit meeting.
• Return all library books and/or pay all library fines.
• Return parking permit, if applicable.

Graduating With Honors

The following awards are given upon graduation to students who qualify:

Outstanding Academic Achievement Award – This award is given to students who have successfully maintained a GPA of 4.0 upon the first attempt of all courses in the program.

Perfect Attendance Award – This award is given to students who have never been absent, late, or left early from any class or internship shift.

100% Attendance Award – This award is given to students who have 100% attendance in all courses and internship shifts by their scheduled program end date.

* This award is not applicable to the Texas programs, or to the Master Esthetics program, as 100% attendance is required to graduate from those programs.

Esthetic Internship Achievement Award – This award is given to esthetic students who have 100% attendance in all of the Skin Internships – never having been absent or late for a scheduled appointment.
Leave of Absence

SEG students can apply for an approved Leave of Absence (LOA) from school in extenuating circumstances. All LOAs must be initiated by the student, and must be approved by the school before the LOA begins.

Student Leave of Absence Reasons

Students who have certain emergency situations are eligible to take an approved LOA for up to 90 calendar days, or half the program length, whichever is less. LOAs may be approved for the following reasons:

- Circumstances that are covered under the Family and Medical Leave Act of 1993, which are:
  - Serious health condition of the student
  - Care of an immediate family member with a serious health condition
  - Birth/adoptive of a child and care for that child
- Death of an immediate family member
- Jury duty
- Military service
- Schedule LOA - SEG programs are offered over 5 or 10 week blocks, and specific courses in the program are offered during each block. Students are assigned a specific block/course schedule for their program when they start school. In some cases, when a student takes a leave of absence or receives transfer credit for multiple courses, a gap in a student's schedule can occur when a block is running in which the student has already received credit for all of the courses being offered. In these cases, a schedule leave of absence can be granted until the next available block/course starts that the student needs. If a leave of absence or transfer credit award creates a gap in a student's schedule, he/she is informed of it and may request a schedule leave of absence for the period of time of the gap. Schedule leave of absences are included in the maximum days a student can take a leave of absence, and the total days on LOAs combined cannot exceed 180 days or half the program length, whichever is less.

- Extenuating Circumstances - If a student has extenuating circumstances arise that require an extended absence from school and are not covered by the reasons outlined above, the student can still request an LOA, as long as the other requirements listed in this policy for an LOA are met.

All leave of absences are measured in calendar days and include school breaks and holidays in the total days allowed. Only one leave of absence will be approved in any twelve-month period. If necessary, a student can request an extension or an additional LOA. LOA extensions and additional LOAs have the same documentation requirements as initial LOAs. The combined total number of days of all leave of absences for a student cannot exceed 180 calendar days or half the program length, whichever is less, including school breaks and holidays.

International Students

International students requesting a leave of absence are subject to the laws, limits, regulations, and restrictions of the various government agencies that regulate their status.

Costs & Funding Associated with a Leave of Absence

A student does not incur additional charges while on a leave of absence. Financial aid disbursements cannot be made to a student on a leave of absence.

If any changes to the curriculum occurred during the student’s leave, the student is responsible for purchasing any new books, manuals or supplies needed to complete the program.

Students on a monthly payment plan with the school are still required to make their monthly payments while on leave of absence.
Applying for a Leave of Absence
To apply for a leave of absence a student must:
1. Complete a Leave of Absence Request Form with the Registrar or Academic Advisor prior to taking the leave of absence. This includes identifying a specific start and end date for the LOA. The LOA start date cannot be prior to the request date.
2. Provide appropriate documentation to support the LOA request (i.e. doctor’s note, military orders, etc.).
3. Meet with the Financial Aid Department prior to taking a leave of absence to discuss the effects that failure to return from a leave may have on a student’s loan repayment terms, including the use of some or all of the student’s grace period.

Appealing a Denial & Requests for LOA Extensions
If a student receives a denial of a leave of absence he/she can submit a written appeal to the Campus Director. A letter of explanation and supporting documentation should be submitted. The student will receive notification of the appeal/extension approval or denial within five business days.

Returning From a Leave of Absence
A student must return to school on their scheduled return date. Students should work with the Student Services office before returning to create a class schedule to complete their program. Students must return to the same program and campus from which they took the leave.

Often, due to the student’s class schedule needs, a student may need to change class groups upon return from a leave of absence. Classroom transfers for LOA students are coordinated with the Registrar, who determines which class and schedule best fits the LOA student’s remaining program requirements.

Failure to Return from Leave of Absence
Students who do not return to school on their scheduled leave of absence return date will be withdrawn from school. The refund policy will be applied if a student fails to return from a leave of absence. In order to return to school, the student would have to re-enroll. For more information, please refer to the Re-enrollment policy.

SIE Student Transfer
SIE students are allowed to transfer between program schedules (i.e. day to eve) and between campuses that are part of the same school group. All transfer requests must be submitted at least one week prior to the next term start. Transfers are allowed only at the beginning of a term and depend on space availability. Students must meet with the Financial Aid Department to discuss how a program schedule or campus transfer would affect their financial aid and/or repayment status.

Students are not permitted to transfer between programs, or between classes with the identical schedule at a campus.

Procedure
Students wishing to transfer must complete a Transfer Request Form, available from the Student Services office. The completed form must be submitted to the Registrar at the campus the student is currently attending at least one week before the beginning of the term of which the transfer is being requested.
Students must be at least half-time status, have a 2.0+ GPA, and have at least 80% cumulative attendance to be eligible to transfer between campuses. Incomplete grades will not transfer. Education personnel from both campuses will determine how and when such transfers will be processed.

Students enrolled at the Steiner Institute of Esthetics in Arizona can only transfer between the Tempe and Phoenix campuses. Students enrolled at the Steiner Institute of Esthetics in Utah or Texas cannot transfer to any other campus.

**Veteran’s Attendance Policy**

**Utah and Arizona Only**

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in the student’s file. Early departures, absences, tardiness, etc., for any portion of a class period will be counted as one quarter (1/4) absence. Students exceeding three (3) days in a month of unexcused absences will be terminated from their VA benefits for unsatisfactory attendance. The student’s attendance record will be retained in the veteran’s file for USDVA and SAA audit purposes.

**Holiday Schedule 2016-2017**

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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<tbody>
<tr>
<td>Martin Luther King Jr. Day</td>
<td>1/18/16</td>
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<tr>
<td>President’s Day</td>
<td>2/15/16</td>
</tr>
<tr>
<td>Spring Holidays</td>
<td>3/25/16 &amp; 3/27/16</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>5/30/16</td>
</tr>
<tr>
<td>Independence Day</td>
<td>7/4/16</td>
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<tr>
<td>Pioneer Day (Utah Only)</td>
<td>7/24/16</td>
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<tr>
<td>Labor Day</td>
<td>9/5/16</td>
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<tr>
<td>Columbus Day</td>
<td>10/10/16</td>
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<tr>
<td>Thanksgiving</td>
<td>11/24/16 – 11/25/16</td>
</tr>
<tr>
<td>Holiday Break (Utah Only)</td>
<td>12/19/16 – 1/2/17</td>
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<td></td>
<td>(Includes Christmas &amp; New Years)</td>
</tr>
<tr>
<td>Martin Luther King Jr. Day</td>
<td>1/16/17</td>
</tr>
<tr>
<td>President’s Day</td>
<td>2/20/17</td>
</tr>
<tr>
<td>Spring Holidays</td>
<td>4/14/17 &amp; 4/16/17</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>5/29/17</td>
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<tr>
<td>Independence Day</td>
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<tr>
<td>(Includes Christmas &amp; New Years)</td>
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</table>

* Not all holiday breaks are applicable to all programs. Please refer to your program schedule.
** Classes not held on holidays will occasionally be held on Friday instead.
Payment and Refund Policies

Payment Options
In addition to financial aid, each school accepts cash, checks, money orders, and credit cards as payment for tuition, books, and supplies.

Supplemental Assistance Programs
The following supplemental assistance programs may be available to SIE students, if qualified:

- Interest Free student payment plans
- In House Loan program
- Alternative loan programs
  (not available at all campuses, credit-based)
- State programs
- Veterans Benefits
- Scholarships

Interest Free Student Payment Plans
Interest free student payment plan options are available. Students choosing to make cash payments can spread the remaining balance over the length of the program to be paid in equal monthly installments. All balances must be paid in full prior to graduation.

In House Loan program (IHL)
The In House Loan program (IHL) is available to qualified students who have balances not covered by financial aid or other means. Please see the Financial Aid Representative at the campus for details.

Alternative Loans
Mountain America Credit Union offers an alternative loan to qualified students attending the Salt Lake, Tempe, and Phoenix campus locations.

Miscellaneous Fees
Change of Start Date: Each start date change initiated by the student will be subject to a $50 fee. Start date changes initiated by the school will not be subject to the fee. Changing start dates is not recommended due to the limited number of spaces available in each class.

Re-enrollment: Re-enrolling students will be subject to a re-enrollment fee of $50. In unusual circumstances, the Campus Director may waive this fee.

Transfer Fee: The administrative, non-refundable processing fees for all non-SIE transfer credit are: $25 per course. There is no fee for transfer credit received from SIE institutions.
Veterans’ Benefits
Utah and Arizona Only
Veterans’ benefits are offered at all campus locations for qualified students.
In conjunction with VA rules and regulations, Steiner Education Group has adopted the following definitions to serve as guidelines when certifying VA Benefits for participating students.

Clock hours
• 18 hours or more are full time
• 13-17 hours are ¾ time
• 9-12 hours are ½ time
• 5-8 hours are less than ½ time
• 1-4 hours are ¼-time or less

Refund Policies
In addition to the Return to Title IV Policy, the school will apply the appropriate institutional or state refund calculation to determine if there is an outstanding balance due to the school. Examples of Return to Title IV, institutional, and/or state refund calculations may be obtained from the Campus Director. Students who wish to withdraw are encouraged to do so in writing to a campus official. Students are also encouraged to attend an exit counseling session.
SIE will make all refunds within 30 calendar days of the date the student’s official or unofficial withdrawal/dismissal date, unless state or local policy states otherwise. All refunds will be returned according to the Refund Priority Method outlined in this Student Catalog and Handbook.
Students who do not remain current with payments due to the school may be sent to collections.

Institutional Refund Policy
Students withdrawing before the second Sunday in the first quarter of attendance will not incur any tuition charges. The student will be considered a “cancel” not a “withdrawal.” However, the student will be obligated for the cost of any books, manuals, supplies, and/or equipment received but not returned within 20 days following the student’s last day of attendance. No Title IV funds can or will be used to cover the above charges.

Utah and Arizona Policy
First and second weeks of the program are the Add/Drop period. After the third week through 50% of the program and financial obligation:
• The charges retained will not exceed a pro rata portion of the tuition for the training period completed, plus 10% of the unearned tuition for the period of training that was not completed, up to a maximum of $1,000.
• After 50% of the period of training and financial obligation the school will retain the full amount of the tuition.

All refunds are based on tuition charges for the program. Attending one day of any given week will result in a charge for the entire week.

Texas Policy
Under Texas State Law, a student who withdraws from Steiner Institute of Esthetics must have both a state and institutional refund calculation performed. Of the amount calculated, the one most favorable to the student is the refund issued. The Texas state policy is as follows.
The refund is based on the program time expressed in clock hours; refunds will be made within 30 days of the date of the drop or within 10 instructional days following the first day of the program if the student fails to begin classes. If a student begins the program and withdraws or is terminated, the minimum refund per Texas regulations is:

- During the 1st week or 1/10 of the program, whichever is less, 90% of remaining tuition.
- After the 1st week or 1/10 of the program, whichever is less, but within the first 3 weeks, 80% of remaining tuition.
- After the first 3 weeks of the program, but within the 1st quarter of the program, 75% of the remaining tuition.
- During the 2nd quarter of the program, 50% of the remaining tuition.
- During the 3rd quarter of the program, 10% of the remaining tuition.
- During the last quarter of the program, the student is obligated for the full tuition.

All refunds are based on tuition charges for the program. Steiner Institute of Esthetics may retain an administrative fee associated with withdrawal or termination not to exceed $100.

In case of a student’s prolonged illness or accident, a death in the family, or other circumstances that make it impractical to complete the program, the school may make a settlement which is reasonable and fair to both the individual and the school, at the discretion of the Campus Director.

A student will be charged for the amount of training completed through his/her last day of recorded classroom attendance. Any refunds shall be based on this date and will be paid within 30 days. In the case of an official Leave of Absence, a refund due a student shall be based on the last day of attendance and paid within 30 days of the scheduled last day of the leave of absence.

Students receiving state financial aid are subject to the refund policy as required by the program providing the money. If the school closes or discontinues a course or program, the school shall refund to each currently enrolled student monies for tuition for which the student would have been liable had the course or program continued.

Failure to pay the balance or make a scheduled payment will result in the account being turned over to a collection agency. Failure to pay the collection agency will result in the account being referred to a credit bureau after 45 days of non-payment.

Returning Materials

Students are able to return items within 20 days of their withdrawal. SIE does not repurchase equipment, books, or supplies from students who have completed in excess of 60% of the term.

- Books and manuals are returnable if they are in new condition and students will receive a 100% refund for the cost of each book or manual. There will be no refund on books or manuals that contain writing or have been obviously damaged.
- Uniforms are returnable if never washed or worn. The student will receive a 100% refund of the uniform cost.
- Skin care products and kits are returnable if never opened and the student will receive a 100% refund. If product or kit has been opened, no refund will be given.

The Return to Title IV Policy

The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and the school can retain when a student withdraws from all classes. Students who officially withdraw or are unofficially withdrawn from all classes prior to completing more than 60% of a payment period will have their eligibility for aid recalculated based on the percent of the payment period completed.
Students are encouraged to review and have an understanding of this policy. All students who consider withdrawing should contact their campus Financial Aid Department to determine the effect that the withdrawal will have on their financial aid package. This policy will apply to all students who withdraw, drop out, or are dismissed from SIE schools, and have received Title IV funds.

- “Title IV Funds” refers to the Federal Financial Aid Programs authorized by the Higher Education Act of 1965 (as amended) and includes the following programs:
  - Federal Direct Unsubsidized Loan
  - Federal Direct Subsidized Loan
  - Federal Direct PLUS Loan (for parents)
  - Pell Grant
  - Federal Supplemental Education Opportunity Grant (FSEOG)

- A student’s withdrawal date is defined as:
  - The date the student began the institution’s withdrawal process or officially notified the institution of the intent to withdraw; or
  - The date the school determines to drop the student according to the policy under which the student is being dropped.

Refunds on all institutional charges, including tuition and fees, will be calculated using the Institutional Refund Policies published herein.

Title IV aid is earned in a prorated manner up to and including the 60% point of the payment period. Title IV aid is considered earned after a student has completed 60% or more of the payment period.

- The percentage of Title IV aid earned shall be calculated as follows:
  **Hours scheduled to complete**
  **Total hours in the payment period**
  The percent of the hours completed shall be the percentage of the Title IV aid earned by the student.

- The percentage of Title IV aid that is unearned will be returned to the appropriate program.

- Unearned aid shall be returned by SIE schools from the student’s account to the following program(s) as follows:
  - Federal Direct Unsubsidized Loan
  - Federal Direct Subsidized Loan
  - Federal Direct PLUS Loan (for parents)
  - Pell Grant
  - Federal Supplemental Education Opportunity Grant (FSEOG)

- When the total amount of unearned aid is greater than the amount returned by SIE schools from the student’s account the student is responsible for returning unearned aid to the appropriate programs(s) as follows:
  - Federal Direct Unsubsidized Loan
  - Federal Direct Subsidized Loan
  - Federal Direct PLUS Loan (for parents)
  - Pell Grant
  - Federal Supplemental Education Opportunity Grant (FSEOG)

*Loan amounts are returned with the terms of the promissory note.

**Amounts to be returned by the student to federal grant programs will receive a 50% discount.*
Institutional and Student Responsibilities in Regard to the Return of Title IV Funds.

- SIE’s responsibilities in regard to the return of Title IV funds include:
  - Providing each student with the information given in this policy;
  - Identifying students who are affected by this policy and completing the Return of Title IV funds calculation for those students; and
  - Returning any Title IV funds that are due to Title IV programs.
- The student’s responsibilities in regard to the return of Title IV funds include:
  - Becoming familiar with the Return of Title IV policy and how complete withdrawal affects eligibility for Title IV aid; and
  - Returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV funds calculation.

The fees, procedures, and policies listed above supersede those published previously and are subject to change at any time.

Post Withdrawal Disbursements

If a student was eligible to receive Title IV funds but for some reason did not receive those funds prior to their official/unofficial withdrawal, this aid is considered aid that “could have been disbursed” and is considered a post withdrawal disbursement. The following criteria must be met in order to receive a post withdrawal disbursement from the following Title IV fund sources:

**Pell Grant** - the school must have received a valid ISIR (selected ISIRs must be verified).

**Federal Direct Loan** - the school must certify the loan application prior to the student’s last day of attendance.

**Federal DirectPLUS Loan** - the school must certify the loan application prior to the student’s last day of attendance.

In the event of a post withdrawal disbursement, the school will provide written notification of an offer for the student/parent to receive any post withdrawal funds within 30 days of the student’s date of determination of withdrawal. The parent/student must respond within 14 days to request some or all of the funds, at which time the school must disburse the funds requested within 90 days of the student’s last day of attendance. If the school receives no response, a disbursement will not be made. If the response is received after the 14 days, the school may choose whether or not to make the disbursement. Borrowers will receive written notification if a disbursement is not made.

Refunds and adjusted ledger cards will be sent to the student’s home address on file with the institution following the student’s withdrawal. Students are responsible for any portion of their institutional charges that are left outstanding after Title IV funds are returned.

Financial Aid Disbursements

Please refer to Satisfactory Academic Progress policy.

Renewal Applications

Some students may be required to submit an additional FAFSA and verification documents if they cross from one award year to another and are eligible for funding out of the new award year. The Financial Aid Department will notify students in this situation that they are required to submit additional paperwork.

Students required to submit additional paperwork must do so in a timely manner or risk being required to make cash payments for the remainder of their program costs or being dismissed from school.
Default Prevention

Students are responsible to repay, in full, all loans used to pay for their education. Repayment of student loans helps ensure the availability of loan funds for the future. Borrowers are encouraged to take the responsibility of loan repayment seriously.

Students can avoid delinquency by following these steps:

• Submit a monthly payment each month even if you haven’t received a bill.
• Sign up to have your student loan payment automatically debited from your checking or savings account.
• Submit larger or additional payments to reduce the amount of interest you pay on your loan. Be sure to indicate to the lender what you want done with larger or extra payment – reduction of principal or applied to future payments.
• Remember that overpaying one month does not mean that you can skip or reduce the next month’s payment.
• Call your lender/servicer immediately if you are unable to make a payment on time or if you have a financial hardship. The lender/servicer may be able to assist you with an alternative plan, deferment, or forbearance.
• Be aware of your deferment/forbearance rights. After submitting deferment or forbearance forms to your lender/servicer follow-up to confirm that your loan[s] have been deferred or are in forbearance.
• Understand your rights and responsibilities as a student loan borrower. Keep all loan paperwork such as promissory notes, lender correspondence, cancelled checks/auto-debit records, etc.
• Always communicate with your lender/servicer. Never ignore correspondence or requests for payment.

• Frequently check the National Student Loan Data Service (NSLDS) at www.nslds.ed.gov to ensure that you are current on your loans.
• If you default on your loan(s) some of the following may occur along with other actions determined by your lender(s) and/or servicer(s):
  • Your defaulted status may be reported to national credit bureaus and may have a negative impact on your overall credit score.
  • You may lose the ability to defer current and new student loans.
  • Your lender may garnish your wages to obtain payment.
  • Your federal and state income tax refunds may be withheld to obtain payment.
  • You may become ineligible to receive any additional federal or state financial aid, including grants.

Students may obtain additional information about loan repayment and default prevention guidance from the campus Financial Aid office.

Selective Service Policy

A male student must be registered with Selective Service in accordance with federal law. A student who has applied for financial aid and has not registered with Selective Service will not be able to receive federal aid until the issue is resolved. During this time, the student will be required to make other payment arrangements with the school or cease attending.
Career Services

Steiner Institute of Esthetics is dedicated not only to providing the highest quality education to its students, but also to helping those students find the jobs of their dreams.

Of course, your success ultimately depends on you. Steiner Institute of Esthetics cannot guarantee employment or salary. Our career services assistance starts when you are a student and does not stop even after you graduate. From your first job to your last in the industry – whether you need help tomorrow or ten years from now – we're here to help you succeed.

- SIE has a worldwide network of thousands of employers.
- SIE graduates have been recruited by many of the top-rated employers in the industry.
- Career Services makes career planning fast, focused, and easy.

Online Job Hunting, Support, & Resources

A comprehensive listing of current job opportunities is available online at www.segcareerservices.com. Through the use of a simple login and step-by-step menu, students can pinpoint specific locations or categories of opportunities such as full-time work, part-time work, spa work, chiropractic work, etc. Students can also post resumes, apply directly for jobs, find information regarding associations, do research, and find various job hunting sources, all online with 24-hour a day availability.

The job listings are published once a week and made available to all current students and graduates. These listings also include a private practice list, which contains space rentals, business opportunities, and independent contractor positions.

Resources

Through www.segcareerservices.com, students can find the resources and the information they need to succeed.

- Résumé and cover letter tips
- Tools to help build a private practice
- Marketing ideas
- Insurance information and where to get coverage
- Budgeting worksheets
- Sample business plans and contract agreements
- Links to useful websites

Licensing Requirements

A license is required in most states to practice esthetics. In the absence of state laws, local municipal ordinances may apply.

In most cases, in addition to completing the training program, students must pass a state and/or national exam and pay application fees to obtain a license. Information regarding various state licensure requirements may be obtained through the Admissions or Career Services Departments. Fees for licensure and/or state examinations are established by various state boards or state agencies and are subject to change.

Texas Only

Texas Department of Labor Licensing requires that all students who have enrolled in a beauty culture school hold a permit, stating the student’s name and the name of the school. The permit shall be displayed in a reasonable manner, at all times, at the school.

At time of enrollment, an application for the student permit shall be submitted via the Student Hour and Enrollment Automatic Reporting system.
In order to help our new graduates enter their profession, SIE will pay for the first exam and licensing fees in the state in which the student graduated. Depending on individual state processes, this will be done either by paying the costs directly to the licensing or exam agencies, or through reimbursement to the graduate for submitted and approved exam and licensing costs.

In order to qualify for this benefit, the following criteria apply:

1. The state must require an exam and/or license in order to work as a massage therapist or esthetician.
2. The application to take the exam or obtain licensure must be submitted within 30 days of the actual date of graduation.
3. The student or graduate must be in good financial standing with the school.
4. The student or graduate must provide proof of passing three practice exams.
5. The student or graduate must provide proof of passing the required theory and practical exams.

This is available to all Professional and Master Esthetics graduates who enroll on or after February 28th, 2013. If you need additional information regarding state requirements, licensing details, and names and addresses of regulatory agencies, please visit our website at: www.segcareerservices.com/resources.asp.

Additionally, a listing of each respective state agency and website is listed at the end of this policy.

**Utah Esthetics Programs Only:**

Utah exam and licensure costs will only be covered once for graduates of the esthetics programs. Master Esthetics graduates who have not obtained Basic Esthetician licensure will be eligible for Master Esthetician exam and licensure fee coverage.

The following table indicates which specific licensing costs are eligible to be paid by SIE, for the state in which you are attending school.

<table>
<thead>
<tr>
<th>State</th>
<th>License required?</th>
<th>Test Fees</th>
<th>State Fingerprinting Fee</th>
<th>State Background Check Fee</th>
<th>State Application Fee</th>
<th>State License Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utah</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
<td>N/A</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Arizona</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Yes</td>
</tr>
<tr>
<td>Texas</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
<td>N/A</td>
<td>Yes</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Licensure laws vary by state and Steiner Institute of Esthetics does not guarantee that the credentials earned at Steiner Institute of Esthetics schools will transfer outside the state in which training is offered. It is the student’s responsibility to contact other states in which he or she may wish to practice to determine if the credits are applicable to that state’s requirements.

Criminal conviction may affect a student’s ability to become licensed. Students should contact the campus they wish to attend for additional information.

Information regarding specific esthetics (skin care) licensing requirements is available to students from the Associated Skin Care Professionals (ASCP) at www.ascpskincare.com.

Students should review the following websites for additional information:

**Utah**
Division of Occupational & Professional Licensing
www.dopl.utah.gov/licensing/cosmetology_barbering.html

**Arizona**
Arizona Board of Cosmetology
www.azboc.gov

**Texas**
Texas Cosmetology Commission
www.license.state.tx.us/cosmet/cosmet.htm

**Student Lounge**
An on-campus student lounge is available to students at each of our campuses. A refrigerator, microwave ovens, and vending machines are available for student use.

Food and drinks (other than water in containers with lids) are not allowed in the classrooms and may only be consumed in the student lounge.

**Student Resources**
Each school maintains a list of agencies that may be able to provide counseling or support services. This list is not all-inclusive and the school makes no specific recommendations on the quality of services offered by these agencies. Any additional costs for services provided by outside agencies are the responsibility of the student.

**Tutoring and Academic Advising**
Students who are experiencing difficulty with a program are encouraged to request a meeting with the Instructor or Education Manager for support.

**Library**
The library contains a collection of books, professional trade journals, audiotapes, videotapes/DVDs, computers and audiovisual equipment for student use while on campus. For hours of operation, please check with the front desk or Education staff.

**Continuing Education**
The Steiner Education Group Continuing Education Program offers innovative and exciting continuing education seminars. Continuing education courses are not recognized or approved by the school’s accrediting agencies. A schedule of Continuing Education courses can be found at www.SteinerCE.com.
Student Records

Public Notice Regarding Directory Information

The Family Education Rights and Privacy Act (FERPA), a Federal law, requires that SIE, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, SIE may disclose appropriately designated “directory information” without consent, unless you have advised SIE to the contrary in accordance with the “Right to Refuse” section below.

Directory Information

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without your prior written consent.

SIE has designated the following information as directory information:

• Student’s name
• Address
• Telephone listing
• Electronic e-mail address
• Photograph
• Degrees, honors, and awards received
• Date and place of birth
• Major field of study
• Most recent educational agency or program of study
• Dates of attendance
• Institution attended

Right to Refuse

If you do not want SIE to disclose directory information from your education records without your prior written consent, you must notify SIE in writing within one month of your enrollment. This notification should reference “directory information” and must be delivered to:

SEG Corporate Offices
Vice President of Compliance
2001 West Sample Road, Suite #318
Pompano Beach, Florida 33064

Student Rights Regarding Education Records

FERPA also affords students certain rights with respect to their education records. These rights include:

1. The student’s right to inspect and review his/her education records within 45 days of the day SIE receives a written request for access.
   • The student must submit the written request to the Registrar, Campus Director, or other appropriate campus official, and the written request must identify the record(s) the student wishes to inspect. SIE will arrange for access and notify the student of the time and place where the records may be inspected.

2. The student’s right to request an amendment of his/her education records that he/she believes to be inaccurate.
   • The student may request SIE to amend a record that he/she believes to be inaccurate. The student must request any amendments in writing to the Campus Director, must clearly identify the part of the record he/she wants changed, and specify why he/she believes it is inaccurate. If SIE decides not to amend the record, SIE will notify the student of the decision and advise the student of his/her rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he/she is notified of the right to a hearing.
A. The right to request a record amendment does not include:
   1. Changes to grades or disciplinary decisions; and/or
   2. Opinions or reflections of a school official or other person that is reflected in
      the educational record.

3. The student’s right to consent to disclosures of personally
   identifiable information contained in his/her education records,
   except to the extent that FERPA authorizes disclosure without
   consent. These exceptions include:
   A. School officials with legitimate educational interest;
   B. Other schools to which the student may be transferring;
   C. Auditors, accrediting organizations, and appropriate parties in
      connection with the student’s financial aid;
   D. To comply with a judicial order or lawfully issued subpoena;
   E. Appropriate officials in cases of health and safety emergencies; and
   F. State and local authorities, within a juvenile justice system, pursuant to
      specific State law.

4. The student’s right to file a complaint with the U.S. Department
   of Education concerning alleged failures by SIE to comply with the
   requirements of FERPA. The name and address of the Office that
   administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

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Transcripts and Diplomas

Transcripts – Upon graduation, students receive an official student
transcript, provided all financial obligations have been met. Students
can expect to receive their transcript 15 business days after the last
official day of class. An additional transcript can be requested in
writing for a $5.00 fee. Requests will be processed within ten business
days.

Diplomas – Upon graduation, students receive a diploma signifying
completion of the program, provided all financial obligations have
been met. Students can expect to receive their diploma 15 business
days after the last official day of class. Lost diplomas will be replaced
within ten business days of receiving a written request. A $5.00
service fee is required.

NOTE: Express mail, certified mail, etc. are available upon request. Any additional costs
for these services will be charged to the student/graduate.

Student Complaint & Grievance Procedures

SIE is committed to open, ongoing communication between
students, staff and faculty members. If a student has a concern
or complaint regarding the program, school, or a staff or faculty
member, SIE recommends that the student should follow the
procedure outlined below. However, student’s are not required to
go through the SIE internal complaint procedure before contacting
a accrediting and/or state agency. The Campus Director will log all
official complaints on the SIE Complaint & Grievance Log and file
the complaint documentation in the log binder, which is kept in the
Campus Director’s office.

The first step is to address the issue directly with the appropriate
staff or faculty member. If the student is unable to resolve the issue
directly with the staff or faculty member, he/she may discuss the
concern with the Education Manager.
If a satisfactory resolution is not obtained, the student may initiate a formal complaint by writing a letter to the Campus Director containing the following information:

• The nature of the complaint
• The approximate date(s) that the problem occurred
• The name(s) of the individual(s) involved in the problem and/or other students involved, if applicable
• Important factual information, such dates of meetings with staff and/or faculty members, and outcome of meeting(s)

The Campus Director will review the complaint, investigate as needed, and in most cases will respond to the student within 10 business days. In cases where complaint resolution may take longer than 10 business days, the Campus Director will keep the student informed of the progress being made to address the complaint.

If the concern cannot be resolved by the campus, the student may contact the SEG corporate office. All complaints should be submitted in writing to:

Steiner Education Group
Director of Accreditation and Licensure
170 Red Rock Road
York, Pennsylvania 17406
717-268-1881
ElizabethH@SteinerEd.com

All signed, legible, written complaints will receive a written response from the corporate office within 10 business days.

If a student complaint still cannot be resolved after exhausting SEG’s complaint procedure, or if a student chooses to by-pass the SEG internal complaint procedure, the student may contact the following accrediting and/or state agencies:

For students attending SEG schools in Utah, they may also contact:

**Department of Commerce**
Division of Consumer Protection
160 East 300 South
Box 146704
Salt Lake City, UT 84114-6704
801-530-6601

**Accrediting Council for Continuing Education and Training (ACCET)**
1722 N Street NW
Washington, DC 20036
202-955-1113
complaints@accet.org
www.accet.org

For students attending SIE schools in Arizona, they may also contact:

**Arizona State Board for Private Post-Secondary Education**
1400 West Washington, Room 260
Phoenix, Arizona 85007
602-542-5715
azppse.state.az.us

For students attending SIE schools in Texas, they may also contact:

**Texas Department of Licensing & Regulation Complaint Policy:**
TDLR has a comprehensive enforcement program that investigates and resolves complaints against individuals and entities under our jurisdiction. Anyone may file a complaint by simply contacting the Department by phone at 800-803-9202 or 512-539-5600, by fax at 512-539-5698 by mail at Enforcement Division, P.O. Box 12157, Austin, Texas 78711, or e-mail at complaints@tdlr.texas.gov. Complaint forms can be downloaded from our web site.

The fastest way to file a complaint is through our online complaint filing system at [http://www.license.state.tx.us/Complaints](http://www.license.state.tx.us/Complaints).

Once a complaint is received, we will evaluate it to determine whether or not the complaint is within our jurisdiction. Within two working days of receiving a complaint, a confirmation notice will be sent to the complainant (the person filing the complaint). While the complaint is under investigation the complainant will be apprised of our progress at least quarterly.
Inclement Weather Policy
To ensure the safety of students and staff, the school may close due to inclement weather. Students should check with their individual campus for updates regarding school closures during inclement weather. Cancelled classes may be rescheduled on Friday(s) following the school closure. SIE reserves the right to reschedule classes at its discretion.

bodyworkmall.com
The bodyworkmall.com website contains products that will serve students and graduates, as well as other skin care professionals. Items include DVDs, books and charts, music, skin care tables, bolsters, skin care tools and machines, and professional lines of skin care products and supplies. Graduates receive a 10% career discount.

Student Suggestions
Suggestion Forms are available at the front desk for students who wish to make comments about any aspect of the school. Students are not required to sign the Suggestion Form; however, it is necessary if a response is expected. Signed suggestions will be responded to in a timely manner.

Incident Reports
Incident Report Forms are available at the front desk for students who wish to document a situation and bring it to the attention of the school’s administration. Completed Incident Report Forms are forwarded to the Education Manager for review. Please note that Incident Report Forms are used for documentation purposes only; they are not used to file formal complaints.

Change of Address
Students who have a change of address while enrolled at a SIE school should complete a Change of Address Form with the front office staff.

Voter Registration Forms
SIE encourages all students to vote. SIE campuses have Voter Registration Forms available from the Registrar for students who wish to register to vote.

Selling Products or Services
No solicitation is allowed on school property.

Drug-Free Schools Policy
The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, require that, as a condition of receiving funds or any form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The following information outlines SIE regulations to help ensure that the schools are drug-free. All students and employees of SIE are required to comply with the following standards of conduct related to alcohol and controlled substances.

- Students and employees may not possess, use, or distribute illegal drugs on any school property or as part of any school activity.
- The use of illegal drugs or abuse of legal drugs on school premises is expressly prohibited.
• Students and employees may not be on school property in a drunken or inebriated condition, or under the influence of controlled substances.
• Students and employees are encouraged to assist other students or employees in seeking treatment if a drug or alcohol-related problem is apparent.
• Students and employees are required to inform the Campus Director if they become aware of another student or employee distributing or selling illegal drugs on campus or at any school-sponsored activity.

Students or employees who are found to be selling or distributing illegal or prescription drugs on school property or at school-sponsored activities (including those held off campus) will be dismissed or terminated.

Any person who is believed to be selling or distributing illegal or prescription drugs or alcohol on any SIE campus will be immediately reported to the appropriate law enforcement agency.

Any student found to be under the influence of alcohol or illegal drugs during school hours will be suspended or permanently dismissed.

The following hotlines are available for drug or alcohol abuse counseling:

National Institute on Drug Abuse Hotline . . . . . . . . . . . . . . . 1-800-662-HELP
Alcohol Abuse 24-Hour Hotline . . . . . . . . . . . . . . . . . . . . . . . . 1-800-276-6818

The local campus staff will also assist students in finding contact information for local drug and alcohol abuse organizations.

Please note that “illegal drugs” are those identified in federal law, regardless of local or state laws that may not prohibit them.

Campus Crime & Security Policy

Any emergencies or criminal actions should be immediately reported to the Campus Director and/or the local law enforcement authorities. The school staff must be notified in addition to the law enforcement agency. To ensure prompt and accurate record keeping, criminal activity should be documented in a timely manner by students and/or employees. If a crime occurs, the victim should obtain a Crime Report Form from the front office staff and fill it out. This report will be kept on file at the school by administrative personnel. The school is not liable for any crime that may occur on campus, but it is required to report criminal activity. In order to do this, it is necessary to obtain documentation for any incident.

SIE promotes safety and it recommends that students, staff, and faculty use precautionary measures. If you are concerned for the safety of your belongings, we recommend that you either do not bring them to school or that you obtain a renter’s insurance policy or homeowner’s insurance policy to cover your personal property while in school.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, a copy of Annual Crime Statistics for each campus can be found posted in the student lounge of the school.
Catalog Content, Changes, and Course Cancellations

This Student Catalog and Handbook and its contents are subject to change without notice. Steiner Institute of Esthetics retains the right to change requirements, regulations, and fees at any time. Please see the Admissions Department for any catalog addenda that might contain updates or changes. SIE makes every effort to offer all scheduled courses. In the event of a cancelled course, every effort will be made to ensure students are notified. All cancelled courses will be rescheduled to ensure program requirements are offered in their entirety. Provisions contained herein supersede all of those previously published and do not constitute an irrevocable contract between the student and the school. The photographs used in this publication are representative of one or more of our campuses and/or the industry, and represent the kinds and types of equipment typically found in the industry.

Copyright Infringement

Steiner Institute of Esthetics, in compliance with the United States Department of Education, prohibits the unauthorized distribution of copyrighted materials by users of the institution’s network. This includes the unauthorized distribution of copyrighted materials through illegal downloading or peer-to-peer distribution of intellectual property. Students who are found to be in violation of this policy will be subject to disciplinary action and may also be subject to civil and criminal penalties. If you are unclear about this policy or what constitutes copyrighted materials, please contact the administrative offices for further guidance.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Section 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

Use of Technology Deterrents

All student web traffic is filtered through the use of 3rd party tools by which the SIE Information Technology department (IT) is able to specify which websites users are able to view as well as what type of content they are allowed to download. IT reviews web traffic on the student network to ensure that no loopholes have been found and exploited.

SIE’s computers do not offer any anti-piracy software, nor do they offer alternatives to legal downloading. Downloading of music and any type of media streaming is prohibited on any SIE computer.

Plagiarism

Plagiarism is the uncredited use (both intentional and unintentional) of somebody else’s words or ideas. All of the following are considered plagiarism:

• Turning in someone else’s work as your own
• Quoting someone and leaving out the quotation marks
• Copying someone else’s ideas and using them as your own.
• Failing to give credit for the use of someone’s work

Academic honesty is very important to SIE, therefore anyone suspected of plagiarizing in any form, may be subject to dismissal.
Arbitration Agreement

The student (and any co-signer) (referred to in this Section as “I,” or “me.”), and Steiner Education Group (“SEG”) agree that any dispute or claim, no matter how pleaded or styled, between me and SEG (or any affiliate, parent, subsidiary, or successor of SEG or any of its or SEG’s owners, officers, directors, employees or agents) arising out of or relating to (1) this Enrollment Agreement, or my recruitment, enrollment, or attendance at SEG; (2) the education provided by SEG; (3) SEG’s billing, financial aid, financing options, disbursement of funds or career service assistance, or (4) any claim relating in any manner to any act or omission regarding my relationship with SEG or SEG’s employees or agents, whether such dispute arises before, during or after my attendance at SEG, and whether the dispute is based on contract, statute, tort or otherwise, shall be resolved through individual, binding arbitration pursuant to this Section (the “Arbitration Agreement”). The arbitrator shall have exclusive authority to resolve any disputes relating to the enforceability, existence, scope or validity of this Arbitration Agreement, or the arbitrability of any issue or claim. Notwithstanding this Arbitration Agreement, either party may bring a claim of less than $5,000 in a small claims court or other similar court with limited jurisdiction. In addition, nothing in this Arbitration Agreement prohibits me from filing a complaint with the state regulatory agencies and accrediting agencies listed in the school’s catalog. Arbitration shall be conducted by the American Arbitration Association (“AAA”) before a single arbitrator in accordance with the Consumer Arbitration Rules of the AAA in effect at the time the arbitration is initiated. Information about the arbitration process can be obtained from AAA at www.adr.org, or (800) 778-7879. This Enrollment Agreement evidences a transaction involving interstate commerce, and the arbitrator shall apply federal law to the fullest extent possible, and the substantive and procedural provisions of the Federal Arbitration Act (9 U.S.C. §§1-16) (“FAA”) shall govern the applicability, interpretation, and enforcement of this Arbitration Agreement. All in-person hearings and conferences in the arbitration shall take place in a locale within 50 miles of the campus I attend or attended, unless SEG and I agree otherwise. If the county in which I reside at the time I file my claim is more than 50 miles from the campus I attend or attended, then I may choose that the hearings and conferences take place in my county. If my claim is for $10,000 or less, I may choose whether the arbitration will be conducted solely on the basis of documents submitted to the arbitrator, through a telephonic hearing or by an in-person hearing as established by the AAA Rules. If my claim exceeds $10,000, the right to a hearing will be determined by the AAA Rules. The arbitrator shall have the authority to award in favor of the individual party seeking relief all remedies permitted by the substantive law applicable to that party’s claim, including compensatory, statutory, and punitive damages (subject to any limitations that would apply in court), and attorney’s fees and costs. The arbitrator shall have the power to award declaratory or injunctive relief only in favor of the individual party seeking relief and only to the extent necessary to provide relief warranted in that party’s individual claim. Upon the timely request of either party, the arbitrator shall render a written decision setting forth his or her essential findings and the basis of his or her award. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions in the form of attorneys’ fees and other costs reasonably incurred by the other party (including arbitration administration fees, arbitrator’s fees, and expert and witness fees), to the extent such fees and costs could be imposed under Rule 11 of the Federal Rules of Civil Procedure. Judgment upon the award rendered by the arbitrator may be entered, and any other action authorized by the FAA may be taken, by any court having competent jurisdiction. There shall be no right or authority for any claims within the scope of this Arbitration Agreement to be arbitrated or litigated on a class basis, or for the claims of more than one student to be arbitrated or litigated jointly or consolidated with any other student’s claims. Each party shall bear the expense of its own counsel, experts, witnesses, and preparation and presentation of proofs. All fees and expenses of the arbitrator and administrative fees and expenses of the arbitration shall be paid by the parties as provided by the applicable AAA rules, by specific ruling of the arbitrator, or by agreement of the parties. If any part or parts of this Arbitration Agreement are found to be invalid or unenforceable by a decision of a tribunal of competent jurisdiction, then such specific part or parts shall be of no force and
effect and shall be severed, but the remainder of this Arbitration Agreement shall continue in full force and effect. Any or all of the limitations set forth in this Arbitration Agreement may be specifically waived by the party against whom the claim is asserted. Such waiver shall not waive or affect any other portion of this Arbitration Agreement.

IMPORTANT WAIVERS: THIS ARBITRATION AGREEMENT LIMITS CERTAIN RIGHTS, INCLUDING THE RIGHT TO MAINTAIN A COURT ACTION, THE RIGHT TO A JURY TRIAL, THE RIGHT TO PARTICIPATE IN ANY FORM OF CLASS OR JOINT CLAIM, AND THE RIGHT TO ENGAGE IN DISCOVERY (EXCEPT AS PROVIDED IN THE APPLICABLE ARBITRATION RULES). OTHER RIGHTS THAT I OR SEG WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION. THE ARBITRATOR’S DECISION WILL BE FINAL AND BINDING. RIGHT TO REJECT: I may reject this Arbitration Agreement by mailing a signed rejection notice to: Attention: Steiner Education Group Corporate Office, Compliance Department, 2001 W Sample Road, Ste. 318, Pompano Beach, FL 33064 within 30 days after the date I sign this Enrollment Agreement. Any rejection notice must include my name, address, telephone number.

Confidential Information
The following is part of each student’s Enrollment Agreement: I understand that, during my attendance at the school and thereafter, I will have access to Confidential Information belonging to the school including, but not limited to, course syllabi, tests, handouts, educational processes, and other proprietary instructional collateral. Except as required by law, I agree not to reproduce, distribute, or disclose any such Confidential Information to anybody outside the school during or after my attendance at the school. I agree that any violation by me of the agreement in this paragraph may cause the school irreparable harm and so the school shall be entitled to injunctive relief in addition to any other relief it might seek for such a violation.

Criminal Background Check
SIE reserves the right to perform criminal history background checks. State licensing or employment sites may require a criminal background check for licensure or employment.

Reservation of Rights
SIE reserves the right to:
• Modify existing or new programs by addition, deletion, or variation.
• Reschedule or consolidate classes.
• Change faculty members by replacement or substitution.
• Relocate the facility, within a reasonable distance.
• Cancel advanced classes when sufficient enrollment is not obtained.

Any changes to the policies or the calendar will be published in an addendum to this catalog.

Transferability of Credits
If a student plans to transfer coursework completed at SIE to another postsecondary institution, it is the student’s responsibility to determine if that institution will accept the completed coursework. SIE does not imply, promise, or guarantee transferability of its coursework or hours to any other higher education institution.
Thank You!

On behalf of every faculty and staff member at the Steiner Institute of Esthetics, we welcome you to our unique community of learning, congratulate you on taking the first steps toward changing your life, and look forward to you becoming successful in your chosen profession.

Thank you for allowing us to make a difference in your life. We are honored that you chose the Steiner Institute of Esthetics for your education.