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**School Catalog • Volume 46**

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"I certify that this catalog is true and correct in content and policy as required by CFR 21.4253 (d)(1)"

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## Welcome Message from the CEO

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Welcome to Florida Academy, our goal is to see students succeed in their field of choice. Florida Academy prides itself on preparing students for success in various industries where there is proven growth. Indeed, by enrolling at Florida Academy you are preparing yourself for a lifetime of opportunity.

We know that you have many choices when it comes to your education, and we want to take a moment to thank you for choosing Florida Academy. In career education, reputation matters, and since our founding in 1990, Florida academy's reputation is strong. There is a reason we are an award-winning school. We provide up-to-date and current educational and teaching methods. We hope you enjoy spending some time in our classrooms and laboratory facilities.

On behalf of the faculty and staff of Florida Academy, I welcome you and wish you nothing but the best in your future endeavors.

Dr. Laurence J. Zielke, CEO  
Florida Academy

## History and Ownership

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Florida Academy was founded in 1990 and was purchased in 1997 by Nornob Corporation, Inc., a Florida corporation. Since 2009 Nornob Corporation, Inc. has had two primary shareholders, Dr. Laurence J. Zielke and Michael L. Howell. Dr. Zielke holds a Bachelor of Arts from Centre College and a Juris Doctorate from the Louis D. Brandeis School of Law at the University of Louisville. Michael L. Howell owns and operates construction companies, assisted living communities, salons and spas in the southeastern United States.

## Accreditation and Licensure

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### Accreditor

Florida Academy is accredited by the Commission of the Council on Occupational Education. Contact the Council on Occupational Education at:

7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350

Telephone: (770) 396-3898  
FAX: (770) 396-3790  
[www.council.org](http://www.council.org)

### Licensure

Florida Academy is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding Florida Academy may be obtained by contacting the Commission at:

325 W. Gaines Street  
Suite 1414  
Tallahassee, Florida 32399-0400

Telephone: (850) 245-3200  
Toll Free: (888) 224-6684

## Approvals and Other Associations

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### Approvals

Department of Health, Division of Medical Quality Assurance, Board of Massage Therapy  
4052 Bald Cypress Way, Bin #C06, Tallahassee, Florida, 32399-3256

Department of Business & Professional Regulation, Division of Professions, Board of  
Cosmetology  
Northwood Centre, 1940 N. Monroe Street, Tallahassee, Florida 32399-0790

National Center for Construction Education and Research (NCCER)  
13614 Progress Boulevard, Alachua, Florida 32615

### Eligibility Provider

Southwest Florida Workforce Development Board, Inc.  
9530 Marketplace Road, Suite 104, Fort Myers, Florida 33912

Department of Veteran Affairs, Florida Department of Veteran's Affairs-State Approving  
Agency  
11351 Ulmerton Road, Suite 311-K, Largo, Florida 33778

### Associations

American Aestheticians Education Association  
American Association of Cosmetology Schools  
American Massage Therapy Association-Council of Schools  
Associated Bodywork & Massage Professionals  
Better Business Bureau of West Florida, Inc.  
ESCO Institute-Heating, Ventilation and Air Conditioning  
Florida Association of Postsecondary Schools and Colleges  
Florida Association of Veterans Education Specialists  
Florida State Massage Therapy Association  
International Massage Association  
Southwest Florida Air Conditioning Contractors Association

## Changes in Programs and Catalogs

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The information contained in this publication conforms with the rules and regulations of the Commission for Independent Education and complies with the eligibility requirements, standards, procedures, and obligations adopted by the member institutions of the Council on Occupation Education, and applicable state and federal statutes. Any Florida Academy policies and/or procedures that may be found to be in violation of such are hereby declared null and void and of no effect. The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. While provisions of this catalog will ordinarily be applied as stated, Florida Academy reserves the right to change this catalog, to include addenda, without notice to individual students. Every effort is made to keep students informed of any such changes.

## Philosophy, Purpose/Mission, Vision and Values

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### Philosophy

Florida Academy recognizes the need for training in growing fields and understands that the application of trade skills can have a positive influence on one's overall well-being. Florida Academy's goal, therefore, is to assist students in achieving their potential in their chosen career path. The school, with modern classrooms and clinical practicum areas, provides students with a professional environment for learning.

Florida Academy is committed to offering comprehensive programs that integrate with the personal maturation and intuitive development of its students. To achieve this, the students have access to an experienced and dedicated faculty, reference and video library, audio and visual aids, a knowledgeable administrative staff, and equipment and supplies like those found in a professional setting. Florida Academy provides quality training, relating to the individual needs of students, thereby enhancing their ability to comprehend and gain proficiency in their field of study.

### Purpose/Mission

Florida Academy strives to educate students to become highly skilled professionals who are sensitive to the needs of their clients and themselves. We encourage the greatest personal and professional growth for students by providing a nurturing and respectful education community.

### Vision and Values

**Vision:** Florida Academy is an institution committed to transforming people's lives through providing a learning environment that fosters personal commitment to students through active engagement by faculty, staff and alumni. The school prepares students for personal and professional success by emphasizing work skills, accountability, and community involvement.

**Values:** Florida Academy enhances the mission and vision by promoting the following values: engagement, community service, diversity, respect, and continuous quality improvement.

## Human Rights and Non-Discrimination

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Florida Academy is committed to equal opportunity education and is guided in philosophy and practice by the principle that individuals will not be treated differently based on race, creed, religion, sex, age, national origin, disability, sexual orientation, or marital status. Florida Academy seeks to ensure that legitimate and reasonable access is available to all students and staff. Florida Academy complies with *Title VI and VII of the Civil Rights Act of 1964*, as amended; the *Civil Rights Act of 1991*; *Executive Order 11246*, as amended; *Title IX of the Education Amendments of 1972*, as amended; *Section 504 of the Rehabilitation Act*; and *The Americans with Disabilities Act of 1990*. Florida Academy endeavors to provide reasonable accommodations to qualified students with disabilities. Please see the Florida Academy ADA Handbook for additional information. Florida Academy is an Equal Opportunity Employer.

### ADA Compliance Coordinator:

Todd Clark (239) 489-2282 ext. 113  
[president@florida-academy.edu](mailto:president@florida-academy.edu)

### Title IX Compliance Coordinator:

Lisa LeClaire-Odar (239) 489-2282 ext. 103  
[eddirector@florida-academy.edu](mailto:eddirector@florida-academy.edu)

## Administrative Directory

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Florida Academy  
4387 Colonial Boulevard, Suite 100  
Fort Myers, FL 33966  
[www.florida-academy.edu](http://www.florida-academy.edu)

(239) 489-2282 Phone  
(800) 324-9543 Toll Free Phone  
(239) 489-4065 Fax

### Administrative Staff Contact Information

Department	Staff Member	Email	Ext #
Administrative Asst.	Gerri Murphy	<a href="mailto:gerri@florida-academy.edu">gerri@florida-academy.edu</a>	116
Admissions Coord.	Petra Erbes	<a href="mailto:admissions@florida-academy.edu">admissions@florida-academy.edu</a>	106
Admissions	Quintana Goodley		115
Admissions	Valerie Stevenson		108
Bursar	Ruth Watts	<a href="mailto:bursar@florida-academy.edu">bursar@florida-academy.edu</a>	114
Career Services Coord.	Melinda Hernandez	<a href="mailto:careerservices@florida-academy.edu">careerservices@florida-academy.edu</a>	104
Compliance Director	Donna Smith	<a href="mailto:compliance@florida-academy.edu">compliance@florida-academy.edu</a>	134
Education Director	Lisa LeClaire-Odar	<a href="mailto:eddirector@florida-academy.edu">eddirector@florida-academy.edu</a>	103
Financial Aid Director	Cateibra Parker	<a href="mailto:fa@florida-academy.edu">fa@florida-academy.edu</a>	107
Owner/CEO	Laurence Zielke	<a href="mailto:LJ@florida-academy.edu">LJ@florida-academy.edu</a>	103
President	Todd Clark	<a href="mailto:president@florida-academy.edu">president@florida-academy.edu</a>	110
Reception/Front Desk	Michelle Abrams	<a href="mailto:reception@florida-academy.edu">reception@florida-academy.edu</a>	101
Registrar	Teresa Braun	<a href="mailto:registrar@florida-academy.edu">registrar@florida-academy.edu</a>	112
Student Services Coord.	Ronnita Moore	<a href="mailto:studentservices@florida-academy.edu">studentservices@florida-academy.edu</a>	110

## Facilities

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Conveniently located in Southwest Florida, Florida Academy is close to the Gulf beaches and enjoys sunshine and moderate temperatures year-round. The campus is easily accessed from Interstate 75 and Southwest Florida International Airport and is in The Colonial Center, 4387-91 Colonial Boulevard, Fort Myers, FL 33966. The campus offers a comfortable atmosphere for practice, lecture, and study. Florida Academy consists of on-site clinics, labs, salons, multi-purpose classrooms, and administrative offices comprising approximately 24,000 square-feet.

### Learning Resources

Florida Academy provides a Learning Resource Center on campus. The Resource Center hosts a variety of topic specific reference books, periodicals, and journals. Students have access to the library's computers, internet and printing capabilities, and have access to many resources that are specific to program offerings.

## Program Equipment

Florida Academy strives to maintain facilities and equipment which are current to industry standards with input from faculty, industry professionals, and institutional and occupational advisory committees. The following is program-specific equipment. (This list is not all-inclusive and is subject to change.)

<b>Cosmetology</b>
Salon chairs
Shampoo bowls
Hooded dryers
Color dispensary
<b>Electrical Technology</b>
Electrical training boards
Distribution panels and panel breakers
Lighting fixtures
Simulated wiring stations
Various sizes of wire, connectors, boxes
EMT pipe benders
EMT pipe bender rack
Associated tools and equipment
<b>HVAC/R Technology</b>
Air conditioning stations
Heat pump stations
Air distribution stations
Electrical training stations
Copper and plastic pipe stations
Brazing stations
Refrigeration stations
Compressors
Associated tools and equipment
<b>Massage Therapy</b>
Massage tables
Massage chairs
Bolsters
Skeletons
TENS units
Electrical stimulation equipment
Hydrocollators

<b>Nail Technology</b>
Ergonomic manicure tables
Pedicure stations
UV/LED nail enhancement lights
Professional electric files
Paraffin machine
<b>Professional Esthetics</b>
Facial stacks and steamers
Micro-dermabrasion
High frequency machines
LED light therapy
Ultrasonic scrubbers
Wax pots
Hydraulic tables
Wet tables
Suction and atomizer machines
Ergonomic manicure tables
Pedicure stations
UV/LED nail enhancement lights
Professional electric files
Paraffin machine
<b>Restricted Barbering</b>
Barber chairs
Shampoo bowls
Hot towel cabinet
<b>Skin Care</b>
Facial stacks and steamers
Micro-dermabrasion
High frequency machines
LED light therapy
Ultrasonic scrubbers
Wax pots
Hydraulic tables
Paraffin machine

## General Information/Policies

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### Accident or Illness

In case of serious accident or illness, students may be transported by ambulance, at their expense, to a nearby emergency room for treatment. Treatment by a physician and/or hospitalization is also at the student's expense. Florida Academy will notify the person(s) requested by the student in the event of an emergency. If the student is unable to communicate, Florida Academy will notify the emergency contact person(s) listed in the student's file.

### Smoking Policy

Florida Academy has a restricted smoking policy. Florida Academy has one designated smoking area located between building 4387 (Main Office) and building 4383. Smoking (including electronic devices) is not permitted in any other area of the campus. Violators of the smoking policy are subject to disciplinary action at the discretion of the President or Education Director.

### Emergencies on Campus

Florida Academy takes a multi-faceted approach to the security of, and access to, all campus facilities. The facility is equipped with a security system that notifies local law enforcement or emergency services, if needed, serving as an intruder alarm but also as a fire and security system.

Florida Academy issues an Annual Campus Safety and Security Report detailing emergency, safety, and security procedures for the campus. All incoming students are issued a copy of the current report at Orientation and enrolled students are emailed a copy annually of the updated report. Additional copies of the report are available on the school website or by request at the Front Desk. All students are advised to read and familiarize themselves with the policies and procedures in the Annual Campus Safety and Security Report.

### Guests/Visitors on Campus

All guests utilizing services rendered by students or professional staff are to be escorted by a student, educator, or staff member unless issued a visitor pass. Minors must be accompanied, at all times, by an adult.

### Parking on Campus

Florida Academy is provided designated parking areas by property management for students and staff. Maps of acceptable parking spaces are provided at Orientation and are available upon request at the Front Desk. Failure to adhere to allowable parking spaces notated on the map may result a vehicle being towed at the owner's expense.

### English Proficiency

Florida Academy requires students to speak, write and correspond in English for all programs/courses. All programs/courses are taught solely in English.

### Video Surveillance Policy

Florida Academy uses select video surveillance to aid in the safety and security of faculty, staff, students, and visitors/guests. Surveillance excludes private areas such as restrooms and changing rooms. Information obtained from video monitoring may be requested by law enforcement to aid in investigations. Any decision to release video surveillance will be made by the President and/or CEO of Florida Academy.

## Restroom Policy

Most of the restrooms at Florida Academy are single occupancy. In areas with gender-designated restrooms, students are encouraged to use the restroom that corresponds to their identity.

## The E-sign Act and Information Security

The Electronic Signatures in Global and National Commerce Act (E- Sign Act) provides, in part, that a signature, contract, or other record relating to a transaction may not be denied legal effect, validity, or enforceability solely because it is in electronic form or because an electronic signature or electronic record was used in its formation. The E-Sign Act permits lenders, guaranty agencies, and schools to use electronic signatures and electronic records in place of traditional signatures and records that, under the HEA and underlying regulations, otherwise must be provided or maintained in hard-copy format.

Unless a statute or regulation specifically requires Florida Academy to provide or maintain a record or document on paper, obtain a pen and paper signature, or send a notification or authorization via U.S. mail, Florida Academy may, respectively,

- provide and maintain that record electronically,
- obtain the signature electronically as long as the electronic process complies with the E-Sign Act and all other applicable laws,
- provide notices or receive authorizations electronically. You may also use an electronic process to provide required notices and make disclosures by directing students to a secure website that contains the required notifications and disclosures.

## Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Florida Academy receives a request for access. A student should submit to the registrar, head of the academic department, a written request that identifies the record(s) the student wishes to inspect. The school official will arrange for access and 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 correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Florida Academy to amend a record should write to the Education Director, clearly identify the part of the record the student wants changed and specify why it should be changed.

If Florida Academy decides not to amend the record as requested, Florida Academy will notify the student in writing of the decision and the student's right to a hearing regarding the

request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

Florida Academy discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the Florida Academy in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Florida Academy who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Florida Academy.

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

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within Florida Academy whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36.(§ 99.31(a)(10))
- Information the school has designated as “directory information” under §99.37.(§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceedings with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a

controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

### Change of Personal Information

Change of personal information request forms may be obtained from the Registrar. Please note that name change requests require proper legal documentation.

### Drug Screens

Florida Academy places the safety and welfare of its students, faculty, and staff as a highest priority. Therefore, all students are subject to random drug screens as a condition of enrollment at Florida Academy. Drug screens can be issued with or without warning and may be randomly applied.

### Vaccination/Immunization Policy

Florida Academy does not currently require disclosure of any vaccination/immunization status for students or staff.

### Voter Registration

Those not registered to vote in the State of Florida may see the Financial Aid office for assistance. Florida Academy has voter registration forms available for student use. Also, students and staff may register to vote online at <https://registertovoteflorida.gov/home> using a computer in the Student Resource Center or other internet connected devices.

### Community Service

Florida Academy is committed to the community and expresses this through its on-going community involvement and participation. The school sponsors and contributes to charity and health related events. Florida Academy's educators speak to community service groups, healthcare groups, and others to establish liaisons between the community and the school.

### Housing

Florida Academy does not offer or provide housing. Florida Academy will provide, upon request, extended stay hotel options, apartment information, and publications. The school will also post requests for shared accommodations of "wanted to rent" notices.

### Products

Cosmetology, skin care, and nail products are available for purchase by the public at the front desk using cash, check, or debit/credit card.

### Insurance

All active students of Florida Academy, performing services on campus, are covered by the school's liability policy. This policy exceeds state requirements. The coverage is provided at no additional expense to the student. Students are responsible for their own health insurance.

# Admissions

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## General Admissions Policies

Florida Academy requires all students to be at least eighteen (18) years of age as of the first day of program/course start. All admissions requirements must be met to enroll in any Florida Academy program of study to include:

- Personal/Virtual interview with the admissions department,
- Ability to meet participation expectations of the enrolled program,
- Submit a completed, signed Enrollment Agreement,
- Submit proof of a high school diploma, or its equivalent, or GED with a passing score,
- Submit valid photo identification,
- Initial meeting with a Financial Aid representative and/or Bursar, as applicable,
- Submit transcript(s) for all applicable institutions if requesting a transfer of credit, evaluation. Those seeking to use Veteran Education Benefits must submit ALL previous transcripts.

Students must begin a new program by the second (2<sup>nd</sup>) scheduled academic day of student's scheduled program start date. Unless otherwise indicated or allowed, students must meet all admissions requirements within ten (10) consecutive calendar days of the program's start date. This includes program specific requirements and VA Education Benefit requirements as listed below. As approved by the President, exceptions to the General Admissions Policies may be allowed for extenuating circumstances.

Note: For students enrolling in programs that require registration/licensure/certification in order to practice the profession, please be aware that criminal histories may prohibit students from acquiring professional credentials.

## Massage Therapy Admission Requirements

Within thirty (30) days of the program start, students accepted for admission to the Massage Therapy program must submit a valid background check performed no earlier than 12-months prior to the program start date. Florida Academy can provide assistance upon request.

## Admission Policies for Students using Veteran Affairs (VA) Education Benefits

In addition to the General Admissions Policies, the following policies are required for compliance with the VA State Approving Agency of Florida.

- **The VA requires all previous transcripts be submitted for review of transferrable credit.** A written record that clearly indicates that appropriate previous education and training has been evaluated and granted, with training time shortened and tuition reduced proportionately, will be maintained. This includes Joint Service Transcripts for students that served in the military. All transcripts must be received within the first two weeks of the student's program start date.
- A copy of the servicemember's DD-214 and/or Certificate of Eligibility
- A signed Shopping Sheet
- Submission of form 22-1990, 22-5490, or 22-5495 to the VA. The correct form is dictated by benefit chapter being utilized and dependency status.

- In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:
    - Prevent the student's enrollment;
    - Assess a late penalty fee to the student;
    - Require the student to secure alternative or additional funding; or
    - Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.
- However, to qualify for this provision, such students may be required to:
- Produce the VA Certificate of Eligibility (COE) by the first day of program/course start;
  - Provide a written request to be certified; and/or
  - Provide additional information needed to properly certify the enrollment as described in other institutional policies.

### Reentry Admissions

- The student must submit a written request outlining a plan for successful completion of their program.
- Any student seeking reentry must have approval of the Reentry Committee and/or designee.
- Students may not reenter more than twice for the purpose of completing a prior program enrollment.
- Students are required to wait a minimum of 30 calendar days from previous determination date of withdrawal before reentry.
- Reentry students must meet with Financial Aid and/or Bursar prior to reentry, as applicable.
- Prior to reentry, students must bring current any prior financial arrangements, make financial arrangements for any expected balance upon reentry, and complete outstanding requirements from any previous enrollment(s), as applicable.
- Students reentering on or within 180 calendar days of the last date of attendance will be charged a reentry fee, as well as the reinstatement of any charges that were reduced due to withdrawal.
- Students reentering after 180 calendar days of the last date of attendance will be charged tuition at the prevailing rate for tuition, supplies and fees with appropriate credit adjustments applied for any previous enrollment(s).
- Students reentering after 365 calendar days must repeat any courses in which all hours were not completed during previous enrollments.
- Students may be required to demonstrate mastery by achieving a satisfactory score on an assessment for courses previously completed. The assessment may be written and/or a skills proficiency demonstration.
- Reentry students must submit a completed, signed Enrollment Agreement or Enrollment Agreement Addendum and meet any additional admissions requirements.

## Transfer Policies

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### External Transfers

Students transferring from other schools are required to earn at least 25% of the required hours at Florida Academy for completion of a Florida Academy program. A written request for transfer of credit consideration, a valid transcript(s) from applicable previous institution(s), accredited by an agency recognized by the U.S. Department of Education and licensed by the Florida Department of Education (or the equivalent licensing authority of the state in which the institution is located) and a personal interview with the Admissions Department are required. Students must have completed previous coursework within five (5) years and submit an official transcript **prior** to the start of a program. Students may be required to demonstrate mastery by achieving a satisfactory score on an assessment for courses previously completed. The assessment may be written and/or a skills proficiency demonstration. The decision to award transfer credit is at the sole discretion of Florida Academy.

The Registrar and/or the Education Director is responsible for reviewing all transcripts for the purpose of transfer of credit. Transcripts submitted to Florida Academy by a school that awards credit hours must include conversion factors to equate such “credit hours” to “clock hours.” The Registrar and/or designee determines the number of transferrable credits.

Florida Academy does not issue transfer credit for any courses taken outside of the United States or its territories.

### Transfer of Credit to Another Institution

Florida Academy does not make any representation or guarantee that coursework/and or credit earned at Florida Academy will transfer to another institution. Students seeking to transfer credit should verify transfer eligibility with the institution.

### Internal Transfers

Students seeking to transfer programs within Florida Academy are required to meet with the Education Director and/or designee for approval. If the transfer request is approved the student is required to pay the \$50.00 internal transfer fee and meet with Financial Aid and/or Bursar as applicable **PRIOR** to transferring from one program to another.

All applicable attended hours and grades earned in the original course will transfer to the new program. Tuition adjustments will be applied for the clock hours that were accepted toward the new program of study.

Transfers from Professional Esthetics to Skin Care or Nail Technology will not be permitted after a student reaches 300 attended clock hours. Any exception due to extenuating circumstance must be documented and authorized by the President or Education Director of Florida Academy.

Note: This policy does not apply to external transfers to Florida Academy.

Transfers from Financial Aid-Eligible Programs to Non-Financial Aid-Eligible Programs  
In adherence to Federal Student Aid (FSA) regulations, Title IV funds may not be applied to non-eligible programs. Students are not allowed to transfer to a non-Title IV eligible program

any clock hours for which Title IV funds have been granted. To transfer clock hours, all Title IV funding received for the Title IV eligible program MUST be returned to FSA.

No transfer hours will be applied to the applicable non-Title IV program until funds received for the Title IV eligible program are returned to FSA and all outstanding balances from the withdrawal are paid in full.

- Students must withdraw from the Title IV program, sign an Internal Transfer: Financial Aid Eligible Program to Non-Financial Aid Eligible Program: Student Acknowledgement Form and pay any outstanding balance from the withdrawal.
- An Academic Transfer Evaluation Form must be completed by the Program Chair and/or designee for the new program.
- A new Enrollment Agreement/Enrollment Agreement Addendum must be completed for the new program with applicable credit for tuition and supplies.
- Any transfer request must be approved prior to the close of the applicable FSA award year.

## Academics

### Program Start Dates

Florida Academy reserves the right to cancel/reschedule any program. All start dates are subject to change.

### Academic Calendar

Legend	
<u>Program Acronyms:</u> Cosmetology (COS), Electrical Technology (ET), HVAC/R Technology (HVAC), Massage Therapy (MT), Nail Technology (NT), Professional Esthetics (PE), Restricted Barbering (RB), Skin Care (SC)	
<u>Other Acronyms:</u> Day (D), Evening (E)	
2023	Event
Tuesday, January 3, 2023	Classes Resume
Monday, January 9, 2023	MT, NT, PE, SC Class Start*
Wednesday, January 11, 2023	NT, PE, SC Class Start**
Monday, January 16, 2023	Martin Luther King Jr. Day (School Holiday)
Tuesday, February 7, 2023	COS, NT, PE, RB(D), SC Class Start*
Wednesday, February 8, 2023	COS, NT, PE, SC Class Start**
Monday, February 13, 2023	HVAC Class Start
Monday, February 20, 2023	President's Day (Student Holiday)
Wednesday, March 8, 2023	NT, PE, SC Class Start**
Thursday, March 9, 2023	MT, NT, PE, SC Class Start*
Monday, March 13, 2023	RB(E) Class Start
Thursday, March 23, 2023	Staff In-Service Day (Student Holiday)
Thursday, April 6, 2023	COS, NT, PE, SC Class Start**
Friday, April 7, 2023	Good Friday (Student Holiday)

<b>2023</b>	<b>Event</b>
Monday, April 10, 2023	Easter (Observed) (School Holiday)
Tuesday, April 11, 2023	COS, NT, PE, RB(D), SC Class Start*
Thursday, April 27	ET(E) Class Start
Friday, May 5, 2023	NT, PE, SC Class Start**
Monday, May 8, 2023	HVAC Class Start
Tuesday, May 9, 2023	MT, NT, PE, SC Class Start*
Monday, May 29, 2023	Memorial Day (School Holiday)
Friday, June 2, 2023	COS, NT, PE, SC Class Start**
Wednesday, June 7, 2023	RB(E) Class Start
Thursday, June 8, 2023	COS, NT, PE, RB(D), SC Class Start*
Wednesday, June 14, 2023	Staff In-Service Day (Student Holiday)
Monday, June 19, 2023	Juneteenth (Student Holiday)
Tuesday, July 4, 2023	Independence Day (School Holiday)
Wednesday, July 5, 2023	NT, PE, SC Class Start**
Tuesday, July 11, 2023	MT, NT, PE, SC Class Start*
Monday, July 24, 2023	ET(E) Class Start
Tuesday, August 1, 2023	HVAC Class Start
Wednesday, August 2, 2023	COS, NT, PE, SC Class Start**
Tuesday, August 8, 2023	COS, NT, PE, RB(D), SC Class Start*
Wednesday, August 30, 2023	COS, NT, PE, SC Class Start**
Monday, September 4, 2023	Labor Day (School Holiday)
Thursday, September 7, 2023	MT, NT, PE, SC Class Start*
Tuesday, September 12, 2023	RB(E) Class Start
Saturday, September 17, 2023	Constitution/Citizenship Day
Wednesday, September 27, 2023	COS, NT, PE, SC Class Start**
Thursday, October 5, 2023	COS, NT, PE, RB(D), SC Class Start*
Wednesday, October 11, 2023	ET(E) Class Start
Monday, October 16, 2023	Staff In-Service Day (Student Holiday)
Monday, October 23, 2023	HVAC Class Start
Wednesday, October 25, 2023	NT, PE, SC Class Start**
Monday, November 6, 2023	MT, NT, PE, SC Class Start*
Friday, November 10, 2023	Veteran's Day-Observed (Student Holiday)
Wednesday, November 22, 2023 - Sunday, November 26, 2023	Thanksgiving Break (Student Holiday)
Thursday, November 23, 2023 - Sunday, November 26, 2023	Thanksgiving Break (School Holiday)
Thursday, November 30, 2023	COS, NT, PE, SC Class Start**

<b>2023</b>	<b>Event</b>
Friday, December 1, 2023	Staff In-Service Day (Student Holiday)
Tuesday, December 5, 2023	COS, NT, PE, RB(D & E), SC Class Start*
Monday, December 18, 2023 - Monday, January 1, 2024	Winter Break (Student Holiday)
Friday, December 22, 2023 - Monday, December 25, 2023	Winter Break (School Holiday)
Friday, December 29, 2023 - Monday, January 1, 2024	New Year's Eve/Day-Observed (School Holiday)
<b>2024</b>	<b>Event</b>
Tuesday, January 2, 2024	Classes Resume
* COS, MT, NT, PE, RB(D), SC (Monday, Tuesday, Thursday Schedule Programs)	
** COS, NT, PE, SC (Wednesday, Thursday, Friday Schedule Programs)	

### Holiday Schedule

<b>Holiday</b>	<b>2023 Student Holidays</b>	<b>2023 School/Staff Holidays</b>
Martin Luther King Day	1/16/2023	1/16/2023
Presidents' Day	2/20/2023	N/A
Staff In-Service Day	3/23/2023	N/A
Good Friday	4/7/2023	N/A
Easter	4/10/2023 (Observed)	4/10/2023 (Observed)
Memorial Day	5/29/2023	5/29/2023
Staff In-Service Day	6/14/2023	N/A
Juneteenth	6/19/2023	N/A
Independence Day	7/4/2023	7/4/2023
Labor Day	9/4/2023	9/4/2023
Staff In-Service Day	10/16/2023	N/A
Veteran's Day	11/10/2023 (Observed)	N/A
Thanksgiving Break	11/22/2023 - 11/26/2023	11/23/2023 - 11/26/2023
Staff In-Service Day	12/1/2023	N/A
Winter Break	12/18/2023 - 01/02/2023	12/22/2023 - 12/25/2023 12/29/2023 - 01/01/2024

### Unit Clock Hour

One clock hour of instruction is defined as fifty minutes of classroom instruction in the presence of an educator out of a sixty-minute period. In the case of student clinic, one clock hour is awarded for each fifty minutes of service.

## Grading Scale

Grade	Clock Hour/CGA	General Definition
A	90-100	Excellent
B	80-89	Above Average
C	70-79	Average
D	65-69	Below Average
F	0-64	Failure
T	as applicable	Transfer of Credit

(CGA-Cumulative Grade Average)

## Grading System

- An “F” means the student has not satisfactorily met course requirements and must repeat the course.
- A “T” is assigned when a student transfers credits from another institution.

## Student:Teacher Ratio

Florida Academy offers an intimate educational environment that provides a professional, safe, and supportive structure for its students. Student to teacher ratios in programs and courses vary depending on the content and specific course activities.

## Program Progression

Program progression is dependent upon regular attendance in scheduled courses. Student progression may be reviewed and revised by Program Chairs and/or the Education Director.

## Progress Reports

Students in all programs have regular access to grade reports. Students are advised to carefully review this report for any discrepancies. Any questions or discrepancies should be directed to the student’s educator as per the Grade Disputes policy below.

## Grade Disputes

Students who disagree with a grade received should contact the educator-of-record if they wish to discuss the concern. If the student is unable to resolve the dispute with the educator, the student should notify the Program Chair in writing no later than five school days following the end of the course explaining the reasons for the dispute. The Program Chair will either approve or deny the request after investigation.

## Schedule Changes

Students requesting a schedule change are required to meet with the Education Director and/or designee for approval. Upon approval from the Education Director/designee, students must submit a completed change of schedule form to the Registrar.

## Licensure/Registration Requirements

Florida Academy’s Cosmetology, Massage Therapy, Nail Technology, Professional Esthetics, Restricted Barbering, and Skin Care programs’ curricula meet the state educational requirements for professional licensure, certification, or registration in the State of Florida. The institution has not made such a determination for any other state.

## Academic Honesty Policy

All students are expected to adhere to the standards as set forth in the Academic Honesty Policy. Students are expected to demonstrate academic integrity by completing their own work assignments and assessments. Effective planning and progress must be carried out for students to be successful in their program of study. Submission of work from another person, either from printed sources or someone other than the student; previously graded papers; papers submitted without proper source citation; or submitting the same paper to multiple courses without the knowledge of all educators involved can result in a failing grade or be reported to the Program Chair and/or the Education Director for appropriate sanctions or disciplinary actions.

Florida Academy ascribes to the concept of an honor system. This belief is based on the knowledge that in competitive professional environments, greater emphasis is placed on originality and integrity of ideas and work. All members of the academic community, including faculty, students, and administrators, are expected to assist in maintaining the integrity of the school, which includes reporting incidents that violate the Academic Honesty Policy.

## Copyright Infringement

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the filesharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at <https://copyright.gov>.

<https://ifap.ed.gov/sites/default/files/attachments/2020-01/1920FSAHbkVol2Ch6.pdf>  
<https://ifap.ed.gov/dear-colleague-letters/06-04-2010-gen-10-08-subject-institutional-requirements-combating>

## Graduation Requirements

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To graduate a student must have earned, at a minimum, a cumulative grade average (CGA) of 75% in their respective courses and program of study. Grades are rounded to the nearest whole percentage. Please see *Program Descriptions* for specific program requirements.

If a student has received subsidized, unsubsidized, or PLUS loans under the William D. Ford Federal Direct Loan (Direct Loan) Program, the student must complete [exit counseling](#) for each of the following:

- drop below half-time enrollment; graduate; or

- leave school.

Additionally, if a program of study requires clinic time, all clinic time must be completed, and any absences or tardiness must be made up. If the program requires specific services, all required services must be completed. All students must be in good financial standing and with the school and complete all program hours to graduate.

Graduation ceremonies will be set and announced during the course of the program and will include the presentation of diplomas and other academic excellence awards.

Florida Academy has the right to hold graduation certificates, transcripts and training equipment until students have paid, in full, all financial obligations to the school unless additional arrangements have been made for full payment; returned all school property; completed a financial aid exit interview; and completed the Graduate Employment exit interview in order to complete their graduation requirements.

## Conduct and Attendance

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### Code of Conduct

Florida Academy is an academic community committed to the educational and personal growth of its students. Behavior that infringes upon rights, safety or privileges, or that impedes the educational process is unacceptable and may lead to sanctions up to and including expulsion. Florida Academy recognizes its responsibility for the protection of personal and institutional rights and property is a primary focus of the disciplinary process.

The Florida Academy administration reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and well-being of any or all students, faculty and staff. Student conduct offenses may be related to persons, property, campus operations, health or safety of students, faculty, and/or staff.

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the United States, local, and state governments. Students are expected to conduct themselves in a manner consistent with the best interests of Florida Academy and of the student body.

Students are hereby advised that there may be program-specific required rules of conduct. In such instances, students will be notified by the program faculty/administrator of such requirements.

### Dress Code

For students in Cosmetology, Massage Therapy, Nail Technology, Professional Esthetics, Restricted Barbering, Skin Care:

- Hands must be clean and well-groomed.
- Nails must be properly manicured.

For students in Massage Therapy, Professional Esthetics, Skin Care:

- Long hair must be pulled back and secured. If hair length is below the shoulder blades, it must be pulled back to ensure it does fall off the shoulder when performing services.

Required dress code for Cosmetology:

- Florida Academy logo uniform set,
- Closed-toed shoes,
- Florida Academy t-shirt (Salon only),
- Black pants (Salon only)

Required dress code for Massage Therapy, Professional Esthetics, Nail Technology, Skin Care:

- Florida Academy logo uniform set,
- Closed-toed shoes.

Required dress code for Restricted Barbering:

- Florida Academy t-shirt,
- Black pants,
- Closed-toed shoes.

Required dress code for Electrical Technology and HVAC/R Technology:

- Florida Academy t-shirt,
- Appropriate work-style pants,
- Closed-toed shoes (Steel toe shoes/boots are encouraged but not mandatory).

Additional uniform sets and t-shirts may be purchased from the school. Students are responsible for purchasing their own pants and closed-toe shoes/boots.

**Please note for all programs-pants must be worn around the natural waist. Shorts are NOT permitted.**

Failure to follow the dress code may result in a student being sent home from class and appropriate disciplinary action taken. Repeated violations may result in the student may be dismissed from the school at the Education Director's/President's discretion.

### Misconduct

A student shall be subject to disciplinary action Florida Academy, up to and including permanent dismissal/termination, for misconduct on any property owned or controlled by Florida Academy; or external to Florida Academy property at any function that is authorized, sponsored, or conducted by the Florida Academy; or in parking lots adjacent to areas or buildings where Florida Academy functions are being conducted. Such misconduct shall include, but is not limited to, the commission of or attempt to commit any of the following acts:

- Possession of firearms or deadly weapons on campus property
- Failure to maintain satisfactory academic progress (SAP)
- Failure to pay school fees and/or tuition by applicable deadlines.
- Disruptive behavior
- Willful noncompliance
- Willful and persistent profanity or vulgarity
- Open and/or persistent defiance of authority
- Insubordination and/or persistent disrespect of personnel or students
- Posing a danger to the health or welfare of students, employees or campus guests

- Theft, on or off campus
- Any form of assault
- State and/or Federal law violations
- Written, electronic or social media abuse, bullying, harassment, disparagement or threats.
- Failure to comply with the policies and procedures of Florida Academy
- Failure to comply with regulations regarding designated smoking areas.
- Failure to adhere to dress code requirements.
- Any form of dishonesty, including cheating, knowingly furnishing false information to faculty members or to any other officer or employee of Florida Academy, (cheating is defined as dishonesty in completing academic assignments, such as having in one's possession materials other than those specifically approved by one's educator during tests; submission of work that was prepared by someone else to an educator as one's own work; plagiarism, representation of someone else's writing or ideas as one's own; and assistance in the foregoing practices).
- Destruction, damage, or misuse of Florida Academy, public, or private property. The student is responsible for any damage done to school property.
- Obtaining Florida Academy services by false pretenses including, but not limited to, misappropriation or conversion of funds, supplies, equipment, labor, materials, space, facilities, or services.
- Misuse of electronic devices. In classrooms, labs, or clinics, appropriate electronic device use is limited to the purpose of instructional activities as defined by the Educator.

The list of examples is not intended to be all-inclusive, and Florida Academy reserves the right to act in the best interest of the students, faculty, and staff and may deem actions committed by a student to be a conduct violation, although the action does not appear on a list of examples. Violation of the conduct policy is grounds for suspension of privileges, up to and including dismissal from the institution.

## Attendance

Florida Academy's policies and regulatory compliance require that accurate attendance be reported to all pertinent state and/or federal agencies and departments. Students must attend and complete all published program hours to successfully complete a program.

- Students not meeting a cumulative daily attendance record of at least 67% may be withdrawn.
- Students using VA (Veteran Affairs) Education Benefits must maintain a cumulative daily attendance record of at least 67% to maintain VA education benefit eligibility.

Educators keep daily attendance records for all classes. The daily attendance records are posted in the student's digital record maintained by the Registrar and is the official attendance record for each student. Students not in attendance for any portion of a class will accrue time absent by the quarter hour. A program's published hours must be met for successful completion of the program. Any missed time must be made up in order to complete the program. **Attended hours (including make-up hours) cannot exceed a student's scheduled hours of attendance.** Students are hereby advised to keep a personal log of attendance for verification purposes.

Students missing more than ten (10) consecutive calendar days (this includes weekends and holidays except as notated below) will be withdrawn from Florida Academy.

Students must complete their program of study in a maximum timeframe of 150% of expected completion time for the program in which they are enrolled.

For attendance purposes only, the Thanksgiving Break\*, Winter Break\*, and school closures (due to issues such as hurricanes) are not included in the ten (10) consecutive calendar days policy.

\*Please refer to the Holiday Schedule section of the catalog for exact dates.

**Attendance is determined by the following guidelines:**

- If a student is not present for class, the student will receive an absence for that day.
- If a student arrives late for class, the student will receive a Tardy for that day. Tardies are calculated based on fifteen-minute increments. If a student is 1-15 minutes late for class, they will be docked 15 minutes of scheduled attendance. If a student is more than 15 minutes late, the student will not be allowed to attend on that day. Any exceptions to this rule are at the discretion of the Education Director and/or designee.
- Early departures are calculated in fifteen-minute increments as well.
- Students are responsible for coordinating with the educator to make-up material/hours covered during the missed period of time.

**Please be advised that students may be placed on probation or terminated due to lack of attendance.**

Veteran Educational Benefits Attendance Policy

In addition to Florida Academy's general attendance policies, students using VA education benefits who are enrolled in NCD programs will have their VA education benefits terminated for unsatisfactory attendance when accumulated absences, tardiness, and class cuts exceed 33% of scheduled class clock hours. **Make-up time will not be included in calculating attendance for VA benefit purposes.** Per VA regulations, VA educational benefits will not be extended due to absence(s).

The termination will be reported to the Department of Veterans Affairs (VA) within 30 days of the Veteran's last date of attendance and will reflect that last date of the students' class attendance before violating the policy.

A veteran may be recertified for VA education benefits at the beginning of the term or, where a school does not operate on a term basis, 30 days following the termination of benefits due to unsatisfactory attendance after showing that the cause of unsatisfactory attendance has been removed. This is done by the veterans meeting attendance standards, as defined, for one month after being terminated for unsatisfactory attendance.

Probation

Students may be placed on probation for various reasons that include, but are not limited to, the following:

- Academic Issues-Failure to maintain a cumulative grade average of 75% or better.
- Attendance Issues-Failure to attend scheduled program hours regularly and consistently.
- Behavioral Issues-Failure to adhere to Florida Academy and/or program specific policies of conduct.
- Misconduct

Students placed on probation will be required to adhere to an approved student advising form implemented by the Education Director and/or designee and signed by the student.

#### Veteran Educational Benefits Probation Policy

If a student utilizing VA Education benefits falls below the minimum required cumulative grade average (CGA), VA education benefits will be terminated until such time as the student meets the minimum CGA.

#### Dismissals/Terminations

Students may be dismissed/terminated for various reasons that include, but are not limited to, the following:

- Academic Issues- Failure to maintain a cumulative grade average of 75% or better.
- Attendance Issues-Failure to attend scheduled program hours regularly and consistently.
- Behavioral Issues-Failure to adhere to Florida Academy and/or program specific policies of conduct.
- Misconduct.

#### Leave of Absence

Florida Academy permits students to request a leave of absence (LOA) for up to 180 days in any 12-month period. Students must provide proof of extenuating circumstances that require the students to interrupt their education. The LOA may be authorized as one period or may be authorized as multiple leaves of absence.

Any planned leave of absence must be presented in writing one week prior to the onset of the request. The written request should explain the reason for the LOA; include supporting documentation (if applicable), the date of the expected leave, and the date of the expected return (if known). After the request is submitted, the committee and/or designee will grant or deny the LOA request.

In the case of an emergency, an LOA may be granted by Florida Academy without the required notice. An administrative LOA may be granted for the purpose of optimal course progression. Documentation (written or verbal) will be maintained by the school. Be advised that any leave of absence will modify the student's scheduled completion date. No additional charges will be added to the student's account as a result of the approved LOA.

Students on an approved LOA are not considered to be withdrawn and will not be subject to any increase in tuition or change in graduation requirements that may have occurred during their LOA. However, if a student does not return from an approved LOA on the date agreed upon, or exceeds the 180-day maximum, the student will be withdrawn.

#### Veteran Educational Benefits Leave of Absence Policy

**All students may request a leave of absence from Florida Academy; however, VA education beneficiaries are not eligible to receive VA educational benefits while on a leave of absence. Per VA requirements, VA education benefits must be terminated at the point of the last date of attendance. These benefits may be reinstated upon the student's return from an approved leave of absence.**

## Student Grievance Procedure

Many student complaints can be resolved through discussion with the appropriate educator or staff member and the use of this grievance policy. Students are encouraged to make contact at the first indication of a problem or concern. This section describes the steps the student should follow so that a problem can be fully and fairly investigated and addressed. The student will not be bound by any resolution unless the student agrees to and accepts the resolution. If the student does not accept a proposed conclusion or resolution, then the student may pursue the matter in accordance with Florida Academy's Grievance Policy. This grievance policy is intended for problems concerning a student's recruitment, enrollment, attendance, education, financial aid assistance, career service assistance, the educational process or other school matters. For procedures regarding harassment or discrimination issues, please see the current Annual Security Report.

The student must agree to participate in good faith with this grievance policy. Florida Academy will receive all information submitted by the student concerning a grievance in confidence and to the extent possible, agree to maintain confidentiality in the grievance process. No reprisals of any kind will be taken by any party of interest or by any employee of Florida Academy against any party involved. Florida Academy will investigate all complaints or grievances fully and promptly. So long as the student pursues this grievance procedure to its conclusion, the period during which the student is pursuing this process will not count toward any statute of limitations relating to the student's claims.

**Step 1** – Grievances or complaints involving an individual educator or staff member should first be discussed with the individual involved. Grievances or complaints involving a policy or program/course should first be discussed with the individual enforcing that policy, the educator, or the Program Chair.

**Step 2** – If the grievance is not resolved to the student's satisfaction in Step 1, the student may submit a written, dated and signed statement of the grievance or complaint and a description of the actions that have taken place thus far to the Education Director.

**Step 3** – If the grievance is not resolved to the student's satisfaction in Step 2, the student's next step is to submit a written, dated and signed statement to the School President. Within five (5) days of the President's receipt of the written statement, the President will arrange for a preliminary meeting with the student to discuss the grievance, and the President will thereafter investigate, including providing the student with a full and fair opportunity to present evidence relevant to the matter. The President will render his/her decision in writing within ten (10) business days after concluding his/her investigation, setting out the President's findings, conclusions, and reasoning. The President's decision will be final. The student's written complaint, together with the President's decision, will become a permanent part of the files of the parties involved. This grievance procedure is designed to address problems promptly and without undue delay. In order to achieve that, the student must initiate Step 1 within ten (10) business days of the incident or circumstance(s) giving rise to the complaint and must initiate each other Step within ten (10) business days after receiving a response or if more than twenty (20) business days have passed with no response. If the student fails to take any of the steps in this procedure within the required timeframes, then the student will be deemed to have accepted the resolution last proposed by Florida Academy. In an instance where the

matter to be resolved concerns the President, the student will initiate these steps with the school's CEO.

The time periods set forth in this policy can be extended by mutual consent of Florida Academy and the student. At any time, the student may contact The Council on Occupational Education. All complaints must be in written form, with permission from the complainant(s) for the Council to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council. Please direct all inquiries to:

Council on Occupational Education	Telephone (Local): 770-396-3898
7840 Roswell Road	Telephone (Toll-Free): 800-917-2081
Building 300, Suite 325	Fax: 770-396-3790
Atlanta, GA 30350	

### Student Appeal Process

Students who are dismissed by Florida Academy have the right to appeal that decision, unless otherwise prohibited. Students must initiate the appeal process by submitting, in writing (e-mail), to the Campus President within fourteen (14) calendar days of the notification of dismissal, the reason why they should be re-admitted. The Campus President will respond to the appeal, in writing, within 10 calendar days of receipt of the request.

## Tuition and Fees

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### Program Tuition, Supplies and Fees

The Institution reserves the right to modify tuition and fees. Any student who withdraws and subsequently re-enters the program is subject to the cost of attendance at the time of re-enrollment. The rates below are effective for programs beginning on or after April 1, 2023.

<b>Program</b>	<b>Tuition</b>	<b>Supplies</b>	<b>Admin. Fee</b>	<b>Reg. Fee</b>	<b>Program Cost</b>
<b>Cosmetology</b>	\$16,500.00	\$2,690.00	\$100.00	\$100.00	\$19,390.00
<b>Electrical Technology</b>	\$10,140.00	\$1,410.00	\$100.00	\$100.00	\$11,750.00
<b>HVAC/R Technology</b>	\$12,800.00	\$ 945.00	\$100.00	\$100.00	\$13,945.00
<b>Massage Therapy</b>	\$ 9,550.00	\$1,620.00	\$100.00	\$100.00	\$11,370.00
<b>Nail Technology</b>	\$ 3,960.00	\$ 940.00	\$100.00	\$100.00	\$ 5,100.00
<b>Professional Esthetics</b>	\$ 9,900.00	\$1,865.00	\$100.00	\$100.00	\$11,965.00
<b>Restricted Barbering</b>	\$ 8,250.00	\$2,000.00	\$100.00	\$100.00	\$10,450.00
<b>Skin Care</b>	\$ 4,950.00	\$1,110.00	\$100.00	\$100.00	\$ 6,260.00
Tuition, supplies, administration and registration fees are mandatory. Administration and registration fees are non-refundable. Total Program Cost does not account for any reduction in cost(s) for transfer credit(s). Total program cost does not include Other Fees as listed that may apply.					

## Other Fees

- **Reentry Fee** - \$100.00
- **Internal Transfer Fee** - \$50.00
- **Unreturned or Damaged Equipment or Resource Items** - The cost to replace or fix the item will be charged to the student.
- **Late Charge** – Monthly payments are due on the 15<sup>th</sup>. A \$10.00 late fee will be assessed on the 1<sup>st</sup> of the month for delinquent payments.
- **Returned Check Fee** - A \$40.00 service fee will be charged for any checks presented to Florida Academy that do not clear the financial institution.
- **EPA Exam Retake Fee** - \$50.00 (HVAC/R Technology)
- **Charges for Exceeding Scheduled Completion Date for Clock Hour Programs**  
Students who do not complete an enrolled program by the *Scheduled Completion Date* listed on the student’s Enrollment Agreement are required to make cash payments for any hours or services not completed by this date. Payments are calculated as the average program hourly rate (Program Tuition/Total Clock Hours) multiplied by the number of outstanding clock hours or associated service hours. This payment obligation cannot be included in a financial aid package or VA educational benefits.

## Program Supply Requirements

Textbooks/Access codes, kits and supplies, and program consumables are distributed when needed to perform program activities indicated by the curriculum. Massage tables or chairs will be distributed as students complete all required hours and services.

**All programs** require the following to be supplied by the student.

- Pens/Pencils
- Highlighter
- Notebook
- Wireless device with internet, video, and audio capabilities. (A cell phone is not an acceptable wireless device. Tablets are available for loan upon request by the student.)
- See *Dress Code* for program specific dress code requirements.

The following chart lists program-specific supplies to be supplied by the student.

<b>Program</b>	<b>Program Specific Supplies</b> (Required to be provided by student and are not included in supplies fee.)
<b>Electrical Technology</b>	Calculator
<b>HVAC/R Technology</b>	Calculator
<b>Massage Therapy</b>	2 sets of twin sheets (not white)

## Financial Aid/Assistance

Financial Aid is available for those who qualify. Florida Academy participates in a variety of financial aid programs for the benefit of its students. Students must meet the eligibility requirements of these programs to participate. Florida Academy administrates its financial aid programs in accordance with prevailing federal and state laws and its own institutional policies.

Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student's financial aid eligibility.

It is recommended that students apply for financial aid as early as possible to allow sufficient time for application processing. Financial aid must be approved, and all necessary documentation completed, before the aid can be applied toward tuition and fees. Financial aid is offered on an financial offer-year basis; therefore, it may be necessary to re-apply for aid for each offer year. Students may have to apply for financial aid more than once during the calendar year, depending on their date of enrollment. Students who need additional information and guidance should contact the Financial Aid Office.

<b>Program</b>	<b>Title IV Eligible*</b>	<b>VA Benefits Eligible**</b>
<b>Cosmetology</b>	x	x
<b>Electrical Technology</b>	x	
<b>HVAC/R Technology (Hybrid &amp; Resident)</b>	x	x (Resident Only)
<b>Massage Therapy</b>	x	x
<b>Nail Technology</b>		x
<b>Professional Esthetics</b>	x	x
<b>Restricted Barbering</b>	x	x
<b>Skin Care</b>		x
*Financial Aid is available to those who qualify.      **Eligibility is based on qualifying requirements.		

### Rate of Pursuit Levels

For the purpose of benefit eligibility rate by funding source, the following tables are measured in clock-hours per week.

<b>US Department of Education (DOE/FSA) Title IV Benefits</b>			
<b>Program</b>	<b>½ Time</b>	<b>¾ Time</b>	<b>Full Time</b>
All clock-hour programs	12-17	18-23	24+

<b>US Department of Veterans Affairs (VA) Education Benefits</b>			
<b>Program</b>	<b>½ Time</b>	<b>¾ Time</b>	<b>Full Time</b>
Cosmetology	11-15	16-21	22
Electrical Technology	N/A	N/A	N/A
HVAC/R Technology (Hybrid & Resident)	11-15	16-21	22
Massage Therapy	9-12	13-17	18
Nail Technology	9-12	13-17	18
Professional Esthetics	9-12	13-17	18
Restricted Barbering	9-12	13-17	18
Skin Care	9-12	13-17	18

## How to Apply for Federal Student Aid

Students seeking to apply for federal aid must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available online at Florida Academy's website or at <http://fafsa.ed.gov>. FAFSA applications are processed through the United States Department of Education and all information is confidential. Additionally, students may meet with our Financial Aid Office to fill out an application. Students may have estimates prior to enrollment but must be accepted before financial aid is packaged and processed.

## Eligibility for Federal Student Aid

To receive Title IV student financial assistance, the basic eligibility requirements are:

- demonstrate financial need (for most programs);
- be a U.S. citizen or an eligible noncitizen;
- have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program;
- be enrolled at least half-time to be eligible for Direct Loan Program funds;
- maintain satisfactory academic progress in college or career school;
- sign the certification statement on the *Free Application for Federal Student Aid* (FAFSA®) form stating that:
  - you are not in default on a federal student loan,
  - you do not owe money on a federal student grant, and
  - you will use federal student aid only for educational purposes; and
- show you are qualified to obtain a college or career school education by
  - having a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate;
  - completing a high school education in a homeschool setting approved under state law (or—if state law does not require a homeschooled student to obtain a completion credential—completing a high school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under state law); or
  - enrolling in an eligible career pathway program and meeting one of the "ability-to-benefit" alternatives described below.

[Additional eligibility](#) requirements can apply in certain situations including for [non-U.S. citizens](#), [students with criminal convictions](#), and [students with intellectual disabilities](#).

## Verification of Eligibility for Federal Student Aid

Federal regulations require that certain information on selected applications be verified. Students whose applications are selected by the United States Department of Education for verification are required to document the accuracy of application information, such as adjusted gross income, taxes paid, number of family members, untaxed income, and other information from tax transcripts, and any other documentation as requested by the Financial Aid department. Students cannot be certified as eligible for financial aid until the verification process has been completed.

## Financial Aid Programs

### Federal Pell Grant

This grant program is designed to assist undergraduate students in need who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant. Eligibility is determined by a standard federal formula, which takes into consideration family size, income, and resources to determine need. The actual amount of the offer is based upon the cost of attendance, enrollment status, and the amount of money appropriated by Congress to fund the program. The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.

### Federal Direct Loans

Federal Direct Loans are low-interest loans that are made to the student. The loan must be used to pay for direct (tuition and fees, books and supplies) and indirect (room, board, transportation, and personal expenses) educational expenses. Subsidized loans are based on need while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from school, or falls below half-time enrollment status.

### Parent Plus Loans

A federal Direct Parent Plus Loan is a low-interest loan available to parents of dependent undergraduate students. These loans are not based on need but when combined with other resources, cannot exceed the student's cost of attendance. A credit check on the parent borrower is required and either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within the loan period. However, parents may request deferment of payments while the student is attending at least half-time.

### Florida Prepaid: College Savings Plans

For students that have Florida Prepaid College Savings Plans, Florida Academy is an approved institution and is eligible to participate by allowing eligible students to use their plans at our school.

### Veterans Educational Benefits

Florida Academy is approved by the Florida State Approving Agency for Veterans Affairs and participates in many Veterans Educational Benefit programs. Students interested in Veterans Educational Benefits should contact the school certifying official. Veterans who are unsure of their benefit eligibility or have additional eligibility questions should contact the Veterans Administration at (800) 827-1000 or (888) GI-BILL-1. Eligible students must maintain satisfactory academic progress and all applicable eligibility requirements to continue receiving Veterans Educational Benefits.

## Pay-Go Policy

Tuition may be paid in monthly installments over the course of months enrolled at the school, with no charged interest. Initial payments may be required prior to the program's start. However, all costs must be paid in full before the last day of the program, unless additional arrangements have been made for full payment. If a student fails to make the agreed upon monthly payments, the student may be withheld from attending until payments are current. Per the *Attendance Policy*, students missing more than ten (10) consecutive calendar days may be dismissed. A credential will be issued only after satisfactory completion of the entire program and all program costs are paid in full unless additional arrangements have been made for full payment.

## Cancellation Policy

An applicant may cancel at any time prior to the program start date through the tenth (10<sup>th</sup>) calendar day of the scheduled program/course start date. Any tuition monies up to and including the tenth (10<sup>th</sup>) scheduled day of the program/course start date will be refunded.

## Notice of Student Aid Penalties for Law Violations

- **If I am incarcerated, can I get federal student aid?**  
You have limited eligibility for [federal student aid](#).
- **If you are in a federal or state institution-**  
You can't get a [Federal Pell Grant](#) or [federal student loans](#).
- **If you are in an institution other than a federal or state institution-**  
You cannot get federal student loans. You can get a Federal Pell Grant.
- **If I am on probation or parole, can I get federal student aid?**  
Yes, if you are on probation or parole or living in a halfway house, you may be eligible for federal student aid. But remember, if you are subject to an involuntary civil commitment for a sexual offense, your eligibility may be limited.
- **Is it true that drug convictions might affect my ability to get federal student aid?**  
No, your eligibility will not be suspended. Drug convictions no longer affect your federal student aid eligibility. When you complete the [FAFSA form](#), you will be asked whether you had a drug conviction for an offense that occurred while you were receiving federal student aid. If the answer is yes, you will be provided a worksheet. Please answer the questions correctly; however, they won't impact your eligibility.
- **What other convictions might affect my aid?**  
If you have been convicted of a forcible or nonforcible sexual offense, and you are subject to an involuntary civil commitment upon completion of a period of incarceration for that offense, you cannot receive a [Federal Pell Grant](#).

## Institutional/Financial Aid Refund Policies

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### Institutional Refund Policy

Should a student withdraw, cancel, or be terminated for any reason, all refunds will be made according to the following refund policy:

- Withdrawal or cancellation must be made in person or by written notification.
- All tuition payments will be refunded if the applicant: (a) is not accepted by the school, (b) cancels within three [3] business days of signing this agreement, (c) cancels before the end of ten [10] consecutive calendar days of the program/course start date, or (d) is informed of cancellation of program/course by the school.
- The school may retain the registration and administration fee.
- The school does not refund for items already received by the student.
- The refund shall be made within thirty (30) calendar days of the determination date of the applicable reason.
- Tuition and fees are collected upon the start date. Refunds for students who do not begin program/courses shall be made within thirty (30) calendar days of the determination date applicable in this situation.

- If Florida Academy cancels a program/course for any reason, all tuition monies registration fees paid will be refunded to the student. The refund shall be made within thirty (30) calendar days of the determination date applicable in this situation.
- If a student leaves school, voluntarily or involuntarily, after ten (10) consecutive calendar days\* in the first period or as of day one in subsequent periods, but less than or equal to 60.0% of the scheduled period of financial obligation, the refund shall be pro-rata for the period. The refund shall be made within thirty calendar (30) days of the date of the determination.
- If a student leaves school, voluntarily or involuntarily, after 60.0% of the scheduled period of financial obligation, Florida Academy shall retain all the tuition for the period.
- For information regarding the calculation of Title IV funds, please see the *Return to Title IV Refund Policy*.

\*For attendance purposes only, the Thanksgiving Break\*\*, Winter Break\*\*, and school closures (due to issues such as hurricanes) are not included in the ten (10) consecutive calendar days policy. Please refer to the Holiday Schedule section of the catalog for exact dates.

Any refund due will be made by Florida Academy and does not require any request from the student.

The **determination date** is defined as 1) the date the school is notified by the student of their withdrawal, or 2) the date Florida Academy determines the student is not actively participating and is determined withdrawn by the institution.

The **withdrawal date** is defined as the student's last recorded day of attendance.

The **percentage of completion** (POC) is defined as the number of scheduled hours divided by the number of program hours in the applicable period(s) of obligation, as of the last date of attendance.

The **period of financial obligation(s)** (PFO) for each program is defined in scheduled hours as follows:

<b>Period(s) of Financial Obligation (PFO)</b>				
<b>Program</b>	<b>1st Period</b>	<b>2nd Period</b>	<b>3rd Period</b>	<b>4th Period</b>
Cosmetology	1-300 Hours	301-600 Hours	601-900 Hours	901-1200 Hours
Electrical Technology	1-300 Hours	301-600 Hours	N/A	N/A
HVAC/R Technology	1-300 Hours	301-600 Hours	N/A	N/A
Massage Therapy	1-300 Hours	301-600 Hours	N/A	N/A
Nail Technology	1-240 Hours	N/A	N/A	N/A
Professional Esthetics	1-300 Hours	301-600 Hours	N/A	N/A
Restricted Barbering	1-300 Hours	301-600 Hours	N/A	N/A
Skin Care	1-300 Hours	N/A	N/A	N/A

For programs containing more than one PFO, refund calculations of uncompleted periods will be determined by percentage of completion for the most current term period of recorded attendance.

If applicable, a terminated student may owe Florida Academy a balance of funds not previously collected. Amounts owed will be due and payable per the terms stated in the signed Enrollment Agreement.

### [Return to Title IV Refund Policy, Title IV Students Only](#)

Students who receive financial assistance from Title IV Programs (Federal Pell Grant, Direct Loans) and withdraw from school prior to completing more than 60% of the scheduled hours in the payment period are subject to the Return of Title IV Funds requirements of the U.S. Department of Education.

#### **The Return of Title IV Funds procedure is as follows:**

1. Determine the percentage of the payment period or period of enrollment completed. To determine the percentage, divide the clock hours scheduled to have been completed as of the withdrawal date in the payment period or period of enrollment by the total clock hours in the payment period or period of enrollment.
  - If this percentage is greater than 60.0%, 100% is used in Step 3 below.
  - If this percentage is less than or equal to 60.0%, multiply the percentage of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period of period of enrollment as of the date the student withdrew.
2. Compare the amount earned to the amount disbursed. If less aid was disbursed than was earned, the student may receive a post withdrawal disbursement for the difference. If more aid was disbursed than was earned, the difference is refunded back to Title IV programs.
3. Allocate responsibility for returning unearned aid between the school and the student. Students who receive living expenses would be responsible for repayment of any unearned aid. If the student's share of the unearned funds that must be returned are attributed to a Title IV Loan program, then repayment will still be based under the terms and conditions of the promissory note. If the student's share of the unearned funds that must be returned are attributed to a Title IV Grant Program, the initial amount to return will be reduced by 50%.
4. Distribute the unearned aid of the payment period back to the Title IV Programs:

#### **Refunds will be returned in the following order:**

1. Unsubsidized William Ford Direct Loans
2. Subsidized William Ford Direct Loan
3. Direct PLUS Loans
4. Federal Pell Grant Program
5. Other Federal, State, Private, or Institutional Assistance.
6. The Student

**Be advised that this is only the Return to Title IV refund procedure. Once the institution determines the amount of Title IV aid retainable, Florida Academy will then calculate the refund based on the Institutional Refund Policy. It is possible that a student could owe a balance to the school once the Title IV refund policy has been applied.**

## Withdrawal Date

The school will determine the student's withdrawal date based upon the student's last recorded date of attendance. For federal student loan reporting purposes, the student's last date of attendance will be reported as the effective date of withdrawal for both official withdrawals and those who do not complete the official withdrawal process.

Please note that the above policy may result in a reduction in school charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due the school that is greater than that which was owed prior to withdrawal.

## Exit Interview for Financial Aid

All students - upon graduation, withdrawal, standard period of non-enrollment, as well as those students who stop attending - are required to receive exit counseling. Exit counseling reviews the amount of loan debt, if applicable, accrued while attending Florida Academy and provides payback and deferment options. Students can complete exit counseling in the Financial Aid Office and/or will receive an exit counseling packet via mail and/or email.

## Satisfactory Academic Progress (SAP)

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Federal Regulation 34 CFR 668.34 requires Florida Academy to establish and apply reasonable standards of Satisfactory Academic Progress (SAP) for the purpose of administration of financial assistance under the programs authorized by Title IV of the Higher Education Act. The programs subject to this rule include, but are not limited to, Federal PELL Grant and Federal Direct Loans. Failure to meet the requirements listed below will result in the suspension of financial aid eligibility. This policy applies to all educational programs offered at Florida Academy.

### Monitoring Financial Aid Progress

Each financial aid recipient will have progress monitored at the end of the payment period, beginning with the first credit/clock hour attempted as a certificate-seeking student. If, at the end of a payment period, the student has not met the required standards, the student will be placed on Financial Aid Warning for one payment period. (See *Required Standards*.) If the student does not achieve SAP at the end of the Warning payment period, eligibility for federal and state financial assistance will be suspended until the student returns to SAP satisfactory status (see *Satisfactory Academic Progress* definition).

**Note:** A transfer student's eligibility for all federal aid including Direct Loans is based on their successfully completed transfer courses accepted and courses taken at Florida Academy that meet, or could have met, the student's currently declared program of study requirements. These credits are used to establish cumulative grade average and completion rate as documented in the student's record indicated the official student record system.

### Clock Hour Measurement Standards

**SAP for a clock hour program is evaluated at the point when the student successfully completes the scheduled clock hours and weeks for each payment period.**

#### 1. Qualitative - Grade Average

Students must maintain an average of at least 75% for each payment period as well as a cumulative grade average (CGA) of 75% or higher.

- Rounding Grades: The CGA is rounded as follows:

When the decimal grade is less than “0.5”, the grade is to be rounded down to the nearest whole number and when the decimal grade is greater than or equal to “0.5”, the grade is rounded up to the nearest whole number. For example, an “82.3” would be rounded to “82”, an “89.56” would be rounded to “90” and “69.44” would be rounded to “69”.

## 2. Quantitative - Pace of Progress

Students must successfully complete at least 67.0% of their cumulative scheduled clock hours to stay on pace with the Maximum Time Frame requirements described below.

- Attempted clock hours are the hours a student attends each payment period.
- Transfer clock hours accepted toward the student's program are included in both the attempted clock hours and completed clock hours.
- Clock hour programs require completion of ALL program hours and weeks; any time missed due to tardiness, early departure or absence must be made-up.
- Grades of Incomplete are counted as attempted but not completed. If a student subsequently completes the course requirements and wants to request a recalculation of the percentage completed, the student must notify the Financial Aid Office.

## 3. Maximum Time Frame

Financial aid recipients must complete program requirements within 150% of the time it normally takes to complete the program (as measured in clock hours and weeks). For example, a student must complete a 600 clock-hour program within a total of 900 clock hours (600 x 150% = 900).

<b>SAP Payment Periods (Clock Hours)</b>			
<b>Program</b>	<b>1st Payment Period</b>	<b>2nd Payment Period</b>	<b>3rd Payment Period</b>
Cosmetology	1-450 Hours	451-900 Hours	901-1200 Hours
Electrical Technology	1-300 Hours	301-600 Hours	N/A
HVAC/R Technology	1-300 Hours	301-600 Hours	N/A
Massage Therapy	1-300 Hours	301-600 Hours	N/A
Professional Esthetics	1-300 Hours	301-600 Hours	N/A
Restricted Barbering	1-300 Hours	301-600 Hours	N/A
<b>SAP Payment Periods (Weeks)</b>			
<b>Program</b>	<b>1st Payment Period</b>	<b>2nd Payment Period</b>	<b>3rd Payment Period</b>
Cosmetology - full time	1-15 Weeks	16-30 Weeks	31-40 Weeks
Cosmetology - part time	1-25 Weeks	26-48 Weeks	49-67 Weeks
Electrical Technology	1-17 Weeks	18-34 Weeks	N/A
HVAC/R Technology	1-17 Weeks	18-34 Weeks	N/A
Massage Therapy - full time	1-10 Weeks	11-20 Weeks	N/A
Massage Therapy - part time	1-17 Weeks	18-34 Weeks	N/A
Professional Esthetics	1-17 Weeks	18-34 Weeks	N/A
Restricted Barbering	1-17 Weeks	18-34 Weeks	N/A

## Credits Used

Students who are enrolled concurrently in another college must notify Florida Academy. The courses accepted as transfer credit by Florida Academy that meet declared program of study

requirements will be considered in the evaluation of progress. All successfully completed transfer courses accepted and courses taken at Florida Academy that meet or could have met the student's declared program of study requirements will be included in determining Satisfactory Academic Progress (SAP).

### Program Changes

Students may be offered Title IV funding for a maximum of four unique programs of study at Florida Academy. A student may appeal this loss of eligibility if the student has documentable, mitigating circumstances which directly caused the program change. For more information, please refer to the *Appeal Process*. Program changes after the effective date of this policy will be counted toward the number of changes allowed.

### Course Repetitions

Under HEA regulations for clock hour schools, students will not receive payment for repeat courses.

### Financial Aid Warning

Students must meet all the SAP required standards to be considered in Financial Aid Satisfactory Academic standing. Students who are found to not be in Financial Aid Satisfactory Academic standing at the end of any payment period are automatically placed on warning for their subsequent payment period of enrollment, except when the student reaches or exceeds the 150% maximum time frame allowed for the respective program or the student's PELL Grant disbursements meet the lifetime eligibility limit. Students who are enrolled during the financial aid warning payment period may receive Title IV aid, as long as they are otherwise eligible. Students are notified via email of the warning status.

During the warning payment period the student must successfully work to regain SAP by meeting the required completion rate standard (67.0%) and the cumulative grade average required for the number of hours attempted (see chart above). If the student does not meet the required standards during the payment period of warning, the student will no longer be eligible for Title IV aid.

### Financial Aid Probation

Students who fail to meet all the SAP standards after the warning payment period are only eligible to receive further Title IV aid if they successfully appeal for federal aid reinstatement. A student who does not have an approved appeal will be unable to receive any Title IV aid (PELL Grant, Direct Loans). Students must agree to and follow an approved student advising plan which is developed with an academic advisor and submitted with their appeal documentation for review and approval of the Appeal Committee. Students are notified via email of the probation status. Conditions of an approved appeal are determined by the Appeal Committee and provided via email to the student. Students who follow the approved student advising plan and meet the conditions of the approved appeal will continue to receive aid for which they are eligible until their status changes or they complete the payment period. ((34 CFR 668.34(a)(8)(ii), 668.34(d)(2)(iii)(B)).

### Financial Aid Suspension

Students who do not regain SAP after a payment period of warning will have Title IV aid suspended because they are no longer eligible. Students who reach or exceed the maximum time frame for their program of study (150% of the required hours) will have their Title IV aid

eligibility suspended. Students who no longer have sufficient clock hours of potential eligibility remaining to complete their declared program of study will have their Title IV aid suspended (34 CFR 668.34(a)(8)(ii), 668.34(d)(2)(iii)(B)).

### SAP Appeals

Title IV applicants and recipients who are not in financial aid satisfactory academic standing due to circumstances beyond their control may appeal their statuses by accessing the SAP appeal process. Extenuating circumstances beyond the student's control that directly impacted progress must be explained and documented. All students who are eligible to submit an appeal must also submit a completed academic plan. In order to develop the academic plan, the student must meet with an academic advisor and comply with all associated requirements. When an appeal is approved, the student must adhere to the associated academic plan and the conditions listed in the approved appeal letter. Florida Academy reviews SAP progress at the end of each payment period of enrollment for all students, including those on financial aid probation. Students who follow their approved academic plans and meet the conditions of their approved appeals will continue to receive aid for which they are eligible until their status changes or they complete their program of study. Students meeting the conditions of their approved appeal must submit a continuing appeal.

\*Documented extenuating circumstances might include, but are not limited to:

1. Serious illness or injury to the student;
2. Serious illness, injury, or death of a student's immediate family member (parent, sibling, spouse, children); or
3. Special documented circumstances of a unique and substantial nature.

All SAP appeals will be evaluated by the SAP appeals committee or its designee.

### Reinstatement from Financial Aid Suspension

Students who fail to maintain a successful completion rate and/or cumulative GA while on Probation will be suspended from future financial aid and must return to Good Standing at their own expense prior to being eligible to receive financial aid in a future semester.

Please note: Reinstatement does not pertain to the suspension for exceeding the maximum time frame (150%). Students are responsible for notifying the Financial Aid office when their grades are brought into compliance with the policy. Financial aid is not retroactively paid for any periods of enrollment during which the student is not eligible.

### Standards of Academic Progress for VA Educational Benefits

Students receiving VA educational benefits must maintain a minimum CGA of 75.0% and must adhere to VA attendance requirements.

- VA educational benefits will be terminated when CGA fails to meet SAP at the end of the payment period.
- A VA student whose education benefits were terminated due to unsatisfactory progress may petition the school to be recertified after attaining an approved CGA.
- Veterans enrolled in NCD programs will have their VA education benefits terminated for unsatisfactory attendance when accumulated absences, tardiness, and class cuts exceed 30% of scheduled program clock hours. Make-up time will not be included in calculating attendance for VA benefit purposes.

- Benefit terminations due to attendance will be reported to the Department of Veterans Affairs (VA) within 30 days of the Veteran's last date of attendance and will reflect that last date of the students' attendance before violating the policy.
- A veteran may be recertified for VA education benefits at the beginning of the term or, where a school does not operate on a term basis, 30 days following the termination of benefits due to unsatisfactory attendance after showing that the cause of unsatisfactory attendance has been removed. This is done by the veteran meeting attendance standards, as defined, for one month after being terminated for unsatisfactory attendance.

## Student Services

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### Student Orientation

Prior to beginning a program/course at Florida Academy, all new students attend an orientation program. Orientation facilitates a successful transition into Florida Academy. New students are required to attend regardless of their prior college experience. At orientation, students are acquainted with the campus, the administrative staff, the faculty, and their peers. Imperative information is shared, such as Title IX and the Clery Act. The administrative departments explain the ways in which they assist students and clarify students' rights and responsibilities. In the event a student is unable to attend orientation, the Education Director/Designee and/or Program Chair will meet with the student during the first week of scheduled courses to ensure all relevant information is reviewed.

### Academic Assistance

Academic assistance and/or tutoring is available to all students upon request. Students should contact their Educator, Student Services, or the Education Director and request a meeting to schedule academic assistance and/or tutoring services.

### Office Hours

Florida Academy's Administrative Office hours are 9AM – 5PM, Monday through Friday, excluding holidays and special circumstances. Departments offer extended hours for evening students on a rotation basis until 6PM. Other office hours may be available by appointment.

### Transcript Process

An official transcript is maintained for each student. The transcript provides a complete record of all courses, grades, and credits earned. If a student is not current on any outstanding balance, the school will not release a diploma or official transcript and will not allow the student to participate in a graduation ceremony. The following is an exception to this policy:

- Transcripts must be released to a potential employer.

Additionally, program-specific state applications and accompanying paperwork are provided upon graduation at no charge for students in good standing. Graduates in good standing are provided with one official transcript. Any additional copies of official or unofficial transcripts can be obtained through the Registrar's office. Please allow three weeks for processing. Official transcripts are only released to third parties and only upon receipt of a written request by the student.

## Student Services

Student Services is an important component of the school-student relationship, acting as a link between administration, faculty, and students. Student Services are available to assist with various needs and to provide guidance and direction. Students are encouraged to meet and engage with the Student Services Coordinator to enhance their learning experience at Florida Academy.

## Student Activities

Florida Academy schedules student activities that include, but are not limited to, the following:

- Career Fairs
- Open Houses
- Holiday Activities
- Guest Speakers
- Constitution Day Activities
- Program specific events and competitions

The purpose of these activities and events is to foster a creative, encouraging and respectful learning experience for students, educators, and staff.

## Student Advising

Student advising is available to all students. Any student experiencing issues, whether academic, personal, or other, is strongly encouraged to contact the Education Director or Student Services Coordinator. Additionally, Florida Academy has resource listings for various agencies that may be able to offer external assistance to students.

## Student Records and Security

Permanent student educational records are filed and maintained at the administrative office of Florida Academy for each individual student. Students are permitted to view their records by appointment during regular school hours. Student records are considered confidential and for the sole use of Florida Academy staff.

Student academic records are the responsibility of the Registrar and are confidential. They are maintained in a locked file room and in locked files/offices at the administrative office of Florida Academy. Access to these records is limited to the Compliance Director, Registrar, Education Director, or President of Florida Academy or any agent acting on their behalf. Florida Academy is protected by a security system that monitors for unlawful entering and inside motion when alarm is set. Further, the building has an alarm system that goes directly to the local fire department and is equipped with a sprinkler system in case of fire. The school is in a business district and is not included in any flood plan for the area.

Florida Academy has a networked database for administrative record keeping such as student personal information, daily attendance, grades, honors, credentials received, and date of awarding, among other items. The school's server backs up electronic data. Currently, student ledgers are maintained by electronic means using an educational-specific database system, and accounting of funds is also maintained and reconciled by a corporate accountant.

## Career Services

**Florida Academy cannot and does not guarantee employment and no guarantee of job placement or employment has been made, is hereby made, or has been implied in**

**connection with such training or by any affiliates of the school.** However, Florida Academy assists graduating students and alumni in good standing with job placement assistance services. Students completing a program at Florida Academy will have an opportunity to meet with the Career Services Coordinator during their scheduled exit interview.

### Learning Resources

Florida Academy strives to provide students and educators with the necessary resources, equipment, and services to meet the objectives of each educational program. Media services, instructional equipment, and instructional supplies are integral components of the curriculum. All students and educators are provided opportunities to use these resources in the classroom/lab setting, as well as in the Learning Resource Center.

## Information Technology Resources

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### Acceptable Use Policy

These guidelines are to assist with the interpretation and administration of the Acceptable Use Policy for Information Technology Resources. They outline the responsibilities assumed by the student or employee when using information technology resources. The purpose of information technology resources is to provide educational resources for Florida Academy students and employees. Access to these resources is a privilege and must be treated with the highest standard of ethics. Florida Academy expects all students and employees to use information technology resources in a responsible manner, respecting the public trust through which they have been provided, the rights and privacy of others, the integrity of the facilities and pertinent laws, and Florida Academy policies and standards. This policy outlines the standards for acceptable use of Florida Academy information technology resources, which includes, but is not limited to, equipment, software, networks, data, and telephones. This policy applies to all users of Florida Academy information technology resources, including the faculty and staff, students, guests, organizations, and individuals accessing external network services, such as the internet via Florida Academy facilities. Violation of this policy may result in suspension or revocation of user privileges, administrative discipline, or immediate termination of the violator's relationship with Florida Academy and could lead to criminal and civil prosecution. Acceptable use of the any activity that is not listed here that violates local, state, or federal laws is also considered a violation of the Florida Academy Acceptable Use Policy for Information Technology Resources.

### User Responsibilities

Use of Florida Academy information technology resources is permitted based on acceptance of the following, specific responsibilities, and the understanding that computer use may be monitored. Use of any information technology resource is only as permitted. Examples of prohibited use include:

- unauthorized use of any specified resource;
- unauthorized connection to or use of the administrative network or server. (Access to the Florida Academy student network with a personal device through an appropriate wireless portal is permitted);
- using someone else's account and password or sharing an account and password;
- accessing files, data, or processes without authorization; and
- purposely seeking out, exploiting, or seek to exploit security flaws to gain system or data access.

**Information technology resources should only be used for the intended purpose.** For example, it is unacceptable to:

- send forged email;
- use electronic resources to harass or stalk other individuals;
- send bomb threats or hoax messages;
- send chain letters that may interfere with the system's efficiency;
- intercept or monitor any network communications intended for others;
- use computing or network resources for commercial advertising or other commercial purposes;
- attempt to circumvent security mechanisms;
- use privileged access for other than official duties;
- use previous privileges after graduation, transfer, or termination; and
- use network resources to download news, music, graphics, or other communications not related to Florida Academy activities.

**Protect the access and integrity of information technology resources. For example, it is unacceptable to:**

- knowingly release a virus that damages or harms a system or network;
- prevent others from accessing an authorized service;
- attempt to deliberately degrade performance or deny service;
- corrupt or misuse information;
- alter or destroy information without authorization; and
- engage in spamming (sending an annoying or harassing message to a large group of people).

**Respect the privacy of others. For example, it is unacceptable to:**

- access or attempt to access another individual's password or data without explicit authorization;
- access or copy another user's electronic mail, data, programs, or other files without permission;
- use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language;
- continue sending e-mail messages to someone after being told to stop; and
- post derogatory information or statements about a person.

**Abide by applicable laws and Florida Academy policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software. For example, it is unacceptable to:**

- illegally upload or download copyrighted music, movies, software, etc.;
- make more copies of licensed software other than the license allows;
- plagiarize works that published on the Internet; and
- deliberately upload, download, distribute, or possess pornographic material.

### System Administrators' Responsibilities

System administrators and providers of Florida Academy information technology resources have the additional responsibility of ensuring the integrity, confidentiality, and availability of the resources they are managing. Individuals in these positions are granted appropriate access to resources for their intended purpose and only when required to maintain the system. Any private information viewed in carrying out these duties must be treated confidentially unless it relates to a violation or the security of the system. Although information technology providers throughout

Florida Academy are responsible for preserving the integrity and security of resources, security can be breached through actions beyond administrators' control. Users are urged to take appropriate precautions-safeguarding accounts and passwords and promptly reporting any misuse or violations of the policy.

## Violations

Every member of the Florida Academy community has an obligation to report suspected violations of the guidelines above or of the Acceptable Use Policy for Information Technology Resources. Reports should be directed to the department responsible for the system involved. Reported violations will be addressed in conformance with published Florida Academy policy.

## Faculty

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### Educator Contact List

<b>Educator</b>	<b>Email Address</b>
Alarcon, Theresa	<a href="mailto:Theresa@florida-academy.edu">Theresa@florida-academy.edu</a>
Armata, Laura	<a href="mailto:Laura@florida-academy.edu">Laura@florida-academy.edu</a>
Blanco Arocho, Jaisabel	<a href="mailto:Jaisabel@florida-academy.edu">Jaisabel@florida-academy.edu</a>
DiMaria, Sarah	<a href="mailto:Sarah@florida-academy.edu">Sarah@florida-academy.edu</a>
Ginel, Megan	<a href="mailto:Megan@florida-academy.edu">Megan@florida-academy.edu</a>
Grigiski, Cynthia	<a href="mailto:Cindy@florida-academy.edu">Cindy@florida-academy.edu</a>
Helveston, Ashley	<a href="mailto:Ashley@florida-academy.edu">Ashley@florida-academy.edu</a>
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LeClaire-Odar, Lisa	<a href="mailto:Lisa@florida-academy.edu">Lisa@florida-academy.edu</a>
Madias, Natalie	<a href="mailto:Natalie@florida-academy.edu">Natalie@florida-academy.edu</a>
McLoon, David	<a href="mailto:David@florida-academy.edu">David@florida-academy.edu</a>
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Mills, Michael	<a href="mailto:MMills@florida-academy.edu">MMills@florida-academy.edu</a>
Morales, Arnaldo	<a href="mailto:Arny@florida-academy.edu">Arny@florida-academy.edu</a>
Olson, Penni	<a href="mailto:Penni@florida-academy.edu">Penni@florida-academy.edu</a>
Palmer, Christopher	<a href="mailto:Chris@florida-academy.edu">Chris@florida-academy.edu</a>
Ramirez, Debra	<a href="mailto:Debbie@florida-academy.edu">Debbie@florida-academy.edu</a>
Ramos, Tina	<a href="mailto:Tina@florida-academy.edu">Tina@florida-academy.edu</a>
Rooney, Danny	<a href="mailto:Danny@florida-academy.edu">Danny@florida-academy.edu</a>
Sheehan, Kathryn	<a href="mailto:Katie@florida-academy.edu">Katie@florida-academy.edu</a>
Stenukinis, Michele	<a href="mailto:Michele@florida-academy.edu">Michele@florida-academy.edu</a>
Vos, Rob	<a href="mailto:RobV@florida-academy.edu">RobV@florida-academy.edu</a>

## Full-Time Faculty

<b>Educator</b>	<b>Cred.*</b>	<b>Modality</b>	<b>Institution</b>	<b>City</b>	<b>ST</b>
Alarcon, Theresa	Dip.	Facial Specialist	Florida Academy	Fort Myers	FL
Blanco Arocho, Jaisabel	Dip.	Nail Technician	Florida Academy	Fort Myers	FL
DiMaria, Sarah	Dip.	Massage Therapy	Space Coast Health Institute	W. Melbourne	FL
	Dip.	Full Specialist	Florida Academy	Fort Myers	FL
Olson, Penni	Dip.	Cosmetology	Scott Lewis Cosmetology School	Bloomington	MN
Ramirez, Debra	Dip.	Nail Specialist	Cape Coral Technical College	Cape Coral	FL
Ramos, Tina	Dip.	Cosmetology	Rizzieri Aveda School	Voorhees	NJ
	Dip.	Student Teacher Program	Jolie Health and Beauty Academy	Northfield	NJ
	Cert.	Teaching Methods for Cos.	Penn State Cont. Ed.	Schuylkill Haven	PA
Sheehan, Kathryn	Dip.	Facial Specialist	Florida Academy	Fort Myers	FL
Vos, Rob	Dip.	Massage Therapy	Florida Academy	Fort Myers	FL

\*Credential Earned: *Certification (Cert.); Diploma (Dip.)*

## Part-Time Faculty

<b>Educator</b>	<b>Cred.*</b>	<b>Modality</b>	<b>Institution</b>	<b>City</b>	<b>ST</b>
Armata, Laura	Dip.	Massage Therapy	Florida Academy	Fort Myers	FL
	Cert.	Reiki Master Practitioner	Reiki Healing Connection	Wilton	NH
Braun, Teresa	Dip.	Facial Specialist	Florida Academy	Fort Myers	FL
	Dip.	Nail Specialist	Salon Professional Academy	Fort Myers	FL
	Cert.	Oncology Esthetics	Oncology Training International	Bonita Springs	FL
	Cert.	Master Esthetician	NCEA	N/A	N/A

<b>Educator</b>	<b>Cred.*</b>	<b>Modality</b>	<b>Institution</b>	<b>City</b>	<b>ST</b>
Ginel, Megan	Dip.	Cosmetology	Fort Myers Technical College	Fort Myers	FL
Grigiski, Cynthia	Dip.	Nail Specialist	Sunstate Academy	Fort Myers	FL
Helveston, Ashley	Dip.	Massage Therapy	Heritage Institute	Fort Myers	FL
Jewett, Alejandro	AS	Air Conditioning and Refrigeration	College of Business and Technology	Miami	FL
	Cert.	Cert. Inst. Core, HVAC	NCCER	Alachua	FL
LeClaire-Odar, Lisa	Dip.	Cosmetology	Sunstate Academy	Fort Myers	FL
Madias, Natalie	Dip.	Facial Specialist	Salon Professional Academy	Fort Myers	FL
McLoon, David	Cert.	Cert. Instructor HVAC	NCCER	Alachua	FL
Miller, Seddrick	Dip.	Barbering and Cosmetology	Sunstate Academy	Fort Myers	FL
Mills, Michael	Cert.	Electrical	Jump Start Electrical Training	Cape Coral	FL
	Cert.	Electrical	Fire Alarm Systems Agent	Fort Myers	FL
Morales, Arnaldo	Dip.	Massage Therapy	Florida Academy	Fort Myers	FL
Palmer, Christopher	Cert.	Restricted Barbering	USA International Beauty Academy	Tampa Bay	FL
Stenukinis, Michele	AOS	Massage Therapy/Occupational Therapy	Heritage College	Fort Myers	FL

\*Credential Earned: *Certification (Cert.)*; *Diploma (Dip.)*; *Associate of Occupational Science (AOS)*; *Associate of Science (AS)*

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## Programs of Study

*ALL FLORIDA ACADEMY PROGRAM POLICIES ARE PUBLIC AND  
CONSISTENTLY APPLIED*

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## Program Listings

### Program Information

Program	Tuition	Supplies	Admin. Fee	Reg. Fee	Program Cost
Cosmetology	\$16,500.00	\$2,690.00	\$100.00	\$100.00	\$19,390.00
Electrical Technology	\$10,140.00	\$1,410.00	\$100.00	\$100.00	\$11,750.00
HVAC/R Technology	\$12,800.00	\$945.00	\$100.00	\$100.00	\$13,945.00
Massage Therapy	\$9,550.00	\$1,620.00	\$100.00	\$100.00	\$11,370.00
Nail Technology	\$3,960.00	\$940.00	\$100.00	\$100.00	\$ 5,100.00
Professional Esthetics	\$9,900.00	\$1,865.00	\$100.00	\$100.00	\$11,965.00
Restricted Barbering	\$8,250.00	\$2,000.00	\$100.00	\$100.00	\$10,450.00
Skin Care	\$4,950.00	\$1,110.00	\$100.00	\$100.00	\$ 6,260.00

Tuition, supplies, administration, and registration fees are mandatory.

Administration and registration fees are non-refundable.

Total Program Cost does not account for any reduction in cost(s) for transfer credit(s). Total Program Cost does not include Other Fees as listed (pages 33-34) that may apply.

Program	Program Length*
Cosmetology	1200 Clock Hours
Electrical Technology	600 Clock Hours
HVAC/R Technology	600 Clock Hours
Massage Therapy	600 Clock Hours
Nail Technology	240 Clock Hours
Professional Esthetics	600 Clock Hours
Restricted Barbering	600 Clock Hours
Skin Care	300 Clock Hours

\*Program length is based on scheduled class times.

Program	Title IV Eligible*	VA Benefits Eligible**
Cosmetology	x	x
Electrical Technology	x	
HVAC/R Technology (Hybrid & Resident)	x	x (Resident Only)
Massage Therapy	x	x
Nail Technology		x
Professional Esthetics	x	x
Restricted Barbering	x	x
Skin Care		x

\*Financial Aid is available to those who qualify.

\*\*Eligibility is based on qualifying requirements.

## Course Numbering

Florida Academy's course numbering system is designed only for identification purposes and is not representative of any prerequisites required for the program unless notated in the course description.

## Licensure/Registration Requirements

Florida Academy's Cosmetology, Massage Therapy, Nail Technology, Professional Esthetics, Restricted Barbering, and Skin Care programs' curricula meet the state educational requirements for professional licensure, registration, or certification in the State of Florida. The institution has not made such a determination for any other state.

Note: For students enrolling in programs that require registration/licensure/certification, to practice the profession, please be aware that criminal histories may prohibit students from acquiring professional credentials.

## Cosmetology

Florida Academy's Cosmetology program curricula meets the state educational requirements for professional licensure or certification in the State of Florida. The institution has not made such a determination for any other state.

### Objective

The Cosmetology program's objective is to prepare students for successful careers in the cosmetology industry. Upon completion of the cosmetology program requirements, the student graduate should:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice effective communication skills, visual poise, and proper grooming.
- Respect the need to deliver worthy service for value received in an employer-employee relationship.
- Perform the basic manipulative skills in the areas of hair care, skin care, and nail care services to achieve the best total look for each client.
- Perform the basic analytical skills to determine appropriate hair care, skin care, and nail care services to achieve the best total look for each client.
- Apply academic and practical learning, and related information to ensure sound judgments, decisions, and procedures.

### Description

The Cosmetology Program educates the student, through both theory-based and hands-on based curriculum, in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in entry-level cosmetology skills, as well as obtain licensure and gainful employment in the field of cosmetology. Students also learn proper skills, techniques and communication in a supervised Student Clinic that provides students with real-world skills in an environment that replicates a salon.

### Requirements for Program Completion/Graduation

- Successfully complete all courses in the program Course Listing with a minimum passing grade of 75%.
- Fulfill all financial obligations to Florida Academy.
- Students who received subsidized, unsubsidized, or PLUS loans under the William D. Ford Federal Direct Loan (Direct Loan) Program or the Federal Family Education Loan (FFEL) Program, must complete exit counseling when the following occur:
  - drop below half-time enrollment;
  - graduate; or
  - leave school.
- Submit a completed Application to Exit form to the Registrar.
- Complete all exit interviews scheduled by the Registrar.

### Credentials Issued Upon Successful Completion

Upon successful completion of this course of study, students have the ability to earn a Florida Academy Cosmetology diploma. To be licensed in the State of Florida as a Cosmetologist, a student graduate must submit their application to the Board of Cosmetology, Department of Business and Professional Regulation. The Board is located at:

1940 North Monroe Street  
Tallahassee, Florida 32399 Telephone  
(850) 487-1395

For a candidate to be licensed in Florida as a Cosmetologist, the following requirements must be met:

- Successful completion of an approved cosmetology program of study at a licensed school.
- Applicants for licensure by examination must meet the minimum age requirement or have received a high school diploma.
- Submit an application and requisite fee (fee included in program costs).
- Pass the DBPR licensing exam and be approved by the DBPR.

#### Textbooks and Supplies

<b>Cosmetology-Textbooks</b>	<b>ISBN</b>	<b>Author</b>	<b>Publisher</b>
Pivot Point Fundamentals: Cosmetology (Access Code)	9781948482646	Pivot Point	Pivot Point

#### Supplies required to be furnished by the student:

- Pens, pencils, highlighter, notebook
- Wireless device with internet, video, and audio capabilities. (A cell phone is not an acceptable wireless device. Tablets are available for loan upon request by the student.)
- See *Dress Code* for program specific dress code requirements.

#### Course Listing

<b>Cosmetology-Course Listings</b>			
<b>Course #</b>	<b>Course Name</b>	<b>Credit Hours</b>	<b>Clock Hours</b>
FNDBW1	Foundations for Beauty and Wellness	N/A	72
GSH001	General Sciences-Hair	N/A	72
CCA001	Cosmetology Clinic-Part A	N/A	216
GSE001	General Sciences-Esthetics	N/A	72
ESC001	Esthetic Clinic-1	N/A	144
ASC001	Advanced Sciences-Cosmetology	N/A	144
GSN001	General Sciences-Nail Technology	N/A	72
NTC001	Nail Technology Clinic-1	N/A	72
CCB001	Cosmetology Clinic-Part B	N/A	288
CBR001	Cosmetology Board Review	N/A	48
<b>Total Credit Hours/Clock Hours</b>		<b>0</b>	<b>1200</b>

## Course Descriptions

<b>Cosmetology-Course Descriptions</b>				
<b>Course #</b>	<b>Course Name</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Hours</b>
FNDBW1	Foundations for Beauty and Wellness (Prerequisite: None)	72	0	72
<p>This course is designed to give students a comprehensive understanding of history, life principles, body systems, chemistry, electricity, and professional image with emphasis on human relations that contribute to personal and professional success, the various methods of sanitation, sterilization, and disinfection along with necessary information regarding HIV and other infectious diseases. This course also includes the following topics required in the laws and rules governing the fields of Barbering, Cosmetology, Esthetics, Massage and Nails.</p> <ul style="list-style-type: none"> <li>• <b>Infectious Disease and Blood-Borne Pathogens HIV/AIDS</b> Students are instructed on the illness, Acquired Immune Deficiency Syndrome, informed of the causes, modes of transmission, progression of HIV infection and AIDS, AIDS antibody testing, counseling, treatments, and other post-infection care. Instruction is also given regarding other Blood borne Pathogens and the Florida Omnibus AIDS Act.</li> <li>• <b>Ethics and Professionalism</b> Students are instructed in the value and importance of establishing professional boundaries in their chosen program of study. Students will learn that moral principles can be viewed either as the standard of conduct that individuals have constructed for themselves or as the body of obligations and duties that a particular profession/society requires of its members and that each view can be very different from the other.</li> <li>• <b>Regulatory Compliance/Florida Law</b> Students are instructed and informed of the Florida laws and rules governing the respective programs of study.</li> <li>• <b>Business</b> This course provides information on marketing, office practices, resumes, starting your own business, and basic bookkeeping.</li> </ul>				
GSH001	General Sciences-Hair (Prerequisite: None)	72	0	72
<p>This course is focused on learning hair science in its basic and pure form. Students will focus on how the science relates to the industry including biology and chemistry with its physical and chemical changes related to the field. Additional topics include, anatomy, electricity, some chemistry, and trichology.</p>				
CCA001	Cosmetology Clinic-Part A (Prerequisite: FNDBW1 )	113	103	216
<p>This course is designed to give students comprehensive hands-on experience in consultations, haircutting, hair styling, shampooing, wrapping, and braiding. Students will also learn the benefits of the retail side of the cosmetology industry to include customer service, guest relations, product placement and other retail skills.</p>				

GSE001	General Sciences-Esthetics (Prerequisite: None)	27	45	72
This course is designed to give students a comprehensive understanding of proper nutrition and the effects to the skin, intricate makeup of the skin's layers and their purpose, identify skin types and conditions with the ability to apply different services and products to enhance what has been observed, effects of major ingredients in skin care and the impact on application, the most ergonomic way to set up their treatment room for all services, basic theory, proper protocols for skin types and services. Students learn product selection based on skin type, garner proper massage techniques, use a variety of different machines to help with services based on client's needs and the ability to remove hair from all body parts using various methods, including Sugaring and Threading.				
ESC001	Esthetic Clinic-1 (Prerequisite: FNDBW1 )	0	144	144
This course is designed to give students a hands-on, professional atmosphere to solidify the techniques, processes and procedures learned in lecture. Students will evaluate, consult and perform services on clients, implement techniques, use appropriate machinery, adhere to safety and sanitation rules and protocols, and give and receive feedback on esthetic services.				
ASC001	Advanced Sciences-Cosmetology (Prerequisite: GSH001)	72	72	144
This course is designed to educate students in the science and application of chemical hair services provided by the industry such as coloring, straightening, waving, bleaching, hair analysis, formula mixing, and safety precautions. Students will learn proper, safe, and appropriate application techniques while simultaneously following proper sanitization guidelines and protocols.				
GSN001	General Sciences-Nail Technology (Prerequisite: None)	51.5	20.5	72
This course is designed to give students a comprehensive understanding of the structure and composition of nails and how they grow, diseases and disorders of the nail, manicures, pedicures, monomer liquid, polymer powder, tips, wraps, sculpting, UV and LED gels .				
NTC001	Nail Technology Clinic-1 (Prerequisite: FNDBW1)	0	72	72
This course is designed to give students a hands-on, professional atmosphere to solidify the techniques, processes and procedures learned in lecture. Students will evaluate, consult and perform services on clients, implement techniques, use appropriate machinery, adhere to safety and sanitation rules and protocols, and give and receive feedback on nail services.				
CCB001	Cosmetology Clinic-Part B (Prerequisite: CCA001, GSE001, ESC001, ASC001, GSN001, NTC001 )	0	288	288
This course is designed to give students additional time in the salon to continue mastering consultation, haircutting, hair styling, coloring, shampooing, wrapping, and braiding. Students will enhance their skills in the benefits of the retail side of the cosmetology industry to include customer service, guest relations, product placement and other retail skills.				

CBR001	Cosmetology Board Review (Prerequisite: CCB001)	48	0	48
This course is designed to give students a comprehensive review of DBPR regulations as well as an in-depth review of the course material in preparation for the state practical and theory exams.				
	<b>Total Hours</b>	<b>455.5</b>	<b>744.5</b>	<b>1200</b>

\*Lecture, lab, and total hours by course may vary depending upon class progression.

## Electrical Technology

### Objective

The Electrical Technology program will provide training for entry level employment in the electrical industries conducting construction installation, equipment and facility repair, and maintenance activities.

### Description

Students who enroll in the 600-clock hour Electrical Technology program will acquire knowledge and skills to install, operate, maintain, and repair electric apparatus and systems such as residential, commercial, and industrial electric-power wiring; and DC and AC motors, controls, and electrical distribution panels. Includes instruction in the principles of electronics and electrical systems, wiring, power transmission, safety, industrial and household appliances, job estimation, electrical testing and inspection, and applicable codes and standards.

### Requirements for Program Completion/Graduation

- Successfully complete all courses in the program Course Listing with a minimum passing grade of 75%.
- Fulfill all financial obligations to Florida Academy.
- Students who received subsidized, unsubsidized, or PLUS loans under the William D. Ford Federal Direct Loan (Direct Loan) Program or the Federal Family Education Loan (FFEL) Program, must complete exit counseling when the following occur:
  - drop below half-time enrollment;
  - graduate; or
  - leave school.
- Submit a completed Application to Exit form to the Registrar.
- Complete all exit interviews scheduled by the Registrar.

### Credentials Issued Upon Successful Completion

Upon successful completion of this course of study, students have the ability to earn the following certificates/recognitions: OSHA 10-Hour Survey Card, and Florida Academy Electrical Technology Diploma.

### Textbooks and Supplies

<b>Electrical Technology-Textbooks</b>	<b>ISBN</b>	<b>Author</b>	<b>Publisher</b>
Electrical Level 1 NCCERConnect 2.0 with Pearson eText -- Student Access Code, 10th Edition	9780136908524	NCCER	Pearson
Electrical Level 2 NCCERConnect 2.0 with Pearson eText -- Student Access Code, 10th Edition	9780136897712	NCCER	Pearson
Electrical Level 3 NCCERConnect 2.0 with Pearson eText -- Student Access Code, 10th Edition	9780136905028	NCCER	Pearson
Electrical Level 4 NCCERConnect 2.0 with Pearson eText -- Student Access Code, 10th Edition	9780136911081	NCCER	Pearson
National Electrical Code 2017 (1st Ed.)	9781455912773	NFPA	Cengage

**Supplies required to be furnished by the student:**

- Pens, pencils, highlighter, notebook
- Wireless device with internet, video, and audio capabilities. (A cell phone is not an acceptable wireless device. Tablets are available for loan upon request by the student.)
- See *Dress Code* for program specific dress code requirements.
- Calculator

## Course Listing

<b>Electrical Technology-Course Listings</b>			
<b>Course #</b>	<b>Course Name</b>	<b>Credit Hours</b>	<b>Clock Hours</b>
FNDST1	Foundations for Skilled Trades	N/A	22.5
ELE001	Electrical Basics	N/A	270
ELE002	Electrical Distribution and Applications	N/A	307.5
<b>Total Credit Hours/Clock Hours</b>		<b>0</b>	<b>600</b>

## Course Descriptions

<b>Electrical Technology-Course Descriptions</b>				
<b>Course #</b>	<b>Course Name</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Hours</b>
FNDST1	Foundations for Skilled Trades (Prerequisite: None)	22.5	0	22.5
This course introduces the student to topics necessary as a foundation in skilled trades and electrical. Topics include basic safety; OSHA 10-hour safety; and Electrical fundamentals.				
ELE001	Electrical Basics (Prerequisite: None)	142.5	127.5	270
This course includes elemental to Electrical training. Topics include electrical currents; electrical theory; National Electrical Code®; device/junction boxes; conductors; grounding; fittings; circuit breakers; and control systems				
ELE002	Electrical Distribution and Applications (Prerequisite: FNDST1)	130	177.5	307.5
This course builds on skilled trades foundations and electrical basics to further the students' understanding and to instruct students in electrical technology. Topics include load calculations; conductor selections; applications of lighting; hazardous locations; transformers; health care facilities; distribution equipment; transformers; controls; alarm systems commercial electrical; and voltage terminations.				
<b>Total Hours</b>		<b>295</b>	<b>305</b>	<b>600</b>

\*Lecture, lab, and total hours by course may vary depending upon class progression.

## HVAC/R Technology

(Hybrid & Resident)

### Objective

The school's HVAC/R Technology Program provides training for entry level employment in the installation, maintenance and service in the Heating, Ventilation, Air Conditioning (HVAC/R) industry.

### Description

Students who enroll in the 600-clock hour HVAC/R Technology Program will acquire knowledge of the heating and cooling cycles with various phases of the fundamental principles of controls and electrical systems associated with HVAC systems. Students also will acquire both residential and commercial HVAC systems troubleshooting mechanical and electrical systems. Students will study the principles and concepts associated with the EPA Section 608.

### Requirements for Program Completion/Graduation

- Successfully complete all courses in the program Course Listing with a minimum passing grade of 75%.
- Fulfill all financial obligations to Florida Academy.
- Students who received subsidized, unsubsidized, or PLUS loans under the William D. Ford Federal Direct Loan (Direct Loan) Program or the Federal Family Education Loan (FFEL) Program, must complete exit counseling when the following occur:
  - drop below half-time enrollment;
  - graduate; or
  - leave school.
- Submit a completed Application to Exit form to the Registrar.
- Complete all exit interviews scheduled by the Registrar.

### Credentials Issued Upon Successful Completion

Upon successful completion of this course of study, students have the ability to earn the following certificates/recognitions: EPA Certification\*, R410A Safety Certification, OSHA 10-Hour Survey Card, and Florida Academy HVAC/R Technology Diploma.

\*EPA Certification requires passage of exam. Program costs include initial exam cost.

### Textbooks and Supplies

<b>HVAC/R Technology-Textbooks</b>	<b>ISBN</b>	<b>Author</b>	<b>Publisher</b>
HVAC Level 1 NCCERConnect 2.0 with Pearson eText -- Student Access Code, 5th Edition	9780135187036	NCCER	Pearson
HVAC Level 2 NCCERConnect 2.0 with Pearson eText -- Student Access Code, 5th Edition	9780135187159	NCCER	Pearson
Esco Institute-EPA Prep Manual	9781930044609	ESCO	Esco Press

### Supplies required to be furnished by the student:

- Pens, pencils, highlighter, notebook
- Wireless device with internet, video, and audio capabilities. (A cell phone is not an acceptable wireless device. Tablets are available for loan upon request by the student.)
- See *Dress Code* for program specific dress code requirements.
- Calculator

## Course Listing

<b>HVAC/R Technology-Course Listings</b>			
<b>Course #</b>	<b>Course Name</b>	<b>Credit Hours</b>	<b>Clock Hours</b>
FNDST1	Foundations for Skilled Trades	N/A	22.5
HAL001	HVAC/R Level 1	N/A	166.5
HAL002	HVAC/R Level 2	N/A	369
HAS001	HVAC/R Safety	N/A	42
<b>Total Credit Hours/Clock Hours</b>		<b>0</b>	<b>600</b>

## Course Descriptions

<b>HVAC/R Technology-Course Descriptions</b>				
<b>Course #</b>	<b>Course Name</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Hours</b>
FNDST1	Foundations for Skilled Trades (Prerequisite: None)	22.5	0	22.5
This course introduces the student to fundamental topics necessary as a foundation in construction trades. Topics include basic safety; OSHA 10-hour safety; and trade fundamentals.				
HAL001	HVAC/R Level 1 (Prerequisite: None)	78.75	87.75	166.5
This course introduces the student to the foundational topics of the HVAC/R industry. Topics included in this course are introduction to HVAC; basic electricity; cooling; air distribution systems; copper and plastic piping; and soldering and brazing.				
HAL002	HVAC/R Level 2 (Prerequisite: FNDST1)	146.25	222.75	369
This course builds on the foundations from HVAC/R Foundations and HVAC/R Level 1 to further the students understanding in the basics, and to instruct students in additional areas of the trade. Topics include alternating current; compressors; refrigerants and oils; leak detection; evacuation; recovery and charging; metering devices; heat pumps; basic maintenance; sheet metal duct systems; fiberglass and fabric duct systems; commercial airside systems; and air quality equipment.				
HAS001	HVAC/R Safety (Prerequisite: HAL001)	42	0	42
This course instructs students in various areas of safety with the trade and HVAC/R industries. Topics include basic safety; general worksite safety; EPA608 safety; and R410 Safety.				
<b>Total Hours</b>		<b>289.5</b>	<b>310.5</b>	<b>600</b>

\*Lecture, lab, and total hours by course may vary depending upon class progression.

## Massage Therapy

Florida Academy's Massage Therapy program curricula meets the state educational requirements for professional licensure or certification in the State of Florida. The institution has not made such a determination for any other state.

### Objective

To prepare students for successful careers as licensed Massage Therapists.

### Description

Students receive instruction in the techniques of basic Swedish Massage as well as Allied Modalities. Students also learn proper communication and boundaries, and complete work in a supervised Student Clinic that provides students with real-world skills in an environment that replicates a spa/massage clinic.

### Requirements for Program Completion/Graduation

- Successfully complete all courses in the program Course Listing with a minimum passing grade of 75%.
- Fulfill all financial obligations to Florida Academy.
- Students who received subsidized, unsubsidized, or PLUS loans under the William D. Ford Federal Direct Loan (Direct Loan) Program or the Federal Family Education Loan (FFEL) Program, must complete exit counseling when the following occur:
  - drop below half-time enrollment;
  - graduate; or
  - leave school.
- Submit a completed Application to Exit form to the Registrar.
- Complete all exit interviews scheduled by the Registrar.
- Take the MBLEx exam\*.

#### **\*MBLEx Exam**

The Massage & Bodywork Licensing Examination (MBLEx) is recognized by the State of Florida as its state board exam for massage licensure. The massage program is structured to prepare participants to successfully pass the MBLEx.

### Requirements for taking the MBLEx:

- Must be at least 18 years of age.
- Must submit a valid application for examination.
- Must be enrolled in and/or have received education and training in all subject areas of the MBLEx Content Outline from an approved massage therapy education program.
- In addition to submitting a completed MBLEx application and examination fee, the school must verify the student's education.

## **STATE LICENSURE FOR FLORIDA**

To practice massage therapy in the State of Florida, a practitioner must be licensed by the Florida Board of Massage Therapy (FBMT), a division of the Florida Department of Health. The Board is located at:

4042 Bald Cypress Way, Bin# C06  
Tallahassee, Florida 32399  
Telephone (850) 488-0595

For a candidate to be licensed by the Florida Board of Massage Therapy (FBMT) the following requirements must be met:

- Must meet the minimum age requirement.
- Complete an approved massage therapy program, consisting of 500 or more clock hours, at a board approved massage school.
- Submit fingerprints and a valid background check to the FBMT.
- Pass the MBLEx
- Submit a valid application for licensure.
- Be approved for licensure by the FBMT.

#### Credentials Issued Upon Successful Completion

Upon successful completion of this course of study, students have the ability to earn a Florida Academy Massage Therapy diploma. Upon successful completion of graduation requirements and licensure examination students will receive a massage table. Program supply fees include the Florida Department of Health application fee and examination fee (once) to MBLEX.

#### Textbooks and Supplies

Massage Therapy-Textbooks	ISBN	Author	Publisher
Theory & Practice of Therapeutic Massage (6 <sup>th</sup> Edition) – CIMA Digital	9781337272087	Beck	Cengage Learning
Trail Guide to the Body (6th Edition)	9780998785066	Biel	Books of Discovery
Trail Guide to the Body: Student Workbook (6th Edition)	9780991466672	Biel	Books of Discovery

#### Supplies required to be furnished by the student:

- Pens, pencils, highlighter, notebook
- Wireless device with internet, video, and audio capabilities. (A cell phone is not an acceptable wireless device. Tablets are available for loan upon request by the student.)
- See *Dress Code* for program specific dress code requirements.
- 2 sets of twin sheets (not white)

#### Course Listing

Massage Therapy-Course Listings			
Course #	Course Name	Credit Hours	Clock Hours
FNDBW1	Foundations for Beauty and Wellness	N/A	72
GSM001	General Sciences-Massage	N/A	72
ASM001	Advanced Sciences-Massage	N/A	288
MTC001	Massage Therapy Clinic	N/A	144
MBR001	Massage Therapy Board Review	N/A	24
	<b>Total Credit Hours/Clock Hours</b>	<b>0</b>	<b>600</b>

## Course Descriptions

<b>Massage Therapy-Course Descriptions</b>				
<b>Course #</b>	<b>Course Name</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Hours</b>
FNDBW1	Foundations for Beauty and Wellness (Prerequisite: None)	72	0	72
<p>This course is designed to give students a comprehensive understanding of history, life principles, body systems, chemistry, electricity, and professional image with emphasis on human relations that contribute to personal and professional success, the various methods of sanitation, sterilization, and disinfection along with necessary information regarding HIV and other infectious diseases. This course also includes the following topics required in the laws and rules governing the fields of Barbering, Cosmetology, Esthetics, Massage and Nails.</p> <ul style="list-style-type: none"> <li>• <b>Infectious Disease and Blood-Borne Pathogens HIV/AIDS</b> Students are instructed on the illness, Acquired Immune Deficiency Syndrome, informed of the causes, modes of transmission, progression of HIV infection and AIDS, AIDS antibody testing, counseling, treatments, and other post-infection care. Instruction is also given regarding other Blood borne Pathogens and the Florida Omnibus AIDS Act.</li> <li>• <b>Ethics and Professionalism</b> Students are instructed in the value and importance of establishing professional boundaries in their chosen program of study. Students will learn that moral principles can be viewed either as the standard of conduct that individuals have constructed for themselves or as the body of obligations and duties that a particular profession/society requires of its members and that each view can be very different from the other.</li> <li>• <b>Regulatory Compliance/Florida Law</b> Students are instructed and informed of the Florida laws and rules governing the respective programs of study.</li> <li>• <b>Business</b> This course provides information on marketing, office practices, resumes, starting your own business, and basic bookkeeping.</li> </ul>				
GSM001	General Sciences-Massage (Prerequisite: None )	45	27	72
<p>Students explore the history and origins of massage therapy, as well as anatomy, physiology, and pathology of the normal functioning of the systems of the human body. Emphasis, in this course, is on the musculoskeletal, skeletal, and nervous systems. Lecture content and style are oriented to help the student appreciate the relationship between the “science” of the body systems and the “art” of body therapy. Students will also learn about medical errors and contraindications.</p>				
ASM001	Advanced Sciences-Massage (Prerequisite: FNDBW1 )	213	75	288
<p>This course expands on the foundations established in General Sciences-Massage. Students will learn additional content in anatomy and physiology and various massage therapy theories. Topics include kinesiology, various massage techniques, the theory and practice of hydrotherapy, as well as allied modalities including cupping, hot stones, aromatherapy, reflexology, prenatal, trigger point release and deep tissue.</p>				

MBR001	Massage Therapy Board Review (Prerequisite: GSM001 )	24	0	24
This course is designed to give students a comprehensive review of the MBLEx content to prepare students for the licensure examination.				
MTC001	Massage Therapy Clinic (Prerequisite: ASM001)	0	144	144
This course involves the student, working under the supervision of an Educator in a professional environment, in the student clinic. The student will be required to perform virtually all the duties that are generally required in private practice, from scheduling appointments to providing client therapy sessions to housekeeping duties. Rules requiring high standards of professional dress, personal conduct and proper etiquette are rigidly enforced.				
	<b>Total Hours</b>	<b>354</b>	<b>246</b>	<b>600</b>

\*Lecture, lab, and total hours by course may vary depending upon class progression.

## Nail Technology

Florida Academy's Nail Technology program curricula meets the state educational requirements for professional registration as a nail technician in the State of Florida. The institution has not made such a determination for any other state.

### Objective

The Nail Technology program's objective is to prepare students for successful careers as nail technicians. The following are some of the main areas of instruction/objectives in the Nail Technology program:

- Sanitation and infection control
- Identification of skin and nail structure
- Disorders and diseases related to nail structure.
- Proper use and implementation of tools based on guest needs.
- Gel enhancements and soakable gel polish
- Identification of differences between acrylic and hard gels
- Proper application techniques
- Current nail trends
- Electric file techniques
- Career opportunities within the industry

### Description

This course establishes a common orientation and language for all students. Emphasis is placed on sanitation, ergonomics, nail techniques and communication with every guest to ensure their satisfaction. As the course progresses, students will be encouraged to use their own creativity and ideas to create nail masterpieces.

### Requirements for Program Completion/Graduation

- Successfully complete all courses in the program Course Listing with a minimum passing grade of 75%.
- Fulfill all financial obligations to Florida Academy.
- Submit a completed Application to Exit form to the Registrar.
- Complete all exit interviews scheduled by the Registrar.

## **STATE REGISTRATION FOR FLORIDA**

To be registered by the State of Florida as a Nail Technician, a student graduate must submit their application to the Board of Cosmetology, Department of Business and Professional Regulation Cosmetology (registration fee included in program costs). The Board is located at:

1940 North Monroe Street  
Tallahassee, Florida 32399  
Telephone (850) 487-1395

For a candidate to be registered as a Nail Specialist in Florida, the following requirements must be met:

- Successful completion of an approved nail program of study at a licensed school.
- Specialty registration applicants must meet the minimum age requirement or have received a high school diploma.
- Submit an application and requisite fee (fee included in program costs).

Credentials Issued Upon Successful Completion

Upon successful completion of this course of study, students have the ability to earn a Florida Academy Nail Technology diploma.

#### Textbooks and Supplies

<b>Nail Technology-Textbooks</b>	<b>ISBN</b>	<b>Author</b>	<b>Publisher</b>
Pivot Point Fundamentals: Nails (Access Code)	9781957642185	Pivot Point	Pivot Point

#### Supplies required to be furnished by the student:

- Pens, pencils, highlighter, notebook
- Wireless device with internet, video, and audio capabilities. (A cell phone is not an acceptable wireless device. Tablets are available for loan upon request by the student.)
- See *Dress Code* for program specific dress code requirements.

#### Course Listing

<b>Nail Technology-Course Listings</b>			
<b>Course #</b>	<b>Course Name</b>	<b>Credit Hours</b>	<b>Clock Hours</b>
FNDBW1	Foundations for Beauty and Wellness	N/A	72
GSN001	General Sciences-Nail Technology	N/A	72
NTC001	Nail Technology Clinic-1	N/A	72
NTC002	Nail Technology Clinic-2	N/A	24
	<b>Total Credit Hours/Clock Hours</b>	<b>0</b>	<b>240</b>

Course Descriptions

<b>Nail Technology-Course Descriptions</b>				
<b>Course #</b>	<b>Course Name</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Hours</b>
FNDBW1	Foundations for Beauty and Wellness (Prerequisite: None)	72	0	72
<p>This course is designed to give students a comprehensive understanding of history, life principles, body systems, chemistry, electricity, and professional image with emphasis on human relations that contribute to personal and professional success, the various methods of sanitation, sterilization, and disinfection along with necessary information regarding HIV and other infectious diseases. This course also includes the following topics required in the laws and rules governing the fields of Barbering, Cosmetology, Esthetics, Massage and Nails.</p> <ul style="list-style-type: none"> <li>• <b>Infectious Disease and Blood-Borne Pathogens HIV/AIDS</b> Students are instructed on the illness, Acquired Immune Deficiency Syndrome, informed of the causes, modes of transmission, progression of HIV infection and AIDS, AIDS antibody testing, counseling, treatments, and other post-infection care. Instruction is also given regarding other Blood borne Pathogens and the Florida Omnibus AIDS Act.</li> <li>• <b>Ethics and Professionalism</b> Students are instructed in the value and importance of establishing professional boundaries in their chosen program of study. Students will learn that moral principles can be viewed either as the standard of conduct that individuals have constructed for themselves or as the body of obligations and duties that a particular profession/society requires of its members and that each view can be very different from the other.</li> <li>• <b>Regulatory Compliance/Florida Law</b> Students are instructed and informed of the Florida laws and rules governing the respective programs of study.</li> <li>• <b>Business</b> This course provides information on marketing, office practices, resumes, starting your own business, and basic bookkeeping.</li> </ul>				
GSN001	General Sciences-Nail Technology (Prerequisite: None )	51.5	20.5	72
<p>This course is designed to give students a comprehensive understanding of the structure and composition of nails and how they grow, diseases and disorders of the nail, manicures, pedicures, monomer liquid, polymer powder, tips, wraps, sculpting, UV and LED gels.</p>				
NTC001	Nail Technology Clinic-1 (Prerequisite: FNDBW1)	0	72	72
<p>This course is designed to give students a hands-on, professional atmosphere to solidify the techniques, processes and procedures learned in lecture. Students will evaluate, consult and perform services on clients, implement techniques, use appropriate machinery, adhere to safety and sanitation rules and protocols, and give and receive feedback on nail services.</p>				
NTC002	Nail Technology Clinic-2 (Prerequisite: GSN001, NTC001)	0	24	24
<p>This course is designed to give students additional practice in processes and procedures learned in lecture activity. Students will evaluate, consult and perform services on clients, implement techniques, use appropriate machinery, adhere to safety and sanitation rules and protocols, and give and receive feedback on nail services.</p>				
<b>Total Hours</b>		<b>123.5</b>	<b>116.5</b>	<b>240</b>

\*Lecture, lab, and total hours by course may vary depending upon class progression.

## Professional Esthetics

Florida Academy's Professional Esthetics program curricula meets the state educational requirements for professional registration as a full specialist in the State of Florida. The institution has not made such a determination for any other state.

### Objective

This program will introduce program participants to the theories and practices of skin care and nails as it meets and exceeds Florida's requirements for Full Specialist registration. Students will learn in an environment which mirrors a traditional workplace and develop sound study and work habits. Graduates will be skilled with services necessary to be successfully employed in the esthetics and nail industries by demonstrating proficiency and confidence in facials, waxing, masques, micro-dermabrasion, body wraps, peels, manicures, pedicures, acrylic, gel, nail wraps, polishing, nail art, tips, sculpts, and maintaining the integrity of the nail.

### Description

This program includes the study of anatomy, physiology and pathology as it relates to the body, nails and skin. Students will learn sanitation; disease prevention; waxing, eyelash and brow tinting, sugaring and threading; manual and mechanical facial and body treatments and techniques, including ultrasonic mechanical facials, superficial peels, manicures, pedicures, acrylic, gel, nail wraps, polishing, nail art, and sculpts. This program also requires clinical experience in class where program participants will strengthen their performance skills and be ready to work in a professional esthetic or nail industry environment. Students can graduate from this program with the hours necessary for Florida registration as a Full Specialist.

### Requirements for Program Completion/Graduation

- Successfully complete all courses in the program Course Listing with a minimum passing grade of 75%.
- Fulfill all financial obligations to Florida Academy.
- Students who received subsidized, unsubsidized, or PLUS loans under the William D. Ford Federal Direct Loan (Direct Loan) Program or the Federal Family Education Loan (FFEL) Program, must complete exit counseling when the following occur:
  - drop below half-time enrollment;
  - graduate; or
  - leave school.
- Submit a completed Application to Exit form to the Registrar.
- Complete all exit interviews scheduled by the Registrar.

## **STATE REGISTRATION FOR FLORIDA**

To be registered in the State of Florida as a Full Specialist, a practitioner must be registered by the Board of Cosmetology, Department of Business and Professional Regulation. The Board is located at:

1940 North Monroe Street  
Tallahassee, Florida 32399  
Telephone (850) 487-1395

For a candidate to be registered as a Full Specialist in Florida, the following requirements must be met:

- The successful completion of an approved full specialist program of study at a licensed school.

- Specialty registration applicants must meet the minimum age requirement or have received a high school diploma.
- Submit an application and requisite fee (application fee included in program costs).

#### Credentials Issued Upon Successful Completion

Upon successful completion of this course of study, students have the ability to earn a Florida Academy Professional Esthetics diploma.

Note: For students wishing to transfer from Professional Esthetics to Skin Care or Nail Technology, see *Internal Transfer* (page 21) for specific criteria and details.

#### Textbooks and Supplies

Professional Esthetics-Textbooks	ISBN	Author	Publisher
Pivot Point Fundamentals: Esthetics (Access Code)	9781951862510	Pivot Point	Pivot Point
Pivot Point Fundamentals: Nails (Access Code)	9781957642185	Pivot Point	Pivot Point

#### Supplies required to be furnished by the student:

- Pens, pencils, highlighter, notebook
- Wireless device with internet, video, and audio capabilities. (A cell phone is not an acceptable wireless device. Tablets are available for loan upon request by the student.)
- See *Dress Code* for program specific dress code requirements.

#### Course Listing

Professional Esthetics-Course Listings			
Course #	Course Name	Credit Hours	Clock Hours
FNDBW1	Foundations for Beauty and Wellness	N/A	72
GSE001	General Sciences-Esthetics	N/A	72
ESC001	Esthetic Clinic-1	N/A	144
GSN001	General Sciences-Nail Technology	N/A	72
NTC001	Nail Technology Clinic-1	N/A	72
EES001	Enhanced Esthetics	N/A	168
	<b>Total Credit Hours/Clock Hours</b>	<b>0</b>	<b>600</b>

## Course Descriptions

<b>Professional Esthetics-Course Descriptions</b>				
<b>Course #</b>	<b>Course Name</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Hours</b>
FNDBW1	Foundations for Beauty and Wellness (Prerequisite: None)	72	0	72
<p>This course is designed to give students a comprehensive understanding of history, life principles, body systems, chemistry, electricity, and professional image with emphasis on human relations that contribute to personal and professional success, the various methods of sanitation, sterilization, and disinfection along with necessary information regarding HIV and other infectious diseases. This course also includes the following topics required in the laws and rules governing the fields of Barbering, Cosmetology, Esthetics, Massage and Nails.</p> <ul style="list-style-type: none"> <li>• <b>Infectious Disease and Blood-Borne Pathogens HIV/AIDS</b> Students are instructed on the illness, Acquired Immune Deficiency Syndrome, informed of the causes, modes of transmission, progression of HIV infection and AIDS, AIDS antibody testing, counseling, treatments, and other post-infection care. Instruction is also given regarding other Blood borne Pathogens and the Florida Omnibus AIDS Act.</li> <li>• <b>Ethics and Professionalism</b> Students are instructed in the value and importance of establishing professional boundaries in their chosen program of study. Students will learn that moral principles can be viewed either as the standard of conduct that individuals have constructed for themselves or as the body of obligations and duties that a particular profession/society requires of its members and that each view can be very different from the other.</li> <li>• <b>Regulatory Compliance/Florida Law</b> Students are instructed and informed of the Florida laws and rules governing the respective programs of study.</li> <li>• <b>Business</b> This course provides information on marketing, office practices, resumes, starting your own business, and basic bookkeeping.</li> </ul>				
GSE001	General Sciences-Esthetics (Prerequisite: None)	27	45	72
<p>This course is designed to give students a comprehensive understanding of proper nutrition and the effects to the skin, intricate makeup of the skin's layers and their purpose, identify skin types and conditions with the ability to apply different services and products to enhance what has been observed, effects of major ingredients in skin care and the impact on application, the most ergonomic way to set up their treatment room for all services, basic theory, proper protocols for skin types and services. Students learn product selection based on skin type, garner proper massage techniques, use a variety of different machines to help with services based on client's needs and the ability to remove hair from all body parts using various methods, including Sugaring and Threading.</p>				
ESC001	Esthetic Clinic-1 (Prerequisite: FNDBW1)	0	144	144
<p>This course is designed to give students a hands-on, professional atmosphere to solidify the techniques, processes and procedures learned in lecture. Students will evaluate, consult and perform services on clients, implement techniques, use appropriate machinery, adhere to safety and sanitation rules and protocols, and give and receive feedback on esthetic services.</p>				

GSN001	General Sciences-Nail Technology (Prerequisite: None)	51.5	20.5	72
This course is designed to give students a comprehensive understanding of the structure and composition of nails and how they grow, diseases and disorders of the nail, manicures, pedicures, monomer liquid, polymer powder, tips, wraps, sculpting, UV and LED gels .				
NTC001	Nail Technology Clinic-1 (Prerequisite: FNDBW1)	0	72	72
This course is designed to give students a hands-on, professional atmosphere to solidify the techniques, processes and procedures learned in lecture. Students will evaluate, consult and perform services on clients, implement techniques, use appropriate machinery, adhere to safety and sanitation rules and protocols, and give and receive feedback on nail services.				
EES001	Enhanced Esthetics (Prerequisite: GSE001, ESC001, GSN001)	84	84	168
This course is designed to give students a comprehensive understanding of the overall esthetic experience for a client. Students will learn to build on the foundation of a sound skin care regimen. Students will learn and practice application techniques, the use of color and palettes, proper product selection, proper safety and sanitation procedures, client consultations. Students will also learn to use machines that are integral to the enhanced esthetic experience.				
<b>Total Hours</b>		<b>234.5</b>	<b>365.5</b>	<b>600</b>

\*Lecture, lab, and total hours by course may vary depending upon class progression.

## Restricted Barbering

Florida Academy's Restricted Barbering program curricula meets the state educational requirements for professional licensure or certification in the State of Florida. The institution has not made such a determination for any other state.

### Objective

The Restricted Barbering program's objective is to prepare students for successful careers in the Barbering industry. Upon completion of the Restricted Barbering program requirements, the student graduate should:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice effective communication skills, visual poise, and proper grooming.
- Respect the need to deliver worthy service for value received in an employer-employee relationship.
- Perform the basic manipulative skills in the areas of hair care, skin care, and shaving services to achieve the best total look for each client.
- Perform the basic analytical skills to determine appropriate hair care, and barbering services to achieve the best total look for each client.
- Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

### Description

The Restricted Barbering program educates the student, through both theory based and hands-on based curriculum, in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in entry-level barbering skills, as well as obtain licensure and gainful employment in the field of barbering. Students also learn proper skills, techniques and communication in a supervised student clinic that provides students with real-world skills in an environment that replicates a salon.

### Requirements for Program Completion/Graduation

- Successfully complete all courses in the program Course Listing with a minimum passing grade of 75%.
- Fulfill all financial obligations to Florida Academy.
- Students who received subsidized, unsubsidized, or PLUS loans under the William D. Ford Federal Direct Loan (Direct Loan) Program or the Federal Family Education Loan (FFEL) Program, must complete exit counseling when the following occur:
  - drop below half-time enrollment;
  - graduate; or
  - leave school.
- Submit a completed Application to Exit form to the Registrar.
- Complete all exit interviews scheduled by the Registrar.

## **STATE REGISTRATION FOR FLORIDA**

To be licensed in the State of Florida as a Restricted Barber, a student graduate must submit their application to the Board of Cosmetology, Department of Business and Professional Regulation.

The Board is located at:

1940 North Monroe Street  
Tallahassee, Florida 32399  
Telephone (850) 487-1395

For a candidate to be licensed as a Restricted Barber in Florida, the following requirements must be met:

- The successful completion of an approved restricted barbering program of study at licensed school.
- Applicants for licensure by examination must meet the minimum age requirement.
- Must submit an application and requisite fee (application fee included in program costs).
- Pass the DBPR licensing exam and be approved by the DBPR.

#### Credentials Issued Upon Successful Completion

Upon successful completion of the Restricted Barbering program, students will be eligible to receive a Florida Academy Diploma, as well as the opportunity to submit an application to the Florida Department of Business and Professional Regulation (DBPR) for testing. Students may become a licensed Restricted Barber when all DBPR criteria for licensure have been fulfilled.

#### Textbooks and Supplies

<b>Restricted Barbering-Textbooks</b>	<b>ISBN</b>	<b>Author</b>	<b>Publisher</b>
Pivot Point Fundamentals: Barbering (Access Code)	9781948482684	Pivot Point	Pivot Point

#### Supplies required to be furnished by the student:

- Pens, pencils, highlighter, notebook
- Wireless device with internet, video, and audio capabilities. (A cell phone is not an acceptable wireless device. Tablets are available for loan upon request by the student.)
- See *Dress Code* for program specific dress code requirements.

#### Course Listing

<b>Restricted Barbering-Course Listings</b>			
<b>Course #</b>	<b>Course Name</b>	<b>Credit Hours</b>	<b>Clock Hours</b>
FNDBW1	Foundations for Beauty and Wellness	N/A	72
GSH001	General Sciences-Hair	N/A	72
ASB001	Advanced Sciences-Barbering	N/A	144
RBC001	Restricted Barbering Clinic	N/A	288
RBR001	Restricted Barbering Board Review	N/A	24
	<b>Total Credit Hours/Clock Hours</b>	<b>0</b>	<b>600</b>

## Course Descriptions

<b>Restricted Barbering-Course Descriptions</b>				
<b>Course #</b>	<b>Course Name</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Hours</b>
FNDBW1	Foundations for Beauty and Wellness (Prerequisite: None)	72	0	72
<p>This course is designed to give students a comprehensive understanding of history, life principles, body systems, chemistry, electricity, and professional image with emphasis on human relations that contribute to personal and professional success, the various methods of sanitation, sterilization, and disinfection along with necessary information regarding HIV and other infectious diseases. This course also includes the following topics required in the laws and rules governing the fields of Barbering, Cosmetology, Esthetics, Massage and Nails.</p> <ul style="list-style-type: none"> <li>• <b>Infectious Disease and Blood-Borne Pathogens HIV/AIDS</b> Students are instructed on the illness, Acquired Immune Deficiency Syndrome, informed of the causes, modes of transmission, progression of HIV infection and AIDS, AIDS antibody testing, counseling, treatments, and other post-infection care. Instruction is also given regarding other Blood borne Pathogens and the Florida Omnibus AIDS Act.</li> <li>• <b>Ethics and Professionalism</b> Students are instructed in the value and importance of establishing professional boundaries in their chosen program of study. Students will learn that moral principles can be viewed either as the standard of conduct that individuals have constructed for themselves or as the body of obligations and duties that a particular profession/society requires of its members and that each view can be very different from the other.</li> <li>• <b>Regulatory Compliance/Florida Law</b> Students are instructed and informed of the Florida laws and rules governing the respective programs of study.</li> <li>• <b>Business</b> This course provides information on marketing, office practices, resumes, starting your own business, and basic bookkeeping.</li> </ul>				
GSH001	General Sciences-Hair (Prerequisite: None)	72	0	72
<p>This course focuses on learning hair science in its basic and pure form. Students will focus on how the science relates to the industry including biology and chemistry with its physical and chemical changes related to the field. Additional topics include, anatomy, electricity, some chemistry, and trichology.</p>				
ASB001	Advanced Sciences-Barbering (Prerequisite: FNDBW1)	72	72	144
<p>This course is designed to understand the foundational forms and shape techniques used to produce full styles, longer lengths, tapers and fades using proper tools, consistent, efficient techniques for a timeless experience. Students will learn proper draping and shampooing; customizing hair replacement designed to inspire composition; adapt lines to personalize, connect, consult, create, and complete services for clientele.</p>				

RBC001	Restricted Barbering Clinic (Prerequisite: GSH001)	0	288	288
This course is designed to give students comprehensive hands-on experience in consultations, hair structure, hair cutting, hair cleansing and shampooing, hair styling. Students will study and practice taper cuts, style cuts, shaving, beard trimming and mustache trimming. Students will also learn the benefits of the retail side of the barbering industry to include customer service, guest relations, product placement and other retail skills.				
RBR001	Restricted Barbering Board Review (Prerequisite: ASB001, RBC001)	24	0	24
This course is designed to give students a comprehensive review of DBPR regulations as well as an in-depth review of the course material in preparation for the state exam.				
	<b>Total Hours</b>	<b>240</b>	<b>360</b>	<b>600</b>

\*Lecture, lab, and total hours by course may vary depending upon class progression.

## Skin Care

Florida Academy's Skin Care program curricula meets the state educational requirements for professional registration as a facial specialist in the State of Florida. The institution has not made such a determination for any other state.

### Objective

To prepare students for entry-level careers as facial specialists. Upon successful completion of the program and meeting all the course requirements, students will be issued diplomas and receive their paperwork for Florida registration as Facial Specialists as issued by the Florida Department of Business and Professional Regulation, Florida Board of Cosmetology.

### Description

This skin care program consists of basic training concentrating on the outer most layers of the skin primarily located on the face, neck and décolleté. Courses and techniques taught in this program include anatomy and physiology of body and skin, sanitation principles and techniques, skin diseases and disorders, basic facial massage training, facial and body waxing, threading, sugaring, lash and brow tinting, body treatments, preventative care for the skin, product selection and retailing for treatments to keep skin healthy and attractive. Completion of this program will provide graduates with a basic working knowledge of the skin care profession to work in a salon or spa.

### Requirements for Program Completion/Graduation

- Successfully complete all courses in the program Course Listing with a minimum passing grade of 75%.
- Fulfill all financial obligations to Florida Academy.
- Submit a completed Application to Exit form to the Registrar.
- Complete all exit interviews scheduled by the Registrar.

## **STATE REGISTRATION FOR FLORIDA**

To be registered in the State of Florida as a Skin Care Specialist, a practitioner must be registered by the Board of Cosmetology, Department of Business and Professional Regulation. The Board is located at:

1940 North Monroe Street  
Tallahassee, Florida 32399  
Telephone (850) 487-1395

For a candidate to be registered as a Facial Specialist in Florida, the following requirements must be met:

- The successful completion of an approved facial specialist program of study at a licensed school.
- Specialty registration applicants must meet the minimum age requirement or have received a high school diploma.
- Submit an application and requisite fee (application fee included in program costs).

### Credentials Issued Upon Successful Completion

Upon successful completion of this course of study, students have the ability to earn a Florida Academy Skin Care diploma.

## Textbooks and Supplies

Skin Care-Textbooks	ISBN	Author	Publisher
Pivot Point Fundamentals: Esthetics (Access Code)	9781951862510	Pivot Point	Pivot Point

### Supplies required to be furnished by the student:

- Pens, pencils, highlighter, notebook
- Wireless device with internet, video, and audio capabilities. (A cell phone is not an acceptable wireless device. Tablets are available for loan upon request by the student.)
- See *Dress Code* for program specific dress code requirements.

## Course Listing

Skin Care-Course Listings			
Course #	Course Name	Credit Hours	Clock Hours
FNDBW1	Foundations for Beauty and Wellness	N/A	72
GSE001	General Sciences-Esthetics	N/A	72
ESC001	Esthetic Clinic-1	N/A	144
ESC002	Esthetic Clinic-2	N/A	12
<b>Total Credit Hours/Clock Hours</b>		<b>0</b>	<b>300</b>

## Course Descriptions

Skin Care-Course Descriptions				
Course #	Course Name	Lecture Hours	Lab Hours	Total Hours
FNDBW1	Foundations for Beauty and Wellness (Prerequisite: None)	72	0	72

This course is designed to give students a comprehensive understanding of history, life principles, body systems, chemistry, electricity, and professional image with emphasis on human relations that contribute to personal and professional success, the various methods of sanitation, sterilization, and disinfection along with necessary information regarding HIV and other infectious diseases. This course also includes the following topics required in the laws and rules governing the fields of Barbering, Cosmetology, Esthetics, Massage and Nails.

#### • Infectious Disease and Blood-Borne Pathogens HIV/AIDS

Students are instructed on the illness, Acquired Immune Deficiency Syndrome, informed of the causes, modes of transmission, progression of HIV infection and AIDS, AIDS antibody testing, counseling, treatments, and other post-infection care. Instruction is also given regarding other Blood borne Pathogens and the Florida Omnibus AIDS Act.

#### • Ethics and Professionalism

Students are instructed in the value and importance of establishing professional boundaries in their chosen program of study. Students will learn that moral principles can be viewed either as the standard of conduct that individuals have constructed for themselves or as the body of obligations and duties that a particular profession/society requires of its members and that each view can be very different from the other.

#### • Regulatory Compliance/Florida Law

Students are instructed and informed of the Florida laws and rules governing the respective programs of study.

#### • Business

This course provides information on marketing, office practices, resumes, starting your own business, and basic bookkeeping.

GSE001	General Sciences-Esthetics (Prerequisite: None)	27	45	72
<p>This course is designed to give students a comprehensive understanding of proper nutrition and the effects to the skin, intricate makeup of the skin's layers and their purpose, identify skin types and conditions with the ability to apply different services and products to enhance what has been observed, effects of major ingredients in skin care and the impact on application, the most ergonomic way to set up their treatment room for all services, basic theory, proper protocols for skin types and services. Students learn product selection based on skin type, garner proper massage techniques, use a variety of different machines to help with services based on client's needs and the ability to remove hair from all body parts using various methods, including Sugaring and Threading.</p>				
ESC001	Esthetic Clinic-1 (Prerequisite: FNDBW1)	0	144	144
<p>This course is designed to give students a hands-on, professional atmosphere to solidify the techniques, processes and procedures learned in lecture. Students will evaluate, consult and perform services on clients, implement techniques, use appropriate machinery, adhere to safety and sanitation rules and protocols, and give and receive feedback on esthetic services.</p>				
ESC002	Esthetic Clinic-2 (Prerequisite: GSE001, ESC001)	0	12	12
<p>This course is designed to give students additional time to solidify the techniques, processes and procedures learned in lecture. Students will evaluate, consult and perform services on clients, implement techniques, use appropriate machinery, adhere to safety and sanitation rules and protocols, and give and receive feedback on esthetic services.</p>				
<b>Total Hours</b>		<b>99</b>	<b>201</b>	<b>300</b>

\*Lecture, lab, and total hours by course may vary depending upon class progression.

## Notes

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