

CONTRACT SKIN & BROW SCHOOL OF ESTHETICS ENROLLMENT AGREEMENT

The Skin & Brow School of Esthetics

4703 Hixson Pike, Hixson TN 37343

Phone: 423.240.8396

*Thank you for your interest in the Skin & Brow School of Esthetics program. Your application packet must contain all of the items listed below and be delivered to Skin & Brow School of Esthetics in person. **Please be sure to initial each page of the packet in the designate box at the bottom of each page.** By initialing, you are acknowledging that you have read and understand all points of the program policies, enrollment agreement, and student contract.*

*Please remember that a complete packet is required for a student to be considered for the Skin & Brow School of Esthetics program. **Application packages that are missing required documents, initialed pages, and/or signed Enrollment Agreement and Student Contract at the time of submission will not be accepted for submission.***

No fees shall be paid until the contract is read over by applicant. At the time of any payment, a receipt shall be provided to the student.

In order to apply, prospective students must submit:

- A signed Skin & Brow School of Esthetics Course Application (enclosed)
- A signed Skin & Brow School of Esthetics Student Contract (enclosed)
- A signed Skin & Brow School of Esthetics Student Enrollment Agreement (enclosed)
- Proof of student esthetics insurance



STUDENT INITIAL

REQUIREMENTS FOR ELIGIBILITY

- (1) For the purpose of determining eligibility for enrollment in a school of cosmetology, an applicant must have completed and passed at least two
- (2) years of high school or obtained a score of at least four hundred and fifty (450) on a General Educational Development test
- (3) The school considering acceptance of any candidate shall be responsible for verifying and accepting any submitted documentation for high school equivalency.

APPLICATION PROCESS

STEP 1

Review the Skin & Brow School of Esthetics Application Contract. Complete, initial, and sign all documents.

Email skinbrowschool@gmail.com or call 423.509.2222 to schedule an appointment to submit your application packet and review tuition payment options. No payments may be made before reviewing contract.

STEP 2

Once you have submitted your application packet with the Skin & Brow School of Esthetics and have finalized payment arrangements, we will email you to confirm your class schedule and start date. Currently, we are accepting applications for a start date of **October 11, 2023**.

REGISTRATION AND FINANCIAL ADMINISTRATION CONTACT INFORMATION

Any questions regarding registration, class availability, schedules, tuition, and start dates may be directed to skinbrowschool@gmail.com Jessica West 423.240.8396 Skin & Brow School of Esthetics 4703 Hixson Pike, Hixson TN 37343

www.skinbrowschool.com



STUDENT INITIAL

A signed Skin & Brow School of Esthetics Course Application (enclosed)
A signed Skin & Brow School of Esthetics Student Contract (enclosed)
A signed Skin & Brow School of Esthetics Student Enrollment Agreement (enclosed)

PROGRAM OVERVIEW AND ENROLLMENT PROCESS

Revised 08/29/2023

SKIN & BROW SCHOOL OF ESTHETICS PROGRAM SUMMARY

The Skin & Brow School of Esthetics Program is a 750 hour curriculum licensed by the State of Tennessee. This course specializes in the science of skincare and is heavily focused on the practical application of clinical esthetic skills. Students will develop a thorough understanding of all aspects of the industry basics, including waxing, facials, and general knowledge of the spa industry. Students will learn techniques for skin analysis, deep pore cleansing, exfoliation and specialized treatments, chemical peels, and lash and brow waxing and artistry.

The Skin & Brow School of Esthetics Program is a hybrid of online and distance learning, in class lectures and demonstrations, student clinic and community clinic. In person lecture and/or student clinic days will occur on Wednesday 9am-6pm, Thursday 9am-6pm, Friday 9am-5pm. Online work through Milady Theory Course Work and Synchronous class work can be done online through the CIMA Portal on Monday, Tuesday & Saturday 8-5pm as instructors are available. The Skin & Brow School of Esthetics Program Clinic is open for students to take clients once they have accumulated 150 hours and have completed the Esthetics Sanitation and Safety textbook material. Our small class size ensures one-on-one time, along with quality hands-on time with clients and fellow students. We pride ourselves in having instructors and junior instructors that are working estheticians and are committed to their own continuing education, providing them with knowledge of the most current trends in the esthetic field. Students will graduate with the expertise to pass the Tennessee Board of



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THE SKIN & BROW SCHOOL OF ESTHETICS INFORMATION

Jessica West - Lead Instructor/Owner

- Owner - Skin & Brow Room
- Tennessee Licensed Esthetician & Esthetic Instructor
- Licensed Tattoo Artist (microblading)
- Double Novalash Eyelash Extension Certified Artist Founder
LASHMARKET Brand Lashes & Certification Instructor
- Derma Plane PRO Certified
- B.A. Humanities - The University of TN at Chattanooga

Esthetics Instructors

| Instructors | License # | Expiration Date | |
|-----------------------|-----------|-----------------|----|
| Melanie Cantwell | 192224 | 06/30/2023 | CI |
| Melinda D. Williams | 102598 | 12/31/2023 | CI |
| Adrienne Greene Banks | 93137 | 9/30/2023 | CI |
| Jessica West | 137155 | 8/31/2024 | AI |

ESTHETICS COURSE CURRICULUM “AESTHETICS”, AS IT IS PRACTICED AND TAUGHT, INCLUDES: CARE OF THE SKIN, INCLUDING: HOT COMPRESSES, MASSAGES OF THE FACE, HANDS, FEET, AND SCALP, FACIALS AND MASKS THAT DO NOT REQUIRE PRESCRIPTIONS UNLESS THERE IS MEDICAL SUPERVISION; WRAPS; EXFOLIATION OF THE UPPERMOST LAYERS OF THE SKIN; AND USE OF ELECTRICAL OR MECHANICAL APPLIANCES OR CHEMICAL COMPOUNDS REMOVAL OF SUPERFLUOUS HAIR BY ALL CUSTOMARY MEANS NOT INCLUDING ELECTROLYSIS.

THE SEVEN HUNDRED AND FIFTY (750) CLOCK HOURS/22.5 CREDIT HOURS OF INSTRUCTION REQUIRED OF AN APPLICANT FOR A LICENSE TO PRACTICE AESTHETICS SHALL BE APPORTIONED AS FOLLOWS:



GENERAL.....150 CLOCK HOURS/4.5 CREDIT HOURS STERILIZATION, SANITATION AND BACTERIOLOGY, PROFESSIONAL ETHICS, PERSONALITY, SALESMANSHIP, ANATOMY AND PHYSIOLOGY, AND STATE LAW.

CHEMICAL.....150 CLOCK HOURS/4.5 CREDIT HOURS SKIN CONDITIONS AND DISORDERS, NUTRITION, AGING FACTORS, PRODUCT INGREDIENTS AND USAGE, WAXING, LASH AND BROW TINTING, OSHA AND EPA REQUIREMENTS.

PHYSICAL.....450 CLOCK HOURS/13.5 CREDIT HOURS MASSAGE MOVEMENTS AND MANIPULATIONS, MASKS AND PACKS, FACIAL TREATMENTS WITH AND WITHOUT THE USE OF MACHINES, SKIN ANALYSIS AND CONSULTATION, APPLICATION

OF ALL PRODUCTS AND MACHINES, COLOR PSYCHOLOGY, MAKE-UP AND CORRECTIVE MAKE-UP ARCHING.

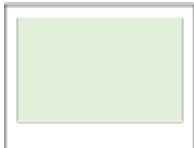
COURSE HOURS: 750 CLOCK HOURS

The course is divided into pre-clinical classroom instruction and clinical service learning experiences. Program will teach a minimum ten percent (10%) of theory hours each week in each curriculum offered in a school.

Pre-clinical Classroom Instruction: 375 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.

- 1. Clinic Floor Learning Experience:** The remaining 375 hours are spent in the clinic floor area where practical experience is gained.

The 750 hour Esthetics course at the Skin & Brow School of Esthetics is designed to train the student in basic esthetics skills, impeccable health and safety judgment, proper sanitation habits, business skills, communication skills, and professionalism necessary to obtain a



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Tennessee license and secure a job in Esthetics or a related field. For specific subjects that are included in the Esthetics program, refer to the Course Outline below.

ESTHETICS COURSE OUTLINE: "AESTHETICS" MEANS ANY OF THE FOLLOWING PRACTICES:

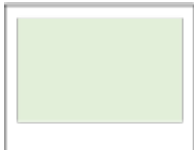
(A) Massaging, cleansing, stimulating, manipulating, exercising, beautifying or similar work with hands or mechanical or electrical apparatus or by the use of cosmetic preparations, antiseptics, tonics, lotions or creams;

(B) Placing or applying artificial eyelashes; or

(C) Giving facials, applying makeup, giving skin care or removing superfluous hair by tweezing, depilatories or waxing;

An aesthetician does one or more of the following; massage, clean, stimulate, manipulate, exercise, beautify or perform similar work with hands or mechanical or electrical apparatus or by use of cosmetic preparations, tonics, lotions or creams; places or applies artificial eyelashes, gives facials, applies makeup, gives skin care or removes superfluous hair by tweezing, depilatories or waxing.

- 1. Technical instruction** denotes instruction by demonstration, lecture, classroom participation, or examination. Technical instruction may occur through both online classes and on campus instruction and independent study as well as test practice for state board written theory portion.
- 2. Practical operation** denotes the actual performance by a student of a complete service on another person or on a mannequin. State Board practice and proficiency for practical exam.
- 3. Core Curriculum:** This 375-hour time period is dedicated to exploring foundational knowledge and basic esthetics, facial, hair removal, and makeup procedures. You will receive individual attention in practical workshops, and you will complete worksheets and periodic tests throughout the course. This is an intense and exciting portion of your experience.
- 4. Clinic Floor Learning Experience:** Over a course of 375 hours, you will enter a new phase of specialty classroom workshops



coupled with challenging practical services that will continue to build your skills as an industry professional.

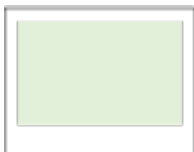
5. **Classroom Learning Experience:** During this phase of your learning, you will be introduced to guest speakers, retailing home care products, selling add on services, rebooking, motivation, self-improvement, and emerging technologies. You will use your own technical and therapeutic abilities, coupled with the assistance of your Lead Instructor, to provide service to clinic guests. You will make discoveries and learn relationship-building skills that will guide your success in this exciting, diverse field.
6. **Creative Curriculum:** You will dress, act, and work like an industry professional. You will use your own technical and therapeutic abilities, coupled with the assistance of the Skin & Brow School of Esthetics, to prepare for your future industry career.

EDUCATIONAL OBJECTIVES

Upon completion of the course requirements, the graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform the basic manipulative skills required for facial massage, effective use of required implements and equipment, proper application of makeup, and unwanted hair removal
5. Apply the theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

PROGRAM OPTIONS



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All part-time and full-time student files are kept separate in separate file drawers. Teach out will be performed synchronously and remotely or partnership with a Local Beauty Academy if needed by unforeseen circumstances.

Students can select from the following options to complete the course in a way that works for them:

OPTION #1 - Full Time Program

36 Hours Per Week Completion of 750 Hours in 6 Months or Less

OPTION #2 - Part-time Program

25 hours per week, completed in nine-12 months.

OPTION #3 - Apprentice Program (LIMITED AVAILABILITY)

Complete 375 hours & the written Tennessee State exam. Following this, you will apprentice with an esthetician with 10 years of experience. During the apprenticeship, you'll work under this esthetician to complete the final 375 hours and then complete the practical exam to become licensed in State of Tennessee.

Students interested in this option must have an agreement prior to application submission with an esthetician who has been licensed with the State of Tennessee for 10 or more years documenting their approval to apprentice the student applicant.

A student shall be actively enrolled in a licensed school in order to participate in an apprenticeship program.

An apprentice program must be completed within 150% of the time frame allowed for the full time program.

Apprenticeship students participating in an apprenticeship program in a licensed school must wear attire prescribed by the school and participating shop collectively. The student must wear a name tag identifying the student



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as an apprenticeship student and identifying the school under which the student is participating in the apprenticeship program.

OPTION #4 - Transfer Student/Reentry Student

Schedule and curriculum is based on individual student needs and goals. 150 hours can be credited from sanitation hours for Tennessee cosmetologist, barbers, & nail techs.

OPTION #5 - Professional Educator 300 Hour Licensure Program

Instructor 300 Hour Option for students enrolling in teaching programs. We will need documentation that the school notified the enrollee in writing that an applicant for an instructor's license must have been licensed for three (3) continuous years prior to applying for an instructor's license. Instructor student must also complete the Milady CIMA Professional Educator 300 hour curriculum. Be a high school graduate or possess a graduate equivalency diploma (G. E. D) and either complete a board-approved course in instructor training of at least 300 hours within a period of six months as an instructor trainee OR complete service as a junior instructor for a minimum of one year. (A junior instructor holds a valid cosmetologist's, aesthetician's, manicurist's or natural hair stylist's license and engages in a course of training in practice teaching in a school under the personal supervision of a licensed instructor for a period not to exceed three years).

OPTION #6 - Eyelash Curriculum 300 Hour Licensure Program

A person who desires an eyelash specialist license shall submit an application for examination to the board on the prescribed form. The application must be accompanied by: A nonrefundable, nontransferable application/examination fee as set by the board satisfactory proof that the applicant is at least sixteen (16) years of age and has completed and passed a course of instruction of no less than three hundred (300) hours in classroom instruction and practical experience, including at least eight (8)



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hours of theoretical instruction, and that includes instruction in the following areas:

- (A) Recognizing infectious or contagious diseases of the eye and allergic reactions to materials;
- (B) Proper sanitation practices;
- (C) Occupational health and safety practices;
- (D) Eyelash extension application procedures; and
- (E) Eyelash extension isolation and separation procedures; and
- (F) Satisfactory proof that the applicant successfully completed, as part of the hours of instruction described in subdivision (f)(2), up to one (1) hour of online or in- person training, at no cost to the applicant, by a nonprofit anti-domestic violence organization recognized by the Tennessee Coalition to End Domestic Violence and Sexual Assault on domestic violence that focuses on how to recognize the signs of domestic violence, how to respond to these signs, and how to refer a client to resources for victims of domestic violence.

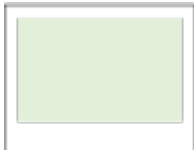
SCHEDULE

Next Session Starts: October 24, 2023

Full-Time Program Schedule

9 AM-6 PM Tuesday through Friday (36 hours total)

- Online Esthetics Foundations Milady CIMA THEORY Required Completion



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- In-class lecture and demonstrations Tuesdays and Wednesdays
- Student Clinic Thursdays and Fridays

*Public Community Clinic hours begin after 150 hours of general esthetics are accumulated.

Part-time or Modified Schedules

Created on an individual basis.

TUITION AND FEES

The application fee is due with the submitted Skin & Brow School of Esthetics Application Packet. All tuition and materials fees must be secured by a signed payment plan at time of enrollment or prior to the first class at the Skin & Brow School of Esthetics.

Accepted forms of payment are cash, check, money order, or Venmo. Credit cards ACCEPTED WITH A 3% PROCESSING FEE APPLIED.

The fees for the upcoming Fall 2023 sessions are as follows:

OPTION #1 - Full Time Program

| | |
|-----------------|--------------------|
| Application Fee | \$100.00 USD* |
| Tuition Fee | \$9500.00 USD** |
| Materials Fee | \$800.00 USD*** |
| Total | \$10400 USD |

*Nonrefundable

***Monthly Payments Available*

\$1000.00 Deposit due by class start date

\$1000.00 Monthly payments due by the 5th of each month

***The Materials Fee includes the **online** Milady textbook and **online** workbook. Paper textbook and workbook are available for purchase \$240



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or can be borrowed from school. The Skin & Brow School Of Esthetics Beauty Kit is required for the course. The Skin & Brow School Of Esthetics Beauty Kit contains Glo Skin Beauty Skincare Products. Glo Skin Beauty Mineral Make-Up kit available for \$165.

OPTION #2 - Part-time Program

| | |
|-----------------|--------------------|
| Application Fee | \$100.00 USD* |
| Tuition Fee | \$9500.00 USD** |
| Materials Fee | \$800.00 USD*** |
| Total | \$10400 USD |

*Nonrefundable

***Monthly Payments Available*

\$1000.00 deposit due by start date

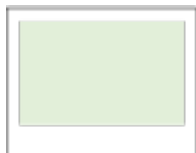
\$675.00 monthly payments due by 5th of each month

***The Materials Fee includes the **online** Milady textbook and **online** workbook. Paper textbook and workbook are available for purchase \$240 or can be borrowed from school. The Skin & Brow School Of Esthetics Beauty Kit is required for the course. The Skin & Brow School Of Esthetics Beauty Kit contains Glo Skin Beauty Skincare Products. Glo Skin Beauty Mineral Make-Up kit available for \$165.

OPTION #3 - Apprentice Program

| | |
|-----------------|---------------------|
| Application Fee | \$100.00 USD* |
| Tuition Fee | \$7500.00 USD** |
| Materials Fee | \$800.00 USD*** |
| Total | \$10,400 USD |

*Nonrefundable



STUDENT INITIAL

*****Monthly Payments Available***

\$1000.00 deposit due by start date

Monthly payment schedule determined on individual basis

***The Materials Fee includes the **online** Milady textbook and **online** workbook. Paper textbook and workbook are available for purchase \$240 or can be borrowed from school. The Skin & Brow School Of Esthetics Beauty Kit is required for the course. The Skin & Brow School Of Esthetics Beauty Kit contains Glo Skin Beauty Skincare Products. Glo Skin Beauty Mineral Make-Up kit available for \$165.

OPTION #4 - Transfer Student/Reentry Student

Application/Reentry Fee: \$100.00 USD* (Nonrefundable)

Tuition and Materials Fees determined on a case by case basis by the Skin & Brow School Director.

OPTION #5 - Instructor 300 Hour

| | |
|-----------------|--------------------|
| Application Fee | \$100.00 USD* |
| Tuition Fee | \$2900.00 USD** |
| Materials Fee | \$300.00 USD*** |
| Total | \$3,300 USD |

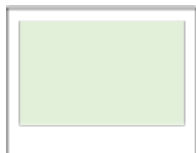
*Nonrefundable

*****Monthly Payments Available***

\$1000.00 deposit due by start date

Monthly payment schedule determined on individual basis

***The Materials Fee includes the **online** Milady textbook and **online** workbook. Paper textbook and workbook are available for purchase \$240 or can be borrowed from school. The Skin & Brow School Of Esthetics Beauty Kit is required for the course. The Skin & Brow School Of Esthetics Beauty Kit contains Glo Skin Beauty Skincare Products. Glo Skin Beauty Mineral Make-Up kit available for \$165.



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OPTION #6 - Eyelash Curriculum Option

| | |
|-----------------|-------------------|
| Application Fee | \$100.00 USD* |
| Tuition Fee | \$4500.00 USD** |
| Materials Fee | \$800.00 USD*** |
| Total | \$5400 USD |

*Nonrefundable

***Monthly Payments Available*

\$1000.00 deposit due by start date

Monthly payment schedule determined on individual basis

***The Materials Fee includes the **online** Milady textbook and **online** workbook. Paper textbook and workbook are available for purchase \$240 or can be borrowed from school. The Skin & Brow School Of Esthetics Beauty Kit is required for the course. The Skin & Brow School Of Esthetics Beauty Kit contains Glo Skin Beauty Skincare Products. Glo Skin Beauty Mineral Make-Up kit available for \$165.

FUNDING OPPORTUNITIES

A \$500 discount is available for full tuition payment upon enrollment into the full time program.

Federal Financial Aid or other forms of Financial Aid are not currently available or accepted.

Work Study is available for those who provide proof of need and a passion for skincare and beauty at \$10 per hour. Email resume to skinbrowschool@gmail.com for more information.



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Licensed Cosmetologists, Barber, and Nail techs can apply 150 hours toward their total number of hours and will receive \$1500 tuition credit for those hours.

The Skin & Brow School of Esthetics Licensure

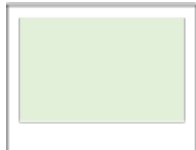
Course Application

All application information, including documentation and enrollment agreements, shall be included in the student's file and made available for inspection by members or inspectors of the State Board.

All part-time and full-time student files are kept separate in separate file drawers.

STUDENT INFORMATION

| | |
|----------------------------|--|
| Full Name | |
| Date of Birth | |
| SSN | |
| Phone | |
| Email Address | |
| Mailing Address | |
| Emergency Contact Info | |
| Education Completion Level | |



STUDENT INITIAL

ESTHETIC LICENSURE COURSE ENROLLMENT: ALL OPTIONS ARE HYBRID SYNCHRONOUS ONLINE AND IN PERSON CLASSES

(CHECK BOX FOR PROGRAM SELECTED)

- OPTION #1 - Esthetics Licensure Course I 750 Clock Hours - Full Time Program 40-48 Hours a Week – Completed in Six Months or less
- OPTION #2 - Esthetics Licensure Course I 750 Clock Hours - Part-time Program 30 Hours a Week – Completed in 9 months
- OPTION #3 - Apprentice Program
Complete 375 hours and State exams. Apprentice with esthetician to complete final 375 hours to become licensed after taking practical state board exam.
- OPTION #4 - Transfer Student/Reentry Student
Schedule and Curriculum Based on Student individual needs and goals.
- OPTION #5 - Instructor 300 Hour Option for students enrolling in teaching programs. We will need documentation that the school notified the enrollee in writing that an applicant for an instructor's license must have been licensed for three (3) continuous years prior to applying for an instructor's license. Instructor student must also complete the Milady CIMA Professional Educator 300 hour curriculum.
- OPTION #6 - Eyelash Curriculum 300 hours. A person who desires an eyelash specialist license shall submit an application for examination to the board on the prescribed form. The application must be accompanied by: A nonrefundable, nontransferable application/examination fee as set by the board satisfactory proof that the applicant is at least sixteen (16) years of age and has completed and passed a course of instruction of no less than three hundred (300) hours in classroom instruction and

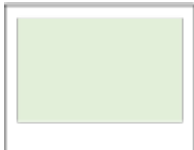
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practical experience, including at least eight (8) hours of theoretical instruction, and that includes instruction in the following areas:

- (A) Recognizing infectious or contagious diseases of the eye and allergic reactions to materials;
- (B) Proper sanitation practices;
- (C) Occupational health and safety practices;
- (D) Eyelash extension application procedures; and
- (E) Eyelash extension isolation and separation procedures; and
- (F) Satisfactory proof that the applicant successfully completed, as part of the hours of instruction described in subdivision (f)(2), up to one (1) hour of online or in- person training, at no cost to the applicant, by a nonprofit anti-domestic violence organization recognized by the Tennessee Coalition to End Domestic Violence and Sexual Assault on domestic violence that focuses on how to recognize the signs of domestic violence, how to respond to these signs, and how to refer a client to resources for victims of domestic violence.

I certify that to the best of my knowledge, the information given in this application is true. I understand that any omission or misrepresentation of facts will be cause for refusal of admission, cancellation of application, or dismissal from the Skin & Brow School of Esthetics if later discovered. I further understand that, if I am approved and accepted into the program, it is MY RESPONSIBILITY to arrange for ALL ADMISSION CREDENTIALS (diploma, official transcripts, down payment, etc.) to be received by the Admissions Office AT THE TIME OF MY ENROLLMENT.

Applicant Signature: _____



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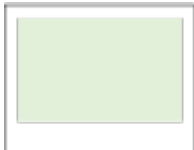
Date: _____

***In the event of an unforeseen event of school closure the esthetics program will continue with synchronous remote learning.**

All class hours will be tracked on paper carbon copy time sheets and using Square Teams App for theory hours and clinic our towards students 750 Hour total for Esthetics PSI Testing and Licensure.

For Class Catalog, please visit www.skinbrowschool.com or estheticschattanooga.com You can also text 423-240-8396 for a digital pdf of the website style catalog.

Satisfactory proof that the applicant successfully completed, as part of the hours of instruction described in subdivision up to one (1) hour of online or in- person training, at no cost to the applicant, by a nonprofit anti-domestic violence organization recognized by the Tennessee Coalition to End Domestic Violence and Sexual Assault on domestic violence that focuses on how to recognize the signs of domestic violence, how to respond to these signs, and how to refer a client to resources for victims of domestic violence.



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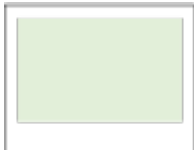
THE SKIN & BROW SCHOOL OF ESTHETICS LICENSURE COURSE STUDENT CONTRACT

FULL-TIME COURSE - BEGINNING OCTOBER 2023

Contract Costs and Payment Terms

STUDENT agrees to pay the Skin & Brow School of Esthetics the tuition and fees for the program selected in advance of the start of session. All tuition and materials fees must be paid in full or secured by a signed payment plan at time of enrollment or prior to the first class. The Skin & Brow School of Esthetics may, at its option and without notice, prevent student from attending class until any applicable unpaid balance is satisfied or signed payment plan is finalized and accepted. The student's tuition may be paid by cash, check, credit card, money order.

The school will charge a registration fee of \$100.00 USD for students transferring to the school. The school will charge a reentry fee of \$100.00 USD to students who have withdrawn and wish to reenter more than 30 days after termination,. The tuition rates current at the time of reentry will apply to the balance of training hours needed for students who reenroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply.



STUDENT INITIAL

Financial Agreement

| | |
|---------------------------|----------|
| APPLICATION FEE | |
| BOOKS AND KIT FEE | |
| TUITION | |
| TOTAL TUITION & FEES DUE | |
| LESS DEPOSIT/ PAYMENTS | \$ _____ |
| BALANCE DUE | \$ _____ |

| | |
|-----------------------|--|
| TERMS OF PAYMENT PLAN | |
|-----------------------|--|

_____ STUDENT SIGNATURE DATE

_____ SCHOOL OFFICIAL SIGNATURE
DATE

_____ PARENT/GUARDIAN (If applicable)
DATE



STUDENT INITIAL

STUDENT ENROLLMENT AGREEMENT AND RESPONSIBILITIES

It's important to review the below information in its entirety.

Applicants must be at least 16 years of age and provide a copy of valid photo government-issued identification.

Applicants must provide documentation that they have completed and passed at least two (2) years of high school or obtained a score of at least four hundred and fifty (450) on a General Educational Development test.

Applicants must be a legal US citizen and have no involvement with crimes related to drug or moral turpitude.

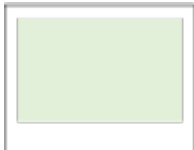
Applicants must be of sound mind and good character. It takes many qualities to become a successful esthetician, including being a good listener, a strong director, and a team player. Being a successful esthetician requires strict promptness, effective time management skills, and professional appearance and attitude.

Applicants must also possess financial stability and thoughtful consideration as to the cost of training and how they will budget for this additional expense. All tuition must be paid each month on time.

Student Tardiness and Absence Policy

Tardiness and unexcused absences will not be tolerated. A student may not miss more than 5 days of unexcused absences. Student tardiness and leaving early will not be tolerated. Personal Appointments should be scheduled on non school days. Two instances of coming in late or leaving early equal one absence. _____ Initial

Students are not allowed to cancel or move clinic clients. _____ Initial



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Harassment & Discrimination Policy

Skin & Brow School of Esthetics, in its admission, instruction, and graduation policies and practices, does not discriminate on the basis of sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry. The school does not allow or tolerate discrimination, bullying, or harassment of any sort. If any student or team member experiences or witnesses anyone being bullied, or harassed in any way, he or she is required to report the matter to the school's owner, Jessica West, in person or by calling 423.240.8396, or by emailing skinbrowschool@gmail.com, immediately so appropriate action can be taken.

***Students are to fill out an official complaint form and hand it into the school if any issues arise during enrollment.** _____ Initial

***Students are required to have student esthetics insurance prior to enrollment.** _____ Initial

General Terms of Agreement

Skin & Brow School of Esthetics shall provide a course of study that meets minimum curriculum requirements as prescribed by the TN state regulatory agency.

Skin & Brow School of Esthetics may change kit contents, textbooks, dress code, curriculum format, teaching materials or any other educational methods at its discretion.

Skin & Brow School of Esthetics assumes no responsibility for negligence or lack of skills of students while practicing any curriculum related services on each other.

Skin & Brow School of Esthetics will grant a Diploma of Graduation and Official Transcript of Hours when the student has successfully completed all phases of study, required tests, practical/laboratory assignments; passed a final written and practical examination; completed the course of study according to State Board requirements; completed all exit paperwork;



STUDENT INITIAL

attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

Skin & Brow School of Esthetics will issue an Official Transcript of Hours to students who withdraw prior to course completion when the student has successfully completed the required exit paperwork, attended an exit interview and paid all debts owed to the school or made satisfactory arrangements for debts owed the school as approved by the owner of the Skin & Brow School of Esthetics.

Skin & Brow School of Esthetics will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is not guaranteed.

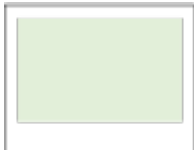
Skin & Brow School of Esthetics may terminate a student's enrollment for immoral or improper conduct; noncompliance with educational requirements, Standards of Conduct, General Policies, Enrollment Agreement, Satisfactory Progress Policy, State Laws and Regulations; Any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft.

Skin & Brow School of Esthetics will issue a complete kit of text books, implements, tools and supplies for the applicable course of study. Students are responsible for replacement of lost, stolen, or broken items.

Skin & Brow School of Esthetics provides adequate equipment, desks and workstations for the maximum number of students assigned to them at one time. The school does not assign work stations to any student to be used solely by that student during the course of study.

STUDENT agrees to pay the registration fee required by the State Board and provide all required registration paperwork in a timely manner.

STUDENT agrees to comply with all Standards of Conduct, General Policies, State laws and regulations, and educational requirements including clinic assignments.



STUDENT INITIAL

STUDENTS must follow all sanitary code requirements as detailed in the curriculum, industry practices and Tennessee State Board mandates.

STUDENTS will contribute to daily sanitation duties and classes will not be dismissed until all duties are complete.

STUDENT understands that revenue retained by the school for the student's required completion of clinic services for clients is applied to the overall cost of providing education to the student resulting in applicable tuition rates. Student agrees NOT to refuse to perform client services or other course requirements.

STUDENT agrees to comply with the school's published dress code which may be changed at the discretion of the school. Student also agrees to project a professional image representative of the cosmetology industry.

STUDENT agrees to comply with the assigned schedule for the applicable course of study which may change from time to time at the discretion of the management.

STUDENT understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.

THE SKIN & BROW SCHOOL OF ESTHETICS WILL NOT RELEASE, TO ANY LICENSING BOARD OR OTHER SCHOOLS, ANY CERTIFIED HOURS OR TRANSCRIPTS UNLESS FINANCIAL AND CONTRACTUAL OBLIGATIONS FOR THOSE HOURS OBTAINED HAVE BEEN MET.



STUDENT INITIAL

Sanitation

You have many responsibilities as a salon professional, but none is more important than protecting your clients' health and safety. Never take shortcuts for cleaning and disinfecting. You cannot afford to skip steps or save money when it comes to safety.

Keep Surfaces Clean and in Good Condition

A clean and well-kept spa environment is not only inviting to clients but it also meets an inspector's requirements. Make certain all surfaces, including massage and facial tables, manicure stations, warming equipment, reception areas, countertops, and other surfaces are regularly cleaned and disinfected. Contaminated spa surfaces can transmit a number of germs between clients and workers, including bacteria that may cause skin infections and staph infections (*Staphylococcus aureus*). Also, be sure to regularly replace or repair furniture if any damage is present, as it will impact the ability to clean and disinfect properly. In addition, always clean linens and towels, and encourage clients and staff to wash hands frequently and wear gloves when necessary.

Surface Disinfection:

1. Remove any dirt and debris from the surface.
2. Apply Rejuvenate Ready to Use Wipes or diluted Concentrate solution.
3. Allow the surface to remain wet for the required contact time.
4. Wipe surfaces dry or allow to air dry.

Surface Checklist:

- o Work Stations
- o Treatment Areas Countertops
- o Massage and Facial Tables Chairs
- o Warming Equipment Magnifying Lenses Reception and Common Areas Stools
- o Trolleys
- o Skincare Equipment Body Slimming Machines Facial Steam



Properly Reprocess Your Tools

Reusable tools, including tweezers, comedone extractors, scissors, lift tools, and metal implements must all be cleaned, disinfected, or sterilized correctly after each use. When disinfecting tools, make sure there is enough disinfectant solution in the container to allow for total immersion. Also, immediately dispose of any single-use tools such as spoolies, micro swabs, cotton swabs or sticks. Spa tools have a higher risk of causing infection as they may come into contact with non-intact skin.

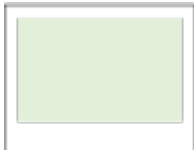
Contaminated spa tools can even transmit serious blood-borne infections including HIV and hepatitis B and hepatitis C virus.

Tool Disinfection:

1. Clean tools using water and detergent
2. Rinse tools with clean water and dry.
3. Fully immerse tools in a high-level disinfectant, like Prevention HLD8, for 8 minutes.
4. Rinse tools with water and dry manually using clean cloth.
5. Store in a clean, closed container to prevent contamination.
6. Tools and Implements Checklist:
7. Tweezers
8. Comedone Extractors, derma plane handles
9. Microdermabrasion tips , hydra facial tips

Safety Words

The words cleaning, sanitizing, sterilizing, and disinfecting all have to do with maintaining a safe and healthy space, but their actual meanings differ a bit. Cleaning is the act of removing dirt and debris from a surface or item and preparing it for disinfection. Sanitizing helps to reduce bacteria on a surface. Sterilization helps to destroy or eliminate all forms of microbial life. If used properly and according to the label instructions, disinfecting helps kill pathogens, such as bacteria, fungi, and viruses. There are three levels of disinfectants: low-level, intermediate-level, and high-level. Low-level disinfectants do not kill mycobacteria or bacterial spores but can be used on hand contact surfaces such as countertops, door knobs, light switches, chairs, and neck rests. Intermediate-level of disinfectants



kill vegetative bacteria, most viruses, and can be used on instruments that touch intact skin, and on surfaces contaminated with blood or bodily fluids. High-level disinfection destroys vegetative bacteria, mycobacteria, fungi, and enveloped (lipid) and non-enveloped (non-lipid) viruses, and reduces bacterial spores. This level of disinfection should be used on instruments that do not penetrate the skin, but can come in contact with non-intact (open) skin or mucous membranes, like nail clippers, cuticle pushers, and nail scissors.

In addition to the various words for disinfection, there are also several forms of disinfectant products that can get the job done, including ready-to-use wipes and concentrate liquid. Rejuvenate Ready to Use Wipes are soaked in ready-to-use liquid to be used as a convenient way to prevent the spread of dirt and germs on surfaces like manicure tables, stainless bowls, work tables and chairs, and work surfaces. These wipes are intended to be single-use and disposed of after each use. Concentrate liquid, like the barbicide, offers the user the option to dilute at ratios based on what is needed. It's ideal for cleaning and disinfecting spa surfaces. tools of the trade

Student Dress Code

It is required that all students wear proper attire for all classroom and/or clinic work within our school setting at all times. Esthetics students are required to wear **ALL BLACK or BLACK scrubs** and comfortable close-toed shoes during all classroom activity. Students are also required to wear a Student Name Tag daily. Costs associated with the Student Name Tag and dress attire are at the expense of the student and are not included in the cost of tuition.

Students who show up improperly dressed will be sent home for the day.

ALL infractions by students will be documented by school personal and included in the students file.



STUDENT INITIAL

School will dismiss students from the program who are non-complaint with the agreed upon rules and agreed signed contract.

_____ Initial

Refund Policy

Refunds for classes canceled by the Skin & Brow School of Esthetics:

- If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, the institution refunds 100% of the tuition and fees collected

Refunds for students who withdraw on or before the first day of class:

- If tuition and fees are collected in advance of the start date of classes and student does not begin classes or withdraws on the first day of classes, the institution retains no more than the \$100 application fee. Appropriate refunds for a student who does not begin classes are made within 45 days of the class start date.

Refunds for students enrolled prior to the visit of the Skin & Brow School of Esthetics:

- Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment.

Refunds for students enrolled in professional development and/or continuing education courses:

- Students deciding to withdraw or change dates of attendance in any certification and/or continuing education course prior to the start of the class will receive a full refund on all fees paid towards the course.

Refunds for withdrawal after class commences:



STUDENT INITIAL

- The refund policy for students attending Skin & Brow School of Esthetics who incur a financial obligation for a period of 12 months or less is as follows
 - **During the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the Skin & Brow School of Esthetics refunds at least 50% of the tuition. (75 -187 Hours)**
 - **After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the Skin & Brow School of Esthetics refunds at least 25% of the tuition. (187-375 Hours)**
 - **After the first 50% of the period of financial obligation, the Skin & Brow School of Esthetics may retain all of the tuition.**

I have read the entirety of this student agreement, understand its contents, agree to comply with all requirements contained herein and the general policies of the Skin & Brow School of Esthetics. I have received a copy of this fully executed agreement.


_____ STUDENT SIGNATURE DATE
 _____ SCHOOL OFFICIAL SIGNATURE
 _____ DATE
 _____ PARENT/GUARDIAN (If applicable)
 _____ DATE



STUDENT INITIAL

STUDENT INTEREST AND EXPERIENCE

| | |
|---|--|
| What interest you about esthetics? | |
| Where do you see yourself upon becoming a licensed esthetician? | |
| What challenges may concern you with enrolling in this program? | |
| How will you market yourself as an esthetician in training to get clients booked at student clinic? | |
| Do you have sales experience or experience working with the public? If so explain | |
| What income do you expect upon graduating from the program? | |
| Will you work for someone or for yourself? What | |

| |
|---|
|  |
|---|

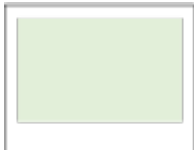
STUDENT INITIAL



STUDENT INITIAL

ESSAY

Write a story about something, *anything*, in the space provided below.



STUDENT INITIAL

RECEIPT FORM FOR STUDENTS - TUITION AND FEES

The receipt form for students is a receipt given to students to acknowledge payment of any tuition and fees to the Skin & Brow School of Esthetics.

The Skin & Brow School Of Esthetics

RECEIPT FORM

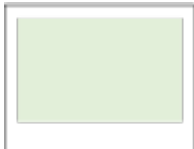
| | |
|-----------------------|--|
| Receipt Number | |
| Received Payment From | |
| Student Address | |
| Program Enrolled In | |
| How Paid | |
| Amount of Account | |
| Amount Paid | |
| Balance Due | |
| Received By | |
| Received for | application fee, tuition, kit fee, other (specify below) |

Student will also be given a copy of any amount paid as well as one in their folder and one in receipt book.

STUDENT SIGNATURE

SCHOOL OFFICIAL SIGNATURE

DATE



STUDENT INITIAL

THE SKIN & BROW SCHOOL OF ESTHETICS LICENSURE COURSE STUDENT HOUR SHEET

Student Name:

Student Email:

TYPE OF COURSE: ESTHETICS LICENSURE

An Esthetics student must complete 750 hours total. The months are documented by monthly hours sent to the **Tennessee Board of Cosmetology and Barber Examiners** by the 10th of each month (documenting the previous month).

MONTHLY STUDENT PROGRESS REPORT

MONTH: _____ YEAR: _____

Below are the total number of hours completed for that day.

| | | | | | | | |
|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| 1 st | 2 nd | 3 rd | 4 th | 5 th | 6 th | 7 th | 8 th |
| 9 th | 10 th | 11 th | 12 th | 13 th | 14 th | 15 th | 16 th |
| 17 th | 18 th | 19 th | 20 th | 21 st | 22 nd | 23 rd | 24 th |
| 25 th | 26 th | 27 th | 28 th | 29 th | 30 th | 31 st | |

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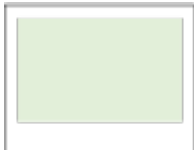
By signing this form you are stating that the student hours of training detailed above are correct.

A copy of this report will be kept in the student's file and also submitted to the Tennessee Board of Cosmetology and Barber Examiners.

STUDENT SIGNATURE

SCHOOL OFFICIAL SIGNATURE

DATE



STUDENT INITIAL

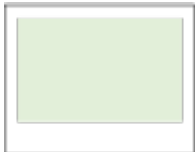
COURSE EVALUATIONS/SURVEY FORM FOR STUDENTS

This is an evaluation form for licensees who are taking the Skin & Brow School of Esthetics Licensure course. On a scale of 1 to 5 please rate the quality of the instructor and course material. Please complete the questionnaire as thoroughly as possible. The information provided will be reviewed used in planning and improving future classes.

| | Poor (NO) 1 | Below Average 2 | Average (MAYBE) 3 | Above Average 4 | Outstanding (YES) 5 |
|---|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------|
| INSTRUCTOR EVALUATION | | | | | |
| 1. How well do you rate the overall quality of teaching? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Did the instructor speak clearly and loudly enough? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Did the instructor present the material in an understandable manner? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Did the instructor keep your attention? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Did the instructor manage the students in the classroom? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Did the instructor use instructional aids to enhance learning? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Did the instructor interact with students in a positive manner that encouraged learning and questions? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Did the instructor avoid personal criticism of any other person, agency or organization? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| COURSE EVALUATION | | | | | |
| 1. How do you rate the overall value of this course? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Was the content of the course well-paced? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Did the course have clear goals and objectives? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Did the course presentation cover the subject matter in the student materials? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ADDITIONAL COMMENTS (please print in box below):

STUDENT INITIAL



STUDENT INITIAL