



# Student Catalog

Revision 06/26/2019

## MAIN CAMPUS

823 Gervais Street Suite 120 Columbia SC 29201

## ELITE CAMPUS, CAMPUS EXTENSION & ADMINISTRATIVE OFFICE

807 Gervais Street Columbia SC 29201

## CONTACT

803.814.1772 Admissions & General Information

803.317.2160 Financial Aid Department

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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 difference 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	Regularly review and update the curriculum to ensure that SEEI provides the most up-to-date and progressive education	Commit to an extensive marketing campaign to support client traffic through the Student Spa Clinic	Ensure that students are well-prepared for state board examinations by offering well-organized, detailed instruction and on-going mock testing
Employ experienced, licensed and dynamic instructors	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	Maintain an open environment that allows students to have access to all faculty members at all times	Provide extensive support services to students - such as financial assistance, resume building, and interview skills activities
Ensure students have access to state-of-the-art equipment, products & methodologies	Offer ongoing access to postgraduate Continuing Education through our facility	Maintains relationships with industry experts through our Institutional Advisory Committee	Assists students through an ethical promise regarding job placement and career advancement

## INSTRUCTIONAL FACILITIES

Out of sheer passion for skin care, and by way of advanced knowledge in the medical spa industry, Southeastern Esthetics Institute was founded. Because of a serious lack in advanced education for Estheticians and the changing trends in the industry, our owner, Courtney G. Sykes, 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 facilities are located in downtown Columbia, South Carolina in the exquisite social district, The Vista, at 823 Gervais Street Suite 120 and 807 Gervais Street Suite 101, 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 - DiamondTome	LED Light Therapy Shield	Magnifying Lamps
Esthetics Treatment Tables	Waxing & Hair Removal Equipment	Airbrush Tanning Equipment	Hot Towel Cabinets
Woods Lamps	Cosmetic Laser & Sciton Joule	Microneedling Devices	Microblading Equipment

## 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 and 807 Gervais Street Suite 101 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

Instruction Preparation & Administrative Office | Large Educational Classroom | Open Clinic/Practical Examination Room | Student Dispensary | Restroom Facilities | Laundering Facilities

### Additional Space - Campus Extension

Lobby/Reception Area | Media Center & Printer Area | Restroom Facilities | Administrative Offices | Financial Aid Office | Large Lecture Classroom | Advanced Esthetics Practical & Theory Classrooms

### Elite Campus

Lobby/Reception Area with Retail & Makeup Station | Administrative Officer/Consultation Room | Seven (7) Private Treatment Rooms | Restroom Facilities | Laundering Facilities | Student Dispensary

## ORGANIZATIONAL STRUCTURE CHART

Chief Executive Officer - Brandon C. Sykes | Full-Time

brandon@seestheticsinstitute.com

Chief Administrative Officer - Courtney G. Sykes, Licensed Esthetics Instructor | Full-Time

info@seestheticsinstitute.com

Financial Aid Administrator - Stacie Carter | Full-Time

stacie@seestheticsinstitute.com

Director of Admissions & Client Services - Erin Barbaro | Full-Time

erinbarbaro@seestheticsinstitute.com

Licensed Esthetics Instructor - Paula Wessinger, | Full-Time

paula@seestheticsinstitute.com

Licensed Esthetics Instructor - Charisse Koba | Full-Time

charisse@seestheticsinstitute.com

Esthetics Instructor - Jessica Cooley | Full-Time

jessica@seestheticsinstitute.com

Esthetics Instructor - Kamri Nelson | Part-Time

kamri@seestheticsinstitute.com

Esthetics Instructor - Shannon Cavey | Full-Time

shannon@seestheticsinstitute.com

Esthetics Instructor - Angie Jewell | Full-Time

angie@seestheticsinstitute.com

Jessi Waller - Executive Assistant | Full-Time

frontdesk@seestheticsinstitute.com

## ESTHETICS LICENSURE COURSE

### Course Description & Outline

The primary purpose of the Esthetics Licensure Course is to train the student in the manipulative skills and desirable attitudes necessary to achieve competency in the field of esthetics, as well as obtain licensure and 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 theory and technique of a science-based esthetics curriculum while preparing individuals to seek gainful employment working as estheticians 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 exams for estheticians.

## 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	Respect the need to deliver worth and value within an employer-employee relationship	Perform the manipulative skills in the area of proper facial techniques, makeup application, 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 to each client
Practice effective communication skills, visual poise, and proper grooming	Perform the manipulative skills in the area of facial massage, facial techniques, effective use of implements, and equipment	Apply academic and practical learning and related information to ensure sound judgement, decisions, and procedures	To ensure continued success, the graduate will continue to learn new and current information related to the skills, trends, and methods for career development in esthetics and related career positions

## Tuition, Fees & Program Costs

Students agree 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 option 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, through the US Department of Veterans Affairs, or through Federal Student Aid.

### 2019 Esthetics Licensure Course Fees

Registration Fee \$100

Book Fee \$500

Kit Fee \$1200

Tuition \$9500

Tuition Total \$11,300

## Admissions Requirements & 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. Student must schedule this during the regular office hours of 8:30am and 3:30pm through the Admissions Administrator. 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 Enrollment Contract available through the institutional website or through the Admissions Office. The application can be downloaded through the Esthetics Licensure Course link on the institutional website [www.seestheticsinstitute.com](http://www.seestheticsinstitute.com) - or by requesting via email to [info@seestheticsinstitute.com](mailto: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 and Admissions Offices 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 Registration Fee via check, cash, or credit card. The fee is an addition to the cost of tuition and is non-refundable.
5. Students are eligible at this stage to schedule a meeting with the Financial Aid Administrator, who serves as an authorized counselor to conduct all communications regarding tuition payments and repayments through Federal Student Aid, if utilized.

### 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.
- Students that have attended home schooling are admitted based on South Carolina state requirement.
- 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 maintain 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 for 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.

## Priority Enrollment

Southeastern Esthetics Institute withholds the right to allow all Veterans and dependents of Veterans to apply and enroll within start dates as a priority above all other students during the enrollment process.

## 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 current on the homepage of our institutional website at all times.

## COURSE SCHEDULE:

### Esthetics Licensure Course - DAYTIME:

#### Full-Time

20 Weeks Total | 30 Clock Hours per Week

Weekly Schedule Monday-Friday

9:00am-3:00pm

### Esthetics Licensure Course - EVENING

30 Weeks Total | 20 Clock Hours per Week

Weekly Schedule Monday-Thursday

4:00pm-9:00pm

## 2019 ESTHETICS LICENSURE COURSE DATES: DAYTIME PROGRAM

*January 7-May 2*

*Required Make-Up Days: January 26, February 9*

*February 11-June 28*

*Required Make-Up Days: February 23, March 9, March 23*

*March 18-August 9*

*Required Make-Up Days: March 23, April 13*

*April 22-September 13*

*Required Make-Up Days: May 11, May 25, June 8*

*May 27-October 18*

*Required Make-Up Days: June 8, June 22, July 13*

*July 8-November 22*

*Required Make-Up Days: July 27, August 10*

*August 12-January 3*

*Required Make-Up Days: August 24, September 14, September 28, October 12, October 26, November 9*

*September 16-February 7*

*Required Make-Up Days: September 28, October 12, October 26, November 9, November 23*

*October 21-March 13*

*Required Make-Up Days: October 26, November 9,  
November 23, December 7  
2020 Required Make-Up Days To Be Announced on  
2020 Calendar*

*November 25-April 17  
Required Make-Up Days: December 7  
2020 Required Make-Up Days To Be Announced on  
2020 Calendar - 3 Remaining Required from 2019  
Calendar*

Textbook information is available on the Internet course schedule and may be located online at <https://www.seestheticsinstitute.com/esthetics-licensure-course.html>

### **2019 Vacation Days & Teacher In-Service Days**

Teacher In-Service Day - Thursday, February 21

Labor Day - Monday, September 2

Teacher In-Service Day - Thursday, May 2

Teacher In-Service Day - Thursday, October 10

Memorial Day - Monday, May 27

Thanksgiving Break - Wednesday, November 27-Friday, November 29

Week of Independence Day - Monday, July 1-Friday, July 5

Christmas Break - December 23, 2019-January 3, 2020

### **2019 Make-Up Days**

Saturday, January 12  
Saturday, January 26  
Saturday, February 9  
Saturday, February 23  
Saturday, March 9  
Saturday, March 23  
Saturday, April 13  
Saturday, April 27  
Saturday, May 11  
Saturday, May 25  
Saturday, June 8  
Saturday, June 22

Saturday, July 13  
Saturday, July 27  
Saturday, August 10  
Saturday August 24  
Saturday, September 14  
Saturday, September 28  
Saturday, October 12  
Saturday, October 26  
Saturday, November 9  
Saturday, November 23  
Saturday, December 7

### **2019 ESTHETICS LICENSURE COURSE DATES: EVENING PROGRAM**

February 4, 2019-September 12, 2019

September 9, 2019-April 23, 2020

April 15, 2019-November 21, 2019

November 18, 2019-July 9, 2020

June 24, 2019-February 13, 2020

### **Attendance Options**

Southeastern Esthetics Institute has a full-time and modified-time option for students attending the Esthetics Licensure Course. The attendance of a full-time or modified-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 appropriate 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.

#### Daytime Program

Full-Time Status – 30 Clock Hours per Week

#### Evening Program

Full-Time Status - 20 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 \$1200 (as of August 1, 2018) - and may change from class to class due to updates or new/ improved items.

#### Bring First Day

Highlighters, pencils, pens & plenty of paper for taking notes	3-inch wide, 3-ring binder with a front cover insert sleeve	100 clear, 3-hole sheet protectors	Black/red/blue fine tip permanent markers
Small pencil box for storage of metal implements	Medium pencil box for storage of facial brushes and medium-sized implements	1 Box of 3x4 index cards	

# ADVANCED ESTHETICS ACADEMY

## Course Description & Outline

Advanced Trainings & Certificate Courses are available to Licensed Estheticians, 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, Dermaplaning, Cosmetic Laser, Medical Peels, and Cosmetic Injections. Cosmetic Injectables may only be provided by Registered Nurses or Nurse Practitioners with an on-site Physician. 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 Academy: Schedule

13-Week Day Course: 300 Clock Hours

Weekly Schedule: Monday-Wednesday 8:30am-4:30pm

## Course Outline

Cosmetic Lasers

Microneedling

Microblading

Medical-Strength Chemical Peels

Dermaplaning

## Course Objectives

To develop the personal and professional potential of students so they may enter the field as licensed professionals with advanced knowledge in specific medical modalities who will offer a quality of service that will be sought after by both clients and employers. To train students in theory and technique of a science-based esthetics curriculum while preparing individuals to seek gainful employment working as estheticians or in related fields supported by the training received by Southeastern Esthetics Institute and recognized by their state approving agency.

## Course Outcomes

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

Provide 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	Apply academic and practical	To ensure proper continued

in the areas of cosmetic lasers, microneedling, micropigmentation, and medical-strength chemical peels, and dermaplaning	learning and related information to ensure sound judgement, decisions, and procedures	success, the graduate will continue to learn new and current information related to the skills, trends, and methods for career development in esthetics and related career fields
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## Tuition, Fees & Program Costs

2019 Advanced Esthetics Academy (Effective February 1, 2019)	Kit Fee \$860
Registration Fee \$100	Course Tuition \$9400
Book Fee \$440	Total Costs \$10,800

## Admissions Requirements & 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 Admissions Administrator. 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 Enrollment Contract available through the institutional website or through the Admissions Office. The application can be downloaded through the Esthetics Licensure Course link on the institutional website [www.seestheticsinstitute.com](http://www.seestheticsinstitute.com) - or by requesting via email to [info@seestheticsinstitute.com](mailto: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 and Admissions Offices 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 Registration Fee via check, cash, or credit card. The fee is an addition to the cost of tuition and is non-refundable.

5. Students are eligible at this stage to schedule a meeting with the Financial Aid Administrator, who serves as an authorized counselor to conduct all communications regarding tuition payments and repayments through Federal Student Aid, if utilized.

## Pre-Requisites

- 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 maintain 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 for this additional expense.

- Students will need to provide a copy of: One form of government-issued identification and a copy of their professional license.

## 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.

## Priority Enrollment

Southeastern Esthetics Institute withholds the right to allow all Veterans and dependents of Veterans to apply and enroll within start dates as a priority above all other students during the enrollment process.

## Course Start Dates 2019

January 21, 2019 - April 3, 2019

March 4, 2019 - June 29, 2019

April 15, 2019 - July 17, 2019

June 3, 2019 - September 4, 2019

September 9, 2019 - December 4, 2019

October 21, 2019 - January 29, 2020

December 2, 2019 - March 11, 2020

## CERTIFICATE TRAINING

### Cosmetic Laser Training

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 on 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.

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

Clinicals are supervised by on-site physicians.

#### COURSE COST

PRICE \$4130 | SEEI ALUMNI PRICE: \$3150

### 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

Students within our Cosmetic Laser Trainings learn on the most updated, advanced laser platform available - the Sciton Joule and the Rohrer Spectrum Laser. Southeastern Esthetics Institute prides itself on offering laser training that is in line with the brands and technologies available in the most modern medical spas, dermatology settings, and plastic surgery offices today.

### Micropigmentation Training Academy

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

Clinicals are supervised by on-site physicians. Includes complete Microblading Kit.

#### COURSE COST

PRICE: \$5500 | SEEI ALUMNI PRICE \$4500

### Micropigmentation Training Academy Syllabus

Science of Skin & Skin Histology | Tissue Interaction| Modality Safety Training | Bloodborne Pathogens Standard | Sanitation & Infection Control | Micropigmentation Clinicals with Physician Oversight | Micropigmentation Safety : Rules & Regulations by State

## Dermaplaning Pro Certificate Training

1-Week Training Program for Licensed Estheticians, Registered Nurses & Nurse Practitioners Only. Clinicals are supervised by on-site physicians.

COURSE COST

PRICE: \$1100 | SEEI ALUMNI PRICE \$800

## Dermaplaning Pro Certificate Training Syllabus

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

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.

## Microneedling Pro Certificate Training

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

Clinicals are supervised by on-site physicians.

COURSE COST

PRICE: \$2000 | SEEI ALUMNI PRICE \$1500

## Microneedling Pro Certificate Training Syllabus

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

## Medical-Strength Chemical Peels Pro Training

1-Week Training Program for Licensed Estheticians, Registered Nurses & Nurse Practitioners Only. Clinicals are supervised by on-site physicians.

COURSE COST

PRICE: \$1150 | SEEI ALUMNI PRICE \$800

## Medical-Strength Chemical Peels Pro Syllabus

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



## 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 esthetics performance through 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.

## Policy on Transfer Students

SEEI welcomes transfer students. Students must fill out a Student Contract and provide a certified transcript of hours completed at the former school prior to enrolling into the program. 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 maximum

transfer of hours from Cosmetology or Esthetics programs is 150 clock hours. The possibility does exist that no transfer hours will be granted. Transfers must complete all assignments, testing and activities required of SEEI students prior to graduation, regardless of hours obtained.

## 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.

## Holiday Schedule

SEEI 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 Policy

### Attendance Policy per Student Contracted Schedules

All students are expected to attend school regularly and on time according to their class schedule. The basic responsibility for the regular attendance for students lies with the student. Attendance is monitored daily by way of biometric time clock system and through instructor implementation of daily attendance through the SMART data base. Absentee emails are sent daily to students and faculty to notify them that they have been marked absent. 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

Students that miss a day within the first three weeks of class will be withdrawn and be asked to start over on the next start-date. 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](mailto:info@seestheticsinstitute.com) | 803-814-1772

Students are not allowed to clock in past the start-time of their class (9:00am or 4:00pm). We will give students a fifteen-minute (15) window of time to make it to class. After fifteen minutes, students may be asked to clock out and return the following day. Therefore, there is a zero tolerance on anyone tardy and the student will be sent home and counted as absent that day. This is to ensure *quality* of our program and respect the lessons prepared by our instructors. If students have absences totaling over five (5) complete days for the daytime program and seven (7) days for the evening program, the institution has complete authority to either withdraw the student from the program, or restart the student to another start-date. If the absence is four (4) or more consecutive days the student will need to take a Leave of Absence.

### Definition of Absences

The student must provide adequate proof of all absences. ANY ABSENCE will count against the student and be recorded in their official attendance documentation by an instructor within the SMART system. Should a student have more than the allotted amount of absences, they will be required to sign a form stating that they will not miss any additional time or they will be withdrawn. Regardless, students who have missed time 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 SEEI 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 Southeastern Esthetics Institute.

The following constitutes Excused Absences/Dismissals:

- \* Medical illness or injuries which require medical attention. A Physician's note will be required.
- \* Death in the family. A written explanation will be required.
- \* Court appearances. Proof/documentation will be required.

The following constitutes Unexcused Absences:

- \* Absence with or without written explanation shall be considered unexcused.

\*\* Family vacations/trips are considered unexcused.

### 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.

Southeastern Esthetics Institute performs due-diligence regarding the validity of high school diplomas submitted to the Administrative Office for enrollment processes.

South Carolina Board Approved Entities to Validate Foreign Credentials

Aequo International (844) 882-3786 | <http://oequointernational.com/>

## 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 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 lifelong relationships with business owners, product representatives, esthetics entrepreneurs, and industry professionals.

Students are able to view consistently updated job postings through the SEEI Student & Alumni Facebook Group page. Only students and alumni are able to join and view all job postings and updates. The administrative office of Southeastern Esthetics Institute provides resume creation support upon request, in addition to 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 Chief Administrative Officer 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. *Southeastern Esthetics Institute cannot guarantee employment in the field of Esthetics and maintains the right to exercise this statement, as placement is directly reflective of the individual's performance*

## 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.careerinfonet.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 coursework; 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 for off-site events when they are accompanied by a Licensed Esthetics Instructor - specifically, an instructor overseeing their instruction at Southeastern Esthetics Institute.

## 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 counteracts 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 SC LLR rules and 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	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 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.

## FERPA Policy

FERPA Forms are provided with enrollment packets for every student at Southeastern Esthetics Institute. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Southeastern Esthetics Institute requires outgoing mail containing student data to be sealed in a double envelope, for the protection of student data privacy. SEEI also seals outgoing transcripts with a label stating "invalid if seal is broken".

## Advising & Professional Assistance

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

## Student Grievance 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](http://www.council.org)

## South Carolina Board of Cosmetology - How to File a Complaint

A complaint against a licensee, or an unlicensed person practicing a profession or occupation that requires a license, may be made via the link provided here >> <https://eservice.llr.sc.gov/Complaints/>

The form may be obtained by utilizing the link above or by calling (803) 896-4470. The complaining party is responsible for ensuring that all necessary information is included on the form. In completing the form, you are referred to as the complainant. The individual or business you are filing a complaint against is referred to as the respondent. Please state all facts briefly and clearly. Also, include the name, address and phone number of all witnesses, and the specific information they possess to substantiate the complaint. Please include copies of any documents, records, statements or contracts that may assist this agency to conduct an inquiry. Upon completion, simply click on "submit" to file the complaint with the agency. Upon receipt of the complaint and jurisdiction is established, a thorough investigation is conducted to determine whether a violation has occurred. If a violation of the practice act is found, the respondent may be offered a consent agreement, or a hearing may be held before the appropriate Board or Commission to resolve the findings of the agency's investigation. Although this action is between the State and the Respondent, the complainant should be prepared to testify, as requested, at a hearing before the Board or Commission if the matter has not been otherwise resolved. The complaint will be dismissed by the Board or Commission if a violation is not found or the case does not present evidence that would sustain a legal procedure.

## Voter Registration

The school encourages its students to be registered voters and to exercise their right to vote. Students can complete a Voter Registration Form online by visiting <https://info.scvotes.sc.gov/eng/ovr/start.aspx>

## 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.

SEEI 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](http://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

DAYTIME ESTHETICS: MONDAY-FRIDAY 9:30AM-3:00PM

EVENING ESTHETICS: TUESDAYS & THURSDAYS 4PM-9PM

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 smartphones or tablets. Students will want to download the MindBody Business 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 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 for acquiring 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 setting.	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 remove supplies or rearrange cupboards or drawers without direction interaction from clinic instructors.
All clients must be checked out by the guest services individual on duty.	Students must clean and restock rooms/clinic floor to "tour-ready" condition immediately after services rendered.	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 dispensed in a fair manner between all students by instructors on staff - and will be charted on the dispensary bulletin board.

Students requesting use of product outside of the confines of instruction will be required to pay at least \$5.00 for the use of product. This is subject to change due to cost increase or decrease by vendors.

## Step-By-Step: Client Services in the Elite Clinic

1. Client Arrival. Student Provider will greet the client and sit them down in any seating area. Student will bring over a tablet to the client and sit with them while they fill out the Intake Form/Waver through the link here: <https://www.seestheticsinstitute.com/client-intake-form.html>
2. Pre-Consultation/Analysis. Student will read through the Intake Form/Waver on the tablet and press "Submit" after reading through and discussing all pertinent information with the client.
3. Service Commences. Student escorts the client to the appropriate treatment room and suggests the client to change into a designated robe or gown. Student gives the client the appropriate level of privacy and returns to complete the service - being mindful of the Work-Based Activities Step-by-Step Guide and the time allotment of the service marketed.
4. Post-Consultation & Client Survey. Student escorts the client to the lobby and discusses post care and possible product suggestions. Student allows the client to fill out the online Client Survey through the link here: <https://www.seestheticsinstitute.com/clinic-client-survey.html> while the student writes out a Client Care Plan for the guest.
5. Client Check Out & Pre-Booking. Client is escorted to the front desk for check-out and is suggested to book the appropriate follow-up service.

## 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. **STUDENTS MUST WEAR NAILS SHORT TO CLASS AT ALL TIMES.**

## 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 the 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 the 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 SEEI 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.

## Completion, Licensure & Placement Rates

### Advanced Esthetics

2018 Annual Report

Total Completion Rate 89%

Graduate Placement Rate 93%

Exam Pass Rate 100%

### Esthetics Licensure Course

2018 Annual Report

Total Completion Rate 96%

Graduate Placement Rate 86%

Exam Pass Rate 100%

This rate is based on program completers who were employed within one hundred eighty (180) days of completion and were employed for at least two (2) weeks.

## Retention Rate

Southeastern Esthetics Institute complies with the Retention Rate reporting that must be readily available to current and prospective students.

First-time, part-time retention rate N/A

Graduation rate cohort as percent of total entering students N/A

Undergraduate Retention and Graduation Rate Cohort

First-time, full-time student retention rate N/A

## Campus Crime & Safety 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.

Southeastern Esthetics Institute complies with Federal Student Aid standards regarding publicly posting the required Security Report & Fire Safety Report. Students can locate this on the institutional website here:

[https://www.seestheticsinstitute.com/uploads/8/5/9/7/85970698/security\\_report\\_fire\\_safety\\_report-2.pdf](https://www.seestheticsinstitute.com/uploads/8/5/9/7/85970698/security_report_fire_safety_report-2.pdf)

SEEI provides a notice by October 1 annually and will provide a paper copy upon request.

## Tuition Payment Opportunities

In addition to Federal 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 Veterans Affairs.

If you feel you are eligible for benefits from the US Department of Veterans Affairs, please visit the website link below. <http://benefits.va.gov/gibill/>

## Withdrawal Policy

Southeastern Esthetics Institute withholds the right to apply a \$100 Withdrawal Fee to all students opting to withdraw from the Esthetics Licensure Course. This fee will be applied to the original invoice as a service provided to administer the proper paperwork involved to disenroll a student from our institution.

## Federal Student Aid: Guidelines & Policies

Congress	The Department of Education	Schools	Students & Their Families	Students
Responsible for writing the law and allocating funding for the programs	Responsible for approving schools to participate, delivering funds to the schools, writing regulations based on law, and monitoring compliance with laws and regulations.	Responsible for providing quality education and properly administering the federal student aid (FSA) programs.	Primarily responsible for funding the student's postsecondary education.	Responsible for successfully completing their education and repaying their loans.

## FAFSA

Completing the Free Application for Federal Student Aid (FAFSA form) is the first step toward receiving Title IV aid. The information provided by the student (and for dependent students, the parents) assists the U.S. Department of Education in determining a student's eligibility for federal student aid. The information from the FAFSA form is sent to student-selected schools in an electronic format called an Institutional Student Information Record, an ISIR. Students will receive a report called a Student Aid Report, a SAR.

## 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. 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 government 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 withdrawals 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 that was or could have been disbursed as of the withdrawal date. The percentage of the payment period scheduled to complete is calculated by dividing the total number of clock hours scheduled to complete by the payment period as of the last date of attendance. 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
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## Refund 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.

## Credit Balance Policy

If students have an outstanding credit balance with Southeastern Esthetics Institute, the institution must issue any credit balance to the student within fourteen (14) days. Southeastern Esthetics Institute allows students to hold the credit balance for future charges at the institution and can additionally request for the hold to be released at any time.

## 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. SMART 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(r)(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 & 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 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 cost 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 the 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 towards 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.

Students receive mandatory progress reports at the ten-week mark for Daytime Esthetics and the fifteen-week mark for Evening Esthetics 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.

### Quantitative & Qualitative Factors

Factors for measuring the student's progress towards 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.

## 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. 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.

## 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 evaluation period. A student has five (5) calendar days from the date of notification to appeal that they are not meeting the satisfactory progress requirements. 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. 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 5-7 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 after the one evaluation period, 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.

## Probation

Students who fail to meet the minimum requirements for attendance and academic progress after the warning period will be placed on probation. If the student appeals the decision and prevails

upon the appeal, the student will be considered to be making satisfactory academic progress while during the probationary period and Financial Aid will be reinstated.

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 must be able to meet requirements set forth by the end of the evaluation period. Students who are progressing will be considered making satisfactory academic progress. The student will be advised in writing of the actions required to attain satisfactory academic progress. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress, the student will be determined as NOT making satisfactory academic progress, and the student will not be deemed eligible to receive Title IV funds.

## 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 5-7 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 Chief Administrative Officer and will be communicated to the student in writing. This decision will be final.

## Re-Establishment of SAP

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.

## Reinstatement of Financial Aid

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.

## Completion of Course Within Designated Period of Time

Southeastern Esthetics Institute - Esthetics Licensure Course DAYTIME: 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. Esthetics Licensure Course EVENING: Full-Time Students attend four (4) days (Monday-Thursday), 20 hours per week, from 4:00pm-9:00pm.

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.

COURSE	LENGTH	MAXIMUM TIME FRAME
ESTHETICS LICENSURE COURSE DAYTIME: FULL-TIME	20 WEEKS	25 WEEKS
ESTHETICS LICENSURE COURSE EVENING: FULL-TIME	30 WEEKS	37.5 WEEKS

### Interruptions, 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 re-enroll 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.

SEEI withholds the right to charge a withdrawal fee of \$100 for all students withdrawing at any point in time from Southeastern Esthetics Institute.

Students that discontinue attendance and do not come within two weeks to sign required withdrawal paperwork from our programs will automatically be withdrawn at the two week point and use this date as the "end date" of their time at Southeastern Esthetics Institute. This will be documented for the student record.

## 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 FOUR DAYS and must not exceed a total of FOURTEEN DAYS in a 20 WEEK CYCLE for Daytime Esthetics students and a 30 WEEK CYCLE for Evening Esthetics students. 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 & 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: 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.

## Copyright Infringement Policies & Sanctions

Students are to be informed that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing may subject them to civil and criminal liabilities. Southeastern Esthetics Institute maintains strict policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school's information technology system. Southeastern Esthetics Institute withholds the right to press legal charges to the fullest extent if found guilty.

Copyright infringement is the act of violating any of a copyright owner's exclusive rights granted by the federal Copyright Act. The legal penalties for copyright infringement are:

1. Infringer pays the actual dollar amount of damages and profits.
2. The law provides a range from \$200 to \$150,000 for each work infringed.
3. Infringer pays for all attorneys fees and court costs.
4. The Court can issue an injunction to stop the infringing acts.
5. The Court can impound the illegal works.
6. The infringer can go to jail.

## Vaccination Policy

Southeastern Esthetics Institute does not require vaccinations to attend any programs within its facilities.

## Student Body Diversity

Southeastern Esthetics Institute upholds all federal regulations regarding the requirement to make available to current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories for the 2017-2018 Reporting Period for IPEDS.

Male	Female	Self-Identified Members of a Major Racial or Ethnic Group	Federal Pell Grant Recipients
1	118	Non-Resident Alien 0 Hispanic/Latino 2 American-Indian or Alaskan Native 0 Asian 1 Black/African American 55 Native Hawaiian or Other Pacific Islander 0 White 60 Two or More Races 0 Race & Ethnicity Unknown 0	50

## Constitution Day

Section 111 of Federal Student Aid Guidelines requires that Constitution Day be held on September 17 of each year, commemorating the September 17, 1787 signing of the Constitution. Constitution Day shall be held during the preceding or following week if Constitution Day falls on a Saturday, Sunday, or holiday. Southeastern Esthetics Institute celebrates Constitution Day by providing a potluck lunch for students, along with allowing students the opportunity to dress appropriately for the event.

*Southeastern Esthetics Institute is an established esthetics institution that does many things well. The strength of our institution lies in:*

*academic excellence*

*training students in critical thinking*

*strong and dedicated faculty*

*intellectual freedom*

*successful student advisements and admissions*

*diversity*

*intellectual environment*

*deep respect for learning and culture of academic rigor*

*moral and ethical teachings*

*strong student body with rigorous work ethic*

*sense of community*

*fostering a sense of self-reliance in students*

*science-based skin education*

*school-wide traditions*

*culture of respect, tolerance, and kindness*

*small class-size*

*open-door policy between students & teachers*

*Because Southeastern Esthetics Institute's mission statement - our idea of excellence - was strongly affirmed, this extraordinary declaration of principle has guided us throughout.*

*individualized attention to students*

## 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.*

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Student Signature (PRINT)

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Date

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Administrative Signature

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Date