



CAROLINA SCHOOL OF ESTHETICS CATALOG

Carolina School of Esthetics
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South Carolina Department of Labor, Licensing and Regulation South Carolina Board of Cosmetology
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Financial Aid Accreditation Status: Candidate Status (National Accrediting Commission of Career
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WELCOME

Welcome to Carolina School of Esthetics.

We are excited to support you as you begin your journey in the beauty industry. Our programs are designed to provide students with the skills, knowledge, and professional training needed to succeed in the field of esthetics and nail technology.

Our instructors and staff are committed to providing a supportive learning environment that encourages growth, creativity, and professionalism. We look forward to helping you achieve your career goals.

Mission Statement

The mission of Carolina School of Esthetics is to provide high-quality education and professional training that prepares students for state licensure and successful careers in the beauty industry.

Our goal is to equip students with the knowledge, technical skills, and professionalism needed to become successful estheticians and nail technicians.

Educational Goals

All programs at Carolina School of Esthetics are designed to:

- Prepare students for state licensing examinations
- Develop technical and professional skills
- Provide hands-on training in a clinical environment
- Prepare graduates for entry-level employment in the beauty industry

Facilities and Equipment

Our educational institution includes 1 admin office, 15 stations/chairs, 10 treatment tables, 6 manicure tables, 2 pedicure station, 2 dispensary, 1 breakroom, 2 classroom, and 2 bathrooms.

New Class Starting Dates

Class start dates are every 4 weeks.

HOLIDAY AND SCHOOL CLOSINGS

Holiday Schedule

The following holiday schedule will be observed by **Carolina School of Esthetics**. These dates will not be counted as absences for students. A complete list of holiday closures will be posted on the student bulletin board.

In addition, any school closings due to inclement weather or emergency situations will also not count against student attendance.

Observed Holidays Include:

• Martin Luther King Jr. Day	• Thanksgiving Day
President's Day	
• Juneteenth	• Christmas Eve
• Memorial Day	• Christmas Day
• Independence Day	• New Year's Eve
• Labor Day	• New Year's Day

ADMISSION REQUIREMENTS:

Carolina School of Esthetics welcomes students who meet the following criteria:

General Requirements

- Be at least **16 years of age**
- Have a **high school diploma, GED, or equivalent**
- Complete an **enrollment agreement**
- Provide proof of age and identification
- Demonstrate a basic understanding of the English language

Educational Requirements

An applicant must meet **one** of the following criteria to qualify for admission:

- Possess a high school diploma (including diplomas from foreign schools, if equivalent to a U.S. high school diploma). Foreign diplomas must be verified by a qualified third-party agency to ensure accurate English translation and academic equivalency.
- Hold a recognized equivalent of a high school diploma, such as a GED certificate or other state-sanctioned diploma equivalency.
- Provide a sealed or official high school transcript showing high school completion.
- Have completed homeschooling at the secondary level as defined by state law.
- Have completed a secondary school education in a homeschool setting that qualifies for an exemption from compulsory attendance under state law, even if the state does not require a homeschool credential.

TRANSFER OF HOURS:

Transfer hours will be counted as both attempted and earned hours when evaluating a student's Satisfactory Academic Progress (SAP). This ensures accurate tracking of progress within the maximum time frame allowed for program completion. Carolina School of Esthetics accepts transfer hours from other institutions only if those hours are approved by the South Carolina State Board of Cosmetology Examiners.

RE-ENTRY PROCEDURE

Students who re-enter Carolina School of Esthetics will resume the program under the same Satisfactory Academic Progress (SAP) status that was in effect at the time of withdrawal, regardless of the time elapsed since leaving the program.

Registering Hours with the South Carolina State Board of Cosmetology Examiners

To register hours with the South Carolina State Board of Cosmetology Examiners, students must submit the following documents:

- Proof of Age (ID, Social Security card, or Driver's License)
- High School Diploma or GED Certificate

These documents must be provided in full before clock hours can be registered with the State Board.

Non-Discrimination Policy

As an equal opportunity cosmetology school, the school will not deny any person admission, graduation, or any other rights and privileges of the school due to age, race, color, sex, religion, creed, handicap or ethnic origin.

We are committed to providing an inclusive and respectful environment for all students.

Additionally, the school **does not recruit** students who are currently enrolled in or admitted to another school offering a similar program of study.

Sexual Harassment Policy

Sexual harassment is conduct of sexual nature that makes someone uncomfortable or embarrassed. According to the federal Equal Employment Opportunity Commission (EEOC) sexual harassment is sexual attention that is: Unwelcome and Unwanted, Harmful, or Illegal.

Right To Privacy and Information Release

NACCAS and governing agencies have access to student files. Record information will not be released to unauthorized persons or agencies without written consent from the student or parent/guardians of dependent minor students for each request. The release information policy also applies to parents or guardians in the event the student is still a minor.

Policy for Reviewing Financial or Educational File

Upon written request, student or parent/guardians of dependent minor students are permitted to review their records, with positive proof of identification under supervision of the administrative staff. All student records will be maintained for at least six years.

Grading

A student’s grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed daily, and the theory is determined test scores. Students are evaluated on the following grade scale:

GRADING SCALE

Letter	Grade Range
Excellent.....	100-90 Above Average.....89-80
Average.....	79-75 Below Satisfactory Progress... 74-0

Graduation and Transcript Policy

Carolina School of Esthetics will grant a Diploma of Graduation and an Official Transcript of Hours for the applicable course when all the following requirements have been met:

- Successful completion of all phases of study
- Completion of all required tests and practical assignments
- Passing of the final comprehensive written and practical examinations
- Fulfillment of the program of study in accordance with State Board requirements
- Completion of all exit paperwork
- Attendance at an exit interview

- Satisfactory arrangements made for the payment of all outstanding financial obligations to the school.

Only upon meeting these conditions will a student be eligible to receive their official documentation of graduation.

Employment Assistance

I understand that Carolina School of Esthetics does not guarantee employment or salary upon graduation. However, the school will provide placement assistance, which includes identifying potential employment opportunities and advising me on the best strategies to pursue and secure those opportunities.

Instructional Materials

Students who are enrolled in the programs are furnished webbook, study guide book, and kits.

Tuition Payments

If a student's tuition is paid through **Vocational Rehabilitation** or **Veterans Programs**, all disbursements will be credited directly to the student's account to cover tuition and other applicable charges.

Students **not** using Vocational Rehabilitation or Veterans Programs will be billed **monthly** for tuition payments.

The school reserves the right to suspend any student whose account becomes delinquent until the outstanding balance is paid.

Advising Services

Carolina School of Esthetics provides a comprehensive support system for each student. Our faculty and staff are dedicated, caring, and committed to assisting students with any needs or concerns that may arise.

Regular advising sessions are held on the first Tuesday of each month. Students requiring additional or emergency advising are encouraged to contact their assigned advisor directly to schedule an appointment.

Counseling Services

All students may contact the off-campus organizations for counseling opportunities, alcohol and drug abuse education, crime prevention education, and sexual assault prevention that are provided in orientation.

Student Conduct

All students are required to comply with federal, state, and local laws and to respect the rights of others. Students must conduct themselves in a manner that supports the educational mission of the school.

The following behaviors are strictly prohibited on school property and may result in **immediate dismissal**:

- Disrespect toward faculty or fellow students
- Use of profanity
- Theft
- Use or possession of alcohol and/or drugs.

The school reserves the right to **suspend or dismiss** any student whose behavior is deemed inappropriate or detrimental to the school community.

Once dismissed, a student **may not re-enroll** in the program for a minimum period of **ninety (90) days**.

Grievance Procedures

Most grievances occur between students and instructors or other frontline staff members and are typically resolved informally. However, if a complaint cannot be resolved through informal discussion, the student may escalate the matter by conferring with the CEO. If a dispute remains unresolved at the institutional level, the student, staff member, or any interested party may file a **written complaint** with the CEO. The complaint should clearly outline the nature of the issue.

Upon receipt of a written complaint, the CEO will meet with the complainant to discuss and attempt to resolve the problem. The CEO will provide a written response within **ten (10) working days** from the date of the meeting. If the complaint cannot be satisfactorily resolved at the school level, the student may submit a written complaint to **NACCAS** (National Accrediting Commission of Career Arts and Sciences).

Refund Policy and Cancellation Procedures

For applicants who cancel enrollment or students who withdraw, **Carolina School of Esthetics, LLC** ensures a fair and equitable settlement. This policy applies to all terminations for any reason, including student decisions, course or program cancellations, or school closure.

Refund calculations and refunds will be made within 45 calendar days of the official cancellation or withdrawal date. The official cancellation or withdrawal date is the earliest of the following:

1. **Applicant Not Accepted:** If an applicant is not accepted by the school, they will receive a refund of all monies paid, **minus a non-refundable application fee of \$100**.
2. **Cancellation Within Three Business Days:** If a student (or legal guardian) cancels enrollment in writing **within three business days** of signing the enrollment agreement, all monies collected will be refunded except the **non-refundable \$100 application fee**, regardless of whether classes have started.

3. **Cancellation After Three Business Days but Before Starting Classes:** If a student cancels after three business days of signing the contract but before beginning classes, they will receive a refund of all monies paid **except the \$100 non-refundable application fee.**
4. **Withdrawal Notification:** A student who notifies the school of their withdrawal in writing.
5. **Leave of Absence Non-Return:** A student on an approved leave of absence who notifies the school they will not return. The withdrawal date is the earlier of the leave expiration or the date the student notifies the school.
6. **Expulsion:** A student expelled by the school. (Unofficial withdrawals will be determined by attendance monitoring at least every 30 days.)
7. **Cancellation Date Determination:** For cancellations or withdrawals described in points 2, 3, 4, or 5, the cancellation date is based on the **postmark of the written notification** or the **date the notification is delivered in person** to a school administrator or owner.

Refund Schedule for Students Who Begin Classes and Withdraw

For students who enroll and begin classes but withdraw before completing the program (after three business days of signing the contract), tuition refunds will be calculated based on the **percentage of the program completed.** (Specific refund schedules can be detailed here if available.)

Refund Calculation and Cancellation Policy

All refunds are calculated based on the student's **scheduled hours** in relation to the **total course/program hours completed,** determined by the student's **last date of attendance.**

Refund Percentage Based on Scheduled Time Completed:

Percent of Scheduled Time Completed	Refund Percentage of Tuition Retained by School
0.01% to 4.9%	5%
5% to 9.9%	10%
10% to 14.9%	15%
15% to 24.9%	25%
25% to 49.9%	50%
50% and over	100%

Refund Procedure

- **Refunds due to withdrawal** (official or unofficial) will be made within **45 calendar days** of the determination of withdrawal.
- In cases of **disabling illness or injury, death in the student's immediate family,** or other **documented mitigating circumstances,** a reasonable and fair refund settlement will be arranged.

Course Cancellation and School Closure Policies

- If a course is **canceled after enrollment but before instruction begins**, the school will:
 - Provide a **full refund of all monies paid**, OR
 - Offer **completion of the course/program** at a later date.
- If the school **cancels a course/program after instruction has begun**, the school will:
 - Provide a **pro-rata refund** to students transferring to another school based on hours accepted by the receiving institution, OR
 - Offer **completion of the course**, OR
 - Participate in a **Teach-Out Agreement**, OR
 - Provide a **full refund of all monies paid**.
- If the school **permanently closes** after instruction has begun, the school will:
 - Provide a **pro-rata refund of tuition**, OR
 - Participate in a **Teach-Out Agreement**.

Additional Fees

- Students who **withdraw or terminate prior to course completion** are charged a **termination fee of \$100.00**.
This refund policy applies to tuition and fees outlined in the enrollment agreement.
- **Other charges** incurred by the student (e.g., extra kit materials, books, products, unreturned school property) will be calculated separately at the time of withdrawal.
- All fees and charges are clearly identified in the enrollment agreement and in the school catalog.

TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN

20% 30% 40% 45% 70%

Cosmetology Course, Esthetics Course, Nail Course, Instructor Training Course

SATISFACTORY ACADEMIC PROGRESS POLICY

Evaluation Periods and Satisfactory Academic Progress (SAP) Policy

Program Options

- **Day Full-Time Monday – Thursday:** 30 hours per week / 20 weeks
- **Night Part-Time Monday- Thursday:** 20 hours per week / 30 weeks
- **Weekend Part-Time Saturday- Sunday:** 14 hours per week / 42 weeks

Evaluation Periods:

Evaluations are based on the **actual contracted hours completed** by each student.

Policy Applicability:

The Satisfactory Academic Progress Policy applies to **all students**, whether enrolled part-time or fulltime, in any program. This policy is provided to every student **prior to enrollment**.

Transfer Students:

Evaluations for transfer students occur at the **midpoint of their contracted hours** or the **established evaluation period**, whichever comes first.

Evaluation Process:

- Evaluations assess if students meet the **minimum SAP requirements**.
- Evaluations are scheduled to ensure that students receive at least **one evaluation by the midpoint** of the course.
- SAP evaluations are completed at the conclusion of each evaluation period.
- Each evaluation will be finalized within **7 school business days** after the scheduled evaluation date.
- Students will be **notified of all evaluation results**.

Attendance Progress Evaluation

Students are required to attend a **minimum of 67%** of the scheduled hours based on their applicable attendance schedule to be considered as maintaining **satisfactory attendance progress**.

Evaluation Timing: Attendance is evaluated at the **end of each evaluation period** to determine if the minimum attendance requirement has been met.

- **Attendance Calculation:** Attendance percentage is calculated by dividing the **total hours attended** by the **total hours scheduled**.
- **Satisfactory Attendance:** To maintain satisfactory attendance progress, students must have a **cumulative attendance rate of at least 67%** since the start of the course.
- This 67% benchmark ensures that, if the current attendance rate continues, the student is on track to **graduate within the maximum allowable time frame**.

MAXIMUM TIME FRAME

If any student enrolled fails to complete the program within the maximum time frame they will be terminated and then can re-enroll on a cash pay basis. The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSES:**Esthetics Course**

(Full time, 30 hrs/ 20wk) - 600 Hours (Part time, 20 hrs/ 30 wk) - 600 Hours

MAXIMUM TIME ALLOWED WEEKS SCHEDULED HOURS

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

Nail Course

(Full time, 30 hrs/ 10wk) - 300 Hours (Part time, 18 hrs/ 15wk) - 300 Hours

MAXIMUM TIME ALLOWED WEEKS SCHEDULED HOURS

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

Academic Progress Evaluations

Qualitative Evaluation:

Academic progress is assessed through a system of grades based on assigned academic learning and practical experiences.

- Students complete academic learning units and a minimum number of practical assignments.
- Academic learning is evaluated **after each unit of study**.
- Practical assignments are evaluated **upon completion** and only count toward course completion if rated **satisfactory or better**.
- Practical assignments meeting satisfactory requirements receive a **100% completion rating** in the system.
- If performance is **unsatisfactory**, the assignment must be **repeated** and does **not count** toward completion.
- At least **two comprehensive practical skills evaluations** are conducted during the course.
- Practical skills are evaluated using the school's approved procedures and criteria.

Grade Requirements:

- Students must maintain a **cumulative written grade average of 75% or higher** to graduate. Failed or missed tests and incomplete assignments must be **made up**.

Grading Scale:

Performance Level	Numerical Grade Range
Excellent	90 – 100
Above Average	80 – 89
Average	75 – 79
Below Unsatisfactory Progress	0 – 74

Determination of Progress Status

- **Students who meet the** minimum academic and attendance requirements **at each evaluation point** are considered to be making **Satisfactory Academic Progress (SAP)** until the next scheduled evaluation.

- Students will receive a **hard copy** of their SAP determination at the time of each evaluation.
- Students **not maintaining SAP** may face interruption of **Title IV funding**, unless they are on **warning** or have successfully appealed and are placed on probation.
- *(Note: Our school is **not** approved for Title IV funding.)*

WARNING POLICY

- Students who **fail to meet minimum requirements** for attendance or academic progress are placed on a **warning period**.
- During the warning period, students are still considered to be making **satisfactory academic progress**.
- The student will receive **written notification** outlining the specific actions required to regain satisfactory academic progress by the next evaluation.
- If the student does **not meet** both attendance and academic requirements by the end of the warning period, they may be placed on **probation**, provided they have successfully **appealed**.
- During probation, students may be subject to additional conditions and monitoring.
- *(Note: Students on probation may be deemed ineligible for Title IV funding if applicable; however, our school is **not approved** for Title IV funding.)*

PROBATION AND ACADEMIC POLICY

- Students who **fail to meet the minimum academic or attendance requirements** after the **warning period** will be placed on **probation** if they:
 1. **Appeal** the determination, and
 2. **Prevail upon appeal**, and
 3. Can mathematically **meet Satisfactory Academic Progress (SAP) standards** by the **end of the next evaluation period**.

While on probation, students are **making** satisfactory academic progress.
- If placed on an **academic plan** as a condition of the appeal:
 - The plan must allow the student to **meet SAP standards** by the end of the next evaluation period.
 - Students who are meeting the terms of their academic plan are **making** SAP.
- The student will be **advised in writing** of:
 - The actions required to regain SAP by the next evaluation, and
 - Any potential **impact on financial aid eligibility** (if applicable).
- If the student **fails to meet** SAP requirements or the terms of the academic plan by the end of the probationary period, the student will be determined as **not making satisfactory academic progress**.
- *(Note: Although this policy references Title IV funding eligibility, our institution is **not approved** for Title IV funding.)*

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish Satisfactory Academic Progress (SAP) **by meeting the** minimum academic and attendance requirements **by the** end of their warning or probationary period.

If applicable, Title IV financial aid eligibility **may also be reinstated once SAP is regained.**
(Note: Our institution is not approved for Title IV funding.)

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

- If a student's enrollment is **temporarily interrupted due to an approved Leave of Absence (LOA)**, the student will return to school with the **same Satisfactory Academic Progress (SAP) status** held at the time the leave began.
- The number of days taken during the LOA will:
- **Extend the student's contract period and maximum time frame** by the same number of days, and
- **Not be counted** in the student's **cumulative attendance percentage.**
- Students who **withdraw prior to completing the course** and later choose to **re-enroll** will return with the **same SAP status** they held at the time of withdrawal.

APPEAL PROCESS FOR UNSATISFACTORY ACADEMIC PROGRESS

Students who are determined to be **not making Satisfactory Academic Progress (SAP)** may submit an **appeal** of the determination within **ten (10) calendar days.**

Valid Grounds for Appeal:

Appeals may be considered for the following reasons:

Death of a relative

- **Injury or illness** of the student
- Other **allowable special or mitigating circumstances** *Appeal Submission Requirements:*
- The appeal must be submitted **in writing** on the school's **designated appeal form.**
- The student must explain **why SAP standards were not met**, and
- Provide **supporting documentation** (e.g., medical records, death certificate, etc.).
- The appeal must include an explanation of **what has changed** that will enable the student to **meet SAP by the next evaluation point.**

Review and Decision:

- The school will **review the appeal** and make a decision within **30 calendar days.**

- The decision will be **communicated to the student in writing**.
- All **appeal documentation and the final decision** will be **retained in the student's file**.

Outcome of a Successful Appeal:

- If the student **prevails upon appeal**, the negative SAP status will be **reversed**.
- **Federal financial aid eligibility**, if applicable, will be **reinstated**.
(*Note: Our school is not approved for Title IV funding.*)

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

Regarding Satisfactory Academic Progress, a student's transfer hours are evaluated on actual hours. We accept hours at other institutions if such are accepted by the State Board. Tuition for transfer students is charged by the hour.

RE-ENTRY PROCEDURE

Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time the individual left, regardless of how much time has elapsed.

LEAVE OF ABSENCE POLICY

A **Leave of Absence (LOA)** is defined as a **temporary interruption** in a student's program of study. It does **not** include non-attendance during institutionally scheduled breaks.

To be officially recognized as an LOA and not considered a withdrawal, the leave must meet **all** conditions outlined below. If these conditions are **not met**, the student will be considered **withdrawn**, and a refund calculation will be performed in accordance with the school's **Refund Policy**.

Conditions for an Approved Leave of Absence:

1. Qualifying Circumstances

An LOA may be granted for the following documented reasons:

- Medical issues (e.g., injury, illness)
- Family emergencies
- Other unforeseen or mitigating circumstances

2. Timing of the Request

- Students must request the LOA **in advance**, in **writing**, and must include the **reason for the leave** and sign the request.

- If unforeseen circumstances prevent advance notice (e.g., hospitalization due to a car accident), the school may grant the LOA **retroactively**, using the **first date the student was unable to attend**. Documentation must be provided, and signatures collected later.

3. **Expectation to Return**

There must be a **reasonable expectation** that the student will return to school at the end of the approved LOA.

4. **Resumption of Training**

Upon return, the student must resume training **at the same point** in the academic program and payment/enrollment period as when the LOA began.

5. **No Additional Charges**

The school will **not assess additional institutional charges** as a result of the LOA.

6. **LOA Duration Limit**

The total time of all LOAs may not exceed **180 calendar days** in any **12-month period**.

7. **Approval Authority**

The school reserves the right to **approve or deny** any LOA request. All approved LOAs will extend the student's **contract period** and **maximum time frame** by the same number of days taken during the leave.

- Any changes to the **enrollment agreement** must be initialed or signed in an **addendum** by all parties.

8. **Failure to Return** ○ If a student **does not return** on the **scheduled return date**, the student will be considered **withdrawn**, and the **last date of attendance** prior to the LOA will be used for **refund calculation**.

- A student taking an **unapproved LOA**, or not returning after an approved LOA, will be **withdrawn** based on the last date of attendance.

9. **Financial Arrangements Upon Return**

Upon return from an LOA, students will **continue to earn in-house financing** (if applicable)

previously awarded for the period.

Course Outline –

Program Options:

Esthetics:

- **Day Full-Time Monday – Thursday:** 30 hours per week / 20 weeks = 600
- **Night Part-Time Monday- Thursday:** 18 hours per week / 30 weeks = 600
- **Weekend Part-Time Saturday- Sunday:** 14 hours per week / 42 weeks = 600

Nails:

- **Day Full-Time Monday – Thursday:** 30 hours per week / 10 weeks = 300
- **Night Part-Time Sunday- Wednesday:** 18 hours per week / 15 weeks = 300

Course Objective

The primary objective of the **Esthetics Program and Nails Program** is to prepare students to successfully pass the **South Carolina State Licensing Examination** and become licensed Estheticians. The curriculum provides comprehensive training in both theoretical knowledge and practical skills necessary to perform a wide range of esthetic services in a professional setting.

Course Description

The **600-hour Esthetics Program** focuses on the **science and art of skin care**, emphasizing techniques that improve the skin's appearance and health. Students receive instruction in:

- **Facial Massage and Treatments**
- **Skin Analysis and Care Techniques**
- **Hair Removal (Waxing and Tweezing)**
- **Makeup Application**
- **Body Treatments (e.g., wraps and exfoliation)**
- **Use of Electrical Equipment in Facial Services**
- **Infection Control and Sanitation**
- **Client Consultation and Documentation**
- **Product Knowledge and Ingredient Analysis**
- **Business Practices and Professional Ethics**

Instruction is delivered through **classroom theory**, **demonstrations**, and **hands-on practice** in a clinical environment under instructor supervision.

Career Preparation

Upon successful completion of the program, students will be prepared for **entry-level employment** in the esthetics field, including opportunities in:

- Spas and Salons
- Dermatology and Medical Aesthetic Clinics
- Makeup Artistry
- Freelance or Entrepreneurship
- Retail or Cosmetic Sales
- Esthetics Education (with further training)

The program also includes **business and professional development training** to help students build the foundation for a successful career in the beauty and wellness industry. Grading Procedures

To ensure students are achieving the required knowledge and skills, both written and practical work are evaluated according to the grading scale below. Students must demonstrate satisfactory progress through lab assignments before becoming eligible for practical examinations.

NAIL TECHNOLOGY PROGRAM

The 300-HOUR Nail Technology Program prepares students to successfully complete the South Carolina State Board licensing examination and obtain employment as professional nail technicians.

Students receive training in:

Manicures
Pedicures
Artificial nails
Nail art
Sanitation and infection control
Client consultation
Salon business practices

Career Opportunities

Nail Technician
Salon Professional
Spa Nail Specialist
Independent Nail Technician

Grading Scale – Written & Practical Assessments

Grade Category	Percentage Range
Excellent	90 – 100
Above Average	80 – 89
Average	75 – 79
Below Satisfactory Progress	0 – 74

Written and Practical Requirements

- Students are expected to stay actively engaged. If not with a client, they must be practicing on their mannequin or attending theory class.
 - **Clock hours will not be awarded** for idle or unproductive time.
-

Make-Up Tests

- Students who miss a written test due to absence are permitted to **make up the test**.
- The test must be completed either **during the same week of return** or the **following week** during a scheduled make-up time.
- **Failure to make up the test** will result in a **zero**, unless mitigating circumstances exist. These must be reviewed by the **School Director**.
- In such cases, the student must retake the test on the next available make-up day.

Retaking of Tests

- Students who score **below 75%** ARE NOT ALLOWED TO RETAKE TEST.

Practical Exams, Midterms, Mock Boards, and Finals

- Students must **pass all practical assessments** with a **score of 75% or higher**.
- The **highest passing grade** will be entered into the Student Management System.
- Students who **miss two scheduled make-up opportunities** for these assessments will be:
- **Blocked from Student Services and Guest Services**
- **Required to attend a coaching session** to review their progress and obligations.
- Informed that these assessments are mandatory for graduation and may be completed during **either day or night sessions**, as available.

Completion Requirements for Esthetics Program

To be eligible for graduation from the Esthetics Program at **Carolina School of Esthetics, LLC**, students must fulfill all the following requirements:

A. Clock Hour Requirement

- Students must **complete 600 clock hours** of training in the Esthetics curriculum.
- All practical and theory credit hours must be completed as prescribed by the school.

B. Academic and Performance Standards

- Students must achieve a **cumulative grade average of 75% or higher** and attendance of **67% or higher**.
- All services must be performed with a **professional standard of skill and care**.

- Theory is evaluated through **written exams**.
- Practical and clinic work is assessed by **instructor observation and real-time feedback**.
- **All theory work must be submitted by 250 hours (Nails) and 550 hours (Esthetics)**.
- The final **50 hours will be spent on the student salon floor**, refining practical skills in a real-world setting.

C. Final Assessments

- Students must pass all **practical examinations and final written exams** administered by their assigned instructor with a **minimum score of 75%**.

D. Financial Requirements

- **All tuition, fees, and any applicable overtime charges must be paid in full** by the 600-hour mark (Esthetics) and 300-hour mark (Nails).
- Students may not complete their remaining hours unless:
- Their balance is paid, **or**
- A **school-approved payment plan** has been secured.

E. Diploma Award

- Upon successful completion of all requirements (A through D), the student will be awarded a **Diploma of Graduation**.

Additional Licensing Information

- State licensing exams are held in **South Carolina**.
- Information on exam registration, scheduling, and procedures is available at: www.pcshq.com.
- Students will receive a **graduation packet** containing detailed instructions for the licensing process.
- For questions or assistance, please contact the **school Director**.

Professional Clinic Experience & Practical Requirements

We emphasize hands-on learning and client services to better prepare students for salon employment. The following **practical and theory-based services** are emphasized on the student salon floor: *Core Esthetics and Nails Program*.

Requirements

- Cleansing
- Skin Analysis
- Massage
- Masque Application
- Facial Exfoliations
- Towel Steaming
- Final Full Facials *Hair Removal*

- Eyebrow Waxing
- Eyebrow Tweezing
- Lip Waxing
- Leg Waxing

Body Treatments

- Body Scrubs
- Body Wraps

Makeup Application

- Basic and advanced makeup techniques

Exams & Evaluations

- Mock Board #1
- Final Written Exam
- Final Practical Exam

Esthetics

600 Hours Curriculum

(1) Professional Practices

50 Hours

- (a) Bacteriology and Sanitation
 - (i) Personal hygiene
 - (ii) Public health
 - (iii) Methods
 - (iv) Procedures
- (b) Business Practices

- (i) Management practices
- (ii) Salon development
- (iii) Insurance
- (iv) Client records
- (v) Salesmanship

(2) Sciences

130 Hours

- (a) Histology of Skin
 - (i) Cell
 - (ii) Tissue
- (b) Dermatology
 - (i) Structure of the skin and glands
 - (ii) Functions of the skin and glands
 - (iii) Conditions and disorders of the skin
 - (iv) Characteristics of the skin
 - (A) Elasticity
 - (B) Color
 - (C) Skin types
 - (v) Nutrition
 - (A) Nourishment of skin
 - (B) Healthful diet
- (c) Structure and Functions of Human Systems
 - (i) Skeletal
 - (ii) Muscular
 - (iii) Nervous
 - (iv) Circulatory
 - (v) Cosmetic Chemistry

(3) Facial Treatments

175 Hours

- (a) Facial Massage
 - (i) Benefits
 - (ii) Analysis
 - (iii) Preparation
 - (iv) Types of Massage
 - (v) Manipulations
 - (vi) Safety measures
- (b) Electrical current--facial treatments
 - (i) Types of current
 - (ii) Purpose and effects
 - (iii) Procedures
 - (iv) Safety measures
 - (v) Equipment

(c) Other kinds of Facial treatments

- (i) Purpose and effects
- (ii) Types and treatments
- (iii) Preparation
- (iv) Procedures
- (v) Safety measures

(4) Hair Removal

60 Hours

- (a) Depilatories
- (b) Tweezing
- (c) Waxing
- (d) Threading
- (e) Unassigned: Specific Needs

(5) Makeup

100 Hours

- (a) Purpose and Effects
- (b) Supplies and Implements
- (c) Preparation
- (d) Procedures
- (e) Safety measures

(6) Body Wraps

40 Hours

- (a) Purpose and Effects
- (b) Types or Treatments
- (c) Supplies and Instruments
- (d) Preparation
- (e) Procedure
- (f) Safety Measures

(7) State Law, Rules, Regulations and Codes

15 Hours

(8) Unassigned: Specific Needs

30 Hours

Total

600 Hours Esthetics Course Content

I. History and Opportunities in Esthetics

- a. **Why Study History and Career Opportunities?** History of Skin Care, C. Style, Skin, and Grooming
- b. **Career Paths for an Esthetician, A Bright Future**

II. Life Skills

- a. Why Study Life Skills? Life Skills, The Psychology of Success, Study Skills, Managing Your Career
- b. Goal Setting, Time Management, Maintaining Your Professional Standards
- c. Personality Development and Attitude

III. Your Professional Image

- a. Importance of Professional Image, Beauty and Wellness, C. Appearances Count
- b. Your Physical Presentation, Professional Conduct

IV. Communicating for Success

- a. Why Study Communicating for Success? Human Relations, Communication Basics
- b. The Client Consultation, Special Issues in Communication, In-Salon Communication

V. Infection Control: Principles and Practices

- a. Why Study Infection Control? Regulation, Principles of Infection, Principles of Prevention
- b. Universal and Standard Precautions, The Professional Salon Image, Procedures

VI. General Anatomy and Physiology

- a. Why Study Anatomy and Physiology? Cells, Tissues, Organs and Body Systems
- b. Skeletal, Muscular, Nervous, Circulatory, Lymphatic/Immune, Endocrine Systems
- c. Digestive, Excretory, Respiratory, Integumentary, Reproductive Systems

VII. Basics of Chemistry

- a. Why Study Chemistry?
- b. Chemistry, Matter, Potential Hydrogen, Chemical Reactions, Chemistry as Applied to Cosmetics

VIII. Basics of Electricity

- a. Why Study Basics of Electricity
- b. Electricity, Electrical Equipment Safety, Electrotherapy, Light Energy, Lasers, and LED

VIII. Basics of Nutrition

- a. Why Study Nutrition?
- b. Nutrition Recommendations, Nutrition for the Skin, Water and the Skin, Nutrition and Esthetics
- c. Macronutrients, Micronutrients: Vitamins and Minerals, Self-Care and the Esthetician

X. Physiology and Histology of the Skin

- a. Why Study Histology and Physiology of the Skin, Skin Facts, Skin Functions, Layers of the Skin
- b. Hair Anatomy, Nail Anatomy, Nerves, Glands, Skin Health

XI. Disorders and Diseases of the Skin

- a. Why Study Disorders and Diseases of the Skin? Dermatology and Esthetics, Lesions of the Skin
- b. Disorders of the Sebaceous Glands, Disorders of the Sudoriferous Glands, Inflammations of Skin
- c. Pigmentation Disorders, Hypertrophies of the Skin, Contagious Diseases, Skin Cancer, Acne

XII. Skin Analysis

- a. Why Study Skin Analysis? Skin Types, Sensitive Skin, The Fitzpatrick Scale
- b. Diverse Skin Pigmentation, Skin Types versus Skin Conditions, Factors that Affect the Skin
- c. Healthy Habits for the Skin, Contra-indications, Client Consultations, Performing Skin Analysis
- d. Procedures

XIII. Skin Care Products: Chemistry, Ingredients, and Selection

- a. Why Study Skin Care Products? Cosmetic Industry, Product Safety, Ingredients, Aromatherapy
- b. Ingredients for Mature Skin, Product Selection, Home - Care Products, Choosing a Product Line

XIII. The Treatment Room

- a. Why Study the Treatment Room? The Esthetician's Presentation
- b. Creating a Professional Atmosphere, Furniture, Equipment, and Room Setup
- c. Supplies, Disposables, and Products, Three-Part Procedure, Room Preparation
- d. After the Facial: Decontamination Procedures, Saving Resources and Money with Green Practices

XV. Facial Treatments

- a. Why Study? Facial Treatment Benefits, Esthetician Skills and Techniques
- b. Treatment and Client Preparation, Key Elements of the Facial Treatment, Mini – Facial
- c. Treatments for Different Skin Types and Conditions, Acne Facials, Men's Skin Care

XVI. Facial Massage

- a. Why Study, Benefits of Massage, Incorporating Massage During the Facial Treatment
- b. Massage Contra-indications, Types of Massage Movements, Dr. Jacquet Movement
- c. Alternative Massage Techniques, Basic Facial Massage Technique, Procedures

XVII. Facial Machines

- a. Why Study? Electrotherapy, Hot towel Cabinet, Magnifying Lamp, Wood's Lamp, Rotary Brush
- b. Steamer, Vacuum Machine, Galvanic Current, High-Frequency Machine, Spray Machines
- c. Paraffin Wax Heater, Electric Mitts and Boots, Purchasing Equipment

XVIII. Hair Removal

- a. Why Study? Morphology of the Hair, Hair Growth Cycle
- b. Characteristics and Differences in Hair Growth, Methods of Hair Removal
- c. Temporary Hair Removal Methods, Waxing Techniques and Products
- d. Room Preparation and Supplies, Client Consultations
- e. General Waxing Procedures

XIV. Advanced Topics and Treatments

- a. Why Study? Chemical Exfoliation, Microdermabrasion, Laser Technology, Light Therapy
- b. Micro-current machines, Ultrasound and Ultrasonic Technology, Spa Body Treatments
- c. Cellulite, Manual Lymph Drainage, Medical Aesthetics

XVIII. The World of Makeup

- a. Why Study? Color Theory, Makeup Products and Formulations, Makeup Brushes

- b. Products, Tools, and Supplies, Infection Control, Client Consultations, Selecting Makeup Colors
- c. Makeup Application Techniques, Face Shapes and Proportions, Corrective Makeup
- d. Special –Occasion Makeup, Makeup for the Camera and Special Events, Camouflage Makeup
- e. Artificial Eyelashes, Lash and Brow Tinting, Other Eyelash Services, Permanent Cosmetic Makeup

XIX. Career Planning

- a. Why Study? Preparing for Licensure, Preparing for Employment, Preparing Your Resume
 - b. The Job Search, One the Job, The Job Description, Employee Evaluation, Compensation
 - c. Independent Contractors, Managing Money, Finding the Right Role Models
- continuing Your Education, Planning Your Success

XIXI. The Skin Care Business

- a. Why Study? Going into Business for Yourself, Importance of Keeping Good Records
- b. Operating a Successful Skin Care Business, Public Relations

XIXII. Selling Products and Services

- a. Why Study? Selling in the Skin Care Salon, Know your Products and Services, Merchandising
- b. Marketing, Client Value, building a Clientele, Client Retention, Closing a Sale
- c. Tracking Your Success

XIXIII. State Laws, Rules, Regulations, and Codes

Nail Technology Program

We emphasize **hands-on learning and client services** to better prepare students for employment in nail salons and spas. Students gain practical experience through services performed on the student salon floor under instructor supervision.

The following **practical and theory-based services** are emphasized on the student salon floor:

Core Nail Technology Services

- Basic Manicure
- Spa Manicure
- Pedicure
- Spa Pedicure
- Nail Shaping and Filing
- Cuticle Care
- Hand and Foot Massage
- Polish Application
- French Manicure

Nail Enhancements

- Acrylic Nail Application
- Acrylic Nail Fills
- Tip Application
- Nail Overlays
- Nail Repair
- Gel Polish Application
- Nail Removal Procedures

Nail Art & Advanced Techniques

- Nail Art Design
- Nail Decorations
- Specialty Nail Shapes
- Gel Nail Techniques

Sanitation and Safety

- Cleaning and disinfecting implements
- Infection control procedures
- Proper workstation sanitation
- Safety practices

Exams & Evaluations

- Mock Board Examination
- Final Written Exam
- Final Practical Exam

Nail Technology

300 Hours Curriculum

(1) Professional Practices

50 Hours

- (a) Bacteriology and Sanitation
 - (i) Personal hygiene
 - (ii) Public health
 - (iii) Methods of sanitation
 - (iv) Procedures for disinfecting tools and equipment

- (b) Business Practices
 - (i) Salon management
 - (ii) Client records
 - (iii) Retail sales
 - (iv) Professional ethics
 - (v) Customer service

(2) Sciences

50 Hours

- (a) Basic Anatomy and Physiology
 - (i) Structure of the hand and foot
 - (ii) Nail structure and growth
 - (iii) Functions of the skin and nails
- (b) Nail Disorders and Diseases
 - (i) Recognition of nail conditions
 - (ii) Contraindications for services
 - (iii) Safety precautions
- (c) Cosmetic Chemistry
 - (i) Nail product ingredients
 - (ii) Chemical reactions in nail services
 - (iii) Product safety

(3) Manicuring

90 Hours

- (a) Basic Manicures
- (b) Spa Manicures
- (c) Hand and arm massage
- (d) Nail shaping and polishing
- (e) Cuticle care
- (f) Nail repair

(4) Pedicuring

60 Hours

- (a) Basic pedicure procedures
- (b) Spa pedicure treatments
- (c) Foot massage
- (d) Callus care
- (e) Sanitation of foot spas

(5) Artificial Nails / Nail Enhancements

30 Hours

- (a) Acrylic nails
- (b) Nail tips

- (c) Nail overlays
- (d) Nail fills and maintenance
- (e) Gel polish application and removal

(6) Nail Art and Advanced Techniques **10 Hours**

- (a) Nail design
- (b) Decorative techniques
- (c) Specialty finishes

(7) State Law, Rules, Regulations and Codes **5 Hours**

- (a) South Carolina cosmetology laws
- (b) Health and safety regulations
- (c) Professional responsibilities

(8) Unassigned: Specific Needs **5 Hours**

Training based on instructor evaluation and student progress.

Total Hours: 300 Hours

Nail Technology Course Content

I. History and Career Opportunities in Nail Technology

- a. Why Study Nail Technology
- b. History of Nail Care
- c. Career Opportunities for Nail Technicians

II. Professional Image and Ethics

- a. Professional appearance
- b. Work habits and attitudes
- c. Communication with clients

III. Life Skills and Professional Development

- a. Time management
- b. Goal setting
- c. Professional conduct

IV. Infection Control: Principles and Practices

- a. Sanitation and disinfection
- b. Preventing the spread of infection
- c. Workplace safety

V. Anatomy and Physiology of the Nail

- a. Nail structure and growth
- b. Nail disorders and diseases
- c. Conditions requiring medical referral

VI. Nail Care Products and Chemistry

- a. Nail product ingredients
- b. Understanding acrylic systems
- c. Safety and storage of nail products

VII. Manicuring Procedures

- a. Basic manicure techniques
- b. Spa manicures
- c. Nail shaping and polishing

VIII. Pedicuring Procedures

- a. Basic pedicures
- b. Spa pedicures
- c. Foot care techniques

IX. Artificial Nails

- a. Nail tips
- b. Acrylic nails
- c. Nail overlays
- d. Maintenance and removal

X. Nail Art

- a. Decorative nail techniques
- b. Nail design trends
- c. Tools and materials

XI. Salon Business Skills

- a. Building a clientele
- b. Retail sales
- c. Salon professionalism

XII. Career Planning

- a. Preparing for licensure
- b. Resume preparation
- c. Employment opportunities

XIII. State Laws, Rules, Regulations, and Codes

- a. South Carolina cosmetology regulations
- b. Health and safety standards
- c. Professional responsibilities

Carolina School of Esthetics Rules and Regulations

1. Attendance and Punctuality:

- a. Day Class begin at 9:00 a.m. Students should be in class no later than 10:00 a.m. If you arrive any time after 10:00 a.m., you must have approval from the instructor to come after 10:00 a.m.
- b. Night Class begin at 5:00 p.m. Students should be in class no later than 6:30 p.m. If you arrive any time after 6:30 p.m., you must have approval from the instructor to come after 6:00 p.m.
- c. Students who wish to make up missed time, will need to get approval from the instructor in order to do so.

2. Dress Code:

- a. All students are asked to wear ALL BLACK.
- b. Students are asked to always wear their name tags, if you have replaced your nametag, please let the admin team know.
- c. Students are asked to always wear their white jackets in the clinical room. Students are responsible for making sure their jackets are clean and presentable.
- d. Students must make sure they always maintain a neat and professional appearance.

3. Equipment and Product care:

- a. Handle all esthetic equipment and product with care.
- b. Report any malfunctioning equipment or product issues promptly.
- c. Please make sure you use products in moderation.
- d. Students are not allowed to take products or equipment home. If caught, student will be subject to grounds of suspension or termination.

4. Conduct & Maintain Professionalism:

- a. Demonstrate respectful and professional behavior towards instructors, staff, and fellow students.
- b. Uphold a positive and inclusive learning environment.
- c. Negative energy is not allowed. State focus on your WHY and remain positive. Success will come if you remain positive.

5. Cellphone Usage:

- a. Minimize cell phone use during class and practical sessions.
- b. All phones must remain on silents to avoid disruption.
- c. Please be mindful of client's privacy when taken photos of clients off your personal phone.

6. Academics Integrity:

- a. All students must maintain a 75% GPA, in order to PASS with a 67% attendance record.
- b. Students are not allowed to retake test.
- c. Plagiarism and cheating are strictly prohibited. Original work should only be submitted.

7. Hygiene and Sanitation:

- a. Adhere to strict hygiene standards during all esthetic procedures.
- b. Maintain a clean and organized workspace.

8. Safety Guidelines

- a. Follow all safety protocols and guidelines outlined by instructors.
- b. Report any safety concerns immediately.

9. Feedback and improvement:

- a. Embrace constructive feedback from instructors and peers for continuous improvement.
- b. Actively participate in evaluations and assessment.
- c. Stay informed about important announcements and updates.
- d. Communicate any concerns or issues promptly to the designated contacts.

10. Social Media:

- a. Students should exercise discretion when posting about the school, clients, or instructors on social media platforms.

Programs & Cost Breakdown

Programs	Total Hours	Registration & Application Fee	Kits	Tuition	Total
Esthetics Licensure (Full-time Day Class)	600	\$100	\$2,500	\$7,900.00	\$ 10,500.00
Esthetics Licensure (Part-time Night Class)	600	\$100	\$2,500	\$7,900.00	\$ 10,500.00
Esthetics Licensure (Weekend Class)	600	\$100	\$2,500	\$7,900.00	\$ 10,500.00

Programs	Total Hours	Registration & Application Fee	Kits	Tuition	Total
Nail Licensure (Full-time Day Class)	300	\$100	\$1,000	\$4,000	\$ 5,000.00
Nail Licensure (Part-time Night Class)	300	\$100	\$1,000	\$4,000	\$ 5,000.00

FOR OFFICE USE ONLY:

TOTAL COST: \$ _____		PAYMENT PLAN	
FOR BALANCE DUE:			
DISCOUNT (IF APPICABLE) \$ _____		MONTHLY PAYMENT: \$ _____	
TOTAL DUE: \$ _____		TOTAL MONTHS: _____	
DEPOSIT \$ _____		PAYMENT START DATE: _____	
BALANCE DUE: \$ _____		PAYMENT END DATE: _____	
<i>There is a \$50 Charge for all returned payments (no matter the reason). There is a 3% processing fee for all credit card payments.</i>			

Payment Policy

Payments may be made using the following methods:

- **Cash**
- **Cashier's Check**
- **Money Order**
- **Credit Card**

The school may also accept payments through **nonfederal agency or private loan programs**, if applicable.

Fees and Charges

- **Application Fee (Non-Refundable): \$100.00**
Required for all new or transfer students enrolling at Carolina School of Esthetics.
- **Re-Entry Fee: \$100.00**
Charged to students who re-enroll more than 30 days after withdrawal or termination.
- **Overtime Fee: \$25.00 per hour**
Applies to any hours completed beyond the student's contracted end date.
- **Transcript Requests:**
No fee is charged for transcript requests.

Completion, Licensure, and Placement Rates (2023)

The following outcomes reflect performance data reported for the 2023 reporting year:

- **Program Completion Rate: 93%**
- **State Licensure Rate: 100%**
- **Graduate Placement Rate: 92 %**

Note: These rates are based on students who completed the program during the reporting period, were eligible for licensure, and were actively seeking employment in the field of esthetics

VA ADDENDUM

ALL VA STUDENTS must file an application when they first start school before they can receive benefits. Students who have never received VA benefits must file an original application.

VA PREVIOUS EDUCATION & TRAINING

Policy for granting credit for previous education and training: VA education benefits recipients are required to provide the school with official transcripts of previous training for evaluation. Veterans must provide a transcript from previous school. Training time and tuition will be reduced in proportion to the amount of satisfactory credit from previous training and will be granted at the discretion of the school director.

STUDENT TEACHER RATIO IS ONE Teacher PER TWENTY FIVE STUDENTS (1:25).

Carolina School of Esthetics will not certify VA students in a course when the ratio of VA to non-VA exceeds 85:15. This does not apply to courses when the total number of individuals receiving VA assistance equals 35% or less.

**CAROLINA SCHOOL OF ESTHETICS
ATTENDANCE POLICY FOR
“Esthetics and Nails Program”**

Veterans enrolled in the Esthetics program will be interrupted for unsatisfactory attendance when accumulated absences, tardies and class cuts exceed twenty (20) percent or 40 class contact hours. The interruption will be reported to the Department of Veterans Affairs (DVA) within 30 days of the veteran’s last date of attendance (use VAF 22-1999b).

A veteran may be re-enrolled for benefits after 30 days from the date of termination/interruption of VA benefits only when the cause of unsatisfactory attendance has been removed. Once re-enrolled, a veteran will be interrupted for unsatisfactory attendance when accumulated absences, tardies and class cuts exceed twenty (20) percent of the remaining contact hours (if the institution’s existing policy is more restrictive, then that policy will be used). The interruption will be reported to the Department of Veterans Affairs (DVA) within 30 days of the veteran’s last date of attendance (use VAF 22-1999b).

Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of *mitigating circumstances*.

Mitigating circumstances are issues which directly hinder a veteran’s pursuit of a course/program of study, and which are judged to be beyond the student’s control. General categories of mitigating circumstances include but are not limited to:

- Serious illness of the veteran.
- Serious illness or death in the veteran’s immediate family.
- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the program/course.
- Active-duty military service, including active duty for training.

Institutions having a published “Leave of Absence Policy” should discontinue VA educational benefits (use VAF 22-1999b) while that student is on “official leave of absence”.

Signature of Certifying Official

Date

VA MAXIMUM TIMEFRAME

MAXIMUM TIME FRAME is based on 80% attendance requirement for VA students. To maintain eligibility for VA benefits students must attend 80% of all scheduled classes as established by the South Carolina State Approving Agency Veteran's Attendance Policy. The maximum time (which does not exceed 125% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Esthetics Course	Maximum Time Allowed Weeks Scheduled Hours
(Full-time 30 hrs/wk) 25 weeks = 600 Hours	750
(Part-time 20 hrs/wk) 37.5 weeks = 600 Hours	750

**CAROLINA SCHOOL OF ESTHETICS
STANDARDS OF PROGRESS FOR
“ Esthetics and Nails Programs”**

Academic progress will be measured at the end of each evaluation period. The evaluation period is at the completion of – 300 and 600 clock hours. The academic progress is discussed with each student at the end of each period. Failure by a student to maintain a cumulative Grade Point Average (GPA) of at least 75% for any evaluation period will result in that student being placed on academic probation for the following evaluation period. Failure by the student to attain a cumulative GPA of at least a 75% during the probation period will result in academic suspension (termination of veteran’s benefits) for one month. The interruption will be reported to the Veterans Administration **within 30 calendar days** of the change in status using VA Form 22-1999b.

Veterans who are reinstated for benefits after academic suspension who fail to attain a GPA of at least 75% during that evaluation will be terminated from the program. Reinstatement after termination/dismissal will be granted only if mitigating circumstances exist.

Mitigating Circumstances: Mitigating circumstances are those which directly hinder pursuit of a course and which are judged to be beyond the student’s control. The following are some general categories of mitigating circumstances. This list is not all-inclusive.

- ❖ Serious illness of the veteran
- ❖ Serious illness or death in the veteran’s immediate family
- ❖ Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the course
- ❖ Unanticipated changes in child-care responsibilities
- ❖ Active duty military service, including active duty for training.

Signature of Certifying Official

Date

VA Education Benefits Numerical grades are considered according to the following scale:

100-90	Excellent
89-80	Very Good
79-75	Satisfactory
74-0	Unsatisfactory

VA STANDARDS OF PROGRESS

Student must maintain a 70% average on academic work to take the final exam and must make 70% on the final exam to pass the attempted course. Students not achieving passing marks are encouraged to repeat class. Cheating on an examination will result in dismissal from the program.

Students are expected to attend 100% of all classes. Attendance will be taken at the beginning of each class and following any breaks. 3 late arrivals or 3 early departures will be considered an absence. To maintain eligibility for VA benefits students must attend 80% of all scheduled classes as established by the South Carolina Department of Labor, Licensing and Regulation South Carolina Board of Cosmetology Examiners Approving Agency Veteran’s Attendance Policy.

Attendance and academic work will be monitored on a weekly basis. If a student falls below either criterion listed above, they will be placed on probation. The probation period will last for 30 days. A student who is on probation who fails to meet VA satisfactory academic progress standards and/or attendance will have VA education benefits terminated. If after 60 days a student who has not returned to good class standing may be subject to termination from the program.

Students do have a right to appeal. Appeals must be submitted in written form to the school Director within two business days. Should a student be reinstated, credit will be granted for the successfully completed portion of the program of study. A student who fails to maintain satisfactory academic progress and attendance within 30 days of reinstatement will be terminated from school. Once terminated from school the student can reapply for admission 12 months from the date of termination. Should the student be allowed to reenter school the student will be required to restart the entire program of study and no credit will be granted for any successfully completed courses.

VA APPEAL PROCEDURE

If a student is determined NOT making Satisfactory Progress, the student may appeal the negative determination. The student must submit a written appeal notice to the school director with supporting documentation within 2 business days including reasons why the determination should be reversed and a request for re-evaluation. Should a student be reinstated, credit will be granted for the successfully completed portion of the program of study. A student who fails to maintain satisfactory academic progress and attendance within 30 days of reinstatement will be terminated from school once terminated from school the student can reply for admission 12 months from the date of termination. Should the student be allowed to reenter school the student will be required to restart the entire program of study and no credit will be granted for any successfully completed courses.

Appeal documents will be reviewed and approved or denied. The review decision is final. Students who prevail upon appeal will be determined as making Satisfactory Progress.

VA PAYMENT INFORMATION

Carolina School of Esthetics, will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered institution due to the delayed disbursement funding from VA under Chapter 31, or Chapter 33.

VA REFUND POLICY

For individuals utilizing Veterans Affairs education benefits, the school will refund the unused portion of prepaid tuition and fees on a pro-rata refund basis. Any amount in excess of \$10.00 for an application fee will also be pro-rated.