



# CAROLINA SCHOOL OF ESTHETICS CATALOG

---

**Carolina School of Esthetics**  
232 S Cherry Road, STE. 120 & 106  
**Rock Hill, SC 29732**  
Phone: 803-828-7612  
Email: [info@carolinaschoolofesthetics.com](mailto:info@carolinaschoolofesthetics.com)  
Website: [www.carolinaschoolofesthetics.com](http://www.carolinaschoolofesthetics.com)

# Table of Contents

Administrative Staff -----	3
Welcome To a New Career -----	4
Mission Statement-----	4
Educational Goals-----	4
Facilities and Equipment-----	5
New Class Starting Dates-----	5
Holiday and Closings-----	5
Admissions Requirements, Transfer, Re-Entry Registering-----	6
Non-Discrimination Policy-----	7
Sexual Harassment Policy-----	7
Right To Privacy and Information Release-----	7
Policy for Reviewing Financial / Educational File-----	7
Grading-----	8
Graduation & Transcript Policy-----	8
Employment Assistance-----	8
Instructional Materials-----	8
Tuition Payments-----	8-9
Advising Services-----	9
Counseling Services-----	9
Student Conduct-----	9
Grievance Policy-----	9-10
Refund Policy-----	10-12
Satisfactory Academic Progress Policy-----	12
Evaluation Periods-----	12
Attendance & Progress Evaluations-----	12-13
Maximum Time Frame-----	13
Academic Progress Evaluations-----	13-14
Determination of Progress Status-----	14-15
Warning Policy-----	15
Probation & Academic Policy-----	15
Re-establishment of Satisfactory Progress -----	15-16
Interruptions, Course Incompletes, Withdrawals, Appeals -----	16
Noncredit, Remedial Course, Repetitions-----	17
Leave of Absence-----	17-18
Esthetics Course-----	18-28
Rules and Regulations-----	28-31

**Tuition Schedule, Completion, Licensure, Placement Rates 28-29 Licensed By:**

South Carolina Department of Labor, Licensing and Regulation South Carolina Board  
of Cosmetology Examiners 110 Centerview Dr. Columbia, South Carolina 29210  
(803) 896-4300

**Administrative Staff**

Krystal McCree Jackson ..... Chief Operating Executive/Owner

Loretta Y McCree...Office Administrator

**Instructors:** Krystal Jackson

**Financial Aid Accreditation Status:** Candidate Status (National Accrediting Commission of Career  
Arts & Sciences)  
3015 Colvin Street Alexandria, VA 22314 703-600-7600

# WELCOME

Welcome to **Carolina School of Esthetics!**

We are excited to support you as you begin your journey in the beauty industry. You are on your way to becoming a success, and we are proud to offer you a high-quality education to help you achieve your goals.

At Carolina School of Esthetics, we are committed to excellence. Our program is designed to provide you with the educational opportunities and professional guidance needed to thrive in this field.

We encourage you to take full advantage of all the resources and programs available. We are here to support you every step of the way and wish you continued success as you work toward your career in esthetics.

## **Mission Statement**

At Carolina School of Esthetics, our mission is to strive for excellence in both the Esthetics programs by equipping students with the knowledge and skills necessary to prepare for licensure through their respective State Boards.

Our dedicated staff is passionate about the beauty industry and committed to the success of every student. We believe in each student's potential and are devoted to motivating, educating, and training them to become professionals in their chosen field.

Our quality education system features a comprehensive curriculum, a state-of-the-art facility, and experienced instructors. Students will complete all required theory, practical work, and contact hours needed to meet licensure requirements. In addition, they will learn that courtesy and professionalism are the cornerstones of a successful career in the industry.

As a student at Carolina School of Esthetics, you will graduate as a skilled, creative, and confident professional—fully prepared and equipped to enter the job market and begin your career.

**Educational Goals- Esthetics Course:**

All courses offered at **Carolina School of Esthetics**, are designed to prepare students for their respective state licensing examinations and for entry-level employment in the beauty industry.

Our programs focus on equipping students with the foundational knowledge, technical skills, and professional standards required to succeed in a variety of roles within the esthetics field.

**Facilities and Equipment**

Our educational institution includes 1 admin office, 15 stations/chairs, 10 treatment tables, 1 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

- Applicants must be beyond the compulsory school age and at least 16 years old.
- Applicants must demonstrate a basic understanding of the English language, which will be assessed during the entrance interview.
- All applicants must sign a contract/enrollment agreement and receive a confirmed class start date.

### 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 textbooks, workbooks, 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:

### COURSE

Esthetics Course

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

## 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:**

<b>Performance Level</b>	<b>Numerical Grade Range</b>
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

### Leave of Absence (LOA) 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 – Esthetics Program**

**Program Options**

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

---

Course Objective

The primary objective of the **Esthetics 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.

---

### *Grading Scale – Written & Practical Assessments*

<b>Grade Category</b>	<b>Percentage Range</b>
<b>Excellent</b>	90 – 100
<b>Above Average</b>	80 – 89
<b>Average</b>	75 – 79
<b>Below Satisfactory Progress</b>	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**.
  - 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 550 hours**.
  - The final **50 hours will be spent on the student salon floor**, refining practical skills in a realworld 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.
- 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](http://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*

### *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**

## **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.
- 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**

<b>Programs</b>	<b>Total Hours</b>	<b>Registration &amp; Application Fee</b>	<b>Kits</b>	<b>Tuition</b>	<b>Total</b>
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

FOR OFFICE USE ONLY:

TOTAL COST: \$ _____ FOR BALANCE DUE: _____  DISCOUNT (IF APPLICABLE) \$ _____ TOTAL DUE: \$ _____	PAYMENT PLAN  MONTHLY PAYMENT: \$ _____ TOTAL MONTHS: _____
DEPOSIT \$ _____ BALANCE DUE: \$ _____	PAYMENT START DATE: _____ 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 2021 reporting year:

- **Program Completion Rate:** 86.67%
- **State Licensure Rate:** 100%
- **Graduate Placement Rate:** 69.23%

*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*