

## STUDENT HANDBOOK AND CATALOG

Edition 4 2024



### **Location:**

**Patsy Brows & Beauty Academy LLC**

**COMPETENCY BASE SCHOOL**

License No. 2208

**8955 Pueblo Ave NE**

**Salem OR. 97305**

**Phone : 541-908-6831**

**E-mail: [info@patsybrows.com](mailto:info@patsybrows.com)**

[www.patsybrows.com](http://www.patsybrows.com)

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## History & About Us

Patsy Brows & Beauty Academy LLC was founded by CEO Cristian Patsy Cazarez in 2018 as an academy to offer training only to beauty and permanent makeup professionals in the state of Oregon, as well as expanding and establishing other 2 academies to offer training to students with no previous experience in Permanent Makeup in the State of California and Washington. After a little more than 2 years of establishing and being recognized in the beauty industry and thanks to the great demand in the need of students for basic programs in the State of Oregon, in the earlies of 2021 our CEO Cristian Patsy Cazarez decides to establish the academy as an academy with postsecondary educational programs in the state of Oregon to be certified by the Oregon Higher Education Coordinating Commission and Stater Board of Cosmetology and now offer basic educational programs for Permanent Makeup, Esthetic, Nail Technology, barbering and hair stylists.

Located at:

### Patsy Brows & Beauty Academy LLC

8955 Pueblo Ave NE  
Salem OR. 97305

Accredited by and under the regulations of Oregon Higher Education Coordinating Commission and Stater Board of Cosmetology

## Welcome To the Beauty & Permanent Make Up Industry

Dear student, thank you for choosing Patsy Brows & Beauty Academy LLC as one of your options to become a beauty professional.

The Beauty and Make-up Industry has had an UNSTOPPABLE IMPACT \ in life and if we could just select one word to describe it, the word would be "ART".

Beauty has an important role in the life of each person and for that reason our Permanent Makeup, Hair Desing, barbering, Esthetics and Nail Technology programs have firm foundations created with educational techniques that will help you to be part of the Professionals most successful in the industry.

A Permanent Makeup or Beauty Professional contributes an important impact to our community not only physical but also psychological and in Patsy Brows & Beauty Academy LLC you can have all the bases so that the experience you contribute to the community is of high impact.

As the owner and CEO of Patsy Brows & Beauty Academy LLC, Cristian Patsy Cazarez with more than 20 years of experience in the beauty industry and more than 7 years of experience in permanent makeup, she has created short-term educational programs but with complete education and we are pleased that you can now be part of our academy and train you as a certified beauty and permanent makeup industry professional as required by the Oregon Higher Education Coordinating Commission, and the State Board of Cosmetology.

As a CEO and Master, Patsy fight to create an amazing course, she not only create a short term program, if not she nowadays starting on October 2023 after a year running a school as a clock hour school change everything to COMPETENCY BASE SCHOOL, this programs let the students graduate quickly demonstrating to their teachers how competent they are to complete the assignments such their practice and written test, once they complete everything no matter the short time was ran the student will be ready for graduate and obtain her/his license, but if the student is ready to graduate but she/he want to continuing in the school to finish the maximum time enrolled agreement she/he can stay in the Academy until the end of the student agreement.

## Education Objective & Goals

Patsy Brows & Beauty Academy LLC is focused on creating the best Professionals in the Beauty and Permanent Makeup industry with the development of programs in basic and advanced education in Permanent Make up, Hair Design, Barbering, Esthetic and Nail Technology with which they will develop theoretical and practical skills of a high

## Education Objective (continued)

educational level to be highly qualified and pass the corresponding examination in the State of Oregon and achieve success in the industry.

In order to achieve each and every one of our objectives as an Academy, we have highly trained professionals, who are constantly trained in the most innovative and advanced techniques in the beauty and Permanent Makeup industry.

One of the initial goals of Pasty Brows & Beauty Academy is to offer bilingual English and Spanish education, so that the language is not a limitation in the professional growth of the integrated market in being part of the academy.

## Our Culture, Mission, Vision, and Core values

### Mission objectives:

Our most important mission objectives are Educate and train each of the students enrolled with high quality programs to satisfactorily complete the required process of each of the programs chosen to become Licensed Professionals in Permanent Makeup, Hair Stylist, Esthetics or Nail Technology according to the regulations of the Oregon Higher Education Coordinating Commission, and the State Board of Cosmetology.

Licensed in the field of art and science of Permanent Makeup and Cosmetology to start in the industry with strong foundations using skills such as

- Customer Service
- Professional in product sales / promotions
- Commercial Management / ownership
- Regulatory oversight
- Educational Delivery
- Media Relations

Patsy Brows & Beauty Academy as studio its mission is given to the clients the best quality services done by students and professionals, offering a different marge of cost to have options for any client.

### Vision

To be a recognized Academy in the Permanent Makeup and Cosmetology industry, for turning our students into the best Artists in the industry, providing the security and confidence to offer a quality service during and after their training as a professional.

### Core Values

- \*Honesty
- \*Ethics
- \*Commitment
- \* Humility
- \*Integrity

- \* Professionalism
- \* Respect
- \* Equality
- \* Justice

### School Description

Patsy Brows & Beauty Academy is established in a facility more than 6000 sf, where we have a Reception/ lovie, CEO/ Director office, 2 Classrooms, Hair Design and barbering practice area, Nail Technology Practice Area, 2 Permanent Makeup practice room, Waxing room, make up room, facial room, 2 women Restrooms, 1 men restroom, Launch Area, Storage area, laundry room.

### Admission Process

Patsy Brows & Beauty Academy LLC welcomes any person who wishes to start our Permanent Makeup, Hair Design, Barbering, Esthetic or Nails Technology program.

To register for one of our educational programs, the Academy requires the following from each applicant:

Admission process (continued)

## 1. Proof of Age, Identification and Citizenship: (provide copies)

a. Proof of Identity and age:

- Current/Valid Driver's License (or State DMV issued ID card) or Current/Valid
- US Passport and Social Security Card

c. Proof of Citizenship:

- Current/Valid Oregon Driver's License (or State of Oregon DMV issued ID card) that has been issued since 12/2020. [Driver's license and State ID cards from other States may qualify for this requirement if the said state verifies citizenship status when issuing said documents.
  - US Birth Certificate or
  - Current/Valid US Passport or
  - Current/Valid US Citizenship (or eligible non-citizen) documents
- See the admissions officer for details.

### If you are not a US citizen

You can present.

- a- Proof of Identity and age document.
  - Passport issued by an institution within the United States
  - ITIN
  - ID issued by an institution within the United States
  - School Certificate
- b- Proof of Citizenship:
  - Birth certificate issued from other country

## 2. General Documentation Requirements:

a. ~~Must be 18 years of age or older.~~ We **NOW are accepting students from 16 years old and up.**

b. Must be a United States citizen or eligible non-citizen.

c. All documentation must be current/valid, and the full names must be linked together through other documentation which may be requested for verification purposes (including but not limited to SSN card, ITIN letter, driver's license, marriage licenses).

d. Notify the admissions department if you have been convicted of a felony, you may be ineligible for Title IV aid and/or disqualified from obtaining a license in the programs we offer in the State of Oregon.

3. For some of our programs each student will need a high school diploma, G.E.D, or home school diploma approved by the U.S. Department of Education. Foreign high school diploma must be equivalent to U.S Department of Education and it will need to be translated into English and with valid notarization in the USA, the student can enroll to the educational program without a high school diploma or GED certificate, but you will need your certificate at the end of the program to make the transcript to the State Board of Cosmetology and take your final exam to obtain the corresponding license. Tattoo/ Permanent Make up program required the following to enroll: GED / High school diploma, first aid, blood borne pathogens certificates.

## Admissions of Ability-to-Benefit Students:

Students admitted under the ATB educational criteria.

ATB test results are accepted. Students can take the class online through the website: <http://www.wonderlic.com/shop-need/student-assessment/Ability-to-Benefit-ATB-Program>

- Online Official ATB score report indicates ATB status as "pass" or "no pass" with scores shown graphically in relation to minimum required scores.

- Test Fees are the responsibility of the student.

- Phone: 1-877-605-9496

In order to be admitted on the basis of his or her Ability-to-Benefit, a student shall, prior to admission, complete and pass:

A- A Nationally Recognized Test which meets the guidelines established by NACCAS and the US Secretary of Education that measures the applicant's aptitude to successfully complete the program to which he or she has applied.



### Admission of ability-to-benefit student (continued)

B- An Ability-to-Benefit student must comply with Satisfactory Progress requirements established by Patsy Brows & Beauty Academy LLC.

Title IV aid eligibility and funding was repealed by Congress for ATB students who first enrolled after 7/1/2012\*.

C- All students who have not received a high school diploma of any kind and are admitted under the Ability-to-Benefit policy will be encouraged, but not required, to complete the requirements to obtain a GED before completing their program at Patsy Brows & Beauty Academy LLC.

Evaluation of ATB student outcomes will be done yearly using the NACCAS Annual Report statistics. ATB student success rates will be tracked in the same manner as all other students regarding completion, placement, and licensure rates. ATB testing procedures can be requested from the Admissions Office.

5. Submit an enrollment application form non-refundable fee \$150

6. Do an interview and a tour of the school facility

7. Submit completed and signed enrollment documents after acceptance notification.

School does not require a Drug Test to enroll.

#### Notification of School Acceptance:

School staff will notify the students regarding their application process within 5-10 business days by mail or phone. If, for any reason, the school denied admission to any applicant, they will be informed in writing of the denial and the reason for the denial by mail within 15 work days. Any applicant denied admission will be able to re-apply any time once they are able to meet all the school's requirements, regardless of the time that has passed after your last application.

***It is best to register for enrollment, and pay the registration fee, at least two weeks in advance to assure you of a place in the class.***

Students may apply to be re-enrolled (through the Administrator) to the Academy following termination, after a waiting period of ninety (90) days. Such students will be enrolled in the same status they left under. This procedure applies only to dismissals caused by lack of satisfactory progress, either academic and/ or attendance.

All previous charges from prior enrollment must be paid before re-enrolling.

Re-enrolling students will be charged at the current tuition rates and pay the required enrollment fee. Prior clock hours and academic achievements from the first period of enrollment will be credited to the re enrollment contract. Re-enrolling students will be charged for the remaining hours needed to complete the program in which they are enrolling.

A student returning from a leave of absence or other official interruption, or training will remain in the same status with respect to satisfactory progress prior to the interruption.

Students that withdraw (voluntary or non-voluntary) may apply to be re-enrolled after 60 days waiting period from their last day of attendance.

The Academy at its own discretion may request the student to complete an academic and/or practical evaluation prior to re-admission and the Administrator may also request a letter of intent explaining how the student will have the ability to complete the program to avoid the previous issue (attendance, financial or disciplinary).

***Re-admission under any circumstance is not guaranteed.***

## Physical Needs of the Professional

In the beauty and permanent makeup industry it is required to have quite high physical movement and visual skills.

Each student, when choosing the program, she/he wishes to take, must consider that each one requires necessity and abilities, physical, emotional, educational, and artistic distinctions.

### Physical Needs of the Professional (continued)

When we refer to emotional skills you should know that All the programs taught by the academy are 100% careers that focus on being in direct contact with people, if you are very social and you like to interact a lot this is something that will help you to function correctly in the industry but if you are somewhat shy or not used to dealing directly with the temperaments of different people, it is of the utmost importance that you take into account that it is direct contact with different emotions, characters and personalities that you find throughout this career.

When we talk about physical abilities, we refer to the fact that each program needs different physical skills, for example a hair design, barbering, make-up artist, and skin specialist require to be on the skin for the longest time, have flexibility and movements of hands and legs quite coordinated to be able to use of required tools.

Programs such as permanent makeup, nail technology and aesthetics do not require so much leg movement but do require perfect movement of hands and fingers to be able to use the necessary tools, perfect vision and above all a lot of patience.

Everything is important for the choice of your program; however, Patsy Brows & Beauty Academy LLC believes that everything can be possible regardless of the obstacles that may arise during your educational development, our professionals will always be by your side to help you achieve your goals.

### Beauty & Permanent Make-Up Industry Requirement

Most states in the USA require a Cosmetology or Makeup permanent license but each state establishes its law and restrictions, and most require that you complete a basic program with specific hours between theory and practice to later take the state examination for your Professional License.

The beauty and permanent makeup industry are a work of personal interaction in which you come into 100% direct contact with people and if you are one of the people who love to interact, you will be one of the best in the industry.

Nowadays, beauty has become an important factor in the community, since not only women are the ones who require the services, but now a large part of the men request services of skin care, permanent makeup, and skin care, now anyone could be a potential customer for our market in the beauty industry regardless of age or gender.

What about the \$\$\$?

How about if we start by asking your hair stylist, manicurist, barbers, or permanent makeup artist directly, he or she may be able to give you some information on how your common expense to be beautiful / handsome takes your gross income and gives you a better quality of life!

Income as a permanent makeup artist, cosmetologist, nail expert or skin specialist could be unlimited, but it all depends on the personal performance of each professional.

The Oregon Department of Labor consistently projects job openings in this career as listed in the publication, OREGON CAREERS. Oregon wage projections data can be found by going to [www.qualityinfo.org](http://www.qualityinfo.org), and clicking on the "Occupational Info Center" tab.

### PROFESSIONAL SAFETY REQUIREMENTS

As a professional cosmetologist and a student of cosmetology, you will be using and applying hazardous chemical products in the performance of some client chemical services.

Oregon law requires extensive safety training as part of its cosmetology curriculum (see Program outlines).

If you have any known allergies to cosmetics or chemical beauty products, ask to review a copy of our OSHA student-training manual. If you are pregnant at the time of your enrollment or become pregnant while attending Brows & Beauty Academy LLC suggests seeing your obstetrician for guidance.

As a Permanent Makeup Professional and student you will be exposed to bodily fluids which may have blood-borne pathogens, and emotions in which the client could present medical complications such as high blood pressure, heavy bleeding, dizziness, as excessive reactions could occur respiratory arrest and for the safety of you and your client one the Oregon State tattoo license requirements is that when you sign up in Permanent Make UP program, you have taken a first aid, cardio-vascular resuscitation and blood pathogens training and become certify you, these certifications must be renewed every year or two years and will be required to submit it before start practice on real model and to take your exam for your professional license.

Here you can see all the requirements:

<https://www.oregon.gov/oha/PH/HLO/Pages/Board-Body-Art-Practitioners-Tattoo-Artists-License.aspx>

Approved CPR, First Aid, Blood borne Pathogen Provides

<https://www.oregon.gov/oha/PH/HLO/Pages/Forms.aspx>



## Safety Policies

The main purpose of these policies is to assure a safe Academy environment for students, staff and the public.

Therefore, anyone who creates a situation that is deemed "unsafe," by the owner, campus Director, masters or President, could face immediate expulsion from the campus and its surrounding area.

Students should immediately report any criminal activity or emergency to the nearest Academy employee. In many emergency situations, common sense must come into play. Emergency action plans and fire evacuation procedures are reviewed and practiced annually. School officials will make an immediate announcement and/or notify all students in attendance if a significant emergency arises that threatens personal safety.

While each emergency would have its own procedures to best assure a safe environment there are some basic recommendations from law enforcement that are as follows:

1. Call 911
2. If possible, attempt to leave the threatened area, leave the building, or retreat to a safe location.
3. If a weapon, such as a gun is involved, remain low to the ground.
4. Attempt to remain calm and wait for emergency services to arrive.

Annual campus crime and security reports for each location can be accessed by visiting: <http://ope.ed.gov/security/> The report includes information on certain types of criminal offenses that occurred on campus and on public property around the campus, including hate crimes, arrests, and disciplinary actions.

We encourage all students to be aware of their surroundings when walking to and from their chosen form of transportation when arriving to and departing from school. Please inform the school Director if you have been robbed, assaulted, burglarized or have had your motor vehicle stolen. If you are sexually assaulted, being stalked or in a violent relationship please call 911 immediately, then report the incident to your school Director. You can also contact the sexual assault resource center in Oregon at 1-888-640-5311.

**Protective Orders Policy** If a student, prior to enrollment or during their enrollment period, has a protective or restraining order against a non-student, they should immediately notify all Academy staff in writing with a copy of the restraining order.

A full description of the individual should be kept at the guest service reception desk and if the person attempts to enter the campus law enforcement should be immediately notified.

If a student, during their enrollment period, has a restraining order against another student, the restraining order takes precedent over the enrollment status of the student for which the order is against.

The directions of the order would be enforced.

The domestic violence hotline is 1-800-799-SAFE (1-800-799-7233), another resource is [www.oregon.gov/dhs](http://www.oregon.gov/dhs).

You can also contact the sexual assault resource center 24-hour hotline in Oregon at 1-888-640-5311.

## Visitor Policy

Our campuses welcome family and friends of enrolled students to come in for various cosmetology services, it is not permissible to have them visit the student inside the campus location for other reasons.

This is strictly enforced to assure a safe environment for all students, employees, clients, and models of our Academy. The student should inform all family and friends of this policy and make them aware that there is a high likelihood that they will not be allowed to visit the student at all if they "drop by."

If an enrolled student would like to a visitor to come to the Academy campus for anything other than to receive cosmetology service the following procedure must be followed: 1. The student must notify the Director, Guest Service Coordinator and Practical Learning Lab Educator the morning prior to the visit. Permission must be granted in order to the visit to take place.

2. The student must provide the above-mentioned staff with the visitor's name, relation, and nature of the visit.
  3. When the visitor arrives at the college, they must enter through the main front door and check-in her/his arrival at reception.
  4. The receptionist will then notify the student the visitor has arrived.
  5. If the student is not in class, doing a service or otherwise occupied they may meet their visitor in the Reception Area.
  6. The visit cannot exceed more than 5 minutes and the visitor is not allowed in any other sections of the campus besides the Reception Area or outside of the building unless otherwise authorized by the campus Director.
- If any non-student violates this policy, they will be prohibited from entering the campus and the surrounding area of 50 yards from the campus for the entire enrollment period of the student.

## Weapons Policy

No student or non-student, including adults and visitors, shall possess, use, or distribute a weapon when in and around a campus location.

The academy will act to enforce this policy and to discipline or take appropriate action against any administrator, student, teacher, academy employee, volunteer, or person of the public who violates this policy.

### **Weapons Policy** (continued)

A "Weapon" by definition means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air-guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; num-chucks; throwing stars; explosives; fireworks; mace and other propellants; stun-guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, razors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

While the college takes a firm "Zero Tolerance" position on the possession, use or distribution of weapons by students, and a similar position with regard to non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional, equipment and/or tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

## **Sexual Violence Policy**

Sexual Violence is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent).

All acts of sexual violence are forms of sex discrimination prohibited by Title IX.

Sexual Violence also includes Domestic Violence, Dating Violence and Stalking.

Please report incidents of sexual violence to the Academy Director or Owner Cristian Patsy Cazarez.

For further assistance you can contact helpful resources such as: [www.loveisrespect.org](http://www.loveisrespect.org) and sexual assault resource center 24-hour hotline in Oregon at 1-888-640-5311. In addition, we highly recommend downloading the Circleof6 app at: [www.Circleof6app.com](http://www.Circleof6app.com)

### **DRUG PREVENTION PROGRAM** **Patsy Brows & Beauty Academy LLC** 8955 Pueblo Ave NE. Salem Or. 97305

The standards of conduct at the Patsy Brows & Beauty Academy state that the unlawful possession or use of illicit drugs and/or alcohol by students and/or employees, on its property, or coming onto the premises under the influence of drugs or alcohol will be TERMINATED.

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-69), the Drug-Free Schools and Communities Act of 1989 (P.L. 101- 226) and 34 code of Federal regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free academy and workplace. To the extent allowed by local, state, and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, termination of employment (for employees), referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

Students, be it known for your safety, that this institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the US Dept. of Education. Consistent with these regulations, employees, as a condition of employment, are required to provide written notice to this institution of the conviction of or a criminal drug offense occurring at the workplace within five (5) days after that conviction.

In addition to institution sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties, fines, imprisonment and the seizure of drug related assets. Drug prevention and awareness programs, counseling, treatment, rehabilitation and other related services are available to students and employees through a number of national hot lines as well as local agencies. Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact one of these organizations. You can also search the internet to receive additional information. Speaking with your family doctor, your church leader, and/or reaching out to your local chapter of Alcoholics Anonymous or Narcotics Anonymous is suggested for gathering treatment or referral information.

## DRUG PREVENTION PROGRAM (continued)

The physical effects of drug abuse are extremely harmful to the user's health.

For example, health problems associated with alcohol and drug abuse/addiction include, but are not limited to, a decrease in mental abilities, damage to vital organs, memory loss, social issues, loss of consciousness, respiratory arrest, as well as death. For additional information regarding referrals, please see a school administrator:

The individual person will also be turned over to the appropriate law enforcement agency for prosecution. It will be recommended that the individual complete a rehabilitation treatment program.

Patsy Brows & Beauty Academy LLC reserves the right to random drug and alcohol testing as needed. Drug and alcohol counseling or rehabilitation or reentry programs that are available in the Salem area are.

Where You can find assistance:

Alcohol Help Line.....1-800-923-4357

[www.lineforlife.org.com](http://www.lineforlife.org.com)

[www.oregonpartnership.org](http://www.oregonpartnership.org)

[www.adhl.org](http://www.adhl.org)

Suicide Prevention Lifeline

1-800-273-8255

[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

All other professional discussions and referrals are done through the Administrative Office.

## Vaccination Policy

Students are highly encouraged to keep all vaccinations current. However, the school does not require proof of vaccinations for enrollment.

## Copyright Materials & Infringement Policy

It is the policy of Patsy Brows & Beauty Academy LLC to comply with all copyright laws.

This includes but is not limited to copying textbooks, manuals, periodicals, as well as peer to peer file sharing. All employees and students are expected to be aware of and follow these laws. Any member of the school practicing unauthorized use or distribution of copyrighted material will be subject to sanctions by the school up to dismissal from school or termination of employment. Individuals would also be subject to Federal criminal offenses for copyright law violations.

## Transfer Student

Patsy Brows & Beauty Academy LLC accepts transfer students who have previous academic credit from a certified college or foreign school that meets the basic requirements.

Protocol to accept transfer students:

- 1- The student will need to submit an a withdrawal official letter from the previous education institute, upon enrollment that proof that the student officially terminate the education cycle in the other education Institute.
- 2- After the Academy received and review the letter, the Academy will contact direct to the previous education institute to request an official transcript and process the admission to our Academy and evaluate the possibilities of validation or accreditation of the previous hours and practices earned on the other institute.
- 3- After Patsy Brows & Beauty Academy LLC receive an Official Transcript of training with time accrued mailed directly from the school previously attended, and Financial Aid Transcript (if applicable), will be contact the student to continuing with the enrollment process

Patsy Brows & Beauty Academy LLC will not guarantee credit for previous hours and requirements earned upon receipt of Official Transcript.

In case of coming from another country or state and have documents/ transcription that prove education regarding the choice of the program that you want to rival, the documents presented must be translated into English, validated, and notarized by a certified notary in the USA and attached with the original documents, to be send out to evaluate by the Health Licensing Office (HLO), tattoo education from other country is no valid in the state of Oregon and is no subject to the same evaluation of the cosmetology programs rules.

All fees and tuition will be prorated according to the amount of time needed to complete the Program at this college. Textbook and equipment charges, if applicable, are additional. During the first week the transfer student will be evaluated on both academic and skill aptitudes to determine placement.

Transfer students are advised that base competency training credits in Oregon are only valid for 2 years from the date of graduation, withdrawal, or termination of enrollment (OAR 715-045). Patsy Brows & Beauty Academy LLC reserves the right to determine if the amount of transfer hours accepted are all hours, a portion of hours, or no hours accepted. Transfer hour from another Institution that are accepted toward the student's educational program are counted as attempted and completed hours.

## Employment Opportunities

The Main objective educations of the programs we offer is to prepare our students in professionals and may have employment opportunities within the Permanent Make UP or Cosmetology Industry.

Students who become licensed in Permanent Make up, Hair Design, Barbering, Esthetics or Nail Technology have some of the following career opportunities available:

### SALON & SPA CAREERS

- Stylists or Technician
- Salon/Spa Owner
- Salon/Spa Manager
- Salon/Spa Chain Manager
- Platform Artist
- Writing for Industry publication
- Cruise Lines or Resort
- Guest Service Coordinator/Receptionist

### EDUCATION

- College Owner
- College Manager
- College Educator
- Teaching classes/seminars.
- International Master

Employment Opportunity (continued)

- Personnel Cadet Instructor Training/Internship
- Creator of her/his own Beauty or permanent make up technique.

### MERCHANDISING

Manufacturer's Representative  
Manufacturers Technician  
Beauty Supply Representative  
online Seller  
Beauty Supply Technician  
Department store Cosmetic Buyer  
Department store Retail Sales

### PRODUCT DEVELOPMENT

Public Relations  
Science  
Chemistry  
Product Designer  
Advertising  
Promotions  
Marketing  
Digital Marketing  
Guest Artist or Speaker

### MEDIA OPPORTUNITIES

Fashion Shows  
Pageants  
Plays, Videos, Movies, Television

### REGULATION

State Licensing Agent  
State Salon/ College Inspector  
State Board Participant

## PROGRAMS DESCRIPTIONS

All programs are available in 2 different options: **Starter** and **PRO**.

**Starter** Program has been design and is only available exclusive to those students that has a scholarship, federal or state benefits with a fund limits, are in low or very low incomes line, for those who already has experience in the Beauty industry that they don't meet the minimum state requirements to rival their education from other country or state and they need basic education to become licensed in the state of Oregon such as Complete her/him minimum internships, Oregon regulations, Law and rules, sanitations, and past the final practical exam.

The Starter programs include a small kit and don't include the supplies and equipment to do the practices and must buy all the supplies and equipment directly in the school (the student needs to use their own supplies as the school indicates).

**PRO programs** are available for everyone, and each career includes more knowledge on its program.

The PRO programs include a Professional kit and all the supplies and equipment to do the practices on real model, except for doing practice on mannequin and final practical exam and must buy the supplies and equipment directly in the school (the student needs to use their own supplies as the school indicates).

\* **Note:** Students must use their own implements and tools that are included in their kits, such as, but not limited to, trimmers, scissors, hair dye, nail brushes, mixing bowls, tattoo machine, compass, rulers, etc.

### Barbering

Barbering means shampoo, haircuts, style, condition, temporarily curl and braid hair as well as shave, trim and cut the beard or mustache.

Barber also massages the scalp and neck, and face, but not apply chemical treatments such as coloring, dyeing, relaxing, and permanent waves.



## Programs description (continued)

### Hair Design

Hair designers mean shampoo, cut, style, condition, and apply chemical treatments such as coloring, dyeing, relaxing, and permanent waves, temporarily curl and braid hair as well as shave, hairdo and hair extensions. Hair designers also massage the scalp and neck, but not the face, if in conjunction with the above services.

### Esthetics

Esthetics means any of the following skin care or facial care practices performed on the human body or face for the purpose of keeping the skin of the human body or face healthy and attractive and not for medical diagnosis or treatment of disease or physical or mental ailments.

#### Esthetics Pro

##### SkinCare

- Professional and noninvasive advance techniques using manual, mechanical or electric devices for cleansing, stimulating, manipulating, exfoliating, applying lotions or creams.

##### Mechanical or electric techniques:

- High Frequency
- Cold therapy
- Hydro-microdermabrasion
- Micro-current
- Light therapy
- Radio frequency
- scrub radio frequency
- Steamer
- Manual extraction
- Chemical peel
- Derma-planing
- Body treatments

##### Lashes and brow services

- Eyelash extensions (Classic and full Classic) online access\*
- Brows Design, lamination and tint\*
- Lash lifting and tint\*

##### Other services

- Waxing (Temporary removal of hair) for all body areas.
- Make-Up

All students enrolled in Esthetics Pro Program will have extra Online 3 months education access after graduation.

#### Esthetics Starter

##### Skincare

- Facial: Basic and manual techniques for application of cleaning, stimulating, exfoliating and massage the face skin.
- Light therapy
- Chemical peel
- Manual extractions
- Body treatments

##### Lashes and brow services

- Classic Lash extension online access\*
- Brows Design and tint\*

##### More knowledge

- Waxing (Temporary removal of hair) for face, arms and legs
- Make-Up

*\*(online education) in person evaluation and practice.*

All students are instructed regarding the importance of Oregon rules and laws, salon safety, and sanitation procedures, diseases and conditions of the skin, client consultation and professionalism.

### Nail Technology

Nail Technology referees the techniques, tools, and other products used to treat and take care of nails, while also making them look aesthetically pleasing. This file of practice involves cosmetics treatments for fingernails, hands toenails, and feet. Typically, nail technology is divided into 2 areas: Manicures for hands and pedicures for feet. In our Nail technology programs the students are introduced to the theory and practice to deep knowledge of, acrylic, builder gel, regular nail polish, gel nail polish, lotions, exfoliants, paraffin, acrylic and gel form, and decoration nail art, depends on the program selection.

### Programs description (continued)

Our school also teaches hand, calf, and foot massages as an added value service for clientele. Finally, our students are instructed regarding the importance of Oregon rules and laws, salon safety, and sanitation procedures, diseases and conditions of the nails, client consultation and professionalism.

#### Pro Nail Technology Program:

##### Nail and hand services:

- Acrylic nails tips
- Builder Gel nail tips
- Acrylic forms
- Builder gel forms
- Acrylic overlay
- Acrylic natural nail extension
- Acrylic French nail tips
- Regular manicure
- Spa manicure
- Russian manicure
- Dry manicure
- Rubber base manicure
- Nail art with gel (basic)
- French gel nail polish
- Encapsulated Art
- Hand massages
- Arm massages
- Natural nail wrap

##### Toenails and feet services:

- Basic pedicure
- Russian Spa pedicure
- Natural nail wrap
- Acrylic overlay
- Acrylic natural nail extension
- Acrylic French form
- Paraffin
- Hot towels
- Hot stones
- Deep cleaning toenails
- Feet and calf leg massage
- 

#### Starter Nail Technology Program Includes:

- Acrylic nails tips
- Regular manicure
- Dry manicure
- Nail art with gel (basic)
- French gel nail polish
- Encapsulated Art
- Hand massages
- Arm massages
- Natural nail wrap

##### Toenails and feet services:

- Basic pedicure
- Spa pedicure
- Paraffin
- Deep cleaning toenails
- Feet and calf leg massage



## Programs description (continued)

### Permanent Make Up / Cosmetic Tattoo

This program has 2 different options.

#### Option 1:

During this program, students will be introduced to Permanent Make-Up techniques like Boldbrows, Powder Brows, Baby eyeliner, Classic eyeliner and Full Lips, lip blush, tiny tattoos, theory such but no limited to safety sanitation, needles, tattoo machine, equipment supplies, infection control, color theory, skin disease, client service, business operation and most important, hands-on live model.

#### Option 2:

During this program, students will be introduced to Permanent Make-Up techniques like PowderBrows or BoldBrows and Full Lips, lip blush, theory topics such but no limited to safety sanitation, needles, tattoo machine, equipment supplies, infection control, color theory, skin disease, client service, business operation and most important, hands-on live model. It is our mission to help each student to attain their dream of becoming a professional licensed tattoo artist.

We are committed to identifying each student's individual style of learning to help reach his/her professional goals. Safety and Sanitation hours are required by Oregon Law and is mandatory training for graduation. This will involve training in decontamination and infection control, salon cleanliness, disinfection, client safety, practitioner safety, client records and overall Oregon Law requirements.

Each student enrolled will be expected to perform sanitation duties expressed in Oregon Law and Administrative Rules. You will also learn OSHA hazardous chemical information. The daily sanitation procedures will need to be performed prior to, during, and after the services that students perform.

### Career Development

This will prepare you for entering the workplace in your new career, concentrating on your professionalism, customer service, and business practice skills.

## COURSES & PROGRAMS AVAILABLE

At Patsy Brows and Beauty Academy LLC we have two educational options available for all licenses Programs and each choice is hybrid depending on the program selected, the theory introduction will be online during the first 3-10 week Unless otherwise stated, the practice will be in person at the school address.

#### Option 1: PRO (Resident)

This program will be a combination of online and in person education, 80% of the theory will be covered online during the first weeks of the programs and the practice will be 100% in person at Patsy Brows and Beauty Academy with practice online support.

All licenses' programs Including the option to attend part-time or a full-time student.

\*You Will find more detailed information of schedules listed below each course.

#### Option 2: Starter (Hybrid)

**Esthetics, Nails Technology, Barbering and Hair design Programs** Program will be based on a hybrid education Unless otherwise stated. The student must complete her/his homework to study the chapters at home and this will allow us to track the progress of each student; 100% of the theory will be covered with homework and assignments. This is tracked with the completion of chapters including workbooks and tutorials. 100% of the practice assignments will be done at the Academy.

All forms of practice will be 100% at Patsy Brows and Beauty Academy LLC. Evaluation of each chapter, and theory presentations will be considered as hours required for each course.

#### Permanent Make Up course.

During this program, students will be introduced to tattoo/Permanent Make-Up techniques selected, safety sanitation, needles, tattoo machine, equipment supplies, infection control, color theory, skin disease, client service, business operation, social media, and most important, hands-on live model.

The students will attend 3 phases.

**1<sup>st</sup> phase: 1<sup>st</sup> and 4<sup>th</sup> week** will be theoretically introduction study through Craft Master app (DISTANCE LEARNING), Practice on latex/ fake skin, and tests based on a hybrid education unless another educational method is indicated.

**2<sup>nd</sup> Phase: 5<sup>th</sup> week will be** In person education, Test to evaluate the knowledge level of the student, practice on latex, practice shape, design on real model, and first procedure in real model.

**3<sup>rd</sup> Phase: 6<sup>th</sup> until graduation will be in person education;** the student will complete the 50 procedures to get graduate and become a Professional Permanent make-up, Artist.

It is our mission to help each student to attain their dream of becoming a licensed tattoo artist.

We are committed to identifying each student's individual style of learning to help reach his/her professional goals.

Course program available (continued)

The Sanitation hours are required by Oregon Law and is mandatory training for graduation. This will involve training in decontamination and infection control, salon cleanliness, disinfection, client safety, practitioner safety, client records and overall Oregon Law requirements.

Each student enrolled will be expected to perform sanitation duties expressed in Oregon Law and Administrative Rules. You will also learn OSHA hazardous chemical information. The daily sanitation procedures will need to be performed prior to, during, and after the services that students perform.

## Permanent Make Up

### Hybrid Programs 10-16 weeks

**The maximum class size is 10 students per program.**

50 Procedures (110 Practical hours) In addition to technical training in Permanent Make Up, students enrolled in this Program of study are required by Oregon law to complete both a Safety and infection control of 40 clock hour's length and Oregon laws and rules of 20 clock hours. The 60 clock hours for completion of the state required hours have been included in the 360 clock hours. Employment Opportunities: Brow's specialist, Brows instructor, salon Manager/Owner, permanent make up designer, platform artist.

PROGRAM	Operations	ONLINE EDUCATION	TIME	MINIMUM Contracted Weeks	MAXIMUM Contracted Weeks (With 85% of attends)
<b>Permanent Make-Up PRO</b>	60	FIRST 10 WEEK	<b>Thursday &amp; Friday</b> 8:00 am – 2:00 pm	14	Online + 16 weeks
<b>Permanent Make-Up Make your Own</b>	50	FIRST 10 WEEKS	<b>Thursday &amp; Friday</b> 8:00 am -2:00 pm	14	Online + 16 weeks
<b>Permanent Make-Up Starter</b>	50	FIRST 10 WEEKS	<b>Thursday &amp; Friday</b> 8:00 am -2:00 pm	12	Online + 14 weeks
<b>Permanent Make - Up Tattoo/ Scalp</b>	50	FIRST 10 WEEKS	<b>Thursday &amp; Friday</b> 8:00am – 2:00 pm	10	Online + 12 weeks

## HAIR DESIGN PRO: 575 operations

### PRO Program 30-45 weeks (Resident/ In person education)

**The maximum class size is 10 students per program.**

As competency-based school in our 100% in person program includes the minimum of 455 operations as a competency-based school program and 120 discretionary operations assigned, this Program of study are required by Oregon law to complete both a Safety and Sanitation of 20 hours and a Career Development of 20 education hours, the 40 hours of the state required hours have been included in the curriculum.

Students will attend four phases of this program. Phase I is the introduction to the basic Hair Design knowledge, the Oregon laws, and the practical demonstration of basic treatments online; Phase II discretionary techniques and builds on the skills obtained in Phase I and introduces advanced treatments while giving the student the opportunity to increase speed and become self-sufficient, Phase III mastering and improve skills obtaining in phase I and II, Phase IV evaluating all the techniques learned on the three initial Phases and completing the discretionary operations. However, with our competency-based instructional program graduation will not depend on the number of clock-hours, it will depend on a student's ability to meet a minimum number of operations and demonstrate competence. When the school informs a student that he or she is competent, the student may elect to leave the school with a diploma at that time or stay in school until the amount of minimum program weeks has been completed. A student may make this choice at no additional charge but must notify the school of his or her decision within two weeks of notice of competency.

PRO PROGRAM	ONLINE EDUCATION	TIME	Hours per week	Option 1 Duration (Average time to competency)
<b>Hair Design Pro</b>	FIRST 10 WEEK	Thursday - Saturday 8:00 am – 2:00 pm	18	ONLINE + 30 – 32 weeks
<b>Hair Design Pro</b>	FIRST 10 WEEKS	Friday - Saturday 8:00 am – 2:00 pm	12	ONLINE + 45 - 47 weeks
<b>Hair Design Pro (Coming soon)</b>	FIRST 10 WEEKS	Thursday 12:00 pm – 8:30 pm	8.5	ONLINE + 64– 66 Weeks
<b>Hair Design Pro</b>	FIRST 10 WEEKS	Saturday 8:00 am – 4:30 pm	8.5	ONLINE + 64– 66 Weeks
<b>Hair Design Pro (AVAILABLE FOR MINORS ONLY)</b>	FIRST 10 WEEKS	Sunday 8:00 am – 2:30 pm	6.5	ONLINE + 83- 85 weeks

Employment Opportunities: hair color specialist, Hair design specialist, hair cutting expert, salon.

Manager/Owner assist, Hair platform speaker, Hair products Sale manger, Hair Products Creator, platform artist.

Course program available (continued)

**HAIR DESIGN STARTER:**  
**STARTER Program 28-62 weeks (Hybrid)**  
**378 in person clock hours**

The maximum class size is 10 students per program.

In this option our Hair Design Program will be based on a hybrid education unless another educational method is indicated. The student must complete her/his homework to study the chapters at home and this will allow us to track the progress of each student; 80% of the theory will be covered with homework and assignments. This is tracked with the completion of chapters including workbooks and online tutorials. The remaining 20% will be in person, attending the academy on the schedule selected. 100% of the practice assignments will be done at the Academy.

All forms of practice will 100% at Patsy Brows and Beauty Academy LLC. Evaluation of each chapter's homework will be accounted hours required for each course.

The student will take a written test every week to evaluate the progress of education.

PROGRAM	ONLINE EDUCATION	IN PERSON TIME	Hours per week	Option 2 Duration (Average time to competency)
Hair Design Starter	FIRST 10 WEEK	Thursday - Saturday 12:00 pm – 4:30 pm	13.5	ONLINE + 28-30 weeks
Hair Design Starter	FIRST 10 WEEKS	Thursday – Friday 12:00pm – 4:30 pm	9	ONLINE + 42-44 Weeks
Hair Design Starter	FIRST 10 WEEKS	Thursday 12:00 pm – 8:30pm	8.5	ONLINE + 48-50 Weeks
Hair Design Coming soon)	FIRST 10 WEEKS	Saturday 12:00 pm – 8:30pm	8.5	ONLINE + 47-50 Weeks
Hair Design Starter (AVAILABLE FOR MINORS ONLY)	FIRST 10 WEEKS	Sunday 8:00 am – 2:30 pm	6.5	ONLINE + 61-62 Weeks

**BARBERING PRO 545 OPERATIONS**  
**PRO Program 17-20 weeks (Resident/ In person education)**

The maximum class size is 10 students per program.

As competency-based school in our 100% in person program includes the minimum of 465 operations as a competency-base school program and 80 discretionary operations assigned, this Program of study are required by Oregon law to complete both a Safety and Sanitation of 20 hours and a Career Development of 20 education hours, the 40 hours of the state required hours have been included in the curriculum.

Students will attend four phases of this program. Phase I is the introduction to the basic Barbering knowledge, the Oregon laws, and the practical demonstration of basic treatments online; Phase II discretionary techniques and builds on the skills obtained in Phase I and introduces advanced treatments while giving the student the opportunity to increase speed and become self-sufficient, Phase III mastering and improve skills obtaining in phase I and II, Phase IV evaluating all the techniques learned on the three initial Phases and completing the discretionary operations. However, with our competency-based instructional program graduation will not depend on the number of clock-hours, it will depend on a student's ability to meet a minimum number of operations and demonstrate competence. When the school informs a student that he or she is competent, the student may elect to leave the school with a diploma at that time or stay in school until the amount of minimum program weeks has been completed. A student may make this choice at no additional charge but must notify the school of his or her decision within two weeks of notice of competency.

PROGRAM	ONLINE EDUCATION	TIME	Hours per week	Barbering Pro (Average time to competency)
Barbering PRO	FIRST 10 WEEK	Tuesday & Saturday 8:00 am – 4:30 pm	17	ONLINE + 12 – 19 weeks
Barbering PRO	FIRST 10 WEEKS	Tuesday or Saturday 8:00 am – 4:30 pm	8.5	ONLINE + 24-26 Weeks

Course program available (continued)

## BARBERING 465 OPERATIONS

### STARTER Program 13-14 weeks (Hybrid)

The maximum class size is 10 students per program.

In this option our barbering Program will be based on a hybrid education unless another educational method is indicated. The student must complete her/his homework to study the chapters at home and this will allow us to track your progress of each student, 100% of the theory will be cover with homework and assignments. This is tracked with the completion of chapters including workbooks and online tutorials. 100% of the practice assignments will be done at the Academy.

All forms of practice will 100% at Patsy Brows and Beauty Academy LLC. Evaluation of each chapter's workshop will be accounted hours required for each course.

The student will take a written test every week to evaluate the progress of education.

STARTER PROGRAM	ONLINE EDUCATION	TIME	Hours per week	Barbering Starter (Average time to competency)
Barbering STARTER	FIRST 10 WEEK	Tuesday & Saturday 12:00 pm – 4:30 pm	9	ONLINE + 13 - 16 weeks
Barbering STARTER	FIRST 10 WEEKS	Tuesday 12:00 pm– 4:30 pm	4.5	ONLINE + 26 -28 weeks
Barbering STARTER	FIRST 10 WEEKS	Saturday 12:00 pm– 4:30 pm	4.5	ONLINE + 26 -28 weeks

#### Program includes:

- Haircuts: man
- Woman
- Kids
- Scalp treatments
- Mustache and Beard Design
- Shaving
- Skincare for man
- Facial, steamer

#### PRO / STARTER

- |   |   |
|---|---|
| ✓ | ✓ |
| ✓ |   |
| ✓ |   |
| ✓ | ✓ |
| ✓ | ✓ |
| ✓ | ✓ |
| ✓ |   |
| ✓ |   |

- hair treatments
- hairstyling for man
- hairstyling for women
- Brow's design
- Braids
- hair designs for men
- Hot towels

#### PRO / STARTER

- |   |   |
|---|---|
| ✓ |   |
| ✓ | ✓ |
| ✓ |   |
| ✓ |   |
| ✓ |   |
| ✓ |   |
| ✓ |   |
| ✓ | ✓ |

Course program available (continued)

### Esthetics PRO/ 300 operations

#### PRO Program 10 - 30 weeks (in person education)

**The maximum class size is 10 students per program.**

As competency-based school in our 100% in person program includes the minimum of 220 operations as a competency-based school program and 80 discretionary operations assigned, this Program of study are required by Oregon law to complete both a Safety and Sanitation of 20 hours and a Career Development of 20 education hours, the 40 hours of the state required hours have been included in the curriculum.

Students will attend four phases of this program. Phase I is the introduction to the basic Esthetics knowledge, the Oregon laws, and the practical demonstration of basic treatments online; Phase II discretionary techniques and builds on the skills obtained in Phase I and introduces advanced treatments while giving the student the opportunity to increase speed and become self-sufficient, Phase III mastering and improve skills obtaining in phase I and II, Phase IV evaluating all the techniques learned on the three initial Phases and completing the discretionary operations. However, with our competency-based instructional program graduation will not depend on the number of clock-hours, it will depend on a student's ability to meet a minimum number of operations and demonstrate competence. When the school informs a student that he or she is competent, the student may elect to leave the school with a diploma at that time or stay in school until the amount of minimum program weeks has been completed. A student may make this choice at no additional charge but must notify the school of his or her decision within two weeks of notice of competency.

PRO PROGRAM	ONLINE EDUCATION	TIME	Hours per week	Esthetics Pro (Average time to competency)
Esthetics PRO	FIRST 10 WEEKS	Tuesday & Thursday 8:00 am – 2:00 pm	12	ONLINE + 15- 17 weeks
Esthetics PRO	FIRST 10 WEEKS	Tuesday, Thursday & Sat 8:00 am – 2:00 pm	18	ONLINE + 10- 12 weeks
Esthetics PRO (Coming soon)	FIRST 10 WEEKS	Tuesday OR Thursday 12:00 pm – 8:30 pm	8.5	ONLINE + 21- 23 Weeks
Esthetic PRO	FIRST 10 WEEKS	Saturday 8:00 am – 4:30 pm	8.5	ONLINE + 21 – 23 weeks
Esthetic PRO (AVAILABLE FOR MINORS ONLY)	FIRST 10 WEEKS	Sunday 8:00 am- 2:30 pm	6.5	ONLINE + 28 – 30 weeks

### Esthetics Starter 220 OPERATIONS

#### STARTER Program 8-20 weeks (Hybrid)

**The maximum class size is 10 students per program.**

In this option for our Esthetics Program will be based on a hybrid education, unless another educational method is indicated. The student must complete her/his homework to study the chapters at home and this will allow us to track your progress of each student, 80% of the theory will be cover with homework and assignments. This is tracked with the completion of chapters including workbooks and online tutorials. The remaining 20% will be in person, attending the academy on the schedule selected. 100% of the practice assignments will be done at the Academy.

All forms of practice will 100% at Patsy Brows and Beauty Academy LLC. Evaluation of each chapter's workshop will be accounted hours required for each course.

PROGRAM	ONLINE EDUCATION	TIME	Hours per week	Esthetics Starter (Average time to competency)
Esthetics STARTER	FIRST 10 WEEKS	Tuesday & Thursday 12:00pm – 4:30 pm	9	ONLINE + 12- 14 Weeks
Esthetics STARTER	FIRST 10 WEEKS	Tuesday or Thursday 12:00 pm – 4:30pm	4.5	ONLINE + 24-26 weeks
Esthetics STARTER (Coming soon)	FIRST 10 WEEKS	Saturday 12:00 pm – 8:30pm	8.5	ONLINE + 13-15 weeks
Esthetic STARTER (AVAILABLE FOR MINORS ONLY)	FIRST 10 WEEKS	SUNDAY 8:00 am – 2:30pm	6.5	ONLINE + 17-19 WEEKS

The student will take a written test every week to evaluate the progress of education.

Employment Opportunities: Skin care specialist, makeup artist, Make up trainer, lash extension master, Salon Manager/Owner Dermatologist Assistant, platform artist.



Course program available (continued)

## Nails Technology PRO 110 OPERATIONS

PRO Program weeks 6-11 weeks

**The maximum class size is 10 students per program.**

As competency-based school in our 100% in person program includes the minimum of 70 operations as a competency-based school program and 40 discretionary operations assigned, this Program of study are required by Oregon law to complete both a Safety and Sanitation of 20 hours and a Career Development of 20 education hours, the 40 hours of the state required hours have been included in the curriculum.

Students will attend four phases of this program. Phase I is the introduction to the basic Nail technology knowledge, the Oregon laws, and the practical demonstration of basic treatments online; Phase II discretionary techniques and builds on the skills obtained in Phase I and introduces advanced treatments while giving the student the opportunity to increase speed and become self-sufficient, Phase III mastering and improve skills obtaining in phase I and II, evaluating all the techniques learned on the 2 initial Phases and completing the discretionary operations. However, with our competency-based instructional program graduation will not depend on the number of clock-hours, it will depend on a student's ability to meet a minimum number of operations and demonstrate competence. When the school informs a student that he or she is competent, the student may elect to leave the school with a diploma at that time or stay in school until the amount of minimum program weeks has been completed. A student may make this choice at no additional charge but must notify the school of his or her decision within two weeks of notice of competency.

PROGRAM	ONLINE EDUCATION	TIME	Hours per week	Nail Technology Pro (Average time to competency)
<b>Nail Technology PRO</b>	FIRST 6 WEEKS	Tuesday & Thursday 8:00 am – 2:00 pm	12	ONLINE + 6 – 8 weeks
<b>Nail Technology PRO</b>	FIRST 6 WEEKS	Tuesday or Thursday 8:00 am – 2:00 pm	6	ONLINE + 12 –14 weeks
<b>Nail Technology PRO</b>	FIRST 6 WEEKS	Tuesday, Thursday & Sat 8:00 am – 2:00 pm	18	ONLINE + 4 –6 weeks
<b>Nail Technology PRO</b>	FIRST 6 WEEKS	Saturday 8:00 am – 4:30pm	8.5	ONLINE + 9-11 weeks

## NAIL TECHNOLOGY Starter 70 OPERATIONS

STARTER Program 5-9 weeks (Hybrid)

**The maximum class size is 10 students per program.**

In this option our Nail technology Program will be based on a hybrid education unless another educational method is indicated. The student must complete her/his homework to study the chapters at home and this will allow us to track the progress of each student; 80% of the theory will be cover with homework and assignments. This is tracked with the completion of chapters including workbooks and online tutorials. The remaining 20% will be in person, attending the academy on the schedule selected. 100% of the practice assignments will be done at the Academy.

All forms of practice will 100% at Patsy Brows and Beauty Academy LLC. Evaluation of each chapter's workshop will be accounted hours required for each course.

PROGRAM	ONLINE EDUCATION	TIME	Hours per week	Nail Technology Starter (Average time to competency)
<b>Nail Technology STARTER</b>	FIRST 6 WEEKS	Tuesday & Wednesday 12:00 pm – 4:30 pm	9	5-7 Weeks
<b>Nail Technology STARTER</b>	FIRST 6 WEEKS	Tuesday OR Wednesday 12:00 pm – 4:30 pm	4.5	10 –12 WEEKS
<b>Nail Technology STARTER</b>	FIRST 6 WEEKS	Saturday 12:00 pm – 4:30 pm	4.5	10 - 12 weeks

Employment Opportunities: Manicurist/pedicurist, Nail specialist, Nails trainer, Salon Manager/Owner, nails supply seller, platform artist, podiatrist's assistant.



## Combination of Programs

The State of Oregon allows to take combinations of the four basic Programs of Permanent Make Up, Hair Design, Esthetics and Nail Technology. To be licensed in the State of Oregon and as well as in all other states the basic programs should be taken.

**All combination programs are available in PRO and STARTER program.**

**PRO Time available to attend.**

**Tuesday-Thursday and Saturday 8:00 am – 2:00 pm to be complete maximum in 57 concreateed weeks depending on the programs.**

### Hair Design, Esthetics and Nails Technology

#### **985 Operations (2 years Academy)**

Education standards will be the combination of Hair Design 575 operations, Esthetics 300 operations and Nail Technology 110 operations.

Since the student just needs to complete the 40 hours Safely/ Sanitation, career Development and the operations, the student can graduate once she/he completes the operations and pass the final written and practical exam or in a maximum of 57 concreateed weeks.

### Hair Design and Esthetics

#### **875 Operations.**

Education standards will be the combination of Hair Design 575 operations, Esthetics 300 operations.

Since the student just needs complete the 40 hours Safely/ Sanitation, career Development and the operations, the program can be complete in 45 concreateed weeks, maximum in 48.

### Hair and Nail Technology

#### **685 Operations**

Education standards will be the combination of Hair Design 575 operations, Nail technology 110 operations.

Since the student just needs to complete the 40 hours Safely/ Sanitation, career Development and operations the program can be complete in 37 concrete weeks, maximum in 40 weeks.

For part-time info please contact the Academy.

### Esthetics and Nail Technology

#### **410 Operations**

Education standards will be the combination of Esthetics 300 operations and Nail Technology 110 operations.

Since the student just needs to complete the 40 hours Safely/ Sanitation, career Development and operations the program can be complete in 24 concrete weeks, maximum in 26 weeks.

For part time info please contact the Academy

### Esthetics and Permanent Make Up

#### **300 Esthetics Operations and 50 Permanent Make-Up operations.**

Education standards will be the combination of Esthetics 300 operations and Permanent Make-Up 50 operations and 170 hours program.

Since the student just needs to complete the 40 hours Safely/ Sanitation, and career Development, the time is 360 hours, the program can be complete in 20 concreateed weeks, maximum in 21.

For part time info please contact the Academy

### Esthetics and Barbering

#### **895 Operations**

Education standards will be the combination of Esthetics 300 operations and Barbering 545 operations.

Since the student just needs to complete the 40 hours Safely/ Sanitation, career Development and operations the program can be complete in 41 concrete weeks, maximum in 43 weeks.

For part time info please contact the Academy

## Calendar of Program Start Dates

\*Dates are subject to change without notice.

YEAR	HAIR DESIGN	Barbering	PERMANENT MAKE UP	ESTHETICS	NAILS TECHNOLOGY
2024	-	January 16	-	January 30	January 30
2024	Feb 1	February 6	February 8	February 6	February 6
2024	Feb 29	March 5	March 7	March 5	March 5
2024	Mar 21	April 2	April 25	April 2	April 2
2024	Apr 18	April 30	-	April 30	April 30
2024	May 16	May 28	-	May 28	May 28
2024	Jun 27	June 25	-	Jun 25	Jun 25
2024	Jul 18	July 23	July 18	July 23	July 23
2024	Aug 15	August 20	September 5	August 20	August 20
2024	Sep 12	September 3	-	September 3	September 3
2024	Oct 10	October 1	-	October 1	October 1
2024	Nov 7	October 29	October 19	October 29	October 29
2024	Nov 22	November 20	-	November 20	November 20
2024	Dic 19	December 17	-	December 17	December 17

## Calendar of Program Saturday Start Dates

YEAR	HAIR DESIGN	BARBERING	NAIL TECHNOLOGY	ESTHETICS
2024	January 27	January 27	January 27	January 27
2024	February 24	February 24	February 24	February 24
2024	March 23	March 23	March 23	March 23
2024	April 20	April 20	April 20	April 20
2024	Jun 22	Jun 22	Jun 22	Jun 22
2024	July 27	July 27	July 27	July 27
2024	August 10	August 10	August 10	August 10
2024	August 31	August 31	August 31	August 31
2024	September 28	September 28	September 28	September 28
2024	October 26	October 26	October 26	October 26
2024	November 23	November 23	November 23	November 23

## Calendar of Minor Program Start Dates (SUNDAY)

YEAR	HAIR DESIGN	BARBERING	NAIL TECHNOLOGY	ESTHETICS
2024	September 29	September 29	September 29	September 29
2024	October 20	October 20	October 20	October 20
2024	November 24	November 24	November 24	November 24
2024	December 22	December 22	December 22	December 22

## Education Costs

### Permanent Make UP (tattoo program)

#### 1. Permanent Make-Up PRO OREGON TATTOO LICENSE & PHIACADEMY CERTIFICATE

(Includes 4 Months online support, Latin Brows perfection 3 months online support)

**Bolbrows, PowderBrows & latinBrows Phi Academy Certificate**

Registration Fee.....	\$150.00
Enrollment.....	\$250.00
Education Material, and Lab fee.....	\$1,800.00
Kit and supplies for practice on real model.....	\$5,150.00
Uniform and books.....	\$350.00

Fundamental Tuition Fee Includes:

- Oregon Program: Tinny tattoo, Lips, eyeliner (6 months online support).....\$7,500.00
- Phi Academy certification: Basic Bolbrows, Basic PowderBrows, Perfection Latinbrows).....\$7,600.00

**TOTAL.....\$22,800.00**

#### 2. Permanent Make-Up STARTER OREGON TATTOO LICENSE & PHIACADEMY CERTIFICATE

(Includes 2 Months online support)

**Bolbrows, PowderBrows & Phi Academy Certificate**

Registration Fee.....	\$150.00
Enrollment.....	\$250.00
Education Material, and Lab fee.....	\$1,800.00
Kit and supplies for practice on real model.....	\$4,250.00
Uniform and books.....	\$350.00

Fundamental Tuition Fee Includes:

- Oregon Program: Tinny tattoo, Lips (3 months online support).....\$6,450.00
- Phi Academy certification: Basic Bolbrows & Basic PowderBrows,).....\$6,150.00

**TOTAL.....\$19,400.00**

#### 3. Permanent Maek-UP MAKE YOUR OWN (Includes 3 months Online support)

**OREGON TATTOO LICENSE & PHIACADEMY CERTIFICATE**

Registration Fee.....	\$150.00
Enrollment.....	\$250.00
Education Material, and Lab fee.....	\$1,400.00
Kit /supplies for practice on real model.....	\$3,750.00
Uniform and books.....	\$ 350.00

Fundamental Tuition Fee Includes:

- Oregon Program: Tinny tattoo, Lips (3 months online support).....\$9,950.00
- Choice 2 more option to add to your Tattoo program without extra charge:
- **Add On options:**
  - 1- Online Basic Boldbrows (2 months online support Phi academy)
  - 2- Online Basic PowderBrows (6 months online support Phi academy)
  - 3- Online Perfection LatinBrows (3 months online support Phi academy)
  - 4- Online Perfection Crossbreed Brows (3 months online support)
  - 5- Online Eyeliner (3 months support)

**TOTAL.....\$15,850.00**

#### 4. Permanent Maek-UP, TATTOO, SCALP (Includes 3 months Online support)

Registration Fee.....	\$150.00
Enrollment.....	\$250.00
Education Material, and Lab fee.....	\$1,400.00
Kit & Supplies for practices on real model.....	\$1,900.00
Uniform and books.....	\$350.00

Fundamental Tuition Fee Includes:

- Oregon Program: Tinny tattoo, SCALP, SOFTBROWS, ombré brows  
(3 months online supporting).....\$9,850.00

**TOTAL.....\$13,900.00**

### NAILS TECHNOLOGY PRO

Registration Fee.....	\$150.00
Enrollment Fee.....	\$250.00
Education Material, and Lab fee .....	\$340.00
Kit and supplies for practice on real model.....	\$1,195.00
Uniform and books.....	\$445.00
Fundamental Tuition Fee .....	\$5,670.00
<b>TOTAL.....</b>	<b>\$7,950.00</b>

### NAILS TECHNOLOGY STARTER

Registration Fee.....	\$150.00
Enrollment Fee.....	\$250.00
Education Material, and Lab fee .....	\$300.00
Kit .....	\$495.00
Uniform/Books.....	\$345.00
Fundamental Tuition Fee .....	\$4,680.00
<b>TOTAL.....</b>	<b>\$6,220.00</b>

### ESTHETICS PRO

Registration Fee.....	\$150.00
Enrollment Fee.....	\$250.00
Education Material, and Lab fee .....	\$400.00
Kit and supplies for practice on real model.....	\$1,395.00
Uniform and books.....	\$555.00
Fundamental Tuition Fee .....	\$8,350.00
<b>TOTAL.....</b>	<b>\$11,100.00</b>

#### Add on option 1

<b>Fee</b> .....	\$2,050.00
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Our full 2 DAYS LIVE LASH TRAINING includes, Full Classic, Volume, Mega Volume and Hybrid Lash extensions training that are valued in \$2,450.00 if you sign up separate.

<b>TOTAL .....</b>	<b>\$13,150.00</b>
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#### Add on option 2

Professional make up Class 9 weeks Thursday or Saturday Regular price \$4,500.....	\$3,987.00
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<b>TOTAL .....</b>	<b>\$15,087.00</b>
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### ESTHETICS STARTER

Registration Fee.....	\$150.00
Enrollment Fee.....	\$250.00
Education Material, and Lab fee .....	\$350.00
Books & uniform.....	\$455.00
Kit .....	\$545.00
Fundamental Tuition Fee .....	\$6,300.00
<b>TOTAL.....</b>	<b>\$8,050.00</b>

#### Add on option 1

<b>Fee</b> .....	\$2,050.00
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Our full 2 DAYS LIVE LASH TRAINING includes, Full Classic, Volume, Mega Volume and Hybrid Lash extensions training that are valued in \$2,450.00 if you sign up separate.

<b>TOTAL .....</b>	<b>\$10,100.00</b>
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#### Add on option 2

Professional make up Class 9 weeks Thursday or Saturday Regular price \$4,500.....	\$3,987.00
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<b>TOTAL .....</b>	<b>\$12,037.00</b>
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### HAIR DESIGN PRO

Registration Fee.....	\$150.00
Enrollment Fee.....	\$250.00
Education Material, and Lab fee .....	\$570.00
Books & uniform.....	\$555.00
Kit/ supplies/ supplies for practice on real model .....	\$2,125.00
Fundamental Tuition Fee .....	\$17,220.00
<b>TOTAL.....</b>	<b>\$20,870.00</b>

### HAIR DESIGN STARTER

Registration Fee.....	\$150.00
Enrollment Fee.....	\$250.00
Education Material, and Lab fee .....	\$350.00
Books & uniform.....	\$555.00
Kit .....	\$1,185.00
Fundamental Tuition Fee .....	\$11,599.00
<b>TOTAL.....</b>	<b>\$14,089.00</b>

### BARBERING PRO

Registration Fee.....	\$150.00
Enrollment Fee.....	\$250.00
Education Material, and Lab fee.....	\$570.00
Books & uniform.....	\$555.00
Kit/ supplies for practice on real model .....	\$1,825.00
Fundamental Tuition Fee .....	\$15,440.00
<b>TOTAL.....</b>	<b>\$18,790.00</b>

### BARBERING STARTER

Registration Fee.....	\$150.00
Enrollment Fee.....	\$250.00
Education Material, and Lab fee .....	\$350.00
Books & uniform.....	\$555.00
Kit .....	\$535.00
Fundamental Tuition Fee .....	\$9,950.00
<b>TOTAL.....</b>	<b>\$11,790.00</b>

## Program Combination

### HAIR DESIGN, ESTHETICS AND NAILS TECHNOLOGY PRO

Registration Fee.....	\$150.00
Enrollment Fee.....	\$250.00
Education Material, and Lab fee.....	\$1,310.00
Books & uniform.....	\$1,555.00
Kit/ supplies for practice on real model:	
HAIR DESIGN.....	\$2,125.00
ESTHETICS.....	\$1,395.00
NAILS THECHNOLOGY.....	\$1,195.00
Fundamental Tuition Fee .....	\$28,428.00
<b>TOTAL.....</b>	<b>\$36,008.00</b>

### HAIR DESIGN PRO & ESTHETICS PRO

Registration Fee.....	\$150.00
Enrollment Fee.....	\$250.00
Education Material, and Lab fee.....	\$970.00
Books & uniform.....	\$1,110.00
Kit & supplies for practice on real model:	
HAIR DESIGN.....	\$2,125.00
ESTHETICS.....	\$1,395.00
Fundamental Tuition Fee .....	\$24,035.80
<b>TOTAL.....</b>	<b>\$30,035.80</b>

### HAIR DESIGN AND NAILS TECHNOLOGY PRO

Registration Fee.....	\$150.00
Enrollment Fee.....	\$250.00
Education Material, and Lab fee.....	\$740.00
Books & uniform.....	\$900.00
Kit/ supply supplies for practice on real model /uniform: HAIR DESIGN .....	\$2,125.00
NAILS TECHNOLOGY.....	\$1,195.00
Fundamental Tuition Fee .....	\$21,590.00
<b>TOTAL.....</b>	<b>\$27,070.00</b>

### ESTHETICS AND NAILS TECHNOLOGY (PRO)

Registration Fee.....	\$150.00
Enrollment Fee.....	\$250.00
Education Materia, and Lab fee.....	\$970.00
Books & uniform.....	\$1,000.00
Kit/ supply for practice on real model : ESTHETICS.....	\$1,195.00
NAIL TECHNOLOGY.....	\$1,395.00
Fundamental Tuition Fee .....	\$12,618.00
<b>TOTAL.....</b>	<b>\$17,578.00</b>

#### ESTHETICS AND PERMANENT MAKE UP (PRO)

Registration Fee.....	\$150.00
Enrollment Fee.....	\$500.00
Education Materia, and Lab fee.....	\$2,100.00
Books & uniform.....	\$805.00
Kit and supplies for practice on real model Esthetics.....	\$1,395.00
Permanent Make up option 1 .....	\$5,150.00
Fundamental Tuition Fee .....	\$21,105.00
<b>TOTAL.....</b>	<b>\$31,205.00</b>

#### ESTHETICS (Starter) AND Barbering (PRO)

Registration Fee.....	\$150.00
Enrollment Fee.....	\$250.00
Education Materia, and Lab fee.....	\$870.00
Books & uniform.....	\$1,290.00
Kit for Esthetics.....	\$745.00
Kit/ supplies for practice on real model Barbering Pro.....	\$1,225.00
Fundamental Tuition Fee .....	\$20,300.00
<b>TOTAL.....</b>	<b>\$24,830.00</b>

#### ESTHETICS (Starter) AND Barbering (starter)

Registration Fee.....	\$150.00
Enrollment Fee.....	\$250.00
Education Materia, and Lab fee.....	\$550.00
Books & uniform.....	\$1,110.00
Kit for Esthetics.....	\$745.00
Kit/ Barbering starter .....	\$535.00
Fundamental Tuition Fee .....	\$15,990.00
<b>TOTAL.....</b>	<b>\$19,330.00</b>

#### NAIL TECHNOLOGY, ESTHETICS AND PERMANENT MAKE UP (PRO)

Registration Fee.....	\$150.00
Enrollment Fee.....	\$500.00
Education Materia, and Lab fee.....	\$2,440.00
Books & uniform.....	\$1,500.00
Kit/ supplies for practice on real model / uniform, Esthetics.....	\$1,395.00
Nail technology.....	\$1,195.00
Permanent Make up.....	\$5,150.00
Fundamental Tuition Fee .....	\$27,375.00
<b>TOTAL.....</b>	<b>\$39,705.00</b>

#### HAIR DESIGN PRO & BARBERING STARTER

Registration Fee.....	\$150.00
Enrollment Fee.....	\$250.00
Education Material, and Lab fee.....	\$920.00
Books & uniform.....	\$1,110.00
Kit/ supplies/ supplies for practice on real model .....	\$2,660.00
Fundamental Tuition Fee .....	\$25,811.50
<b>TOTAL.....</b>	<b>\$30,501.50</b>

#### HAIR DESIGN PRO & BARBERING STARTER PRO



Registration Fee.....	\$150.00
Enrollment Fee.....	\$250.00
Education Material, and Lab fee.....	\$970.00
Books & uniform.....	\$1,110.00
Kit/ supplies/ supplies for practice on real model .....	\$3,950.00
Fundamental Tuition Fee .....	\$31,027.00
<b>TOTAL.....</b>	<b>\$37,457.00</b>

### HAIR DESIGN STARTER & BARBERING STARTER

Registration Fee.....	\$150.00
Enrollment Fee.....	\$250.00
Education Material, and Lab fee.....	\$300.00
Books & uniform.....	\$1,110.00
Kit/ supplies/ supplies for practice on real model .....	\$1,720.00
Fundamental Tuition Fee .....	\$20,902.50
<b>TOTAL.....</b>	<b>\$24,432.50</b>

### HAIR DESIGN, ESTHETICS AND NAILS TECHNOLOGY STARTER

Registration Fee.....	\$150.00
Enrollment Fee.....	\$250.00
Education Material, and Lab fee.....	\$1,000.00
Books & uniform.....	\$1,350.00
Kit/ supplies for practice on real model:	
HAIR DESIGN.....	\$2,125.00
ESTHETICS.....	\$1,395.00
NAILS TECHNOLOGY.....	\$1,195.00
Fundamental Tuition Fee .....	\$21,450.00
<b>TOTAL.....</b>	<b>\$28,915.00</b>

## Application Process and Financing

**Patsy Brows & Beauty Academy LLC is not taking any Financial AID now, but the Academy has an Installment Plan Available for all the students who want to start in the beauty industry at PBBA.**

To process an application and retain a place in the class the student must pay the \$150 Registration fee.

Once the application was approved an initial payment of \$2,950- \$5,950 and the kit value must be pay to enroll to any of the choice of individual programs and combinations programs, the initial payment and the consequent payments will toward initially to pay off the Education Material, enrollment, lab, kit/ supplies, books and uniforms fees, add-on and once the fees were paid off the follow consequent payments going toward the tuition fee.

**An installment plan can be arranged with a 7% interest charge for those needing self-pay arrangements over the remaining balance.**

The installment payment plan it is available for everyone and won't need credit check, but the office will need proof of active work with pay stub last 3 months prior enrollment or if the student is self-employee we request last year taxes copy and bank statements of the last 6 months prior enrollment, and in both cases the student will need 3 reference and one co-signer. The payment sequence of the remaining balance will be made in equal payments according to the program to enrollment, see the tab below for real example.

PRO Program	Application Fee (nonrefundable)	Down Payment To enroll	kit	Interest 7%	1 <sup>st</sup> payment 2 <sup>nd</sup> week	2 <sup>nd</sup> payment 4 <sup>th</sup> week	3 <sup>rd</sup> payment 6 <sup>th</sup> week	4 <sup>th</sup> payment 8 <sup>th</sup> week	5 <sup>th</sup> payment 10 <sup>th</sup> week	6 <sup>th</sup> Payment 12 <sup>th</sup> week
<b>Nail Technology</b>	\$7,950	\$2,950	\$1,195	\$266.35	\$700	\$700	\$700	\$700	\$700	\$571.35
<b>Esthetics</b>	\$11,100	\$3,950	\$1,395	\$472.85	\$700	\$700	\$700	\$700	\$700	\$3,727.85
<b>Hair Design</b>	\$20,870	\$5,950	\$2,125	\$895.65	\$700	\$700	\$700	\$700	\$700	\$10,190.65
<b>Barbering</b>	\$18,790	\$5,950	\$1,825	\$771.05	\$700	\$700	\$700	\$700	\$700	\$8,286.05
<b>Permanent Make-up (option 3)</b>	\$15,850	\$3,950	\$3,750	\$570.50	\$700	\$700	\$700	\$700	\$700	\$5,220.50

Courses that are paid off in cash on the day of registration or on the first day of the course starts will receive 5% off on the tuition fee (discount cannot be combined with another offer, discount or special) of PRO program and 3% off on tuition fee on Starter program.

A payment schedule will be given with the enrollment student agreement.

**PRO PROGRAM:** All the supplies and equipment used by the student are included in the kit/supplies for practice fee except for items or supplies the students need for practice on mannequins and final practical exam or all the supplies the student may wish to purchase for their own personal use. The student enrolled to the **STARTER PROGRAM** received a small kit and the items and equipment and supplies that the students need to complete their practice should be buy at school and they are not including on the kit.

Tuition should be paid according to contract. The Academy reserved the right to interrupt the course whenever a student is behind in payment unless other arrangements on writing have been made with the Academy's financial representative.

If the pay-off day coming and the students needs extra time to pay-off the balance owned, the school can offer the option to a refinance agreement, only if she/ him had maintain on time payments and attendance throughout the program, and the student school attendance will be on rest during the financial extension time, the final practical exam and final written tests will reschedule for future date after the owned balance would pay in full.

The following balances can be taken into long term financing.

Programs Value on \$8,000 or less with balance due not higher than \$1,000.

Programs Value from \$8,000 up to \$10,500 with balance due not higher than \$2,000 .

Programs Value from \$10,600 and up with balance due not higher than \$3,000

All refinance balances will be subject to 3% monthly interest rate until balance paid, adding to the agreement automatic bi-weekly payments.

No early payment penalties apply. Failure to make contracted payments will result in legal action to collect.

Students receiving scholarships, credit will be applied upon completion of the program/s. If program/s are not completed Due to dropping out, attendance or lack of payment no credit will be applied, and the total prorated tuition will be due immediately.

#### **Released Transcript:**

A student's program must be appropriately finished to have transcripts released to HLO.

For school transfer and transcript release request to another educational Institute, the follow protocol must apply.

The student must submit an official in-written drop off notice in order to formally process the request for an official transcript and be released to another educational institute, the student must follow the following;

1. Must have satisfactorily completed his/her educational progress, in attendance, operations and development up to the time of the request
2. A request of program withdrawal must be submitted at least within 48 business hours prior to his/her last day of planned attendance, and be delivered in person to the director of the institution with sustainable evidence of the reason for program termination, complete information of the educational institute and the director of said institute to which you want the official transcript to be issued, to be evaluated by a representative of Patsy Brows & Beauty Academy, once evaluated, the selected educational institute will be contacted directly to plan the transfer of the student and directly send the transcript if approved.
3. If the student withdraws from the program without prior notice, he/she must formally submit a withdrawal letter within 2 business day after his/her last day of attendance in writing in person or by mail with valid and sustainable details of the reason for his/her educational withdrawal and the complete information of the educational institute and educational director to which the student wishes the official transcript to be sent. Once received within a period of 72 hours, the academy will evaluate the case and will directly contact the representative of said institute to plan the process and ensure the official requirements of said educational institution.
4. All requests submitted outside the protocol for delivery of official transcripts to another educational institute will not be processed and the student will receive an official letter by mail with the decision made.  
Examples of sustainable evidence of acceptance of withdrawal or termination from the program are:
  - Physical evidence of a change in work schedule that prevents attendance at our academy or one of our authorized facilities to complete the program.
  - Physical evidence of a probation order that prevents transportation to our academy or one of our authorized facilities.
  - Physical evidence of a change in health that prevents transfer to attend our educational institution or any of our authorized facilities.

\*The academy reserved the right to send any student agreement overdue to the collection agency.

### **Reserved the right of change.**

Patsy Brows & Beauty Academy reserved the right to make any change or update to this catalog at any time without previous notice to whom received the last catalog version, and any change will be affect immediately for all new students or current students that drop-off or re-enroll, request changes or update student agreement.

## **Satisfactory Academy Progress Policy GRADING SYSTEM**

The ACADEMY uses a percentage grading system, in which 85% is the minimum percentage recognized as a passing evaluation. Grades are given in Academic, Clinic, Lab and Sanitation.

Students must achieve at least 85% on all written and performance tests to successfully complete a Program of study. Tests in which a student receives less than 85% must be retaken.

A student is allowed to retake a failed examination however the student can only receive a 85% score.

A student failing a freshman classroom level final exam will retake that portion of the program.

Students must maintain satisfactory progress while enrolled for training.

Satisfactory progress is based on 85% grade average in academic and practical exams, class participation, compliance with rules and regulations, and a minimum of 85% in attendance.

## ACADEMIC PROGRESS:

Factors that will be evaluated to obtain the result of the final grades.

- Academic: Written Test Scores
- Clinic: Practical Learning Lab Grade
- Lab: Practical Unit Evaluations
- Sanitation / safely & infection control plan

Academic Grading Example (cosmetology program example) : for a student enrolled in the Hair Design, Esthetics, Nail Technology & Permanent Make up Program:

	Unit 1 0-453 hrs	Unit 2 454-927 hrs	Unit 3 928-1401 hrs	Unit 4 1402-1824 hrs
1.Theory Academy written test score and unit Written Tests	87%	95%	95%	90%
2. Practical Learning clinic Grade	75%	89%	93%	94%
3. Practical Unit Evaluations	85%	94%	95%	89%
4. Sanitation / safely & infection control plan	<u>95%</u>	<u>90%</u>	<u>97%</u>	<u>95%</u>
Average Academic Grade:	85%	92%	95%	92%
<b>Cumulative Academic Grade:</b>	85 %	88.5 %	95%	93.5%

- 100-90 = A Mastery; your work is excellent and meets the educational levels according to your hours of study.
- 89-80 = B your work is good progressing according for your hours of study.
- 79-70 = C your work is not at the level that it should be for your education levels according to your hours of study.
- Below 70= D you are not meeting Academy standards or requirements for your hour level Academic grade
- I = Incomplete

Example:

Academic 95  
Clinic 75  
Lab 91

Sanitation / safely & infection

control plan 89 = divided by 4 = 87.5%

### Attendance Progress:

Attendance Grading Example:

281 completed hours attended /253 scheduled hours possible = 90.00%

## Make-Up Policy for Absences

All absences are considered "unexcused" and the time missed must be made up accordingly.

Absences consume part of the student's grace period of contracted time.

If the absence caused the student to miss a test or evaluation, the student must make up the activity prior to graduation.

### Due to absences from Academic Classes:

-Students Missing 5 hours during the first 5 days of a student's contracted start date will result in termination of enrollment. Students will have to follow the "Re-Admission Policy"

-Beyond the first 5 days of enrollment a student shall not be allowed to miss more than 10 hours in any section of any Academic without being required to retake said sections and/or be requested to withdraw from the said course, (at the discretion of the Director), due to scheduling or timely completion of course requirement conflicts.

### Due to absences from Unit Progression Written & Practical Evaluations:

-Students must take and pass, with a 85% or better, both the written and practical sections of the end of unit evaluations to appropriately progress through and graduate from the contracted program.

-Make-up test times are scheduled by the Director.

A grade of 'I'=incomplete will be in place of a test grade until the test is taken.

If the unit test is not made up prior to a report card, the grade of 0% will be used to factor into the average for that section(s) of the written and/or practical unit progress evaluation grade.

-Our unit evaluations are on a rotational schedule; it is critical that the student takes their evaluations as they are scheduled.

Missing scheduled evaluations could lead to a student going beyond their maximum time frame which would cause a loss of financial aid.

### **Due to absences from Clinic Classes:**

- Students are scheduled to attend clinic classes throughout their enrollment.

Please review the clinic classes that are necessary to satisfy graduation requirements for the program of enrollment.

- Our lab classes are on a rotational schedule; it is very important that the student attend these classes as they are scheduled. Missing scheduled lab classes could lead to a student going beyond their maximum time frame in the program which would cause a loss of financial aid in the Academy.

## **Leave of Absences.**

A leave of absence must meet certain conditions to be counted as a temporary interruption in a student's education. If a leave of absence does not meet the conditions the student is considered to have ceased attendance at the college and therefore to have withdrawn from the Academy.

A leave of absence refers to the specific time during an ongoing program when a student is not in academic attendance.

A student who has taken an APPROVED leave of absence is not considered to have withdrawn from the Academy according to Federal Regulations and no refund calculation is required currently.

### **Leave of Absences Approved Only If:**

The student has made a written request, which must include the reason for the leave, period of the absence, date, and the student's signature, prior to the leave time.

The Academy may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the Academy documents the reason for its decision and collects the request from the student later.

The beginning date of the approved LOA would be determined by the Academy to be the first date.

The student was unable to attend the institution because of the situation. The students will not be charged any additional fees because of the LOA.

\* The student provides the proper documentation required for the approval of the leave.

\* The leave of absence does not exceed 90 calendar days, in a 6-month period.

\* Subsequent leaves may be granted for EXTREME MEDICAL reasons never to exceed 90 calendar days.

\* The 6-month period begins on the first day of the leave of absence.

Leave of Absences (continued)

\* The student followed the college's policy in requesting the leave of absence.

\* The Academy approved the student's request in accordance with the college's policy.

\* The Academy determines that there is a reasonable expectation that the student will return to Academy.

\* Upon the student's return from the leave of absence, the student is permitted to complete program work he or she has begun prior to the leave of absence.

\* If the student has a Payment Agreement with the Academy, the Academy has to explain the student, prior to granting the leave of absence, that the student has to continue making payments as according.

### **Temporary Leave of Absences Due Covid-19**

Due to the current conditions regarding the Covid-19 pandemic, many have been affected and we are implementing a new leave of absence policy. Students who are impacted by Covid-19 may submit a request for leave of absence.

Reasons Valid but not limited to:

\* Covid-19 test is positive.

\* Student in Quarantine

\* The student does not have childcare (it is closed)

\* The student has become the main support of the family due to Covid-19 and has to work during school hours for household expenses.

\* The student is the primary caretaker for an individual that is in a high-risk category for covid-19

The student must request a LOA form by email to the Academy, the request must be made a minimum of a day before the first day of the leave. In case of not being able to do so due to circumstances, she or he must do within the first 3 business days of her or his leave.

If the student has been hospitalized and cannot request or contact the academy due to circumstances, the Academy may approve the start of the leave from the first day the student was unable to attend.

The student will receive an electronic leave request form which they can fill out in their writing or electronically and



email back to the school so they do not have to enter the facility to complete the leave request form. The form will indicate the reason for the request as well as the length of time of the leave request. If the student is unable to sign the leave request form, their typed name will indicate their signature as stated on the leave request form.

The student will not be assessed for any added charges because of a requested LOA. The student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 calendar days in any 12-month period. If a student is granted an LOA in accordance with this policy, they are not considered to have withdrawn and no refund calculation is required at that time. The student's contract period will be extended by the same number of calendar days taken in the LOA and these changes to the student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance in case the calculating's result give as the student has due balance according as the last day attended, he/she should pay off before withdrawn.

## EVALUATION PERIODS

Students are evaluated for Satisfactory Academy Progress according to the following chart below. Absences could delay a student's assessment and prolong their time in the Academy to complete the corresponding protocols for graduation.

### Schedule Hours Evaluation

PRO PROGRAMS	EVALUTION CYCLE WEEKS
Hair Design, Nails Technology, Esthetics	10 <sup>th</sup> / 20 <sup>th</sup> / 30 <sup>th</sup> / 42 <sup>nd</sup>
Hair Design and Esthetics	10 <sup>th</sup> / 15 <sup>th</sup> / 25 <sup>th</sup> / 40 <sup>th</sup>
Hair Design and Nails Technology	10 <sup>th</sup> / 15 <sup>th</sup> / 25 <sup>th</sup> / 37 <sup>th</sup>
Esthetics and Nails Technology	5 <sup>th</sup> / 10 <sup>th</sup> / 16 <sup>th</sup>
Esthetics and Permanent Make UP	10 <sup>th</sup> / 15 <sup>th</sup> / 20 <sup>th</sup>
Hair Design	10 <sup>th</sup> / 15 <sup>th</sup> / 25 <sup>th</sup> / 32 <sup>th</sup>
Barbering	5 <sup>th</sup> / 10 <sup>th</sup> / 13 <sup>th</sup> / 17 <sup>th</sup>
Esthetics	5 <sup>th</sup> / 10 <sup>th</sup>
Nails Technology	3 <sup>rd</sup> / 6 <sup>th</sup>
Permanent Make UP	4 <sup>th</sup> / 8 <sup>th</sup> / 12 <sup>th</sup>

### Schedule Lesson Evaluation

PROGRAMS	EVALUTION CYCLE OPERATION
Hair Design, Nails Technology, Esthetics	Twice a week
Hair Design and Esthetics	Twice a WEEK
Hair Design and Nails Technology	Twice a Week
Esthetics and Nails Technology	Twice a Week
Esthetics and Permanent Make UP	Twice a Week
Hair Design	Once a Week
Esthetics	Once a Wee
Nails Technology	Once a Wee
Permanent Make UP	Once a Wee

Evaluation will be determined if the student meets the minimum standards of academic progress, and the evaluation documents must be signed by the student and the Director at the end of the program.

\*Time frames are different for transferring and or re- enrolling in Academy, contact the Administration for specific.

The Academy performs the variation of evaluations to ensure that the student is meeting the educational standards according to the time elapsed.

## PROGRAM OPERATIONS REQUIREMENTS

Students handle completing their minimum number of internships required to graduate and all internships must be in real model unless otherwise authorized by an authorized representative of Patsy Brows & Beauty Academy LLC. Patsy Brows & Beauty Academy LLC is not responsible for providing models to students and it is 100% the responsibility of the student to get their models and all models who come to receive services for a student must pay for each service they receive. If a student participate as a model must pay 50% of the cost of each service received for all the service except Permanent Mak-Up (Ask for prices)

## Graduation Requirements

At Patsy Brows & Beauty Academy we celebrate the graduation of our students with a ceremony, in which students can invite their family and friends (limited number in Covid-19 regulations) to the graduation ceremony.

In our graduation we will give thanks for the moments lived and we will celebrate the accomplishments of each of our students.

During our ceremony we will award a certificate saying that they have finished their program and have completed the following:

### To be eligible to receive an official Academy Certificate and to be considered a graduate student must:

1. Complete and pass the minimum academic requirements of the course(s).
2. Complete all Academy criteria and competencies of the course(s).
3. Complete assigned lab classes of the course(s).
4. Complete all minimum practice on real model requirements of the course(s).
5. Pass the Academy's final written and practical exams with a 85% or better.
6. Pay off the remaining balances.

If a student completes the total Program assignments, but has not completed and passed final examinations, they will either remain enrolled until all exams have been successfully passed, or they will be terminated if she/he exceeds the maximum time frame of attendance described in the enrollment agreement.

Program	PRO	Stater
<b>Permanent Make-Up</b>	60 operations	50 operations
<b>Esthetics</b>	300 operations	220 operations
<b>Barbering</b>	545 operations	465 operations
<b>Hair design</b>	575 operations	455 operations
<b>Nails Technology</b>	110 operations	70 operations

Upon successful completion of the training and graduation, a Certificate verifying course completion will be issued by the Academy.

Students will be required to pay the State Board for their exam fee.

Student transcripts are retained by the college for 25 years.

\*Important note: a certificate is not an official school transcript and cannot be used to take the state licensure examination.

See licensing and registration requirements for taking the state board examination below.

### Contract / Tuition

The academy provides the student with additional time above the minimum graduation date so that the student can graduate, but also could attend to their personal needs (doctor's appointments, sick days, unexpected problems, etc.), that time it is the contracted time, and it is indicated in the contract.

Students must fill out a time off form for all anticipated excused absences.

This will not change the contract graduation date.

The purpose of this form is to notify the Academy to reschedule or make modification to the appointments, and to assure excused absences indicating you are making satisfactory progress.

**Listed below are criteria accepted to change the contract graduation date.**

1. If after completing the indicated program for the day, the student must leave early for work reasons, they must provide the Academy with an official copy of their work schedule from their employer. Any schedule change must be reported to the academy.
2. Leave of absence needs to be requested in person and in writing from the administrative office for a maximum of 180 consecutive days. Only 2 leave of absence of 90 days is allowed within twelve months period and 1 leave of absence of 180 days in a period of twelve months.
3. Any changes to your contract must be made in writing, with the approval of both parties concerned. The first change to the contract will be made without any administrative fee, after the first change is made, each additional change will have an administrative fee of \$ 35.00 (thirty-five) dollars.

**REMEMBER**, if you exceed your contract graduation date, at the Academy's discretion you may be allowed to continue your education and a fee of \$50.00 per day will be charged until graduation.



## Oregon Licensing Requirements

To receive an official Academy transcript a student must: (transcripts are distributed directly to the Health Licensing Office (HLO), not the student)

1. Have met all the requirements listed above to be considered a graduate.
2. Pay all monies owed to the college.

### To become licensed in Oregon, the requirements of the HLO are:

1. Complete and graduate from a course in Hair Design, Esthetics and/or Nail Technology, Permanent Make UP.
2. Receive Official College Transcript for course(s) completed.
3. 2 ID with photo
4. Pass the Oregon Board of Cosmetology Exam(s).

Please note: If you are on parole or probation, you must provide a letter of release from your probation or parole officer authorizing you to obtain an authorization to practice.

\* If you are on bench probation, or probation with the court, you must provide documentation of your conditions of probation.

5. GED or high School diploma for tattoo license

### To register for the Oregon Board of Cosmetology Exam(s) a student must:

1. Meet the requirements of OAR 331 division 30
2. Complete an application for the Oregon Board of Cosmetology examination. A fillable application and other forms are available at: <http://www.oregon.gov/OHA/PH/HLO/Pages/Board-Cosmetology.aspx>
3. Pay a fee via money order, check (no 3rd party checks) or credit card (no amex). Check with the Oregon Health Licensing Office for current fee information.
4. Two forms of current identification issued by a federal, state, or local government agency of the United States. One form must be photographic.  
For example: US passport, driver's license, Social Security card, original or certified copy of birth certificate. See OAR 331-030-0000(8) and 331-303-0000(10).
5. The state licensing examinations are currently available to be taken in English, Spanish & Vietnamese.
6. For more detailed information, including special accommodation requests, testing times/days, testing methods, and other questions visit the Oregon Health Licensing Office at:
  - 6.1. [hlo.info@state.or.us](mailto:hlo.info@state.or.us)
  - 6.2. Phone 503-378-8667 or Fax 503-370-9004.
  - 6.3 [www.oregon.gov/OHA/PH/HLO/Pages/Board-Cosmetology.aspx](http://www.oregon.gov/OHA/PH/HLO/Pages/Board-Cosmetology.aspx)

## Academy Standards of Behavior

As an Academy in the beauty industry, we not only seek to create great artists, but also well-behaved professional artists. Growing as artists leads us to work together to create an atmosphere full of tranquility, trust, respect, and security in our facilities, not only for our teachers and team but also for our students and clients.

Everything that as an academy we instill in our future professionals is something that will help them to train as Professionals with good behaviors.

### Teamwork

The safe and comfortable environment is the number one priority in our education. Therefore, violations of socially acceptable behavior have no place in our Academy. These include, and are not limited to, behaving in a way that is unwanted by the recipient, has the purpose of violating a person's dignity and/or creating an intimidating, hostile, degrading, humiliating or offensive environment.

Teamwork is essential to achieve a peaceful atmosphere. It is important to respect ideas, beliefs, thoughts, and good decisions of each of the members of the Academy.

As a student it is important to collaborate with your teacher to let you guide and educate you on the course you have chosen.

Complying with your practices under the supervision of your instructor is important for you to be successful in all the practices performed.

Accepting and comply with every one of the practices and assignments indicated by your instructor according to your educational program is the student's obligation.

Student who refuses to carry out practices or assignments will be suspended for one day with a verbal warning on the first occasion, on the second it will be a verbal warning and in writing with 5 days of suspension causing an unnecessary extension of the program duration.

## Academy Schedule

The Academy is open Tuesday and Saturday, from 8:00 am to 4:30 pm, Thursday and Friday 8:00 am – 2:00 pm  
The students have one 15-minute break and a 30-minute lunch (PRO Programs only) each day.

The students must clock-out for lunch. Students can only accrue eight hours a day or the indicate on her/his enrollment agreement.

- 1-week New Year's Day
- Presidents Day
- Memorial Day
- Spring Break
- July 4th
- Veterans Day
- Labor Day
- Thanksgiving Day
- 1 weeks at Christmas

If a holiday occurs on a Thursday, the college will be closed on that day and the following Friday.

If a holiday occurs on a Tuesday, the school will be closed on Monday prior.

If students miss class, make-up or remedial work will be assigned, and grading will be completed in a timely manner.

All students are required to take all exams scheduled.

If they have missed classes, this is not an excuse for not taking the exam or quiz (a new date going to give to the student to take the test or quiz).

If absent or late on arrival on test day a zero will be recorded for that test grade.

Should the college be closed because of the weather, announcements are made on The Academy's social media or school private TELEGRAM group.

### Tracking Students Progress Report

All students and employees are required to clock in as soon as they arrive at school for attendance recordkeeping.

#### Attendance

Tracking of students accrued hours is done by digital check in and check out system.

IT IS THE STUDENT'S RESPONSIBILITY TO USE THE TIME CLOCK AS REQUIRED.

At all times, clock in when you arrive, clock out for break and clock back in, clock out for lunch and back in after lunch, clock out for break and clock back in and out when you leave.

Unexcused loss of time includes taking longer than 30 minutes for lunch or 15 min for Break will result in being sent home for the rest of the class day.

Clocking in, and then leaving the Academy premises, is considered fraud and will result in termination or suspension.

All students must check with their instructor if needing to be out of the college for any reason.

Any student called for an appointment, and they do not respond by the third call, may be clocked out by the instructor. The Academy gives credit for all clock hours attended.

Patsy Brows & Beauty Academy does not deduct hours, nor assign additional hours as a penalty or a punishment.

Any schedule other than full-time must be approved by the Director.

IF YOU ARE GOING TO BE ABSENT, YOU MUST CALL THE ACADEMY BEFORE 8:00 AM.

All continued unexcused absences of 10 days or more will mean cancellation of your contract and proration of tuition according to the Academy's refund policy as stated in your contract.

A new contract must be instituted and signed upon reentry.

#### Valid reasons accepted as excused absences are:

- A written Doctor's note
- A court appearance supported by evidence
- A death in the family
- A severe family emergency supported by evidence.

Note: These excused absences do NOT change your contract graduation date and will affect your satisfactory progress (attendance).

\*All Classes begin at 8:00 am.

Students who have called and are tardy (after 8:00 am) must arrive by 8:30 am or will be sent home for the day. These students may clock in from 8:30am to 8:45am.

\* If these rules are not followed warning, suspension or termination may occur. Students on suspension are not permitted to be on college property.

\* The only time attendance rules do not apply is when the student prior arrangements (request for time off slip) have been made with your instructor.

A Request for TIME OFF SLIPS does not represent excused absences and does not change your contract graduation date.

The Higher Education Coordinating Commission considers an absence as just an absence, and is time lost regardless of the reason.

The purpose of the TIME OFF SLIPS is for the purpose of maintaining the Academy and for students to learn the purpose and necessity of responsibility and communication. The maintenance of the Academy class attendance, and participation assures the student of proper training.

In the Academy and in the salon, it is necessary TEAM WORK to be a Successful Team.

An absence of 10 days or more without planning with the Administration/Financial Office and signing a Leave of Absence Request Form (see page 21) will result in termination of course and cancellation of student's contract.

The Administration Office will prorate tuition according to the Academy's refund policy as stated in the contract.

If a student wishes to re-enter, a new contract must be initiated and signed upon re-entry. Formal termination occurs within 30 days of a determination by the college that a student has withdrawn without notifying the college.

## Dress Code

All Patsy Brows & Beauty Academy students must dress Professionally, with the uniforms assigned by the Academy, always wear their name badge/ student ID and their own face mask during their instructional hours. Students will have to wear makeup and have their hair and nails done all the time, you are in the beauty industry, and you must project Beauty.

No bare midriffs showing, Necklines, shorts, miniskirts, caps, sportswear are not allowed and are considered inappropriate.

When the dress code is violated, the student will be sent home.

The student id will be provided to all the student and is only valid during the enrollment agreement date and expire in the anticipated date dated on the student agreement. If the student loses or damages the ID a \$25 fee will be charged for replacement. once the ID expire the school cannot issue a new ID unless the student re-entry as a new student or extension student (charge of \$25 will apply)

\*If the uniform has been damaged during practice and cannot be repaired, due to product leakage, food or anything that has caused a noticeable stain on the uniform, which causes a poor presentation of the student's image, the student must purchase another uniform and pay the charges at reception, to replace their damaged uniform and comply with the regulations of professional presentation during classes. If the student's uniform is damage during class, the student will need to buy another uniform.

## Cell Phone

All mobile and cellular devices that are students' property must be turned off before class begins and during class time. It is important to remember that they must be turned off and not left in airplane mode or in silence.

There will be a time when the instructor will allow the use of mobile devices, but it will be under instructor supervision and once the time of use is over, all devices must be turned off again.

All students will have the right to take advantage of the academy's telephone number in case they have an emergency, and a family member needs to contact him / her.

If the student has an emergency, she/he can use the reception phone for emergency calls only.

If a student is caught using the cell phone during class hours, they will be suspended for 3 days.

Consecutive violations result in course termination.

Most everyone has a cell phone these days, so our landline phones are for school business purposes only.

Cell phones may be used outside of school hours, during breaks or lunch hours or when otherwise indicated by personnel authorized.

## Classroom Procedures

The following rules apply to all classrooms and academy common areas.

1. The instructor will supervise the sanitation on Classroom and common areas cleaning.
2. The classroom should be cleaned and put in order at the end of the day, ready for the next class.
3. All students are responsible for their own books, supplies, equipment, and personal items.
4. All students in the classroom should have their equipment, supplies, and books when class begins.
5. A student will never be excused from the classroom to work at the clinic.
6. The program must be completed prior to the clinic for procedures to be performed.
7. Be Respectful
8. Be Prepared
9. Kind and Considerate
10. Be on Time; Classes will be closed for entry 5 minutes after they were scheduled to start. Students who are more than 5 minutes late will need to be rescheduled. Remember If you are always late you will affect your contract graduation date.
11. The Theoretical classes will never repeat be proactive and attend your required classes. This way you do not miss your earliest opportunity for graduation.
12. Restrooms must be kept in a clean and sanitary condition. Practice areas must be kept in a clean and sanitized condition at the end of each service.
13. The kitchen must be kept in extremely hygienic condition, the student can use the plates, glasses, etc., but they must be washed, dried, and returned to their place.
14. The sterilization area must be completely clean at the end of each practice, otherwise if at the end of the day tools are found without being ordered, the corresponding career practices will be canceled and that may affect your graduation date.
15. At the end of the day, the dirty towels must be put in their containers ready to be washed and the garbage from the practice areas must be collected.
16. Drawers must be kept in highly hygienic conditions free of hair and lint.
17. Lunches are not allowed to be left in the refrigerator at the end of the week.
18. It is not allowed to leave lunch boxes, water bottles or coffee cups forgotten, if they are found at the end of the day they will be thrown away.

19. The client's files must be completed and arranged in alphabetical order, with a folder in the corresponding area, otherwise your practice will be cancelled.

We only allow water in our classrooms. All other food and beverages should be kept in the student's locker or lunch area.

Sometimes things get tough, and frustration and doubt can get to the bad side of us. just remember to be calm and respect others, *you always must be Determined. Perseverance will help you reach your goals and come your DREAMS true.*

Each instructor expects students to be proactive and prepared. Educating yourself properly will help you be successful in life. Never hesitate to ask questions, if you do not, the instructors will not know how to help you.

**A successful student is one who is never afraid to ask to clarify all the doubts!**

## Clinic Procedures

The Clinic floor is designed for real practice experiences. The skill level is perfect when repetitive practice activities are performed in the assigned procedures.

- o Be Kind, Respectful and patience.
- o Our Clinic Floor is uses to practice your technical skills as often as possible. The service may be the same on clients, but each client is unique and offers a new learning opportunity, that will help you to improve your skills.
- o All procedures will be supervised by an instructor, unless otherwise assigned.
- o Workstations should remain clean and organized, and do not allow accumulation of dirty towels or containers.
- o You should keep all your tools and practice material organized and sterilized.
- o Safety and sanitation practices are dictated by Oregon Law. These procedures will be conducted by the student during and upon completion of every service. These are part of the competencies for completing the safety and sanitation elements of our programs.
- o The student will only have to attend the appointments that have been assigned, if a misunderstanding happens, they should notify their instructor and they should redirect the situation.
- o All chemical service records must be filled out prior to having the instructor sign them, otherwise the practice will be cancelled.
- o All chemical service records must be read and signed by the client before any chemical service is performed. Records are the property of the college and are kept confidential. No information is to be given out to anyone other than enrolled students or employees.
- o All permanent Make Up services must be read and signed by the client and an ID copy is request before any service is performed at the end of the service. Records are the property of the college and are kept confidential. No information is to be given out to anyone other than enrolled students or employees.
- o Students should not be in the reception area until their model / client has arrived, they must receive it, show it in and indicate the procedure to follow prior to their treatment.
- o No one is to have friends, relatives, or other students visiting them while serving a client. Visitors not having services performed are to remain in the reception area. The client deserves your undivided attention. Remember, your client is your paycheck, develop good habits, NOW!
- o Students are not allowed to eat in the clinic area.
- o Students can work on each other on designated days or with permission of the clinic floor instructor in charge. When a chemical is involved, the student must pay the student price for the service BEFORE the service is started.

Patsy Brows & Beauty Academy is a professional institution, and our employees and students instill honesty, responsibility, and discipline.

- o Each student is responsible for their practice materials and tools, the Academy is not responsible for loss or damage to their tools or supplies.

Your kit and supplies are for the development of your skills and practices, keep them in good condition and make sure they are ready for your class and clinic practices.

- o For safety reasons, we only allow products from the school to be used on our guests.

## Monitoring/ Probation

A student could be placed on monitoring status for the following reasons:

1. Violations of Academy Standard of Behavior.
2. Poor record of academic, clinic and/or attendance progress during any calendar month.

This will be the first step to assist a student in reaching the requirements to maintain satisfactory academic progress.

### Procedure:

- a. The student will be informed in writing the reason She/He is being placed on monitoring status and the time of the monitoring period no more than 5 days.
- b. The student will get the instructions to follow during the period of monitoring by writing.  
At the end of the monitoring period, the conditions that led to the monitoring will be evaluated to verify if the improvements have been achieved, if so, the monitoring conditions will be removed.

As a student and professional it is important to maintain behaviors and disciplines to project tranquility and confidence to our future clients, but it is important that as a student you maintain your behavior according to the academy, we



know that we are all human and we can have bad times for that reason a single student It will be allowed to be in probation or supervision for 2 occasions in a period of 30 consecutive educational days. if the student exceeds this limit, she/ he will be suspended definitively for non-compliance and violation of Academy Standard Behavior.

## Suspension

A student could be suspended from the Academy for violation of the Academy Standard Behavior. The student could be suspended for a maximum of 15 consecutive days depending upon the severity of the violation. Suspension reduces part of the student's grace period and does not extend the contract ending dates on the student's enrollment agreement.

### Procedures:

The student will be informed, in writing, of the reason they are being suspended and the time of the suspension period. The Students will be allowed to place their personal articles in a locker for safe.

- o keeping during the suspension period. Any items that don't fit in the locker should be removed from the campus.
- o The student will not be allowed on the college premises during the suspension period.
- o At the end of the suspension period the student will meet with the school administration, this will determine if the student is ready to return to school or, if the student's enrollment should end. A returning student from suspension will be on monitoring status for at least 15 days.
- o The student will make an appointment with the school administration to re-review all financial and educational commitments.

## Termination

If a student has not attended Academy for 30 consecutive calendar days, the student is considered terminated.

A student may terminate their training, in person and with written notification, including the reason, to the academy at any time during their enrollment period.

The Academy may terminate a student for the following reasons:

1. If the Advising, monitoring, warning, probation and/or suspension have been not complied correctly.
2. By behaving in a manner that is deemed unsafe by the Academy Director, staff, or students. This includes, but is not limited to, disturbing, or disrupting the educational environment and Academy Standard of Behavior.
3. Violation of the Academy Standard of Behavior while on monitoring, warning, or probation status.
4. Not maintaining satisfactory progress while on probation. See Satisfactory Academy Progress Policy.

### Procedures

- a. The date of termination will be the last day of physical attendance in the academy.
- b. The Academy will notify the student, in writing or e-mail, of his/her termination.
- c. All tuition and fees charges will cease as of the termination date. See Refund Policy.
- d. The student must:
  - o Pay all outstanding bills within 20 days of the notice of termination.
  - o Complete all requirements of the payment arrangement if applicable, etc. within 5 days of the termination.
  - o Remove all personal items and kits (if paid for) from the college premises.

The Academy will not be responsible for the loss or theft of any items left at the Academy.

When doubts arise, never hesitate to ask questions; if you do not, the instructors will not know how to help you.

**Ask whatever you think is necessary, we will be most than happy to answer your questions. We are here to teach you, help you as mentors, teachers, helpers, and coaches to support you in your quest to become one of the best Professionals.**

## Academy Property

The student as a professional must maintain adequate behavior and must take care of the facilities, tools, supplies or any other within the property's facilities (including parking).

Any student found guilty of willful destruction of college property will be dismissed immediately.

A student who damages or break tools or facilities on Academy property will be responsible for replacing or paying to repair.

## LOCKERS-STATIONS

A locker and/or a station are provided for students' use. Students are issued a key for their locker.

If the key is lost, the student will be charged the price of a duplicate.

Keys to be returned and lockers cleaned on the last day of student's enrollment.

If the student can't access to their equipment and implements, they can't take the training and need to check out until they have access and they need to check in again to continue with the training day.

## CHANGES TO RULES



The college reserves the right to make changes in the rules at any time and all students who are affected by the change will be given you and post in the student news board a printed copy with the effective date prior to the rule being enforced.

## THEFT

As adults and professionals, we need to be honest, any student found to be involved in a theft will be subject to immediate dismissal and termination of the educational contract without the right to restart the course, and the necessary reports will be made to the authorities.

## Academic Student Advising

Advising is provided for the following:

1. To review each Student report card which helps communicate the student's academic standing.
2. During level progression advising sessions to help students stay on track towards graduation

If necessary, as a first step to preventing monitoring, warning, probation, suspension, or termination.

## CANCELLATION AND REFUND POLICY

THE MINIMUM CANCELLATION AND SETTLEMENT POLICY WILL APPLY TO ALL TERMINATIONS FOR ANY REASON, BY EITHER PARTY.

### IN ACCORDANCE WITH OREGON ADMINISTRATION RULE OAR715-045-0036(c)

1. A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:
  - A. If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded.
  - B. If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the published registration.
  - C. If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the pro-rated tuition, the school may retain the registration fee, books and supply fees, education material, lab, kit and uniform fees and other legitimate charges owed by the student.
  - D. If withdrawal or termination occurs after completion of 50 percent or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund.
  - E. The enrollment agreement shall be signed and dated by both the student and the authorized school official. For cancellation of the enrollment agreement referenced in subsections (1)(a) and (b) of this rule, the "date of enrollment" will be the date that the enrollment agreement is signed by both the student and the school official, whichever is later.
2. Published Class Schedule (for the purpose of calculating tuition charges) means the period between the commencement of classes and the student's last date of attendance as offered by the school and scheduled by the student.
3. The term "Pro rata Refund" means a refund of tuition that has been paid for a portion of the program beyond the last recorded date of attendance.
4. When a program is measured in clock hours, the portion of the program for which the student will be charged is determined by dividing the total clock hours into the number of clock hours accrued according to the published class schedule as of the last date of attendance.
5. When a program is measured in lessons, the portion of the program for which the student will be charged is determined by dividing the total number of weeks into the number of weeks accrued according to the published class schedule as of the last date of attendance.
6. For other measurements of time such as days or weeks, the portion of the enrollment period for which the student will be charged is determined by dividing the total number of days or weeks into the number of days or weeks, accrued according to the published class schedule as of the last date of attendance.
7. The term "tuition cost" means the charges for instruction. "Tuition cost" does not include application fees, registration fees, lab fee, uniform, equipment, material or other identified program fees and costs. The school shall charge a withdrawal fee of \$150.
8. When a cancellation, withdrawal, termination, or completion occurs, a calculation of all allowable charges under this rule shall be made. If such calculations evidence that the school received total payments greater than its allowable charges:
  - a) Within 40 days after notification of such cancellation, withdrawal, termination, or completion, a written statement showing allowable charges and total payments received shall be delivered to the student by the Academy, together with a refund equal in amount to monies paid to the Academy in excess of those allowable charges.
9. In case of disabling illness or accident, death in the immediate family, or other circumstances beyond the control of the student that causes the student to leave school, the school shall arrange a prorated tuition settlement that is reasonable and fair to both parties.

10. A school shall be considered in default of the enrollment agreement when a course or program is discontinued or canceled or the school closes prior to completion of contracted services. When a school is in default, student tuition may be refunded by the school on a pro rata basis. The pro rata refund shall be allowed only if the Superintendent determines that the school has made provision for students enrolled at the time of default to complete a comparable program at another institution. The provision for program completion shall be at no additional cost to the student in excess of the original contract with the defaulting school. If the school does not make such provision, a refund of all tuition and fees shall be made by the school to the students.

\* The Academy has the right to turn the account over to a collection agency for the unpaid balance.

### **Effect of incomplete course, repetitions, and remedial classes on satisfactory progress calculation:**

Incomplete, repetitions and remedial courses have no effect upon a student's SAP report. School offers refreshment courses in all subjects offered with additional cost.

### **RE-ENROLLMENT GUIDELINES**

Former students seeking re-enrollment to the institution must contact the school's owner to begin the re-enrollment process. The school's director will contact the appropriate instructor of the class to investigate the reasons the student previously withdrew or was terminated from the school.

If the former student is eligible to re-enroll then the school will inform the student by mail, email, or phone call.

Any former student who re-enrolls may be subject to a \$150 re-enrollment fee before he/she is eligible to return to the school.

After approval they will need to do a new agreement with Patsy Brows & Beauty Academy.

## **GOVERNING AUTHORITIES**

### **1. Higher Education Coordinating Commission**

Higher Education Coordinating Commission  
Private Career Schools Unit  
3225 25th Street SE  
Salem, Oregon 97302  
(503) 947-5719

### **2. Oregon Health Licensing**

1430 Tandem Ave NE  
Salem OR, 97301  
(503)378-8667

## **Student Personal Property & Supply**

All supplies, kit, uniforms, books and other from the Academy necessary for their program are included in the initial kit purchased at enrollment time.

These items are clearly detailed on every 'Purchase Agreement' a student signs when purchasing them from the school. The refund policy is clearly explained on the 'Purchase Agreement' signed by the student.

Students should leave the items from their 'Purchase Agreement' in the school until they have been fully paid for by the student.

If a student's enrollment ends for any reason, the student is still responsible for the cost of the items outlined on the 'Purchase Agreements' they have signed.

Please keep in mind that a Refund of kits, supplies, books are not allowed after use them.

In case of course early termination the school will make every effort to allow the student to retrieve personal property left at the school after a student's enrollment has ended. However, items not retrieved within 45 days will be recycled,

Student Personal Property & Supply (continued)

reused, or discarded. It is important that you keep your belongings securely stored as the school is not responsible for the student's personal property. Integrity is an integral part of our core values. Our school community frowns upon theft of any kind. Ask before you borrow an item and return it promptly once you are done using it.

## **Equipment Purchase**

The students who enrolling for first in a program in Patsy Brows & Beauty Academy, this is the policy on student's equipment purchases.

The Academy requires the student purchase the start kit at the Academy and make use of the materials provided in the starter kit such as books, supplies, equipment, and uniforms.

## Equipment Return

If the student needs to withdraw from the academy and wishes to return the starter kit for a refund, it is important that they understand the academy policies for return of equipment, books, and supplies stated in the student contract.

### The policy includes:

According to the health rules that must be taken to prevent the spread of the Covid-19 virus, it is important to mention that the items purchased are limited to return.

Non-returnable equipment and books and supplies issued by the Academy to the student that are not returnable, include:

- Books that have been written in or altered.
- Uniforms that have been use or opened.
- Equipment that has been used to practices or opened.
- Items that have been altered or modified.
- Items clearly recognized unsuitable due to health or sanitary reasons.
- Items that are outdated since the student enrolled due to new editions or equipment update.
- Items marked with their names or any personal information.

*If the items are accepted for return, they must be return to the academy within 3 days after the last day of attendance at the academy or the withdraw notice.*

## DROPPING/ADDING OR CHANGE PROGRAMS

Once a student has started training, dropping or adding OR CHANGE a program will require:

1. A new contract or addendum must be completed with new date and program
2. Changes in dollar amount of tuition costs will be determined
3. Computation of hours dropped from program based on Higher Education Coordination Commission's Education formula
4. Computation of students' financial obligation for Program dropped, based on scheduled hours of program.
5. Subject of \$350 administration fee to update the records.

## Reasonable Accommodation Policy

If a student has a special need, it is the responsibility of each student to identify himself / herself with the Admissions Office or the Administrator to document and validate the disabilities and provide the student with reasonable accommodations appropriate to their needs.

## SAFETY/EVACUATION

The first aid kit is available from student filing cabinets. The evacuation routes and map of the location of the fire extinguishers is distributed throughout the building. The college also complies with the Smoke Free Oregon Law. Smoking is NOT allowed within 100 feet of Academy building and entrances, exits, windows and intake vents.

## NON-DISCRIMINATION & NON-HARASSMENT POLICY

Careers including but not limited to academic admissions, education, financial aid, services, and employment.

Patsy Brows & Beauty Academy does not discriminate based on race, color, sex or sexual orientation, national origin, age, marital status, religion, disability or members of protected classes, in any of its policies, procedures or practices. OAR 715-045-0001(21)

In reference to protected classes, the academy will be made reasonable accommodations on a case-by-case basis. The Academy prohibits any and all forms of harassment because of color, age, race, sex or sexual orientation, marital status, national origin, religion, or disability.

It shall be a violation of policy for any student, teacher, administrator or any other worker or member of the academy to discriminate against another individual.

It shall also be a violation of policy for any student, teacher, or administrator to tolerate sexual harassment, in any form, that occurs to anyone during college hours of operation.

A harasser may be a instructor, Director, student, administrator or a college guest.

Harassment may include the following when related to sex, national origin, race, or disability:

- Name calling
- Notes or drawings
- Graffiti
- Offensive posters
- Unwelcome touching
- Violent acts

If any actions or words make you feel uncomfortable, threatened or fearful, you need to report to a director, instructor or administrator immediately. You may also make a written report, according to the Grievance Procedure. You should turn it in to the administrator immediately.

Your right to privacy will be respected as much as possible.

Patsy Brows & Beauty takes all reports of harassment seriously and will take all appropriate action to investigate such claims, to eliminate that harassment, and to discipline any persons found to have engaged in such conduct. The Academy will act in case someone tries to intimidate you or because you want to make or made a report.

If the Employees or any person are found guilty of discrimination and or harassment will be dealt with according to the procedures outlines in the employee manual. Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under 659A.820 with the Commissioner of the Bureau of Labor and Industries.

## INTERNAL ACADEMY COMPLAINT PROCEDURE

Students aggrieved by the action of the Academy should attempt to resolve these problems with appropriate Academy officials. See Internal Complaint Procedure below.

1. Instructor      2. Administrator      3. Director

1. Complaints must be in writing, addressed to the college administrator, and emailed to the email academy [academy@patsybrows.com](mailto:academy@patsybrows.com) and must contain the following:

1. An outline of the allegations
2. Suggestions for a solution of the problem
3. Who does complaint effect?

2. Once the Academy receives the complaint request submitted by the student, it will be processed as soon as possible but no later than 15 business days, the corresponding Academy official will meet with the person filing the complaint.

1. After discussion and consideration all agreed upon steps will be taken to resolve the problem
2. If the complainant is satisfied, the matter will be considered resolved.
3. If the complainant is not satisfied, the complainant may request that the complaint be reviewed by the college's complaint committee.
4. The meeting will be documented in writing and a document given to the complainant.
5. The Complaint committee can request more information in writing from the complainant.
6. The committee will send the results of the finding to the complainant, addressing the steps taken to correct the problem, or show that the allegations were not warranted or factual.

All complaints must be filed with the college complaint committee prior to requesting the below agencies complaint forms.

After consultation with appropriate Commission staff and if the complaint alleges a violation of the Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 715-045-0001 through 715-045-0210, the Commission will begin the complaint investigation process as defined in OAR 715-045-0023 Appeals and Complaints. Should this procedure fail, and the student has exhausted the school's internal grievance policy, the student may contact:

**The Oregon Higher Education Coordinating Commission**  
**Private Career Schools**  
Higher Education Coordinating Commission  
3225 25<sup>th</sup> Street SE, Salem, Oregon 97302  
Phone: 503-947-5716

## RELEASE OF STUDENT FILES

Adult students, parents of minor students, and parents of tax dependent students, have the right to inspect, review, and challenge information contained in their educational/financial record or that of their minor or tax dependent child.



All students have the right to review their individual files at any time, under administrative supervision. Student files are kept in secured/fireproof file cabinets as well as electronically stored online smart data storage system. However, students are not entitled to inspect the financial records of their parents. Written consent is required before educational records may be disclosed to third parties except for accrediting commissions, and or governmental agencies authorized by law. Student academic transcripts are kept for 25 years.

Financial aid records are kept according to current federal regulations. Financial aid transcripts will be issued upon request.

Patsy Brows & Beauty Academy may disclose, without consent, directory-type information such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, Patsy Brows & Beauty Academy must inform parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent of eligible student to request the college not to disclose that information about them.

## **The Family Educational Rights and Privacy Act (FERPA)** **Patsy Brows & Beauty Academy LLC**

The Family Educational Rights and Privacy Act (FERPA) affords certain rights with respect to their education records. These rights p:

- (1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

A student should submit to the Administration Office, Business Office, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The Academy official will decide on access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Academy official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- (2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the Academy to amend a record should write to the Academy official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the Academy decides not to amend the record as requested, the Academy will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- (3) The right to provide written consent before the Academy discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The Academy discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Academy in an administrative, supervisory, academic, or support staff position; a person or company with whom the College has contracted as its agent to provide a service instead of using Academy employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for the Academy.

Upon request, the Academy also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue,  
SW Washington, DC 20202-5901

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**Signature**

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**Date**

**College Closure / Teach out Policy.**



If Patsy Brows & Beauty Academy closes permanently the academy will follow the guidelines of OAR 715-045-0067 of closure plan in which students are not affected at the conclusion of the study.

Once the Academy knows the closing date, or now in which it is indicated that the Academy will no longer be able to continue serving as an Academy, new students will not be accepted to enroll, and existing students will be able to finish and conclude their course.

If the Academy is forced to conclude without time to complete the courses in progress. The student will be granted the possibility of transferring to another certified school to complete the corresponding course without course changes, as well as the costs of what he / she completed in the Academy in scheduled hours of study will be adjusted and will continue to pay the full cost of the course at the Transfer Academy under the policies of the new School.

The student will be notified in writing about the official closure of the Academy to reach a mutual agreement and indicate the steps to follow for the successful completion of the course.

In the event the college closes, the college shall file a plan with the Higher Education Coordinating Commission designed to protect the contractual rights of the students and graduates, including the right to complete the program of instruction in which students were enrolled. OAR 715-045-0067(1)

### Staff / Faculty

**Administrator / Director/ CEO**

**Cristian Patsy Cazarez**

**Chief Fiscal Officer/ Business Manager.**

**Miguel Contreras**

**CEO Assistant**

**Sandr Mendez**

**Esthetics Instructor Assistant.**

**María Contreras**

**Secretary.**

**Sandr Mendez**

**Treasurer**

**Miguel Contreras**

**Social media Management**

### Instructors

**Permanent Make UP / Tattoo**

**Cristian Patsy Cazarez**

**Nail Technology**

**Cristian Patsy Cazarez / Iris Portillo**

**Esthetics**

**Cristian Cazarez**

**Hair Design**

**Iris Portillo**

**Barbering.**

**Anahi Portillo**

### Floor Plan



