



**Cosmetology ✎ Hair Design ✎ Barbering
Nails ✎ Electrolysis ✎ Esthetics**

**124 East 5770 South
Murray, Utah 84107
1-801-747-5700
1-888-334-1897**

**Catalog
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FACILITY DESCRIPTION

Cameo College of Essential Beauty is located in a suburb of Salt Lake City, just off the main city boulevard and adjacent to a major medical center. This gives us a central, recognizable location for easy access to students, staff, graduates, professionals and the general public alike. Our 3 story facility was inspired to provide our students with an unsurpassed educational environment, and our clients with a modern salon experience.

ADA Policy

The school has elevators, handicap parking, wide doorways, and handicap bathroom stalls. Students with any mental or physical challenge must see the Director prior to enrollment to ensure they can qualify for the program.

Top Level

The top level is dedicated to education and administration. Here our classrooms are equipped with computers, wireless internet capabilities, Turning Point audience response system, and digital projection. In our amphitheater on this same floor, we have hosted some of the best educators, artists, and events in the industry as a vital component of our students' educational experience. We also have an eight station computer lab that allows our students to participate in self-directed learning, online testing, maintain their schedules, and maximize downtime.

Main Level

On our main level is the student salon. We provide an upscale ambiance with a stylish client lobby, 60 high-fashion hair styling stations, 14 professional nail stations, a make-up and brow bar, and our Esthetics & More Beauty Store. Our retail store is stocked with over 30 professional product lines for skin, hair, nails, equipment, and even pet care. We offer a wide price range to meet the budget needs of our full clientele, from Redken, Matrix, Kevin Murphy, Ruzel, B3, Dermalogica, GlyMed, CND, and Softap. We also provide product lines, such as M'lis or Salt of the Earth for our patrons who prefer a more natural and green alternative. We offer equipment from shellac lamps to tint brushes to makeup applicators. We truly are a one-stop shop for the entire beauty community. To top it off, the store is just a short walk down the hallway from the salon, so students can recommend products for their clients while still in house.

Lower Level

Our lower level is a warm and relaxing Adult Day Spa, a quiet haven where you can escape from the outside world. Throughout the spa we have added the warmth of faux stone texture to maximize an earth-connectedness. The spa includes 10 facial rooms, one couple's room, 4 clinical areas, two in-house laser rooms, spa wax room, skin scanners and an electrolysis area. Dr. Fryer, as the Medical Director performs demonstrations for our students in Medical Esthetics procedures. Our 14 station pedicure room contains energy and water efficient pedicure basins, as well as a fireplace for the cold Utah winters. We have two wet rooms, one with a hydrocapsule with steam option and a vichy shower. Both rooms have adjacent showers for client convenience. All treatment rooms are stocked with a magnifying lamp, infrared light, steamers and hot towel warmer. Clients have a pleasant waiting room with plush leather seating, aromatherapy, and a custom-built soothing saltwater tank with fish and coral, allowing maximum relaxation before treatment. They also have access to a client locker room with changing rooms, and restrooms.

NATIONALLY ACCREDITED BY:

National Accrediting Commission of Career Arts & Sciences
3015 Colvin St.
Alexandria, VA 22314
1-703-600-7600

STATE COMMISSION AND LICENSE:

Division of Occupational & Professional Licensing
Heber M. Wells Building, 4th Floor
160 East 300 South
Salt Lake City, Utah 84145
1-801-530-6767

COSMETOLOGY/BARBERING COURSE OUTLINE

COURSE NAME:

Cosmetology/Barbering

COURSE DESCRIPTION:

Arts & Sciences of:

Hair Cutting

Hair Styling

Bleaching/Coloring/Frosting/Weaving

Permanent Waving

Manicuring/Pedicuring/Spa Hand and Foot Treatments

Artificial Nails

Braiding

Make-Up

Chemical Relaxing

Eyelash Extension

Level 1 Basic Esthetics

Waxing

Eyelash/Brow Tinting

Lash Lift

COURSE FORMAT:

Course Format/Instructional Methods include both theoretical, demonstrations, and practical instruction using Milady's Standard Textbook of Cosmetology. Methods such as lecture, round table discussions, demonstrations, practical applications and assessments are included in sources of instruction. Methods also include associated worksheets, library, and computer lab with internet access and audio/visual materials.

EDUCATIONAL OBJECTIVES

To provide educational training in the cosmetology profession leading to licensure and employment.

GRADING PROCEDURES:

Grading is performed on a percentage system ranging from 0% to 100+%. Minimum of 75% CGPA is required.

For information on Gainful Employment information please visit our website: <http://cameocollege.com/gainful-employment/gedt-cosmetology/Gedt.html>

COSMETOLOGY/BARBERING COURSE CURRICULUM

<u>SUBJECT</u>	<u>THEORY</u>	<u>PRACTICAL</u>
GENERAL (Applies to Cosmetology/Nails/Esthetics total 140 hours 46 hours in each category)		
Orientation (Day 1)	3	
Instructional/Program Information		
Educational Objective		
Administrative policies affecting students		
Support Services		
Student Kit Distribution		
Introduction to Cosmetology History	7	10
Curriculum Overview		
Professionalism/Ethics/Reception Skills		
Implements/Equipment		
Bacteriology	5	
Sterilization/Sanitation	5	15
Infection Control		
First Aid		
CPR		
Human Immune System		
Skin Composition/Disorders	5	
Cells/Anatomy/Physiology	5	
Electricity & Light Therapy	5	
Developing a practice/Business Management	8	
Developing Clientele		
Professional Image/Ethics		
Professional Associations		
Legal Issues		
Public Relations		
Advertising		
Interview/Resume/job Search Skill		
Electives	5	30
Related Topics		
Stateboard Exam Review/State Rules & Regulations	10	
Practical Final Examination Theory Final Examination		
HAIRSTYLING		
Properties of Scalp/Hair	10	
Structure of the Hair		
Disorders of Hair/Scalp		
Shampooing/Draping	5	40
Scalp/Hair Treatments		
Hair Cutting/Shaping	20	200
Cosmetology/Barber Methods		
Shear/Razor/Clipper/Shaving/Mustache/Beard Design		
Wet Hairstyling	5	120
Pin/Roller/Barrel Curls		
Fingerwaves		
Braiding		
Thermal Styling	5	75
Curling/Straightening/Pressing		
Permanent Waving	10	150
Hair		
Haircoloring/Bleaching	25	125
Hair/Lash/Brow Coloring		
Chemical Hair Relaxing/Straightening/Soft Curl Perm	10	25
Artistry of Artificial Hair	5	
Wigs/Hairpieces/Extension		
Chemistry	5	
NAIL TECHNOLOGY (Total 154 hours plus 46 from general category = 200)		
Manicuring/Pedicuring	10	139
Artificial Nail Techniques (Acrylic)		
Nail Art		
Electric Drill		
Nail Disorders/Diseases	5	
ESTHETICS (Skin Care)(Total 554 hour plus 46 from general category = 600)	40	324
Facials		
Aromatherapy		
Limited Chemical Exfoliation		
Lash/Brow Tinting/Eyelash Extension		
Lash lift		
Removing Unwanted Hair	10	15
Temporary Hair Removal (Waxing)		
Theory of Massage	5	39
Arms/Hands/Feet		
Face/Neck Manual Lymphatic Drainage		
Make-Up	5	60
Application		
Artificial Lashes		
TOTALS	233	1367
Grand Total	1600	

COSMETOLOGY/BARBERING COURSE

LEARN ALL PHASES OF:

Cosmetology Industry
Hair Cutting (scissors, razor, clipper, shaving)
Hairstyling (curling iron, roller set)
Chemical Relaxing
Bleaching/Coloring/Frosting/Weaving
Make-Up
Permanent Waving
Braiding
Eyelash Extension
Nail Technology Industry
* See specific course
Level 1 Esthetician Industry
* See specific course

The average Cosmetologist in Salt Lake City, Utah makes \$42,824. This is 13% lower than the Cosmetologist national average of \$49,179.00 (2017 Information reported from comparably.com)

PHYSICAL DEMANDS:

The Cosmetology profession is a safe profession. The physical demands consist of having the ability to stand for long duration and have no allergies to chemicals used.

EMPLOYER EXPECTATIONS:

Employers primarily expect employees to be on time, dressed professional, provide good customer service, and to be technically skilled in chosen profession.

SAFETY REQUIREMENTS:

The safety requirements of a Cosmetologist is to read manufactures directions on all chemicals and be aware of electrical hazards.

EMPLOYMENT OPPORTUNITIES: Salon Owner, Hairstylist, Platform Artist, Color and Permanent Wave Technician, Cosmetology Educator, and Product Representative.

LENGTH OF COURSE:

1600 clock hours (Utah State Requirement)

GRADUATION REQUIREMENTS:

Completion of 1,600 clock hours, which is a State of Utah requirement.
Taking approximately 40-80 weeks to complete depending on specified schedule.

Completion of course and all testing maintaining 75% GPA and 75% CAR or above.
Must have all financial obligation to school met, unless finance arrangements are made.

Must complete final testing with a 95% or above.

ATTAINMENTS:

Diploma - issued upon graduation State License - issued upon passing National and State Exams and paying fees for such

TUITION AND FEES:

Application Fee (non-refundable)	\$ 50.00
Tuition	\$15,744.00
Kit Fee (books included)	\$ 2,700.00
Utah State Sales Tax (kit)	\$ 190.35
Grand Total	\$18,690.35

DUE AT REGISTRATION:

\$50.00 non-refundable, non transferable application fee
\$350.00 down payment

PAYMENT OPTIONS:

Payment in full by cash, check, credit card, money order, Title IV, and/or Loan etc.

Mountain America Credit Union Educational Loans
www.macu.com (801)325-6130

Financial aid is available for those who qualify. Apply for Pell Grants and Stafford Loans online at www.fafsa.ed.gov (school code: 039213) FAFSA must be submitted by class start date to avoid monthly financing.

* If student has tuition balance beyond 1st Award Year and enrollment extends into 2nd Award Year (July 1st) tuition will be financed through TFC Credit Corporation at \$25.00 a month at 0% interest.

* After 2nd Award Year FAFSA is processed, a financial assessment will be conducted by the Financial Aid Advisor.

* If a tuition balance still exists after 2nd Award Year, balance will be financed through TFC Credit Corporation.

Option #1: Balance will be divided equally into monthly payments with 0% interest until contract graduation date.

Option #2: Balance financed at \$20.00 a month at 12% interest.

In house monthly payment plan through TFC Credit Corporation. Balance financed in equal monthly installments based on original contract date at 3% interest. First payment due at the time of registration.

Tuition assistance through Veterans Affairs and Utah State Office of Rehabilitation for those who qualify.

AVAILABLE SCHEDULES: Classes begin the first Tuesday of every month providing openings are available

Full Time	Tues - Sat	8:30 am - 5:00 pm
Part Time Morning Ext	Tues – Fri Sat	8:30 am - 3:00 pm 8:30 am - 5:00 pm
Part Time Afternoon (Orientation must be complete)	Tues - Thurs Fri Sat	1:00 pm - 6:30 pm 1:00 pm - 5:00 pm 8:30 am - 5:00 pm
Part Time Afternoon Ext (Orientation must be complete)	Tues - Thurs Fri Sat	1:00 pm - 9:30 pm 1:00 pm - 5:00 pm 8:30 am - 5:00 pm
Part Time Evening	Tues - Thurs Sat	5:30 pm - 9:30 pm 8:30 am - 5:00 pm

SUPPLIES NEEDED:

Please bring with you the first day of school:

You do not need to be in dress code-Professional attire for orientation.
A padlock with 2 locking keys for your locker
Permanent marker for marking your supplies
Large 3" 3 ring binder, divider sheets and paper for notes
Highlighter, pens, pencils, for taking notes
Large ziploc bags for storing your kit supplies
Catalog that you received at enrollment
Admissions documents and final payment arrangements if applicable.

Please bring with you the second day of school:

Arrive in dress code-Meet at timeclock to receive time card
Apron provided in your student kit
Nail Technology Supplies
8 hand towels (any color)
2 -24-28oz square or rectangle sealed containers (tupperware, rubbermaid)

As advised by your Esthetics instructor during skin care segment:

2 small ½ gallon buckets
2 flat twin sheets
Clipboard

Students will be required to bring models to practice on. Instructor will specify dates and times.

HAIR DESIGN COURSE OUTLINE

COURSE NAME:

Hair Design

COURSE DESCRIPTION:

Arts & Sciences of:
Hair Cutting
Hair Styling
Bleaching/Coloring/Frosting/Weaving
Permanent Waving
Braiding
Chemical Relaxing

COURSE FORMAT:

Course Format/Instructional Methods include both theoretical, demonstrations, and practical instruction using Milady's Standard Textbook of Cosmetology. Methods such as lecture, round table discussions, demonstrations, practical applications and assessments are included in sources of instruction. Methods also include associated worksheets, library, and computer lab with internet access and audio/visual materials.

EDUCATIONAL OBJECTIVES

To provide educational training in the hair design profession leading to licensure and employment.

GRADING PROCEDURES:

Grading is performed on a percentage system ranging from 0% to 100+%. Minimum of 75% CGPA is required.

HAIR DESIGN COURSE CURRICULUM

<u>SUBJECT</u>	<u>THEORY</u>	<u>PRACTICAL</u>
GENERAL (Applies to Cosmetology/Nails/Esthetics total 140 hours 46 hours in each category)		
Orientation (Day 1)	3	
Instructional/Program Information		
Educational Objective		
Administrative policies affecting students		
Support Services		
Student Kit Distribution		
Introduction to Hair Design History	7	1
Curriculum Overview		
Professionalism/Ethics/Reception Skills		
Implements/Equipment		
Bacteriology	5	
Sterilization/Sanitation	5	15
Infection Control		
First Aid		
CPR		
Human Immune System		
Skin Composition/Disorders	5	
Cells/Anatomy/Physiology	5	
Electricity & Light Therapy	5	
Developing a practice/Business Management	8	
Developing Clientele		
Professional Image/Ethics		
Professional Associations		
Legal Issues		
Public Relations		
Advertising		
Interview/Resume/Job Search Skill		
Electives	5	30
Related Topics		
Stateboard Exam Review/State Rules & Regulations	10	
Practical Final Examination Theory Final Examination		
HAIRSTYLING		
Properties of Scalp/Hair	10	
Structure of the Hair		
Disorders of Hair/Scalp		
Shampooing/Draping	5	60
Scalp/Hair Treatments		
Hair Cutting/Shaping	20	300
Hair Design/Barber Methods		
Shear/Razor/Clipper/Shaving/Mustache/Beard Design		
Wet Hairstyling	5	120
Pin/Roller/Barrel Curls		
Fingerwaves		
Braiding		
Thermal Styling	5	125
Curling/Straightening/Pressing		
Permanent Waving	10	150
Hair		
Haircoloring/Bleaching	25	207
Hair		
Chemical Hair Relaxing/Straightening/Soft Curl Perm	10	25
Artistry of Artificial Hair	5	
Wigs/Hairpieces/Extension		
Chemistry	5	
TOTALS	158	1042
Grand Total	1200	

HAIR DESIGN COURSE

LEARN ALL PHASES OF:

Cosmetology Industry
Hair Cutting (scissors, razor, clipper, shaving)
Hairstyling (curling iron, roller set)
Chemical Relaxing
Bleaching/Coloring/Frosting/Weaving
Make-Up
Permanent Waving
Braiding

The average Cosmetologist in Salt Lake City, Utah makes \$42,824. This is 13% lower than the Cosmetologist national average of \$49,179.00 (2017 Information reported from comparably.com)

PHYSICAL DEMANDS:

The Hair Design profession is a safe profession. The physical demands consist of having the ability to stand for long duration and have no allergies to chemicals used.

EMPLOYER EXPECTATIONS:

Employers primarily expect employees to be on time, dressed professional, provide good customer service, and to be technically skilled in chosen profession.

SAFETY REQUIREMENTS:

The safety requirements of a Hair Design is to read manufactures directions on all chemicals and be aware of electrical hazards.

EMPLOYMENT OPPORTUNITIES:

Salon Owner, Hairstylist, Platform Artist, Color and Permanent Wave Technician, Hair Design Educator, and Product Representative.

LENGTH OF COURSE:

1200 clock hours (Utah State Requirement)

GRADUATION REQUIREMENTS:

Completion of 1200 clock hours, which is a State of Utah requirement. Taking approximately 30-75 weeks to complete depending on specified schedule.

Completion of course and all testing maintaining 75% GPA and 75% CAR or above. Must have all financial obligation to school met, unless finance arrangements are made.

Must complete final testing with a 95% or above.

ATTAINMENTS:

Diploma - issued upon graduation State License - issued upon passing National and State Exams and paying fees for such

TUITION AND FEES:

Application Fee (non-refundable)	\$ 50.00
Tuition	\$10,500.00
Kit Fee (books included)	\$ 1,599.00
Utah State Sales Tax (kit)	\$ 112.73
Grand Total	\$12,261.73

DUE AT REGISTRATION:

\$50.00 non-refundable, non transferable application fee
\$350.00 down payment

PAYMENT OPTIONS:

Payment in full by cash, check, credit card, money order, Title IV, and/or Loan etc.

Mountain America Credit Union Educational Loans
www.macu.com (801)325-6130

Financial aid is available for those who qualify. Apply for Pell Grants and Stafford Loans online at www.fafsa.ed.gov (school code: 039213) FAFSA must be submitted by class start date to avoid monthly financing.

* If student has tuition balance beyond 1st Award Year and enrollment extends into 2nd Award Year (July 1st) tuition will be financed through TFC Credit Corporation at \$25.00 a month at 0% interest.

* After 2nd Award Year FAFSA is processed, a financial assessment will be conducted by the Financial Aid Advisor.

* If a tuition balance still exists after 2nd Award Year, balance will be financed through TFC Credit Corporation.

Option #1: Balance will be divided equally into monthly payments with 0% interest until contract graduation date.

Option #2: Balance financed at \$200.00 a month at 12% interest.

In house monthly payment plan through TFC Credit Corporation. Balance financed in equal monthly installments based on original contract date at 3% interest. First payment due at the time of registration.

Tuition assistance through Veterans Affairs and Utah State Office of Rehabilitation for those who qualify.

AVAILABLE SCHEDULES:

Full Time	Tues - Sat	8:30 am - 5:00 pm
Part Time Morning Ext	Tues – Fri	8:30 am - 3:00 pm
	Sat	8:30 am - 5:00 pm
Part Time Afternoon (Orientation must be complete)	Tues - Thurs	1:00 pm - 6:30 pm
	Fri	1:00 pm - 5:00 pm
	Sat	8:30 am - 5:00 pm
Part Time Afternoon Ext (Orientation must be complete)	Tues - Thurs	1:00 pm - 9:30 pm
	Fri	1:00 pm - 5:00 pm
	Sat	8:30 am - 5:00 pm
Part Time Evening	Tues - Thurs	5:30 pm - 9:30 pm
	Sat	8:30 am - 5:00 pm

SUPPLIES NEEDED:

Please bring with you the first day of school:

You do not need to be in dress code-Professional attire for orientation.
A padlock with 2 locking keys for your locker
Permanent marker for marking your supplies
Large 3" 3 ring binder, divider sheets and paper for notes
Highlighter, pens, pencils, for taking notes
Large ziploc bags for storing your kit supplies
Catalog that you received at enrollment
Admissions documents and final payment arrangements if applicable.

Please bring with you the second day of school:

Arrive in dress code-Meet at timeclock to receive time card
Apron provided in your student kit
8 hand towels (any color)
2 -24-28oz square or rectangle sealed containers (tupperware, rubbermaid)

Students will be required to bring models to practice on. Instructor will specify dates and times.

BARBERING COURSE OUTLINE

COURSE NAME:

Barbering

COURSE DESCRIPTION:

Arts & Sciences of:
Hair Cutting
Shear
Thinning
Tapering
Razor
Shaving
Hair Styling

COURSE FORMAT:

Course Format/Instructional Methods include both theoretical, demonstrations, and practical instruction using Milady's Standard Textbook of Professional Barbering. Methods such as lecture, round table discussions, demonstrations, practical applications and assessments are included in sources of instruction. Methods also include associated worksheets, library, and computer lab with internet access and audio/visual materials.

EDUCATIONAL OBJECTIVES

To provide educational training in the Barbering profession leading to licensure and employment.

GRADING PROCEDURES:

Grading is performed on a percentage system ranging from 0% to 100+%. Minimum of 75% CGPA is required.

BARBERING COURSE CURRICULUM

SUBJECT GENERAL	THEORY	PRACTICAL
Orientation (Day 1)	3	
Instructional/Program Information		
Educational Objective		
Administrative policies affecting students		
Support Services		
Student Kit Distribution		
Introduction to Barbering	17	40
Introduction to Barbering		
History/Science of		
Curriculum Overview		
Professionalism/Ethics/Reception Skill		
First Aid		
Implements /Tools/Equipment		
Bacteriology	5	
Sterilization/Sanitation	5	15
Human Immune System		
Infection Control		
Implements/Tools/Equipment		
Skin Composition/Disorders	5	
Cells, Anatomy, Physiology	5	
Electricity & Light Therapy	5	
Developing A Practice/Business Management	10	
Developing Clientele		
Professional Image/Ethics		
Professional Associations		
Legal Issues		
Public Relations		
Advertising		
Interview/Resume/job Search Skill		
Electives	5	25
Related Topics		
Stateboard Exam Review State Rules & Regulations	10	
Practical Final Examination Theory Final Examination		
HAIRSTYLING		
Properties of Scalp/Hair	10	
Structure of Hair		
Disorders of Hair/Scalp		
Analysis of Hair/Scalp		
Shampooing/Draping	10	50
Scalp/Hair Treatments		
Hair Cutting/Shaping	25	480
Barber Methods		
Shear/Razor/Clipper/Shaving/Mustache/Beard Design		
Hairstyling	15	160
Wet/Dry Styling		
Thermal Styling	10	95
Chemistry	5	
TOTALS	135	865
Grand Total	1,000	

BARBERING COURSE

LEARN ALL PHASES OF:

Barber Industry
Hair Cutting (scissors, razor, clipper, shaving)
Hairstyling (curling iron, roller set)

The average Barber in Salt Lake City, Utah makes \$33,357. This is 12% lower than the Barber national average of \$37,926 (2017 Information reported from comparably.com)

PHYSICAL DEMANDS:

The Barber profession is a safe profession. The physical demands consist of having the ability to stand for long duration and have no allergies to chemicals used.

EMPLOYER EXPECTATIONS:

Employers primarily expect employees to be on time, dressed professional, provide good customer service, and to be technically skilled in chosen profession.

SAFETY REQUIREMENTS:

The safety requirements of a Barber is to read manufactures directions on all chemicals and be aware of electrical hazards.

EMPLOYMENT OPPORTUNITIES:

Barber Shop Owner, Barber, Platform Artist, Product Representative, and Educator

LENGTH OF COURSE:

1000 clock hours (Utah State Requirement)

GRADUATION REQUIREMENTS:

Completion of 1,000 clock hours, which is a State of Utah requirement. Taking approximately 25-50 weeks to complete depending on specified schedule

Completion of course and all testing maintaining 75% GPA and 75% CAR or above

Must have all financial obligation to school met, unless finance arrangements are made.

Must complete final testing with a 95% or above.

ATTAINMENTS:

Diploma - issued upon graduation

State License - issued upon passing National and State Exams and paying fees for such

TUITION AND FEES:

Application Fee (non-refundable)	\$ 50.00
Tuition	\$ 6,880.00
Kit Fee (books included)	\$ 1,070.00
Utah State Sales Tax (kit)	\$ 75.44
Grand Total	\$ 8,075.44

DUE AT REGISTRATION:

\$50.00 non-refundable, non-transferable application fee
\$350.00 down payment

PAYMENT OPTIONS:

Payment in full by cash, check, credit card, money order, Title IV, and/or Loan etc.

Mountain America Credit Union Educational Loans www.macu.com (801)325-6130

Financial Aid is available for those who qualify. Apply for Pell Grants and Stafford Loans online at www.fafsa.ed.gov (school code: 039213) FAFSA must be submitted by class start date to avoid monthly financing.

* If a tuition balance exists, this tuition balance will be financed through TFC Credit Corporation. These payments will be \$100.00 a month at 0% interest until graduation. If a balance still exists upon graduation, student can refinance for \$200.00 a month at 12% interest.

In-House monthly payment plan through TFC Credit Corporation. Balance financed in equal monthly installments based on original contract date at 3% interest. First payment due at the time of registration.

Tuition assistance through Veterans Affairs and Utah State Office of Rehabilitation for those who qualify.

AVAILABLE SCHEDULES:

Classes begin the first Tuesday of every month providing openings are available

Full Time	Tues - Sat	8:30 am - 5:00 pm
Part Time Morning	Tues - Fri Sat	8:30 am - 1:00 pm 8:30 am - 5:00 pm
Part Time Morning Ext	Tues - Fri Sat	8:30 am - 3:00 pm 8:30 am - 5:00 pm
Part Time Afternoon (Orientation must be complete)	Tues - Thurs Fri Sat	1:00 pm - 6:30 pm 1:00 pm - 5:00 pm 8:30 am - 5:00 pm
Part Time Afternoon Ext (Orientation must be complete)	Tues - Thurs Fri Sat	1:00 pm - 9:30 pm 1:00 pm - 5:00 pm 8:30 am - 5:00 pm
Part Time Evening	Tues - Thur Sat	5:30 pm - 9:30 pm 8:30 am - 5:00 pm

SUPPLIES NEEDED:

Please bring with you the first day of school:

You do not need to be in dress code-Professional attire for orientation
A padlock with 2 locking keys for your locker
Permanent marker for marking your supplies
Large 3" 3 ring binder, divider sheets and paper for notes
Highlighter, pens, pencils, for taking notes
Large ziploc bags for storing your kit supplies
Catalog that you received at enrollment
Admissions documents and final payment arrangements if applicable

Please bring with you the second day of school:

Arrive in dress code-Meet at timeclock to receive time card

Students will be required to bring models to practice on. Instructor will specify dates and times.

NAIL TECHNOLOGY COURSE OUTLINE

COURSE NAME:

Nail Technology

COURSE DESCRIPTION:

Arts & Sciences of:
Acrylic Nails
Gel Nails
Fiberglass Nails
Nail Art
Spa Manicuring
Spa Pedicuring
Paraffin Bath
Electric Drill

COURSE FORMAT:

Course Format/Instructional Methods include both theoretical, demonstrations, and practical instruction using Milady's Standard Textbook of Nail Technology. Methods such as lecture, round table discussions, demonstrations, practical applications and assessments are included in sources of instruction. Methods also include associated worksheets, library, computer lab with internet access and audio/visual materials.

EDUCATIONAL OBJECTIVES

To provide educational training in the Nail Technology profession leading to licensure and employment.

GRADING PROCEDURES:

Grading is performed on a percentage system ranging from 0% to 100+%. Minimum of 75% CGPA is required.

For information on Gainful Employment information please visit our website: <http://cameocollege.com/gainful-employment/gedt-nail-technology/Gedt.html>

NAIL TECHNOLOGY COURSE CURRICULUM

SUBJECT	THEORY	PRACTICAL
Orientation (Day 1)	3	
Instructional/Program Information		
Educational Objective		
Administrative policies affecting students		
Support Services		
Student Kit Distribution		
Introduction to Nail Technology	4	
Introduction to Nail Technology		
History/Science of		
Curriculum Overview		
Professionalism/Ethics/Reception Skill		
First Aid		
Implements /Tools/Equipment		
Bacteriology/Sterilization/Sanitation	3	
Infection Control		
Human Immune System		
Product Chemistry	3	
Anatomy, Physiology	2	
Nail And It's Disorders	3	
Skin And It's Disorders	2	
Client Consultation And Preparation	1	
Pre/Post		
Spa Manicuring/Pedicuring	3	70
Sea Salts		
Mineral Salts		
Masques/Packs		
Paraffin		
Artificial Nail Techniques	3	150
Tips	3	
Wraps	3	
Acrylic	3	
Gel	3	
Massage Techniques	2	10
Hands/Arms		
Feet/Pressure Point		
Electric Drill	2	10
Nail Art	1	10
Developing A Practice		
Developing Clientele		
Professional Associations		
Interview/Resume/job Search Skill		
Legal Issues		
Public Relations		
Advertising		
Electives	4	
Related Topics		
State board Exam Review State Rules & Regulations	2	
Practical Final Examination Theory Final Examination		
TOTALS	50	250
Grand Total	300	

NAIL TECHNOLOGY COURSE

LEARN ALL PHASES OF:

Nail Industry
Acrylic Nails
Gel Nails
Fiberglass Nails
Nail Art
Spa Manicuring/Pedicuring
Paraffin Bath

The average Nail Technician in Salt Lake City, Utah makes \$22,390. Salaries typically start from \$17,220 and go up to \$36,590 (2017 Information reported from sokanu.com)

PHYSICAL DEMANDS:

The Nail Technology profession is a safe profession. The physical demands consist of having the ability to sit for long duration and have no allergies to chemicals used.

EMPLOYER EXPECTATIONS:

Employers primarily expect employees to be on time, dressed professional, provide good customer service, and to be technically skilled in chosen profession.

SAFETY REQUIREMENTS:

The safety requirements of a Nail Technician is to read manufactures directions on all chemicals and be aware of electrical hazards.

EMPLOYMENT OPPORTUNITIES:

Salon Owner, Manicurist, Pedicurist, Nail Technician, Product Representative, and Educator

LENGTH OF COURSE:

300 clock hours (Utah State Requirement)

GRADUATION REQUIREMENTS:

Completion of 300 clock hours, which is a State of Utah requirement. Taking approximately 9-15 weeks to complete depending on specified schedule

Completion of course and all testing maintaining 75% GPA and 75% CAR or above

Must have all financial obligation to school met, unless finance arrangements are made.

Must complete final testing with a 95% or above.

ATTAINMENTS:

Diploma - issued upon graduation

State License - issued upon passing National and State Exams and paying fees for such

TUITION AND FEES:

Application Fee (non-refundable)	\$ 50.00
Tuition	\$ 1,550.00
Kit Fee (books included)	\$ 700.00
Utah State Sales Tax (kit)	\$ 49.35
Grand Total	\$ 2,349.35

DUE AT REGISTRATION:

\$50.00 non-refundable, non-transferable application fee
\$350.00 down payment

PAYMENT OPTIONS:

Payment in full by cash, check, credit card, money order, Title IV, and/or Loan etc.

Mountain America Credit Union Educational Loans www.macu.com (801)325-6130

In-House monthly payment plans through TFC Credit Corporation.

Option #1: Balance financed for 12 months at 12% interest.

Option #2: Balance financed for 6 months at 6% interest.

Option #3: Balance financed for 3 months at 3% interest.

Tuition assistance through Veterans Affairs and Utah State Office of Rehabilitation for those who qualify.

AVAILABLE SCHEDULES:

Classes begin the first Tuesday of every month providing openings are available

Full Time	Tues - Fri Sat	10:30 am - 5:00 pm 8:30 am - 5:00 pm
Part Time Morning Ext	Tues - Fri Sat	10:30 pm - 3:00 pm 8:30 am - 5:00 pm
Part Time Afternoon (Orientation must be complete)	Tues-Thurs Fri Sat	1:00 pm - 6:30 pm 1:00 pm - 5:00 pm 8:30 am - 5:00 pm
Part Time Afternoon Ext (Orientation must be complete)	Tues-Thurs Sat	1:00 pm - 9:30 pm 8:30 am - 5:00 pm
Part Time Evening	Tues - Thurs Sat	5:30 pm - 9:30 pm 8:30 am - 5:00 pm

SUPPLIES NEEDED:

Please bring with you the first day of school:

You do not need to be in dress code-Professional attire for orientation
A padlock with 2 locking keys for your locker
Permanent marker for marking your supplies
1" 3 ring binder, divider sheets and paper for notes
Highlighter, pens, pencils, for taking notes
Large ziploc bags for storing your kit supplies
Catalog that you received at enrollment
Admissions documents and final payment arrangements if applicable

Please bring with you the second day of school:

Arrive in dress code-Meet at timeclock to receive time card
Apron provided in student kit
Nail Technology Supplies
8 hand towels (any color)
2 -24-28oz square or rectangle sealed containers (tupperware, rubbermaid)

Student will be required to bring models to practice on. Instructor will specify dates and times.

ELECTROLOGY COURSE OUTLINE

COURSE NAME:

Electrology

COURSE DESCRIPTION:

All Aspects Of Permanent Hair Removal
Galvanic
Multiple Needle
Thermolysis
Manual
Flash
Blend

COURSE FORMAT:

Course Format/Instructional Methods include both theoretical, demonstrations, and practical instruction using Milady's Hair Removal Techniques and Hinkel's Electrolysis, Thermolysis, and The Blend . Methods such as lecture, round table discussions, demonstrations, practical applications and assessments are included in sources of instruction. Methods also include associated worksheets, library, computer lab with internet access and audio/visual materials.

EDUCATIONAL OBJECTIVES

To provide educational training in the Electrolysis profession leading to licensure and employment.

GRADING PROCEDURES:

Grading is performed on a percentage system ranging from 0% to 100+%. Minimum of 75% CGPA is required.

For information on Gainful Employment information please visit our website: <http://cameocollege.com/gainful-employment/gedt-electrolysis/Gedt.html>

ELECTROLOGY COURSE CURRICULUM

SUBJECT		
General	THEORY	PRACTICAL
Orientation (Day 1)	3	
Instructional/Program Information		
Educational Objective		
Administrative policies affecting students		
Support Services		
Student Kit Distribution		
Introduction to Electology	4	
History		
Curriculum Overview		
First Aid		
Professionalism	4	
Ethics		
Reception Skill		
Histology	10	
Excess Hair	7	
Causes		
Characteristics of Hair Growth		
Trichology	8	
Evaluation of Treatments/Regrowth		
Medical Conditions/Diagnosis/Definition		
Prescription Drugs		
Body Systems/Anatomy	15	
Angiology		
Neurology		
Endocrinology		
Dermatology (Skin Characteristics)		
Sterilization/Sanitation/Bacteriology	30	
Infection Control/Aseptic Techniques		
Cause of Disease		
Human Immune System		
Sensitivity Solutions	8	
Stress/Relaxation Techniques		
Topical Anesthetics/OTC/Prescription Drugs		
Principles of Electricity		
Methods of Hair Removal		
Electrolysis	8	22
Thermolysis	50	145
Flash/Manual	4	
Blend	4	225
Progressive Depilation	4	
Specific Areas (Face/Body)		
Ingrown Hairs		
Facial Category		
Epilation Techniques (Insertions, One/Two Hand)		
Temporary (Waxing)		
Psychological (Esthetics, Cosmetic/Gender Dysphoric)		
Laser Hair Removal	8	
Laser Physics		
Skin Typing		
Pre & Post Treatment Protocols		
Needle Types/Selection	8	
Equipment Operation/Maintenance and Care	8	
Instruments		
FDA Classifications (I-IV including laser)		
Client	10	
Professional Associations		
Professionalism		
Legal Issues (Malpractice Liabilities)		
Public Relations/Advertising		
Interview/Resume/job Search Skill		
Regulatory Agencies		
Tax Laws		
Electives	5	
Stateboard Exam Review State Rules & Regulations	10	
Practical Final Examination		
Theory Final Examination		
TOTALS	208	392
Grand Total	600	

ELECTROLOGY COURSE

LEARN ALL PHASES OF:

Permanent Hair Removal
Galvanic
Multiple Needle Electrolysis
Thermolysis/Flash/High Frequency/Diathermy/Radio Wave/Radio
Frequency
The Blend
Waxing
Theory Instruction In Laser Hair Removal Including
Laser Physics
Skin Typing
Laser Tissue Interaction
Pre & Post Treatment Protocols

The average Electrologist in Salt Lake City, Utah makes \$36,091.00 (2017 Information reported from comparably.com)

PHYSICAL DEMANDS:

The Electrolysis profession is a safe profession. The physical demands consist of good eye vision and the ability to work in a sitting position.

EMPLOYER EXPECTATIONS:

Employers primarily expect employees to be on time, dressed professional, provide good customer service, and to be technically skilled in chosen profession.

SAFETY REQUIREMENTS:

The safety requirements of an Electrologist are to consistently be aware of electrical hazards and skin dangers in the profession which occur if negligent.

EMPLOYMENT OPPORTUNITIES:

Owner, Electrologist, Instructor, Educator, and Etc.

LENGTH OF COURSE:

600 clock hours (Utah State Requirement)
Extended hour programs available

GRADUATION REQUIREMENTS:

Completion of 600 clock hours, which is a State of Utah requirement. Taking approximately 17-20 weeks to complete depending on specified schedule

Completion of course and all testing maintaining 75% GPA and 75% CAR or above

Must have all financial obligation to school met, unless finance arrangements are made.

Must complete final testing with a 95% or above.

ATTAINMENTS:

Diploma - issued upon graduation
State License - issued upon passing National and State Exams and paying fees for such

TUITION AND FEES:

Application Fee (non-refundable)	\$ 50.00
Tuition	\$ 5,352.00
Kit Fee (books included)	\$ 700.00
Utah State Sales Tax (kit)	\$ 49.35
Grant Total	\$ 6,151.35

\$500.00 applied to in house epilator purchase upon completion if all tuition and fees are paid in full.

DUE AT REGISTRATION:

\$50.00 non-refundable, non-transferable application fee
\$350.00 down payment

PAYMENT OPTIONS:

Payment in full by cash, check, credit card, money order, Title IV, and/or Loan etc.

Mountain America Credit Union Educational Loans www.macu.com (801)325-6130

Financial aid is available for those who qualify. Apply for Pell Grant and Stafford Loans online at www.fafsa.ed.gov (school code: 039213) FAFSA must be submitted by class start date to avoid monthly financing.

* If a tuition balance exists, this balance will be financed through TFC Credit Corporation. These payments will be \$25.00 a month at 0% interest until graduation. If a balance still exists upon graduation, student can refinance for \$200.00 a month at 12% interest.

In-House monthly payment plan through TFC Credit Corporation. Balance financed in equal monthly installments based on original contract date at 3% interest.

Tuition assistance through Veterans Affairs and Utah State Office of Rehabilitation for those who qualify.

AVAILABLE SCHEDULES:

Classes begin the first Tuesday of every month providing openings are available

Full Time	Tues - Fri	9:30 am - 5:00 pm
	Sat	8:30 am - 5:00 pm
Part Time	Tues - Fri	9:30 pm - 1:00 pm
	Sat	8:30 am - 5:00 pm
Part Time Extended	Tues - Fri	9:30 pm - 3:00 pm
	Sat	8:30 am - 5:00 pm

Brush up classes are given at \$150.00 per day or \$500.00 per week

SUPPLIES NEEDED:

Please bring with you the first day of school:

You do not need to be in dress code - Professional attire for orientation
A padlock with 2 locking keys for your locker
Permanent marker for marking your supplies
Highlighter, pens, pencils, for taking notes
Large 3" 3 ring binder, divider sheets and paper for notes
Catalog that you received at enrollment
Admissions documents and final payment arrangements if applicable

Please bring with you the second day of school:

Approved scrubs from "The Freedom Company"
5049 S. State Street 1-801-266-5858
Small pair of sewing scissors
1-10oz square or rectangle sealed container (rubbermaid or tupperware)
1 pocket portfolio with 3 prong fastener

MISCELLANEOUS:

Please do not shave your legs, underarms, eyebrows, bikini line, and any other areas you may have hair as orientation consists of students practicing on each other and themselves; therefore, excess hair is necessary.

If you have friends and relatives interested in permanent hair removal, orientation students are able to have them come in as models at no charge.

ESTHETICS (BASIC - LEVEL 1) COURSE

LEARN ALL PHASES OF:

European Skin Care Techniques
Skin Analysis
Cleansing
Moisturizing
Massage
Moisturizing Masks
Cleansing Masks
Skin Exfoliating Techniques
Acne Treatments
Extractions
Galvanic/High Frequency Skin Treatments
Make-Up
Eyelash/Eyebrow Tinting/Lash Lift
Eyelash Extension
Waxing
Aromatherapy/Essential Oils, Concentrates, Serums
Manual Techniques
Machine Techniques
Specialty Treatments
Collagen Masque
Paraffin Masque
Mud Masque
Contouring Masque
Ultimate 4 Layer Facial
Non Surgical Facial
Manicuring/Pedicuring
Spa Manicure
Spa Pedicure
Nail Art
Paraffin Bath
Specialty Hand and Foot Treatment
Shellac
Body Treatment
Back Treatments
Hot Stone Body Treatment
Mandarin Orange Body Treatment
Brown Sugar & Spice Body Treatment
Spray Tan/ Body Bronzing

COURSE FORMAT:

Course Format/Instructional Methods include both theoretical, demonstrations, and practical instruction using Milady's Comprehensive Textbook for Estheticians . Methods such as lecture, round table discussions, demonstrations, practical applications and assessments are included in sources of instruction. Methods also include associated worksheets, library, computer lab with internet access and audio/visual materials.

EDUCATIONAL OBJECTIVES:

To provide educational training in the Level I Esthetics profession leading to licensure and employment.

GRADING PROCEDURES:

Grading is performed on a percentage system ranging from 0% to 100+%. Minimum of 75% CGPA is required.

For information on Gainful Employment information please visit our website:
http://cameocollege.com/level1_basic_aesthetician_course.html

ESTHETICS (BASIC - LEVEL 1) COURSE CURRICULUM

SUBJECT	THEORY	PRACTICAL
Orientation (Day 1)	3	
Instructional/Program Information		
Educational Objective		
Administrative policies affecting students		
Support Services		
Student Kit Distribution		
Introduction to Esthetics (Basic – Level 1)	7	
Professionalism		
Reception Duties		
Ethics		
History/Science of Skin Care		
First Aid/CPR		
Bacteriology/Sterilization/Sanitation	15	
Infection Control		
Anatomy, Physiology	10	
Physiology/Nutrition/Aging Factors Of The Skin	10	
Analysis		
Chemistry as Applied to Cosmetics & Product Analysis	15	
Client Consultation And Preparation	10	
Pre/Post		
Cleansing	5	20
Exfoliation		
Extraction		
Massage Techniques	10	50
(Includes Manual Lymphatic Drainage of Face/Neck)		
Face		
Body		
Pressure Point		
Facial Treatments	10	40
Types		
Masques/Packs		
Chemical Exfoliation		
Facial Treatments Without Use of Machines	10	75
(Includes Manual Lymphatic Drainage of Face/Neck)		
Electricity & Machines	10	
Facial Treatments With Use of Machines	10	75
(Includes Manual Lymphatic Drainage of Face/Neck)		
Electrical Brushes		
Vacuum/Suction		
Steaming/Pulverization		
Electrical Currents (Galvanic/High Frequency)		
Equipment Maintenance/Care/Medical Devices		
Spa Manicuring/Pedicuring	15	60
Treatments and Temporary Removal of Superfluous Hair	10	20
Waxing Face/Body		
Skin Care Procedures for Men	10	20
Aromatherapy and Advances Esthetics		10
Color Theory and Make Up Techniques	10	40
Lash/Brow Tinting		
Lash Liff		
Eyelash Extension		
Body Treatments		
Body Polish Treatment		
Hot Stone Treatment		
Back Treatment		
Spray Tan/ Body Bronzing		
Developing a Practice/Business Management	10	
Professional Associations		
Interview/Resume/job Search Skill		
Legal Issues		
Public Relations		
Advertising		
Electives/State board Exam Review State Rules & Regulations	10	
Practical Final Examination Theory Final Examination		
TOTAL	190	410
Grand Total	600	

ESTHETICS (BASIC - LEVEL 1) COURSE

LEARN ALL PHASES OF:

European Skin Care Techniques
Skin Analysis
Cleansing
Moisturizing
Massage
Moisturizing Masks
Cleansing Masks
Skin Exfoliating Techniques
Acne Treatments
Extractions
Galvanic/High Frequency Skin Treatments
Make-Up
Eyelash/Eyebrow Tinting/Lash Lift
Eyelash Extension
Waxing
Aromatherapy/Essential Oils, Concentrates, Serums
Manual Techniques
Machine Techniques
Specialty Treatments
Collagen Masque
Paraffin Masque
Mud Masque
Contouring Masque
Ultimate 4 Layer Facial
Non Surgical Facial
Manicuring/Pedicuring
Spa Manicure
Spa Pedicure
Nail Art
Paraffin Bath
Specialty Hand and Foot Treatment
Shellac
Body Treatment
Back Treatments
Hot Stone Body Treatment
Mandarin Orange Body Treatment
Brown Sugar & Spice Body Treatment
Spray Tan/ Body Bronzing

The average Esthetician in Salt Lake City, Utah makes \$35,987. This is 14% lower than the national average of \$41,823. (2017 Information reported from comparably.com)

PHYSICAL DEMANDS:

The Esthetics profession is a safe profession. The physical demands consist of having the ability to work in a sitting position and have no allergies to chemicals used.

EMPLOYER EXPECTATIONS:

Employers primarily expect employees to be on time, dressed professional, provide good customer service, and to be technically skilled in chosen profession.

SAFETY REQUIREMENTS:

The safety requirements of an Esthetician are to consistently be aware of electrical hazards, manufacturer's directions and skin dangers in the profession which occur if negligent.

EMPLOYMENT OPPORTUNITIES:

Owner, Esthetician, Educator, and Product Representative

LENGTH OF COURSE:

600 clock hours (Utah State Requirement)

GRADUATION REQUIREMENTS:

Completion of 600 clock hours, which is a State of Utah requirement. Taking approximately 15-30 weeks to complete depending on specified schedule

Completion of course and all testing maintaining 75% GPA and 75% CAR or above

Must have all financial obligation to school met, unless finance arrangements are made.

Must complete final testing with a 95% or above.

ATTAINMENTS:

Diploma - issued upon graduation

State License - issued upon passing National and State Exams and paying fees for such

TUITION AND FEES:

Application Fee (non-refundable)	\$ 50.00
Tuition	\$ 6,798.00
Kit Fee (books included)	\$ 1,654.00
Utah State Sales Tax (Kit)	\$ 116.61
Grand Total	\$ 8,618.61

\$300.00 applied to steamer purchase upon completion if all tuition and fees are paid in full. (Must get within 30 days from graduation)

DUE AT REGISTRATION:

\$50.00 non-refundable, non-transferable application fee
\$350.00 down payment

PAYMENT OPTIONS:

Payment in full by cash, check, credit card, money order, Title IV, and/or Loan etc.

Mountain America Credit Union Educational Loan www.macu.com (801)325-6130

Financial Aid available for those who qualify. Apply for Pell Grants and Stafford Loans online at www.fafsa.ed.gov (school code: 039213) FAFSA must be submitted by class start date to avoid monthly financing.

* If a tuition balance exists, this tuition balance will be financed through TFC Credit Corporation. These payments will be \$100.00 a month at 0% interest until graduation. If a balance still exists upon graduation, student can refinance for \$200.00 a month at 12% interest.

In-House monthly payment plan through TFC Credit Corporation. Balance financed in equal monthly installments based on original date at 3% interest. First payment due at the time of registration.

Tuition assistance through Workforce Services, Veterans Affairs, and Utah State Office of Rehabilitation for those who qualify.

AVAILABLE SCHEDULES:
available

Classes begin the first Tuesday of every month providing openings are

Full Time	Tues – Sa	8:30 am - 5:00 pm
Part Time Morning	Tues - Fri Sat	8:30 am - 1:00 pm 8:30 am - 5:00 pm
Part Time Morning Ext	Tues - Fri Sat	8:30 am - 3:00 pm 8:30 am - 5:00 pm
Part Time Afternoon (Orientation must be complete)	Tues - Thurs Fri Sat	1:00 pm - 6:30 pm 1:00 pm - 5:00 pm 8:30 am - 5:00 pm
Part Time Afternoon Ext (Orientation must be complete)	Tues - Thurs Sat	1:00 pm - 9:30 pm 8:30 am - 5:00 pm
Part Time Evening	Tues - Fri Sat	5:30 pm - 9:30 pm 8:30 am - 5:00 pm

SUPPLIES NEEDED:

Please bring with you the first day of school:

You do not need to be in dress code-professional attire for orientation

A padlock with 2 locking keys for your locker

Permanent marker for marking your supplies

Large 3" 3 ring binder, divider sheets and paper for notes

Highlighter, pens, pencils, for taking notes

Catalog that you received at enrollments

Admissions documents and final payment arrangements if applicable

Please bring with you the second day of school (Nail segment):

Meet at timeclock to receive timecard

Approved scrubs from "The Freedom Company"

5049 S. State Street 1-801-266-5858

12 Hand towels (Any Color) please no wash cloths.

(2) 24-28oz square or rectangle sealed containers (tupperware, rubbermaid)

As advised by your instructor:

2 Twin flat sheets

2 small ½ gallon buckets

Clip board

MASTER ESTHETICS (LEVEL 2) COURSE OUTLINE

COURSE NAME:

Master Esthetics (Level 2)

COURSE DESCRIPTION:

All Phases of Advanced Skin Care
Level 1 Esthetician Course Overview
Chemical Acid Peeling
Microdermabrasion
Nourishing Seaweed Back Treatment
Mud Full Body Compress
Salt Glows
Mandarin Orange Body Polish
Body Wraps/Cellulite Treatment
Manual Lymphatic Drainage
Body Bronzing

COURSE FORMAT:

Course Format/Instructional Methods include both theoretical, demonstrations, and practical instruction using Milady's Comprehensive Textbook for Estheticians . Methods such as lecture, round table discussions, demonstrations, practical applications and assessments are included in sources of instruction. Methods also include associated worksheets, library, computer lab with internet access and audio/visual materials.

EDUCATIONAL OBJECTIVES:

To provide educational training in the Level II Esthetics profession leading to licensure and employment.

GRADING PROCEDURES:

Grading is performed on a percentage system ranging from 0% to 100+%. Minimum of 75% CGPA is required.

For information on Gainful Employment information please visit our website:
http://cameocollege.com/level2_master_aesthetician_course.html

MASTER ESTHETICS (LEVEL 2) COURSE CURRICULUM

SUBJECT	THEORY	PRACTICAL
Orientation (Day 1)	3	
Instructional/Program Information		
Educational Objective		
Administrative policies affecting students		
Support Services		
Student Kit Distribution		
Level 1 Esthetics Course Technique	37	100
Overview/Skill Perfection Waxing		
Facial Treatments With The Use of Machines		
Implements/Tools/Equipment		
Manual Lymphatic Drainage (Face/Neck)		
Color Theory/Make-Up Techniques		
Lash/Brow Tinting		
Lash Liff		
Eyelash Extension		
Specialty Spa Hand and Foot Treatments	10	
Client Consultation/Preparation	10	
Advanced Esthetic Treatments/Procedures	10	50
Stone Therapy Treatments		
Body Bronzing		
Bacteriology/Sterilization/Sanitation	10	
Infection Control		
Advanced Physiology Of The Skin/Analysis	10	
Sun Damage Conditions and Treatments		
Skin Cancers		
Acne		
Aging		
Fitzpatrick Types		
Lymphatic		
Advanced Anatomy	15	
Endocrine		
Bones		
Muscles		
Nerves		
Lymphatic		
Advanced Exfoliation Techniques	30	125
Chemical Acid Peeling AHA/BHA/Jessner		
Microdermabrasion		
Medical Devices/Advanced Machines		
Spa Body Treatments	20	125
Body Wraps/Cellulite Treatment		
Manual Lymphatic Drainage (Face/Body)	(70)	
Hydrotherapy		
Advanced Pedicures		
Chemistry	10	
Advanced Cosmetic Ingredients		
Advanced Aromatherapy	10	
Developing a Practice/Business Management	5	
Professional Associations		
Interview/Resume/job Search Skill		
Legal Issues		
Public Relations		
Advertising		
Electives	10	
State board Exam Review State Rules & Regulations	10	
Practical Final Examination Theory Final Examination		
TOTAL	200	400
Grand Total	600	

MASTER ESTHETICS (LEVEL 2) COURSE OUTLINE

COURSE NAME:

Master Esthetics (Level 2)

COURSE DESCRIPTION:

All Phases of Advanced Skin Care
Level 1 Esthetician Course Overview
Chemical Acid Peeling
Microdermabrasion
Nourishing Seaweed Back Treatment
Mud Full Body Compress
Salt Glows
Mandarin Orange Body Polish
Body Wraps/Cellulite Treatment
Manual Lymphatic Drainage
Body Bronzing

The average Esthetician in Salt Lake City, Utah makes \$35,987. This is 14% lower than the national average of \$41,823. (2017 Information reported from comparably.com)

PHYSICAL DEMANDS:

The Esthetics profession is a safe profession. The physical demands consist of having the ability to work in a sitting position and have no allergies to chemicals used.

EMPLOYER EXPECTATIONS:

Employers primarily expect employees to be on time, dressed professional, provide good customer service, and to be technically skilled in chosen profession.

SAFETY REQUIREMENTS:

The safety requirements of an Esthetician are to consistently be aware of electrical hazards, manufacturer's directions and skin dangers in the profession which occur if negligent.

EMPLOYMENT OPPORTUNITIES:

Owner, Esthetician, Educator, and Product Representative

LENGTH OF COURSE:

600 clock hours (Utah State Requirement)

GRADUATION REQUIREMENTS:

Completion of 600 clock hours, which is a State of Utah requirement. Taking approximately 15-30 weeks to complete depending on specified schedule

Completion of course and all testing maintaining 75% GPA and 75% CAR or above

Must have all financial obligation to school met, unless finance arrangements are made.

Must complete final testing with a 95% or above.

ATTAINMENTS:

Diploma - issued upon graduation
State License - issued upon passing National and State Exams and paying fees for such

TUITION AND FEES:

Application Fee (non-refundable)	\$ 50.00
Tuition	\$ 7,194.00
Kit Fee (books included)	\$ 2,257.00
Utah State Sales Tax (Kit)	\$ 159.12
Grand Total	\$ 9,670.12

\$300.00 applied to steamer purchase upon completion if all tuition and fees are paid in full. (Must get within 30 days from graduation)

DUE AT REGISTRATION:

\$50.00 non-refundable, non-transferable application fee
\$350.00 down payment

PAYMENT OPTIONS:

Payment in full by cash, check, credit card, money order, Title IV, and/or Loan etc.

Mountain America Credit Union Educational Loan www.macu.com
(801)325- 6130

Financial Aid available for those who qualify. Apply for Pell Grants and Stafford Loans online at www.fafsa.ed.gov (school code: 039213) FAFSA must be submitted by class start date to avoid monthly financing.

* If a tuition balance exists, this tuition balance will be financed through TFC Credit Corporation. These payments will be \$100.00 a month at 0% interest until graduation. If a balance still exists upon graduation, student can refinance for \$200.00 a month at 12% interest.

In-House monthly payment plan through TFC Credit Corporation. Balance financed in equal monthly installments based on original date at 3% interest. First payment due at the time of registration.

Tuition assistance through Workforce Services, Veterans Affairs, and Utah State Office of Rehabilitation for those who qualify.

AVAILABLE SCHEDULES:

Classes begin the first Tuesday of every month providing openings are available

Full Time	Tues - Sat	8:30 am - 5:00 pm
Part Time Morning	Tues - Fri Sat	8:30 am - 1:00 pm 8:30 am - 5:00 pm
Part Time Morning Ext	Tues - Fri Sat	8:30 am - 3:00 pm 8:30 am - 5:00 pm
Part Time Afternoon (Orientation must be complete)	Tues - Thur Fri Sat	1:00 pm - 6:30 pm 1:00 pm - 5:00 pm 8:30 am - 5:00 pm
Part Time Afternoon Ext (Orientation must be complete)	Tues - Thu Sat	1:00 pm - 9:30 pm 8:30 am - 5:00 pm
Part Time Evening	Tues - Fri Sat	5:30 pm - 9:30 pm 8:30 am - 5:00 pm

SUPPLIES NEEDED:

Please bring with you the first day of school:

You do not need to be in dress code-professional attire for orientation

A padlock with 2 locking keys for your locker

Permanent marker for marking your supplies

Large 3" 3 ring binder, divider sheets and paper for notes

Highlighter, pens, pencils, for taking notes

Catalog that you received at enrollments

Admissions documents and final payment arrangements if applicable

Please bring with you the second day of school (Nail segment):

Meet at timeclock to receive timecard

Approved scrubs from "The Freedom Company"

5049 S. State Street 1-801-266-5858

12 Hand towels (Any Color) please no wash cloths.

(2) 24-28oz square or rectangle sealed containers (tupperware, rubbermaid)

As advised by your instructor:

2 Twin flat sheets

2 small ½ gallon buckets

Clip board

MASTER ESTHETICS (FULL) COURSE OUTLINE

COURSE NAME:

Master Esthetics (Full)

COURSE DESCRIPTION:

All Phases of Advanced Skin Care
Relaxation Skin Treatments
Specific Skin Treatments
Extraction
Massage Techniques
Manual/Machine Techniques
Eyelash/Eyebrow Tinting
Lash Lift
Eyelash Extension
Face/Body Waxing
Aromatherapy
Masque Therapy
Chemical Acid Peeling
Microdermabrasion
Nourishing Seaweed Back Treatment
Mud Full Body Compress
Salt Glows
Mandarin Orange Body Polish
Body Wraps/Cellulite Treatment
Manual Lymphatic Drainage
Body Bronzing
Spa Manicuring/Pedicuring
Paraffin Bath

COURSE FORMAT:

Course Format/Instructional Methods include both theoretical, demonstrations, and practical instruction using Milady's Comprehensive Textbook for Estheticians . Methods such as lecture, round table discussions, demonstrations, practical applications and assessments are included in sources of instruction. Methods also include associated worksheets, library, computer lab with internet access and audio/visual materials.

EDUCATIONAL OBJECTIVES:

To provide educational training in the Full Esthetics profession leading to licensure and employment.

GRADING PROCEDURES:

Grading is performed on a percentage system ranging from 0% to 100+%. Minimum of 75% CGPA is required.

For information on Gainful Employment information please visit our website:
http://cameocollege.com/full_aesthetician_course.html

MASTER ESTHETICS (FULL) COURSE CURRICULUM

SUBJECT	THEORY	PRACTICAL
Orientation (Day 1)	3	
Instructional/Program Information		
Educational Objective		
Administrative policies affecting students		
Support Services		
Student Kit Distribution		
Introduction to Master Esthetics (Full)	5	
Introduction to Esthetics		
History		
Curriculum Overview		
Professionalism	10	10
Reception Duties		
Ethics		
Client Care	10	
CPR		
Health Conditions		
Bacteriology/Sterilization/Sanitation	20	
Infection Control		
Anatomy and Physiology	10	
Physiology/Nutrition/Aging Factors of the Skin	10	
Analysis		
Advanced Physiology Of The Skin/Analysis	10	
Sun Damage Conditions and Treatments		
Skin Cancers/Acne/Aging/Fitzpatrick Types		
Advanced Anatomy	15	
Endocrine/Bones/Muscles/Nerves		
Chemistry as Applied to Cosmetics and Product Analysis	10	
Advanced Cosmetic Ingredients		
Client Consultation/Preparation	20	
Pre/Post		
Cleansing	15	20
Exfoliation/Extractions		
Massage Techniques	15	70
Includes Manual Lymphatic Drainage of Face/Neck		
Face/Body		
Facial Treatments	10	40
Types		
Masques/Packs		
Facial Treatments Without Use of Machine	15	90
Includes Manual Lymphatic Drainage of Face/Neck		
Electricity and Machines	10	
Facial Treatments With Use of Machine	15	90
Includes Manual Lymphatic Drainage of Face/Neck		
Electrical Brushes/Vacuum Suction		
Steaming/Pulverization		
Electrical Currents (Galvanic/High Frequency)		
Equipment Maintenance/Care		
Spa Manicuring/Pedicuring	20	80
Callous Removal		
Treatments and Temporary Removal of Superfluous Hair	10	20
Advanced Waxing (Face/Body)		
Skin Care Procedures for Men	15	30
Advanced Aromatherapy	20	
Color Theory and Make-Up Techniques	15	50
Lash/Brow Tinting		
Lash Lift		
Eyelash Extension		
Advanced Esthetic Treatments/Procedures	10	50
Stone Therapy/Body Bronzing/Hyfreccator		
Advanced Exfoliation Techniques	30	125
Chemical Acid Peeling AHA/BHA/Jessner/TCA		
Microdermabrasion		
Spa Body Treatments	20	125
Body Wraps/Cellulite Treatment		
Manual Lymphatic Drainage (Face/Body)		
Hydrotherapy		
Developing a Practice/Business Management	20	
Professional Associations		
Interview/Resume/job Search Skill		
Legal Issues		
Public Relations		
Advertising		
Electives	20	
Stateboard Exam Review State Rules & Regulations	20	
Practical Final Examination Theory Final Examination		
TOTAL	400	800
Grand Total	1,200	

MASTER ESTHETICS (FULL) COURSE

LEARN ALL PHASES OF:

- Level 1 and Level 2 Master Esthetics
 - European Skin Care Treatments
 - Aromatherapy/Essential Oils, Concentrates, Serums
 - Galvanic and High Frequency Skin Treatments
 - Eyelash/Eyebrow Coloring/Lash Lift
 - Eyelash Extension
 - Manual/Machine Techniques
 - Face/Body Waxing
 - Skin Analysis
 - Cleansing/Moisturizing
 - Cleansing/Moisturizing Masques
 - Massage
 - Extractions
 - Acne Treatments
 - Make-Up
- Professional Exfoliation Techniques
 - Chemical Acid Peeling - AHA/BHA/Jessner/TCA
 - Microdermabrasion
- Spa Body Treatments
 - Using Wet Treatment Room With Vichy Shower
 - Nourishing Seaweed Back Treatment
 - Mud Full Body Compress
 - Mandarin Orange Body Polish/Salt Glows
 - Body Wraps/Cellulite Treatment
 - Stone Therapy Treatments
 - Manual Lymphatic Drainage
 - Body Bronzing/Spray Tan
- Manicuring/Pedicuring
 - Specialty Hand/Foot Treatments
 - Advanced Spa Manicures
 - Advanced Spa Pedicures (Chemical Acids, Credo Blades)
 - Paraffin Bath
- Advanced Esthetics
 - LED
 - Demasound Ultrasonic
 - Microcurrent
 - Teeth Whitening
- Medical Esthetics
 - Laser/IPL
 - Medical Grade Chemical Peel
 - Medical Grade Microdermabrasion
 - VelaShape
- Specialty Treatments
 - Collagen Masque
 - Paraffin Masque
 - Mud Masque
 - Vitamin Therapy Masque
 - Contouring Masque

The average Master Esthetician in Salt Lake City, Utah makes \$33,207. (2017 Information reported from comparably.com)

PHYSICAL DEMANDS:

The Esthetics profession is a safe profession. The physical demands consist of having the ability to work in a sitting position and have no allergies to chemicals used.

EMPLOYER EXPECTATIONS:

Employers primarily expect employees to be on time, dressed professional, provide good customer service, and to be technically skilled in chosen profession.

SAFETY REQUIREMENTS:

The safety requirements of an Esthetician are to consistently be aware of electrical hazards, manufacturer's directions and skin dangers in the profession which occur if negligent.

EMPLOYMENT OPPORTUNITIES:

Owner, Master Esthetician, Instructor, Educator, Physicians Assistant, Sales, and Etc.

LENGTH OF COURSE:

1200 clock hours (Utah State Requirement)

GRADUATION REQUIREMENTS:

Completion of 1200 clock hours, which is a State of Utah requirement. Taking approximately 30-75 weeks to complete depending on specified schedule

Completion of course and all testing maintaining 75% GPA and 75% CAR or above

Must have all financial obligation to school met, unless finance arrangements are made.

Must complete final testing with a 95% or above.

ATTAINMENTS:

Diploma - issued upon graduation

State License - issued upon passing National and State Exams and paying fees for such

TUITION AND FEES:

Application Fee (non-refundable)	\$ 50.00
Tuition	\$13,704.00
Kit Fee (books included)	\$ 2,257.00
Utah State Sales Tax (Kit)	\$ 159.12
Grand Total	\$16,170.12

\$300.00 applied towards steamer purchase upon completion of program if all tuition and fee are paid in full.

\$1,000.00 applied toward in house microdermabrasion machine purchase upon completion if all tuition and fees are paid in full.

DUE AT REGISTRATION:

\$50.00 non-refundable, non-transferable application fee
\$350.00 down payment

PAYMENT OPTIONS:

Payment in full by cash, check, credit card, money order, Title IV, and/or Loan etc.

Mountain America Credit Union Educational Loans www.macu.com
(801)325-6130

Financial aid is available for those who qualify. Apply for Pell Grants and Stafford Loans online at www.fafsa.ed.gov (school code: 039213) FAFSA must be submitted by class start date to avoid monthly financing.

* If student has a tuition balance beyond 1st Award year and enrollment extends into 2nd Award Year (July 1st) tuition will be financed through TFC Credit Corporation at \$25.00 a month at 0% interest.

* After 2nd Award Year FAFSA is processed, a financial assessment will be conducted by the Financial Aid Advisor.

* If a tuition balance still exists after 2nd Award Year, balance will be financed through TFC Credit Corporation.

Option #1: Balance will be divided equally into monthly payments with 0% interest until contract graduation date.

Option #2: Balance financed at \$200.00 a month at 12% interest.

In-House monthly payment plan through TFC Credit Corporation. Balance financed in equal monthly installments based on original contract date at 3% interest. First payment due at the time of registration.

Tuition assistance through Veterans Affairs and Utah State Office of Rehabilitation for those who qualify.

AVAILABLE SCHEDULES:

Classes begin the first Tuesday of every month providing openings are available

Full Time	Tues - Sat	8:30 am - 5:00 pm
Part Time Morning	Tues - Fri Sat	8:30 am - 1:00 pm 8:30 am - 5:00 pm
Part Time Morning Ext	Tues - Fri Sat	8:30 am - 3:00 pm 8:30 am - 5:00 pm
Part Time Afternoon (Orientation must be complete)	Tues - Thurs Fri Sat	1:00 pm - 6:30 pm 1:00 pm - 5:00 pm 8:30 am - 5:00 pm
Part Time Afternoon Ext (Orientation must be complete)	Tues - Thurs Sat	1:00 pm - 9:30 pm 8:30 am - 5:00 pm
Part Time Evening	Tues - Fri Sat	5:30 pm - 9:30 pm 8:30 am - 5:00 pm

SUPPLIES NEEDED:

Please bring with you the first day of school:

- You do not need to be in dress code-professional attire for orientation
- A padlock with 2 locking keys for your locker
- Permanent marker for marking your supplies
- Large 3" 3 ring binder, divider sheets and paper for notes
- Highlighter, pens, pencils, for taking notes
- Catalog that you received at enrollments
- Admissions documents and final payment arrangements if applicable

Please bring with you the second day of school (Nail segment):

- Meet at timeclock to receive timecard
- Approved scrubs from "The Freedom Company"
5049 S. State Street 1-801-266-5858
- 12 Hand towels (Any Color) please no wash cloths.
- (2) 24-28oz square or rectangle sealed containers (tupperware, rubbermaid)

As advised by your instructor:

- 2 Twin flat sheets
- 2 small ½ gallon buckets
- Clip board

GENERAL INFORMATION

DISCOUNTS

Some discounts will apply for students who complete a course and enroll into another. Please refer to Registration Application Contract Agreement.

COURSE OUTLINE/CURRICULUM

For each course attached herein.

GOALS & OBJECTIVES

Attached herein.

Student must maintain a minimum average monthly of a "C" or 75%. Upon completion of the required clock hours, student will receive a Certificate of Completion, Verification of Graduation, and Diploma which enables them to take the Utah State Board Exam.

Revenues from services performed by students contribute to the cost of training, thereby reducing the amount students would otherwise pay for training. If an applicant is not accepted by the school, they shall be entitled to a full refund of all monies paid to the school.

ADMISSION REQUIREMENTS:

Must be at least 16 years of age

Must submit application with \$50.00 non-refundable, non-transferrable application fee Must have high school diploma, equivalent, or pass ATB entrance exam

Must have completed successful interview with Admission

Photocopy (not original) of Drivers License or Birth Certificate and a photograph of yourself Photocopy (not original) of High school Diploma, Transcript or Equivalent

* Foreign Diplomas & Transcripts - If you have academic credential from non-U.S institution, Cameo College of Essential Beauty will need to submit the document to an outside institution for evaluation and translation prior to admittance. A non-refundable \$85.00 will be due to Cameo College of Essential Beauty at the time for the translation fee. The process could take approximately 12 - 30 business days. The foreign diploma and/ or transcript must be equivalent to a U.S. High School diploma.

HIGHSCHOOL STUDENTS

High school students are considered cash-pay and will not be enrolled under a training agreement.

High school students are accepted providing successful passing of the ATB Exam (pre-enrollment evaluation). Written permission from the secondary school will also be required prior to enrollment. High school student must be of compulsory (16 years) of age.

ABILITY TO BENEFIT

In order to ensure a student has the ability to benefit from our program a High school Diploma, Equivalent, or successful passing of ATB Ability to Benefit test is required.

TRANSFER STUDENT

Students transferring into said school - charges are as follows:

Non-Refundable Application Fee: \$ 50.00

Supplies/Books Can either purchase a student kit (see specific course kit cost) or provide their own

Tuition \$ 10.00 per hour enrolled (Cosmetology/Barbering)

\$ 10.00 per hour enrolled (Hair Design)

\$12.00 per hour enrolled (Esthetics (Basic – Level 1 |), Master Esthetics (Level 2), Master Esthetics (Full))

\$7.50 per hour enrolled (Nails Technology)

\$10.00 per hour enrolled (Electrology)

Transfer students are evaluated to determine credit to be given upon receipt of transcript from former school. Tuition charges are calculated according to students agreed contract regardless of student's actual attendance. Refer to scale in refund policy herein.

For any student who withdraws or is terminated, the school will follow its policies for termination or withdraw as outlined in the school contract with the student.

RE-ENTRANCE

Students who are terminated may be eligible for re-entry after a minimum 30 days with re-entrance fee of \$100.00 and re-entrance meeting with administration (see re-enrollment addendum).

HOUSING

The school has no available housing; however, a list of local resources is available upon request.

STATE EXAMINATION

Upon course completion and financial obligations are met by the student, student will receive a Certificate of Completion and Verification of Graduation which enables them to take the Utah State Board Exam.

EMPLOYMENT ASSISTANCE

The school does not guarantee any employment; however will assist in placement by providing assistance in resume completion, letter writing, professional appearance guidelines, job referral and follow-up, assisting students in making contacts with salons, and by posting job bulletins on website.

FIELD TRIPS/OUT OF SCHOOL ACTIVITIES

On occasion students participate in field trips/out of school activities. The said school, its proprietors, officers, agents or any of its operators are not responsible for any accidents or damages that arise from such activities. Students will be responsible for own transportation.

NO COMPETE CLAUSE

Said student agrees and understands that any and all educational instruction and written information obtained in course is for professional use as a technician only. Student agrees and understands that under no circumstances is instructing or employment in any facility considered competition including apprenticeship, other than said school permitted within the state of Utah for a minimum of one (1) years beyond graduation/training date.

FINANCIAL

Payments made beyond start date will be serviced by TFC Credit Corporation. Please note this is not a loan.

Tuition payments that are past due 60 days or more will be immediately turned over to collections. If this account is turned over to an agency for collection, in addition to the account balance you will also be responsible for: Attorney fees; Court Costs; and Collection Agency fees, commissions and charges up to 50% of the account balance. Which will result in destruction of your credit.

Students can carry a balance beyond graduation @ 12% interest. Payments must be kept current, if an account falls 60 days or more past due, the account will be turned over to collections.

Financial Aid is available to those who qualify.

A student may decline to participate in the process Cameo College of Essential Beauty provides for the student to obtain or purchase books and supplies. A student must be able to purchase books and supplies at the beginning of the academic period. Therefore, by the seventh day of a payment period, Cameo College of Essential Beauty will provide a way for a student who is eligible for Federal Student Aid to obtain or purchase the books and supplies required for the payment period. Student kits are provided to the student below competitive market value.

WITHDRAWAL AND SETTLEMENT POLICY

This policy applies to all terminations for any reason, by either party, including student decision, expelled by the institution, course or program cancellation, or school closure.

All refund calculations are performed and made timely.

Applicants not accepted by Cameo College of Essential Beauty will be refunded all monies.

If a student (or in the case a student is under legal age his/her parent or guardian) cancels his/her enrollment and demands monies paid in writing within three business days of signing enrollment agreement all monies paid by student will be refunded except the \$50.00 non-refundable application fee. If any person cancels their enrollment after three (3) business days after signing school contract or after starting school all monies collected by the school will be refunded to the scale below less the application fee of \$50.00. Date will be determined by postmark of written notification or date received by school administrator in person. This policy applies whether student has actually started training or not.

If student cancels his/her enrollment within three business days after signing enrollment agreement, but prior to entering classes he/she is entitled to all monies paid except the \$50.00 non-refundable application fee.

Refunds or charges are incurred once a student begins classes at the schedule below.

% SCHEDULED HOURS OF ATTENDANCE V.S. % COURSE LENGTH		TOTAL TUITION DUE
0.1%	- 4.9%	20%
5 %	- 9.9%	30%
10 %	- 14.9%	40%
15 %	- 24.9%	45%
25 %	- 49.9%	70%
50 %	- and over	100%

Withdrawal charges are calculated based on tuition of full program (not based on payment periods).

Example if the student withdraws or is terminated after completing 30% of the payment period, they have only earned 30% of the Title IV funds.

Title IV funds will be returned in the following order: Unsubsidized, Subsidized, Perkins, Direct PLUS Loan, Pell Grant.

Enrollment time is defined by students actual start date and date of last physical attendance in school (scheduled hours) regardless of actual total hours attended. Course length is defined by student start date and expected completion dated as specified herein. Any monies owed to student (parent/guardian) shall be refunded within 45 days of date of determination or 30 days from last day of attendance. In the case of a leave of absence, refunds will be given according to date of expected return. Terminated students will be charged a \$150.00 termination fee.

Unofficial withdrawals for students are determined by the school through monitoring attendance at

least every 30 days. Student will be terminated within 14 days of consecutive days absent unless prior written arrangements have been made and approved or the student notifies the school in writing. Any refunds due will be received by student (parent/guardian) within 45 days of date of determination. Students who are terminated may be eligible for re-entry after a minimum 30 days with re-entrance fee of \$100.00 and re-entrance meeting with administration (see re-entrance admission meeting form).

Formal date of termination is indicated by postmark on written notification or date said information is delivered to school administrator in person.

A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning. Refunds will be sent to student within 45 days of date of determination. REFUNDS ARE CALCULATED ACCORDING TO STUDENTS LAST DAY OF PHYSICAL ATTENDANCE, NOT DAY OF FORMAL TERMINATION. CHARGES ARE ALSO CALCULATED ACCORDING TO LAST DATE OF PHYSICAL ATTENDANCE, NOT DATE OF FORMAL TERMINATION

Any discount or scholarship applied to tuition will be forfeited if student terminates failing to complete said course. Refund/Charges will be calculated according to original tuition and fees.

If the school is permanently closed, no longer offering instruction after the student has enrolled, the student shall be entitled to a pro-rated refund of tuition. A list of all students who were enrolled at the time of school closure, including the amount of each pro-rata refund will be submitted to the accrediting agency.

If the course is canceled subsequent to a students' enrollment, and before instruction in the course has begun, the school shall at its option either;

- A. Provide full refund of all monies paid or
- B. Provide a completion of the course.

If the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:

- A. Provide a pro rata refund for all students transferring to another school based on the hours accepted by receiving school; or
- B. Provide completion of the course and/or program; or
- C. Participate in a Teach Out Agreement; or
- D. Provide a full refund of all monies paid

Student/guardian is responsible for school debt and agrees to pay unpaid balance on or before course completion unless other written arrangements are made.

If student transfers/terminates, tuition charges, supply kit and book fees and any miscellaneous fees will be due at time of termination, and all financial obligations met. If fees are not paid, account will be turned over to collections and any supplies left will not be available to you. Student kit is students property and students responsibility, however must remain in school until course completion or termination. The school is not responsible for any items left by student upon course completion or termination. Transcript of student hours/credits will be released upon written authorization and payment in full.

In the event account is not paid as agreed, student agrees to pay a collection agency and attorney's fees. The collection agency representing the institution acknowledges the existence of the Withdrawal and Settlement Policy.

If school is closed unexpectedly due to extenuating circumstances, an attempt will be made to notify all students by telephone and/or other social media means.

In the event of a school closure and a Teach Out Plan occurs, all student will receive a prorated tuition refund as well as a list of approved schools which:

- Are within reasonable proximity
- Have the necessary experience, resources and support services needed by the student to lead to successful completion
- Provide an educational program of acceptable quality and recognized such by holding State approval.
- Have a program that is reasonably similar in content, structure and scheduling to the closing institution or program.
- Are stable, can carry out its mission and meet all obligation to existing students.

COURSE INCOMPLETES

Course incompletes, repetitions and non-credit remedial courses have no effect upon the satisfactory progress standards.

MISCELLANEOUS

Cameo College of Essential Beauty does not discriminate on the basis of sex, race, color, ethnic origin, religion, age, sexual orientation or disability. This policy covers enrollment, employment and client services.

The school does not recruit students already attending or admitted to another school offering a similar program of study.

In the event student has criminal history, student's ability to obtain State licensure may be restricted.

Standards of conduct, Progress and attendance for VA Benefits- See attached addendum if required. The school abides by all state and local laws.

The student must maintain required grades. See grading procedures. Students are evaluated and counseled at minimum 50% of course completion

STUDENT CONDUCT

Student is to maintain a positive attitude and professional demeanor.

Student is to not threaten in any manner neither physical harm, verbal, or on social media

Any threats, legal threats, to any student or staff member or against said school is ground for termination.

Any and all actions are to contribute to a positive environment which leads to the growth and empowerment of each other as well as the company. Any behavior that does not demonstrate such may be subject to disciplinary action including termination.

Any casual or unconstrained conversation or reports about other people, typically involving details that are not confirmed as being true; referred to as gossip.

NACCAS 2016 COMPLETION/EMPLOYMENT/LICENSURE RATES

Completion Rate	73%
Employment Rate	81%
Licensure Rate:	100%

LICENSURE REQUIREMENTS

For a complete list of licensure requirements through the Utah Division of Occupational & Professional Licensing, please visit www.dopl.utah.gov or call 801-530-6628

ADA POLICY

Cameo College of Essential Beauty does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, sexual orientation, or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the school director. You may request academic adjustments or auxiliary aids at any time. The director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The school will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

Notify the school director in writing of the type of accommodation needed, date needed, documentation of the nature and extend of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed.

The school director will respond within two weeks of receiving the request.

If you would like to request reconsideration of the decision regarding your request, please contact the school director within one week of the date of the response. Please provide a statement of why and how you think the response should be modified.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Every student has the right to inspect and review their admissions, academic, and financial aid records. The student is to submit a signed and dated written request to the administration office identifying the records they wish to inspect. The schools administration will make arrangements with the student to determine the date and time the records to be inspected. Students must be able to review records within 45 days of request. Any student who wishes to have any records amended, is to submit a signed and dated written request to the administration office clearly identifying the part of the record the student wants changed, and specify purpose of change. The school will make a determination and notify the student in writing.

FERPA authorizes disclosure without consent to:
School official who has legitimate education interest
Contracted party with the school (Attorney, auditor, etc)
Parents of dependent minors
Government agencies
Certain court orders or subpoenas NACCAS (accrediting agency)

The school does not release any information to parties seeking directory information.

The student has the right to file a complaint with the U.S. Department of Education if they feel the school failed to comply with the requirements under FERPA.

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

MISSION STATEMENT

To provide superior standards of education, shaping the beauty and wellness industry by empowering confident and innovative future professionals for successful careers in the beauty industry.

SATISFACTORY ACADEMIC PROGRESS POLICY

This policy applies to all students enrolled in NACCAS approved programs Cameo College of Essential Beauty. This policy is consistently applied to all students regardless of full-time or part-time status and is given to student prior to enrollment. All periods of enrollment count toward Satisfactory Academic Progress (SAP). Cameo College of Essential Beauty offers continual courses and therefore does not offer standard terms (Fall, Winter, Spring, and Summer).

Federal regulations require the school to monitor the academic progress of all students receiving financial aid toward the completion of their program. This process is called Satisfactory Academic Progress. (SAP) The SAP policy is enforced in conjunction with all other school policies and procedures.

SAP is monitored each using two factors:

1. Cumulative Grade Point Average (CGPA)
Written: Tests, Assignments, notes, homework, make-up, and etc.
Practical: Services performed, demonstrations, workshops, and sanitation
2. Cumulative Attendance Rate (CAR)

DEFINITIONS:

Successful completion of a course of study requires a grade of A, B, or C. (75% or higher) See grading scale:

90% - 100%	(A)	Excellent
80% - 89%	(B)	Good - Improving
75% - 79%	(C)	Fair - Needs Improvement
70% - 74%	(D)	Poor
0% - 69%	(F)	Unsatisfactory

MONITORING:

SAP is monitored at each evaluation period based by actual clock hours completed. In order to maintain financial aid eligibility, students must meet the following minimum requirements:

1. Maintain a CGPA of 75% or higher
2. Maintain a CAR of 75% or higher

EVALUATION PERIODS:

Each student will be evaluated at the periods listed below:

Cosmetology/Barbering (1 600 Clock Hours) - 520 hours/1040 hours/1320 hours/1 600 hours
Master Esthetics (Full) (1200 Clock Hours) - 520 hours/1040 hours/1200 hours
Barbering (1000 Clock Hours) - 500 hours/1000 hours
Electrology (600 Clock Hours) - 300 hours/600 hours
Esthetics (Basic - Level 1) (600 Clock Hours) - 300 hours/600 hours
Master Esthetics (Level 2) (600 Clock Hours) - 300 hours/600 hours
Nail Technology (300 Clock Hours) - 150 hours/300 hours

WARNING:

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next evaluation period. Students will be notified in writing that they are meeting the minimum requirements. Students who do not achieve minimum standards are no longer eligible for Title IV, HEA program funds, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

Students failing to meet either the CGPA or CAR minimum requirements will be placed on warning until the next evaluation period is reached. Students will be notified in writing that they have been placed on warning.

Students will be able to receive financial aid for the warning period. However, for financial aid eligibility to continue, students must meet both the minimum CGPA and CAR requirements by the end of the next evaluation period.

PROBATION:

Students who fail to meet minimum requirements for CAR or CGPA after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the

academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both CAR and CGPA+ requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

APPEAL PROCEDURE:

Students who wish to appeal the determination that they are not maintaining satisfactory academic progress must submit an appeal within ten (10) calendar days of receiving the determination notice. Reasons for which students may appeal include death of an immediate family member, an injury or illness resulting in the hospitalization of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the School Director. The appeal must describe special circumstances that impacted the student's performance and include any supporting documentation the student wishes to have considered. It must also include a description of what has changed that will allow the student to achieve Satisfactory Progress by the end of the next payment period. An appeal decision will be made and the student notified within 14 days of the receipt of the appeal.

Should a student prevail upon his/her appeal, the student will be on Probation, and Title IV assistance will be reinstated, if applicable. The student must be achieving Satisfactory Academic Progress at the end of the Probationary Period/Next Evaluation Period or all Financial Aid will again be terminated.

In the case of an adverse determination of the student's appeal, the student will be deemed ineligible for Title IV assistance (if applicable) and shall revert to cash pay status. If payment arrangements cannot be made, the student will be terminated from the program.

The appeal must be made in writing and the committee will issue a response within 15 business days of the appeal date. The committee may determine that due to extenuating circumstances the student is making satisfactory progress towards his/her certificate despite the failure to conform within the time frame or minimum grade averages. Examples may include death of immediate family member, medical injury, or other allowable circumstances. Documentation may be submitted as to why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation.

The committee will also determine if the student can reasonably re-establish SAP. No additional appeals are afforded. Appeal Committee decisions are final. All appeal documentation is maintained in students file.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS:

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting attendance and academic requirements by the end of the probationary period.

FINANCIAL AID INELIGIBILITY:

If a student fails to meet the minimum CGPA or CAR requirements for two evaluation periods, the student will no longer be eligible for financial aid. Students will be notified in writing that they have been placed on suspension.

MAXIMUM TIME FRAME:

The maximum time a student has to complete is 133% of the program length. All students must maintain at least a 75% CGPA and CAR average in order to be considered making satisfactory academic progress and to complete the program within the maximum time frame. (A leave of absence extends the student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence.) Students will also be suspended from Financial Aid once they have reached the following scheduled hours:

Cosmetology/Barbering	2128 Clock Hours
Master Esthetics (Full)	1596 Clock Hours
Barbering	1330 Clock Hours
Electrology	798 Clock Hours
Esthetics (Basic - Level 1)	798 Clock Hours
Master Esthetics (Level 2)	798 Clock Hours
Nail Technology	399 Clock Hours (Not eligible for Title IV funds)

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS:

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Course incompletes have no effect upon the satisfactory progress standards until a grade is recorded. Student's who withdraw prior to completion of the course and wish to re-enroll, will re-enter in the same progress status as when they left. Cameo College of Essential Beauty does not have a withdrawal pass or withdrawal fail.

TRANSFER STUDENTS:

Transfer students hours from another institution that are accepted towards the students educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

NONCREDIT AND REMEDIAL COURSES:

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

REPEATED COURSES:

Cameo College of Essential Beauty does not offer repeated courses.

CHANGE OF PROGRAM:

In the event a student changes his/her program, any credits given towards the new program will be applied towards Satisfactory Academic Progress (SAP).

SECOND PROGRAM:

In the event a student completes one program and pursues a second program, Satisfactory Academic Progress (SAP) will begin at conception of second program.

LEAVE OF ABSENCE POLICY

A Leave of Absence (LOA) will not involve any additional charges by the institution.

Each student must request a LOA from the school in writing and it must be pre-approved by a school official before the start of the LOA. The LOA form must be filled out completely with an explanation of why the student is requesting the LOA, and must include student's signature. In addition, there must be a reasonable expectation that the student will return to school otherwise the LOA will be denied. The LOA extends the students contract period by the same number of days taken in the LOA, see the "Leave of Absence Contract Addendum" for students revised graduation date and student signature.

If a student fails to return to school at the expiration of an approved LOA, the student's withdrawal date is the last day of attendance... ***WARNING FOR FEDERAL STUDENT AID STUDENTS: If you fail to return to school on your scheduled return date, your 6 month grace period for your Direct Stafford Loans will start retroactively on the day the LOA began and repayment will begin sooner than expected. While student is actively on an LOA all financial disbursements will cease. In the rare situation the student doesn't reach the hours covered in the loan period and estimated disbursement date the student could be in jeopardy of losing financial aid disbursements.***

In rare cases of emergency that would prevent a student from providing prior written requests the information may be phoned in to the administration office and documented by the administration office staff. However, the student is required to come in and complete, sign, and date the LOA form as soon as possible but no later than 30 days after the initial phone request. If a student fails to complete the LOA form within the required 30 days the student will be withdrawn from the program and as stated previously, the grace period for loan payments (Financial aid students only) will start retroactively on the day the LOA began and repayment will begin sooner than expected. The beginning date of the approved LOA would be determined by the school official to be the first date the student was unable to attend school because of the emergency.

A student's total number of days for all LOA's combined cannot exceed 90 days in any given 12 month period. (The 12 month period will begin on the first day of your first LOA.) ***Each LOA must be a minimum of 14 calendar days. The student may not return early.*** A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculations are required at that time.

ATTENDANCE

Students must notify instructor and desk coordinator prior to leaving facility.

Student must call and personally notify student services and department desk coordinator of any absence or tardy prior to scheduled arrival time. Failure to do so may be considered a no call/no show which may result in a \$100 fine.

Tardies/Absences 3 calendar days prior will allow student to make-up missed assignments/tests. All missed assignments/tests shall be made up within 5 school days.

Student that misses 3 or more days during the orientation phase may be withdrawn from school until the following class start date.

TARDIES

Defined as: arrival after scheduled arrival time/not seated and prepared for class/or leaving prior to scheduled time. Excess may result in disciplinary action.

If arrival is after theory hour has begun, student can still clock in, however, students time will begin 1 hour after scheduled arrival time. If tardy is going to exceed one hour, approval must be given by manager/student services prior to arrival. All tardies on Saturdays must receive approval prior to clocking in.

ABSENCES

Student must maintain 90% attendance each month; excess absences may result in disciplinary action.

CAMPUS SECURITY, CRIME AWARENESS, DRUG FREE WORKPLACE POLICY

In accordance with the Crime Awareness and Campus Security Act of 1990, the institution collects campus crime statistics and prepares this report for distribution to all students, employees, and applicants for enrollment or employment.

This report is distributed annually in September to all current and prospective students and employees. All data in this report is information from the Murray City Police Department. In addition, the report is provided to all individuals during enrollment or employment orientation that is conducted with each start class or upon hiring of a new employee. At that time, students and employees review the report and receive a description of the campus security procedures and further information regarding the prevention of crimes. Any individual can request a copy of this report at any time.

The school encourages all students and employees to be responsible for their own security and the security of others. The school does not employ campus security officials. Therefore, the security of the campus is the direct responsibility of each employee and administrator. No such individuals have the authority to make arrests. All individuals are requested to report immediately any known criminal offense or other emergency occurring on campus to the school administration at the administration office. All individuals are encouraged to promptly report all crimes to appropriate police agencies. The campus administration will report all known criminal offenses to the local law enforcement authorities. The school has no policy or procedure regarding confidential crime reporting in relation to crime statistics reporting. Any off campus events are supervised by campus employees. Therefore, the school will monitor and report criminal activity at such events to local law enforcement authorities. No student will have access to the campus facility, other than the parking area, at any time unless supervised by a staff member.

Everyone should remember that personal safety begins with you. The following should be considered:
When walking on campus, be aware of who and what is around you. Try not to walk alone.
Do not carry large amounts of cash.
Keep your motor vehicle in good running condition.
Always lock your car and remove all packages and any valuables which are visible.
Do not leave books or personal property unattended in the classroom.

The following criminal offenses occurred on campus during the calendar year 2016 and the 2 previous years. (Campus is defined as "any building or property owned or controlled by the school within the same contiguous geographic area and used by the school in direct support of or related to its educational purpose." There are no buildings or properties owned or controlled by the school's student organizations which are recognized by this institution.)

ON CAMPUS

TYPE OF CRIMINAL OFFENSE	# OF OCCURRENCES			# OF ARRESTS		
	2014	2015	2016	2014	2015	2016
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0
Sex Offenses - Non Forcible - Incest	0	0	0	0	0	0
Sex Offenses - Non Forcible - Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	1	2	2	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Weapons: Carrying, Possessing	0	0	0	0	0	0
Drug Abuse Violations	0	0	1	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	1	1	1	0	0	0
Hate Crimes	0	0	0	0	0	0

In an effort to reduce crime, all employees and students are provided with handouts and procedures geared toward personal protection and the prevention of crime during the orientation process. In addition, periodically, local law enforcement official and guest speakers are invited to the staff and students about crime prevention methods.

Drug and Alcohol is prohibited at all times at the school. This is defined as unlawful manufacture, distribution, possession or use of a controlled substance, including alcohol. A copy of the Drug and Alcohol-Free School & Workplace Program Policy is provided to all individuals during enrollment or employment orientation.

Off-campus services regarding Drug and Alcohol abuse information and treatment, counseling, and mental health include:

- University of Utah Neuropsychiatric Institute: 1-800-446-2673
- The National Institute on Drug Abuse Hotline: 1-800-662-HELP
- The National Institute on Drug Abuse Workplace Helpline: 1-800-843-4971
- The National Clearinghouse for Alcohol and Drug Information: 1-301-468-2600

- Department of Education Regional Centers Drug-Free Schools and Communities (Southwest Region): 1-405-325- 1454

- In the event a sex offense should occur on campus, the accuser has the option to and should take the following steps:
- Report the offense to school administration in the administration office.
 - Preserve any evidence as may be necessary to prove criminal sexual assault.
 - Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
 - Report the crime to local law enforcement agencies.
 - Request a change in the academic situation if desired.
 - Contact an appropriate agency in the community for counseling or other services that may be needed.

On campus disciplinary action in cases of alleged sexual assault will be based on the findings by the law

enforcement agency investigation, the facts pertaining to the crime, and other related mitigating circumstances, provided that:

the accuser and the accused may have others present during the campus disciplinary proceedings;

both the accuser and the accused shall be informed of the outcome of such disciplinary proceedings.

Possible sanctions the school may impose following a final determination regarding rape, acquaintance rape or other forcible or nonforcible sex offense vary depending upon the final determination and could include termination.

To find a list of registered sex offenders who might be present on campus visit www.RegisteredOffendersList.org.

Anti-Harassment and Discrimination Policy

Cameo College of Essential Beauty is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all student and employees are required to take our mandatory Sexual Harassment and Prevention Training annually. This policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, Cameo College of Essential Beauty prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and Cameo College of Essential Beauty has jurisdiction over Title IX complaints.

Cameo College of Essential Beauty's anti-harassment policy applies to all persons involved in the operation of Cameo College of Essential Beauty, and prohibits unlawful harassment by any employee of Cameo College of Essential Beauty, as well as students, customers, vendors or anyone who does business with Cameo College of Essential Beauty. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom Cameo College of Essential Beauty does business engages in unlawful harassment or discrimination, Cameo College of Essential Beauty will take appropriate corrective action.

As part of Cameo College of Essential Beauty's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to Cameo College of Essential Beauty's community through publication, website, new employee orientation, student orientation, and other appropriate channels of communication. The school provides training to key staff members to enable Cameo College of Essential Beauty to handle any allegations of sexual harassment or sexual violence promptly and effectively. Cameo College of Essential Beauty will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Definitions

Sexual Harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

Sexual Violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

Dating Violence. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Domestic violence.

A felony or misdemeanor crime of violence committed.

By a current or former spouse or intimate partner of the victim.

By a person with whom the victim shares a child in common.

By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.

By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or

By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to

Fear for the person's safety or the safety of others; or

Suffer substantial emotional distress.

For the purposes of this definition.

Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Sexual Assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication). Sexual assault includes rape, fondling, incest, or statutory rape.

Consent is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Prohibited Conduct

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;

Submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or

It creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student's ability to participate or benefit from the student's education program.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually orientated "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

Harassment or Sexual Violence Complaint/Grievance Procedure

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, manager, Human Resources, or a Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employees, contract worker, student, vendor or other person who does business with the School is exempt from the prohibitions in this policy. Managers will refer all harassment complaints to a Title IX Coordinator for student-related complaints and to the Human Resources Department if the

complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

All complaints involving a student will be referred to one of the campus's Title IX Coordinator. The Title IX Coordinators are listed below and they have the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Brenda Scharman
124 East 5770 South
Murray, Utah 84107
801-747-5700 ex 703

brenda@cameocollege.com

Adriane Baxter
124 East 5770 South
Murray, Utah 84107
801-747-5700 ex 702

adriane@cameocollege.com

Rickie Mehl
124 East 5770 South
Murray, Utah 84107
801-747-5700 ex 709

rickie@cameocollege.com

The School ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how Cameo College of Essential Beauty's grievance procedures operate. Because complaints can also be filed with an employee's supervisor or Human Resources, these employees also receive training on Cameo College of Essential Beauty's grievance procedures and any other procedures used for investigating reports of sexual harassment.

Investigation of Complaints

In response to all complaints, Cameo College of Essential Beauty promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. Cameo College of Essential Beauty shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, Cameo College of Essential Beauty will weigh the student's request for confidentiality against the impact on campus safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

The preponderance of the evidence standard will apply to investigations, meaning Cameo College of Essential Beauty will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint.

During the investigation, Cameo College of Essential Beauty will provide interim measures, as necessary, to protect the safety and well-being of students and/or employees involved.

If Cameo College of Essential Beauty determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved. Any employee determined by Cameo College of Essential Beauty to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from Cameo College of Essential Beauty's disciplinary process. To the extent that an individual is not satisfied with Cameo College of Essential Beauty's

handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

Retaliation Prohibited

Cameo College of Essential Beauty will not retaliate against you for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify your instructor, Human Resources or a Title IX Coordinator.

Report Requirements

Victims of sexual misconduct should be aware that Cameo College of Essential Beauty administrators must issue timely warning for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. Cameo College of Essential Beauty will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. Cameo College of Essential Beauty reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Additional Information

Employees and students should contact Human Resources or a Title IX Coordinator for more information or any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at <http://www.hhs.gov/ocr/>.

Title IX Notice of Nondiscrimination

Cameo College of Essential Beauty does not discriminate on the basis of sex in its education programs or activities and is committed to ensuring an educational environment free of sexual harassment, including sexual violence, and to full compliance with Title IX of the Education Amendments Act of 1972 and other federal and state laws governing such conduct.

The following individuals have been designated as the Title IX Coordinators by Cameo College of Essential Beauty to handle inquiries regarding Cameo College of Essential Beauty Title IX policies, including receiving and responding to information about any incident of sex discrimination:

Brenda Scharman 124 East 5770 South Murray, Utah 84107 801-747-5700 ex 703 brenda@cameocollege.com	Adriane Baxter 124 East 5770 South Murray, Utah 84107 801-747-5700 ex 702 adriane@cameocollege.com	Rickie Mehl 124 East 5770 South Murray, Utah 84107 801-747-5700 ex 709 rickie@cameocollege.com
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Information regarding sexual discrimination, including sexual harassment or sexual violence, may also be reported by anyone to: U.S. Department, Office for Civil Rights by email at ocr@ed.gov or at the addresses provided at the following website:
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

“Sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- o submission to such conduct is made either explicitly or implicitly as a term or condition of an evaluation of a student's academic performance, term or condition of participation in student activities or in other events or activities sanctioned by Cameo College of Essential Beauty;
- o submission to or rejection of such conduct by an individual is used as the basis for academic decisions or other decisions about participation in student activities or other events or activities sanctioned by Cameo College of Essential Beauty; or
- o such conduct otherwise has the purpose or effect of threatening an individual's academic performance; or creating an intimidating, hostile or offensive educational environment.

Forms of sexual harassment include, but are not limited to, sexist remarks or behavior, constant offensive joking, sexual looks or advances, repeated requests for dates, unwelcome touching, promise of reward for sexual favors. Students, faculty or staff who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the Institute's obligation to investigate the incident and take appropriate steps if sexual harassment has occurred. Sexual violence includes, among other conduct, domestic violence, dating violence, sexual assault, and stalking.. These acts will not be tolerated at Cameo College of Essential Beauty as such acts are inappropriate and create an environment contrary to the goals and mission of Cameo College of Essential Beauty.

Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.

It is the responsibility of all persons within Cameo College of Essential Beauty community to work to ensure an educational environment free from sex discrimination. Violations of this policy may be grounds for disciplinary action under Cameo College of Essential Beauty policies and procedures [cross reference the procedures applicable to students and employees utilized by the School to investigate and discipline sexual discrimination (including sexual harassment and sexual violence) incidents].

All students and staff of Cameo College of Essential Beauty are expected to report incidents of sexual discrimination (including sexual harassment or sexual violence) to the Title IX Coordinator.

Education Programs to Promote Awareness of Domestic Violence, Dating Violence, Sexual Assault and Stalking.

Cameo College of Essential Beauty educates the incoming and current student and employee community about sexual violence, violence prevention and all relevant Cameo College of Essential Beauty policies and procedures during all orientations held for new and current students upon the onset of a class and once per calendar year thereafter. The Title IX Coordinator is responsible for training all Cameo College of Essential Beauty current students and employees about Cameo College of Essential Beauty policies regarding sexual violence and for conducting the new student and employee training. The new and current employee and student training sessions include:

- *A statement that Cameo College of Essential Beauty prohibits crimes of dating violence, domestic violence, sexual assault and stalking;*
- *The definitions of those crimes under federal and state law;*

- *The definition of consent, in reference to sexual activity, if available under state law;*
- *A description of safe and positive options for bystander intervention;*
- *Information on risk reduction;*
- *Information contained Cameo College of Essential Beauty policies and procedures related to preventing, reporting and responding to sexual offenses, including disciplinary procedures and victim rights; and*
- *A description of Cameo College of Essential Beauty ongoing prevention and awareness campaigns for students and employees.*

Sanctions and Protective Measures.

Following a final determination of Cameo College of Essential Beauty institutional disciplinary proceeding regarding domestic violence, dating violence, sexual assault or stalking, Cameo College of Essential Beauty may impose the following sanctions on the perpetrator and protective measures for the complainant:

1. Sanctions

Sanctions that may be imposed by Cameo College of Essential Beauty include, but are not limited to:

- written warning;
- mandatory counseling;
- mandatory education and training;
- no contact orders;
- changes in academic, working or living arrangements;
- revocation of certain campus privileges;
- suspension or
- expulsion.

Cameo College of Essential Beauty has flexibility in the type and range of sanctions to impose on the perpetrator depending on the severity of the incident, but has a process in place to ensure that sanctions imposed are consistent with sanctions imposed in past incidents of similar conduct and are not imposed unequally based on gender or gender identity.

2. Protective Measures

Protective measures that the school may utilize to protect the complainant include, but are not limited to:

- an order of protection, a no contact order, restraining order or similar lawful order from the institution;
- changes to transportation, working, academic and/or living situations;
- providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred;
- providing an escort to ensure that the complainant can move safely between classes and activities;
- ensuring the complainant and perpetrator do not share classes or extracurricular activities;
- providing comprehensive, holistic victim services including medical, counseling and academic support services, such as tutoring; or
- arranging for the complainant to have extra time to complete or re-take a class or withdraw

from a class without an academic or financial penalty.

When determining what protective measures to establish, Cameo College of Essential Beauty will consider a number of factors including the specific needs and requests expressed by the complainant; the age of the students involved; the severity or pervasiveness of the conduct; any continuing effects on the complainant; whether the complainant and alleged perpetrator share the same residence hall, dining hall, class, transportation, or job location; and whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

Sexual Violence: Victim Procedures

If you are victim of sexual violence, including sexual violence, dating violence, domestic violence or stalking, your first priority should be to get to a place of safety. You should then obtain any necessary medical treatment. Information about the alleged offense should be provided to the Institute's Title IX Coordinator as soon as possible. Time is a critical factor for evidence collection and preservation.

Cameo College of Essential Beauty strongly advocates that a victim of sexual violence report the incident to police in a timely manner and, if requested to do so by the victim, Administration and/or Title IX coordinator will assist the victim in contacting the police. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. The victim has the right at all times to decline to notify police of the incident.

Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution or establishing a no contact order, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.
- When a victim contacts the Police Department, the local Police Sex Crimes Unit will be notified as well. The victim may choose for the investigation to be pursued through the criminal justice system. The Title IX Coordinator will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available through the Rape and Sexual Abuse Center and the Victim Intervention Program of the local Police Department.

Procedures for disciplinary action in cases of sexual violence.

Cameo College of Essential Beauty Title IX Coordinator has primary responsibility for receiving, evaluating and investigating allegations of sexual violence, including alleged domestic violence, dating violence, sexual assault and stalking. The Title IX Coordinator is responsible for informing the School Director and the Campus Security Authority within 24 hours after receiving a sexual violence report for purposes of maintaining accurate Clery Act crime statistics.

The Title IX Coordinator has primary responsibility for ensuring that any disciplinary proceeding involving an allegation of sexual violence is conducted promptly, fairly and impartially and in accordance with these and other related institutional procedures.

Once the Title IX Coordinator receives a report of sexual violence, the following steps will be followed:

1. The Title IX Coordinator will immediately assess whether the information in the report warrants a timely warning and, if so, will contact the president immediately to execute that procedure in accordance with the institution's timely warning procedures. The Title IX Coordinator will immediately inform the victim of his/her right to "interim measures" during the pendency of an investigation of the alleged sexual violence, including obtaining an order of protection, a no contact order, restraining order or similar lawful order from the police or the institution; Cameo College of Essential Beauty's obligation to protect the identity of the victim in any Clery Act report or in other publicly available recordkeeping and to keep any interim measures provided to the victim confidential to the extent maintaining such confidentiality would not impair the ability of the institution to provide the accommodation or protective measure.
2. The Title IX Coordinator will, within 24 hours of receipt of the report, provide the individual making the report of an alleged sex offense with:
 - A. A copy of these procedures;
 - B. Information on counseling, health, mental health, victim advocacy, legal assistance services, immigration assistance, student financial aid and any other services available to the victim at Cameo College of Essential Beauty or in the community;
 - C. Information on the victim's right to report the incident to local police and the fact that Cameo College of Essential Beauty's institutional investigation and disciplinary procedure and criminal proceeding may occur simultaneously; and
 - D. Options to facilitate changes to transportation, working, academic and/or living situations, or additional protective measures, if requested, while the investigation is pending, even if the victim chooses not to report the crime to police.
3. The Title IX Coordinator will investigate the incident by interviewing: the individual filing the report, the accused, Cameo College of Essential Beauty employees, witnesses and others as necessary to gather facts about the alleged incident. The Title IX Coordinator may be assisted by other employees after determining that such employees do not have a conflict of interest and have received training in Title IX and VAWA.
4. The Title IX Coordinator will ensure that all individuals involved in the disciplinary procedure apply a "preponderance of the evidence" standard when evaluating sexual violence reports. Cameo College of Essential Beauty does not provide for a formal hearing process but both parties may be assisted by a support person of choice, including an attorney.
5. In all cases, the Title IX Coordinator will maintain regular communications with both the accuser and accused and provide both parties with equal opportunity to provide information, witness statements, evidence, and other information that may be necessary for Cameo College of Essential Beauty to fully evaluate the alleged offense.
6. The Title IX Coordinator will, barring extenuating circumstance, complete the investigation and make a determination regarding any necessary discipline of accused and remedies to accuser within 60 days of the date that the report is first received by the Title IX Coordinator.
7. The Title IX Coordinator will inform both parties of its final determination. Cameo College of Essential Beauty does not provide for an appeal of final determinations.
8. The sanctions that may be imposed by Cameo College of Essential Beauty following a

determination that dating violence, domestic violence, sexual assault or stalking occurred include, but are not limited to, counseling, education, changes in academic or living arrangements, no contact orders, suspension or expulsion of a student or termination of employment.

9. Both the accuser and accused shall be simultaneously informed in writing of:
 - A . The outcome of any disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault or stalking,
 - B. The institution's procedures for the accused and victim to appeal the results of the institutional disciplinary proceeding (if any such appeal rights become available),
 - C. Any change to the results that occurs prior to the time that such results become final; and
 - A. When such results become final.

The Title IX Coordinator will determine if the incident is indicative of systemic issue related to the sexual violence and, if so, work with Cameo College of Essential Beauty employees, including the Campus Security Authority and School Director, to recommend changes to Cameo College of Essential Beauty policies, procedures or training to prevent re-occurrence.

Cameo College of Essential Beauty requires the Title IX Coordinator and all employees involved in the investigation and disciplinary process to receive training at least annually on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Protection of Confidentiality of Victim of Sexual Violence.

There are no pastoral or professional counselors on campus. Confidential crisis, mental health and victim resource hotline numbers are posted on campus as well as listed in the Student Catalog should students need to contact these agencies. Victims of sexual violence reported to the Title IX Coordinator will be provided with information regarding local rape crisis centers and other counseling services.

Reports about sexual violence or other crimes to Cameo College of Essential Beauty Title IX Coordinator may be provided informally and in confidence to the Title IX Coordinator who will make every attempt to maintain privacy of the information in accordance with your request and Family Educational Rights and Privacy Act of 1974 (FERPA) regulations unless Cameo College of Essential Beauty is under an obligation to disclose your identity to protect the safety of others. You will be informed if Cameo College of Essential Beauty cannot maintain the requested confidentiality of the information.

Cameo College of Essential Beauty strongly encourages persons who are victims of sexual violence who do not want to report the incident to policy or file a complaint using Cameo College of Essential Beauty institutional procedures to report the incident to the Title IX Coordinator voluntarily and on a confidential basis solely to permit the inclusion of that information in Cameo College of Essential Beauty annual crime statistics. With such information, Cameo College of Essential Beauty can keep an accurate record of the number of similar incidents, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Cameo College of Essential Beauty will make best efforts to maintain the privacy of that information and to comply with FERPA.

Cameo College of Essential Beauty is required to, and will, keep the identity of victims of sexual violence

private in any public report of Clery Act crimes. Reporting to the institution will also enable the victim to receive protective measures. At the victim's request, Cameo College of Essential Beauty will maintain as confidential any protective measures provided to the victim, to the extent that making such information confidential does not impair the ability of the institution to provide those protective measures. The victim will be informed by the institution if providing a protective measure may reveal the identity of the victim.

Cameo College of Essential Beauty encourages reporting of sexual violence to the police. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Victim Support Services.

- Once the Title IX Coordinator receives a report of sexual violence, the Title IX Coordinator will provide the individual making the report with written information regarding existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims, both on campus and in the community.

Interim Measures.

Within 24 hours of a Title IX Coordinator receiving a report of sexual violence, the Title IX Coordinator will provide written notification to the victim about options for, and available assistance in, changing academic, living, transportation, and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

Title IX Crisis Resource List

Rape Recovery Center

2035 South 1300 East Salt
Lake City, UT 84105 Office:
(801) 467-7282
Fax: (801) 467-7280
Crisis Line: (801) 467-7273
TTY: (801)746-551

Outreach and Sexual Assault Services Office

1433 East 840 North
Orem, UT 84097
Business Phone: 801-227-5038
Fax: 801-227-5040
24 Hour Hotline: 801-356-2511

University of Utah Women's Resource Center

200 S. Central Campus Drive, Rm 411 Salt Lake
City, Utah
84112
801.581.8030

Utah Coalition Against Sexual Assault

284 W. 400 N.
Salt Lake City, Utah 84103
801.746.0404

Other Resources:

Utah Domestic Violence Link Line 1.800.897.5465
Rape and Sexual Assault Crisis and Information Line 1.888.421.1100
Other Resources:
State Domestic Violence Info Line: 1-800-897-5465
Family Justice Center: 801-236-3370
YWCA: 801-537-8600
South Valley Sanctuary: 801-255-1095

Sexual Assault 24 Hour Hotline: 801-356-2511 or 1-888-421-1100

Student Grievance Policy/Procedure

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

APPLICATION FORM

DATE: _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DATE OF BIRTH: _____ SOCIAL SEC.#: _____

TELEPHONE (Home) (____) _____ (Work) (____) _____

MALE____ FEMALE____ SINGLE____ MARRIED____ DIV____

ARE YOU A HIGHSCHOOL GRADUATE OR EQUIVALENT? YES____NO____

If no, an ATB entrance exam is required. Exams are \$100.00 and are given prior to enrollment, please call if exam is needed.

IF YES, WHAT YEAR DID YOU GRADUATE? _____

NAME OF HIGHSCHOOL: _____

LIST ANY PREVIOUS COLLEGE/PROPRIETARY SCHOOLING ATTENDED AFTER

HIGHSCHOOL _____

COURSE OF INTEREST: (Check One)

- Cosmetology/Barbering____
- Hair Design____
- Electrology____
- Nail Technology____
- Esthetics (Basic Level 1)____
- Master Esthetics (Level 2)____
- Master Esthetics (Full)____
- Nail Technology____

DATE OF CLASS YOU WISH TO BEGIN: _____

INDICATE SCHEDULE

WERE YOU REFERRED BY ANYONE? _____

I would like to enroll in Cameo College of Essential Beauty of Essential Beauty. I have enclosed required fees, and a recent photo. I have read and understand the refund policy of all monies paid.

Please note: If you are taking a course exceeding 149 hours of training, **photo copy** of your driver's license or birth certificate, **photo copy** of High school Diploma, Transcripts or Equivalent, along with your fees, and recent photo are required at time of registration. If you do not have a High school Diploma or equivalent an entrance exam (ATB) will be given.

Students Signature _____

Date _____

MAIL OR DELIVER IN PERSON TO :

CAMEO COLLEGE OF ESSENTIAL BEAUTY
124 East 5770 South
Murray, Utah 84107

2018 CLASS START DATES

<u>Cosmetology/Barbering</u>	<u>Hair Design</u>	<u>Master Esthetics (Full), Esthetics (Basic-Level 1), Master Esthetics (Level 2)</u>	<u>Nail Technology</u>	<u>Electrology</u>	<u>Permanent Cosmetics</u>
January 9 th February 13 th March 6 th April 3 rd May 1 st June 5 th July 10 th August 7 th September 4 th October 2 nd November 6 th		January 9 th February 13 th March 6 th April 3 rd May 1 st June 5 th July 10 th August 7 th September 4 th October 2 nd November 6 th	January 9 th February 13 th March 6 th April 3 rd May 1 st June 5 th July 10 th August 7 th September 4 th October 2 nd November 6 th	January 9 th February 13 th March 6 th April 3 rd May 1 st June 5 th July 10 th August 7 th September 4 th October 2 nd November 6 th	January 16 th February 20 th March 10 th April 17 th May 15 th June 19 th July TBD August 21 st September 18 th October 16 th November 27 th

Classes are subject to change depending on enrollment need

2019 CLASS START DATES

<u>Cosmetology/Barbering</u>	<u>Hair Design</u>	<u>Master Esthetics (Full), Esthetics (Basic-Level 1), Master Esthetics (Level 2)</u>	<u>Nail Technology</u>	<u>Electrology</u>	<u>Permanent Cosmetics</u>
January 8th February 5th March 5th April 2nd May 14th June 4th July 9th August 7th September 3rd October 1st November 5th		January 8 th February 5 th March 5 th April 2 nd May 14 th June 4 th July 9 th August 7 th September 3 rd October 1 st November 5 th	January 8th February 5th March 5th April 2nd May 14th June 4th July 9th August 7th September 3rd October 1st November 5th	January 8th February 5th March 5 th April 2nd May 14th June 4th July 9 th August 7th September 3rd October 1st November 5th	January 15th February 19th March 19th April 16th May 21st June 18th July 16th August 20th September 17th October 15th November 19th

2018 School Closure

February 6, 2018 Strategic Planning--All Day
February 7, 2018 Strategic Planning--All Day
July 4, 2018 Independence Day--All Day
July 24, 2018 Pioneer Day--All Day
October 31, 2018 Halloween--@ 5:00 PM
November 21, 2018 Thanksgiving Break - @5:00 PM
November 22, 2018 Thanksgiving--All Day
November 23, 2018 Thanksgiving Break--All Day
December 25, 2018 Christmas Day--All Day
December 26, 2018 Christmas Break--All Day

2019 School Closure

January 1st, 2019 New Year's Day
January 29th & 30th Strategic Planning - All Day
July 4, 2019 Independence Day-- All Day
July 24, 2019 Pioneer Day--All Day
October 31, 2019 Halloween--@ 5:00 PM
November 27, 2019 Thanksgiving Break- @5:00
November 28, 2019 Thanksgiving--All Day
November 29, 2019 Thanksgiving Break--All Day
December 24, 2019 Christmas Eve--All Day
December 25, 2019 Christmas Day--All Day
December 26, 2019 Christmas Break--All Day
December 31, 2019 New Year's Eve 3:00 PM

2020 School Closure

January 1st, 2020 New Year's Day

January 29th & 30th Strategic Planning – All Day

July 4, 2020 Independence Day– All Day

July 24, 2020 Pioneer Day–All Day

November 25, 2020 Thanksgiving Break- @5:00

November 26, 2020 Thanksgiving–All Day

November 27, 2020 Thanksgiving Break–All Day

December 24, 2020 Christmas Eve–All Day

December 25, 2020 Christmas Day-All Day

December 26, 2020 Christmas Break-All Day

December 31, 2020 New Year's Eve 3:00 PM

