Southeastern Esthetics Institute
2017 Student Catalog

Revised October 15, 2017

Main Campus
823 Gervais Street Suite 120
Columbia SC 29201

Additional Space
807 Gervais Street Suite 102
Columbia SC 29201
803-814-1772

Email: info@seestheticsinstitute.com
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THE FUTURE OF ESTHETICS EDUCATION

The desire for anti-aging and advanced skin care services has increased at an incredible rate over the past decade and has a bright future. The demand has created a strong need for highly trained professionals focused on clinical and advanced esthetics services. Medical spas & esthetics practices have become commonplace, and the fusion of beauty and medicine has provided a number of safe and effective solutions to many common esthetics needs. The use of advanced technology creates a specific and often significant enhancement to the client’s physical appearance and self-image. Southeastern Esthetics Institute has created a curriculum that is centered on the FUTURE of esthetics education by focusing on the in-depth studies of clinical esthetics, through an intense focus of skincare from a cellular perspective. Our small classes allow individual attention to each student. The main objective of the highly trained and experienced staff and faculty at SEEI is to assist each student in realizing their full potential in the clinical esthetics industry, allowing them to achieve their educational goals - and create a career and life they love.

INSTITUTIONAL MISSION

Our mission is simple : to produce top-quality, Licensed Estheticians with exceptional knowledge of the skin from a scientific and clinical level - in order to obtain gainful employment and make a different in the lives of their clients.

GOVERNING PRINCIPLES

Southeastern Esthetics Institute supports its mission statement by adhering to the following governing principles:

- Maintains facilities that are clean, modern, and well-equipped
- Employ experienced, licensed, and dynamic instructors
- Ensure students have access to state-of-the-art equipment, products and methodologies
- Regularly review and update the curriculum to ensure that SEEI provides the most up-to-date and progressive education for its students
- Maintain a student-operated, on-campus Student Spa Clinic that provides the public with access to the most advanced spa services in a modern, beautiful facility
- Offer on-going access to post-graduate Continuing Education Courses through our facility
- Commit to extensive marketing campaigns to support client traffic through the Student Spa Clinic
- Maintain an open environment that allows students access to all faculty members at all times
- Maintain relationships with industry experts through our Institutional Advisory Board
- Ensure that students are well-prepared for state board examinations by offering well-organized, detailed instruction and on-going mock testing
- Provide extensive support services to students such as: Financial Assistance, Resume and Interview Skills Activities, and Career Placement

INSTRUCTIONAL FACILITIES

Out of sheer passion for skin care, and by way of advanced knowledge in the medical spa industry, Southeastern Esthetics Institute was found. Because of a serious lack in advanced education for Estheticians and the changing trends in the industry, our owner, Courtney G. Freeman, observed a niche that needed to be filled. Students will experience a level of teaching style and hands-on training that is unmatched in South Carolina. Students will come to class excited to learn - and leave class wanting to learn more!

Our modern learning facility is located in downtown Columbia, South Carolina in the exquisite social district, The Vista, at 823 Gervais Street Suite 120, Columbia SC 29201. SEEI is a licensed institution under the South Carolina LLR Board of Cosmetology, located at 101 Centerview Drive, Columbia SC 29201.

LLR Board of Cosmetology Facility License No. 1190

EQUIPMENT

As part of its guiding principles, Southeastern Esthetics Institute is committed to training students with cutting-edge technology. SEEI owns all of its training equipment, including:

- State-of-the-Art HydraFacial MD System
- Microdermabrasion Machines
- LED Light Therapy Shield
- Magnifying Lamps
SPA & TRAINING CENTER

Our modern learning facility is located in Downtown Columbia, South Carolina in the exquisite social district, The Vista, at 823 Gervais Street Suite 120 Columbia SC 29201. SEEI is a licensed educational facility under the SC LLR Board of Cosmetology, located at 101 Centerview Drive, Columbia SC 29201.

LLR Board of Cosmetology Facility License No. 1190

Main Campus

✔ Reception Area
✔ Instructor Preparation & Administrative Office
✔ Two Educational Classrooms
✔ Eight Treatment Tables in Open Clinic/ Practical Examination Room
✔ Two Treatment Tables in Waxing/Hair Removal Station
✔ Airbrush Tanning Booth
✔ Student Dispensary
✔ Laundering Facility
✔ Two Bathrooms

Campus Extension

✔ Lobby/Reception Area
✔ Changing Room/Storage Closet Room
✔ Two Bathrooms
✔ Chief Administrative Officer – Administrative Office
✔ Two Theory Classrooms
✔ Financial Aid Office
✔ Practical Examination Room
✔ Conference Room
✔ Student Dispensary

ORGANIZATIONAL STRUCTURE CHART

- CHIEF ADMINISTRATIVE OFFICER – COURTNEY G. FREEMAN, Licensed Esthetics Instructor – Full-Time

- ADMINISTRATOR | FINANCIAL AID OFFICER - ERIN PETERS – Full-Time

- LICENSED ESTHETICS INSTRUCTOR – LEAD, TAMARA PALMER – Full-Time


- LICENSED ESTHETICS INSTRUCTOR, JESSICA LUNDY – Full-Time

Graduated from Southeastern Esthetics Institute, 2014.

ESTHETICS LICENSURE COURSE

COURSE DESCRIPTION & OUTLINE

The primary purpose of the Esthetics Licensure Course is to train the student in the manipulative skills safety judgement, proper work habits, and desirable attitudes necessary to achieve competency in the field of esthetics, as well as obtain licensure & gainful employment.
COURSE OBJECTIVES

To develop the personal and professional potential of students so they may enter the field as licensed professionals who will offer a quality of service that will be sought after by both clients and employers.

To train students in the theory and technique of a science-based esthetics curriculum while preparing individuals seek gainful employment working as aestheticians or in related fields supported by the training received at Southeastern Esthetics Institute and recognized by the state including, but not limited to, facials, waxing, makeup and airbrush makeup, lash services, chemical peels, body wraps, microdermabrasion, LED, and other techniques and treatments.

To prepare students with sufficient training in the theory and technique of esthetics to sit for the state recognized licensing exam(s) for aestheticians.

COURSE OUTCOMES

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

- 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 manipulative skills in the area of facial massage, facial techniques, effective use of implements and equipment, proper application of facial makeup, hair removal procedures, and lash/brow tinting
- Perform the basic analytical skills to determine the appropriate skincare and makeup services to achieve the best results for each client
- Apply academic and practical learning and related information to ensure sound judgements, decisions, and procedures. To ensure continued success, the graduate will continue to learn new & current information related to the skills, trends, and methods for career development in esthetics and related career positions.

TUITION, FEES & PROGRAM COSTS

Student agrees to pay the school the tuition and fees for the program selected in advance at the start of the program. The school may, at its opinion and without notice, prevent students from attending class until all applicable unpaid balances are satisfied. The school may charge a $10.00 transcript fee for requests for transcripts to another school. The school will charge a registration fee for students transferring to the school and re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of $100. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. The student’s tuition may be paid by cash, check, money order, credit card, or through Veteran’s Affairs funds - for those who qualify.

Application Fee $100
Books & Kit Fee $500
Tuition $7500

Total Tuition & Fees $8100

ENROLLMENT CONTRACT

Prior to the first day of school, a meeting must be arranged to review important pre-enrollment information, including SEEI’s completion, licensure and placement rates. At this meeting and after thoroughly reading the Student Catalog, students must read and sign the Enrollment Contract prior to being fully accepted. Students will receive a copy of the completed Contract at that time.
GRADING POLICY

Grading Procedures: Students are assigned academic learning units and a minimum number of practical experiences for course completion. Academic learning is evaluated after each unit of study. Practical skills learning is evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to test procedures as set forth in the Practical Skills Competency Criteria. Students must maintain a written grade average of 80 percent or higher. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93-100 EXCELLENT (A)
85-92 VERY GOOD (B)
75-84 SATISFACTORY (C)
0-74 BELOW STANDARD - UNSATISFACTORY (F)

INSTRUCTIONAL METHODS

References: A comprehensive resource center (Media Center) of references, periodicals, books, texts, audio/visual tapes, and online resources are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

Teaching Methods: The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Student treatment room equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creating and productive and career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, and student participation. Audiovisual aids, guest speakers, projects, activities, and other related learning methods are incorporated throughout the course of study.

ADMISSION REQUIREMENTS AND PROCEDURES

The school does not discriminate in its employment, admissions, instruction, or graduation policies on the basis of sex, race, age, ethnic origin, or religion. SEEI has a zero-tolerance policy towards sexual harassment, drug, or alcohol abuse within its staff, workplace and classrooms. SEEI complies with the American Disabilities Act of 1990; the school facility is wheelchair accessible. SEEI does not recruit students already attending or admitted to another school offering similar programs of study. Students must complete a Student Aptitude & Eligibility Test, compiled of simple, mathematical equations that are crucial to the business portion and advanced curriculum of our Esthetics Licensure Course, in addition to reading comprehension & writing.

All parties interested in enrollment must complete a Student Aptitude & Eligibility Test prior to acceptance. Students must schedule this during the regular office hours of 8:30am and 3:30pm through the Administrative Office. Students are required to meet a grading standard of 80 or above in order to obtain admission into the Esthetics Licensure Course. Southeastern Esthetics Institute holds the right to abide by this ruling, in order to maintain the most professional, career-ready students in the state.

1. Complete the Student Contract from our website or Student Enrollment Packet emailed to you. The application can be downloaded through the Esthetics Licensure Course link on the institutional website > www.seestheticsinstitute.com - or by requesting via email to info@seestheticsinstitute.com , or by visiting the institution.

2. Read and review the Student Catalog & Facility Handbook, which can be downloaded from the institutional website, by requesting via email, or by visiting the institution.

3. Schedule a Student Interview & Facility Tour with our Administrative Staff to discuss your goals in the esthetics industry, tour our modern facilities, and meet the students/staff.

4. Submit the completed Student Contract with the required $100 Application Fee via check or credit card. The fee is an addition to the cost of tuition and is non-refundable.

6. Provide two copies of the required documents: TWO valid forms of government-issued identification and a copy of high school diploma/transcripts or GED equivalent.

7. Provide Certified Transcripts for transfer hours from state licensed cosmetology or esthetics school, if applicable.

8. Once accepted, a deposit may be required to hold your placement in your start date of choice - dependent on the Financing Option chosen.

9. Full tuition payment is due by the end of the course. Any tuition fees not paid within the time frame of the course will be subject to interest. Credit Card, Check or Cash is accepted.

PRE-REQUISITES

- Applicants must be at least 17-years old with a high school diploma or GED equivalent. Applicants must be a legal US citizen and have had no involvement with crimes related to drug or moral turpitude.

- Applicants must be of sound mind and good character. It takes many characteristics to become a successful Esthetician, with examples consisting of being a good listener, strong direction, and team player to excel in any esthetics career. It is preferred that students have this general understanding before beginning the course.

- Applicants must contain strict promptness when it comes to time management during contact with the school as well as professional appearance and attitude. Applicants must possess certain life experiences that have matured the candidate, enabling them to communicate positively and effectively to clients, students, and staff.

- Applicants must also possess financial stability and thoughtful consideration as to the cost of training and how they will budget or this additional expense.

- Students will need to provide a copy of: TWO forms of government-issued identification and a copy of high school diploma/transcripts or GED equivalent.

POLICY ON TRANSFER OF STUDENTS FROM OTHER INSTITUTIONS

SEEl welcome transfer students. Students must fill out a Student Contract and provide a certified transcript of hours completed at the former school. Once submitted, the application will be reviewed and approved transfer hours will be applied towards graduation, in accordance to the SC LLR Board of Cosmetology Rules & Regulations. The possibility does exist that no transfer hours will be granted. Transfers must complete all assignments, testing and activities required of SEEl students prior to graduation, regardless of hours obtained.

POLICY ON STUDENT RECRUITMENT

All student recruitment activities used by the institution are truthful and avoid any false or misleading impressions of the institution, its programs and services, or employment, and are in compliance with Commission conditions.

FREQUENCY OF COURSE | START DATES

All course start-dates are subject to change - however, our general start dates for the Esthetics Licensure Course begin every five weeks, in accordance with the following breakdown.

Please request a Start-Date Calendar for the current year by email/phone. We will always keep the start-dates and graduation dates present on the home page of our institutional website at all times.

COURSE SCHEDULE: 20-Week Esthetics Licensure Course

600 Clock-Hours

Weekly Schedule: 9am-3pm Monday-Friday

Full-Time Students: 30 clock hours per week
Modified-Time Students: At least 18 clock-hours per week | equivalent to three days per week.

2017 Esthetics Licensure Course Dates: 600-Clock Hour Program
January 2 - May 19
February 6 - June 23
March 13 - August 4
April 17 - September 8
May 22 - October 13
June 26 - November 17
August 7 - December 22
September 11 - February 2
October 16 - March 9
November 20 - April 13

2018 Esthetics Licensure Course Dates: 600-Clock Hour Program
January 8-May 25
February 12-June 29
March 19-August 10
April 23-September 14
May 28-October 19
July 9-November 30
August 13-January 11
September 17-February 8
October 22-March 15
November 26-April 19

HOLIDAY SCHEDULE

SEII reserves the right to make changes to the holiday schedule, but currently acknowledges the following Holidays &
time frames for facility closure:

✔ Week of Independence Day (Summer Break)
✔ Thanksgiving Day & Friday/Saturday after Thanksgiving
✔ One week at the end of the calendar year to include Christmas Eve, Christmas Day, New Years Eve & New Years Day (Winter/Holiday Break)

ATTENDANCE OPTIONS

Southeastern Esthetics Institute has a full-time and part-time option for students attending the Esthetics Licensure Course. The attendance of a full-time or part-time schedule MUST BE documented in the initial Student Contract prior to the beginning of class. This ensures that the instructors prepare the designated assignments appropriately for each student. If student decides to change their attendance status, the student will withdraw from the current program and re-enroll through the Admissions Office. This will require students to restart the program at another designated start date.

Full-Time Status – 30 Clock Hours per Week | Modified-Time Status – 18 Clock Hours per Week

SPA & THEORY HOURS

As per the SC LLR Board of Cosmetology standards, esthetics students must complete approximately 60 hours of instruction prior to practicing/working on members of the public on the Student Clinic/Practical Floor.

Additionally, schools offering day classes must conduct theory classes not less than six hours per week.

STUDENT KIT
Student kits are complete with textbooks and practical supply items totaling no more than the contracted amount of $500 - and may change from class to class due to updates or new/improved items.

**BRING THE FIRST DAY**

- highlighters, pencils, pens & plenty of paper for taking notes
- 3-inch white, 3-ring binder with a front cover insert sleeve
- 100 clear, 3-hole sheet protectors
- black/red/blue fine tip permanent markers
- 1 box of 3x5 index cards

**ATTENDANCE POLICY**

As per student contracted schedules, all students are expected to attend school regularly and on time. The basic responsibility for the regular attendance for students lies with the student. Attendance is monitored daily by way of computerized time clock system and through instructor implementation of daily attendance through the MSP system. Attendance is also monitored and calculated monthly, to abide by the rulings and regulations of the SC LLR Board of Cosmetology. Students will receive a certified document through the LLR Board of Cosmetology on a monthly basis with their total hours clocked. Students are required to adhere to the Make-Up Hours Requirements & Options listed below. On a regular schedule of six (6) clock-hours per day, students will obtain approximately thirty (30) hours of study per week. Students utilizing Make-Up Hours may only clock up to forty (40) hours per week.

**ABSENCES & TARDIES**

Absence & Tardy Requirements & Policy

Students must contact the school by email or telephone by 7:30am if they are to be absent for any class time the day of. Students must make at least one faculty member aware of their absence.

Contact Information: info@seestheticsinstitute.com | 803-814-1772

If students have unexcused absences totaling over three (3) complete days, the institution has complete authority to either pull the student from the program, or restart the student to another start-date. If students have unexcused tardiness totaling over three (3) class days, the institution has complete authority to pull the student from the program, or restart the student to another start-date. The institution administration withholds the right to suspend students for a designated period of time if unexcused absences or tardiness extend more than three (3) days.

Definition of excused tardiness or absences: The student must provide adequate proof of a tardy or absence, such as a physical note. Any non-documented proof of tardy or absence will count against the student and be recorded in their official attendance documentation by an instructor within the MSP system. Regardless, students will have to make up the hours they have missed from either an excused or unexcused absence or tardy.

Students will not receive their Certificate of Completion from SEI nor their required exit documents for State Board Testing until their 600 clock-hour requirement has been met, in addition to all tests & assignments put into place by Southernest Esthetics Institute. Students will receive all documents needed to exit the program on the Graduation Dates listed for the year of attendance. Students must register with the SEI administrator to attend a graduation ceremony, in order to have their exit paperwork ready on graduation days.

**MAKE-UP HOURS & POLICY**

Student make-up hours are always subject to change - however, the current calendar for Make-Up Time is listed as follows: Two

Saturdays per Month from 9am-5pm. Contact Administrative Team for specific dates.
EVALUATING THE VALIDITY OF A HIGH SCHOOL DIPLOMA

Southeastern Esthetics Institute requires the validity of high school diplomas, diplomas obtained through "home schools", or foreign diplomas obtained outside the United States. SEEI may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas. Student self-certification is not considered sufficient proof of validity. In addition to checking online for further information about the school issuing the diploma and accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools. South Carolina Board Approved Entities to Validate Foreign Credentials

1. Aequo International

2. Educational Credential Evaluators

3. International Consultants of Delaware 1-844-882-3786 (414)289-3400 (215)222-8454


PROGRAM COMPLETION REQUIREMENTS

Students may not graduate and receive their exit paperwork until all financial and contractual obligations have been met: including but not limited to – clock-hour requirement; assigned tests, assignments, and projects; student clinic requirements.

FIRST DAY ORIENTATION

SEEI conducts orientation for new students on the first day of class. New Student Orientation is part of the enrollment process and attendance is mandatory. Orientation will review and provide information on all program information, program goals, the student catalog, school policies, and student support services.

EMPLOYMENT OPPORTUNITIES

SEEI prides itself on offering extensive and personalized job placement opportunities, resume-building, and interview prep to its students & graduates. Southeastern Esthetics Graduates are employed at Day Spas, Medical Spas, Resort/Hotel Spas, Cruise Ship Spas, Cosmetology & Esthetics Schools, Product Companies, Dermatology & Plastic Surgery Centers, Wellness Centers, and more. SEEI networks with local employers and creates life-long relationships with business owners, product representatives, esthetics entrepreneurs, and industry professionals. Students are able to view consistently updated job postings through our password-protected Job Postings portal through the Southeastern Esthetics Institute website. Password is available through the Administrative Office upon request - in addition to being given to each student during Orientation Day - and is only available for use by SEEI students & alumni. The administrative office of Southeastern Esthetics Institute provides resume creation support upon request, in addition to beautifully written Letters of Recommendation tailored to each student’s character traits and qualities, written by our institutional owner. Southeastern Esthetics Institute maintain a list of employers, contact names, and contact phone
numbers of all employers in the South Carolina area, in addition to the surrounding states of Georgia and North Carolina. Southeastern Esthetics Institute is happy to assist students with job placement in other states, and even internationally. Students must request a personal meeting with the administrator of the institution, in order to take advantage of additional, personalized placement advisement. Professional letters of recommendation from the employers of our alumni are available upon request and line the walls of our administrative office. We are extremely proud of the relationships and contacts we’ve made, in order to assist our students in achieving the best careers possible, right out of school.

COMPENSATION RATES

A successful graduate of SEEI working in the esthetics industry may reasonably expect compensation of $12-$30 per hour, or more. Experienced and talented Estheticians employed in the esthetics industry can reasonably make $30,000-$60,000 per year. The US Department of Labor provides current job information at http://www.careeronet.org. This website includes information by job position to include state & national wages, occupational profiles/ descriptions, state & national trends, knowledge, skills, and abilities needed for each position.

GRADUATION REQUIREMENTS

Students at SEEI are required to complete all course work; view a completed transcript that includes all assignments, attendance records, and student clinic requirements checked off by their supervisory licensed instructors; and meet all requirements of the clock-hour total originally contracted before the administrative office will sign any documents pertaining to the state board licensing examinations for both theory and practical through the testing authority of Professional Credential Services. Southeastern Esthetics Institute upholds the right to also withhold any student from taking the state licensing examinations if tuition is not paid for in full.

OFF-CAMPUS EVENTS/TRAINING

Occasionally, students will be required to attend off-campus events, facility tours, trainings, seminars, or shadow days. SEEI, its proprietors, officers, agents or any of its operators are not responsible for lost items, personal injury, or damages that arise from such activities. All policies of SEEI are applicable to off-site events. Students will only obtain hours or off-site events when they are accompanied by a Licensed Esthetics Instructor - specifically, an instructor overseeing their instruction at Southeastern Esthetics Institute.

SATISFACTORY PROGRESS REPORT

Students receive mandatory progress reports at the ten-week mark (halfway point) during the Esthetics Licensure Course. All data collected and reviewed by faculty and student in question are then kept in hard copy format within the official student file.

RULES & REGULATIONS FOR CONDUCT

Southeastern Esthetics Institute requires all students enrolled into the Esthetics Licensure Course and all training programs and/or CEU classes conduct themselves with the highest regard of professionalism. Respect for fellow students, instructors, and administrators is paramount. Students must display a positive attitude in all classroom activities and settings within the facility. Any behavior that counters these policies is subject to review. Southeastern Esthetics Institute holds the right to terminate a student through a formal expulsion if the institution finds the student to be in violation of any of the following:

- Cheating, plagiarism, or other forms of academic dishonesty
- Providing false information to any institutional official or faculty member
- Forgery, alteration or misuse of any documents or records
- Disruptive activity that causes the obstruction of teaching, learning, research, administration, conduct, or infringement upon the rights of others
- Failure to comply with the directions and regulations of the institution under the South Carolina LLR rules & regulations for the esthetics curriculum
- Drug use of any kind and/or smoking around the institution
- Theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen
- Damage to, or destruction of, property or actions that have the potential for such damage or destruction
- Actions which result in physical harm, have the potential for physical harming of another person, which creates conditions that pose a risk of physical harm
- Harassment: Conduct that creates or attempts to create an intimidating, hostile, or offensive environment for another person - such as other students, instructors, or administrators
- The use of weapons, firearms, or explosives - or the use or display of any object deemed dangerous by the administration
- Sexual Harassment: Unwelcome verbal or physical conduct that is considered pervasive and objectively offensive by instructional administration

DISCIPLINARY ACTION
Southeastern Esthetics Institute upholds the right to suspend a student, temporarily or permanently, through an official Expulsion Ruling. Expulsion Ruling documents are detailed as to the matters that led up to the expulsion decision and are recorded on the student’s academic record. The document is then notarized by a certified official and delivered to the student. Students are not allowed on the premises after a suspension or expulsion - and any trespassing after a suspension documentation or Expulsion Ruling has been delivered is not permitted.

**TERMINATION POLICY**

Southeastern Esthetics Institute upholds the right to suspend a student, temporarily or permanently, through an official Expulsion Ruling. Expulsion Ruling documents are detailed as to the matters that led up to the expulsion decision an are recorded on the student’s academic record. The document is then notarized by a certified official and delivered to the student. Students are not allowed on the premises after a suspension or expulsion - and any trespassing after a suspension documentation or Expulsion Ruling has been delivered is not permitted.

**STUDENT RECORDS & SAFEGUARDING POLICY**

Southeastern Esthetics Institute maintains proper accounting & data collections software within its administrative office to accurately store student information pertaining to their tenure as a student, along with all financing information and personal data. This information is cloud-based - and as such is therefore fireproof in nature.

Student identity is extremely important to SEEI - and is verified through the collection of a student’s social security number, in addition to two forms of government-issued identification.

Students have private access to their grades and assessments through the MyStudentsProgress protein and website. Students gain access to this system during the first week of their program at Southeastern Esthetics Institute.

**STATE LEGAL & LICENSING REQUIREMENTS**

Section 40-13-230: Qualifications for Licensure: Esthetician. A license as an Esthetician must be issued by the board to a person who is at least sixteen years of age and possesses at least a tenth grade education or the equivalent as established by tests used in the public schools or tests approved by the board; has completed at least 450 hours in cases in skincare in a school approved by the board; has passed the examination prescribed by the board and pays the required fees.

Examinations; Re-examinations. Upon determining that an applicant is eligible for examination, the board shall notify the applicant at least ten days before the examination. If the applicant fails to appear for a schedule examination, the examination fee shall be forfeited. The board may subscribe to the National Interstate Council of State Boards of Cosmetology Testing Service or such other testing service as selected by the board for the theory portion of the examination. The examination shall be administered in two separate parts; theory examination with a passing score of 80; practical examination with a passing score of 80.

**STUDENT SUPPORT SERVICES**

**ADVISING & PROFESSIONAL ASSISTANCE POLICY**

SEEI students are encouraged to talk to Directors and Instructors whenever problems arise in personal or school life. When students need counseling that is not available in-house, a contact list of local professionals is given to the student to call for assistance. If professional assistance is necessary, SEEI will maintain record of this referral. SEEI staff members have been instructed that if a student should require, either by request or instructor observation, professional assistance, the following resources are available:

- Domestic Violence Information 800-897-5465
- Hotline Rape Recovery Center 801-467-7273
- Suicide Prevention Hotline 801-483-5444
- Depression, suicide information/referrals for emotional & substance abuse programs: 800-LIFENET (800-543-3638)

**EMPLOYMENT ASSISTANCE & PLACEMENT**

SEEI prides itself on offering extensive and personalized job placement opportunities, resume- building, and interview prep to its students & graduates. Southeastern Esthetics Graduates are employed at Day Spas, Medical Spas, Resort/Hotel Spas, Cruise Ship Spas, Cosmetology & Esthetics Schools, Product Companies, Dermatology & Plastic Surgery Centers, Wellness Centers, and more. SEEI networks with local employers and creates life-long relationships with business owners, product representatives, esthetics entrepreneurs, and industry professionals. Students
are able to view consistently updated job postings through our password-protected Job Postings portal through the Southeastern Esthetics Institute website. Password is available through the Administrative Office upon request - in addition to being given to each student during Orientation Day - and is only available for use by SEI students & alumni. The administrative office of Southeastern Esthetics Institute provides resume creation support upon request, in addition to beautifully written Letters of Recommendation tailored to each student’s character traits and qualities, written by our institutional owner. Southeastern Esthetics Institute maintain a list of employers, contact names, and contact phone numbers of all employers in the South Carolina area, in addition to the surrounding states of Georgia and North Carolina. Southeastern Esthetics Institute is happy to assist students with job placement in other states, and even internationally. Students must request a personal meeting with the administrator of the institution, in order to take advantage of additional, personalized placement advisement. Professional letters of recommendation from the employers of our alumni are available upon request and line the walls of our administrative office. We are extremely proud of the relationships and contacts we’ve made, in order to assist our students in achieving the best careers possible, right out of school.

STUDENT GRIEVANCE PROCEDURE & POLICY

Should students have a formal complaint, the student must fill out a formal Grievance & Student Complaint Document within the administrative office of Southeastern Esthetics Institute. The institution promises to provide exceptional feedback and support when dealing with student grievances. Students should expect to receive a written formal reply, with enclosed methods and standards of resolution of complaint, within ten (10) business days of the initial complaint.

Any grievances of students that have not been properly dealt with through the administrative team are welcome to send all grievances and responses to the Council on Occupational Education at 78840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350. Students may additionally contact by phone at 1-800-917-2081. www.council.org

VOTER REGISTRATION

The school encourages its students to be registered voters and to exercise their right to vote. Students can register to vote in South Carolina online http://www.scvotes.org.

CONTINUING EDUCATION

All persons licensed by the board as cosmetologists, nail technicians and estheticians must show satisfactory evidence of twelve (12) contact hours of instruction during the preceding licensing year. At least three (3) hours of instruction shall be in sanitation and safety for clients. Any person shall not be required to complete continuing education during the first licensure period. During the second licensing period and thereafter, the continuing education requirement shall apply. Any license expired for up to three (3) years may be reinstated if the applicant pays the reinstatement fee and submits proof to the board of completion of continuing education requirements for renewal. After three (3) years, the license is no longer renewable by payment of fees. After three (3) years of expiration of a license, the full examination must be repeated. The license will then be considered on the same basis as a newly licensed individual.

SEI students & alumni are privy to many continuing education classes help on a monthly basis within the institute. Please stay updated through our website online calendar and booking system. You may register online for Continuing Education Courses at www.seestheticsinstitute.com

STUDENT SPA CLINIC

As per the SC LLR Board of Cosmetology standards, esthetics students must complete approximately 60 hours of instruction prior to practicing/working on members of the public on the Student Clinic/Practical Floor.

Additionally, schools offering day classes must conduct theory classes not less than six hours per week.

THE SPA SCHEDULE

Wednesday-Friday 9am-3pm | Saturdays 9am-5pm (when open for Make-Up Hours). Hours are always subject to change.

SPA SCHEDULING REQUIREMENTS

- Students must arrive 15-20 minutes prior to their first appointment to set up their treatment table, prepare towels & implements, etc. Students that are not available for spa appointments at least five (5) minutes before the scheduled time will be sent home with no further hours to be obtained for the day.
- Student schedules will be assigned prior to beginning on the clinic floor. The student calendar will be available online through MindBody. Students will have access to their own private usernames & passwords to access their schedule from the facility computers and/or their personal smart phones or tablets. Students will want to download the MindBody Express App on their device, to gain instant access to appointment bookings. Students may suggest clients download the MindBody Connect App on their smartphones for easy online booking.
- All schedule change requests must be submitted in advance to the administrator through an official “Time Off Request”, 24-hours notice must be given.
- SEEI staff may dictate student schedules at any time. Students may be denied requested schedule due to the scheduling needs of the spa clinic.

RULES OF THE SPA

In order to maintain a professional standard on the clinic floor, the following standards will be observed:

- Any student who is disrespectful or abusive to a client will be subject to disciplinary action.
- Students are required to complete all services for which they are scheduled.
- Client consent forms must be completed and signed for all services, and placed in alphabetical order in the client file cabinet in the student clinic area.
- Students are responsible for ensuring a clean and stocked treatment area.
- Students are responsible to acquire needed supplies from the dispensary room, unless there is a designated student on dispensary duty.
- Students must maintain a quiet voice while working in the clinic area.
- Students may not congregate at the reception desk while waiting for the next client - or lounging in and/or around the seating area for clients.
- Students may not move supplies or rearrange cupboards or drawers without direct interaction from clinic instructors.
- All clients must be checked out by the guest services individual on duty.
- Students must clean and restock rooms to “tour-ready” condition immediately after they have left their guest.
- Students are required to handle & implement all cleaning, mopping, laundring, disinfection & sanitation required in and around the school at the end of each school day - with a positive attitude. Cleaning duties are dispersed in a fair manner between all students by instructors on staff - and will be charted on the dispensary bulletin board.

DRESS CODE

It is required that students wear proper attire for all classroom and/or clinic work in the school setting at all times. Esthetics students are required to wear black scrub clothing (no leggings) and comfortable, close-toed shoes during all classroom activity. Students are always required to wear a Student Name Tag daily. Long-sleeve lab coats or scrub jackets are allowed in the color of either black or white. Hair and makeup are also required to be in good taste, along with minimal jewelry. Students must wear their nails short and well-manicured. If students fail to comply with the dress code listed above, students may be sent home with loss of hours for that class day.

SAFETY HAZARDS & PHYSICAL DEMANDS

Keep in mind that there are physical demands associated with the profession that each prospective student must be aware of before enrolling. By following safety precautions and proper ergonomics, you can contribute to the health, welfare, and safety of clients and employees in the workplace. The school provides First Aid Kits, sharps containers, proper cleaning & disinfection products, UV sanitizers for all implements, hand sanitizing units in all bathrooms, dispensary, and clinic areas; as well as quaternary ammonium compounds solutions for metal implements. Southeastern Esthetics Institute complies with all safety & infection control regulations put into place by the SC LLR Board of Cosmetology. All safety & infection control guidelines are posted daily on the Dispensary Bulletin Board & students will sign and date during each new enrollment period.

OSHA REQUIREMENTS

In compliance with the US Department of Labor: Occupational Safety & Health Administration requirements, the school advises its students of the chemicals used in cosmetology/related training. During the course work, the students learn about the importance of safety in the workplace and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing MSDS for the chemicals used is available in the Dispensary. The school endeavors to facilitate a safe environment for all staff and students by teaching proper usage of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, and products.

EVACUATION PLAN
All occupants should proceed to the nearest available exit in an orderly, calm manner.
Leave all personal belongings behind.
Assist the elderly, handicapped, and children to the nearest exit.
Do not attempt to contain fire. Evacuate immediately and leave containment to the trained professionals.
Once safely outside, meet at the Washington Street Parking Garage, where all students and employees park their vehicles.
Instructors will take a count to ensure no one is still inside.
The Administrator will call fire officials or delegate it to one person.
Stay calm and help calm others. The school is a non-smoking facility. Students at no time should have an open flame within or near the school premises.

CAMPUS PARKING

Students are obligated to obtain a parking pass from the Washington Street Parking Garage, two blocks behind the SEEl facility, for the duration of their time as a student within the Esthetics Licensure Course. Parking fees and passes are a separate fee that the student is solely responsible for.

Contact information for the Washington Street Parking Garage Office is as follows: Washington Street Parking Garage Office, 820 Washington Street, Columbia SC 29201. Office Hours: Monday-Friday 8:30am-5:00pm (803)545-4015.

COMPETITION, LICENSURE & PLACEMENT RATES

Graduation Rate 95%
Total Completion Rate 95%
Graduation Placement Rate 97%
Licensure Exam Pass Rate 100%

CERTIFICATE TRAINING COURSES

Advanced Trainings & Certificate Courses are available to Licensed Estheticians, Licensed Cosmetologists, Registered Nurses & Nurse Practitioners, dependent on the specific course. All procedures deemed to be medical procedures in the state of South Carolina are Microneedling, Microblading & Cosmetic Lasers. All service providers obtaining training for those procedures will be supervised by an on-site physician during the clinical portion of these training courses. All service providers planning to provide those services to the public are to be underneath the direct supervision of a physician at all times.

Advanced Esthetics Cert Program

10-Week Day Course: 240-Clock Hours
Weekly Schedule: Monday-Thursday 9am-3pm
24-Clock Hours per Week
Course Cost: $5100

Approved through the US Department of Veteran’s Affairs for full tuition funding for Veterans and Dependents of Veterans.

10-Week Agenda: Testing & Assignment Schedule

Week 1-3 Cosmetic Laser Training
Cosmetic Laser History & Trends State Regulation Compliance
Hair, Skin & Lasers
Laser Physics
Laser & Intense Pulsed Light
Radiofrequency & Skin Tightening
Clinical Laser Application with On-Site Physician(s) Laser Theory Exit Exam

Week 4 Dermaplaning
Science of the Skin & Skin Histology Dermaplaning Safety: Rules & Regulations Tissue Interaction & Modality Safety Training Sanitation & Infection Control
Dermaplaning Clinical Application with On-Site Physician(s) Dermaplaning Exit Exam

Week 5-6 Microneedling
Science of the Skin & Skin Histology Microneedling Safety: Rules & Regulations Tissue Interaction & Modality Safety Training Microneedling Clinical Application with On-Site Physician(s) Microneedling Exit Exam

Week 7 Medical-Strength Chemical Peels
Skin Conditions & Lesions | Extracellular Matrix Ingredients & Tissue Reactions Modality Safety Training Medical-Strength Peels Clinical Application with On-Site Physician(s) Medical-Strength Peels Exit Exam

Week 8-10 Microblading

EXIT EXAM – CUMULATIVE

Cosmetic Laser Training Course

An in-depth, hands-on course ideal for those who want a career as a Cosmetic Laser Technician. Get the skills and qualifications to become part of a rapidly growing, 12 billion dollar industry.

The Cosmetic Laser Training Course is ideal for career changers, licensed estheticians or mid-level practitioners that want to become cosmetic laser technicians or oversee cosmetic laser practices. This course provides a thorough education on the complete spectrum of cosmetic lasers
and light based devices. Approximately 50% of the course is dedicated to hands-on learning, using only state of the art cosmetic laser equipment. All of SEEI’s curriculums are based off of over a decade of experience owning and operating successful cosmetic laser centers. Our real world experience means that your cosmetic laser training curriculums are always state of the art. Our laser equipment is also brand new and only the best and safest technology. Our cosmetic laser training course is absolutely packed with hands-on learning, so you leave feeling ready to join the cosmetic laser industry.

3-Week Training Program for Licensed Estheticians, Registered Nurses & Nurse Practitioners Only.

*Clincals are supervised by on-site physicians.*

**Cosmetic Laser Training Syllabus**

Hair, Skin & Lasers

ABC’s of Laser Technology

Laser Physics

Tissue Interaction

Laser & Intense Pulse Light

Radiofrequency & Skin Tightening

Clinical Laser Applications

Laser Safety : Rules & Regulations

Course Cost:

Non-SEEI Students & Grads $1500

SEEI Students & Grads $750

**Microblading Training Academy**

3-Week Training Program for Licensed Estheticians, Registered Nurses & Nurse Practitioners Only.

*Clincals are supervised by on-site physicians.*

**Microblading Course Syllabus**

Science of Skin & Skin Histology

Tissue Interaction

Modality Safety Training

Bloodborne Pathogens Standard

Sanitation & Infection Control

Microneedling Clinicals with Physician Oversight

Microneedling Safety : Rules & Regulations by State

Includes complete Microblading Kit.

Course Cost:

Non-SEEI Students & Grads $3200

SEEI Students & Grads $1600
Electrolysis Certificate Training Course

Electrolysis is the oldest and most permanent form of hair removal of all hair colors - and is implemented by eliciting electric current to each individual hair follicle for permanent hair destruction.

Electrolysis Courses are taught by Instructor Tamara Palmer and are schedule intermittently throughout the year on Saturdays. Complete schedule for Electrolysis Certificate Training, as well as a downloadable PDF regarding the Syllabus for the course is available on the institutional website: www.seestheticsinstitute.com

Course Cost: $500

Dermaplaning Pro Certificate Training Course

Dermaplaning Pro Course: Agenda & Testing Schedule

Science of the Skin & Skin Histology Dermaplaning
Safety: Rules & Regulations Tissue Interaction & Modality Safety Training Sanitation & Infection Control

Dermaplaning Clinical Application with On-Site Physician(s) Dermaplaning Exit Exam1-Week Training Program for Licensed Estheticians, Registered Nurses & Nurse Practitioners Only.

Clinicals are supervised by on-site physicians.

Complete Dermaplaning Kit included in the individual Dermaplaning Pro Certificate Training Only. For those a part of the 10-Week Advanced Program, Students may choose to pay an additional fee for a private Dermaplaning Kit.

Course Cost:

Non-SEEI Students & Grads $1000

SEEI Students & Grads $500

Microneedling Pro Certificate Training Course

Microneedling Pro Course Agenda & Testing Schedule

Science of the Skin & Skin Histology
Microneedling Safety: Rules & Regulations Tissue Interaction & Modality Safety Training

Microneedling Clinical Application with On-Site Physician(s)
Microneedling Exit Exam

2-Week Training Program for Licensed Estheticians, Registered Nurses & Nurse Practitioners Only.

Clinicals are supervised by on-site physicians.

Microneedling Courses at Southeastern Esthetics Institute utilize devices from Rejuvapen, exclusively. Graduates of this program wishing to purchase their own supplies for Microneedling will be directed to the area reps for Rejuvapen for purchasing. Microneedling devices are sold to accounts with physician oversight and medical licenses on file.

Course Cost:

Non-SEEI Students & Grads $1600

SEEI Students & Grads $800
Medical-Strength Chemical Peel Pro Course

Medical-Strength Chemical Peels: Agenda & Testing Schedule

Skin Conditions & Lesions | Extracellular Matrix

Ingredients & Tissue Reactions

Modality Safety Training

Medical-Strength Peels Clinical Application with On-Site Physician(s)
Medical-Strength Peels Exit Exam

1-Week Training Program for Licensed Estheticians, Registered Nurses & Nurse Practitioners Only.

Clinical are supervised by on-site physicians.

Medical-Strength Peel Courses at Southeastern Esthetics Institute utilize supplies from The Perfect Peel, exclusively. Graduates of this program wishing to purchase their own supplies for Medical-Strength Chemical Peels will be directed to the area reps

for Perfect Peel for purchasing. Perfect Peel supplies are sold to accounts with physician oversight and medical licenses on file.

Course Cost:

Non-SEEI Students & Grads $1000
SEEI Students & Grads $500

WRITTEN PLANS

Institutional Placement Services Plan

SEEI prides itself on offering extensive and personalized job placement opportunities, resume-building, and interview prep to its students & graduates. Southeastern Esthetics Institute graduates are employed at day spas, medical spas, resort/hotel spas, cruise ship spas, cosmetology & esthetics schools, product companies, dermatology & plastic surgery centers, wellness centers, and

more. SEEI networks with employers and creates life-long relationships with business owners, product representatives, esthetics entrepreneurs, and industry professionals.

Purpose: The purpose of this plan is to ensure that proper procedures are in place and followed to assure that placement services are both systematic and continuous. All students will be assisted with job placement. This will be achieved with guidance and assistance from the Chief Administrative Officer, Administrator, and Licensed Instructors.

Objective: To assist every student to attain training related employment. However, no guarantee of placement will be implied and there will be no charge to the student for such services. The person responsible for this plan is the Chief Administrative Officer.

Procedure:

Students are able to view consistently updated job postings through our password-protected job postings portal through the Southeastern Esthetics Institute website. Password is available through the administrative office upon request - in addition to being given to each student during Orientation Day - and is only available for use by SEEI students & alumni.

The administrative office of SEEI provides resume creation support upon request, in addition to beautifully written Letters of Recommendation tailored to each student’s character traits & qualities, written by our institutional owner. Southeastern Esthetics Institute maintains a list of employers, contact names, and contact phone numbers of all employers in the South Carolina area, in addition to the surrounding states of Georgia and North Carolina. Southeastern Esthetics Institute is happy to assist students with job placement in other states, and even internationally.

Students must request a personal meeting with the Chief Administrative Officer or Administrator of the institution, in order to take advantage of additional, personalized placement advisement. Professional letters of recommendation from the employers of our alumni are
available upon request and line the walls of our administrative office. We are extremely proud of the relationships and contacts we’ve made, in order to assist our students in achieving the best careers possible, right out of school.

Throughout the Esthetics Licensure Course, the Chief Administrative Officer will maintain monthly documentation of student interactions and progress: such as student placement activities, counseling, advice, support and coaching related to job search and placement. This documentation must include referral to specific agencies where students are directed to apply, which interviews were held and the results of this activity, documenting who, what, where, when and outcome.

Upon employment, the Chief Administrative Officer or Administrator will verify the job placement information for accuracy and completeness with the employer. (Verification must include the full name of the employee verifying the employment, position held by the verifying employee, date verification took place and telephone number) A copy of this data is located within the official Student Placement Roster.

The Chief Administrative Officer will ensure that all employment activities as outlined above are taking place, that documentation of all activities is complete and that all employment is verified once a student has attained employment. The Administrator will be available to support the Chief Administrative Officer in all placement activities in an effort to obtain employment for all students prior to graduation.

Following program completion, the Chief Administrative Officer is responsible of ensuring that placement activities continue by assigning an Administrator or Licensed Instructor to contact each graduate on a monthly basis if they are employed - to offer continued support, update information and assist the new graduate in adjusting to the workplace.

For graduates who are not employed by graduation, contact is maintained by the Licensed Instructor or Administrator to offer job search assistance, encouragement, guidance, coaching, etc. until employment is obtained. Notes must reflect specifically where and when applications were submitted and interviews took place as well as additional contacts and referrals that were given.

**Person Responsible:** Chief Administrative Officer

**Evaluation:** Monthly analysis of student placement via student file notations and through the consistently applied and updated Student Placement Roster is reviewed during staff meetings between the Chief Administrative Officer, Administrator, and Licensed Esthetics Instructors.

**Responsibility:** The Chief Administrative Officer & Administrator are responsible for all placement and follow-up activities, including coordination and communication with faculty, employers, students, and the Institutional Advisory Committee. SEEI administrators maintain student resumes, the electronic Job Board, and enters and evaluates reporting of placement and follow-up data. SEEI administrators coordinate placement services between faculty, students, and industry businesses by meeting on a regular basis. In addition, the administrators discuss employment opportunities, notification of students available for employment, and provides guidance to students who are looking for employment. The collection of placement and follow-up data is a collective effort between students (both graduates and non-graduates), faculty, employers of graduates, and Southeastern Esthetics Institute staff members. The evaluations and resulting reports provide valuable information that can be used to improve quality in each program as well as student outcomes.

**Follow-Up Continued:** By reviewing the placement statistics on a monthly basis, the Chief Administrative Officer will ensure that procedures for improvement, if needed, are implemented and are improving statistics in order to meet the school’s expected outcomes. This plan is annually reviewed and revised by the school’s Institutional Advisory Committee and faculty. The Chief Administrative Officer evaluates all data on an annual basis and presents findings to all instructional personnel and administrative staff. It is available to all staff on the school’s server. Instructors share this plan with their students as they cover employability and job placement activities. The management team uses feedback from students and staff when reviewing and revising this plan. All plans are publicly posted on the institutional website for all to peruse.

**Media Services Plan**

Southeastern Esthetics Institute evaluates and implements a variety of media to support the learning and educational methods and modes within it modern learning facility for the purposes of advancing its students towards ‘esthetics excellence’.

**Purpose:** The purpose of this plan is to ensure the presence of appropriate learning resources essential for the achievement of the objectives for the Esthetics Licensure Course and that the learning resources are readily available and used by students and faculty. The Chief Administrative Officer will be responsible for this plan.
Objective: To ensure that media learning resources and equipment support students and faculty.

Scope & Availability of Services: The institution provides its students with available media through personal textbooks from its applied curriculum, personal exam review booklets from it applied curriculum for the purposes of appropriate state board exam prep, reference books within it media center, periodical usage within the classroom from industry trade magazines, manuals from vendors utilized within the student clinic, internet access, and student access to tablet computing devices within its media center for use during all classroom activities when appropriate. Students must sign in and out all educational materials on the Media Center documentation sheets within the administrative office at Southeastern Esthetics Institute. Instructors must supervise the removal of materials from the Media Center by all students.

Current & Relevant Educational Materials: The institution provides its students with the most updated version of the Advanced Esthetics Curriculum and all other relevant learning materials containing modern and advanced esthetics content. Students at Southeastern Esthetics Institute deserve the most modern and updated information available, which sets them apart as industry experts in their field.

Media Services Coordinator & Roles/Responsibilities: The Chief Administrative Officer and Administrator are responsible for media services. Other administrative staff that may be appointed are also responsible for maintaining media services and making certain media is available to students upon request or need. Instructors employed by the institution are required to maintain the efficacy of all educational materials removed from the media center for classroom usage. The maintenance of all technical educational materials or textbook-based media are to be reported to the administrative office as needed, for immediate replacement. Orientation for User Groups: Students are taken through a complete Orientation Program during the first day of their class time at Southeastern Esthetics Institute, which includes orientation for all media services. This orientation includes: proper signing in and

out of all educational materials from the Media Center, the supervision of removal and submission of educational materials by the instructional staff to the Media Center, the inventory of media resources available within the institution, and the capacity of usage of all media resources.

Facilities & Technical Infrastructure: Southeastern Esthetics Institute provides proper facilities for all educational activities and provides appropriate technical infrastructure related to wireless internet access, in addition to wireless interfacing with Apple products - specifically Apple TV. SEEI provides students and faculty with wireless internet at all times, along with the appropriate passwords and codes that are available to students during the Orientation Program.

Procedure:

Inventory Lists will be maintained and available to faculty and students. A variety of current and relevant educational materials include: Inventory includes CD/DVDs, videos, books, articles, and periodicals. Recommendations from all staff and faculty regarding new materials to be obtained will be solicited annually. These recommendations will then be evaluated by the Chief Administrative Officer and Advisory Committee as to necessity, feasibility, long range use, and maintenance requirements. A final list will then be developed for material procurement via rental, loan, purchase, or donation. The Administrator upgrades all other inventory lists at least annually.

Information on media services and learning resources are made available to both faculty and students through the Student Catalog and Employee Manual - as well as in the Media Center during the regular office hours of Monday-Friday 8:30am-3:30pm. Orientation for faculty is the responsibility of the Chief Administrative Officer and Administrator. The Licensed Esthetics Instructors incorporate orientation to learning resources within the Orientation Day of each new start date of the Esthetics Licensure Course. The Administrator is responsible to orient staff to media services.

In the event that any materials or equipment are in disrepair, a timely report should be made to the Chief Administrative Officer or Administrator; they will immediately arrange for repair or replacement.

Each classroom is equipped with an Ipad, Monitor, Apple TV, and wireless internet access through Time Warner Cable/Spectrum. The annual budget for the school accommodates support for media services including equipment and materials.

Annual Budgetary Support: The institution provides an appropriate line item for budgetary support in reference to media resources, in order to maintain consistent maintenance opportunities when necessary for tech-based education materials - as well as the purchasing of new items when needed.

Annual Evaluation of Efficacy: The Institutional & Occupational Advisory Committee at Southeastern Esthetics Institute is committed to the success of each student within the Esthetics Licensure Course. Twice per year, the committee meets and discusses all aspects of the institution, which includes media resources available to students for a modern, effective learning experience. Annual reports on all of these items are applied to the COE Annual Report, evaluated by the Commission of the Council of Occupational Education.
**Evaluation:** The effectiveness of media services and utilization is reviewed and accomplished through Advisory Committee Meetings, staff meetings, and student surveys. Evaluations are reviewed and summarized by the Chief Administrative Officer. Needed improvements are reviewed by the Chief Administrative Officer and used to modify and improve media services annually. Input is received from the advisory council and progress of plan is evaluated and approved by the Advisory Committee.

**Feedback:** Southeastern Esthetics Institute appreciates and utilizes input from both students and employees. The Chief Administrative Officer and Administrator review summaries of evaluations and reviews/revises plans, policies, and procedures as warranted. Current plans are posted on the institutional website and within the Employee Handbook. Policies and procedures are also reviewed annually and serve as a method of evaluation, input and feedback.

**Student Personnel Services**

**Southeastern Esthetics Institute Student Services Program and Mission**

Student Services is an integral part of the institution’s Esthetics Licensure Course, with a commitment to individual uniqueness, through an understanding of multicultural diversity. Student Services addresses the personal, social, educational and career needs of all students.

Student Services includes a Chief Administrative Officer, Administrator, and Licensed Esthetics Instructor – who work collectively with students and graduates regarding placement services and counseling.

SEI pride itself on offering extensive and personalized job placement opportunities, resume-building, and interview prep to its students & graduates. Southeastern Esthetics Institute graduates are employed at day spas, medical spas, resort/hotel spas, cruise ship spas, cosmetology & esthetics schools, product companies, dermatology & plastic surgery centers, wellness centers, and more. SEI networks with employers and creates life-long relationships with business owners, product representatives, esthetics entrepreneurs, and industry professionals.

**Purpose:** The purpose of this plan is to ensure that proper procedures are in place and followed to assure that personnel services are both systematic and continuous. All students will be assisted with job placement and counseling. This will be achieved with guidance and assistance from the Chief Administrative Officer, Administrator, and Licensed Instructors.

**Objective:** To assist every student to attain training related employment. However, no guarantee of placement will be implied and there will be no charge to the student for such services. The person responsible for this plan is the Chief Administrative Officer.

**Procedure:** Students are able to view consistently updated job postings through our password-protected job postings portal through the Southeastern Esthetics Institute website. Password is available through the administrative office upon request - in addition to being give to each student during Orientation Day - and is only available for use by SEI students & alumni. The administrative office of SEI provides resume creation support upon request, in addition to beautifully written Letters of Recommendation tailored to each student’s character traits & qualities, written by our institutional owner. Southeastern Esthetics Institute maintains a list of employers, contact names, and contact phone numbers of all employers in the South Carolina area, in addition to the surrounding states of Georgia and North Carolina. Southeastern Esthetics Institute is happy to assist students with job placement in other states, and even internationally. Students must request a personal meeting with the Chief Administrative Officer or Administrator of the institution, in order to take advantage of additional, personalized placement advisement. Professional letters of recommendation from the employers of our alumni are available upon request and line the walls of our administrative office. We are extremely proud of the relationships and contacts we’ve made, in order to assist our students in achieving the best careers possible, right out of school. Throughout the Esthetics Licensure Course, the Chief Administrative Officer will maintain monthly documentation of student interactions and progress: such as student placement activities, counseling, advice, support and coaching related to job search and placement. This documentation must include referral to specific agencies where students are directed to apply, which interviews were held and the results of this activity, documenting who, what, where, when and outcome.

Upon employment, the Chief Administrative Officer or Administrator will verify the job placement information for accuracy and completeness with the employer. (Verification must include the full name of the employee verifying the employment, position held by the verifying employee, date verification took place and telephone number) A copy of this data is located within the official Student Placement Roster. The Chief
Administrative Officer will ensure that all employment activities as outlined above are taking place, that documentation of all activities is complete and that all employment is verified once a student has attained employment. The Administrator will be available to support the Chief Administrative Officer in all placement activities in an effort to obtain employment for all students prior to graduation. Following program completion, the Chief Administrative Officer is responsible of ensuring that placement activities continue by assigning an Administrator or Licensed Instructor to contact each graduate on a monthly basis if they are employed - to offer continued support, update information and assist the new graduate in adjusting to the workplace. For graduates who are not employed by graduation, contact is maintained by the Licensed Instructor or Administrator to offer job search assistance, encouragement, guidance, coaching, etc. until employment is obtained. Notes must reflect specifically where and when applications were submitted and interviews took place as well as additional contacts and referrals that were given.

**Person Responsible:** Chief Administrative Officer

**Evaluation:** Monthly analysis of student placement via student file notations and through the consistently applied and updated Student Placement Roster is reviewed during staff meetings between the Chief Administrative Officer, Administrator, and Licensed Esthetics Instructors. Responsibility: The Chief Administrative Officer & Administrator are responsible for all placement and follow-up activities, including coordination and communication with faculty, employers, students, and the Institutional Advisory Committee. SEEI administrators maintain student resumes, the electronic Job Board, and enters and evaluates reporting of placement and follow-up data. SEEI administrators coordinate placement services between faculty, students, and industry businesses by meeting on a regular basis. In addition, the administrators discuss employment opportunities, notification of students available for employment, and provides guidance to students who are looking for employment. The collection of placement and follow-up data is a collective effort between students (both graduates and non-graduates), faculty, employers of graduates, and Southeastern Esthetics Institute staff members. The evaluations and resulting reports provide valuable information that can be used to improve quality in each program as well as student outcomes.

**Follow-Up Continued:** By reviewing the placement statistics on a monthly basis, the Chief Administrative Officer will ensure that procedures for improvement, if needed, are implemented and are improving statistics in order to meet the school’s expected outcomes. This plan is annually reviewed and revised by the school’s Institutional Advisory Committee and faculty. The Chief Administrative Officer evaluates all data on an annual basis and presents findings to all instructional personnel and administrative staff. It is available to all staff on the school’s server. Instructors share this plan with their students as they cover employability and job placement activities. The management team uses feedback from students and staff when reviewing and revising this plan. All plans are publicly posted on the institutional website for all to peruse.
Placement & Follow-Up Plan

Purpose: The purpose of this plan is to ensure that proper procedures are in place and followed to assure that placement follow-up services are both systematic and continuous for one year following exit from Southeastern Esthetics Institute. All students will be assisted with job placement and job retention. This will be achieved with guidance and assistance from their Licensed Esthetics Instructors, Administrator, and Chief Administrative Officer. However, no guarantee of placement will be implied and there will be no charge to the student for such services. The person responsible for coordination of all follow-up activities is the Administrator and Chief Administrative Officer.

Objective: To assist every student to attain a training-related placement and follow up during the first year post training.

Procedure:

Following training completion from the Esthetics Licensure Course, the Licensed Esthetics Instructors, Administrator, and Chief Administrative Officer continue the placement process by contacting each graduate quarterly if they are employed and contacting the employer periodically to update information and assist the new graduate in adjusting to the workplace. For graduates not employed by graduation, intensive job search assistance continues until employment is obtained.

Students are able to view consistently updated job postings through our password-protected job postings portal through the Southeastern Esthetics Institute website. Password is available through the administrative office upon request - in addition to being given to each student during Orientation Day - and is only available for use by SEEI students & alumni.

The administrative office of SEEI provides resume creation support upon request, in addition to beautifully written Letters of Recommendation tailored to each student’s character traits & qualities, written by our institutional owner. Southeastern Esthetics Institute maintains a list of employers, contact names, and contact phone numbers of all employers in the South Carolina area, in addition to the surrounding states of Georgia and North Carolina. Southeastern Esthetics Institute is happy to assist students with job placement in other states, and even internationally.

Students must request a personal meeting with the Chief Administrative Officer or Administrator of the institution, in order to take advantage of additional, personalized placement advisement. Professional letters of recommendation from the employers of our alumni are available upon request and line the walls of our administrative office. We are extremely proud of the relationships and contacts we’ve made, in order to assist our students in achieving the best careers possible, right out of school.

Throughout the Esthetics Licensure Course, the Chief Administrative Officer will maintain monthly documentation of student interactions and progress: such as student placement activities, counseling, advice, support and coaching related to job search and placement. This documentation must include referral to specific agencies where students are directed to apply, which interviews were held and the results of this activity, documenting who, what, where, when and outcome.

For students who successfully complete training at Southeastern Esthetics Institute, as jobs are attained, the Administrator will document such within the Student Placement Roster.

Person Responsible: Administrator and Chief Administrative Officer

Evaluation: The Chief Administrative Officer, Administrator, and Licensed Esthetics Instructors collect Alumni Surveys and Employer Liaison Surveys from graduates of Southeastern Esthetics Institute and from the employers of SEEI graduates. These surveys focus on program effectiveness for various modes of delivery and relevant job requirements.

The Administrator will receive monthly employment verification and survey information from all graduates and their employers. The Administrator will then report this information at monthly staff meetings and all Advisory Committee meetings to the Chief Administrative Officer, Licensed Esthetics Instructors and evaluate the information in an effort to continually improve the quality of the Esthetics Licensure Course. Analysis and improvement plans will be initiated as needed.

Follow-Up: The Administrator will bring a summary of all data to the attention of the Chief Administrative Officer on a regular basis. The Administrator will update the Student Placement Roster as often as possible, with visits to employer facilities happening once per month to back up all data received, within a 30 mile radius of the institution.

By reviewing the placement statistics and results of alumni and employer surveys on a monthly basis, the Chief Administrative
Officer and all employees of Southeastern Esthetics Institute will ensure that the Esthetics Licensure Course is meeting the needs of its students and graduates, in order to improve expected outcomes for years to come.

The Chief Administrative Officer summarizes all data for the twice annual Advisory Committee meetings. Additionally, the Chief Administrative Officer utilizes this data in both counseling instructors and for staff evaluation and improvement to the Esthetics Licensure Course from all angles.

This plan is annually reviewed and revised by the Advisory Committee of Southeastern Esthetics Institute. It is available to all staff and faculty within the Employee Handbook. Instructors share this plan with their students as they cover employability and job placement activities. The Chief Administrative Officer and Administrator uses feedback from students and staff when regularly reviewing this plan. All plans are publicly posted on the institutional website.

**Plan for Operation and Maintenance of All Physical Facilities & Technical Infrastructure**

**Purpose:** The purpose of this plan is to develop and maintain a long-term plan for facility/campus improvements and the technical infrastructure of the facility to verify the presence and adequate maintenance of physical/technical resources appropriate and essential for the achievement of the Esthetics Licensure Course objectives. The Chief Administrative Officer is responsible for this written plan.

**Objective:** To ensure the physical location and technical infrastructure is maintained to provide safety and educational needs of the students, faculty, staff and visitors.

**Procedure:**

1. Chief Administrative Officer, Administrator, and Licensed Esthetics Instructors assess facility and campus needs as well as the technical needs of the campus to meet the long-range needs and objectives of the Esthetics Licensure Course offered and provide for the needs of students, faculty, administrative staff and visitors.

2. Input is sought from students, staff and faculty. These suggestions are given to the Chief Administrative Officer and Administrator for evaluation and determination for implementation.

3. Safety inspection is coordinated by the Administrator for review and evaluation within Institutional Advisory Committee Meetings for the purpose of implementation and improvement.

4. The Chief Administrative Officer offers annual input to the landlord’s long-range building improvement plans.

**Evaluation:**

Student, staff and faculty input is considered and evaluated by the management team with annual reviews of policy and procedures done by the Advisory Committee and the Chief Administrative Officer. The Chief Administrative Officer and Administrator evaluate all data on a regular basis and presents findings to all instructional personnel and administrative staff at Advisory Committee meetings twice annually, along with any regular staff meetings as needed. Appropriate improvements are made each year to accommodate immediate and long-term needs.

**Feedback:**

The Advisory Committee continually evaluates the facility, the technical infrastructure, and the campus at its twice annual meetings. It actively seeks input for previously implemented items and future implementation needs via faculty, staff and student suggestions, meetings and inquiry emails. All plans are publicly posted on the institutional website and within the Employee Handbook at all times. **Plan for Physical Facilities & Technical Infrastructure**

**Purpose:** The purpose of this plan is to develop and maintain a long-term plan for facility/campus improvements and the technical infrastructure of the facility to verify the presence and adequate maintenance of physical/technical resources appropriate and essential for the achievement of the Esthetics Licensure Course objectives. The Chief Administrative Officer is responsible for this written plan.

**Objective:** To ensure the physical location and technical infrastructure is maintained to provide safety and educational needs of the students, faculty, staff and visitors.
Procedure:

5. Chief Administrative Officer, Administrator, and Licensed Esthetics Instructors assess facility and campus needs as well as the technical needs of the campus to meet the long-range needs and objectives of the Esthetics Licensure Course offered and provide for the needs of students, faculty, administrative staff and visitors.

6. Input is sought from students, staff and faculty. These suggestions are given to the Chief Administrative Officer and Administrator for evaluation and determination for implementation.

7. Safety inspection is coordinated by the Administrator for review and evaluation within Institutional Advisory Committee Meetings for the purpose of implementation and improvement.

8. The Chief Administrative Officer offers annual input to the landlord’s long-range building improvement plans.

FACILITIES

Goal: Southeastern Esthetics Institute will create a physical environment that improves the efficacy of student outcomes while meeting the goals of this strategic plan - and providing students with the modern learning facility they deserve, for constant inspiration and stimulation for the enhancement of their educational experience.

<table>
<thead>
<tr>
<th>STRATEGIES FOR ACHIEVING OBJECTIVES</th>
<th>EVALUATIVE MEASURE</th>
<th>RESPONSIBILITY</th>
<th>START</th>
<th>END</th>
<th>COMPLETE</th>
<th>ONGOING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expand and enhance Southeastern Esthetics Institute’s facilities within the current campus footprint in order to provide needed additional space in addition to media supplies needed within this new addition.</td>
<td>Implemented a new classroom within the Dupree Building on Gervais Street, within a few steps from the existing campus – to provide our institution with the additional space needed to effectively</td>
<td>Chief Administrative Officer</td>
<td>November 2016</td>
<td>January 2017</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Assess specific or additional facility needs during all institutional advisory committee meetings.</td>
<td>Implement and plan consistent functionality improvements or suggestions for the facilities at advisory committee meetings, along with accepting</td>
<td>Chief Administrative Officer, Administrator, Advisory Committee Licensed Esthetics Instructors</td>
<td>September 2016</td>
<td>June 2018</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
Ensure expansion and renovation planning is consistent with ADA (Americans with Disabilities Act) guidelines and a commitment to creating — to the greatest degree achievable — an environment in which standards and compliance are taken into high regard, not to take away from the modern learning facility SIEI prides itself on.

Planning and implementation take place in November 2016.

Chief Administrative Officer

Evaluation:

Student, staff and faculty input is considered and evaluated by the management team with annual reviews of policy and procedures done by the Advisory Committee and the Chief Administrative Officer. The Chief Administrative Officer and Administrator evaluate all data on a regular basis and presents findings to all instructional personnel and administrative staff at Advisory Committee meetings twice annually, along with any regular staff meetings as needed. Appropriate improvements are made each year to accommodate immediate and long-term needs.

Feedback:

The Advisory Committee continually evaluates the facility, the technical infrastructure, and the campus at its twice annual meetings. It actively seeks input for previously implemented items and future implementation needs via faculty, staff and student suggestions, meetings and inquiry emails. All plans are publicly posted on the institutional website and within the Employee Handbook at all times.

Plan to Ensure Privacy, Safety & Security of Data within the Technical Infrastructure

Purpose: The purpose of this plan is to assure that the Institution’s technical infrastructure provides for the privacy, safety of students, faculty, administrative staff, and visitors. The Chief Administrative Officer and Administrator are responsible for the technical infrastructure’s continued privacy, safety of students, faculty, administrative staff and visitors. The Chief Administrative Officer will utilize the service of contract help as needed. Objective: To assure that Southeastern Esthetics Institute’s technical infrastructure provides for the privacy, safety, and security of data contained within it.

Procedure: On a daily basis, the Institution’s server is reviewed for errors and corrected, as well as updated as required. Any problems regarding the Institution’s technical infrastructure noted by staff or faculty are immediately brought to the attention of the Chief Administrative Officer and Administrator, with repairs made as requested and as necessary.

All faculty members and staff receive an Employee Handbook, which specifically acknowledges and lists computer crimes and violations of the school’s internet and technology usage policies, as well as the Southeastern Esthetics Institute’s personnel policies. All faculty members are to sign the Acknowledgment of Receipt, at the end of the handbook received during employment orientation, stating that they understand these specific matters and rulings of the institute.

All systems utilized within Southeastern Esthetics Institute are cloud-based, internet software – which are completely backed up daily.

All computers belonging to Southeastern Esthetics Institute automatically filter all blacklisted or potentially infected sites. Every SEEI-owned computer runs Microsoft Antivirus software which is redundant.

SEEI has a contractual agreement with MyStudentsProgress and MindBody for the online appointment booking of student clinics, grades and attendance records, and all student file back-up. Students/staff must verify access with secured user ID and passwords in order to log into any of these programs.

The Administrator maintains open communication with the Chief Administrative Officer daily as to the status of the school’s technical infrastructure. If a breach of safety or security to any students, faculty or staff is found to have occurred, the breach will be corrected immediately and all parties included in such breach will be notified immediately.
Evaluation: Student/Faculty evaluation of IT Infrastructure is summarized bi-annually at the Advisory Committee Meetings and may be discussed during intermittent employee/staff meetings. Suggestions for upgrading are reviewed by the Chief Administrative Officer and the Administrator and implemented as appropriate. Input is received from Advisory Committee and the progress of this plan is evaluated and approved at biannual meetings. The Chief Administrative Officer evaluates all data and presents findings to all instructional personnel and administrative staff at regular staff meetings.

Feedback: Southeastern Esthetics Institute appreciates and utilizes input from students, employees, and advisors. The Chief Administrative Officer and Administrator reviews summaries of evaluations and reviews/revises plans, policies, and procedures as warranted. Policies and procedures are continually updated as it is considered a work in progress. All plans are publicly posted on the institutional website and within the Southeastern Esthetics Institute Employee Handbook.

Work-Based Activities Plan for Student Clinic

Purpose: This plan is written to specify the objectives, experiences, competencies and evaluations that are required for student clinical experiences. The Chief Administrative Officer is responsible for the Work-Based Activities Plan for Student Clinics. Objective: To ensure that all clinical services performed by students are properly supervised by Licensed Instructors at all times, protect both the students and the clients within the institution, and enhance the student learning objectives of the Esthetics Licensure Course.

Student Clinic Schedule: Wednesday-Friday 9am-3pm | Saturdays 9am-5pm (when open for Make-Up Hours). Hours are always subject to change.

Scheduling Requirements of Student Clinic:

- Students must arrive 15-20 minutes prior to their first appointment to set up their treatment table, prepare towels & implements, etc. Students that are not available for spa appointments at least five (5) minutes before the scheduled time will be sent home with no further hours to be obtained for the day.

- Student schedules will be assigned prior to beginning on the clinic floor. The student calendar will be available online through MindBody. Students will have access to their own private usernames & passwords to access their schedule from the facility computers and/or their personal smart phones or tablets. Students will want to download the MindBody Express App on their device, to gain instant access to appointment bookings. Students may suggest clients download the MindBody Connect App on their smartphones for easy online booking.

- All schedule change requests must be submitted in advance to the administrator through an official "Time Off Request". 24-hours notice must be given.

- SEEI staff may dictate student schedules at any time. Students may be denied requested schedule due to the scheduling needs of the spa clinic.

Student Clinic Rules & Policies:

In order to maintain a professional standard on the clinic floor, the following standards will be observed:

- Any student who is disrespectful or abusive to a client will be subject to disciplinary action.

- Students are required to complete all services for which they are scheduled.

- Client consent forms must be completed and signed for all services, and placed in alphabetical order in the client file cabinet in the student clinic area.

- Students are responsible for ensuring a clean and stocked treatment area.

- Students are responsible to acquire needed supplies from the dispensary room, unless there is a designated student on dispensary duty.

- Students must maintain a quiet voice while working in the clinic area.

- Students may not congregate at the reception desk while waiting for the next client - or lounging in and/or around the seating area for clients.

- Students may not move supplies or rearrange cupboards or drawers without direct interaction from clinic instructors.

- All clients must be checked out by the guest services individual on duty.
- Students must clean and restock rooms to “tour-ready” condition immediately after they have left their guest.

- Students are required to handle & implement all cleaning, mopping, laundering, disinfection & sanitation required in and around the school at the end of each school day - with a positive attitude. Cleaning duties are dispersed in a fair manner between all students by instructors on staff - and will be charted on the dispensary bulletin board.

**Evaluation:** Clinical and observational site evaluations are completed by the Licensed Esthetics Instructor assigned to the clinic floor, specifically on the Clinic Floor Requirements Document. This data is utilized by the Chief Administrative Officer when evaluating the effectiveness of the experiences and readiness of the student for graduation. This plan is reviewed annually and revised as needed. It is available to all faculty and students on the institutional website, as well as located within the Employment Manual for SEI employees.

The Chief Administrative Officer and Advisory Committee uses feedback from students, staff and the committee members when reviewing and revising the plan. Input is received from employers at the Advisory Meeting and progress of the plan is evaluated and approved by the Chief Administrative Officer.

**Feedback:** Faculty, students, and Advisory Committee offer continued input. The Chief Administrative Officer reviews these evaluations and revises plans as warranted. All efforts are made to discuss concerns with the facility should they develop. This plan is reviewed annually and revised as needed. It is available to all faculty and students on the institutional website, as well as located within the Employment Manual for SEI employees.

**Student Health & Safety Plan**

**Purpose:** This plan is to ensure the health and safety of the institution’s students, specifically. The Chief Administrative Officer is responsible for this plan.

**Objective:** To assure preventative health and safety measures are in place for all Southeastern Esthetics Institute constituents.

Students are to keep in mind the physical demands associated with the profession that each prospective student must be aware of before enrolling. By following safety precautions and proper ergonomics, you can contribute to the welfare and safety of the clients and employees in the workplace. The school provides First Aid Kits, sharps containers, proper cleaning and disinfection products, UV sanitizers for all implements, hand sanitizing units in all bathrooms, dispensary, and clinic areas; as well as quaternary ammonium compounds solution for metal implements.

**Goal:** Southeastern Esthetics Institute prides itself on providing the utmost care regarding health and safety in the workplace. The goal of the institution in developing health and safety guidelines is to qualitatively and quantitatively develop, abide by, and evaluate all methods of maintaining a safe workplace and institution for students, staff, and clients alike to patron on a daily basis.

Southeastern Esthetics Institute complies with all safety and infection control regulations put into place by the SC LLR Board of Cosmetology. All safety and infection control guidelines are posted daily on the Dispensary Bulletin Board & students will sign and date during each new enrollment period.

In compliance with the US Department of Labor: Occupational Safety & Health Administration requirements, the school advises its students of the chemicals used in cosmetology/related training. During the course work, the students learn about the importance of safety in the workplace and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing MSDS for the chemicals used is available in the Dispensary. The school endeavors to facilitate a safe environment for all staff and students by teaching proper usage of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, and products.

**Procedure:**

1. All students are oriented and updated regarding policies, procedures and plans of Southeastern Esthetics Institute - which include the Health and Safety Policies and Procedures relating to the health and safety of students within the Esthetics Licensure Course.

2. Orientation includes review and familiarity of policies, procedures and plans including incident investigation and reporting protocols. All employees and students are to report incidents directly to the Administrator and/or Chief Administrative Officer through the
Southeastern Esthetics Institute email system. All incidents involving students within our facility during Student Clinics will be kept on file and reviewed by the Advisory Committee. All incidents will be dealt with immediately and with the utmost care and concern.

3. There is a Safety Hazards and Physical Demands section included in the SEEI Student Catalog for student use – and to guide daily safe practices as well as additional policies.

4. Evacuation/Safety/Security Procedures are reviewed with all classes during orientation – as well as with new hire employee orientations. Random drills are held throughout the year and are evaluated. A safety committee of students, staff and faculty will be formed if and when a trend or pattern emerges.

Evaluation:

Guest, student, and staff input is considered and evaluated when annual reviews of policy and procedures are undertaken by the Administrator, Chief Administrative Officer, and the Advisory Committee. These individuals review incident report situations as they happen for corrective measures, and annually reviews for trends and patterns that necessitate corrective action. The Chief Administrative Officer evaluates all data on an annual basis and presents findings to all instructional personnel and administrative staff at staff meetings throughout the year.

Feedback:

Southeastern Esthetics Institute appreciates and utilizes input from both students, guests, and employees. The Advisory Committee, along with the Chief Administrative Officer and Administrator, review summaries of evaluations and reviews/revises plans, policies and procedures as warranted. Employee policies and procedures are continually updated as they are considered a work in progress. Current plans are posted on the institutional website as well as within the Employee Handbook at all times.

Plan to Ensure Privacy, Safety & Security of Data within the Technical Infrastructure

Purpose: The purpose of this plan is to assure that the institution’s technical infrastructure provides for the privacy, safety of students, faculty, administrative staff, and visitors. The Chief Administrative Officer and Administrator are responsible for the technical infrastructure’s continued privacy, safety of students, faculty, administrative staff and visitors. The Chief Administrative Officer will utilize the service of contract help as needed.

Objective: To assure that Southeastern Esthetics Institute’s technical infrastructure provides for the privacy, safety, and security of data contained within it.

Procedure: On a daily basis, the institution’s server is reviewed for errors and corrected, as well as updated as required. Any problems regarding the institution’s technical infrastructure noted by staff or faculty are immediately brought to the attention of the Chief Administrative Officer and Administrator, with repairs made as requested and as necessary.

All faculty members and staff receive an Employee Handbook, which specifically acknowledges and lists computer crimes and violations of the school’s internet and technology usage policies, as well as the

Southeastern Esthetics Institute’s personnel policies. All faculty members are to sign the

Acknowledgment of Receipt, at the end of the handbook received during employment orientation, stating that they understand these specific matters and rulings of the institute.

All systems utilized within Southeastern Esthetics Institute are cloud-based, internet software – which are completely backed up daily.

All computers belonging to Southeastern Esthetics Institute automatically filter all blacklisted or potentially infected sites. Every SEEI-owned computer runs Microsoft Antivirus software which is redundant.

SEEI has a contractual agreement with MyStudentsProgress and MindBody for the online appointment booking of student clinics, grades and attendance records, and all student file back-up. Students/staff must verify access with secured user ID and passwords in order to log into any of these programs.
The Administrator maintains open communication with the Chief Administrative Officer daily as to the status of the school’s technical infrastructure. If a breach of safety or security to any students, faculty or staff is found to have occurred, the breach will be corrected immediately and all parties included in such breach will be notified immediately.

Evaluation:

Student/Faculty evaluation of IT Infrastructure is summarized bi-annually at the Advisory Committee Meetings and may be discussed during intermittent employee/staff meetings. Suggestions for upgrading are reviewed by the Chief Administrative Officer and the Administrator and implemented as appropriate. Input is received from Advisory Committee and the progress of this plan is evaluated and approved at biannual meetings. The Chief Administrative Officer evaluates all data and presents findings to all instructional personnel and administrative staff at regular staff meetings.

Feedback:

Southeastern Esthetics Institute appreciates and utilizes input from students, employees, and advisors. The Chief Administrative Officer and Administrator reviews summaries of evaluations and reviews/revises plans, policies, and procedures as warranted. Policies and procedures are continually updated as it is considered a work in progress. All plans are publicly posted on the institutional website and within the Southeastern Esthetics Institute Employee Handbook.

Campus Crime & Security Policy

Any emergencies or criminal actions should be immediately reported to the Chief Administrative Officer, Administrator and/or the local law enforcement authorities. The school staff must be notified in addition to the law enforcement agency. To ensure prompt and accurate record keeping, criminal activity should be documented in a timely manner by students and/or employees. The school is not liable for any crime that occurs on campus, but it is required to report criminal activity. In order to do this, it is necessary to obtain documentation for any incident. SEEI promotes safety and it recommends that students, staff, and faculty use precautionary measures. If you are concerned for the safety of your belongings, we recommend that you either do not bring them to school or that you obtain a renter’s insurance policy or homeowner’s insurance policy to cover your personal property while in school. A copy of Annual Crime Statistics for each campus can be found posted in the dispensary at the Main Campus.

OPPORTUNITIES AND REQUIREMENTS FOR FINANCIAL AID Payment

Options

In addition to financial aid, Southeastern Esthetics Institute accepts cash, checks, money orders, and credit cards as payment for tuition, books, and supplies.

Southeastern Esthetics Institute currently accepts funding for all validated parties through the Department of Veteran’s Affairs. If you feel you are eligible for benefits from the US Department of Veteran’s Affairs, please visit the website link below. http://benefits.va.gov/gibill/

Federal Student Aid: Guidelines and Policies

FEDERAL RETURN OF TITLE IV FUNDS POLICY

The school participates in federal financial aid. Please refer to the following refund policy for specific consumer information pursuant to the federal financial aid program.

Title IV federal financial aid funds are awarded under the assumption that a student will remain in classroom attendance for the entire period for which funds were awarded. If a financial aid recipient withdraws from school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. The school is required to calculate the amount of Federal Title IV funds to be returned for a student who has withdrawn from all classes. If a student receives SFA (Student Financial Aid) in the form of loans and/or grants, withdrawals from school after beginning attendance, the amount of SFA grant or loan assistance earned by the student must be determined.

For students who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the institution.

If a student has received less aid than that student earned, he/she may be eligible for a post-withdrawal disbursement. If a student is eligible for this disbursement, the school will notify the student in writing of the amount for which he/she is eligible. The student will have 14 days to accept
or decline the disbursement. If an acceptance is not received within this time frame, the institution will not make the post-withdrawal disbursement to the student.

The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal federal aid when that student withdraws on or before the 60 percent point in time in the payment period.

The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of Stafford Loans, Pell Grants, or PLUS Loans and withdraws on or before completing 60 percent of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60 percent point of time. The percentage that has not been earned is calculated by determining the complement of the percentage earned (e.g., if 40 percent was earned, 60 percent was unearned).

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid received. The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of Stafford Loans, Pell Grants, or PLUS Loans and withdraws on or before completing 60 percent of the payment period.

If a student unofficially or officially withdraws and has received federal loans, the loans will go into repayment once the grace period expires.

a. Unofficial withdrawal applies when a student is absent for 14 or more consecutive calendar days;

b. Official withdrawal applies when a student notifies the school in writing or in person.

In both cases the last day of attendance will be used in the return to Title IV calculation.

School scheduled breaks of five (5) or more consecutive days are excluded from the return to title IV calculation as periods of nonattendance and, therefore, do not affect the calculation of the amount of federal student aid earned. This provides for more equitable treatment of students who officially or unofficially withdraw near either end of the schedule break.

Title IV funds will be returned to the United States Department of Education within 45 days.

NOTE: A student who withdraws prior to completing 60 percent of the charging period may be required to repay some of the funds released to the student because of a credit balance on the student’s account.

Refunds to Title IV programs will be made in the following order:

Federal Unsubsidized Stafford Loan

Federal Subsidized Stafford Loan

Federal PLUS Loan

Federal Pell Grant

RETFUND POLICY

Refunds for classes canceled by the institution:

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

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

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

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

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

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

Refunds for withdrawal after class commences:

The refund policy for students attending non-public institutions who incur a financial obligation for a period of 12 months or less is as follows:

During the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution refunds at least 50% of the tuition.

After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution refunds at least 25% of the tuition.

After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

STUDENT FINANCIAL AID RELEASE

The undersigned agrees that Southeastern Esthetics Institute does not guarantee the student loan process in any respect. A Federal Parent Plus loan requires a credit check and is based on the parent’s credit. Pre-approval for a Parent Plus loan does not guarantee that the parent will receive a Federal Parent Plus loan. It is critical that the parent be able to pass a credit check when the loan is certified. The school has no control over the approval or decline of a parent’s credit history. Nor does the school assume any responsibility for mistakes on any Department of Education financial aid forms. It is up to the student to make sure all forms are accurate and complete.

Federal loan information is available in the National Student Loan Database System (NSLDS) and will be accessible by Servicers and Schools, as authorized.

POLICY FOR VERIFICATION OF TITLE IV FUNDING

The school has policies and procedures that it follows for verification of Title IV funding. Verification is a requirement by the U.S. Department of Education. Students are randomly selected to provide additional information. The school provides students with a verification form so they can collect the necessary information. The school gives the student a 30-day deadline to return the form to the financial office with verification items attached. If verification documents are not submitted by the due date, the student will be placed on a monthly cash pay status until verification is completed. The corporate office sends to the school a change in EFC form for students to sign if their EFC changes. FAME handles our student overpayments and alerts the school so it can make changes to the award packet, which is reported to Common Origination and Disbursement (COD) for the Department of Education.

ELIGIBILITY OF FINANCIAL AID AFTER A DRUG CONVICTION

Students will be given written notice advising them that a conviction of illegal drugs, of any offense, during an enrollment period for which the student was receiving Title IV financial aid will result in the loss of eligibility for any Title IV per HEA Sec. 484(r)(1) and 20 U.S.C. 1091(f)(1). Students whose eligibility has been suspended due to a drug conviction may resume eligibility if they successfully pass two (2) unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established under HEA Sec. 484(r)(2) (20 U.S.C. 1091(r)(2)).
SPECIAL PROVISIONS FOR BOOKS AND SUPPLIES

In order to academically succeed in a program, a Federal Pell Grant student must have the ability to purchase books and supplies at the beginning of the academic period. By the seventh day of a payment period, the school will provide a way for a student who is eligible for a Federal Pell Grant to obtain or purchase the books and supplies required for the payment period if:

- ten days before the beginning of the payment period, the school could have disbursed FSA funds to the student; and
- disbursement of those funds would have created an FSA credit balance.

The school will consider all the FSA funds a student is eligible to receive at the time it makes the determination, but the school need not consider aid from non-FSA sources.

The amount the school must provide is the lesser of the presumed credit balance or the amount determined by the school that the student needs to obtain the books and supplies. In determining the required amount, the school may use the actual costs of books and supplies or the allowance for those materials used in estimating the student’s cost of attendance for the period. A student may decline to participate in this process to obtain or purchase books and supplies, if they so choose.

SATISFACTORY ACADEMIC PROGRESS POLICY

Students enrolled in programs approved by COE must meet formal standards that measure their satisfactory progress toward graduation. The Satisfactory Academic Progress Policy is provided to all students prior to enrollment. The policy is consistently applied to all applicable students. Evaluations are maintained in the student file. The school will develop an academic and/or attendance plan to address the specific needs of those students who fail to meet the academic and/or attendance requirements at specific SAP evaluation points. A leave of absence will extend the student’s contract period and maximum time frame by the same number of days taken in the leave of absence.

QUANTITATIVE AND QUALITATIVE FACTORS

Factors for measuring the student’s progress toward satisfactory completion of the program include maintaining the following requirements:

Students are assigned academic learning units and a minimum number of practical experiences for course completion. Academic learning is evaluated after each unit of study. Practical skills learning is evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to test procedures as set forth in the Practical Skills Competency Criteria. Students must maintain a written grade average of 80 percent or higher.

A minimum cumulative attendance of 80% of their scheduled hours**

**To determine your rate of attendance, divide the cumulative number of hours completed by the scheduled hours to date.

A student who has not achieved the minimum cumulative GPA of 80% and/or who has not successfully completed at least a cumulative rate of attendance of 80% is not eligible for Title IV assistance, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in status of probation.

COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME

Southeastern Esthetics Institute: Full-Time Students attend five (5) days (Monday-Friday), 30 hours per week, from 9:00am-3:00pm. Modified – Time Students are required to attend at least three (3) days, approximately 18 hours per week.

The state of South Carolina requires 450 clock hours for the Esthetics Licensure Course, at present. Southeastern Esthetics Institute was granted the authority to conduct its Esthetics Licensure Course at 600 clock hours as of January 2017, to meet a national standard. Students are expected to complete the course in no more than 125% of the program length. If a student is never absent, he/she should complete the course within 20 weeks for a full-time student and within 33.33 weeks for a modified-time student.

MAXIMUM TIME FRAME

Students must complete the educational program within the maximum time frame, which is based on attending at least 80% of the scheduled hours.
INTERUPTIONS, COURSE INCOMPLETES, AND WITHDRAWALS

If the student needs to take off more time than allotted in the contract or more than 14 consecutive calendar days, he/she must take a leave of absence or withdraw and reenroll when ready to return. If a student needs more than 14 consecutive calendar days of time off due to pregnancy/new mother, and/or military duty then the student should take a leave of absence. Students who withdraw prior to completing the course of study and who wish to reenter will reenter at the same progress status as applicable at the time of withdrawal.

LEAVE OF ABSENCE POLICY

A Leave of Absence (LOA) is a temporary interruption in a student’s program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. Leaves of Absence will be granted in the case of pregnancy or new mothers. A leave of absence will be permitted with a letter from the student’s doctor. If a student is called into active duty for the military the school will grant a leave of absence. These are the only times leave of absences are granted.

A leave of absence will extend the student’s contract period and maximum time frame by the same number of days taken in the leave of absence.

In order to be placed on Leave of Absence, the student must:

Complete and sign the school’s Leave of Absence Request Form

Be approved by the School’s Financial Aid Officer

Must be in Satisfactory Progress.

Leaves must be a minimum of 14 days and must not exceed a total of 180 days in a 12-month period.

Students may not arbitrarily decide to “take” a leave of absence.

There will be no additional charges for a LOA. If the student fails to return or contact the School Financial Aid Leader on the documented return date, the Student will be considered to have withdrawn from school as of that date the student began the LOA. The withdrawal date for the purpose of calculating a refund is always the student’s last day of attendance.

For federal aid recipients, the student’s payment period is suspended during the LOA and no federal financial aid will be disbursed to student while on a Leave of Absence. Upon the student’s return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student’s failure to return from a leave may have on the student’s loan repayment terms, including the expiration of the student’s grace period. A contract addendum will be completed upon return from the LOA to extend the contract end date by the applicable number of days. In order to grant a Leave of Absence there must be the expectation that the student will be returning to school.

A student who is granted a LOA that meets these criteria is not considered to have withdrawn and no refund calculation is required at that time.

Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties to reflect the new contract end date.

EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT

Students receive mandatory progress reports at the ten-week mark (halfway point) during the Esthetics Licensure Course. All data collected and reviewed by faculty and student in question are then kept in hard copy format within the official student file.

The following grading system is used to evaluate a student’s academic ability:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>LENGTH</th>
<th>MAXIMUM TIME FRAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Esthetics Licensure Course – Full-Time</td>
<td>20 Weeks</td>
<td>25 Weeks</td>
</tr>
<tr>
<td>Esthetics Licensure Course – Modified-Time</td>
<td>33.33 Weeks</td>
<td>41.66 Weeks</td>
</tr>
</tbody>
</table>
Examinations are given in all subjects.

Grades and attendance (Satisfactory Academic Progress) records are reviewed and signed by the student and maintained in the student’s financial file. The Satisfactory Academic Progress will reflect if the student evaluation will impact the students’ eligibility for Financial Aid. The student may request to review their financial aid file from the Financial Officer.

The following grading scale is used for theory progress: 93-100 (A); 85-92 (B), 74-84 (C); 0-74 (F)

Practical and clinical work is graded by a signature and check mark on each clinical requirement listed on the student’s practical clinic worksheet. A signature from an instructor represents a passing grade which means all elements of the practical grading criteria were met. No signature indicates a failing score which means one or more of the practical grading criteria elements were not met and the student has not met minimum satisfactory standards on the practical application. Students are required to continue and/or repeat the practical application until they receive a signature from an instructor. Students must make up failed or missed tests and incomplete assignments.

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory progress until the next scheduled evaluation.

REINSTATEMENT OF FINANCIAL AID for those who qualify

If applicable, Title IV financial aid will be reinstated to qualified students who have prevailed upon appeal or who have reestablished satisfactory progress by meeting the minimum cumulative attendance and academic requirements.

WARNING

Students failing to meet minimum requirements for attendance and/or academic progress will be placed on Financial Aid Warning and considered to be making satisfactory academic progress during the warning period which is until the next evaluation period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. During the Financial Aid Warning period, students are eligible, if applicable, to receive financial aid funds. If at the end of the warning period, the student has still not met both academic and/or attendance requirements, he/she may be placed on probation and, if applicable, the student may be deemed ineligible to receive Title IV funds.

PROBATION

Students who fail to meet the minimum requirements for attendance and academic progress after the Warning period, the student will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal.

Additionally, only students who have the ability to meet satisfactory academic progress policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making satisfactory academic progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has not met both the attendance and academic requirements required for satisfactory academic progress or set forth by the academic plan, the student will be determined as NOT making satisfactory academic progress, and if applicable, the student will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS for those who qualify

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

APPEAL PROCEDURE

A student may appeal the Financial Aid ineligible decision if he/she has a reason for not making satisfactory progress and if he/she can document that the circumstances that caused the unsatisfactory academic progress determination have in some way changed and that satisfactory academic progress standard can be met by the end of the next evaluation period. A student has five (5) calendar days from the date of notification that they are not meeting the second consecutive satisfactory progress determination to appeal the unsatisfactory academic progress determination. The student must submit a written appeal to the school’s financial aid office on the designated schools Appeal Form describing why they failed to meet
satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student’s situation that will allow them to achieve satisfactory academic progress by the next evaluation point.

The reasons for which a student may appeal a negative progress determination include death of a relative, an injury or illness of the student, a student’s disability, or any other allowable special or mitigating circumstances.

The Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student’s file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

If the appeal is granted the student will be placed on Financial Aid Probation for one evaluation period. If the student has not met academic and/or attendance requirements for two (2) consecutive evaluation periods, and does not prevail on appeal, the student will be determined as not making satisfactory progress and may be terminated.

This policy applies to all students regardless of whether or not they are eligible for Title IV funding programs. In order to comply with USDE requirements the terminology financial aid warning or financial aid probation will be used for both Title IV and non-Title IV students.

TERMINATION APPEAL PROCEDURE

If a student is terminated due to receiving the maximum amount of coaching sessions, or due to the reasons outlined under termination on the Student Advisory Form, the student may appeal the termination decision. A student has five (5) calendar days from the date of termination to appeal the decision. The student must submit a written appeal to the school’s Financial Aid Officer on the schools Termination Appeal Form describing why they were terminated, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student’s situation that will allow them to continue through the program without incident. An appeal hearing will take place within 15 business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is a dependent minor), Financial Aid Officer, Institutional Advisory Committee (at least one member), and the Chief Administrative Officer. A decision on the student’s appeal will be made within three (3) business days by the director of education and will be communicated to the student in writing. This decision will be final. If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, threats, and/or bullying, such termination is final and may not be appealed.
ACKNOWLEDGEMENT OF RECEIPT

I have received my copy of the Southeastern Esthetics Institute Catalog.

The handbook describes the important information about Southeastern Esthetics Institute and that I should consult with the administrative team regarding any questions not answered in the handbook. I have entered into my relationship as a student with Southeastern Esthetics Institute voluntarily and acknowledge all of the rules and regulations put into place at Southeastern Esthetics Institute, and my promises as a student to the facility and faculty. Accordingly, either I or Southeastern Esthetics Institute can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.

This manual and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of the student experience at Southeastern Esthetics Institute. By distributing this handbook, Southeastern Esthetics Institute expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

I understand that any and all policies and procedures may be changed at any time by Southeastern Esthetics Institute. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the administrative team of Southeastern Esthetics Institute has the ability to adopt any revisions to the policies in this handbook.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

____________________________
Student Signature

____________________________
Student’s Name (Print)

____________________________
Today’s Date