Estelle Skin Care and Spa Institute © 2026

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Skokie IL 60077
(847) 329-9174
www.estelle.edu

Course Catalogue

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Table of Contents

Estelle Skin Care and Spa Institute heretofore may be referred to as ESCSI

General Information

About Estelle Skin Care and Spa Institute Page 5
ESCSI Mission Statement Page 5
Programs of Study Page 5
School Start Dates Page 5
Employment Prospects upon Graduation Page 6
Continue Education Page 6
School Location, Facilities, and Equipment Page 6
Ownership and Legal Control Page 6
Administrative Faculty Page 6
Staff Page 6
Accreditation Page 6
Approvals Page 6
School Calendar for the Upcoming Academic year Page 7
School Closure Statement Page 7
Physical and Safety Demands Page 7
Licensure Requirements Page 7

Admissions

Admissions Policy Page 7
Transfer of Credits to Estelle Skin Care and Spa Institute from Other Institutions Page 8
Tuition and Fees for Transfer Students from other Institutions Page 8
Transfer of Credits from Estelle Skin Care and Spa Institute Page 8
Definitions of “Student” by ESCSI Page 9
Equal Opportunity Statement Page 9
Statement of Recruitment Ethics Page 9
International Student Information Page 9
Credit for Previous Education and Training for Veterans Affairs Page 8
Credit to Clock Hour Conversion Page 9
Requirements for Graduation Page 9
Requirements for Graduation for Veterans Affairs Page 9
Diploma Awarded Upon Graduation Page 10
Obtaining an ESCSI Transcript Page 10
Access and Release of Student Record Policy Page 10
Student Records for Veterans Affairs Page 10
Notice of Student Rights Under FERPA Page 10

Academics

Grading Procedure Page 12
Grading System and Grading Scale Page 13
Exam Make Up Policies Page 11
Theory Exams Page 11
Practical Exams Page 11
Exam Retake Page 11
Evaluation System Page 12
Non-Association Statement Page 12
Courses Offered Page 12
Esthetics Program Page 12
Program Description Page 12
Course Descriptions Page 12
Esthetics Teacher Program Page 13
Program Description Page 13
Breakdown of Hours Page 13
Course Descriptions Page 13

Attendance

Policy Page 15
Tardiness Policy Page 15
Approved Late Arrival and Early Departure Page 15
Attendance Standard Page 15
Attendance for Veterans Affairs Page 16

Withdrawal and Readmission

Withdrawal General Page 16
Withdrawal due to Poor Attendance Page 16
Readmission Page 8
Re-Enrollment of Armed Force Members Page 8
Leave of Absence Page 16
Program Acceleration and Financial Aid Repercussions Page 17

Satisfactory Academic Progress Policy (SAP)

Standards of Satisfactory Academic Progress Page 18
Determination of Progress Page 18
Grading System and Grading Scale Page 18
Official SAP Measurement Timeframes Page 19
Evaluation Periods Page 19
Maintaining SAP Page 19
Warning Page 19
SAP Related to Transfers Page 19
SAP Related to Re-enrollment Page 19
Course Incompletes, Repetitions, Non-Credit Remedial Courses, Non-Punitive Grades Page 20
Incomplete Grades Page 20
Course Repeats Page 20
Course Withdrawals Page 20
Remedial Courses Page 20
Clinic Objectives Page 22
Reinstatement Page 20
Leave of Absence/ Temporary Interruptions Page 20
Minimum Standards Page 21
Cumulative Grade Point Average Page 20
Maximum Program Length Page 21
Financial Aid Warning Page 19
Appeal Page 19
Probation Page 19
Make-up Policy Page 22
Veterans Satisfactory Academic Progress Policy and Probation and Conditions for Reentrance Page 21
Reinstatement for Veterans Affairs Page 21

Financing

Payment Options Page 22
Late Graduation Charges Page 22
Employer Reimbursement Page 22
Veteran’s Benefits Page 22
Financial Aid (available to those who qualify) Page 22
Financial Aid Eligibility Page 23
Financial Aid Disclaimer Page 23
Federal Aid Programs Page 23
Federal Pell Grant Page 23
Federal Direct Loan Programs Page 23
Federal Direct PLUS Loan Page 23
Loan Counseling and Additional Requirements (Entrance/Exit Counseling) Page 23
Loan Repayment Requirements Page 24
Additional Financial Assistance Page 24

Continued Eligibility Page 24
Renewal of FAFSA Application Page 24
Award Year/Academic Year Page 24
Payment of Awards Page 25
Verification Page 25
Fraud Page 25
Suspension of Aid Page 25
Reinstatement of Aid Page 25
Return of Title IV Funds Policy Page 26
Scholarships Page 27

Refund, Cancelation and Withdrawal Policy
Buyer's Right to Cancel Page 27
Refund Policy for Veterans Affairs Page 28

Student Services
Housing Page 29
Academic Advising Page 29
Orientation Page 29
Job Placement and Career Services Page 29

Student Conduct, Rules and Regulations
Crime Prevention Statistics and Security Page 29
Maintaining a Safe Environment Page 29
Student Safety and Behavior Responsibility Page 29
Reporting of Incidents and Wrong Doing Page 29
Evacuation Procedure Page 30
Controlled Substance Use/Abuse Page 30
Theft and Property Damage Page 30
Proper Use of Time Clock Machine and Penalties for Misuse Page 30
Dress Code Page 30
Pregnancy Page 30
Personal Hygiene Standards Page 30
Infections Conditions Policy Page 30
Code of Conduct Page 31
Conduct Guidelines Page 31
Termination Policy Page 32
Disciplinary Action and Termination Page 32
Title IX Notice of Nondiscrimination Page 32
Sexual Harassment Policy and Grievance Procedure Page 32

Grievance Procedures
Procedure Page 33
Formal Complaint Process Page 33
Veterans' Complaints Page 33

Programs, Tuition, Payment Options
Payment Options Page 34
Monthly Payment Plan Option Page 34
Important Information Regarding your Tuition Payments Page 35
Veterans Affairs Pending Payment Compliance Page 35

GENERAL INFORMATION

About Estelle Skin Care and Spa Institute

Estelle Skin Care and Spa Institute has been in business for two decades. Estelle Skin Care and Spa Institute (ESCSI) strives to help our graduates become competent and successful estheticians. Our goal is to provide our students with a comprehensive education to prepare our graduates for gainful employment in the field of skin care.

ESCSI Mission Statement

Estelle Skin Care and Spa Institute is dedicated to providing career-focused training through excellence in education and the personal and professional development of our students, so that graduates may find gainful employment. ESCSI is committed to staying on top of the changes and trends in beauty industry, and offers instruction in various modalities to ensure that graduates have a wide range of occupational skills, techniques and knowledge with which to begin their careers.

Programs of Study **(Courses taught in English)**

Estelle Skin Care and Spa Institute offers the following courses upon completion of which graduates are awarded a diploma and will qualify for the state licensure examination:

- **Esthetics: 750 clock hours**

The esthetics training provided is meant to prepare students for entry-level work as licensed estheticians, providing skin care, facials, hair removal and makeup services within the Illinois esthetics scope of practice, in spas, salons, medical settings and other facilities that utilize the skills of an esthetician.

- **Esthetics Teacher: 750 clock hours**

The esthetics teacher training prepares graduates for entry-level employment as esthetics educators in various educational institutions offering the esthetics program

2026 School Start Dates to Date:

Esthetics Program:

- ESCSI has at least two start dates per each season: Winter, Spring, Summer, Fall
- During a busy season, an extra start date can be added.
- **CODE: M = Morning; E = Evening; and W= Weekend**

ESCSI 2026 START DATES				
Winter 2026 Class Dates				
Group	**Start date**	**End date**	**Hrs/per wk**	**Wks to complete**
Jan26M: M-F morn	1/14/2026	7/24/2026	27.5	27.5
Feb26E: M-F eve	2/9/2026	10/30/2026	20	37.5
Feb26W: Sa & Su, M eve	3/7/2026	1/24/2027	18	41.6
Spring 2026 Class Dates				
Group	**Start date**	**End date**	**Hrs/per wk**	**Wks to complete**
Apr26M: M-F morn	4/21/2026	10/30/2026	27.5	27.5
Fall 2026 Class Dates				
Group	**Start date**	**End date**	**Hrs/per wk**	**Wks to complete**
Sept26M: M-F morn	9/1/2026	3/29/2027	27.5	27.5
Sept26W: Sa & Su, M eve	9/12/2026	7/25/2027	18	41.6
Sept26E: M-F eve	9/15/2026	6/22/2027	20	37.5

Esthetics Teacher Program:

- ESCSI offers at least 2 start dates per season based on space availability and interest.
- Please contact ESCSI admission department for our next available school start date and requirements.

Employment Prospects upon Graduation

The beauty industry is one of the fastest growing industries today. Our graduates have many career opportunities, including, but not limited to, working in medical facilities, salons, health spas, hotels and cruise ships. Estelle Skin Care and Spa Institute will provide you with a solid foundation of esthetics from which you can create your future. However, Estelle Skin Care and Spa Institute (ESCSI) does not guarantee employment.

Continue Education

Estelle Skin Care and Spa Institute is a licensed continue education provider. As the beauty industry constantly changes, continue education is required in order to maintain licensure. Estelle Skin Care and Spa Institute is dedicated to helping our graduates stay on top of the industry demands and requirements. Please contact ESCSI for a list of all continuing education courses.

School Location, Facilities, and Equipment

Estelle Skin Care and Spa Institute is located at 10024 Skokie Blvd, Suite 301, Skokie, IL 60077,
Telephone (847) 329-9174, website: **www.estelle.edu**

ESCSI provides student with a modern and spacious facility highly conducive to learning. The facilities contain spacious classrooms with a TV, and white boards appropriately situated in the classrooms.
The ESCSI clinical laboratory classrooms contain various modern machines and equipment to help student develop their skills. Various rooms are specially set up to resemble a spa setting. There are also lockers and a student break area.

The facility also contains a library for student access with various DVDs and educational materials.

The building has a large parking space. ESCSI does not own the parking lot, and is not responsible for any damage to the students' vehicle while it's parked in the lot. ESCSI is not responsible for any lost car keys.

Ownership and Legal Control

Estelle Skin Care and Spa Institute is a private company incorporated in Cook County, Illinois. The principal and controlling shareholder is Rozalia Vologin, who serves as Chairman of the Board and the director of the School**.**

Administrative Faculty

Estelle Skin Care and Spa Institute employs a number of highly qualified staff and faculty members in order to assists student in the education endeavors and insure the smooth operation of Estelle Skin Care and Spa Institute.

Administrative Staff and Faculty

School Director: Rozalia Vologin
Financial Services Advisor: Matthew Tran, Justin Carreon
Admissions Assistant: Debra De Blasio
Academic Affairs Personnel: Justin Carreon
International Student Advisor: Stella Frenkel
Instructors:

- Rozalia Vologin
  - Esthetics, Illinois Cosmetology Teacher License #: 012.006181, 24 years teaching
- Iryna Nazar
  - Esthetics, Illinois Esthetics Teacher License #: 132.000548, 2 years teaching
- Muna William
  - Esthetics, Illinois Esthetics Teacher License #: 132.000185, 15 years teaching
- Zubaida Sultana
  - Esthetics, Illinois Cosmetology Teacher License #: 012.007158, 15 years teaching, Salon owner 23 years
- Gregory Johnson
  - Esthetics, Illinois Esthetics Teacher License #: 132.000294, 21 years teaching
- Ramune Fotiev
  - Esthetics, Illinois Esthetics Teacher License #: 132.000400, 2 years teaching

Accreditation

Estelle Skin Care and Spa Institute is accredited by National Accrediting Commission of Career Arts and Sciences (NACCAS), 3015 Colvin St., Alexandria, VA 22314, (703) 600-7600. NACCAS is recognized by the United States Department of Education as a national accrediting agency.

Approval

Illinois Department of Professional Regulation, 320 West Washington St., Springfield, IL, 62786, (217)785-0800. Estelle Skin Care and Spa Institute is licensed to operate as a private vocational school.

School Calendar for the Upcoming Academic Year

Days the school is closed: Christmas (24th and 25th), New Year's Eve and New Year's Day, Good Friday, Easter, Memorial Day, Independence Day, Labor Day, Yom Kippur, Thanksgiving Day. The Holiday Schedule is subject to change. The most updated holiday schedule is posted on the bulletin boards and also given to students. All changes are announced.

School Closure Statement

In case of inclement weather ESCSI may close if government offices or city colleges are closed. This information is broadcast on major radio stations such as AM 720 and 780 or can be found at www.emergencyclosings.com. The school personnel may also choose to open late or close the school early in this situation.

Physical and Safety Demands

Occupational opportunities are both excellent and widespread for professionals in the beauty industry.
The Physical Demands in the beauty industry include: the use hands to handle objects, repeat the same movements, stand for long periods of time, bend or twist body, speak to listeners, see details of objects that are less than a few feet away, hold the arm and hand in one position or hold the hand steady while moving the arm, see differences between colors, shades, and brightness, use muscles for extended periods without getting tired.

Safety Demands: the state rules and regulations set specific standards for each profession. All standards are developed to protect the general health and well-being of the public. It is the duty of each person in the profession to adhere to the state laws and standards and keep informed regarding any changes.

Licensure Requirements

The Esthetics program (750 clock hours) and the Esthetics Teacher program (750 clock hours) meet the educational requirements for licensure in Illinois as an esthetician and as an esthetics teacher under 225 ILCS 410/3A-2 and 3A-3. Illinois applicants must also meet the age and education requirements of those sections and pass the examination authorized by the Illinois Department of Financial and Professional Regulation (IDFPR). Applications for an original license filed on or after January 1, 2026 must include proof of an IDFPR-approved course in abnormal skin growth education. ESCSI has determined that its programs meet the educational requirements for licensure in Illinois. ESCSI has not made a determination for any other state. A student who is located outside Illinois, or who intends to work in another state, is notified of this in writing before signing an enrollment agreement and should contact that state's licensing agency for its requirements.

- ❖ Please note: International Students may not always qualify to take the licensure examination in the United States, please contact the school's international student advisor as well as the state department prior to enrolling as a student.

ADMISSIONS

Admissions Policy

Non-Discrimination Statement: The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study.

Candidates for enrollment in Estelle Skin Care and Spa Institute must:

- Be at least 16 years of age
- Be high school graduates, and possess a high school diploma or final transcript noting the graduation date or the recognized equivalent or a diploma or transcript from a University showing completion of at least of two years of schooling toward a bachelor's degree (associate's degree completion is also acceptable).
  - Equivalents to a high school diploma:
    - A G.E.D;
    - An academic transcript of a student who successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree (associate's degree completion is also acceptable)

Should an enrolling student provide a foreign high school diploma, the student must obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from a qualified outside agency.

Esthetics Instructor applicants must meet all of the above requirements and:

- Hold a current license as a practitioner in the field they wish to teach

Estelle Skin Care and Spa Institute does not accept:

- Home-schooled students
- Ability-to-benefit students
- Training agreement students

NOTE: Students who are accepted for enrollment will be required to sign the Enrollment Agreement, which outlines the details and obligations of the student and the School, and acknowledges the applicant's' understanding of the contents of the School's Catalog and pay a Registration Fee. If the school incurs the cost of an equivalency evaluation of a foreign diploma, the Foreign Evaluation fee is $115.00

Transfer of Credits to Estelle Skin Care and Spa Institute from Other Institutions

- Estelle Skin Care and Spa Institute will consider transfer of credits for completed coursework from other institutions if substantiated with an official transcript that contains hours completed and courses learned.
- Transfer credit is provided only for related education at an accredited Cosmetology or Esthetics program.

For transfer credit to be eligible:

- Students must have successfully completed the coursework within the past three years
- Student must have earned at least a grade of "C" (76 or higher) in each course being transferred
- Coursework completed must be equivalent to Estelle Skin Care and Spa Institute program coursework The school director has final authority in determining coursework equivalency.

Tuition and Fees for Transfer Students from Other Institutions

- Charges for approved transfers will be based on the number of hours/credits transferred
- Standard registration fee and supply/lab/book fees will apply

Transfer of Credits from the Estelle Skin Care and Spa Institute

- Acceptance depends solely on the receiving institution
- Estelle Skin Care and Spa Institute provides official transcripts to current and former students as described under "Obtaining an ESCSI Transcript" in this catalog.

Credit for Previous Education and Training for Veterans Affairs

Credit for previous work experience may be granted. Such a grant of credit is at the discretion of Estelle Skin Care and Spa Institute. This credit will shorten the length and cost of the program proportionately.

Readmission

A student who has withdrawn or was terminated from a program before completion and is interested in returning must apply for readmission. Students may be re-admitted into the same program within 12 months of their last date of attendance. After 12 months they must apply as a new student.

Please note:

- Readmission is not guaranteed and readmission decisions are final.
- Students who have not fulfilled their financial obligation at the time of withdrawal will not be considered for readmission unless all tuition owed has been paid off. If a student's account was sent to a collection agency, the student will not be considered for readmission.
- If tuition has increased following the withdrawal of the student, a new enrollment agreement with the updated tuition cost must be signed.
- Tuition payments made prior to withdrawal will not be transferred over if the student re-enrolls.
- A fee of $100.00 may be charged for readmission.
- If readmitted, the student's satisfactory progress status will be the same as it was upon leaving the School.
- It may take up to 120 days for a decision to be made regarding re-admittance. Actual start dates for re-enrolling students are determined as space is available in addition to all conditions listed above.

Re-Enrollment for Armed Forces Members

Estelle Skin Care and Spa Institute complies with the following in regard to Uniformed Service Members; whether voluntary or involuntary, in the Armed Forces, including service by a member of the National Guard or Reserve, on active duty for training, or full-time National Guard Duty under Federal authority, for a period of more than thirty (30) consecutive days under a call or order to active duty of more than thirty (30) consecutive days:

Re-admit returning Service Member with the same academic status:

- In the next available class within the same program they were enrolled in prior to service.
- With the same number of completed clock hours
- With the same SAP standing

- Estelle Skin Care and Spa Institute will make reasonable efforts (efforts not causing undue hardship to the school) to help returning Service Members prepare to resume or complete a program at no extra cost to the student.
- Student is entitled to readmission if:

- They give a written notice of the service
- The cumulative length of absence and all previous absences for service is less than or equal to five (5) years.
- They give a written official notice to return immediately upon return from service
- If a period of recovery from any injuries is needed, that period should be addressed in the notice to return.

- Student must provide documentation to establish that:
  - Student has not exceeded limitation on the cumulative length of absence
  - Student's eligibility for readmission has not been terminated including but not limited to a Certificate of Release or Discharge from Active Duty.

Definitions of "Student" by ESCSI

A person is only considered a "student" once they have attend the first day of class, before attending the first day of class the person is not considered an "eligible student" but a "prospective".

Equal Opportunity Statement

Estelle Skin Care and Spa Institute is an equal opportunity educational institution and employer. Students, faculty and staff members are selected without regard to their race, age, color, creed, sex, religion, ethnic origin or national origin, consistent with the Assurance of Compliance with Title VI of the Civil Rights Act of 1964, and Executive Order 11246 as issued and amended. Estelle Skin Care and Spa Institute does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of its programs and activities, as specified by federal laws and regulations within Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. ESCSI does not discriminate on the basis of sex, including pregnancy and related conditions, in its education programs or activities, as required by Title IX of the Education Amendments of 1972; see the Title IX Notice of Nondiscrimination in this catalog.

Statement of Recruitment Ethics

Estelle Skin Care and Spa Institute does not recruit students who are already attending or admitted to another esthetics school or program.

International Student Information

- This schools is authorized under Federal law to enroll nonimmigrant alien students.
- All interested students will be required to contact the International Student Advisor for a list of materials to submit in order to qualify for acceptance to the school
- All international students will also be required to submit a non-refundable USD administrative fee of $100.00 for I-20 processing. Please contact the international student department for fees and requirements for international students.

Credit-to-Clock Hour Conversion

The credit hour to clock hour conversion is based on state law, federal law or on a 37.5 to 1 conversion rate for semester credit for financial aid credit, whichever is less.

Requirements for Graduation

Estelle Skin Care & Spa Institute students will qualify to graduate when they meet the program requirements. Graduates will receive the appropriate Diploma if the following requirements have been met:

1. All contracted hours have been completed with a 67% minimum attendance requirement.
2. A minimum grade of 76% has been earned in all coursework and all exams have been completed with a passing grade.
3. All financial obligations due the School have been satisfied and tuition has been paid in full. A balance owed does not prevent a student from receiving an official transcript of the hours for which charges have been paid, as described under "Obtaining an ESCSI Transcript".

Please note: graduation occurs at the final meeting to pick up transcript. The meeting to pick up the transcript usually occurs at least 2-3 weeks after meeting with the academic affairs to complete the student file and after the student file has been deemed completed as well as all requirements have been met fully

Requirements for Graduation for Veterans Affairs

A student will graduate upon successful completion of each module on their program of education. Successful completion requires a passing grade of 76% in each module of stud, and 80% attendance rate in each course of study, and completion of each course of study within the specified time period for the program. Upon successful completion of the program a student will receive a certificate of completion from the Estelle Skin Care and Spa Institute.

Diploma Awarded Upon Graduation

When all requirements for graduation are successfully completed, and all financial obligations have been met, Estelle Skin Care & Spa Institute's graduates will be awarded a "Diploma" in their program of study.

Obtaining an ESCSI Transcript

ESCSI retains student transcripts as State and Federal law require. ESCSI provides every current and former student with an official transcript of all clock hours completed for which tuition, fees and other charges have been paid, with the grades earned, even if the student owes the school a balance. The first transcript is free; each additional transcript costs $5.00. Where a student received federal student aid, the transcript includes all hours in every payment period for which charges were paid or are covered by a payment agreement. Hours for which charges remain unpaid and are not covered by a payment agreement may be omitted until the balance is resolved; the same applies when ESCSI certifies hours to IDFPR for the licensing examination. Transcripts are requested on the transcript request form and sent by mail.

Access and Release of Student Record Policy

Student records are subject to laws and rules controlling maintenance of and access to the records by students and others. Students and the student's parent(s) or legal guardian(s) if the student is a dependent minor, seeking access to his/her record should submit a written request identifying the record or records the student wishes to inspect and propose for the inspection:

Estelle Skin Care and Spa Institute
10024 Skokie Blvd., Suite 301
Skokie, IL 60077

Students may also fax this request to (847) 329-0806. Please include "ATTN: Student Records" on the cover page of the fax. ESCSI will make arrangement for access and will notify the student of the time and place where the records may be inspected. ESCSI may charge a reasonable fee for copies of student records.

Individual student records are confidential and securely kept in the administrative offices of the school. Student records are available only to the student to whom they pertain, the student's parent(s) or legal guardian(s) if the student is a dependent minor, authorized school personnel, and NACCAS. Information will be released to other entities only upon written request and with the written authorization of the student or parent(s) or legal guardian(s) if the student is a dependent minor. Such requests will be made part of the student's permanent record. However access will only be given by appointment and with the supervision of an authorized school official. Students may not access any parental/guardian information that may be part of his or her records without the written permission and consent of the parent or legal guardian.

It is possible to disclose, without consent, "directory information" such as student's name, address and phone number of student, date and place of birth, honors and awards and dates of attendance. However, the school must tell parent(s) or legal guardian(s) of dependent minor students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent of eligible student to request that the school not disclose that information about them.

Student Records for Veterans Affairs

Student records and transcripts are maintained by Estelle Skin Care and Spa Institute, and are available to students by calling or writing.

Notice of Student Rights Under FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law designed to protect the privacy of a student's educational records. The law applies to all schools which receive funds under an applicable program from the U.S. Department of Education. The FERPA provides certain rights to parents regarding their children's education records. These rights transfer to the student or former student who has reached the age of eighteen (18) or is attending any school beyond the high school level. Students or former students to whom the rights have transferred are called eligible students.

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records personally. The school may charge a fee for copies.
    - In order to access the student file, a student must submit a written request to access the file and arrangements will be made for the access of the file within 45 days of the day the school receipt of the request for access. Students should submit written requests that identify the record(s) they wish to inspect to the Director or other appropriate official. The School official will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the School Official to whom the request was submitted, that official shall advise the student of the appropriate official to whom the request should be addressed. There is no fee for reviewing records on school premises, however, If the school director determines that the student is eligible to receive copies due to being located a great distance away from the school (this determination will be up to the school director's discretion) the school will charge 25 cents per copy, copies can then be faxed to the student once all fees are paid.
2. Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school

refuses to change the records, the parte or eligible student then has the right to a formal hearing. After the hearing, if the school still refuses to the correction, the parent or eligible student has the right to place a statement in the records commenting on the contested information in the records.

- In order to request a record correction, the parent or eligible student should submit a written request to the School director, clearly identify the part of the record they are requesting be changed, and specify why it is inaccurate or misleading. In order to request a formal hearing, the parent or eligible student should again submit a request in writing to the school director clearly identify the part of the record they are requesting be changed, and specify why it is inaccurate or misleading and why a hearing is being requested. Additional information regarding the hearing procedures will be provided to the student when notified of the acceptance of the request to a hearing.

3. Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
    - School employees and ESCSI accounting personnel on a need-to-know as determined by the School Director, schools to which a student is transferring, Parents if a student is over 18 but still listed as a dependent, certain government officials in order to carry out lawful functions, Appropriate parties in connection with financial aid to a student, Organizations performing certain studies for the school, Accrediting organizations, Individuals who have obtained court orders or subpoenas, Persons who need to know in cases of health and safety emergencies, If subpoenaed or requested by a judicial order, State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974.
    - Schools may also disclose, without consent, directory-type information, such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must inform parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent or eligible student to request that the school not disclose information about them.
    - Schools must notify parents and eligible students of their rights under this law. The actual means of notification (such as including it in the catalog) is left to the school. Schools must adapt a written policy about complying with the FERPA. Schools must give the parents or eligible student a copy of the policy, or request (it's included in this catalog).

If you have any questions about the FERPA, or if you have problems in securing your rights under this Act, you may call 202-401-2057 or write to: Family Policy Compliance Office U.S. Department of Education 600 Independence Avenue, SW Washington, D.C. 20202-4005

ACADEMICS

Exam Make Up Policies

Theory Exams

1. Students who miss an exam due to an excused absence will be given a chance to retake the exam after completing a required number of hours in the program
2. All excused absences must be reported the Academic Affairs personnel prior to or on the day of the exam.
3. Students will receive (usually by mail) a letter notifying them of their ability to retake any missed exams.
4. Once an exam is retaken the grade for the exam will be recorded and counted toward the student's cumulative theory GPA.
5. Students who miss an theory exam and do not have an excused absence will receive a zero for the exam and will have to refer the "exam retake policy" of this catalog for further instructions

Practical Exams

1. Students who miss a practical exam due to an excused absence will be given a chance to retake the exam during a duringthe scheduled practical exam sections. Students are required to obtain approval from the school director or academic affairs manager as to when to retake their exam.
2. Students must notify the academic affairs personnel if they will be absent prior to or on the day of the exam.
3. Students will not be able to graduate without completing and passing all practical exams.

Exam Retake

1. All failed exams or exams where a student was awarded a zero, whether practical or theory must be retaken and passed successfully in order for the student to graduate from the program. Time frames when a student can retake the exam will be given to the student by the Academic Affairs department by school policy. Once the retake score is a passing score the student will still maintain their failing grade but the updated passing grade will be noted in the student's grading sheet to show the student successfully passed for purposes of being able to graduate.
2. Practical exam retake times will only be available during the scheduled practical exam sections. Students are required to obtain approval from the academic affairs personnel as to when to retake their exam.
3. If a student wishes to retake a practical exam outside of an available practical exam section, the student has the option of paying to retake any needed practical exams by submitting a required fee (all fees are listed in the student guide).

Final Exam Eligibility: Students are not eligible to take Final Written Exam 1, Final Written Exam 2, or the Final Practical Exam if they have an outstanding tuition balance; the balance must be paid before any of these exams may be taken.

Evaluation System

Students will be asked to fill out various evaluation forms through the course as well as at the end of the course. This system helps ESCSI evaluate and improve our educational methods and curriculum as a whole.

Non-Association Statement

ESCSI will be informed of and invited to various seminars and shows by various companies. Estelle Skin Care and Spa Institute does not have any affiliation nor does it endorse any of the shows or seminars and holds no responsibility as to any claims made or anything given or paid to the agencies conducting the seminars. Please speak directly to the agencies conducting the seminar and not Estelle Skin care and spa institute staff with any questions or problems.

COURSE OUTLINES

Esthetics 750 Clock Hours

Program Description: This program designed to give the students the basic and advanced skills required to become successful and competent skin care professionals.

Program Objectives: to train our graduates to successfully pass the state board licensure examination and gain the skills and knowledge to secure employment in the field of esthetics.

Instructional Methods Used: Lecturing, demonstrations, hands-on training, clinic participation.

Types of Jobs: The esthetics training provided is meant to prepare students for entry-level work as licensed estheticians, providing skin care, facials, hair removal and makeup services within the Illinois esthetics scope of practice, in spas, salons, medical settings and other facilities that utilize the skills of an esthetician.

CONTENTS OF UNITS OF INSTRUCTION

Course Title	Hours
Basic Training	75
Scientific Concepts	150
Practices and Procedures	500
Business Practices	25
	750

Basic Training 75 Clock Hours

This course introduces students to the following: history of skin care, personal hygiene and public health, professional ethics, sterilization and sanitation, introduction to skin analysis and skin care and facial treatments.

Prerequisites: None

Scientific Concepts 150 Clock Hours

This course introduces students to the following: Cells, metabolism and body systems, bacteriology, physiology and history of skin, human anatomy, chemistry, disorders of the skin and special esthetic procedures.

Prerequisites: None

Practices and Procedures 500 Clock Hours

This course is a combination of classroom instruction and clinical application and it covers the following areas: non-therapeutic massage, nutrition and health of skin, skin analysis, cleansing of the skin, mask therapy and facial treatments, facial treatments without the aid of machines, electricity, machines and apparatus; facial treatments with the aid of machines, hair removal (incl. tweezers method, depilatory, waxing and their use); professional makeup techniques, product knowledge as it relates to esthetics.

Prerequisites: Basic Training

Business Practices 25 Clock Hours

The instruction provided in this course covers the following subject areas: Illinois Barber, Cosmetology, Esthetics and Nail Technology Act and Rules management, OSHA standards relating to chemical use, business and marketing strategies, resume writing, job search techniques, and interview skills.

Prerequisites: Basic Training

Grading Procedure

Students will receive a percentage grade for both practical and theory exams throughout the course. Exams graded on the percentage scale will be calculated into the students' GPA. Some pass/fail tests will also be administered. Both practical and theory exams and quizzes may be timed. The practical exams will be separated into various criteria to be graded. Students will be required to pass

certain exams in order to move into the next portion of their program, failing such exams may prevent students from completely participating in certain phases of the program until the necessary exams are passed.

Grading System and Grading Scale

The following grading scale is used for both practical and theory tests

Percentages	Letter Grade	G.P.A.	Description
90% - 100%	A	4.00	Excellent
80% - 89%	B	3.00	Good
76% - 79%	C	2.00	Average
* 75% - Below	F	0.00	Failure
**** Failed portions of the courses may have to be repeated***			

Esthetics Teacher 750 clock hours

Program Description: The Esthetics Teaching Program is a 750-clock-hour program consisting of basic esthetics, educational psychology, teaching methods, application of teaching methods, business methods, and student teaching.

Program Objectives: To train our graduates to successfully pass the state board licensure examination and gain the skills and knowledge to secure employment as an esthetics instructor.

Instructional Methods Used: Lecturing, demonstrations, hands on training, testing.

Types of Jobs: Esthetics Teacher: The esthetics teacher training prepares graduates for entry-level employment as esthetics educators in various educational institutions offering the esthetics program.

CONTENTS OF UNITS OF INSTRUCTION

Course Title	Hours
Basic Esthetics	250
Educational Psychology	20
Teaching Methods	20
Application of Teaching Methods	150
Business Methods	50
Student Teaching	260
	750

Basic Esthetics 250 Clock Hours

This course includes all subjects in the basic esthetics curriculum including theory and practice. Presentation of materials must include the concepts that are intended to be taught and the skills to be acquired during the various phases of basic education.
Prerequisites: Valid Esthetics License

Educational Psychology 20 Clock Hours

This course includes but is not limited to topics in educational objectives, student characteristics and development, the learning process and an evaluation of learning that relates to teaching. These hours shall be waived on behalf of esthetics teacher students who have completed a course in Education Psychology at an accredited college or university.
Prerequisites: Valid Esthetics License

Teaching Methods (theory) 20 Clock Hours

This course covers the following areas: Topics in individual differences in learning, lesson planning and design, lesson delivery, assessment of learning performance, classroom management, student motivation and classroom climate. These hours shall be waived on behalf of esthetics teacher students who have completed a course in Teaching Methods-Secondary Level at an accredited college or university.
Prerequisites: Valid Esthetics License

Application of Teaching Methods 150 Clock Hours

This course covers the following subject areas: Preparation and organization of subject matter to be presented on a unit by unit basis; and presentation of subject matter through application of varied methods (lectures, demonstration, testing and assignments). Presentations must provide teaching objectives to be accomplished and correlate theoretical with practical application.

Prerequisites: *Valid Esthetics License, Basic Esthetics, Teaching Methods*

Business Methods 50 Clock Hours

This course includes: inventory, recordkeeping, interviewing, supplies, and the Illinois Barber, Cosmetology, Esthetics, and Nail Technology Act of 1985.

Prerequisites: *Valid Esthetics License*

Student Teaching 260 Clock Hours

This course requires 260 hours of student teaching under the on-site supervision of an Illinois licensed teacher. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum.

Prerequisites: *Valid Esthetics License, Basic Esthetics, Teaching Methods, Application of Teaching Methods*

Grading Procedure

Students will receive a percentage grade for both practical and theory exams throughout the course. Exams graded on the percentage scale will be calculated into the students' GPA. Some pass/fail tests will also be administered. Both practical and theory exams and quizzes may be timed. The practical exams will be separated into various criteria to be graded. Students will be required to pass certain exams in order to move into the next portion of their program, failing such exams may prevent students from completely participating in certain phases of the program until the necessary exams are passed.

Grading System and Grading Scale

The following grading scale is used for both practical and theory tests

Percentages	Letter Grade	G.P.A.	Description
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80% - 89%	B	3.00	Good
76% - 79%	C	2.00	Average
* 75% - Below	F	0.00	Failure
**** Failed portions of the courses may have to be repeated***			

ATTENDANCE

Policy

1. Students are required to maintain a 67% attendance, VA students are required to maintain an 80% attendance, attending school by their schedule of attendance. If a student would like to change the schedule of attendance chosen the student must see the Academic Affairs department and submit a schedule change form not all changes of schedule will be granted. Students cannot change their own schedule until officially informed if their change of schedule can be granted. Students are required to attend both theory and practical portions of the course.
2. All students are expected to adhere to the standards for attendance and tardiness.
3. Students are expected to attend theory, clinical and laboratory classes as scheduled.
4. Students should call the school within before the end of the day to report an absence.
5. Tardiness is defined as any time a student is not at his/her seat and ready to study as scheduled. Students are expected to be ready to commence and end school on schedule. Accordingly, arriving late or leaving early in connection with starting, ending, meal and break times is tardiness. Incidents of tardiness which exceed the School's standards will result in disciplinary action. Students with extenuating circumstances please inform the school academic affairs department immediately for a response as to what must be done to your particular situation.

A. Tardiness Policy

1. Students may not enter or exit class except during break without express permission from the instructor.
2. Student should not arrive late. Any late arrivals should be called into the school and reported so that the instructor is notified. The instructor has discretion as to whether or not to permit students who are late into the classroom. However, students who are late excessively or consistently will not be let in.
3. Students who arrive late for a theory exam may be admitted at the instructor's discretion, but the grade earned on the exam may be marked down as much as 10% and additional time to finish the exam may not be given.
4. Students late for a practical exam will most likely **not** be admitted due to the nature of the exam.

B. Approved Late Arrival and Early Departure

1. Students needing to depart from class early must inform both the instructor and the academic affairs personnel in advanced and receive permission.
2. Students needing to leave early constantly due to unique circumstances must obtain a written permission to do so ahead of time. The student must request the permission from the academic affairs department and will be notified if such written permission can be issued if it was approved by the director (or manager).
3. Students who will be arriving to school late do to an emergency or an unforeseen circumstance must call the school prior to arriving and inform the school personnel, the instructor will be informed and will determine if they can let the student into the class depending on the class.

C. Attendance Standard

1. Each student is expected to maintain a level of attendance at or above 67% in each course.
2. Time required for staff and department meetings is calculated into the students' completion date when calculating the end date in the enrollment agreement.
3. Holidays or school closure due to weather do not count against the students' attendance.
4. Students are required to inform the academic affairs personnel if they are to be absent for the day by phone. Absences due to things such as but not limited to: illness of a student or family member, a family emergency, a court date, a funeral, a wedding or a work conflict will constitute as "excused" as long as the student informs the academic affairs department of the absence by phone timely.
5. Student requiring a lengthy absence due to an unforeseen circumstance may request for a leave of absence. Please seethe leave of absence policy of this catalog.
6. Students are encouraged to make up the hours missed due to an absence later in the course in order to complete the course by their graduation date listed in their enrollment agreement to avoid overtime charges.
7. Students absent from classes are responsible for obtaining missed materials and information, and for meeting the course objectives. Students may schedule an appointment with the instructor to get missed lecture materials or handouts.
8. Homework must be completed and turned in on the first day the student returns to school.
9. Excessive absences can result in the student being unable to satisfactorily demonstrate required achievement of the course objectives; if such a result occurs, the student will not be allowed to advance to a higher level in the program or graduate from the program on time in which case overtime charges will apply (please see the "overtime charges section of this catalog for more information).

10. Students reaching a total of 75 hours of "unexcused absences" (where a student did not request a leave of absence and did not inform the academic affairs personnel or the school director or an absence) are in full right to be dismissed from the school by decision of the school director.
11. The school may require medical clearance for any communicable disease or health condition.
12. If a student has unexplained absence from school for 14 consecutive calendar days the school is in full right to automatically withdraw the student on day15 absent. For purposes of cancellation, the cancellation date shall be the last known date of attendance as calculated by ESCSI. As the student will now be deemed as withdrawn, the student should refer to the refund policy of the catalog.

Attendance for Veterans Affairs

Veterans must maintain an 80% attendance rate for both the day and evening classes. Estelle Skin Care and Spa Institute, stress that as a minimum attendance rate. Successful completion of each course requires a student to attend all sections of covered study. No absences will be excused without prior approval of instructor. Unexcused and excused absences are both considered absences in determining the attendance rate.

WITHDRAWAL

Withdrawal General

A student has the right to withdraw from a course at any time. When a student withdraws from any program, the student must give written notification of withdrawal. The student is required to clear all obligations in order to receive a withdrawal in good standing; such obligations include paying any tuition owed to the school in accordance with the enrollment agreement. Failure to comply with this policy means that ESCSI will not honor any request for letters of recommendation and/or readmission. Official transcripts are provided as described under "Obtaining an ESCSI Transcript" in this catalog.

Withdrawal due to Poor Attendance

ESCSI maintains the right to terminate the student from his/her program due to sub-standard attendance. The following is an attendance related summary of actions or behaviors that are among those which may cause termination from School:

- Excessive Absences or Tardiness
- Failure to maintain a 67% attendance rate as determined during check points (see SAP policy of this catalog)
- Failure to comply with the academic policies described herein.

Students are expected to attend all classes in accordance to their schedule. The student must adhere to the Attendance Policy, and policies related to Make-Up of Theory and Practical Hours. Students must abide by the mandatory ratio of 67% attendance in scheduled hours of training, including lecture and laboratory courses, in order to earn a satisfactory grade.
If a student has unexplained absence from school for 14 consecutive calendar days the school is in full right to automatically withdraw the student on day 15 absent. For purposes of cancellation, the cancellation date shall be the last known date of attendance as calculated by ESCSI. As the student will now be deemed as withdrawn. The student will now be deemed as withdrawn, the student should refer to the refund policy of the catalog.

Leave of Absence Policy

Students may file a written petition requesting leave of absence due to extenuating circumstances, which include, but are not limited to the following reasons: medical issue or personal emergency (ex: death of a family member)

1. Please do not plan vacations during school time.
2. Please speak to the financial services regarding leaves and effect on financial aid.
3. Not all leaves of absence will be granted
4. Leaves of absence are rarely granted and when are, they are usually granted for only a very short number of days, unless a severe case for example a medical emergency accompanied by a doctor's note such as illness or pregnancy, combat training accompanied by documentation.
5. Leaves for work training may be granted but only with accompany documentation and for a very short number of days
6. Unless it is an extreme emergency, students are strongly encouraged NOT to take a leave of absence until after the midpoint of the program.
7. Students must follow the school's written policy in requesting a leave and apply for a Leave of Absence in advance unless an unforeseen circumstance prevents the student from doing so (ex: incapacitating car accident leading to hospitalization).
8. The LOA but be in writing, must include the reasons for the LOA and must include the student's signature**.** The student must inform the academic affairs personnel in writing when the leave of absence will begin and end (students may also inform the academic affairs department by phone if unable to do so in writing).
9. The school may grant a LOA who did not provide the request prior to the LOA if a student has an unforeseen circumstance that has prevented the student to apply for LOA in advance. The student must present documents at a later date with the

reason for a request for the LOA. If approved, the school will document the reason or its decision, and the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident for example.

10. The leave of absence is not approved until the school director or Academic Affairs Manager has approved it with a signature and the student is informed by the academic affairs personal that is has been approved.
11. To approve an LOA there must be a reasonable expectation that a student plans to return from the LOA.
12. A student granted an LOA is not considered to have withdrawn, and no refund calculations are required during the LOA period. However, if a student fails to return from an approved LOA the student will be immediately withdrawn the day following the end of the LOA and all refund calculations will apply. The withdrawal date for the purpose of a refund is always the student's last day of attendance.
13. No additional charges will be assessed as a result of the requested LOA.
14. If a student is unable to return from leave on the day due to return the student must inform the academic affairs personnel in writing in order to extent the time of leave.
15. A student will not be granted an LOA if the LOA, together with any additional LOA's previously granted, exceed a total of 180 calendar days in any 12 months period.
16. Periods of absence within an approved LOA will not affect the student's satisfactory academic progress (scheduled hours/absent hours will not be assessed for the period of the leave).
17. If a student takes an approved leave of absence their graduation date in the enrollment agreement will be adjusted by the number of calendar dates taken by the leave. The maximum timeframe required for graduation will then also be adjusted. The institution and the student will sign an addendum with the new graduation date.
18. Students on leave of absence are still responsible to make their regular tuition payments in accordance to the tuition option chosen in the enrollment agreement.
19. Students needing and receiving an approved lengthy leave of absence (more than 30 days) may be asked to assure that they are current with all financial responsibilities prior to being granted a leave.
20. Students returning from leave are responsible to see a member of the academic affairs department and set a plan of catching up with missed theory exams and any practical exams and classes. It is the student's responsibility to adhere to this plan.
21. A student will be withdrawn if the student takes and unapproved LOA or does not return by the expiration of an approved LOA. The withdrawal date for the purpose of calculating a refund will be the student's last date of attendance. Please be sure to extend your leave of absence if needed timely.
22. For students with financial aid who receive student loans the withdrawal date will be the date the leave began. In this case the repayment period (grace period) for their loans will begin the first day they went on leave and may with that in mind be shortened or over.
23. All students withdrawn for failure to return from leave of absence will still be subject to the school's state withdrawal calculations in accordance to the enrollment agreement and may owe money to the school.
24. Any student seeking readmission please note that readmission will be on a space available basis, and will fall under guidelines for withdrawal and readmission discussed in this catalog.

Program Acceleration and Financial Aid Repercussions

ESCSI has designed our programs to be completed within an appropriate number of weeks to fit the clock hours designated by the state. Students should attend their program by their schedule and maintain the number of scheduled hours per week as agreed to when choosing their schedules. Students should be aware not to expedite the number of clock hours earned per week and attend in accordance to their scheduled hours only so as not complete their program before their proper program end date by scheduled hours. Attending the school more often therefore cutting the number of weeks allotted to compete the program could impact a student's amount of financial assistance. Please speak to the Financial Aid department about this issue for further clarification.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

The Satisfactory Academic Progress Policy is applied to all students enrolled at the school, regardless of attendance schedule. Estelle Skin Care and Spa Institute has specific standards, which all students are expected to achieve in order to maintain Satisfactory Progress in their program of study. These standards are based on grades (qualitative) and attendance (quantitative) elements evaluated on a cumulative basis at designated evaluations periods throughout the course. This policy is printed in the catalog to ensure all students receive it prior to enrollment.

A. Determination of Progress

- Office personnel at Estelle Skin Care and Spa Institute will conduct evaluation of student academic and attendance progress. Students must maintain a 76% cumulative GPA and a cumulative 67% rate of attendance to be considered to be in satisfactory progress. Official SAP evaluation points for clock hours programs are measured in actual hours. Please see below:
- ***Esthetics and Esthetics Teacher:*** *375 (midpoint)* actual clock hours.
- *An* ***Academic Year*** *as defined by the US department of education is 900 hours and 26 weeks of study.*
- The school will evaluate academic and attendance Satisfactory Academic Progress at the conclusion of each evaluation period. Students will be notified on written SAP form of the evaluation outcome. They will also be advised whether or not there is a potential impact to his or her financial aid, if applicable. All evaluations must be completed within seven (7) school business days following the established evaluation periods.
- Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation.
- In order for a student to be considered as making satisfactory progress, he or she must meet both attendance and academic minimum requirements on **a least one** evaluation by the midpoint of the program or the **midpoint** of the academic year, whichever is shorter.

At Estelle Skin Care and Spa Institute, satisfactory progress for ALL students is defined by the following criteria:

1. *Definition of Satisfactory at* Estelle Skin Care and Spa Institute
   - At Estelle Skin Care and Spa Institute Students will be rated as **satisfactory** by achieving a minimum of 76% GPA and 67% attendance rate at each evaluation period in order to maintain SAP. This is considered the minimum completion requirement.

   Attendance;
   - Attendance is evaluated on a cumulative basis to determine whether the student will complete the course within the maximum timeframe established in this catalog. Attendance is monitored constantly to determine the date of the student's withdrawal or if the student is not attending in accordance to their schedule.

   Academic performance
   - Academic Performance including theory and practical work are evaluated on cumulative bases: Practical performance is formally evaluated based on specific criteria that provide specific steps that are involved in each practical area. For non-pass/fail tests, the number of correct points is divided by the number of possible points in order to derive a percentage, and this is weighted into the overall GPA along with the theory grades. Pass/Fail exams Clinic floor work is not graded and not weighed into the overall GPA.
   - The course instructor(s) determine the students' grade for the course and the grades are recorded by Academic Affairs members. The scholastic progress of the student is reported at the end of each course and grades are recorded on the student's permanent record (transcript). Final recorded grades **cannot** be appealed. Students meeting the minimum requirements upon evaluation will be considered to be making satisfactory progress until the next scheduled evaluation.

Grading System and Grading Scale

The following grading scale is used for both practical and theory tests

Percentages	Letter Grade	G.P.A.	Description
90% - 100%	A	4.00	Excellent
80% - 89%	B	3.00	Good
76% - 79%	C	2.00	Average
75% - Below	F	0.00	Failure

**** Failed portions of the courses may have to be repeated***

B. Official SAP Evaluation Periods

Satisfactory Academic Progress is officially determined according to evaluation periods for each course. Students will receive a written notice of their official SAP determination including a description of actions required should the student be deemed to be below the SAP standards. Students that are below the SAP standards at the time of official review will be placed on warning and be expected to meet with the academic affairs department representative to discuss the actions they should take in order to achieve a satisfactory standing. See item E below concerning WARNING.

C. Evaluation Period

Students in the Esthetics and Esthetics Teacher courses are evaluated at the following interval:

Evaluation (midpoint)	375 **ACTUAL** hours and 13 weeks

D. Maintaining SAP:

Students are considered as meeting SAP if they are meeting minimum the requirement for attendance and academics at the time of the official SAP evaluation. These students will then be considered as meeting SAP until the next official evaluation period.

E. Warning

Students who fail to meet minimum progress requirements will be issued a warning. Students will continue to be considered as making satisfactory academic progress while in the warning period and financial aid funds will continue to be disbursed to eligible students. Students may re-establish satisfactory progress by meeting minimum attendance and academic requirements on or before the end of the warning period. If the student does not meet SAP requirements, it may impact their financial aid eligibility.

F. Appeal

A student who has been deemed ineligible to receive Title IV funds may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Director within 10 calendar days of receiving notification of his/her dismissal. The appeal must describe:

i. The reason for the appeal such as the death of a relative, an injury or illness of the student or other allowable special circumstance and what plans the student has to eliminate those potential problems in the future;
ii. The student must submit documentation regarding why the student failed to meet satisfactory academic progress and what has changed in the student's situation that will allow for the achievement of satisfactory academic progress; and
iii. The results of the appeal will be documented in the student's file.

G. Probation

A status of probation who are not considered meeting minimum standards for satisfactory academic progress if:

i. The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning evaluation period; and
ii. The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
iii. The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
iv. The institution develops an academic plan that, if followed, will ensure that the student is able to meet the satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student.

H. SAP Related to Transfers

Transfer hours from another institution that are accepted toward the student's 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 and will take place at least once by the midpoint of the transfer student's contracted hours.

I. SAP Related to Re-Enrollment

Students who withdrew or were terminated and who successfully re-enrolled into the same program will re-enter in the same satisfactory progress status as when they left, regardless of the amount of time that has elapsed.

J. Mitigating Circumstances

The Standards of academic progress will not be waived for any mitigating circumstances including health or medical reasons, family crisis or other occurrence. These issues are evaluated on a case by case basis.

K. Course Incompletes, Repetitions, Non-Credit Remedial Courses, Non-Punitive Grades

A. Incomplete grades

An "I" Incomplete grade is awarded if the student has failed to complete the required course work.

Students receiving a grade of Incomplete ("I") will be allowed two weeks in which to complete the required work and submit it to the instructor of the course in which the grade was earned. The student will be allowed to continue attending while completing the required coursework of an Incomplete grade. If an Evaluation Point occurs during the time a grade of "I" is issued, the student's progress will be evaluated at the required evaluation point and again at the end of the two-week period in which the student was allowed to complete the coursework. If, at the end of the two-week period allowed to complete the coursework, the student has not completed the required work, a final grade of "F" will be recorded and posted to the transcript and will affect the student's CGPA. Estelle Skin Care and Spa reserves the right to extend the time needed to fulfill the Incomplete.

If the coursework is completed, a final grade will be computed and posted to the transcript. The total course hours scheduled will be used in academic progress determination.

B. Course Repeats (Failing Grades)

Students must repeat any course in which a grade of 'F' is earned. Failed courses may cause delays in training and may result in withdrawal from the program. If the failed course is a prerequisite, the student's training may be interrupted until the course is offered again. If the student's training is interrupted, the student will be required to withdraw until the course is offered again. At a minimum, the student will not graduate as originally scheduled. The failing grade will be posted to the transcript, and all scheduled course hours will be used in the student's academic progress determination.

C. Course Withdrawals

A student may voluntarily withdraw from a course if he/she has not yet exceeded the attendance policy contained in this catalog. If a student voluntarily withdraws, according to the attendance policy, a grade of 'W' is posted to the transcript. If a student has been absent for more than 15% of the hours in the course, the student has exceeded the attendance policy and will be withdrawn from the course and the final grade will be 'F'. The total hours in the course are used in the student's academic progress determination for 'W' and 'F' grades. However, a grade of 'W' is not used in the determination of the Cumulative Grade Point Average.

D. Non-Credit Remedial Courses

There are no non-credit remedial or developmental courses offered at Estelle Skin Care and Spa Institute and therefore there is no impact to satisfactory academic progress. Students needing developmental education are referred to other educational facilities.

E. Non-Punitive Grades

Grades of Withdrawal are not used in the calculation of the grade point average. However, all hours attended are used in the student's academic progress determination.

L. Reinstatement

A student who has been academically dismissed may appeal for reinstatement after one term has passed following withdrawal Students who are allowed to reinstate will be placed on academic probation for at least one evaluation period. All grades previously earned will remain on the transcript, and the maximum time for program completion will apply based on the original start date of the first enrollment.

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

M. Leave of Absence/Temporary Interruptions

Students may be granted a Leave of Absence during the program of training based on the conditions described in the Leave of Absence Policy in this catalog. The graduation date in the enrollment agreement will be adjusted by the number of actual calendar dates taken by the leave. The maximum timeframe required for graduation will then also be adjusted. Please see the leave of absence policy for more details. The scheduled course hours, up to the effective date of the leave, will be used in the student's academic progress determination. Students returning from leave will return in the same satisfactory progress in which they left. Students who temporarily withdraw and were allowed reinstatement will return at the same status at which he or she left.

Transfer student evaluation periods are based on the total number of hours/credits the transfer student is contracted for. All transfer students will have at least one official evaluation at the midpoint at the time of evaluation periods described above, whichever is earlier.

Re-enrollment evaluations: Re-enrolling students will be evaluated based on the number of hours/credit needed during the new enrollment only. Students re-entering the institution will re-enter in the same progress status as when they left, regardless of the amount of time that has elapsed.

N. Minimum Standards

A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or is on or has prevailed upon appeal of the determination that has resulted in the status of probation.

O. Maximum Program Length

A student who exceeds the maximum time frame of 150% of the normal program length is automatically withdrawn by the school and Title IV funds, if applicable, will cease. The student can, however be considered for re-enrollment.
As the student will now be deemed withdrawn, the student should refer to the tuition adjustment table found in the school's Withdrawal and Settlement Policy. Federal regulations require that students complete their program within a maximum time frame of 150% of the published length of a program. Students may not exceed a maximum time frame measured by scheduled hours equal to 150% of the length of the program. Once a student has reached his/her total maximum hours, they are no longer eligible to receive federal financial assistance. Maximum time frame includes all periods of attendance even periods when student is not receiving Title IV aid. All transfer hours are included in the total amount attempted. Maximum attempted hours appear as follows:

Program Published Length of program x 150% = Maximum Time Frame (750 hrs x 150% = 1125 hrs).

Leave of absence impact on maximum timeframe: If a student takes an approved leave of absence, his or her contract end date will be adjusted for the number of calendar days taken on leave. The maximum timeframe is adjusted accordingly.

Veterans Satisfactory Academic Progress Policy and Probation and Condition for Reentrance

Veterans must demonstrate satisfactory academic progress in order to continue training at Estelle Skin Care and Spa Institute. To maintain satisfactory academic progress, veterans must complete each module with at least 76% grade. Complete the program within the specified time period for the program, and maintain at least an 80% attendance rate per module. Failure to achieve these requirements in any one course will result in the veteran failing that course and being placed on probation.
Veterans on probation will be required to retake the class they have failed before moving on to the next class of the program. Veterans on probation can receive federal veterans; educational benefits for the class for which they are required to retake. Veterans who successfully complete a class for which they are required to retake while on probation will be considered maintaining satisfactory academic progress and can proceed with talking other required classes for completion of the program. Veterans who fail to successfully complete a class for which they are required to retake while on probation will be dismissed from Estelle Skin Care and Spa Institute.

Reinstatement for Veterans Affairs

Students dismissed for failing to meet the satisfactory academic progress policy can petition the school for reinstatement one year after being dismissed. Reinstatement decisions will be made on an individual basis by a Estelle Skin Care and Spa Institute, advisor and will take into consideration whether the student has the desire and capability to successfully complete the program. Veterans dismissed for conduct will not be considered for reinstatement.

Make-up Policy

Any class work, assignments or exams missed as a result of any excused or unexcused absence must be made up. The following policies apply:

Written Tests

1. A student who misses a regularly scheduled test may make arrangements for a make-up test. The grading policy on make-up tests is as follows:
    A. If the student receives a grade on a make-up, which is higher than the class mean (average), the student shall receive a make-up grade no higher than the class mean (average). If it is lower, the student will receive the grade earned
2. The student must contact the instructor on the student's first day returning to school to request a make-up test. The instructor will schedule the time for the test to be made up. If the student does not keep the make-up appointment as scheduled, the student will receive a zero score and failing grade for the test.
3. A student who is aware, in advance, that an absence will occur on a scheduled test day, must notify the instructor and take the exam on the date assigned. In some cases, the date assigned may be prior to the scheduled test day.
4. Any student who does not take a test in accordance with the terms of this policy shall receive a score of zero (failing grade) on the test.

Clinic Objectives

1. Achievement of clinic objectives may be demonstrated by successfully performing, under supervision, those objectives missed in the clinic training, and must be documented by the instructor.
2. Students must make up missed clinic objectives in the clinic lab as outlined by the instructor.

FINANCING

Payment Options

Estelle Skin Care and Spa Institute offers a variety of payment options. Please read the "Programs, Tuition, and Payment options addendum" for information on the most current cost of each course of payment options available. Course tuition may change without notice; all enrollment agreements signed and accompanied by a registration fee prior to the tuition change will be honored. Some pre-qualification may be required for some payment options.

Late Graduation Charges

The graduation date set in the student's enrollment agreement is set to accommodate holidays, staff meetings, and the student's schedule chosen. It is the student's responsibility to know/remember/keep in mind the graduation date agreed upon in writing in the enrollment agreement. Students failing to complete the program by the graduation date set on their enrollment agreement will incur a $10 per hour fee for every hour required to complete the program past the set forth graduation date. Students allowed a change of schedule to attend school for less number of hours than originally agreed to at enrollment will be granted one free contract end date extension. If the student has any migrating circumstances affecting the delay in their graduation the student may appeal to the school director in writing and in accordance to the migrating circumstances section of this catalog.

Employer Reimbursement

Many employers have programs that reimburse students for educational costs. Students should contact the personnel office at their place of employment to determine if such funding is available for attendance at ESCSI

Veteran's Benefits

ESCSI is approved for participation in various funding programs offered through the Veteran's Administration. Information regarding eligibility requirements and applications can be obtained from the school's financial advising office. If you believe you are eligible, please contact the Department of Veteran's Affairs at 888-442-4551 or www.gibill.va.gov to confirm your eligibility and begin the process of activating your benefits. Please also see the ESCSI veteran's addendum regarding polices relating to students receiving VA benefits.

Financial Aid (available to those who qualify)

Financial Aid is available to those who qualify. ESCSI is approved by the U.S. Department of Education to participate in several federal financial aid programs. Further information is published by the U.S. Department of Education at https://studentaid.gov. In order to qualify for federal financial assistance all applicants must complete a FREE Application for Federal Student Aid (FAFSA). The FAFSA can be completed online at https://studentaid.gov please enter the Estelle Skin Care and Spa Institute school code: **041749** to ensure that ESCSI receives your information. Student can also contact ESCSI financial services department to get further

information regarding the FAFSA and the financial aid process. **School code: 041749**

Financial Aid Eligibility

- Student should be a U.S. citizen or an eligible non-citizen (for example: resident aliens may apply)

- Have a high school diploma or transcript, a General Education Development (GED)
- Some may use a college transcript to demonstrate completion of high school equivalency
- Have a valid Social Security Number (SSN)
- Students may not currently be in default on a federal student loan or owe a refund on a federal grant
- Student should be enrolled and working toward a degree or certificate in an eligible program

Financial Aid Disclaimer

The federal financial aid funds are intended for use for purposes of obtaining and education. Students must continue to meet and maintain eligibility requirements throughout the program in order to maintain funding. Not all types of federal aid may be available to all students in every educational program or course. There may also be application deadlines that apply. Further information can be obtained from the ESCSI financial services department.

Federal Aid Programs

Below you will find a list of the federal student aid programs where ESCSI is participant.
Please note that a further description of these programs can be found at https://studentaid.gov, the U.S. Department of Education's student aid website.

Federal PELL Grant

A PELL Grant is a need-based grant for students who desire to continue their education beyond high school. Student's need is determined by the information provided on the Free Application for Federal Student Aid (FASFA). Award amounts depend on eligibility and program funding levels. PELL grants are not available to students who have previously completed a bachelor's or master's degree, nor are all programs considered eligible for PELL Grant participation. Students are encouraged to apply prior to enrollment and in the case of renewal, prior to the midpoint of their program. Award years are used in the timing and determination of PELL awards. The deadline for PELL grants for the previous year is June each year. Students filling applications past established deadlines may forfeit or reduce awards. See a Financial Services Advisor for more information on deadlines and application procedures.

Federal Direct Loan Programs

Federal Direct Subsidized and Unsubsidized Loans are made by the U.S. Department of Education under the William D. Ford Federal Direct Loan Program. These loans must be used to pay for direct and/or indirect educational expenses.

Subsidized Direct Loans are need-based loans. The student's need determines the amount of the loan in this program. The federal government pays the interest on the loan while the student is attending the educational institution on at least a half-time basis. After that time the interest and principle become the responsibility of the borrower and payments begin.

Unsubsidized Direct Loan are not considered need based. The borrower is responsible for the interest during training and after. Re-payment begins 6 months after either graduation or withdrawal from the program. Students must be enrolled at least half time in order to qualify for and receive proceeds from Direct Loans (subsidized and unsubsidized). The interest rate on each Direct Loan is fixed for the life of the loan; the rate for new loans is set each year.

Federal Direct PLUS Loan (Parent Loan for Undergraduate Dependent Students)

The Federal Direct PLUS Loan is available to parents of undergraduate dependent students. The parent is the borrower in this case. These loans are not based on need. Loans to new borrowers on or after July 1, 2026 are limited to $20,000 per year and $65,000 in total for each dependent student and, when combined with other resources, cannot exceed the student's cost of education. The parent will be required to complete a credit check for this loan. Repayment begins within 60 days of final disbursement of the loan within a loan period; a parent may ask to defer payments while the student is enrolled at least half time.

Please Note: Loan types and amounts may be impacted by the duration of the program and whether the student is dependent or independent. Additional loan information as well as information may be found at:
https://studentaid.gov

Loan Counseling and Additional Requirements (Entrance/Exit Counseling)

Entrance Counseling

All ESCSI students are required to complete entrance counseling and a master promissory note online and bring proof of completion

to ESCSI in order for any loans to be originated. ESCSI will provide all students with guidance on how to go online and complete the entrance counseling as the master promissory note and what ESCSI requires as proof of completion. As the students complete these items online this ensure that prior to any loan disbursement all student loan applicants are aware of their rights and responsibilities with regard to loans and financial aid funds in general, as well as are aware of and know where they can always access information on items such as repayment requirements, sample repayment schedules, repayment options, loan % rates, and default consequences.
ESCSI financial services staff is also available to answer any questions and provide guidance during this process by appointment.

Exit Counseling

Prior to graduation from ESCSI or at the time of separation (withdrawal or termination for example) all federal loan recipients are required to complete exit counseling. ESCSI requires that the exit counseling be completed online and proof of completion be presented to ESCSI. ESCSI will advise the loan recipients as to how to complete the exit counseling online and what proof to bring to ESCSI. Any personal contact information should also be updated by the borrower at the time of exit counseling. When the borrower completes the exit counseling online the borrower is made aware of the repayment requirements, options, and default consequences debt management strategies and other issues that will assist the borrower during repayment. ESCSI financial services staff is also available to answer any questions and provide guidance during this process by appointment.

Loan Repayment Requirements

All loans (Direct and PLUS programs) require repayment by the borrower according to the terms of the master promissory note. Repayment options may include deferment and forbearance options. Borrowers should contact their loan servicer as needed. There is no pre-payment penalty for Direct and/or PLUS Loans. Repayment suggestions – Students are encouraged to contact their loan servicer to set up electronic debiting when possible to assist with timely repayment. Pay more and more frequently to assure rapid repayment of student loans.

Additional Financial Assistance Issues

Alternative Funding and Scholarships: ESCSI also participates in alternative funding options such as WIA, Veteran's affairs grants, and scholarships to qualified individuals. Please contact ESCSI for more details and any applicable deadlines.

Continued Eligibility

All students must remain eligible for aid at all times; this includes but is not limited to satisfactory progress standards. Changes in the student's status and other eligibility requirements will result in recalculation of the aid package, which may lead to a reduction or loss of awards. In the event the aid package is reduced or terminated, the student and/or all guarantors will be responsible for all financial obligations to ESCSI. This responsibility is assumed by the student and his or her guarantors regardless of the reason for the reduction or loss of eligibility.

Renewal or FAFSA Application

An academic year is defined as the period of time normally spent completing one year of academic work. If a part of the academic year is in the next department of education award year, students receiving PELL and all students generally must file a new FASFA application for the corresponding award year. Eligibility requirements still apply.

Award Year/Academic Year

All financial aid is impacted by the definition of an Award Year and an Academic Year. An Award Year is defined by the Federal Government as July 1 of a year to June 30 of the following year. An Academic Year is defined by the institution for each program offered. The academic year must be within guidelines established by the Federal Government.

An Academic Year as defined by the US department of education is 900 hours and 26 weeks of study.
Financial aid awards are prorated in according to the length of the program, the number of hours and weeks the student will be in attendance during the program and award period.
The Esthetics and Esthetics Teacher program at ESCSI is defined as 750 hours and a minimum of 22 weeks (per schedule availability).
Please see the perorations of the programs and schedules currently offered at ESCSI below:

Esthetics Morning – 750 hours and 27 week/750 hours and 34 weeks
Esthetics Evenings – 750 hours and 32 week/750 hours and 47 weeks
Esthetics Weekend – 750 hours and 53 weeks

Payment of Awards

Usually, funds are disbursed in accordance to payment periods and award periods (the dates are stated on the student's award letter). Award amounts, in most cases, are divided into two payment periods and will only be disbursed after the payment period has begun and only if the student is meeting all eligibility requirements at the time of disbursement. Please note: funds do not get disbursed while the student is on a leave of absence. In the case of second payment periods, awards will be disbursed only if the student has achieved the appropriate number of actual hours required for the payment/award. Failure to achieve the proper number of hours by the required date may reduce or cancel the payment amount/award.

To avoid delays in the payment of awards students applying for financial assistance should make sure that all corresponding application materials, verification documents, entrance interview and master promissory note and other financial aid related items are provided to ESCSI in a timely manner. ESCSI is not responsible for the reduction or cancellation of aid due to a student's failure to submit required materials, correct information in the FAFSA, or a failure to maintain eligibility standards.

Please note: when federal student aid credited to a student's account exceeds the allowable charges, ESCSI pays the credit balance directly to the student or parent borrower no later than 14 days after the balance occurs. A student may authorize ESCSI in writing to hold a credit balance; authorization is voluntary, is not a condition of enrollment and may be cancelled at any time.

Verification

A random number of financial aid applicants will always be selected for a standard process called verification by the department of education. ESCSI will inform the student if they are selected and what materials must be presented in order to complete the process. No financial aid will be disbursed until the verification has been completed full and accepted by the department of education. Selected student (and parent/guardian if the student is dependent) will be required to submit additional documentation, including but not limited to a signed Verification Document, and copies of federal tax returns as well as any other documents requested. All documentation requested by ESCSI must be submitted to ESCSI in a timely matter within 30 days prior to school start date or 15 days after student is selected for verification if selected after the student has already began attendance. Students failing to submit required documentation in a timely matter must make arrangements with the school for payment of all tuition and fees due, or risk termination from our school. Once the verification process has been completed the student will receive an award letter. The institution will also notify the student via award letter if the institution has been notified the applicant's award has changed as a result of verification. Please contact ESCSI financial services for any questions regarding the process.

Fraud

It is illegal to falsify documents in effort to secure federal or state funds for educational or other purposes. Intentional misreporting or misrepresentation of information on application forms and/or other documents is a violation of the law is considered a criminal offense and will subject all parties involved to penalties under the U.S. Criminal Code. Tampering with grades and/or clocking in/out of another student and/or other time clock misuse is considered a misrepresentation of information and therefore may be considered fraud. Disciplinary action up to and including termination will result. ESCSI will, in the case of fraud, suspected fraud or other criminal misconduct make a referral to the U.S. Department of Education's Office of the Inspector General.

Suspension of Aid

Student aid may be suspended for a number of reasons including but not limited to failure to maintain eligibility Standards, failure to adhere to satisfactory progress standards as defined in the SAP policy (see the ESCSI SAP policy in this catalog), and so on, while in attendance at ESCSI. Failure to successfully progress toward graduation according to the standards under the ESCSI maximum timeframe policy will also result in the suspension of one's financial aid. Students whose aid has been suspended will be responsible for payment of all outstanding charges due the ESCSI with payment beginning during the same month the student's aid was suspended usually within 1 week of suspension of aid (or on the first week of the new month if aid was suspended on the last week of the month). Students may also be responsible for overpayments and/or refunds due to financial aid programs because of eligibility changes. Failure to begin submitting tuition payments to ESCSI after suspension of aid will result in expulsion of the student from ESCSI. Additional information regarding eligibility and financial aid standards can be found in this catalog and at https://studentaid.gov, the U.S. Department of Education's student aid website.

Reinstatement of Aid

If a student believes his or her suspension of aid is incorrect or if the student has mitigating or special circumstances, he or she may appeal the determination. The student is required to provide all documentation they would like to have considered toward their case. If the appeal is successful, the student's aid may be reinstated. If a student's aid was suspended due to failure to meet satisfactory progress standards (please see ESCSI sap policy), once the student's SAP is evaluated at the next official evaluation time frame, if the student is found to be meeting SAP at that time, the student will again become eligible to receive any available Title IV funds for which they qualify at the time. Additional things may be needed such as but not limited to, another application if there are award year changes, or if there are new eligibility requirements additional materials may be required as well. Please contact the ESCSI financial services for more information.

Return of Title IV Funds Policy

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period.

If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

Official Withdrawal Process: If a student wishes to withdraw from school, they must notify the Director (or another designated school official as indicated in the school's withdrawal policy) of the school. The notification may be in writing or orally. The date the notification is received is the date of determination. The Director (or another designated school official) must begin the withdrawal process.

For unofficial withdrawals a student's withdrawal date at a school that is required to take attendance is their last day of physical attendance. Their date of determination is 14 days after they cease attendance.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Direct Loans or Direct PLUS Loans, FSEOG, TEACH, and Iraq Afghanistan Service Grants (IASG) during the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. After the 60% point of the payment period (or period of enrollment depending on what your school uses) the student is considered to have earned 100% of the aid for the period. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the scheduled hours in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.
The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first**,** if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. The funds must be released as soon as possible but no more than 45 days after the date of determination. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account.
If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.

The following Title IV return distribution is used for all FSA students.

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan (Parent)
4. Federal Pell Grant

Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination.

The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

Scholarships

ESCSI may offer scholarships, the following options may be available:

1. Estelle Skin Care and Spa Institute accepts scholarships from outside agencies. The student must provide the scholarship check to school. If the outside agency requires the student to meet any specific standards to maintain the scholarship, the student must do so by the standard of the outside agency. If the outside agency will only pay the scholarship money's for the student upon the student's successful completion of the program, the student is responsible for all tuition owed to the school and can provide ESCSI with the scholarship moneys upon receipt. ESCSI is not responsible for ensuring that the student maintains his/her eligibility for the scholarships to the outside agency.

REFUND, CANCELATION AND WITHDRAWAL POLICY

Section 1175.815

Buyer's Right to Cancel

1. Notice of cancellation must be submitted in writing to the Director of ESTELLE SKIN CARE AND SPA INSTITUTE. Verbal cancellation is not acceptable.
2. Applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.
3. When notice of cancellation is given within 5 days after the date of enrollment, all application and registration fees, tuition, and any other charges shall be refunded to the student.
4. When notice of cancellation is given after the fifth day following enrollment but before the completion of the student's first day of class attendance, the school may retain no more than the application and registration fee, not to exceed $100, and the cost of any books or materials which have been provided by the school and retained by the student. When notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction, the school may retain the application and registration fee, not to exceed $100, 10% of the tuition and other instructional charges or $300, whichever is less, and the cost of any books or materials which have been provided by the school and retained by the student.
5. When a student has completed 5% or more of the course of instruction, the school may retain the application fee and registration fee, not to exceed $100 and the cost of any books or materials provided by the school but shall refund a part of the tuition and other instructional charges in accordance with the requirements of the school's regional or national accrediting agency, if any, or in accordance with subsection (c) of this Section.
6. For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet the Division standards for refunds:

PERCENTAGE OF A SCHEDULED COURSE COMPLETED	AMOUNT OF TUITION OWED TO THE SCHOOL
0.01% to 4.9%	10% or $300, whichever is less
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

*In addition to any tuition owed the school, students will also be responsible for the cost of any books or materials provided by the school and the registration fee.
*Tuition refund will be calculated based on the number of hours the student was scheduled to complete by the last date of attendance as calculated by ESTELLE SKIN CARE AND SPA INSTITUTE.

7. If a student has unexcused absences from school for 14 consecutive calendar days without notification, the school is in full right to automatically withdraw the student on day 15 absent. For purposes of cancellation, the cancellation date shall be the last known date of attendance as calculated by ESTELLE SKIN CARE AND SPA INSTITUTE. As the student will now be deemed as withdrawn, the student should refer to the tuition adjustment table listed on this page.
8. Applicants not accepted by ESTELLE SKIN CARE AND SPA INSTITUTE shall receive a refund of all tuition and fees paid.
9. If 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 school that he or she will not be returning. If a student fails to return from an approved leave of absence on the date stated, the school will withdraw the student the day following the student's failure to return.
10. If a student is expelled by the school, the date of withdrawal shall be the date of expulsion.
11. School Closure Policy/Course Cancellation: If a course is canceled subsequent to a student's enrollment and before instruction in the

course has begun, the school shall at its option provide a full refund of all monies paid or provide for course completion. If ESTELLE SKIN CARE AND SPA INSTITUTE closes permanently and ceases to offer instruction after students have enrolled or if the School cancels or discontinues a course after students have enrolled and instruction has begun, the students shall receive a pro-rata refund of tuition. Please refer to the tuition adjustment table listed on this page.

12. ESTELLE SKIN CARE AND SPA INSTITUTE will pay any refund which is due to the student within 45 days from the date constituted as the date of cancelation. Refunds will never be made in cash. The school reserves the right to make refunds in the form of a money order or to the student's credit card. The credit card may have to be presented by the student in person (or all additional information needed will have to be presented as deemed by the school).
13. ESTELLE SKIN CARE AND SPA INSTITUTE shall mail a written acknowledgement of a student's cancellation or withdrawal to the student within 15 calendar days of the date of notification. Written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.
14. ESTELLE SKIN CARE AND SPA INSTITUTE shall comply with the Illinois Retail Installment Act.

Refund Policy for Veterans Affairs

Estelle Skin Care and Spa Institute. All tuition is subject to the following pro-rate refund policy.

Percentage of days in class completed at notice of cancellation	Percentage of tuition and instructional charges that school may retain
In excess of 5% – 10%	15%
In excess of 10% - 15%	22%
In excess of 15% - 20%	28%
In excess of 20% - 25%	33%
In excess of 25% - 30%	38%
In excess of 30% - 35%	43%
In excess of 35% - 40%	47%
In excess of 40% - 45%	52%
In excess of 45% - 50%	60%
In excess of 50% - 55%	64%
In excess of 55% - 60%	68%
In excess of 60% - 65%	73%
In excess of 65% - 70%	75%
In excess of 70% - 75%	80%
In excess of 75% - 80%	85%
In excess of 80% - 85%	90%
In excess of 85% - 90%	95%
In excess of 90% - 100%	100%

STUDENT SERVICES

Housing
ESCSI does not have on-campus housing nor does it assist students in finding housing.

Academic Advising
The Academic Affairs personnel and the School Director are available to provide academic advising as requested or needed to assist students in meeting satisfactory academic progress standards, and successfully completing graduation requirements. Contact the academic affairs personnel for academic advising services.
Estelle Skin Care and Spa Institute does not employ a full time counselor to provide professional assistance to students, however, ESCSI will refer students to professional helped if needed.
Students may also be informed both verbally and in writing regarding any student conduct or violation of ESCSI policy issues or of any policy changes.

Orientation
All applicants for the program are provided with an orientation on the educational system, services, policies and procedures. A tour of the facility and the school campus (a virtual tour also meets this requirement) will also be provided prior to orientation. The orientation is scheduled on students' first day of class. A pre-orientation may occur before the first day of class.

Job Placement and Career Services
The Estelle Skin Care and Spa Institute offers placement services to all eligible graduates. An eligible graduate is any student who has successfully completed all graduation requirements as stated in the "Graduation Requirements" section of this catalog. Many students desire self-employment, and establish an independent practice. It should be understood that placement services offered by the school do not represent a guarantee of employment. Graduates requesting placement services will be required to attend scheduled interviews, participate in any potential employer workshops, develop a professional resume, and comply with the placement policies in order to receive services. The School does not make any claims of salaries available in this field.

STUDENT CONDUCT, RULES, REGULATIONS

Crime Prevention Statistics and Security
ESCSI makes every effort to provide a secure and safe learning environment. Classrooms, labs and clinical sites comply with all requirements of federal, state and local safety codes, and Fire Marshall and OSHA regulations. A Safety Program is in effect at ESCSI. In accordance with federal requirements ESCSI maintains reports and statistical information with regard to crimes which may have occurred on campus and/or on property. Those statistics are made available to all prospective students and enrolled students in the ESCSI offices (perspective students can obtain these statistics during the pre-enrollment process. Current can access these statistics from the director). A complete copy of the annual Campus Security Policy and Crime Report is available by contacting the ESCSI school director. Please seek the assistance from an ESCSI academic affairs employee if you wish to report a hazard or accident.

Maintaining a Safe Environment
All students and others are directed to immediately notify the academic affairs department or the school director of any crimes, violations of school's rules and regulations that they have witnessed, or of any threat that's the student has been made aware of. Warnings in the case of impending threat are not considered a violation of FERPA and are allowed for under the Campus Security/Crime Act.

Student Safety and Behavior Responsibility
Students must also take responsibility for their own security and safety. Consideration of the security and safety of others is also expected at all times. Please see the ESCSI code of Conduct for further information including penalties regarding the violation of the code of conduct. Penalties do includes anything from suspension, expulsion, to legal action.

Reporting of Incidents and Wrong Doing
Students involved in any occurrence or violation or who have witnessed it may be asked to document the incident and submit the documentation to the school director.

Evacuation Procedure

In case of emergency, students, faculty, employees must follow the emergency evacuation plan posted on the bulletin board in school. Students, faculty, employees must exit the building in a timely and organized manner.

Controlled Substance Use/Abuse (drugs/alcohol, etc.)

ESCSI requires the maintenance of a drug and alcohol-free educational and workplace environment. The unlawful possession, use, sale, distribution, or manufacture of controlled substances or alcohol is prohibited at or on the properties related to ESCSI operations or as part of any ESCSI activities. Students are required to abide by the Drug-Free Workplace and Drug-Free Schools and Communities acts. A complete copy of the ESCSI Drug and Alcohol Abuse Awareness and Prevention Handbook is available upon request and may be obtained by contacting the ESCSI Director or Academic Affairs Advisor. All potential students are made aware of this policy during the pre-enrollment process.

Theft and Property Damage

ESCSI is not responsible for personal belongings that are lost, stolen or damaged on campus or during an off-campus activity. Students are advised to use lockers and leave easy to misplace items such as jewelry at home. In accordance to the ESCSI code of conduct (please refer to the ESCSI code of conduct) destruction or defacing of the ESCSI property or equipment will result in disciplinary action. The student will be responsible for any items, property or equipment used that was checked out by and lost, broken or defaced by the student. The student will be expected to pay for and replace the item immediately. Depending on the case various penalties may also follow (please see the ESCSI code of conduct).
In the case the item was check out to a group of students, the person who checked out the item for the group is the person responsible for the item always.

Proper Use of Time Clock Machine and Penalties for Misuse

ESCSI uses a biometric time clock for student attendance. The entire time a student is in class the student must be clocked in so they can earn those hours. Students cannot earn hours unless they are in an ongoing class under the supervision of an instructor. Students may not clock in before the instructor has begun the class. Students are to stay for the whole duration of the class time. They may not simply leave unless an emergency has occurred or a pre-existing arrangement has been made (ex; funeral time, sick child must be picked up from school immediately). Violation of any of the ESCSI rules regarding proper use of time clock or attendance is considered fraud and a violation of the ESCSI code of conduct. Anyone involved in such behavior will be subject to disciplinary action not limited to termination.

Dress Code

All students are required to wear a white lab coat and closed toe shoes to both theory and practical classes. Neatness and cleanliness are absolutely necessary at all times. The instructor will advise the student of inappropriate dress or appearance. When there is a difference of opinion related to appropriateness of dress, the final decision is the responsibility of the Instructor. Students who are inappropriately dressed will be asked to change their attire and may not be allowed to certain laboratory classes until their attire is changed. Failure to comply with the dress code will lead to progressive disciplinary action.

Pregnancy

A student who is pregnant may, but is not required to, inform the Title IX Coordinator in order to arrange adjustments such as modified practical assignments or a leave of absence. Leave is granted for as long as the student's physician considers medically necessary, and the student returns to the same status. A list of treatments not recommended during pregnancy is available to all students from the academic affairs personnel, since students work on each other and on clients.

Personal Hygiene Standards

Students are expected to take care, both in the classroom and when working with clients, to maintain the highest standards of personal hygiene, including, but not limited to, clean hair and body, short fingernails, clean and appropriate clothing and avoidance of offensive odors and perfumes. Beyond these considerations, judgment of what is proper classroom demeanor rests with the instructor and Director.

Infectious Conditions Policy

The School strongly advises anyone with an infectious condition to consult with the School Director and/or with a physician for the purpose of clarifying the personal risk(s) and special precautions to assess the risk to the school community.

Code of Conduct

The Conduct Guidelines are designed to protect the interests of ESCSI, its students, on-site clinics, clients, faculty and staff. All students at ESCSI are expected to conduct themselves in a professional manner suitable to the employment fields they intend to enter. Students must act in a manner that is non-disruptive and is conducive to their learning and the learning of others.
ESCSI reserves the right to suspend or dismiss any student whose conduct, in the opinion of the Administration, is disruptive or in any way interferes with the learning process of other students. The School further reserves the right to terminate the enrollment of any student or prevent the student from use of certain equipment or participation in certain school and educational activities is the student is not abiding by the policies and regulations in this Catalog or as set forth in writing by the School.

Since there are a wide variety of unpredictable and individual situations, the following is a list of examples of unacceptable conduct.

This list is not meant to be all-inclusive:

Conduct Guidelines

- Misbehavior in the classroom or on school premises such as the break area.
- Disturbances on school grounds such as in the hallways and parking lot
- Cheating of any sort (on tests, etc.).
- Willful abuse of the clinical site's building, equipment or other property.
- Smoking in unauthorized areas.
- Excessive absenteeism or tardiness.
- Absence without proper notification or adequate explanation.
- Leaving assigned work without permission.
- Violation of the clinical site's safety rules.
- Engaging in horseplay.
- Punching another student in or out
- Leaving the school premises without punching out.
- Failure to report an accident involving a client, visitor, another student, or oneself.
- Theft of any item, regardless of value.
- Dishonesty in dealing with ESCSI or the clinical site, inside the school clinic.
- Reporting to the School under the influence of alcohol.
- Possessing or using alcohol while at the School or clinical site.
- Use, sale, solicitation, unauthorized possession of, or being under the influence of illegal drugs, including narcotics and/or controlled substances, on ESCSI's clinical site property, or anywhere on the School campus.
- Falsification of information on the Application for Admission or other records.
- Discourteous treatment or abusiveness toward fellow students, associates, clients, visitors, or guests of the clinical site.
- Physical violence or threats toward any student, client, visitor, or guest of the clinical site.
- Unauthorized possession of firearms, explosives, knives, or other lethal weapons on ESCSI or the clinical site's property.
- Engaging in conversational topics that make other students uncomfortable (racist, sexist, and insulting to the country of someone's origin).
- Disturbing of the classroom environment with cell phone calls, rudeness, and talking.
- Indecent conduct on School or the clinical site's premises.
- Conviction of any crime which renders a student unsuitable for employment.
- Gambling on School or clinical site property.
- Violation of the no-solicitation rule.
- Failure to conform to dress and appearance standards.
- Failure to notify the School when absent from either practical or theory classes.
- Removal of School or the clinical site's equipment for personal use without approval.
- Violation of the ESCSI sexual harassment policy, including making sexual advances, repeated innuendoes, or sexual activity on school premises or any skin care setting regardless of location.
- Refusal to cooperate in an investigation of suspected wrongdoing when cooperation is requested and the request isa reasonable one.
- Misusing the availability of, or the access to, confidential information.
- Cheating on any given examination.
- Disruptive, boisterous, vulgar, or obscene behavior or any behavior inconsistent with the professional conduct standards of Illinois State Law.
- Violation of ESCSI's safety regulations.
- Bringing weapons of any kind onto school property.
- Use of foul language or disrespectful language toward an instructor, fellow student or office members.

Termination Policy

Violation of any of the rules and regulations and/or conduct codes of the school may result in termination.

Disciplinary Action and Termination

It is the policy of ESCSI to engage all of its representatives in the process of monitoring student conduct. Procedures regarding Disciplinary Action and Termination are uniformly administered based on the degree of seriousness and nature of the misconduct. In all cases, the Director will participate in the review and decision making process of all incidents of unacceptable conduct, and will take the appropriate action.
Based on the severity of the misconduct, the student will first be verbally warned and may not receive a written warning.
However, all written warnings issued will become a part of the student file and upon receiving a third written warning; the student will automatically be suspended.
If, after receiving a third written warning, student's behavior is not corrected (misconduct is repeated), the student will be terminated.

Important: Multiple infractions (misconduct) of differing School or Clinical policies may also constitute grounds for termination. In such instances, the student may be terminated immediately or will be advised of his/her immediate suspension pending investigation.

Title IX Notice of Nondiscrimination

Estelle Skin Care and Spa Institute does not discriminate on the basis of sex, including pregnancy and related conditions, in the education programs or activities that it operates, and is required by Title IX of the Education Amendments of 1972 and its regulations (34 CFR Part 106) not to discriminate in such a manner. This requirement extends to admission and employment. Inquiries about the application of Title IX may be referred to ESCSI's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or to both.

Title IX Coordinator: Matthew Tran, Attorney at Law, Estelle Skin Care and Spa Institute, 10024 Skokie Blvd., Suite 301, Skokie, IL 60077; telephone (847) 329-9174; email estelleinstitute@gmail.com. Any person may report sex discrimination, including sexual harassment, to the Title IX Coordinator in person, by mail, by telephone or by email at any time, including outside business hours.

Sexual Harassment Policy and Grievance Procedure

Sexual harassment is prohibited in all ESCSI programs and activities, including the classroom, the student clinic and school-sponsored events. Sexual harassment means conduct on the basis of sex in which (1) an employee of ESCSI conditions an aid, benefit or service on a person's participation in unwelcome sexual conduct; (2) unwelcome conduct is so severe, pervasive and objectively offensive that it effectively denies a person equal access to ESCSI's education program or activity; or (3) sexual assault, dating violence, domestic violence or stalking, as defined in federal law, occurs.

Reports and supportive measures. When the Title IX Coordinator receives a report, the Coordinator promptly contacts the complainant to discuss supportive measures, which are available with or without a formal complaint, and to explain how to file a formal complaint. Supportive measures are non-disciplinary, are offered without charge to either party, and may include schedule or seating changes, no-contact directives and leaves of absence.

Formal complaints. A formal complaint is a document filed by a complainant, or signed by the Title IX Coordinator, that alleges sexual harassment against a respondent and requests an investigation. It may be filed with the Title IX Coordinator in person, by mail or by email. On receipt of a formal complaint ESCSI gives both parties written notice of the allegations; presumes that the respondent is not responsible until a determination is made; investigates through a trained investigator who has no conflict of interest or bias; gives both parties an equal opportunity to present witnesses and evidence, to be accompanied by an advisor of their choice, and to review and respond to the evidence and the investigative report; holds a live hearing at which each party's advisor may ask the other party and witnesses relevant questions, and provides an advisor for the hearing to a party who has none; and issues a written determination to both parties at the same time, applying the preponderance of the evidence standard. The decision-maker is a person designated by ESCSI who is not the Title IX Coordinator or the investigator. ESCSI aims to conclude the process within 90 calendar days and extends that time only for good cause, with written notice to the parties.

Outcomes and appeals. When a respondent is found responsible, remedies are provided to the complainant and disciplinary sanctions range from a written warning to suspension or termination from the school or from employment. Either party may appeal a determination, or the dismissal of a formal complaint, in writing within 10 calendar days on the grounds of procedural irregularity, new evidence that was not reasonably available, or a conflict of interest or bias that affected the outcome. Appeals are decided by a person designated by ESCSI who took no part in the investigation or determination. After a formal complaint is filed ESCSI may offer a voluntary informal resolution process, except where an employee is alleged to have harassed a student.

Retaliation. Retaliation against any person for making a report, filing a complaint, or participating or refusing to participate in an investigation or hearing is prohibited. Complaints of other sex discrimination, including discrimination based on pregnancy, may be made to the Title IX Coordinator and are handled under the Grievance Procedures in this catalog.

GRIEVANCE PROCEDURES

Procedure

It is the policy of ESCSI to have a procedure and operational plan for handling student complaints, including decisions regarding suspension and termination. School suspensions cannot be appealed. Students are expected to make a genuine attempt to resolve their issues with the proper administrative offices and personnel prior to just filing a complaint form. However, if a student finds that they wish to file an official complaint form, the Student Complaint Form is available to students. The complaint form can only be provided to a current student deemed in "active status," can only be provided by the Academic Affairs Manager and/or by School Director, and can only be accepted back by the Academic Affairs Manager and/or School Director.

Formal Complaint Process

Any student, teacher, or interested party with a complaint or grievance will be instructed to pursue the following course of action:

- The complainant must obtain an official complaint from the Academic Affairs Manager or from the School Director
- The complainant must fully complete the form, sign, date, and include a clear statement of the facts, including pertinent dates and any parties involved.
- The complainant must then return the form back only to the Academic Affairs Manager or School Director.
- The Director or Academic Affairs Manager may respond by requesting a meeting with the complainant within a reasonable timeframe of receipt of the written complaint. The complainant must comply with the meeting request and meet with the director or Academic Affairs Manager
- The decision as to the student's complaint will be provided to the student by the school within 30 days after the complaint was received provided the student has complied with the requirement for a meeting with the director or the academic affairs manager if such meeting was required.
- The student may appeal a decision regarding their grievance made by the School if he/she believes it is unsatisfactory only if an appeal is possible..
- The student must request an appeal in writing within 10 days of the decision, and submit it to the Director.
- The complainant will be informed of the decision of the appeal within 30 days of the receipt of the appeal request inwriting.
- If it is deemed by the school that a complaint must be referred to the committee, the members ofthe committee will meet to review the allegation within thirty (30) calendar days of the receipt of the complaint.
- If the school deems the use of the committee, the complainant will be informed in writing of additional information needed by the committee. If no further information is needed, the committee will act on the allegations within (30) calendar days of their initial meeting.
- If a committee was used, the committee's decision will be sent to the complainant detailing the steps taken to correct the problem, or information showing that the allegations were not warranted or based on fact.
- The Director may consult with the School Representatives and the student, and a decision will be made within 30 days committee meeting.

If the dispute is not solved by the Director, the student has the right to file a complaint with the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation. Students must exhaust the institution's complaint procedure prior to filing a complaint with NACCAS.

Enforcement Division
Department of Professional Regulation
100 W. Randolph, #9-300
Chicago, Illinois 60601
(312) 814-4504

OR

Enforcement Division
Illinois Department of Professional Regulation
320 W. Washington St., 3rd Floor
Springfield, Illinois 62786
(217)785-0820

or

NACCAS
3015 Colvin St.
Alexandria, VA 22314
(703) 600-7600

Veterans' Complaints

Veterans who have complaints about the quality of training or administration of veterans' benefit provided by Estelle Skin Care and Spa Institute, are encouraged to share their concerns with Estelle Skin Care and Spa Institute, officials. Veterans can also contact the Illinois State Approving Agency for Veterans' Education benefits at (312) 814-3353.

PROGRAMS, TUITION, PAYMENT OPTIONS

Esthetics

Tuition	$11,525.00
Registration Fee	$ 100.00
Textbooks, Supplies/Materials, Equipment/Lab usage	$ 4,675.00
Total Cost of Instruction	$ 16,300.00

Esthetics Teacher

Tuition	$11,225.00
Registration Fee	$ 100.00
Textbooks, Supplies/Materials, Equipment/Lab usage	$ 3,975.00
Total Cost of Instruction	$ 15,300.00

Payment Options

1. **Federal Financial Aid (for those who qualify)**: Please catalog regarding Federal Financial Aid qualification and further information.

2. **Payment Plan Options:**

Any payments due out of pocket must be completed prior to the student completing the full program at ESCSI. Failure to submit a monthly payment by the last school business day of each month will result in a $50.00 dollar penalty charge. If the student fails to make 2 consecutive payments, their time clock access will be deactivated. We accept financial aid to those who qualify, cash, credit card, check or money order. A variety of payment options is available and is offered to students. Currently the following are offered:

Payment in parts:

- This option allows the student to divide their tuition payments in a number of parts to be paid off during the course of study.
- The tuition is divided by the number of parts available at the school and agreed upon in the enrollment agreement and the student makes the tuition payments in the proper amount in a timely manner. All payments must be completed prior to the student's completion of the 750 hours in the program. A student with an unpaid balance receives an official transcript of the hours for which charges have been paid, as described under "Obtaining an ESCSI Transcript" in this catalog. Students with over 2 months of delinquent payments will be sent to collections.
- No payment plan fee is assessed on payments in parts

Monthly Payment Plan Option

Monthly payments for students who qualified for financial aid Pell grants:

- This plan allows you to break down the tuition fees not accounted by your financial aid into monthly payments.
- You must divide your remaining tuition after subtracting out the Pell grant amount by 6 and pay that amount every month the last business day of the month, every month.

Monthly payments for full tuition (no financial aid qualification):

- This plan allows you to break down the tuition fees into monthly payments.
- A down payment of $1380.00 is due prior to the first day of class
- Subsequent monthly payments in the minimum amount depending on your schedule and agreed upon at registration are due by the last business day of the month, every month.
- This option contains a 4.167% service charge
- Please inquire with the director about your monthly payment amount

Regardless of the plan you choose, tuition must be paid off in full prior to graduating from the school.

Final Exam Eligibility: Students are not eligible to take Final Written Exam 1, Final Written Exam 2, or the Final Practical Exam if they have an outstanding tuition balance. The balance must be paid before the student will be scheduled for, or permitted to take, any of these exams.

Important Information regarding your tuition payments

- Some pre-qualification may be required for some payment options
- A payment option that best suites a student must be agreed upon in writing prior to the student's start of classes. Regardless of the payment option chosen the complete tuition is due to the school prior to the students' completion of the program. Some pre-qualification may be required for some payment options. Upon Acceptance to the school a registration fee will be due to hold the student's space in class. This fee will be subtracted from the total tuition. Student who does not submit the registration fee in a timely matter will not be guaranteed a space in the class.
- ESCSI is not responsible for reminding the student when their payment is due, the student is responsible to inquire with the school director or the accountant regarding their payment due date.
- All tuition payments must be paid off in full prior to the student's completion of 750 hours of their program at Estelle Skin Care and Spa Institute.
- Students delinquent in payments or failing to make payments in a timely matter will incur late fees.
- Failure to submit a payment for two consecutive months may result in the student inability to attend class and earn further hours, the student's suspension from the school and the transfer of the student's account to collections. A student whose account have been transferred to a collections agency will be responsible for any collection fees associated with collecting on their past due account in addition to any fees owed to the school.

VETERANS AFFAIRS PENDING PAYMENT COMPLIANCE

- Estelle Skin Care and Spa Institute in compliance with Veterans Benefits and Transition Act of 2018 (section 103) which is in effect August 1, 2019, despite any policy to the contrary, any student using Chapter 31 Vocational Rehabilitation and Employment or Chapter 33 Post 9/11 GI Bill® benefits, even though the United States Department of Veterans Affairs has not yet paid tuition and fees, will not be prevented from enrolling, will not be assessed a late penalty fee, will not be required to secure alternative or additional funding, or denies access to any school resources (access to classes, libraries, or other institutional facilities) that are available to other students that have paid.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at https://www.benefits.va.gov/gibill.

Certified as true and correct in content and policy