



Catalog Addendum  
Advanced Classes  
Advanced Esthetics 100 hours  
Advanced Nail Technology 100 hours  
Makeup Artistry Design 40 hours

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# CATALOG ADDENDUM for ADVANCED ESTHETICS, ADVANCED NAIL TECHNOLOGY, and MAKEUP ARTISTRY DESIGN PROGRAMS

## Admission Requirements

Belle Academy of Cosmetology admits as regular students those that have met the following requirements for enrollment:

- **Complete an Applicant Profile form:** Complete and submit the application form to the school prior to registration. Forms may be obtained by requesting them from Belle Academy of Cosmetology.
- **Submit an Application Fee (\$175.00).** No action will be taken on admission until the fee is received. Fee must be submitted in the form of cash, check or money order, payable to Belle Academy of Cosmetology. The fee is not included in the cost of tuition and is non- refundable.
- **Personal Interview:** Applicant must complete a personal interview with the admissions team prior to registration.
- **Provide Verification Documentation:**  
A Student enrolling in Nail Technology, Esthetics or Makeup Artistry programs only need only show proof of eighth grade (official secondary school transcript) and be at least 16 years of age (birth certificate) Copy of High school diploma, a GED certificate, an official transcript of secondary school completion, or a state certification of home-school completion, and drivers license or birth certificate are required if wishing to further your education in the Cosmetology/Barber program.

## Belle Academy of Cosmetology Faculty

Department	Staff Member	Title
<b>Administration:</b>		
	Michael Cervellino	Owner/ School Director
	Carmine Cervellino	Director of Admissions
	Annette Lipwich	Director of Finances / Bookkeeper
<b>Education:</b>	Simone Renzuella	Director of Education /
	Annette Lipwich	Cosmetology Instructor
	Carolyn Mitchell	Esthetics Instructor
	Kurt Johansen	Esthetics Instructor
	Jessie Bates	Esthetics Instructor
	Jeannie Patagonia	Nail Technology Instructor
	Kurt Johansen	Nail Technology Instructor
	Jessie Bates	Nail Technology Instructor
	Kurt Johansen	Makeup Artistry Instructor
	Carolyn Mitchell	Makeup Artistry Instructor
	Jessie Bates	Makeup Artistry Instructor

# **Course: ADVANCED ESTHETICS / SKINCARE**

## CURRICULUM- UNITS OF INSTRUCTION

1. The total curriculum shall not be less than 100 hours of instruction.
2. The first 50 hours must be devoted to instruction in the theoretical aspects of all content areas. Practical instruction can be included in this first 50 hours but supervised practice on a clinic floor cannot.
3. The remaining 50 hours are to be devoted to supervised practice integrated with ongoing theoretical and practical instruction.

### MINIMUM REQUIRED HOURS OF INSTRUCTION

<u>Content Area</u>	<u>Hours</u>
• Anatomy and Physiology .....	6
• Diseases and Disorders of the Skin .....	10
• Cosmetic chemistry Ingredients and Product Knowledge .....	6
• Sterilization, Sanitation and Bacteriology .....	6
• Management, Laws, Communication and Ethics .....	5
• Massages .....	10
• Application of Makeup and Sales Product Knowledge .....	10
• Electricity and Aesthetics Equipment .....	6
• Depilation/Waxing.....	10
• Clinical Practice, Record Keeping, and Treatment Procedures & Clinic Hours .....	31

**Total 100 Hour**

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted for graduation.

### MINIMUM NUMBER OF STUDENT CLINIC SERVICES TO BE PERFORMED IN ORDER TO GRADUATE

SERVICE TYPE	REQUIRED
FACIALS W/O MACHINES	10
FACIALS W MACHINES	10
WAX	10
MAKEUP	5
MISCELLANEOUS	10

## ESTHETICS - ACADEMIC PROGRAM

- I Orientation, History + Opportunities, Professional Image, Life Skill, Communication
- II Infection Control, Treatment Room, Basic Facials, Hair Removal, Facial Massage
- III Skin structure, Anatomy + Physiology
- IV Basics of Chemistry, Diseases + Disorders of Skin, Skin Analysis
- V Skin Care Products
- VI Basics of Electricity, Facial Machines, Nutrition
- VII Makeup, Selling Products + Services
- VIII Career Planning, Resume + Portfolio Development, Clinic
- IX Skin Care Business, Business Planning, Advanced Topics + Treatments, Clinic
- X Final Exams, Clinic

### PROGRAM SCHEDULE:

ESTHETICS /SKIN CARE - 100 Hours									
Program	Hrs	Weeks @ 100%		Mon	Tues	Wed	Thurs	Fri	Sat
Days	18	8				9:00am-3:00pm	9:00am-3:00pm		Fall 2017
Evenings **	12	12		Pend	5:00pm - 9:00pm	5:00pm - 9:00pm	5:00pm - 9:00pm		Sept 5 2017
Weekend	6	24		N/A					

### TUITION + FEES:

Program	Tuition	Application Fee	Kit/Books	Other	TOTAL COSTS
<b>ESTHETICS</b>	\$3,174.00	\$ 175.00	\$ 650.00	\$ -	<b>\$ 3,999.00</b>

<b>BELLE ACADEMY of Cosmetology</b>	
<b>SKINCARE KIT LIST</b>	
1	Large Tote
2	Face mask brush ( 1 lg/ 1 sm)
1	Tweezers
1	Foundation
1- Pkg	Facial Sponges
1	M/U cape
1- Pkg	Wood Applicators
1	Eye mask brush
1- Pkg	Eye pad rounds
1- Pkg	Disp. Head bands
1- Pkg	Wedges
1- Pkg	Plastic applicators'
1- Pkg	Disp Lip brushes
1	Small Makeup Kit
1-pkg	Disp Shadow Applicators
1-pkg	Disp mascara
1	Milady Standard Text Bundle:
	Esthetics Text
	Work book
Student: _____	
Date Kit Rec'd: _____/_____/_____	
Instructor	
Initial: _____	
Note: kit items are subject to change	

**Note:** Application fee due at signing of contract agreement. Kit / book fees due prior to class start.

# **Course: NAIL TECHNOLOGY**

## CURRICULUM- UNITS OF INSTRUCTION

1. The total curriculum shall not be less than 100 hours of instruction.
2. The first 50 hours must be devoted to instruction in the theoretical aspects of all content areas. Practical instruction can be included in this first 50 hours but supervised practice on a clinic floor cannot.
3. The remaining 50 hours are to be devoted to supervised practice integrated with ongoing theoretical and practical instruction.

### MINIMUM REQUIRED HOURS OF INSTRUCTION

<u>Content Area</u>	<u>Hours</u>
• Anatomy and Physiology .....	5
• Diseases and Disorders of the Skin + Nails .....	5
• Cosmetic chemistry Ingredients and Product Knowledge .....	5
• Sterilization, Sanitation and Bacteriology .....	5
• Management, Laws, Communication and Ethics .....	5
• Massage .....	2
• Application of Manicure ,Pedicures and Sales Product Knowledge .....	5
• Electricity and Nail Technology Equipment .....	8
• Application of Artificial Nail Enhancements .....	10
• Clinical Practice, Record Keeping, and Treatment Procedures & Clinic Hours .....	50

**Total 100 Hours**

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted for graduation.

### MINIMUM NUMBER OF STUDENT CLINIC SERVICES TO BE PERFORMED IN ORDER TO GRADUATE

SERVICE TYPE	REQUIRED
Manicure w/ massage	2
Pedicures w/ massage	2
Artificial Nail Enhancements	10
Paraffin Hand Treatment	1
Nail Art	2
MISCELLANEOUS	5

## NAIL TECHNOLOGY - ACADEMIC PROGRAM

Week I: Orientation, History + Opportunities, Professional Image, Life Skill Communication

Week II: Infection Control. Anatomy + Physiology

Week III: Skin structure, Nail Structure + Growth, Nail Diseases + Disorders

Week IV: Manicuring, Pedicuring, Basics of Electricity, Electric Filing, Mid Term Exam

Week V: Basics of Chemistry, Nail Product Chemistry, Tips-Wraps-No Lite Gel

Week VI: Acrylic Nail Enhancements, On the Job, Clinic

Week VII: UV Gels, Salon Business, Business Planning, Clinic

Week VIII: Seeking Employment, Resume + Portfolio Development Final Exams

### PROGRAM SCHEDULE:

Currently only offering an evening program

NAILTECHNOLOGY - 100 Hours									
Program	Hrs	Weeks @ 100%		Mon	Tues	Wed	Thurs	Fri	Sat
Days**	12	8.3	N/A		9:00am - 1:00pm	9:00am - 1:00pm	9:00am - 1:00pm		
Evenings	12	8.3	Fall 2018		5:00pm - 9:00pm	5:00pm - 9:00pm	5:00pm - 9:00pm		
Weekend	6	16.6	N/A		Coming Fall 2019				9:00am - 3:00pm

In 2019 day and weekend programs will be offered pending

### TUITION AND FEES:

Program	Tuition	Application Fee	Kit/Books	Other	TOTAL COSTS
Nail Technology	\$ 2,425.00	\$ 175.00	\$ 650.00	\$ -	\$ 3,250.00



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## NAIL TECHNOLOGY KIT LIST

### OPI On-The-Go Kit ( which includes):

<b><u>Sanitation + Safety :</u></b>	<b><u>Manicure + Pedicures:</u></b>
NAS 99	1 Pkg Nail Wipes
Hand Sanitizer	Exfoliating Treatment
Liquid hand Soap	Nail + Cuticle Oil
Safety Glasses	Avoplex Hand / body lotion
	Manicure bowl
<b><u>Nail tips + Adhesives:</u></b>	Nail manicure brush
Acrylic Application	Toe Separators
Bondex	Foot file
Bond-Aid	
Acrylic Liquid + powder	<b><u>Polishing:</u></b>
Glass Eyedripper	Polish Remover
Reusable Nail Forms	RapiDry Polish Dryer
Disposable Nail Forms	Base Coat
Acrylic Brush	Ridge Filler
Brush cleaner	Nail Envy Nail Strengthener
Dappens	Top Coat
Fluffy	Asst'd OPI Nail lacquers
1 Pkg Table Towels	
5 Wooden Dowels	<b><u>Educational Material:</u></b>
	1 Nails Textbook
<b><u>Files + Implements:</u></b>	
Cuticle stick	
Pusher Pulse	
Finger Nail Clipper	
Toe Nail Clipper	
Diamond coated file	
File / Buffer in one	
Brilliance Block	
	<b>* Note: kit items are subject to change</b>

**STUDENT:** \_\_\_\_\_

**Date Kit Rec'd:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Instructor Initial:** \_\_\_\_\_

**Note:** Application fee due at signing of contract agreement. Kit / book fees due prior to class start.

## Course: MAKEUP ARTISTRY

### CURRICULUM- UNITS OF INSTRUCTION

1. The total curriculum shall not be less than 40 hours of instruction.
2. The first 20 hours must be devoted to instruction in the theoretical aspects of all content areas. Practical instruction can be included in this first 20 hours but supervised practice on a clinic floor cannot.
3. The remaining 20 hours are to be devoted to supervised practice integrated with ongoing theoretical and practical instruction.

### MINIMUM REQUIRED HOURS OF INSTRUCTION

<u>Content Area</u>	<u>Hours</u>
• Anatomy and Physiology .....	2
• Diseases and Disorders of the Skin .....	2
• Cosmetic chemistry Ingredients and Product Knowledge .....	2
• Sterilization, Sanitation and Bacteriology .....	2
• Management, Laws, Communication and Ethics .....	2
• Color Theory.....	4
• Application of Makeup and Sales Product Knowledge .....	10
• Electricity and Makeup Artistry Equipment .....	1
• Lash Extension, Brow and Lash Tinting .....	2
• Clinical Practice, Record Keeping, and Treatment Procedures & Clinic Hours .....	14

**Total 40 Hours**

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted for graduation.

### MINIMUM NUMBER OF STUDENT CLINIC SERVICES TO BE PERFORMED IN ORDER TO GRADUATE

SERVICE TYPE	REQUIRED
Day Makeup	5
Evening Makeup	5
Wedding Makeup	5
Photography Makeup	2
MISCELLANEOUS	5

## MAKEUP ARTISTRY - ACADEMIC PROGRAM

Week I: Orientation, History + Opportunities, Professional Image, Life Skill, Makeup App guidelines face shapes

Week II: Tools and products, Facial preparation, Color Chromatics, Facial enhancements, professional makeup

Week III: Day + Evening makeup, Contouring techniques, Foundation and blush, Eyebrows shaping and color

Week IV: Eye makeup: shadow, liner, artificial lash (tabbing and strip)

Week V: Lips: Correction, Color, application, Makeup tips for women of all ages Men's Makeup, Camouflage

Week VI: Makeup tips for mature women, Review, Clinic, and Pre test Specialty makeup: Wedding, Photo, and Final

### PROGRAM SCHEDULE:

MAKEUP ARTISTRY – 40 Hours									
Program	Hrs	Weeks @ 100%		Mon	Tues	Wed	Thurs	Fri	Sat
Evenings	12	3.5	N/A		5:00pm - 9:00pm	5:00pm - 9:00pm	5:00pm - 9:00pm		Fall 2018
Weekend	6	6.6							9:00am - 3:00pm

### TUITION AND FEES:

Program	Tuition	Application Fee	Kit/Books	Other	TOTAL COSTS
Makeup Artistry	\$ 1,374.00	\$ 175.00	\$ 650.00	\$ -	\$ 2,199.00

BELLE ACADEMY of COSMETOLOGY  
**MAKEUP KIT LIST**

1	City Lights Case
1	Translucent Powder-Light
1	Translucent Powder-Dark
1 Pkg	Disposable applicators ( mascara wand, spatula, eye shadow , lip brush)
1	8 Piece Professional Brush Set
1 Pkg	Cosmetic Wedges
1	Porcelain, Naked, Nude, Bare
1	Eye Shadow Pallet ( 20 colors)
1	Mixed Pallet ( Mosaic, Oil Control, 2 concealers, 2 lipstick, 4 eye shadow
1	Foundation Pallet ( 5 colors and 1 applicator sponge)
1	Lipstick Pallet ( 20 color)
1	Makeup cape

Student  
 Signature: \_\_\_\_\_

Date Kit Rec'd: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Instructor  
 Initial: \_\_\_\_\_

**Note: kit items are subject to change**

**Note:** Application fee due at signing of contract agreement. Kit / book fees due prior to class start.

## PROGRAM START DATES:

	Esthetics			Nail Technology			Makeup Artistry	
	Day	Eve	Wkend	Day	Eve	Wkend	Eve	Wkend
<b>January</b>								
<b>February</b>								
<b>March</b>	March 7 <sup>th</sup> 2018	March 6 <sup>th</sup> 2018			March 6 <sup>th</sup> 2018			March 10, 2018
<b>April</b>								April 21, 2018
<b>May</b>	May 3 <sup>rd</sup> , 2018	May 2 <sup>nd</sup> , 2018			May 1 <sup>st</sup> , 2018			
<b>June</b>								June 2 <sup>nd</sup> 2018
<b>July</b>								
<b>August</b>								
<b>September</b>	Sept 4 <sup>th</sup> , 2018	Sept 5 <sup>th</sup> 2018			Sept 5 <sup>th</sup> , 2018			Sept 09 <sup>th</sup> , 2018
<b>October</b>								
<b>November</b>	Nov 7 <sup>th</sup> , 2018	Nov 6 <sup>th</sup> 2018			Nov 6 <sup>th</sup> 2018			Nov 3rd
<b>December</b>								

**Dates are subject to change.**

Class starts dates are subject to change per enrollment.

## Satisfactory Academic Progress Policy (SAP)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Belle Academy of Cosmetology. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### Evaluation Periods:

Students are evaluated for Satisfactory Academic Progress as follows:

<b>Esthetics:</b>	<b>50 (scheduled) hours</b>
<b>Nail Technology:</b>	<b>50 (scheduled) hours</b>
<b>Makeup Artistry:</b>	<b>20 (scheduled) hours</b>

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the program.

### Attendance Progress Evaluations:

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress.

### Maximum Time Frame::

The maximum time allowed for students, enrolled in the esthetics, nail technology or makeup artistry programs will be determined based on 75% of scheduled hours.

### Academic Progress Evaluations:

Students must maintain a written grade average of 75% and pass a Final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

### Grading Scale

#### ✓ Academics

4	= 100	= Excellent
3	= 94 – 99	= Very Good
2	= 84 - 93	= Good
1	= 75 – 83	= Satisfactory
0	= 74 and below	= Unsatisfactory / Failing

#### ✓ Practical/ Lab

Pass (1 pt)	= 100	= Excellent / Salon Quality
Fail (0 pt)	= 74 and below	= Unsatisfactory/ Failing

## Transfer hours

Transfer hours from another school will not be accepted for the Esthetics, Nail Technology or Makeup Artistry programs.

## Graduation Requirements

A student is considered graduated when he/she has completed the required clock hours of instruction for their chosen field, with a cumulative overall grade point average of 75% or better, and all financial arrangements are complete. Upon successful completion the student will be awarded a Diploma / Certificate of completion.

## Employment Assistance Policy

While Belle Academy of Cosmetology cannot guarantee employment for its graduates, assistance in finding suitable employment is provided by posting job openings on the career opportunities bulletin board. Students also receive training in Resume development, Professionalism and Job interview skills. Belle Academy of Cosmetology maintains a relationship with professionals and potential employers of Belles graduates. Job referrals are made known to interested graduates as available.

## Policy Changes

The school reserves the right to make changes to scheduling, course format, academic calendar, programs, and staff. Any changes made will not affect the integrity of programs. Students will be notified, if possible, of any changes prior to the changes being made.

## Cost over Contract

If a student fails to complete the program in the time allowed as contracted, the hours made up after graduation date will be charged at the programs hourly rate: **Esthetics \$31.74 / Nail Technology \$24.25 / Makeup Artistry \$34.35**

The school reserves the right to close for Educator Training Seminars, legal holidays or any other circumstances beyond the school's control.