



## Addendum to SIE Catalog • Volume 2 • July 2016

Programs	Day/Evening	Quarters/Weeks	Start Date	End Date	Day/Time	Clinical Internship
Professional Esthetics Program Utah & Dallas	Full-Time Day	32 weeks	1/3/17 2/6/17 3/13/17 4/17/17 5/22/17 6/26/17 8/1/17 9/5/17 10/10/17 11/13/17	7/30/17 9/3/17 10/8/17 11/12/17 12/17/17 2/4/18 3/11/18 4/15/18 5/20/18 6/24/18	M, T, W, TH 9:00 am - 4:00 pm Some classes may be held M-W only.	Saturday or Sunday (to be assigned) 9:00 am - 12:00 pm or 12:00 pm - 3:00 pm or 3:00 pm - 6:00 pm
Professional Esthetics Program Utah & Dallas	Part-Time Evening	42 weeks - Utah 47 weeks - Dallas	1/3/17 2/6/17 3/13/17 4/17/17 5/22/17 6/26/17 8/1/17 9/5/17 10/10/17 11/13/17	10/8/17 11/12/17 12/17/17 2/4/18 3/11/18 4/15/18 5/20/18 6/24/18 7/26/18 9/2/18	M, T, W, TH 6:00 pm - 10:00 pm Some classes may be held M-W only.	Saturday or Sunday (to be assigned) 9:00 am - 12:00 pm or 12:00 pm - 3:00 pm or 3:00 pm - 6:00 pm
Professional Esthetics Program Arizona	Full-Time Day	32 weeks	1/3/17 2/6/17 3/13/17 4/17/17 5/22/17 6/26/17 8/1/17 9/5/17 10/10/17 11/13/17	7/30/17 9/3/17 10/8/17 11/12/17 12/17/17 2/4/18 3/11/18 4/15/18 5/20/18 6/24/18	M, T, W, TH 9:00 am - 3:30 pm Some classes may be held M-W only.	Included in Day/Time schedule.
Professional Esthetics Program Arizona	Part-Time Evening	52 weeks	1/3/17 2/6/17 3/13/17 4/17/17 5/22/17 6/26/17 8/1/17 9/5/17 10/10/17 11/13/17	12/17/17 2/4/18 3/11/18 4/15/18 5/20/18 6/24/18 7/29/18 9/2/18 10/7/18 11/11/18	M, T, W, TH Tempe: 6:00 pm - 10:00 pm Phoenix: 6:30 pm - 10:30 pm Some classes may be held M-W only.	Included in Day/Time schedule.
Master Esthetics Program Utah	Full-Time Day	52 weeks	1/3/17 2/6/17 3/13/17 4/17/17 5/22/17 6/26/17 8/1/17 9/5/17 10/10/17 11/13/17	5/21/17 6/25/17 7/30/17 9/3/17 10/8/17 11/12/17 12/17/17 2/4/18 3/11/18 4/15/18	M, T, W, TH 9:00 am - 4:00 pm Some classes may be held M-W only.	Saturday or Sunday (to be assigned) 9:00 am - 1:30 pm or 1:30 pm - 6:00 pm
Master Esthetics Program Utah	Part-Time Evening	72 weeks	1/3/17 2/6/17 3/13/17 4/17/17 5/22/17 6/26/17 8/1/17 9/5/17 10/10/17 11/13/17	7/30/17 9/3/17 10/8/17 11/12/17 12/17/17 2/4/18 3/11/18 4/15/18 5/20/18 6/24/18	M, T, W, TH 6:00 pm - 10:00 pm Some classes may be held M-W only.	Saturday or Sunday (to be assigned) 9:00 am - 1:30 pm or 1:30 pm - 6:00 pm

\*Program lengths include possible holidays and breaks.



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### Programs

#### Salt Lake campus

	<b>Professional Esthetics Program</b> 720 clock hours 46 quarter credits _____ weeks (diploma program)	<b>Master Esthetics Program</b> 1200 clock hours 74 quarter credits _____ weeks (diploma program)
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Tuition Fee	\$9,150.00	\$13,100.00
Registration Fee	\$50.00	\$50.00
Book Fee	\$513.00	\$763.00
Supply Fee	\$1,120.00	\$1,640.00
Sub Total	\$10,833.00	\$15,533.00
Salt Lake Sales Tax	\$111.86	\$164.61

#### Dallas campus

	<b>Professional Esthetics Program</b> 750 clock hours 44.5 quarter credits _____ weeks (diploma program)
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Tuition Fee	\$8,780.00
Student Permit Fee	\$25.00
Book Fee	\$529.00
Supply Fee	\$1,280.00
Sales Tax Included	\$149.24
Registration Fee	\$50.00
Total	\$10,813.24

#### Tempe and Phoenix campuses

	<b>Professional Esthetics Program</b> 720 clock hours 54 quarter credits 32 day Weeks (diploma program)	<b>Professional Esthetics Program</b> 720 clock hours 54 quarter credits 52 eve Weeks (diploma program)
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Tuition Fee	\$9,050.00	\$9,050.00
Registration Fee	\$50.00	\$50.00
Book Fee	\$275.00	\$275.00
Supply Fee	\$1300.00	\$1300.00
Sub Total	\$10,675.00	\$10,675.00
Tempe Sales Tax	\$127.58	\$127.58
Phoenix Sales Tax	\$135.45	\$135.45

#### 2016 - 2017 Holidays

No classes will be held on these days.

Thanksgiving	11/24/16 – 11/25/16
Holiday Break	12/19/16 – 1/2/17
(Includes Christmas & New Years)	
Martin Luther King Jr. Day	1/16/17
President's Day	2/20/17
Spring Holidays	4/14/17 & 4/16/17
Memorial Day	5/29/17
Independence Day	7/4/17
Pioneer Day (Utah Only)	7/24/17
Labor Day	9/4/17
Columbus Day	10/9/17
Thanksgiving	11/23/17 – 11/24/17
Holiday Break	12/18/17-1/1/18
(Includes Christmas & New Years)	
* 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.	

#### Success Kits (optional)

#### Tempe Phoenix Salt Lake Dallas

Cost includes tax.

<input type="radio"/> <b>Satin Smooth Wax Kit:</b>	\$86.48	\$86.88	\$85.48	\$86.60
<input type="radio"/> <b>Vlash Extension Student Kit:</b>	\$178.37	\$179.19	\$176.30	\$178.61
<input type="radio"/> <b>Lash &amp; Brow Tint Kit:</b>	\$64.86	\$65.16	\$64.11	\$64.95
<input type="radio"/> <b>Kryolan Kit:</b>	\$64.86	\$65.16	\$64.11	\$64.95
<input type="radio"/> <b>Tempu Premier Airbrush Kit:</b>	\$345.92	\$347.52	\$341.92	\$346.40
<input type="radio"/> <b>Satin Smooth-HydraSonic:</b>	\$108.10	\$108.60	\$106.85	\$108.25
<input type="radio"/> <b>Bio Therapeutic:</b>	\$151.34	\$152.04	\$149.59	\$151.55
<b>Total:</b>				

\* The Master Esthetics Program is only offered at the Salt Lake City campus.



### Program Disclosures

Programs vary by campus and are subject to change.

#### Professional Esthetics Program

Gainful Employment Disclosures for the Professional Esthetics 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>.

	Salt Lake City	Tempe	Phoenix	Dallas
On-time graduation rate for program graduates	62%	52%	52%	73%
Job placement rate for program graduates as reported to accrediting agency	80%	27%	27%	68%
Accrediting agency & year of job placement report submission	ACCET 2016	ACCET 2016	ACCET 2016	ACCET 2016
Tuition and fees	\$9,311.86	\$9,227.58	\$9,235.45	\$9,004.24
Books and supplies	\$1,633.00	\$1,575.00	\$1,575.00	\$1,809.00
On-campus room and board	N/A	N/A	N/A	N/A
Median debt for program graduates for federal loans	\$5,833	\$7,600	\$7,600	\$7,916
Median debt for program graduates for private loans	\$0	\$0	\$0	\$0
Median debt for program graduates for institutional loans	\$0	\$0	\$0	\$0

#### Master Esthetics Program

Gainful Employment Disclosures for the Master Esthetics 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>.

	Salt Lake City
On-time graduation rate for program graduates	100%
Job placement rate for program graduates as reported to accrediting agency	85%
Accrediting agency & year of job placement report submission	ACCET 2016
Tuition and fees	\$13,314.61
Books and supplies	\$2,403.00
On-campus room and board	N/A
Median debt for program graduates for federal loans	\$7,128
Median debt for program graduates for private loans	\$0
Median debt for program graduates for institutional loans	\$0

All costs and statistics current as of January 1, 2017. Tuition and fees are subject to change. Program subject to change. For more information, visit our website at [www.steinered.com/ge.html](http://www.steinered.com/ge.html).



### Staff

#### National Office Staff

Dave Galloway	National Director of Phoning Operations
Scott Myers	Supervisor - National Phone Reps West Region
Rob Peterson	Team Leader - National Admissions Reps
Tarilyn Powell	Team Leader - National Phone Reps East Region

#### Salt Lake Main Campus Staff

Greg Brockman	Campus Director
Jennie Day	Bursar
Mela Renteria	Front Desk Manager
Andrea Phillips	Admissions Representative
DaleAnne Haws	Clinic Manager
Tara Nelson	Career Services Manager
Kurtis Steger	Career Services Advisor
Meggie Davenport	Education Manager
Anthony Earl	Facilities Manager
Guadalupe Carroll	Facilities
Raquel Giron	Facilities
Garrett Ting	Financial Aid Manager
Gisela Bruehl	Financial Aid Advisor
Lemina Schwenke	Front Desk Administrative Assistant
Aimee Tinsmith	Registrar
Agripina Kelsall	Academic Advisor
Isis Anzalone	Master Esthetics Instructor (Full-Time)
Heather Peterson-Felt	Esthetics Instructor (Part-Time)
McKenzie Stanley	Master Esthetics Instructor (Part-Time)
Aleca McKenna	Esthetics Instructor (Part-Time)
Mark Hanson	Esthetics Instructor (Part-Time)

#### Tempe Branch Campus Staff

Summer Shipley	Campus Director
(open)	Academic Advisor
Terry Imes	Administrative Assistant
Gayle Jackson	Administrative Assistant
Joe Perez	Admissions Representative
Tara White	Director of Admissions
Trina Hedrick	Bursar
Alsinia Hutzler	Career Services Advisor
Sarah Hammond	Career Services Advisor
Patricia Mitchell	Clinic Manager
Rosa DiFiori	Education Manager
Amy Kelly	Esthetics Instructor - Co-Director
Julie Slensby-Oldham	Esthetics Instructor - Director
Patty Karlage	Esthetics Instructor
Jesse Stevens	Facilities Manager
Janet Watson	Financial Aid Advisor
Jeanine DeTiege	Financial Aid Supervisor
Jason Winckler	Registrar

#### Phoenix Branch Campus Staff

Angie Bacino	Campus Director
Rachel Smith	Academic Advisor
Raylen Davis	Admissions Representative
Jimmy Fuentes	Admissions Representative
Shea McCauslin	Admissions Representative
Sharon Miller	Bursar
Teresa Bergquist	Career Services Manager
Lindsey Males	Career Services Advisor
Ryan Sedar	Career Services Advisor
Jennifer Deakin	Clinic Manager
Christy Kuratko	Education Manager
Jesse Stevens	Facilities Manager
Anita Howard	Financial Aid Manager
Richard Beights	Financial Aid Advisor
Chris Atwater	Front Desk Manager
Corey Clark	Front Desk Advisor
Theresa Chavez	Registrar
Pamela Brown	Esthetics Instructor (Full-Time)
Esther Mott	Esthetics Instructor (Part-Time)
Casey Powers	Esthetics Instructor (Part-Time)
Chanel Dean	Esthetics Instructor (Part-Time)
Amy Beck	Esthetics Instructor (Part-Time)

#### Dallas Branch Campus Staff

Ashlyn Russell	Campus Administrative Director, CPR/First Aid Instructor, Lecture & Bodywork Instructor Inst License #MI2704, Massage License #MT107391
Johnice Bell	Bursar
Danielle Cessna	Director of Admissions
Brooke Cox	Admissions Representative
Elizabeth Ingelhofe	Admissions Representative
Angela Sitzmann	Front Desk
Annette Clapp	Front Desk
Brandice Bell	Financial Aid Manager
Joshua Voyles	Career Services Advisor
Jan Perkins	Registrar
Michelle Manning	Academic Advisor
Maghan Murphy	Academic Advisor
Anastasia Franklin	Education Manager, Lecture & Bodywork Instructor Inst License #MI3135, Massage License #MT114065
Cynthia Whiting	FT Esthetics Instructor (COS 992408)
Crysta McDonald	PT Esthetics Instructor (COS 1241454)
Susana Gallegos	PT Esthetics Instructor (COS 1241454)
Kristin Hammond	PT Esthetics Instructor (COS 1571486)
Mariah Jeffers	Clinic Teaching Assistant
Gabrielle Brewer	Clinic CSR/Cashier
Troy Dabney	Clinic CSR/Cashier
Latonia Walker	Clinic CSR/Cashier



### Catalog Changes

#### **Minimum Cancellation and Settlement Policy - page 10.**

*Insert the following after the second sentence in the first paragraph in the Minimum Cancellation and Settlement Policy on page 10:*

Cancellation requests may be made in any format, written or verbal.

#### **Transfer of Credit - page 10.**

*Replace the first bullet point under "Exceptions" in column two of the Transfer of Credit policy on page 10 with the following:*

Exception—First Aid, CPR & AED: a student may be granted transfer credit for First Aid, CPR & AED if he/she is currently certified in First Aid, CPR & AED 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.

#### **Program Lengths - pages 12-19.**

*NOTE: Possible 2018 term schedule changes may temporarily extend the program lengths for specific starts in 2017 as follows:*

Salt Lake City Skin Day (32 weeks) starts 6/26/2017-11/13/2017 will be 33.9 weeks

Salt Lake City Skin Evening (42 wks) starts 4/17/2017 – 11/13/2017 will be 43.9 weeks

Salt Lake City Master Skin Day (52 wks) starts 9/5/2017 – 11/13/2017 will be 53.9 weeks

Salt Lake City Master Skin Eve (72 wks) starts 6/26/2017-11/13/2017 will be 73.9 weeks

Arizona (Tempe & Phoenix) Skin Day starts 6/26/2017-11/13/2017 will be 33.9 weeks

Arizona (Tempe & Phoenix) Skin Evening (52 wks) starts 2/6/2017-11/13/2017 will be 53.9 weeks

Dallas Skin Day (32 weeks) starts 6/26/2017-11/13/2017 will be 33.9 weeks

Dallas Skin Evening (47 wks) starts 3/13/2017 – 11/13/2017 will be 48.9 weeks

#### **Attendance Make-Up - page 38.**

*Replace the Attendance Make-Up policy on page 38 with the following:*

### 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.

When an absence occurs, students must make up the missed class session as soon possible in order to obtain pertinent course information in a timely manner, as well as to maintain satisfactory attendance rates. Students are required to maintain at least an 80% cumulative attendance rate in the program, which is evaluated officially every ten weeks. If a student has below 80% cumulative attendance at two consecutive official assessments, the student will be withdrawn. To avoid this, absences should be rare and made up as quickly as possible upon the student's return to school.

In addition, students must have:

- Utah & Arizona Only: 90% cumulative attendance in the program, along with 100% attendance in clinic, to graduate.
- Utah Master Esthetics Program Only: 100% cumulative attendance (1200 hours minimum) along with 100% attendance in clinic, to graduate.
- Texas Only: 100% cumulative attendance in the program, along with 100% attendance in clinic, to graduate.

For more information on attendance requirements, please refer to the "Attendance Requirements & Credit" policy.

Attendance make up should be coordinated with the Student Services department. Students are expected 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.



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### 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 rollsheets 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.

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#### **Withdrawal – Dismissal - page 42.**

*Replace the Self-Withdrawal section in the Withdrawal – Dismissal on page 42 with the following:*

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**Self-Withdrawal** - A student who wishes to withdraw from a program may notify the school in any format, written or verbal. The date the school receives the withdrawal request is the date of determination for the withdrawal.



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### **Leave of Absence - page 47.**

Replace the second paragraph in the second column in the Leave of Absence on page 47 with the following:

All leave of absences are measured in calendar days and include school breaks and holidays in the total days allowed. Generally, only one leave of absence will be approved in any twelve-month period. However, 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.

### **Leave of Absence - page 48.**

Replace the *Appealing a Denial & Requests for LOA Extensions* section in the Leave of Absence on page 48 with the following:

#### **Appealing a Denial**

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 approval or denial within five business days.

### **Veteran's Attendance Policy - page 49.**

Replace the *Veteran's Attendance Policy* on page 49 with the following:

#### **Veteran's Attendance Policy**

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as one quarter (1/4) absence. Students exceeding 10% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

#### **Standards of Academic Progress for VA Students**

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 each evaluation period. A VA student whose CGPA falls below 2.0 at the end of any evaluation period will be placed on academic probation for a maximum of two consecutive term of probation, the student's VA educational benefits will be terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.0.

### **Refund Policies - page 51.**

Replace the third sentence in the first paragraph of the *Refund Policies* on page 51 with the following:

Students who wish to withdraw are encouraged to do so verbally or in writing to a campus official.



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**Program Advisory Committee Members**

**Steiner Institute of Esthetics Salt Lake**

Chelsea Briggs . . . . . Sego Lily Day Spa  
Gwenn Shimizu . . . . . Sego Lily Spas

**Steiner Institute of Esthetics Tempe**

Chris Barth . . . . . Massage Envy  
Jaime Kite-Steen . . . . . Dolce Salon & Spa  
Brittany Murphy . . . . . Dolce Salon & Spa  
Janet Schwab . . . . . Elements Spa  
Bernadette Richardson . . . . . Massage Envy







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### Addendum to

Student Catalog & Handbook  
Volume 2 • July 2016

#### Acknowledgement and Agreement

I have received the addendum to the 2016 SIE Student Catalog & Handbook with the effective date of July 2016. I have read, understand, and agree to abide by the policies and procedures contained therein. I accept that failure to abide by these policies can be grounds for dismissal. Additionally, I understand that SIE copyrighted materials may not be reproduced or distributed, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without prior written permission of SIE. Any violation of SIE copyright will result in legal action to the full extent of the law and/or dismissal from SIE schools.

Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_