

2023-2024 Catalog

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<https://www.mma-makeupacademy.com>

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Table of Contents

WELCOME.....	3	EDUCATIONAL CREDIT	45
HISTORY	3	PROGRAM INCOMPLETES	46
MISSION	4	COURSE NUMBERING	46
VISION	4	PROGRAM IMPROVEMENTS	46
EDUCATIONAL PILLARS.....	4	THIRD PARTY EXAM FEES	46
ACCREDITATION AND LICENSING	4	GRADING SCALE	46
LEARN	5	SATISFACTORY ACADEMIC PROGRESS (SAP)	47
APPLICATION + ACCEPTANCE + ADMISSIONS + ENROLLMENT ...	5	MAXIMUM TIMEFRAME.....	47
TRANSFERS.....	6	EVALUATION TOUCH POINTS	48
RE-ADMISSION	6	ACADEMIC WARNING.....	49
NON-DISCRIMINATION.....	7	SAP APPEAL PROCEDURES.....	49
PROGRAMS OFFERED + CAREER PATHS + CERTIFICATIONS.....	7	ACADEMIC PROBATION.....	50
ESTHETICS INSTRUCTOR LICENSING	23	ACADEMIC REVIEW	51
ROTATIONS + STUDENT LEVELS	25	APPLICATION OF STANDARDS	51
PROGRAM REQUIREMENTS	28	EVOLVE.....	51
PROGRAM OBJECTIVES.....	28	REFUND + CANCELLATION POLICIES	51
METHOD OF INSTRUCTION	28	WITHDRAW.....	53
TUITION	29	LEAVE OF ABSENCE	53
FUNDING TUITION	29	DISABILITIES ACCOMMODATIONS	53
SCHOLARSHIPS	30	PERSONAL/FAMILY PROBLEM REFERRAL.....	53
HOURS	31	ACADEMIC RECORDS	54
START DATES	31	ADMINISTRATIVE PREROGATIVE	54
PROGRAM SCHEDULES	32	ALCOHOL + SUBSTANCE ABUSE POLICY	54
ACADEMIC CALENDARS	34	SMOKING.....	55
ATTENDANCE + CLOCK HOURS + ATTENDANCE POLICIES	36	CHILDREN.....	55
SCHOOL CLOSURE.....	37	CLASSROOM EXPECTATIONS.....	55
SUBSTITUTE INSTRUCTOR.....	37	COPYRIGHT INFRINGEMENT	55
MAKE-UP WORK.....	38	ELECTRONIC COMMUNICATION DEVICES	56
IMMIGRATION AND VISAS	38	FAMILY EDUCATIONAL RIGHT TO PRIVACY ACT (FERPA)	56
HOUSING.....	38	FAMILIARITY WITH SCHOOL REGULATIONS	57
FACULTY.....	38	LICENSING AND ACCREDITATION	57
STUDENT MATERIALS	39	LICENSURE REQUIREMENTS	57
KITS	39	NATIONAL VOTER REGISTRATION ACT	58
STUDENT BREAKS/LUNCH	42	SOCIAL SECURITY NUMBER PRIVACY POLICY.....	58
LOCKER + CART POLICY	42	STANDARDS OF PROFESSIONAL APPEARANCE.....	58
LONG DISTANCE LEARNING.....	43	STUDENT CODE OF CONDUCT.....	58
SAFETY + WELLNESS.....	43	STUDENT AND LICENSEE PROHIBITIONS.....	59
FACILITY + EQUIPMENT	43	CORRECTIVE COACHING + SUSPENSION + TERMINATION	59
CREATE.....	43	HARASSMENT + BULLYING	60
TUTORING + ACADEMIC SUPPORT	43	INTERNET + SOCIAL NETWORKING.....	61
IEP + 504 SUPPORT.....	43	PUBLIC HEALTH + COVID-19	61
GUEST SPEAKERS.....	44	STUDENT GRIEVANCE POLICY	62
EVENTS	44	STUDENT TIME COMMITMENT.....	62
CLINIC FLOOR.....	44	WEAPONS POLICY.....	62
GRADUATION	45	OWNERSHIP	63
MENTORING + CAREER COUNSELING + JOB OPPORTUNITY	45	ORGANIZATION.....	63
PROSPER.....	45	ANNUAL REPORT AND CAREER DISCLOSURES.....	63

Welcome to Multimedia Makeup Academy of Esthetics, Cosmetology + Special FX

Multimedia Makeup Academy started 11 years ago with a vision about an academy that was unlike any other, an oasis of art, creation, imagination, and focus. A place whose mission was to help students find and experience their true potential. A place where students were encouraged, supported, empowered, coached, and guided. A place where both staff and students would be proud to say they belonged.

Thank you for allowing *Multimedia Makeup Academy* to be a part of your life's journey. With all the beauty school choices that you had the opportunity to choose from, you decided to attend *Multimedia Makeup Academy*. Be ready to make new friendships, learn from the best in the industry and be a part of something bigger.

Get ready for the ultimate beauty school experience.

A handwritten signature in black ink, appearing to read 'Devawn Testagrossa', with a long horizontal flourish extending to the right.

Devawn Testagrossa, Founder and CEO

HISTORY

The academy started out with only one intention, to provide quality education to the Midwest. I had no idea that what was once known as *Michigan Makeup Academy* would grow to be such an elaborate operation and would change the makeup industry forever. We had small beginnings in August 2010. There were just two classes offered and one classroom to offer them in. We had about 900 square feet and averaged 1-3 students per class. Eventually we expanded to three classrooms and two offices. The success of *MMA* has been attributed to our ability to work as a team by using unprecedented guerrilla problem solving skills, practicing deep gratitude for tribulations, unwillingness to fail and the necessity to thrive. We were driven to make the academy students focused by means of community, opportunity, and academic rigor. Our intensity, drive and grit allowed us to create what you see today.

While just approaching 8 years in business, we took a big leap of faith and moved to our current building. This was a pivotal moment for the academy and the team. While success can be witnessed in a variety of ways, seeing 7000 square feet of space with 4 classrooms, 4 offices, a break room, a creative space, a photography studio and a green room was the day I felt a true sense of accomplishment.

Fast-forward to 4 years into the new space and we yet again found ourselves eager for the next level! In late 2021, the academy began the process of converting from a makeup academy to a state licensed cosmetology and esthetics academy. After a lot of grit, determination, and persistence the space was fully converted and now houses 10 hair stations, 10 esthetics beds, 10 makeup stations, a pedicure and manicure area, a reception area and full-service salon. The team you see today has been a masterpiece in the making. Each team member is a leader in their own right. They have astounding problem solving skills and an eye for detail that results in a standard of excellence not seen before in our industry. There is a sense of camaraderie that you only see in sports teams or in a military brotherhood. It is the essence of what binds us together, providing a cohesiveness among us which allows the team to function effectively, collectively, and united.

MISSION

Through superior beauty school education and a lifelong support system the academy prepares students to become future leaders by teaching them how to design a career that is impactful, rewarding, and prosperous.

VISION

The academy's vision is to disrupt beauty school standards by challenging the industry to offer a more robust education that prepares students for heightened careers in the beauty, commercial and film trades.

EDUCATIONAL PILLARS

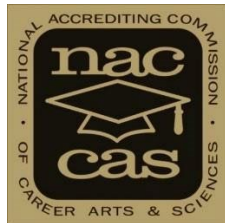
The academy was designed to embody academic rigor, supportive student and staff culture and provide industry connections for student opportunities. The academy strives to provide a quality experience by training our staff on the latest and most popular trends and techniques, using professional industry products and supplies, and by providing students with adequate preparation to pass the state board examination.

- Peer to Peer Learning
- Project Based Assessments
- Technology Integration
- Entrepreneurial Design

ACCREDITATION AND LICENSING

The goal of accreditation is to ensure that education provided by institutions of higher education, like Multimedia Makeup Academy, meets or exceeds an acceptable level of quality. Multimedia Makeup Academy is in candidate status with NACCAS.

National Accrediting Commission of Career Arts & Sciences, Inc.
3015 Colvin Street, Alexandria, VA 22314
Telephone (703) 600-7600



The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences, and massage therapy.

****Multimedia Makeup Academy is currently in NACCAS pre-candidate status.****

Multimedia Makeup Academy is licensed in the State of Michigan by:

Michigan Department of Licensing and Regulatory Affairs Michigan State Board of
Cosmetology Bureau of Professional Licensing
P.O. Box 30018, Lansing, MI 48909 (517) 241-9221

Multimedia Makeup Academy of Esthetics, Cosmetology + Special FX may unofficially be cited as: Multimedia Makeup Academy, *MMA*, the academy, *beauty school or school*.

LEARN

APPLICATION + ACCEPTANCE + ADMISSIONS + ENROLLMENT

Admission inquiries may be directed to *Multimedia Makeup Academy* or by visiting our website at www.mma-makeupacademy.com/beautyschool-admissions/.

Applications for admission may be completed online or by contacting the academy. There are 4 steps to the enrollment process:

The first step is completing the *Application for Acceptance*. Your application will be reviewed by our *Admissions Advisor* after your [\\$100 application fee](#) has been processed. Our advisor will ensure your beauty school application is complete. After this step has been completed an *Admissions Advisor* will schedule a virtual *Admissions Review* appointment.

The second step is your *Admissions Review* appointment. This virtual appointment is a discovery call that allows both the applicant and the academy to ask questions. After this process your application will be reviewed to make sure you have met the requirements for beauty school. **The third step** is a notification of acceptance or denial from the academy. After careful consideration an *Admissions Advisor* will make a decision on if your educational goals align with what the academy has to offer. A letter of acceptance or denial will be sent either by email or US mail either congratulating you or suggesting other avenues for your beauty education.

The fourth and final step is your enrollment! Once you have completed all the requirements for beauty school and have been accepted an *Admissions Advisor* will contact you to set up an enrollment appointment to discuss details about our programs, start dates, enrollment deadlines, expectations and career opportunities.

Requirements for Admission to *Multimedia Makeup Academy* are: (1) documentation of a high school diploma or its equivalent (for example, a General Education Development “GED” High School Equivalency Certificate or evidence of completion of home schooling), (2) a career planning session with a *Multimedia Makeup Academy* admissions representative, and (3) the desire, interest and motivation to succeed. *Multimedia Makeup Academy* does not admit “Ability to Benefit” students.

Foreign Highschool Diploma Policy

Students enrolling into *Multimedia Makeup Academy* with a foreign diploma or transcript must have their diploma evaluated prior to enrollment. The purpose of this evaluation is to provide proof that the diploma or transcript is equivalent to a United States high school diploma.

- Students must provide a copy of their diploma.
- If the diploma is in a foreign language, the student must also provide a copy of the diploma’s translation. The translation must be completed by a professional agency.
- *Multimedia Makeup Academy* will assist students in the evaluation process. Each diploma or transcript and translation must be sent out to be evaluated by an authorized and approved evaluator. The student is responsible for the cost of each evaluation.
- Once *Multimedia Makeup Academy* has received the evaluation results that the diploma is equivalent to a U.S. high school diploma the student is able to enroll.
- If the student’s evaluation results show that the diploma is not equivalent to a U.S. high school, the student is not eligible to attend *Multimedia Makeup Academy*.

The State of Michigan Board of Cosmetology requires cosmetology license applicants to be at least 17 years of age; however, *Multimedia Makeup Academy* allows an applicant to be 16 years of age at enrollment. Students that are 16 must be turning 17 by their contracted graduation date.

Good moral character and documentation of high school credentials earned is required for licensure by the *Michigan Bureau of Professional Licensing*, and therefore gainful employment, in the *State of Michigan*. *Multimedia Makeup Academy* reserves the right to deny acceptance to an applicant with any criminal convictions.

An exception to the admissions policy may be made when *Multimedia Makeup Academy* accommodates students associated with a “Teach-Out Agreement” between *Multimedia Makeup Academy* and the closing school. *Multimedia Makeup Academy* does not solicit, or recruit students already attending or admitted to another school offering a similar program of study.

The *Enrollment Agreement* signed by each student reflects the current program offerings and fees and is an addendum to this catalog.

LEARN

TRANSFERS

TRANSFER OF HOURS TO OTHER INSTITUTIONS

Programs at Multimedia Makeup Academy are designed to prepare graduates for the best possible career opportunities in each student's field of choice without determination of transferability of hours earned. Transfer, recognition, or acceptance of academic

hours between institutions is always at the discretion of the receiving institution. Therefore, Multimedia Makeup Academy does not promise or

guarantee the transfer, recognition, or acceptance of any hours earned at Multimedia Makeup Academy to other educational institutions. It is the responsibility of the student to contact the State of Michigan and/or any other postsecondary institution where the student may be considering enrolling following matriculation at school to determine whether hours earned at school will be accepted on transfer to that institution.

TRANSFER OF CLOCK HOURS AND MINIMUM PRACTICAL APPLICATIONS(MPAs) to Multimedia Makeup Academy

Students transferring from other institutions may receive credit for hours and/or MPAs previously earned at the discretion of Multimedia Makeup Academy, taking into consideration the results from a written and practical assessment exam administered by the school, hours earned as confirmed via affidavit from the State of Michigan Board of Cosmetology or documentation received verifying hours earned in another State, and MPAs earned as confirmed by an official transcript from the issuing institution. Transfer hours granted, MPAs accepted, and any tuition adjustment must be determined by the Administrative Assistant prior to the student attending Multimedia Makeup Academy.

RE-ADMISSION

After withdrawal, a student may be allowed to return and complete training subject to a review of the circumstances surrounding the original withdrawal. Students applying for re-admittance to *Multimedia Makeup Academy* will be evaluated according to current *Satisfactory Academic Progress (SAP)* standards and will re-enter in the same *SAP* status as at the time of withdrawal. Students permitted to re-enter are required to complete their program in accordance with the *MAXIMUM TIME FRAME (PACE OF COMPLETION) REQUIREMENTS* detailed in the *SATISFACTORY ACADEMIC PROGRESS (SAP)* section of this catalog.

Students re-entering after an interruption of 180 days or more may receive credit for hours previously earned at the discretion of *Multimedia Makeup Academy*, taking into consideration the results from a written and practical assessment exam administered by the school and hours previously earned. Credit for hours previously earned and per hour charges must be determined by the managing director prior to the student resuming attendance at *Multimedia Makeup Academy*. All students re-admitting must be approved by a campus re-admittance committee. Students are encouraged to apply for re-admittance a minimum of one (1) month prior to the date in which they wish to return.

RE-ADMISSION FOR MILITARY SERVICE MEMBERS

A re-entering student who was required to withdraw because of active military status will be promptly re-entered with no advance notice required by the student if re-entering within five (5) years of completion of service, unless unusual circumstances require the institution to admit the student at a later date. Re-entry will be processed into his/her same program of study at the same enrollment status and with the same number of hours previously completed. If that program is no longer offered, the student will be re-admitted to the program that is most similar in terms of content and program hours unless the student requests admission to a different program. If the school assesses that additional academic preparation is required before resuming active enrollment, this will be provided by the school at no charge to the student. In all cases, the student will be charged the same tuition and fees that would have been assessed at the time the student left the school for active military service. Students may contact the managing director for more information about this policy and eligibility, or when ready to re-enroll.

LEARN

NON-DISCRIMINATION

Statement of non-discrimination and non- harassment

It is the policy of Multimedia Makeup Academy to provide a working and learning environment free from discrimination or harassment. In accordance with state and federal law, discrimination, or harassment by members of The Academy community against members of The Academy community is strictly not allowed based on the following: race, color, creed, gender identity, religion, ethnic origin, disability, age, sex, veteran status, or citizenship status.

This non-discrimination and non-harassment policy encompasses the operation of The Academy's educational programs and activities including admissions policies, scholarship and loan programs and all other school-related activities. This also encompasses the employment of all personnel. Multimedia Makeup Academy is committed to ensuring that this non-discrimination and non- harassment policy is effectively observed in all of the Schools' endeavors. Any person who feels that they are being discriminated against for ANY reason may contact the Student Experience Manager at christina@mmatroy.com if they wish to remain anonymous. Additionally, students should follow the Student Grievance Policy outlined in this catalog.

Students are also advised that recourse can be sought through the Equal Employment Opportunity Commission (EEOC), the Office of Civil Rights (OCR), the State Division of Human Rights, through the court system, or other remedies allowable by law.

LEARN

PROGRAMS OFFERED + CAREER PATHS + CERTIFICATIONS

Multimedia Makeup Academy of Cosmetology, Esthetics & Special FX has 4 programs to choose from. An *Admissions Advisor* will help you choose the program that best aligns with your dream career. *The Academy's* curriculum is comprised of esthetics, cosmetology, spray tanning, beauty makeup, airbrush makeup, bridal makeup, special fx makeup, media makeup, set grooming, facials, waxing, brow lamination, brow design, lash tinting, lash perms, lash extensions, hair extensions, bridal hair styling, chemical services, extensive sanitation training, brand creation, marketing, advertising, web design, photography, image and video editing, content creation and digital portfolio creation.

EP100 Professional Program of Esthetics: 400 Hours

The core of the **Professional Program of Esthetics** is designed to provide students with extensive knowledge on skin care, lash, brow and fundamental knowledge of makeup services. The program is made up of 3 courses: *Esthetics Core Knowledge, Beauty Makeup Fundamentals, and Business I.*

Throughout the program students will be exposed to a variety of skin textures, colors, and firmness to gain industry experience and will be prepared to service any client. Students will begin working on mannequins, but after 100 hours will have the opportunity to work with the public on the clinic floor.

Students will graduate with the following certificates:

Eyebrow Specialist, Sanitation Standards, Lash Specialist, Spray Tan Specialist & Esthetics Course Completion

Subject matter for esthetician curriculum outlined below meets current Michigan State Board of Cosmetology requirements:

Subject Area:	Theory Hours	Practical Hours	Total Hours	Minimum Practical Application
<p>Health and safety related to the esthetics services that include all of the following topics:</p> <ul style="list-style-type: none"> ● Anatomy and physiology. ● Chemical safety. ● Diseases and disorders. ● Laws and rules. ● Occupational safety. ● Personal hygiene. ● Sanitation. ● Equipment, supply, and tool safety. 	50	50	100	Health and safety must be included in all practical applications
<p>Esthetic services that include the following topics:</p> <ul style="list-style-type: none"> ● Beautifying the skin using cosmetics preparations, chemicals, and liquids. ● Cleansing the skin with hands and equipment. ● Temporary hair removal. ● Facials, makeup, and eyelashes. 	125	175	300	50
TOTALS	175	425	400	50

EBXM101 Expert Program of Esthetics + Beauty Makeup 600 Hours

The core of the **Expert Program of Esthetics + Beauty Makeup** is designed to provide students with extensive knowledge on skin care, lash, brow and makeup services. The program is made up of 7 courses; *Esthetics Core Knowledge, Beauty Makeup Fundamentals, Advanced Beauty Makeup, Bridal Makeup, Business I, Business II, and Content Creator.*

Throughout the program students will be exposed to a variety of skin textures, colors, and firmness to gain industry experience and will be prepared to service any client. Students will begin working on mannequins, but after 100 hours will have the opportunity to work with the public on the clinic floor.

Students will graduate with the following certificates:

Professional Makeup Artist, Professional Bridal Artist, Eyebrow Specialist, Sanitation Standards, Lash Specialist, Spray Tan Specialist & Esthetics Course Completion

Subject matter for esthetician curriculum outlined below meets current Michigan State Board of Cosmetology requirements:

Subject Area:	Theory Hours	Practical Hours	Total Hours	Minimum Practical Application
Health and safety related to the esthetics services that include all of the following topics: <ul style="list-style-type: none"> • Anatomy and physiology. • Chemical safety. • Diseases and disorders. • Laws and rules. • Occupational safety. • Personal hygiene. • Sanitation. • Equipment, supply, and tool safety. 	50	100	150	Health and safety must be included in all practical applications
Esthetic services that include the following topics: <ul style="list-style-type: none"> • Beautifying the skin using cosmetics preparations, chemicals, and liquids. • Cleansing the skin with hands and equipment. • Temporary hair removal. • Facials, makeup, and eyelashes. 	125	325	450	75
TOTALS	175	425	600	75

Esthetics Core Knowledge

- Extensive Skin Knowledge - Anatomy + Physiology + Structure
- Extensive Facial Disease + Disorders
- Mechanical and Electrical Equipment + Safety
- Chemistry Basics
- Infection Control
- Skin Treatments
- Contraindications
- Brow Design
- Brow Laminating
- Brow Henna
- Lash Perm
- Lash Tint
- Lash Extensions
- Spray Tanning
- Face and Body Waxing
- OSHA Compliance
- Safety Precautions
- State Laws and Regulations
- State Board Preparation for Theory + Practical Testing
- Record Keeping
- Income Reporting

Beauty Makeup Fundamentals

This comprehensive makeup portion of the program has been designed to assist students in becoming a *Professional Makeup Artist*. The course curriculum contains the fundamentals of any makeup application. Upon program completion students will be able to offer both beauty and bridal makeup as part of their service menu.

- Sanitation
- Color Theory
- Placement
- Correction
- Temporary Lashes
- Airbrush Makeup
- Contouring
- Consults

Advanced Beauty Makeup

After learning the fundamentals of application students are ready for more advanced makeup techniques. This course builds on what students have already learned, but also provides them with advanced skills to be able to service advanced client requests and challenges. With this next level training students will learn makeup for all genres.

- Airbrush for Beauty
- Mature Techniques
- Age-Appropriate Techniques
- Foundation Building
- Shading Techniques
- Reverse Contouring
- Two Tier Contouring
- Corrective
- Transformative

Bridal Makeup

In addition to learning all the fundamentals of a beauty makeup application, students will also learn a variety of bridal looks to assist in developing a bridal clientele or bridal business. Students will learn how to conduct successful bridal consultations and create a customized look based on their clients' traditions, style, weather conditions, wedding venue and overall appearance.

- Classic Styles
- South Asian Styles
- Middle Eastern Styles
- Waterproofing
- Dramatic Trends
- Vintage
- Bump Ups
- Kit Necessities
- Consultations
- Business I

Business I

Developing your skills as a professional stylist and makeup artist is equally important to learning the business of the service industry. Students will learn business fundamentals such as: how to develop their own brand, print and digital portfolio, website design, marketing & advertising campaigns and entrepreneurial insight. Upon graduation students will have a startup business ready to launch.

- Business Startup
- Branding
- Marketing
- Advertising
- Contracts
- Service Menu
- Client Forms
- Consultations

Business II

This course focuses on building salon clientele and freelance bridal clientele. Students will learn how to create contracts, budgets, service menus, processes and procedures and assess profit and loss scenarios.

- Bridal Contracts
- Menu of Services
- Legal Documents
- Client In-Take Forms
- Customer Service
- Communication Skills

Content Creator

Students will learn the fundamentals of content creation, photography, videography, and editing to assist with creating and posting on their personal or business social media platforms. Upon graduation students will know how to capture and edit professional images and be equipped with the skills to build a professional digital portfolio.

- Photography
- Videography
- Editing
- Lighting Styles
- Equipment Modes
- Retouching
- Lightroom
- Photoshop
- GIMPshop

Possible Career Choices Upon Completion of the **Professional Program of Esthetics + Beauty Makeup:**

- Freelance Makeup Artist
- Retail Makeup Artist
- Bridal Makeup Artist
- Beauty Content Creator
- Beauty Blogger
- Beauty Vlogger
- Beauty Influencer
- Esthetician in a Salon
- Esthetician in a Medispa
- Lash Extension Specialist
- Brow Specialist
- Spray Tan Expert

ESPXM102 Expert Program of Esthetics + Special FX Makeup 600 Hours

The core of the **Expert Program of Esthetics + Special FX Makeup** is designed to provide the student with extensive knowledge on skin care, lash, brow and makeup services. The program is made up of 11 courses; *Esthetics Core Knowledge, Beauty Makeup Fundamentals, Advanced Beauty Makeup, Bridal Makeup, Commercial/Editorial Makeup, Film + Special FX Makeup, Business I, Business II, Business III, Business IV and Content Creator.*

Throughout the program students will be exposed to a variety of skin textures, colors, and firmness to gain industry experience and be prepared to service any client. Students will learn the art of brow design, and enhancements that you see featured in most beauty salons. Lash services and extensions are also included to eliminate any additional classes post graduation.

Students will graduate with the following certificates:

Professional Makeup Artist, Professional Bridal Artist, Professional Media Artist, Professional Special FX Artist, Eyebrow Specialist, Sanitation Standards, Lash Specialist, Spray Tan Specialist & Esthetics Course Completion.

Subject matter for esthetician curriculum outlined below meets current Michigan State Board of Cosmetology requirements:

Subject Area:	Theory Hours	Practical Hours	Total Hours	Minimum Practical Application
Health and safety related to the esthetics services that include all of the following topics: <ul style="list-style-type: none"> • Anatomy and physiology. • Chemical safety. • Diseases and disorders. • Laws and rules. • Occupational safety. • Personal hygiene. • Sanitation. • Equipment, supply, and tool safety. 	50	100	150	Health and safety must be included in all practical applications
Esthetic services that include the following topics: <ul style="list-style-type: none"> • Beautifying the skin using cosmetics preparations, chemicals, and liquids. • Cleansing the skin with hands and equipment. • Temporary hair removal. • Facials, makeup, and eyelashes. 	125	325	450	75
TOTALS	175	425	600	75

Esthetics Core Knowledge

- Extensive Skin Knowledge - Anatomy + Physiology + Structure
- Extensive Facial Disease + Disorders
- Mechanical and Electrical Equipment + Safety
- Chemistry Basics
- Infection Control
- Skin Treatments
- Contraindications
- Brow Design
- Brow Laminating
- Brow Henna
- Lash Perm
- Lash Tint
- Lash Extensions
- Spray Tanning
- Face and Body Waxing
- OSHA Compliance
- Safety Precautions
- State Laws and Regulations
- State Board Preparation for Theory + Practical Testing
- Record Keeping
- Income Reporting
- Beauty Makeup Fundamentals

Beauty Makeup Fundamentals

This comprehensive makeup portion of the program has been designed to assist students in becoming a *Professional Makeup Artist*. The course curriculum contains the fundamentals of any makeup application. Upon program completion students will be able to offer both beauty and bridal makeup as part of their service menu.

- Sanitation
- Color Theory
- Placement
- Correction
- Temporary Lashes
- Airbrush Makeup
- Contouring
- Consults

Advanced Beauty Makeup

After learning the fundamentals of application students are ready for more advanced makeup techniques. This course builds on what students have already learned, but also provides them with advanced skills to be able to service advanced client requests and challenges. With this next level training students will learn makeup for all genres.

- Airbrush for Beauty
- Mature Techniques
- Age Appropriate Techniques
- Foundation Building
- Shading Techniques
- Reverse Contouring
- Two Tier Contouring
- Corrective
- Transformative

Bridal Makeup

In addition to learning all the fundamentals of a beauty makeup application, students will also learn a variety of bridal looks to assist in developing a bridal clientele or bridal business. Students will learn how to conduct successful bridal consultations and create a customized look based on their clients traditions, style, weather conditions, wedding venue and overall appearance.

- Classic Styles
- South Asian Styles
- Middle Eastern Styles

- Waterproofing
- Dramatic Trends
- Vintage
- Bump Ups
- Kit Necessities
- Consultations

Commercial/Editorial Makeup

This course is a compilation of skills needed to work on photoshoots, ad campaigns, editorial spreads, commercial shoots and runway shows. Students will learn the difference between inspiration and imitation, the pioneers of Avant Garde looks, how to conceptualize their designs, and how to incorporate unusual products into their makeup.

- Clean Beauty Shoots
- Runway
- Men's Grooming
- On Location Shoots
- Androgyny
- Beauty Stories
- Mock Photoshoot
- 3-D Design Elements
- Conceptual Imagery
- Vintage Beauty
- Avant Garde Makeup

Film + Special FX Makeup

This course consists of realistic trauma, character makeup, creature makeup, and special fx modalities. Students will learn out-of-the-kit effects while learning the best techniques for 3D transfers along with silicone and slab mold making. The principles for designing, application, and coloring techniques will be taught through hands-on appliance creation and painting.

Bruising + Trauma

- Foundation Application for HD
- Old Age for HD
- Prosthetic Teeth
- Conceptual Design for Film
- Character Design for Film
- Creature Makeup
- Life Casting
- Prosthetic Teeth Casting
- Multiple Piece Mold Making
- Sculpting + Mold Making
- Creating + Applying Prosthetic Appliances
- Film Set Etiquette

Business I

Developing your skills as a professional stylist and makeup artist is equally important to learning the business of the service industry. Students will learn the fundamentals of business and how to develop their own brand, portfolio, website, marketing campaigns and operations. Upon graduation students will have a startup business ready to embark on and their careers can begin.

- Business Startup
- Branding
- Marketing
- Advertising
- Contracts
- Service Menu
- Client Forms
- Consultations

Business II

This course focuses on building salon clientele and freelance bridal clientele. Students will learn how to create contacts, budgets, service menus, processes and procedures and assess profit and loss scenarios.

- Bridal Contracts
- Menu of Services
- Legal Documents
- Client In-Take Forms
- Customer Service
- Communication Skills

Business III

In this course students will be equipped with the knowledge to determine the differences between trade versus paid work, how to understand and negotiate commercial rates, learn photoshoot etiquette in order to effectively work with talent, work with creative teams and high profile clients.

- Commercial Rates
- Contract Negotiation
- Agency Contracts
- Studio Etiquette

Business IV

This course equips the student with an understanding of how to navigate through and establish rapport in industry networking in order to book work. A review of deal memos, film set etiquette, budgeting, and script breakdowns make this course integral in order to secure work as a film and special fx artist.

- Business of Film
- Budget Proposals
- Industry Networking
- Script Breakdowns

Content Creator

Students will learn the fundamentals of content creation, photography, videography, and editing to assist with creating and posting on their personal or business social media platforms. Upon graduation students will know how to capture and edit professional images and be equipped with the skills to build a professional digital portfolio.

- Photography
- Videography
- Editing
- Lighting Styles
- Equipment Modes
- Retouching
- Lightroom
- Photoshop
- GIMPshop

Possible Career Choices Upon Completion of the **Expert Program of Esthetics + Special FX Makeup:**

- Freelance Makeup Artist
- Retail Makeup Artist
- Bridal Makeup Artist
- Commercial Makeup Artist
- Film Makeup Artist
- Special FX Makeup Artist
- Fabrication/Prop Technician
- Camouflage/Tattoo Cover Up Artist
- Beauty Content Creator
- Beauty Blogger
- Beauty Vlogger
- Beauty Influencer
- Esthetician in a Salon
- Esthetician in a Medispa
- Lash Extension Specialist
- Brow Specialist
- Spray Tan Expert

CBM201 Scholar Program of Cosmetology + Beauty Makeup 1500 Hours

Throughout the **Scholar Program of Cosmetology + Beauty Makeup** students will learn anatomy, physiology, sanitation, personal hygiene and public health. The program is made up of 7 courses: *Cosmetology Core Knowledge, Beauty Makeup Fundamentals, Advanced Beauty Makeup, Bridal Makeup, Business I, Business II, and Content Creator.*

The focus of the hair classes is consultations, cutting, coloring, textured hair, perms/relaxers/straighteners, blowouts, extensions, styling, special occasion updos, bridal hair and treatments. Students will begin working on mannequins, but after 350 hours will have the opportunity to work with the public on the clinic floor.

Students will graduate with the following certificates:

Professional Makeup Artist, Professional Bridal Artist, Eyebrow Specialist, Sanitation Standards, Lash Specialist, Spray Tan Specialist, Gel Nail Specialist, Color Specialist, Hair Extension Specialist & Cosmetology Course Completion.

Subject matter for cosmetology curriculum outlined below meets current Michigan State Board of Cosmetology requirements:

Subject Area:	Theory Hours	Practical Hours	Total Hours	Minimum Practical Application
Health and safety related to the esthetics services that include all of the following topics: <ul style="list-style-type: none"> • Anatomy and physiology. • Chemical safety. • Diseases and disorders. • Laws and rules. • Occupational safety. • Personal hygiene. • Sanitation. • Equipment, supply, and tool safety. 	100	100	200	Health and safety must be included in all practical applications.
Hair care services and natural hair cultivation that include all of the following topics: <ul style="list-style-type: none"> • Arranging. • Artificial Hair. • Bleaching. • Cleansing. • Curling. • Cutting. • Coloring and bleaching. • Dressing. • Perming. • Relaxing. • Singeing. • Straightening. • Tinting. • Waving. • Natural hair cultivation. 	250	800	1050	425
Esthetic services that include the following topics: <ul style="list-style-type: none"> • Beautifying the skin using cosmetics preparations, chemicals, and liquids. • Cleansing the skin with hands and equipment. • Temporary hair removal. • Facials, makeup, and eyelashes. 	50	75	125	25
Manicuring services that include all of the following: <ul style="list-style-type: none"> • Artificial nails, extensions, and repairs. • Manicuring. • Pedicuring. 	50	75	125	25
TOTALS	450	1050	1500	475

Cosmetology Core Knowledge

- Styling - Bridal/Special Occasion
- Color
- Chemical Treatments
- Cutting + Shaping
- Shampooing
- Texture
- Products
- Blowouts
- Extensions
- Sanitation
- Structure + Disease + Disorders (Hair + Manicuring)
- Nail Manicuring + Gel
- Pedicuring
- Artificial Nails
- Extensive Skin Knowledge - Anatomy + Physiology + Structure
- Extensive Facial Disease + Disorders
- Mechanical and Electrical Equipment + Safety
- Chemistry Basics
- Electricity
- Infection Control
- Skin Treatments
- Contraindications
- Brow Design
- Brow Laminating
- Brow Henna
- Lash Perm
- Lash Tint
- Lash Extensions
- Spray Tanning
- Face and Body Waxing
- OSHA Compliance
- Safety Precautions
- State Laws and Regulations
- State Board Preparation for Theory + Practical Testing
- Record Keeping
- Income Reporting

Beauty Makeup Fundamentals

This comprehensive makeup portion of the program has been designed to assist students in becoming a *Professional Makeup Artist*. The course curriculum contains the fundamentals of any makeup application. Upon program completion students will be able to offer both beauty and bridal makeup as part of their service menu.

- Sanitation
- Color Theory
- Placement
- Correction
- Temporary Lashes
- Airbrush Makeup
- Contouring
- Consults

Advanced Beauty Makeup

After learning the fundamentals of application students are ready for more advanced makeup techniques. This course builds on what students have already learned, but also provides them with advanced skills to be able to service advanced client requests and challenges. With this next level training students will learn makeup for all genres.

- Airbrush for Beauty
- Mature Techniques
- Age Appropriate Techniques

- Foundation Building
- Shading Techniques
- Reverse Contouring
- Two Tier Contouring
- Corrective
- Transformative

Bridal Makeup

In addition to learning all the fundamentals of a beauty makeup application, students will also learn a variety of bridal looks to assist in developing a bridal clientele or bridal business. Students will learn how to conduct successful bridal consultations and create a customized look based on their clients traditions, style, weather conditions, wedding venue and overall appearance.

- Classic Styles
- South Asian Styles
- Middle Eastern Styles
- Waterproofing
- Dramatic Trends
- Vintage
- Bump Ups
- Kit Necessities
- Consultations

Business I

Developing your skills as a professional stylist and makeup artist is equally important to learning the business of the service industry. Students will learn business fundamentals such as: how to develop their own brand, print and digital portfolio, website design, marketing & advertising campaigns, and entrepreneurial insight. Upon graduation students will have a startup business ready to launch.

- Business Startup
- Branding
- Marketing
- Advertising
- Contracts
- Service Menu
- Client Forms
- Consultations
- Business II

Business II

This course focuses on building salon clientele and freelance bridal clientele. Students will learn how to create contracts, budgets, service menus, processes and procedures and assess profit and loss scenarios.

- Bridal Contracts
- Menu of Services
- Legal Documents
- Client In-Take Forms
- Customer Service
- Communication Skills

Content Creator

Students will learn the fundamentals of content creation, photography, videography, and editing to assist with creating and posting on their personal or business social media platforms. Upon graduation students will know how to capture and edit professional images and be equipped with the skills to build a professional digital portfolio.

- Photography
- Videography
- Editing
- Lighting Styles
- Equipment Modes
- Retouching
- Lightroom
- Photoshop
- GIMPshop

Possible Career Choices Upon Completion of the Scholar Program of Cosmetology + Beauty Makeup:

- Freelance Makeup Artist
- Retail Makeup Artist
- Bridal Makeup Artist
- Commercial Makeup Artist
- Film Makeup Artist
- Special FX Makeup Artist
- Fabrication/ Prop Technician
- Camouflage/Tattoo Cover Up Artist
- Beauty Content Creator
- Beauty Blogger
- Beauty Vlogger
- Beauty Influencer
- Esthetician in a Salon
- Esthetician in a Medispa
- Lash Extension Specialist
- Brow Specialist
- Spray Tan Expert
- Nail Technician
- Stylist in a Salon
- Freelance Stylist
- Theatrical/ Film Stylist
- Bridal, Updo, Special Occasion Stylist
- Hair Extension Stylist
- Hair Influencer

CSPFXM202 Master Program of Cosmetology + Special FX Makeup 1750 Hours

Throughout the **Master Program of Cosmetology + Special FX Makeup** students will learn anatomy, physiology, sanitation, personal hygiene and public health. The program is made up of 11 courses; *Cosmetology Core Knowledge, Beauty Makeup Fundamentals, Advanced Beauty Makeup, Bridal Makeup, Commercial/Editorial Makeup, Film + Special FX Makeup Business I, Business II, Business III, Business IV and Content Creator.*

The focus of the hair classes is consultations, cutting, coloring, textured hair, perms/relaxers/straighteners, blowouts, extensions, styling, special occasion updos, bridal hair and treatments. Students will begin working on mannequins, but after 350 hours will have the opportunity to work with the public on the clinic floor.

Students will graduate with the following certificates:

Professional Makeup Artist, Professional Bridal Artist, Professional Media Artist, Professional Special FX Artist, Eyebrow Specialist, Sanitation Standards, Lash Specialist, Spray Tan Specialist, Gel Nail Specialist, Color Specialist, Set Grooming, Hair Extension Specialist & Cosmetology Course Completion.

Subject matter for cosmetology curriculum outlined below meets current Michigan State Board of Cosmetology requirements:

Subject Area:	Theory Hours	Practical Hours	Total Hours	Minimum Practical Application
Health and safety related to the esthetics services that include all of the following topics: <ul style="list-style-type: none"> • Anatomy and physiology. • Chemical safety. • Diseases and disorders. • Laws and rules. • Occupational safety. • Personal hygiene. • Sanitation. • Equipment, supply, and tool safety. 	100	100	200	Health and safety must be included in all practical applications.
Hair care services and natural hair cultivation that include all of the following topics: <ul style="list-style-type: none"> • Arranging. • Artificial Hair. • Bleaching. • Cleansing. • Curling. • Cutting. • Coloring and bleaching. • Dressing. • Perming. • Relaxing. • Singeing. • Straightening. • Tinting. • Waving. • Natural hair cultivation. 	250	800	1050	425
Esthetic services that include the following topics: <ul style="list-style-type: none"> • Beautifying the skin using cosmetics preparations, chemicals, and liquids. • Cleansing the skin with hands and equipment. • Temporary hair removal. • Facials, makeup, and eyelashes. 	50	325	375	75
Manicuring services that include all of the following: <ul style="list-style-type: none"> • Artificial nails, extensions, and repairs. • Manicuring. • Pedicuring. 	50	75	125	25
TOTALS	450	1300	1750	525

Cosmetology Core Knowledge

- Styling - Bridal/Special Occasion
- Color
- Chemical Treatments
- Cutting + Shaping
- Shampooing
- Texture
- Products
- Blowouts
- Extensions

- Sanitation
- Structure+ Disease + Disorders (Hair + Manicuring)
- Nail Manicuring + Gel
- Pedicuring
- Artificial Nails
- Extensive Skin Knowledge - Anatomy + Physiology + Structure
- Extensive Facial Disease + Disorders
- Mechanical and Electrical Equipment + Safety
- Chemistry Basics
- Electricity
- Infection Control
- Skin Treatments
- Contraindications
- Brow Design
- Brow Laminating
- Brow Henna
- Lash Perm
- Lash Tint
- Lash Extensions
- Spray Tanning
- Face and Body Waxing
- OSHA Compliance
- Safety Precautions
- State Laws and Regulations
- State Board Preparation for Theory + Practical Testing
- Record Keeping
- Income Reporting

Beauty Makeup Fundamentals

This comprehensive makeup portion of the program has been designed to assist students in becoming a *Professional Makeup Artist*. The course curriculum contains the fundamentals of any makeup application. Upon program completion students will be able to offer both beauty and bridal makeup as part of their service menu.

- Sanitation
- Color Theory
- Placement
- Correction
- Temporary Lashes
- Contouring
- Consults

Advanced Beauty Makeup

After learning the fundamentals of application students are ready for more advanced makeup techniques. This course builds on what students have already learned, but also provides them with advanced skills to be able to service advanced client requests and challenges. With this next level training students will learn makeup for all genres.

- Airbrush for Beauty
- Mature Techniques
- Age-Appropriate Techniques
- Foundation Building
- Shading Techniques
- Reverse Contouring
- Two Tier Contouring
- Corrective
- Transformative

Bridal Makeup

In addition to learning all the fundamentals of a beauty makeup application, students will also learn a variety of bridal looks to assist in developing a bridal clientele or bridal business. Students will learn how to conduct successful bridal consultations and create a customized look based on their clients' traditions, style, weather conditions, wedding venue and overall appearance.

Classic Styles

- South Asian Styles
- Middle Eastern Styles
- Waterproofing
- Dramatic Trends
- Vintage
- Bump Ups
- Kit Necessities
- Consultations

Commercial/Editorial Makeup

This course is a compilation of skills needed to work on photoshoots, ad campaigns, editorial spreads, commercial shoots and runway shows. Students will learn the difference between inspiration and imitation, the pioneers of Avant Garde looks, how to conceptualize their designs, and how to incorporate unusual products into their makeups.

- Clean Beauty Shoots
- Runway
- Men's Grooming
- On Location Shoots
- Androgyny
- Beauty Stories
- Mock Photoshoot
- 3-D Design Elements
- Conceptual Imagery
- Vintage Beauty
- Avant Garde Makeup

Film + Special FX Makeup

This course consists of realistic trauma, character makeup, creature makeup, and special fx modalities. Students will learn out-of-the-kit effects while learning the best techniques for 3D transfers along with silicone and slab mold making. The principles for designing, application, and coloring techniques will be taught through hands-on appliance creation and painting.

- Bruising + Trauma
- Foundation Application for HD
- Old Age for HD
- Prosthetic Teeth
- Conceptual Design for Film
- Character Design for Film
- Creature Makeup
- Life Casting
- Prosthetic Teeth Casting
- Multiple Piece Mold Making
- Sculpting + Mold Making
- Creating + Applying Prosthetic Appliances
- Film Set Etiquette

Business III

In this course students will be equipped with the knowledge to determine the differences between trade versus paid work, how to understand and negotiate commercial rates, learn photoshoot etiquette in order to effectively work with talent, work with creative teams and high profile clients.

- Commercial Rates
- Contract Negotiation
- Agency Contracts
- Studio Etiquette

Business IV

This course equips the student with an understanding of how to navigate through and establish rapport in industry networking in order to book work. A review of deal memos, film set etiquette, budgeting, and script breakdowns make this course integral in order to secure work as a film and special fx artist.

- Business of Film
- Budget Proposals
- Industry Networking
- Script Breakdowns

Content Creator

Students will learn the fundamentals of content creation, photography, videography, and editing to assist with creating and posting on their personal or business social media platforms. Upon graduation students will know how to capture and edit professional images and be equipped with the skills to build a professional digital portfolio.

- Photography
- Videography
- Editing
- Lighting Styles
- Equipment Modes
- Retouching
- Lightroom
- Photoshop
- GIMPshop

Possible Career Choices Upon Completion of the Master Program of Cosmetology + Special FX Makeup:

- Freelance Makeup Artist
- Retail Makeup Artist
- Bridal Makeup Artist
- Commercial Makeup Artist
- Film Makeup Artist
- Special FX Makeup Artist
- Fabrication/Prop Technician
- Camouflage/Tattoo Cover Up Artist
- Beauty Content Creator
- Beauty Blogger
- Beauty Vlogger
- Beauty Influencer
- Esthetician in a Salon
- Esthetician in a Medispa
- Lash Extension Specialist
- Brow Specialist
- Spray Tan Expert
- Nail Technician
- Stylist in a Salon
- Freelance Stylist
- Theatrical/ Film Stylist
- Bridal, Updo, Special Occasion Stylist
- Hair Extension Stylist
- Hair Influencer

LEARN

ESTHETICS INSTRUCTOR LICENSING

A student seeking an Esthetics Instructor license must have a social security number, high school diploma or its equivalent, a Michigan esthetician license, and complete no less than 300 hours of instructor training.

EIP301 Esthetics Instructor Training Program 300 Hours

The Esthetics Instructor program provides training of 300 hours, during which a variety of esthetics instruction techniques are taught. Upon graduation the trainee instructor will have had the opportunity to gain a thorough knowledge of the esthetics curriculum, course outlining and development, lesson planning, teaching techniques, teaching aids, developing, administering and grading examinations, laws and rules, record keeping, school administration, practice teaching in clinic and theory classrooms treatments and once licensed may work as a Esthetics Instructor under numerous job descriptions. Esthetics Instructor career opportunities in education include:

- Principles of teaching and learning
- Classroom management
- Teaching methodology
- Course and/or program development
- Lesson planning
- Development and use of audio-visual aids
- Test development
- Testing and evaluating
- Academic advising
- Delivering feedback on student performance
- Creating plans for improvement of student performance
- Career and employment information
- Professional ethics
- Communication skills
- Licensing or certification requirements
- State laws and regulations
- Record keeping
- Orientation

Subject matter for Esthetics instructor training curriculum outlined below meets current Michigan State Board of Cosmetology requirements:

Subject Area:	Theory Hours	Practical Hours	Total Hours	Minimum Practical Application
Orientation and review of the esthetician curriculum.	10	15	25	10
Introduction to Teaching	30	0	30	0
Teaching skills that include all of the following topics: <ul style="list-style-type: none"> • Course outlining and development. • Lesson planning. • Teaching aids. • Developing, administering, and grading examinations. 	80	85	165	20
Administration skills that include all of the following topics: <ul style="list-style-type: none"> • Laws and rules. • Record keeping. • School administration. 	15	10	25	10
Teaching theory and practical hours that include all of the following topics: <ul style="list-style-type: none"> • Assisting in the clinic and theory classrooms. • Practice teaching in the clinic and theory classrooms. 	0	55	55	15
TOTALS	135	165	300	55

LEARN

ROTATIONS + STUDENT LEVELS

Professional Program of Esthetics

Rotation	Course Names	Clock Hours
<i>Learn</i>	Esthetics Core Knowledge	100
<i>Create</i>	Esthetics Core Knowledge	150
<i>Prosper</i>	Esthetics Core Knowledge	100
<i>Evolve</i>	Beauty Makeup Fundamentals, Business I	50
Total Program Hours Required for Graduation:		400

Expert Program of Esthetics + Beauty Makeup

Rotation	Course Names	Clock Hours
<i>Learn</i>	Esthetics Core Knowledge	100
<i>Create</i>	Esthetics Core Knowledge	150
<i>Prosper</i>	Esthetics Core Knowledge	150
<i>Evolve</i>	Beauty Makeup Fundamentals, Advanced Beauty Makeup, Bridal Makeup, Business I + II, Content Creator	200
Total Program Hours Required for Graduation:		600

Expert Program of Esthetics + Special FX Makeup

Rotation	Course Names	Clock Hours
<i>Learn</i>	Esthetics Core Knowledge	100
<i>Create</i>	Esthetics Core Knowledge	150
<i>Prosper</i>	Esthetics Core Knowledge	150
<i>Evolve</i>	Beauty Makeup Fundamentals, Advanced Beauty Makeup, Bridal Makeup, Business I + II, Content Creator, Commercial/Editorial Makeup, Film + Special FX	200
Total Program Hours Required for Graduation:		600

Scholar Program of Cosmetology + Beauty Makeup

Rotation	Course Names	Clock Hours
<i>Learn</i>	Cosmetology Core Knowledge	350
<i>Create</i>	Cosmetology Core Knowledge	550
<i>Prosper</i>	Cosmetology Core Knowledge	400
<i>Evolve</i>	Beauty Makeup Fundamentals, Advanced Beauty Makeup, Bridal Makeup, Business I + II, Content Creator	200
Total Program Hours Required for Graduation:		1500

Master Program of Cosmetology + Special FX Makeup

Rotation	Course Names	Clock Hours
<i>Learn</i>	Cosmetology Core Knowledge	350
<i>Create</i>	Cosmetology Core Knowledge	550
<i>Prosper</i>	Cosmetology Core Knowledge	400
<i>Evolve</i>	Beauty Makeup Fundamentals, Advanced Beauty Makeup, Bridal Makeup, Business I + II, Content Creator, Commercial/Editorial Makeup, Film + Special FX	450
Total Program Hours Required for Graduation:		1750

Esthetics Instructor Training Program

Rotation	Course Names	Clock Hours
<i>Learn</i>	Esthetics Core Knowledge, Beauty Makeup Fundamentals	100
<i>Create</i>		100
<i>Prosper</i>		50
<i>Evolve</i>		50
Total Program Hours Required for Graduation:		300

Multimedia Makeup Academy defines a junior student as a cosmetology student who has completed less than 350 hours of instruction and is not yet permitted to work on the general public. *Multimedia Makeup Academy* defines a senior student as a cosmetology student who has completed 350 hours of instruction in both theory and practical and is permitted to begin to practice on the general public in the clinic. Per the *State of Michigan Board of Cosmetology*, under no circumstances may a cosmetology student practice on the public until completing at least 350 hours of instruction in the general cosmetology curriculum, including both theory and practical hours.

Multimedia Makeup Academy defines a junior student as an esthetics student who has completed less than 100 hours of instruction and is not yet permitted to work on the general public. *Multimedia Makeup Academy* defines a senior student as an esthetician student who has completed 100 hours of instruction, including both theory and practical hours, and is permitted to begin to practice on the general public in the clinic. Per the *State of Michigan Board of Cosmetology*, under no circumstances may a skin care

student practice on the public until completing at least 25% of the hours required by the esthetician curriculum, including both theory and practical hours.

LEARN

PROGRAM REQUIREMENTS

Professional Program of Esthetics	400 Hours of Theory + Practical
Expert Program of Esthetics + Beauty Makeup	600 Hours of Theory + Practical
Expert Program of Esthetics + Special FX Makeup	600 Hours of Theory + Practical
Scholar Program of Cosmetology + Beauty Makeup	1500 Hours of Theory + Practical
Master Program of Cosmetology + Special FX Makeup	1750 Hours of Theory + Practical
Esthetics Instructor Training Program	300 Hours of Theory

LEARN

PROGRAM OBJECTIVES

Esthetics Programs

To prepare students for a successful esthetics career by:

- Instilling good ethics, both personal and professional
- Emphasizing foundational esthetic skills and knowledge
- Introducing current trends, equipment and products
- Requiring a thorough understanding of anatomy and physiology of the skin, and the muscles, bones, and nerves of the face, neck and shoulders
- Requiring a thorough understanding of basic chemistry concepts as they apply to esthetic products
- Employing regulated safety precautions, sanitation, and sterilization
- Highlighting the principles and practices of salon management
- Presenting the rules and regulations of the State of Michigan Board of Cosmetology
- Prepare students to sit for the Michigan Board of Cosmetology esthetics licensing exam
- Understanding general business and how to build a clientele, negotiate contracts and secure work.

Cosmetology Programs

To prepare students for a successful cosmetology career by:

- Instilling good ethics, both personal and professional
- Emphasizing foundational esthetic skills and knowledge
- Introducing current trends, equipment and products
- Understanding general business and how to build a clientele, negotiate contracts and secure work.
- Requiring a thorough understanding of anatomy and physiology of the hair, skin, and the muscles, bones, and nerves of the face, neck and shoulders
- Requiring a thorough understanding of basic chemistry concepts as they apply to cosmetology products
- Employing regulated safety precautions, sanitation, and sterilization
- Highlighting the principles and practices of salon management
- Presenting the rules and regulations of the State of Michigan Board of Cosmetology
- Prepare students to sit for the Michigan Board of Cosmetology esthetics licensing exam

LEARN

METHOD OF INSTRUCTION

All Programs

Theory consists of lectures, questioning, discussions, group activities, research assignments, case studies, instructor-led demonstration, guest presenters, field trips and special student projects. Videos, charts, and graphs are used as instructional aides. Theory is evaluated on a regular basis through on-going written tests and oral evaluation techniques, as well as specified

level examinations. Practical work is evaluated regularly and consists of instruction to develop skills, complete with demonstrations conducted by instructors and guest presenters.

LEARN
TUITION

Professional Program of Esthetics

Application Fee	\$100.00
Registration Fee	\$250.00
Kit + Uniform	\$495.75
Book Fee	\$100 (rent) \$200.29 (own)
Tuition	\$8,900.00
PSI Exam Fees	\$167.00
State Board Registration Fee	\$15.00
Michigan Cosmetology License Fee	\$63.00
Total Costs:	\$10,090.75 (rent book) or \$10,191.04 (own book)

Expert Program of Esthetics + Beauty Makeup

Application Fee	\$100.00
Registration Fee	\$250.00
Kit + Uniform	\$794.97
Book Fee	\$100 (rent) \$200.29 (own)
Tuition	\$14,900.00
PSI Exam Fees	\$167.00
State Board Registration Fee	\$15.00
Michigan Cosmetology License Fee	\$63.00
Total Costs:	\$16,389.97 (rent book) or \$16,490.26 (own book)

Expert Program of Esthetics + Special FX Makeup

Application Fee	\$100.00
Registration Fee	\$250.00
Kit + Uniform	\$903.29
Book Fee	\$100 (rent) \$200.29 (own)
Tuition	\$16,900.00
PSI Exam Fees	\$167.00
State Board Registration Fee	\$15.00
Michigan Cosmetology License Fee	\$63.00
Total Costs:	\$18,498.29 (rent book) or \$18,598.58 (own book)

Esthetics Instructor Training Program

Application Fee	\$100.00
Registration Fee	\$250.00
Book Fee	\$62.49
Tuition	\$6,675.00
PSI Exam Fees	\$93.00
State Board Registration Fee	\$15.00
Michigan Cosmetology License Fee	\$63.00
Total Costs:	\$7,259.49

Scholar Cosmetology Program + Special FX Makeup

Application Fee	\$100.00
Registration Fee	\$250.00
Kit + Uniform Fee	\$2,930.54
Book Fee	\$180.15
Tuition	\$29,500.00
PSI Exam Fees	\$167.00
State Board Registration Fee	\$15.00
Michigan Cosmetology License Fee	\$63.00
Total Costs:	\$33,205.69

Master Cosmetology Program + Special FX Makeup

Application Fee	\$100.00
Registration Fee	\$250.00
Kit + Uniform Fee	\$3,141.83
Book Fee	\$180.15
Tuition	\$34,500.00
PSI Exam Fees	\$167.00
State Board Registration Fee	\$15.00
Michigan Cosmetology License Fee	\$63.00
Total Costs:	\$38,416.98

LEARN
FUNDING TUITION

3rd Party Lender Suggestions
(MMA is not responsible for 3rd party terms and conditions and has no affiliation with any lending institution suggested)

T&I Credit Union (T&I)*

- Term is 48 months
- Interest rates are 7% or 10.00% fixed (dependent on credit score)
- Financial contract is held with T&I Credit Union
- T&I sends payment directly to MMA on the student's behalf

MMA Prepayment + Flex Plan

- Terms are quarterly or monthly payments, not to exceed 12 months
- Flat finance fee of 6% applies to payments that surpass the first day of class
- Monthly payments must be made through ACH or a 3.5% merchant fee is added
- Class schedule will be based upon MMA Prepayment + Flex Plan Contract

Payment Methods

ACH Commitment

In efforts to keep tuition affordable, MMA asks that all students/responsible parties participate in our ACH payment method. This means the student/responsible parties will need to provide their banking information so the flex plan payment can be withdrawn from their bank account and not their credit/debit card. Neither the school nor the student/responsible party will incur fees with this method of payment. Student/responsible parties will be required to sign an ACH commitment document in addition to their enrollment contract.

Credit/Debit Card Repayment

If a student/responsible party cannot or chooses not to participate in the ACH payment method, the student/responsible parties will be asked to sign a document that acknowledges a 3.5% credit card processing fee will be incurred for every transaction, payment or repayment.

Payments may be made by cash, check, money order, credit card or through non-federal agencies or loan programs.

Training and educational services are suspended when financial obligations are not satisfied, including, but not limited to, tuition payments, financial aid documents, returned check charges, and late payment fees. Schedules, grade reports, official and unofficial academic transcripts, diplomas, employment services, and additional documents and services are withheld and will not be released to any institution or individual until all financial obligations have been met.

LEARN

SCHOLARSHIPS

This institutional scholarship is intended to help some students reduce or eliminate the need to utilize a private loan or MMA Flex Plan. To remain eligible to receive the disbursement, students must be in an active school status. This scholarship can only be used to cover direct costs incurred by the student (e.g. tuition, fees, textbooks, etc.). It cannot be used to cover other education related expenses that a student may have (e.g. travel, room & board, etc.). If eligible scholarship recipients receive other forms of financial aid funds that cover all or a portion of the direct institutional costs of the program, the recipient will not be eligible to receive the full amount of the scholarship

To apply for for a scholarship:

1. Complete the information on the *Scholarship Application* and obtain the appropriate signatures.
2. Submit two current letters of recommendation from teachers, counselors, employers, or others, with your application.
3. A copy of your high school transcript (grades) and attendance records for the past 4 semesters.
4. Submit a written statement of approximately 250 words describing why you want a career in the field you have listed on this application and how you would be successful in this field. This can be typed or handwritten, but must be on the standard 8 ½" X 11" paper. Your name, address, phone number and high school name should be printed in the upper left-hand corner.

Determination is based on the applicant supplying all of the required information and a compelling written statement. Students will be notified by email within two (2) business days of application from an *Admissions Advisor*. There is no appeal process for this determination.

LEARN HOURS

Hours for all Programs-

Full-Time 9am-3:30pm Mon-Fri

Part-Time 5pm-9:30pm Mon-Thurs (Cosmetology programs not available part-time)

Closed one Monday of each month for administrative training and meetings.

<u>Clinic Floor Hours</u>	<u>Administrative Office Hours</u>
MONDAY - CLOSED TUESDAY - 1pm - 9pm WEDNESDAY - 1pm - 9pm THURSDAY - 1pm - 2pm FRIDAY - 9am - 2pm SATURDAY - CLOSED SUNDAY - CLOSED	MONDAY - 9a-5p TUESDAY - 10a-7p WEDNESDAY - 9a-5p THURSDAY - 9a-5p FRIDAY - 9a-5p SATURDAY - CLOSED SUNDAY - CLOSED

LEARN START DATES

2023 Full-time and Part-time ALL ESTHETICS PROGRAMS AND ESTHETICS INSTRUCTOR TRAINING PROGRAM

- January 9th
- March 20th
- June 6th
- September 11th
- November 6th

2024 Full-time and Part-time ALL ESTHETICS PROGRAMS AND ESTHETICS INSTRUCTOR TRAINING PROGRAM

- February 12th
- April 8th
- June 3rd
- September 9th
- November 4th

2023 Full-time ALL COSMETOLOGY PROGRAMS

- January 9th
- October 9th

2024 Full-time ALL COSMETOLOGY PROGRAMS

- October 7th

2023/ 2024 Part-time ALL COSMETOLOGY PROGRAMS

- Currently unavailable

PROGRAM SCHEDULES

COSMETOLOGY

Program	Clock Hours	Total Tuition	Total Program Fees	Total Tuition and Program Fees	License Exam available
Scholar Program of Cosmetology + Beauty Makeup Full-time	1500	\$29,500	\$3,705.69	\$33,205.69	Yes
Master Program of Cosmetology + Special FX Makeup Full-time	1750	\$34,500	\$3,916.98	\$38,416.98	Yes
Schedule	Training Period		Daily Hours	Days Each	Hours Per Week
	Program Duration	Scheduled Over Approximately			
Scholar Program of Cosmetology + Beauty Makeup Full-time	50 weeks	53 Weeks	9:00am - 3:30pm	Monday - Friday	30
Master Program of Cosmetology + Special FX Makeup Full-time	58 weeks	61 weeks	9:00am - 3:30pm	Monday - Friday	30

Tuition is billed by program selection and training period. Total tuition and fees listed reflects student charges for completing the indicated clock hours of their program. Total clock hours of their program, which includes 50 (Scholar program) or 58 (Master program) weeks of contact time scheduled over approximately 53 (Scholar program) or 61 (Master program) weeks including breaks (trainings, holidays, closings) The training period is subject to change based upon how many holidays occur during a scheduled program.

- Total program fee includes: State Board Registration Fee of \$15.00, PSI Exam Fee \$167.00, Michigan Cosmetology License Fee \$63.00, Registration fee \$250.00, Application fee \$100.00, book fee \$180.15, Kit + Uniform Fee \$2930.54 (Scholar Program of Cosmetology + Beauty Makeup) or \$3141.83 (Master Program of Cosmetology + Special FX Makeup)
- Daily hours account for a scheduled one-half hour (30 minute) lunch break each day students are present over 5 consecutive hours. Students will clock out during this time and clock back in when they are ready to head back into class.
- Should the student complete the program earlier than the estimated time frame stated in the contract no tuition is refundable.

ESTHETICS

Program	Clock Hours	Total Tuition	Total Program Fees	Total Tuition and Program Fees*	License Exam available
Professional Program of Esthetics Full-time	400	\$8,900	\$1,191.01	\$10,091.01	Yes
Professional Program of Esthetics Part-time	400	\$8,900	\$1,191.01	\$10,091.01	Yes
Expert Program of Esthetics + Beauty Makeup Full-time	600	\$14,900	\$1,590.23	\$16,490.23	Yes
Expert Program of Esthetics + Beauty Makeup Part-time	600	\$14,900	\$1,590.23	\$16490.23	Yes
Expert Program of Esthetics + Special FX Makeup Full-time	600	\$16,900	\$1203.55	\$18,598.55	Yes
Expert Program of Esthetics + Special FX Makeup Part-time	600	\$16,900	\$1203.55	\$18,598.55	Yes
Esthetics Instructor Training Program Full-time	300	\$6,675	\$583.49	\$7258.49	Yes
Esthetics Instructor Training Program Full-time	300	\$6,675	\$583.49	\$7258.49	Yes

Schedule	Training Period		Daily Hours	Days Each	Hours Per Week
	Program Duration	Scheduled Over Approximately			
Professional Esthetics, Full-time	13.5 weeks	15 weeks	9:00am - 3:30pm	Monday - Friday	30
Professional Esthetics, Part-time	22.25 weeks	25 weeks	5:00pm - 9:30pm	Monday - Thursday	18
Expert Esthetics, Full-time	28 weeks	30 weeks	9:00am - 3:30pm	Monday - Friday	30

Expert Esthetics, Part-time	52 weeks	54 weeks	5:00pm - 9:30pm	Monday - Thursday	18
Esthetics Instructor, Day	10 weeks	12 weeks	8:00am - 4:30pm	Monday-Friday	30
Esthetics Instructor, Evening	17 weeks	20 weeks	5:00pm - 9:00pm	Monday - Thursday	18

- Total tuition includes: the mandatory *State of Michigan* registration fee of \$15, PSI Exam Fee \$167, Michigan licensure fee \$63, Registration fee \$250, Application fee \$100.
- Daily hours account for a scheduled one-half hour (30 minute) lunch break each day students are present over 5 consecutive hours. Students will clock out during this time and clock back in when they are ready to head back into class.
- Should the student complete the program earlier than the estimated time frame stated in the contract no tuition is refundable.

LEARN

ACADEMIC CALENDARS

ACADEMIC CALENDAR - SCHOLAR PROGRAM OF COSMETOLOGY + BEAUTY MAKEUP AND MASTER PROGRAM OF COSMETOLOGY + SPECIAL FX MAKEUP

<u>Module</u>	<u>2023</u>	<u>2024</u>
Winter Begins	January 9	January 9
<i>*All Faculty In-Service – No Classes</i>	<i>February 27, March 27</i>	<i>, February 26, March 25</i>
Spring Begins	April 10	April 8
<i>*Memorial Day Break</i>	<i>May 27 - May 29</i>	<i>May 25 - May 27</i>
<i>*All Faculty In-Service – No Classes</i>	<i>April 24, May 22, June 26</i>	<i>April 29, May 20, June 24</i>
<i>*Independence Day Break</i>	<i>July 1-4</i>	<i>July 4 - 6</i>
Summer Begins	July 11	July 8
<i>*All Faculty In-Service – No classes</i>	<i>July 31, August 21, September 25</i>	<i>July 29, August 26, September 30</i>
<i>*Labor Day Break</i>	<i>September 2 - 4</i>	<i>August 31 - September 2</i>

Fall Begins	September 6	September 16
<i>*Thanksgiving Holiday</i>	<i>November 23 - 25</i>	<i>November 28 -30</i>
<i>*All Faculty In-Service – No classes</i>	<i>September 25, October 23, November 13, December 18</i>	<i>September 30, October 28, November 18</i>
<i>*No classes:</i>	<i>December 23 - January 9, 2024</i>	<i>December 23 - January 6, 2025</i>

School Calendar, Holidays

*Indicates no class scheduled on those dates.

Administrative Days

The last Monday of each month is reserved for Admin days each year. Classes will be canceled during these in-service meetings; dates are listed above.

ACADEMIC CALENDAR – PROFESSIONAL PROGRAM OF ESTHETICS, EXPERT PROGRAM OF ESTHETICS + BEAUTY MAKEUP, EXPERT PROGRAM OF ESTHETICS + SPECIAL FX MAKEUP, AND ESTHETICS INSTRUCTOR TRAINING PROGRAM.

<u>Module</u>	<u>2023</u>	<u>2024</u>
Winter A Begins	January 9	January 9
Winter B Begins	March 30	March 18
<i>*All Faculty In-Service – No Classes</i>	<i>February 27, March 27</i>	<i>February 26, March 25</i>
Spring A Begins	June 5	April 17
		May 23
<i>*Memorial Day Break</i>	<i>May 28-May 30</i>	<i>May 27-May 29</i>
<i>*All Faculty In-Service – No Classes</i>	<i>April 25, May 23, June 27</i>	<i>April 24, May 29, June 26</i>
Summer A Begins	July 17	June 27
<i>*Independence Day Break</i>	<i>July 2-4</i>	<i>July 3-4</i>
Summer B Begins	August 7	August 14
<i>*Labor Day Break</i>	<i>September 3-5</i>	<i>September 2-4</i>

*All Faculty In-Service – No classes	July 25, August 29, September 26	July 31, August 28, September 25
Fall A Begins	October 16	September 5
Fall B Begins	October 10	October 16
Fall C Begins	November 14	November 13
*Thanksgiving Holiday	November 24-27	November 23-26
*All Faculty In-Service – No classes	September 26, October 31, November 28, December 19	September 25, October 30, November 27,
*No classes:	December 23- January 1, 2023	December 25-January 2, 2024

School Calendar, Holidays

*Indicates no class scheduled on those dates.

Administrative Days

The last Monday of each month is reserved for Admin days each year. Classes will be canceled during these in-service meetings; dates are listed above.

LEARN

ATTENDANCE + CLOCK HOURS + ATTENDANCE POLICIES

Multimedia Makeup Academy is dedicated to preparing individuals for promising career opportunities. Because of the fast-paced environment and hands-on design of our courses, *MMA* has found that good attendance is clearly linked to successful completion of course work and preparation for a successful career. Additionally, employers tell us that an important consideration in hiring and promoting an employee is the demonstration of punctuality and regularity of attendance.

Class sizes are limited by state law and *Multimedia Makeup Academy* insists on prompt and regular attendance at both theory and practical classes during all scheduled hours. Students must “clock” in using the time clock system upon arrival and “clock” out when leaving for the day. In addition, student’s must clock out for lunch and any breaks taken. Each student must clock in/out for himself/herself. No student may allow another person to clock in or out on behalf of that student. No credit shall be given to students leaving the campus during assigned hours once that student has clocked in. Students have a 5 minute grace-period before they are docked 15 minutes. For example if a student clocks in at 9:06am with a start time of 9am they will be recognized as clocking in at 9:15am.

- Attendance percentages are rounded to the nearest whole number.
- For any course that a student falls below 67% for that course, but is above 67% cumulatively, the student will be put on *Attendance Alert*. This will be done in writing using the appropriate form and communicated via email and in-person.
- If a student’s cumulative attendance is measured below 67%, that student will be put on *Attendance Warning* until his/her cumulative attendance improves to 67% or better at the end of a course. This will be done in writing using the appropriate form and communicated via email and in-person.
- New students enrolled in either the *Professional Esthetics Program + Beauty Makeup* or the *Expert Esthetics Program + Special FX Makeup* may not miss more than 10 scheduled hours during their first 3 weeks. Students who exceed the 10 hours during the first 3 weeks will be required to restart the program. In some cases makeup hours may not be granted if an instructor is unable to revisit the curriculum facilitated during their absences.
- New students enrolled in either the *Scholar Cosmetology Program + Beauty Makeup* or the *Master Cosmetology Program + Special FX* may not miss more than 36 hours during their first 11 weeks. Students who exceed the 36 hours during the first 11 weeks will be required to restart the program. In some cases makeup hours may not be granted if an instructor is unable to revisit the curriculum facilitated during their absences.

- Any student who is absent for 14 consecutive calendar days, excluding observed holidays and breaks, will be officially withdrawn from school unless an LOA has been approved before the 14 days. In extremely rare cases, this may be mitigated if approved by the *Admissions Advisor*.
- *Michigan State Board of Cosmetology* regulations limit a student's attendance to no more than 7 hours per day or no more than 40 hours per week.
- *Attendance Warning - Multimedia Makeup Academy* students are expected to attend school daily until the completion of their scheduled program. When a student fails to meet the minimum 67% attendance requirements within a course the student will be placed on *Attendance Warning* status the following course. The student will have one course to meet the required 67% attendance rate while on *Attendance Warning*. Students meeting these requirements upon completion of the course will be in good attendance standing. Students ending the *Attendance Warning* module with less than 67% attendance will be required to submit an appeal to be placed on *Attendance Probation* as outlined below. Failure to submit an appeal will result in the student being withdrawn; the student will receive a *Notice of Termination* from *Multimedia Makeup Academy*. If a student fails to meet attendance in a subsequent course, the student will have to appeal to be placed on *Attendance Probation* as outlined below.
- *Attendance Probation Appeal Process* - In order to continue *Multimedia Makeup Academy's* programs on *Attendance Probation* status, the student must file an appeal indicating the mitigating circumstances and resolution of the issues resulting in the student's inability to meet the 67% attendance requirements. The student has 7 school days from the last day of the course to submit the appeal and will remain active in the program until a response to the appeal has been given. An *Attendance Appeal* can only be submitted one time during a student's course of study. If an appeal is denied, the student will be withdrawn from school and will receive a *Notice of Termination* from *Multimedia Makeup Academy*.
- *Attendance Probation* - If the appeal is approved, the student will be on *Attendance Probation* for one course. The student then has one final course to achieve the 67% attendance rate. If the student successfully achieves a 67% attendance rate the student will be considered in good attendance standing. If a student does not meet the minimum requirements for a third consecutive course, the student will be withdrawn from school and will receive a *Notice of Termination* from *Multimedia Makeup Academy*. A one-time extension may be granted by the *Student Experience Manager* based on documentation of the mitigating circumstances including resolution and may include an attendance plan.
- Satisfactory academic progress takes precedence over *Multimedia Makeup Academy's* attendance requirements. A student exceeding the maximum time frame for completion will be terminated from the program and will not be eligible to re-enroll (see *Maximum Time Frame SAP Requirement*)
- Excused absences - An absence due to illness, death in the immediate family or other unavoidable circumstances must be reported to the school prior to the scheduled start time. Each student is required to notify the school if the student will be tardy or absent. Scheduled appointments for doctor/dentist or family engagements may be pre-arranged in advance with administrative staff and logged into attendance records. Students will still lose hours not attended even for pre-arranged absences or tardiness. Following absences due to illness, a physician's verification may be required for return to school at the discretion of the *Director of Academic Affairs*.

When appropriately documented, *Multimedia Makeup Academy* will grant excused absences for the following reasons: jury duty, military duty, and subpoenaed court appearance. Excused absences do not count against a student's perfect attendance; however, the hours absent will need to be made up. The school's records will show that the student was not in attendance on those dates.

LEARN

SCHOOL CLOSURE

In the event of a class cancellation or school closure due to an emergency such as a power outage or snow day, *Multimedia Makeup Academy* has established the following set of resources to keep students informed:

1. Students will be contacted by text message for any disruption in regularly scheduled hours. This will be done early a.m.
2. Students can check for school closure information with the major local television stations in their area.
3. School closures will also be posted on all social media sites and as a pop-up at www.mma-makeupacademy.com.
4. If students have questions or concerns they can respond to the text message sent by the *Student Experience Manager*.

We ask students to consult these resources prior to calling our campus location or reaching out to us via social media. We will make every effort to respond to individual student inquiries, but we ask students to utilize one of the resources above as a "first line of defense." The decision to cancel classes or close a campus is one that is given tremendous thought and consideration throughout our organization, and we take a number of factors into account when making such decisions.

LEARN

SUBSTITUTE INSTRUCTOR

All instructors are required to have 1 weeks worth of lessons planned in advance in case of an emergency. Substitutes are required to follow that lesson plan unless otherwise noted by the *Student Experience Manager* . Students are expected to have the same level of respect for the substitute instructor and follow the same rules set forth by the catalog.

LEARN

MAKE-UP WORK

Make-up work is associated with any missed or failed assignments. All written, theory and practical work must be made up promptly so that final grades may be entered. Students should provide written documentation of an absence of two (2) days or more to the managing director or lead instructor.

All make-up work must be scheduled and approved with the instructor. Students absent on the day of an exam will be permitted to make-up the exam in the make-up hour after regular scheduled classes. Students that have failed exam grades must retake the exam during scheduled make-up time with a passing grade before advancing to the next course.

LEARN

IMMIGRATION AND VISAS

Non-immigrant applicants must provide documentation to show that they are permitted to be enrolled in a vocational or technical postsecondary school in the United States. Those students studying under an M1 student visa at a school approved by SEVIS must attend the fulltime schedule and can only attend the program for a period not to exceed 12 months. *MMA* is not currently SEVIS approved.

LEARN

HOUSING

MMA does have all-inclusive housing available for annual leases. All apartment sublease terms and conditions are defined in our "*Michigan Residential Lease Agreement*". Please inquire by emailing admissions@mmatroy.com .

LEARN

FACULTY

Devawn Testagrossa, President and CEO
Devawn Testagrossa, Director of Sales and Marketing
Devawn Testagrossa, Team Operations Associate
Devawn Testagrossa, Director of Human Resources
Devawn Testagrossa, Director of Financial Affairs
Christina Newman, Director of Education
Christina Newman, Administrative Assistant to the CEO
Christina Newman, Admissions Advisor
Christina Newman, Marketing Manager
Christina Newman, Student Experience Manager
Christina Newman, Director of Academic Affairs
Jen Coakley, Director of General Operations
Jen Coakley, Clinic Manager
Jen Coakley, Social Media Specialist
Crystal Tackett, Program Development Associate
Crystal Tackett, Esthetics Instructor
Demetria Morgan, Esthetics Instructor
Bianca LoMedico, Esthetics Instructor
Nicole Diehl, Esthetics Instructor
Sara Salgot, Cosmetology Instructor
Tina Ponessa, Cosmetology Instructor

LEARN

STUDENT MATERIALS

The academy will furnish all necessary materials and supplies to students who perform work on patrons. In addition, the academy will supply all of the necessary materials, products and supplies needed for specialty courses that can be seen in Special FX makeup. All equipment, materials, and supplies not included in the student kit is the property of the academy.

LEARN

KITS

Kits, uniforms and a *Kit Inventory List* will be provided to students at *Orientation* which is scheduled for the first day of class. Upon receiving their kit it is the student's responsibility to make sure that they have received all products and tools listed on their *Kit Inventory List* which will be reviewed during *Orientation*. Any missing or broken items need to be brought to the attention of the instructor. MMA reserves the right to use replacement products that are close in nature to what has been promised. On occasion our vendors experience manufacturing issues or have discontinued a product due to the impossibility of obtaining elements needed to create the cosmetic. In such a situation the student will be notified that a replacement product has been purchased. Once a student has been issued and received their kit(s) and uniform, they are nonrefundable due to sanitation issues, and the student is responsible for the cost. Students must bring their complete kit to class at all times unless otherwise stated by their instructor.

Professional Program of Esthetics + Beauty Makeup

Milady Book	Student Starter Kit
16pc Brush Set	5pc Eyebrow Set
Metal Spatula + Palette	7pc Synthetic Body Brush Set
Mascara	Eyelash Curler
Neutral Foundation Palette	12x12x6 Clear Makeup Tote
Primary Color Wheel	Basic Facial Student Kit
Pro Setting Powder - Translucent	Binder
Black Velvet Pencil	T-Shirt
#110 Lashes	Uniform
Duo Dark Lash Glue	

Expert Program of Esthetics + Beauty Makeup

Milady Book	Cocoa Bean Eye Liner
16pc Brush Set	Dark Chocolate Eye Liner
Metal Spatula + Palette	Black Velvet Pencil
Mascara	#110 Lashes
Neutral Foundation Palette	Individual Lashes Pack
Pro Setting Powder - Translucent	Duo Dark Lash Glue
Primary Color Wheel	Silicone Airbrush Foundations (12)
Master Airbrush Hi-Flow G33	Silicone Airbrush Adjusters (7)
Master Compressor C16-B	Student Starter Kit
12x12x6 Clear Makeup Tote	5pc Eyebrow Set
Petite Matte Neutrals Palette	7pc Synthetic Body Brush Set
Petites Shimmers Sultry Muse	Eyelash Curler
Eyeshadow Palette	Basic Facial Student Kit
Petite Dark Matte Palette	Binder
Dura-line	T-Shirt
Red Hot Lip Liner	Uniform
Natural Lip Liner	

Expert Program of Esthetics + Special FX Makeup

Milady Book	Student Starter Kit
16pc Brush Set	5pc Eyebrow Set
Metal Spatula + Palette	7pc Synthetic Body Brush Set
Mascara	Basic Facial Student Kit
Neutral Foundation Palette	10pc Brush Set FX
Pro Setting Powder - Translucent	Spirit Gum And Remover Combo FX
Primary Color Wheel	EBA Encore Alcohol Activated Palette (SFX)
Master Airbrush Hi-Flow G33	EBA Endura Airbrush Color Pack (Primary) FX
Master Compressor C16-B	Bald Cap - Plastic Not Rubber FX
12x12x6 Clear Makeup Tote	Modeling Wax Light Flesh FX
Petite Neutral Mattes	Sculpting Kit FX
Duraline	Binder
Red Hot Lip Liner	T-Shirt
Natural Lip Liner	Uniform
Cocoa Bean Eye Liner	
Dark Chocolate Eye Liner	
Black Velvet Pencil	

Scholar Program of Cosmetology + Beauty Makeup

12 Piece Brush Set	Tote702 Large carry all
Metal Spatula and Palette	Blush Palette 02 Rose - Coral
Mascara	Matte Neutral
Lip Palette 30281 Fashion	Matte Dark
Inclusion Foundation Palette	Kohl Pencil
Lip Palette 30293 Red	Aqua Lip Waterproof Liner pencil 08C
Pro setting powder	S/B Foundations (12)
Graftobian Blush Palette	S/B Adjusters (7)
Primary Color Wheel	S/B Highlighter #052
Graftobian Light Highlight	S/B Highlighter #057
Graftobian Dark Concealer	S/B Blush #043
Corrector Palette	S/B Blush #045
Cake Eyeliner Brown	S/B Contour & Bronzer #084
Cake Eyeliner Black	S/B Contour & Bronzer #086
Magic set mixing & lining liquid	Debra Manikins (17-19 in, BRN)
Cosmetic Powder metallic copper	Daisy manikin (22-24in, Blonde)
Cosmetic Powder metallic gold	Gabriella manikin (19-21 in, BRN)
Cosmetic Powder metallic silver	Alicia manikin (ethnic, 16 in, BRN)
Spirit Gum 1oz	Manikin stand Practice hand
Makeup setting Spray 1.25oz	12 Jaws clips
974S Tapered Powder	4 Carbon clips
953 S Duet Fiber Foundation	Chemical cape Nylon cape
787 S Duert Fiber blending	Bamboo apron
763 S Studio Angled brow	Plastic spray bottle 12 oz.
Eyebrow Pencil Ebony	Steel spray bottle 11 oz.
Eyebrow Pencil Taupe	Product Club applicator bottles (3)
Eyebrow Pencil Medium Brown	Product Club color bowls (3)
Highlighter Pencil Medium	Product Club Ergo color brushes (3)
Lashes	1" spring clamp Iron
Dark lash glue	1" Marcel clamp Iron
Master Airbrush Hi-Flow G33	¾" Marcel Iron
Master Compressor C16-B	Styling Razor
Paper Color Wheel	Joewell scissor, thinning w/ case

5 Star Unicord Wahl Clipper
 Hair Accessory Kit
 NY801-Black Travel Case
 Backpack with padded
 Manikin Tote
 Double wax warmer
 Facial Brush Set
 Empty Case
 Cuticle Pusher
 Cuticle Nipper
 Scissors
 Slant tip Tweezer Curved Tip Tweezer
 Pedicure Kit
 Schamberg Extractor
 Manicure Brush
 Finger Bath
 Acrylic Brush
 Fine Tooth Weaving comb
 Coarse Tooth Weaving/Foiling Comb
 7" All Purpose Styler Comb

8 1/2" Tail Comb
 7 1/2" Taper Barber Comb
 7" Flat Square Back Cutting Comb
 Lift Comb Teaser
 Hair Extension kit with class
 413 Sculpting brush
 Express Ion Smooth XL
 Express Ion Round - Large Brush
 407 Styling Brush
 Express mini smooth
 427 Paddle Brush
 Express Ion Dry
 Express Ion Round - X-Large Brush
 Express Ion Round - Small Brush
 Sanitation Kit
 Binder
 Milady Book
 Milady Workbook
 T-Shirt
 Uniform

Master Program of Cosmetology + Special FX

12 Piece Brush Set
 Metal Spatula and Palette
 Mascara
 Inclusion Foundation Palette
 Lip Palette 30281 Fashion
 Lip Palette 30293 Red
 Pro setting powder
 Graftobian Blush Palette
 Primary Color Wheel
 Graftobian Light Highlight
 Graftobian Dark Concealer
 Corrector Palette
 Cake Eyeliner Brown
 Cake Eyeliner Black
 Magic set mixing & lining
 liquid Cosmetic Powder
 metallic copper
 Cosmetic Powder metallic
 gold
 Cosmetic Powder metallic
 silver
 Spirit Gum 1oz
 Makeup setting Spray
 1.25oz
 974S Tapered Powder
 953 S Duet Fiber Foundation
 787 S Duet Fiber blending
 763 S Studio Angled brow
 Eyebrow Pencil Ebony
 Eyebrow Pencil Taupe
 Eyebrow Pencil Medium
 Brown
 Highlighter Pencil Medium

Lashes
 Dark lash glue
 EBA Slim Custom Palette
 Blood Vial size
 Master Airbrush Hi-Flow G33
 Master Compressor C16-B
 Paper Color Wheel
 Tote702 Large carry all
 Blush Palette 02 Rose -
 Coral
 Matte Neutral Matte Dark
 Kohl Pencil
 Aqua Lip Waterproof Liner
 pencil 08C
 S/B Foundations (12)
 S/B Adjusters (7)
 S/B Highlighter #052
 S/B Highlighter #057
 S/B Blush #043
 S/B Blush #045
 S/B Contour & Bronzer #084
 S/B Contour & Bronzer #086
 EBA Slim Custom Palette
 Blood Vial size
 Alcohol Activated Palette
 Airbrush Color Pack Alcohol
 Skin Tight
 Training Brush 12
 Training Brush 8
 Training Brush 6
 Training Brush 2
 Training Brush 1

Rigid Collodion Bald Cap-
 Plastic not Rubber
 Severe Trauma Wheel
 Spirit gum and remover
 combo
 Modeling wax light flesh
 Modeling Wax Dark
 Pro Adhesive Remover
 Sculpting Kit
 186 X Large Watercolor
 Brush
 153 X Capillary
 Debra Manikins (17-19 in,
 BRN) Daisy manikin (22-
 24in, Blonde)
 Gabriella manikin (19-21 in,
 BRN)
 Alicia manikin (ethnic, 16 in,
 BRN)
 Manikin stand Practice hand
 12 Jaws clips
 4 Carbon clips
 Chemical cape Nylon cape
 Bamboo apron
 Plastic spray bottle 12 oz.
 Steel spray bottle 11 oz.
 Product Club applicator
 bottles (3) Product Club
 color bowls (3)
 Product Club Ergo color
 brushes (3)
 1" spring clamp Iron
 1" Marcel clamp Iron

¾" Marcel Iron
Styling Razor
Joewell scissor, thinning w/
case
5 Star Unicord Wahl Clipper
Hair Accessory Kit
NY801-Black Travel Case
Backpack with padded
Manikin Tote
Double wax warmer
Facial Brush Set
Empty Case
Cuticle Pusher
Cuticle Nipper
Scissors
Slant tip Tweezer
Curved Tip Tweezer

Pedicure Kit
Schamberg Extractor
Manicure Brush
Finger Bath
Acrylic Brush
Fine Tooth Weaving comb
Coarse Tooth
Weaving/Foiling Comb
7" All Purpose Styler Comb
8 1/2" Tail Comb
7 1/2" Taper Barber Comb
7" Flat Square Back Cutting
Comb
Lift Comb Teaser
Hair Extension kit with class
413 Sculpting brush
Express Ion Smooth XL

Express Ion Round - Large
Brush
407 Styling Brush
Express mini smooth
427 Paddle Brush
Express Ion Dry
Express Ion Round - X-
Large Brush Express Ion
Round - Small Brush
Sanitation Kit
Binder
Milady Book
Milady Workbook
T-Shirt
Uniform

LEARN

STUDENT BREAKS/LUNCH

Each program has been designed to meet state guidelines by providing a 30-minute lunch break during each 6-hour day. Students are required to clock in and out for lunch for themselves only. Should they forget, the student must notify their instructor immediately. Lunch is scheduled at the instructor's discretion.

The lunchroom expectations are put in place to ensure a clean and sanitary environment in which to eat lunch, include:

- Cover all food when reheating or cooking to avoid food splatter.
- Use a Clorox wipe to wipe down the lunch table and food preparation area before and after your meal.
- Remove any outside food from the refrigerator daily.

The refrigerator is cleaned out every Sunday. Any lunchboxes, storage containers, water bottles, etc. will be thrown in the garbage. MMA is not responsible for the cost of these items.

LEARN

LOCKER + CART POLICY

During *Orientation* a locker and a rolling cart will be assigned to each student. It is expected that students store all personal belongings in their assigned locker. Rolling carts are to be used for program tools or products only. Students are responsible for paying a \$10 fee for lost or damaged locks or rolling cart keys. After a student's program has concluded it is expected that both keys be returned to avoid a fee.

Cart Expectations: The cart is used to store and protect the tools students need to perform practical work. These tools and supplies should be kept in their cart during the week to ensure they are ready for clinic and practical hours. It is not *The Academy's* responsibility to provide tools for students to perform practical work. This is why each student has their own kit.

Locker Expectations: The locker is used to store personal belongings, such as a purse or backpack, and overflow items from your cart. The locker is not used to store food, clothing, or items not related to the student experience.

LEARN

LONG DISTANCE LEARNING

In the event *MMA* is forced to provide long distance learning because of inclement weather or extreme circumstances like a pandemic they reserve the right to utilize remote learning for theory hours only. It is required by the State of Michigan that for every 10% of remote learning, an on-campus assessment is conducted with an instructor. In order for students to receive program hours they must be visible on camera in the remote meeting and actively participating. Long distance learning may also be considered for students with extreme circumstances to avoid having to withdraw from their program.

LEARN

SAFETY + WELLNESS

Equally important to *The Academy's* academic rigor is the health and wellness of our staff, students, campers, and clients. In addition to adhering to federal and state guidelines, *MMA* provides health grade training and certification as *The Academy's* sanitation standard. *MMA* is striving to achieve a higher level of safety for all parties in order to minimize the spread of bacteria and to mitigate the spread of viruses such as Covid-19. You will find *Sanitation Stations* sprinkled throughout the academy that house items such as hand sanitizer, hospital grade disinfectant, touchless towel dispensers, Lysol or Clorox wipes, face shields, masks, and gloves. You will see that each classroom and communal space have an air-purifier to help with lowering the spread of particles that could be harmful to our environment.

LEARN

FACILITY + EQUIPMENT

The Troy campus consists of one main area, but two main doors for access both of which are handicap accessible. The main campus consists of 6,800 square feet and contains the clinic, special fx classroom, Jr. classroom, 2 esthetics classrooms, student breakroom, sanitation area and 3 administrative offices. Adjacent to the main area is a small storage space where extra equipment, kits, books and marketing materials are stored. There is also a space for instructors to each lunch or take their breaks in private. Throughout the space is a sprinkler system, emergency alarms, and egress (emergency exit) signs for the safety of faculty and students.

School Equipment:

10 Salon Stations, 10 Makeup Stations, 11 Facial Beds, 1 Spray Tan Booth, 2 Special FX Foam/Latex Ovens, 4 Steamers, 1 Galvanic Current Machine, 1 High Frequency Machine, 2 Hairdryers, 2 Towel Cabbies, 1 Paraffin Machine, 4 Professional Makeup Lights, 2 Cameras, 4 Computers, 4 Printers, 3 Projectors, 2 Mobile Televisions, 1 Filtered Water Dispenser and Coffee Station.

CREATE

STUDENT ORIENTATION

Multimedia Makeup Academy offers orientation to new and returning students to adapt the students to the institution. Included in the orientation is an informal introduction of key personnel, campus policies and procedures, and an opportunity to interact with peers.

CREATE

TUTORING + ACADEMIC SUPPORT

Multimedia Makeup Academy offers graduates tutoring and state board mock exams in preparation for their state board exams. Additionally, graduates are encouraged to participate in on- campus events and attend demonstrations at the school provided by outside vendors to enhance their development as new cosmetologists.

CREATE

IEP + 504 SUPPORT

Multimedia Makeup Academy prepares and customizes accommodations needed for students with an IEP or 504. Once a student has provided their documentation, an *Admissions Advisor* will relay all necessary information including accommodations to the student's instructor(s). Accommodations will be met within a reasonable amount of money to purchase necessary items. Students may be asked to contribute to the cost of items needed for accommodations.

CREATE

GUEST SPEAKERS

MMA will invite guest speakers and guest instructors to expose students to parts of the industry or to teach them an important or new industry technique. These speaking engagements will be during class hours and will count as part of your regular attendance.

Student Expectations:

- Be respectful of the guest's time and efforts
- Be respectful of your fellow students' experience
- Be respectful of the guest's property, supplies, equipment, and products

Guest Expectations:

- Be respectful of the student's experience and time
- Be respectful to all students and staff
- Be respectful of *The Academy's* property, supplies, equipment, and products

CREATE

EVENTS

MMA will host various events throughout the year. All events are optional for students unless indicated by the academy that the event is mandatory. Most events will be outside of regular attendance hours but may count as "make-up hours" if MMA finds the experience is beneficial to the student. Students who are in good standing with their attendance, academics, tuition payments and practical hours can attend events.

CREATE

CLINIC FLOOR

The clinic floor is very similar to a beauty salon; only students are the unpaid service providers and not licensed professionals. Students will be assisted by an instructor throughout the salon service they are providing to the client. Instructors will provide assistance with preparing the products and chemicals needed for each service. Students are responsible for asking for more help if they feel inadequately prepared for the service for which they are scheduled. Students are not allowed to refuse services as this is part of their learning experience, program requirements and state requirements. Students are expected to interact with the client professionally and appropriately (even if they are friends or family members).

Students are required to:

1. Greet the client and bring them to their station (hang coat if necessary)
2. Consult with the client and set the expectations (time frame of service)
3. Drape the client
4. Prepare products with an instructor
5. Prepare station with equipment
6. Perform and conclude service
7. Undrape client
8. Walk client to reception desk for checkout and ask if they would like to rebook
9. Ask the client for referrals
10. Send client a thank you note

CLINIC FLOOR HOURS

MON - CLOSED

TUE - 1pm - 9pm
WED - 1pm - 9pm
THURS - 1pm - 9pm
FRI - 9am - 2pm
SAT - CLOSED
SUN - CLOSED

CREATE

GRADUATION

A *Multimedia Makeup Academy Certificate of Completion* is awarded to a student successfully completing all required program hours, passing all examinations with a grade of at least 70%, and completion of all MPAs according to the MPA schedule. Upon receipt of graduate's certificates, they may file an application to the *State Board of Cosmetology* for permission to take the State licensing examination. All tuition and fees must be paid before *Multimedia Makeup Academy* will release student hours to the *State of Michigan*.

A graduation ceremony is hosted twice annually to celebrate the accomplishments of our students. This ceremony is not mandatory, but encouraged. All graduates are honored during this time and supported by family and friends they wish to invite. Graduation is not an additional cost to the student.

CREATE

MENTORING + CAREER COUNSELING + JOB OPPORTUNITY

Multimedia Makeup Academy assigns a mentor to every student who is enrolled in a program. Mentors are chosen based on the student's future aspirations and current needs. Mentors are meant to guide the student with business development and career planning. Mentors will have 2-4 check-ins with students during their program. Students are encouraged to reach out to their mentors with any questions or concerns about their current needs or future goals. Mentors are instructors, alumni, industry professionals or administrators.

Upon completion of the student's program, mentors will assist in career counseling. Some of the tasks the mentor will assist with include:

- Creating a professional resume and portfolio
- Interview tips and techniques
- Employment opportunities specific to their field
- Connecting with job placement opportunities
- Providing ongoing guidance and support

The academy works very hard to connect with local employers who have positions that complement our student's skill set. Job postings are pushed through the students SMS system, posted in the private facebook group and in the future can be found www.mmamakeupacademy.com/opportunities.

Employment assistance is available only to those students who have successfully completed all requirements of their training program and are in good financial standing with the school. Licensure must be obtained from the *State of Michigan* to work in the field of Cosmetology, Esthetics, or Makeup. It is understood by the student that job placement has not been guaranteed by *Multimedia Makeup Academy*.

PROSPER

EDUCATIONAL CREDIT

Multimedia Makeup Academy may grant educational credit provided the student documents successful completion of a curriculum in cosmetology from a licensed school of cosmetology within the previous 3 years; educational credit and any tuition adjustment must be determined by the Academic Affairs Advisor prior to the student attending Multimedia Makeup Academy.

PROSPER

PROGRAM INCOMPLETES

If the student needs to take off more time than allotted in the *Student Attendance Policy*, they must take a *leave of absence* or withdraw and reenroll when ready to return. The student's program would be considered incomplete at this time. If a student needs consecutive calendar days of time off due to pregnancy/new mother and/or military duty then the student should take a *Leave of Absence (LOA)*. Students who withdraw prior to completing the course of study and who wish to re-enter, will re-enter at the same progress status as applicable at the time of withdrawal provided that it is within 12 months of the last attendance date. Students that drop, are terminated, or withdraw from the program are not guaranteed acceptance when re-enrolling at MMA.

PROSPER

COURSE NUMBERING

The course numbering system reflects a prefix which identifies the field and a numbering system that is assigned to each course.

EBM101- Professional Program of Esthetics + Beauty Makeup
ESPXM102- Expert Program of Esthetics + Special FX Makeup
CBM201- Scholar Program of Cosmetology + Beauty Makeup
CSPFXM202- Master Program of Cosmetology + Special FX Makeup
EIP301- Esthetics Instructor Program

PROSPER

PROGRAM IMPROVEMENTS

Multimedia Makeup Academy consistently strives to improve and update our programs to keep current with changes in industries in which we train. We use two primary methods to effect curriculum changes: 1) *Program Advisory Committee* meetings are conducted annually, made up of employers and experts from the industry. These committees give feedback and recommendations for updates to programs that the school considers for implementation; and 2) Instructor meetings are conducted 1-2 times a month. All instructors and the *Student Experience Manager* review current curriculum, opportunities, equipment, industry trends, student experience and new kit suggestions together and make additions or corrections to our current classroom operations.

PROSPER

THIRD PARTY EXAM FEES

MMA will include the State Board registration fee, State license fee, and PSI Exam fee in final monies owed as listed in the *Enrollment Contract*. All fees are non-refundable.

PROSPER

GRADING SCALE

Percentage	Grade
70%-100%	Passing
Below 70%	Failure
Transfer Hours	TRANS
Withdraw Passing	WP
Withdraw Failing	WF

Incomplete	IN
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PROSPER

SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress (SAP) must be maintained to meet both the institution's academic policy. Both academic and attendance requirements (Maximum Time frame) are assessed at the end of each academic period. This policy is applied consistently to all full-time and part-time students enrolled in all programs. Applicants are informed of this policy prior to enrollment. Students meeting both attendance (Maximum Time frame) and academic performance are considered to be making satisfactory progress until the next evaluation. Students will be informed of their *SAP* status. A student is able to meet with *Academic Affairs* to access *SAP* evaluation results and ask any questions.

Academic requirements are evaluated using each student's minimum cumulative grade point average (CGPA) calculated using all grades earned in courses that apply to the student's current program of study. *Multimedia Makeup Academy* students are required to maintain a CGPA of at least 70%, and progress towards completion of the number of state-mandated Minimum Practical Applications (MPA). Additionally, cosmetology students are required to successfully complete the percentage of tests as shown below:

Rotations	% of Tests Successfully Completed to Pass Program	Passing Grade Required
<i>Learn</i>	100%	70%
<i>Create</i>	100%	70%
<i>Prosper</i>	100%	70%
<i>Evolve</i>	100%	70%

In all cases, if a grade of "failing" (F) or "incomplete" (IN) is earned in any course, the student must meet with a designated member of the academic team. An incomplete grade is a temporary grade that must be replaced by a final grade within two weeks. A withdraw grade is given when a student permanently withdraws from a course. All grades count towards *Maximum Timeframe*.

PROSPER

MAXIMUM TIMEFRAME

Each program is designed to be completed during a specific period depending on program hours. A student exceeding the maximum time frame for completion can be terminated from the program. Maximum timeframe and contract period are extended for students on Leave of Absence by the same number of days approved on the LOA. To re-enroll, a financial agreement would be required. Attendance is based on 67% (without rounding) of actual attendance evaluated against scheduled hours. If attendance is 67% or greater, then the student is progressing at a pace to ensure completion within the maximum time frame.

Program	Maximum Timeframe
<i>Professional Program of Esthetics + Beauty Makeup</i>	Daytime: 30 Weeks Evening: 56.25 Weeks
<i>Expert Program of Esthetics + Special FX Makeup</i>	Daytime: 42 Weeks Evening: 78 Weeks

<i>Scholar Program of Cosmetology + Beauty Makeup</i>	Daytime: 75 Weeks Evening: 107.7 Weeks
<i>Master Program of Cosmetology + Beauty Makeup</i>	Daytime: 97.5 Weeks Evening: 139.5 Weeks

PROSPER

EVALUATION TOUCH POINTS

All program evaluations must be completed within seven (7) school days. The *Academic Year* is defined as 26 weeks. Progress is evaluated for every student at specific points as listed in the chart below for hours actually completed.

EVALUATION TOUCH POINT CHART

Program Hours/Duration	Evaluation Touch Points Hrs/Wks FULL TIME	Evaluation Touch Points Hrs/Wks PART TIME
<i>Professional Program of Esthetics + Beauty Makeup</i> Program Hours: 600 Full-time: 20 weeks Part-time: 37.5 weeks	Evaluation 1- 200hrs/ 7 weeks Evaluation 2- 400hrs/ 13 weeks Evaluation 3- 550hrs/ 18 weeks	Evaluation 1- 200hrs/ 11 weeks Evaluation 2- 400hrs/ 23 weeks Evaluation 3- 550hrs/ 32 weeks
<i>Expert Program of Esthetics + Special FX Makeup</i> Program Hours: 850 Full-time: 28 weeks Part-time: 52 weeks	Evaluation 1- 200hrs/ 7 weeks Evaluation 2- 400hrs/ 13 weeks Evaluation 3- 550hrs/ 18 weeks Evaluation 4- 750 hrs/ 25 weeks	Evaluation 1- 200hrs/ 11 weeks Evaluation 2- 400hrs/ 23 weeks Evaluation 3- 550hrs/ 32 weeks Evaluation 4- 750 hrs/ 44 weeks
<i>Scholar Program of Cosmetology + Beauty Makeup</i> Program Hours: 1500 Full-time: 50 weeks Part-time: 71.8 weeks	Evaluation 1- 450 hrs/ 15 weeks Evaluation 2- 900hrs/ 30 weeks Evaluation 3- 1350 hrs/ 45 weeks Evaluation 4- 1450 hrs/ 48 weeks	Evaluation 1- 450 hrs/ 21 weeks Evaluation 2- 900hrs/ 43 weeks Evaluation 3- 1350 hrs/ 34 weeks Evaluation 4- 1450 hrs/ 48 weeks
<i>Master Program of Cosmetology + Beauty Makeup</i> Program Hours: 1950 Full-time: 65 weeks Part-time: 93 weeks	Evaluation 1- 450 hrs/15 weeks Evaluation 2- 900 hrs/ 30 weeks Evaluation 3- 1350 hrs/ 45 weeks Evaluation 4- 1800 hrs/ 60 weeks	Evaluation 1- 450 hrs/21 weeks Evaluation 2- 900 hrs/ 43 weeks Evaluation 3- 1350 hrs/ 34 weeks Evaluation 4- 1800 hrs/ 85 weeks

PROSPER

ACADEMIC WARNING

Students failing to meet any of the *SAP* requirements will be placed on *Academic Warning*. *Academic Warning* status will be for one academic period and will be determined based on:

Failure to meet the minimum cumulative grade point average, and/or

Failure to progress at a pace to ensure completion within the maximum time frame

Students will be notified in writing and a copy of this notification is maintained in the student's file using the notice of *Academic Warning*, which will be signed by the student, a school official, and a financial aid advisor. Students may not appeal an *Academic Warning*. An interim review of each student's academic status will be conducted and the student counseled. A student who cannot reasonably be expected to meet *SAP* academic and pace of completion requirements will be counseled appropriately, possibly including a recommendation for termination. Students may not be placed on *Academic Warning* for consecutive academic periods. A student failing to meet the *SAP* requirements at the end of the *Academic Warning* period will be terminated from school.

At the end of the *Academic Warning*, the managing director will notify the student of the student's *SAP* status by providing the student with:

1. A letter notifying the student of successful completion of the *Academic Warning*, or
2. A copy of the *Academic Warning*, which will be signed by the student and a school official.

PROSPER

SAP APPEAL PROCEDURES

A student may appeal the *Academic Warning* determination by submitting the *Student Academic Probation Appeal Application* to the school's managing director. The managing director is responsible for making a recommendation on the appeal and electronically scanning the appeal to the director of education for review by the *SAP Appeal Committee*. Appeals for loss of eligibility following an *Academic Warning* must be submitted within seven (7) school days from the end of the academic period. Appeals submitted outside of this deadline may be accepted and considered but may be applied for a subsequent academic period. The appeal must explain the circumstances that the student believes would have a bearing on the student's reinstatement, including why the student failed to meet *SAP* requirements and what has changed that will allow the student to meet *SAP* requirements at the next academic period. Some acceptable circumstances for a *SAP* appeal include:

1. Illness of student
2. Loss of family member
3. Transportation or childcare issues
4. Unexpected medical care of a family member
5. Military duty
6. Emergency response team member responsibilities
7. Other special circumstances beyond the student's control

Each student is required to document the reason for their appeal for the consideration of the *SAP Appeal Committee*; failure to adequately document may be the basis for denial. The student must provide documentation that supports the reason for the appeal and how the situation has changed to ensure it does not interfere with the student's progress moving forward. The documentation must show that *SAP* will be met by the end of the next evaluation period or include an *Academic Plan* with a deadline of when *SAP* will be met. The committee will review the student's written appeal, academic record, attendance record, and may call upon the student, managing director and/or the student's instructors for additional information. Based on this review, the committee will determine if the student will remain in school, and under what conditions as specified in the *Academic Plan*. This academic plan will ensure, if followed, that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum time frame based on the individual student's contract (150% of contracted hours). The student's *Maximum Timeframe* cannot be exceeded. If the appeal is granted.

Satisfactory Academic Progress Appeal Outcome

The student will be notified in writing of the final decision of a *SAP* appeal and a copy of this notification is maintained in the student's file.

1. Students who have appealed may remain in school until the determination of the appeal. If the appeal is denied, the student will not be held liable for the educational costs incurred during the new academic period.
2. Only if the student can reasonably be expected to meet *SAP* criteria within one academic period should *Academic Probation* be granted. An exception to this may be granted if the student is placed on an *Academic Plan* as part of *Academic Probation*. This plan must be completed using the *Academic Plan* form and must outline conditions to ensure that the student is able to meet the *SAP* standards by a specific time.
3. If the student's appeal is granted, the student will be allowed to remain in school.
4. The student will be placed on *Academic Probation* for one academic period unless the student is placed on an *Academic Plan*. If a student is on an *Academic Plan* as part of their probation, the duration is outlined in the *Academic Plan*. The student's progress in meeting the terms of the *Academic Plan* must be reviewed each academic period. A student exceeding the maximum time frame for completion will be terminated from the program and will not be eligible to re-enroll, unless an appeal to be placed on *SAP* probation is approved with an *Academic Plan*. This *Academic Plan* will ensure, if followed, that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student.
5. The committee's decision along with any conditions of approval will be electronically scanned to the managing director who will be responsible for communicating the decision to the student and placing the documentation in the student's academic file.
6. The decision of the committee is final.
7. A second appeal for the same incident is not permitted.

PROSPER

ACADEMIC PROBATION

Students who lose eligibility due to not meeting the *SAP* requirements and who successfully appeal the loss of eligibility will be placed on probation for at least one academic period. Students on probation may be subject to an *Academic Plan*. Students must be evaluated against the syllabi of any courses attended as well as the *Academic Plan* conditions.

Academic Plan:

A student exceeding the *Maximum Timeframe* for completion will be terminated from the program and will not be eligible to re-enroll. *Academic Plans* will ensure, if followed, that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the *Maximum Timeframe* permitted for the individual student. Students placed on an *Academic Plan* may continue eligibility beyond one academic period, based on specified criteria in the student's plan that will result with the student meeting the *SAP* requirement at the end of the *Academic Plan*. An *Academic Plan* will outline the specific actions and timelines each student must complete in order to meet *SAP* standards; the period covered in the *Academic Plan* may extend beyond the student's term or payment period, but never beyond their *Maximum Timeframe*. Students that are progressing successfully at each checkpoint of their academic plan will remain in satisfactory progress and eligible for financial aid. If the student is not able to maintain the requirements of their *Academic Plan*, the student will be terminated from the program without the ability to appeal the decision. Students not meeting this requirement will also not be eligible for financial aid. Students may appeal to have their *Academic Plan* revised.

End of Probation:

At the end of the *Academic (SAP) Probation* period, the managing director will notify the student of the outcome of the student's probationary period by providing the student with either a letter notifying the student of successful completion of the *Academic (SAP) Probation* period or a *Notice of Termination* from the school. A second appeal for the same incident is not permitted.

At the end of the *Academic Probation* period, *Academic Affairs* will notify the student of the outcome of the student's probationary period by providing the student with:

1. A letter notifying the student of successful completion of the *Academic Probation* period, or
2. Notice of termination for failing to meet *SAP* requirements

Re-Establishing Satisfactory *Academic Progress*

- A student can re-establish *SAP* by making all standards after being on *Academic Warning* or *Academic Probation*, or by having a *SAP* Appeal approved.
- *SAP* can only be re-established at a subsequent evaluation point.

Miscellaneous

- Student Applications for Re-admittance – Students applying for re-admittance will be evaluated for the likelihood to meet current *SAP* standards.
- Transfer Hours and MPAs - Transfer hours from another institution accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when *Maximum Timeframe* has been exhausted.
- *SAP* evaluation periods for transfer students occur as follows: *SAP* evaluation periods are based on actual contracted hours at the institution,
- Transfer MPAs will not be included in CGPA.
- Course Repetition – In the event a student repeats a course, all attempts (failed or passed) remain as a course attempted and is included in the calculation of *Maximum Timeframe*. Only the last grade for a course is included in the CGPA.
- Grade Point Average(GPA) – Each student's cumulative grade point average will remain with the student throughout the student's time at the institution. This applies to students who withdraw and later readmit, changes in programs of study, and students who graduate from one training program and readmit into an additional program. Note that only courses included in a program are to be included in the *SAP* calculation for that program.
- Non-credit remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.
- Students dismissed for not meeting *SAP* standards are permitted to return unless otherwise discussed.

Impact of *SAP* On Student Re-Admittance:

Students who withdraw prior to completion of the program and wish to re-enroll at the institution into the same program will return in the same *Satisfactory Academic Progress* status as at the time of withdrawal.

PROSPER

ACADEMIC REVIEW

A student questioning the accuracy of his/her grade point average, or subsequent termination of training, may request a review of the matter by the school's managing director or designated member of the academic team. Upon review, a determination will be made as to the legitimacy of the student's concern and appropriate action will be taken. If the student is dissatisfied with the determination, the student may make an appeal to the corporate vice president of education and career services, who shall render a final determination.

PROSPER

APPLICATION OF STANDARDS

These satisfactory academic progress standards apply to all students, day or evening.

Multimedia Makeup Academy operates in accordance with standards established by the *Michigan Department of Labor and Regulatory Affairs*. Students may file complaints with the *State of Michigan*.

EVOLVE

REFUND + CANCELLATION POLICIES

Multimedia Makeup Academy's policy adheres to the refund and cancellation policies of applicable state, federal, and accrediting agencies. *Multimedia Makeup Academy* applies the following institutional cancellation policy to all applicants:

- If the applicant is denied acceptance into any of the school's programs the \$100 application fee, \$250 Registration Fee, and Kit Fee (dependent on program) is non-refundable.
- If the applicant cancels or terminates their *Enrollment Agreement* with the school within three (3) business days of signing the contract, regardless whether or not the student has started training, all tuition paid by the applicant will be returned within forty-five
- (45) days.

- If the applicant cancels the *Enrollment Agreement* after three business days of signing but prior to entering classes, all tuition paid by the applicant will be returned within forty-five (45) days.
- If the program is canceled subsequent to a student's enrollment and before instruction has begun, all tuition paid by the applicant will be returned within forty-five (45) days.

The postmark date on written notification or the date the notification is delivered to the school in person, or the date the school is notified verbally by the student will determine the cancellation date. *Multimedia Makeup Academy's* policy adheres to the refund policies of applicable state, federal, and accrediting agencies.

The *Institutional Refund Policy* applies to all students who withdraw or are terminated for any reason, by either party, including the student's decision, course or program cancellation, or closure of the school after the beginning of the program. The postmark date on written notification or the date the notification is delivered to the school in person, or the date the school is notified verbally by the student will determine the official withdrawal date. The postmark date on written notification, or the date the notification is delivered to the student in person determines the official termination date.

The unofficial withdrawal date will be determined by the student's last date of attendance; the school monitors clock hour attendance at least weekly. The *Institutional Refund Calculation* is based on the percentage of scheduled program hours in the payment period, prior to the student's last date of attendance. The calculation is not based on the hours attended nor hours earned, see the schedule below.

INSTITUTIONAL REFUND CALCULATION

% of Program Completed by Student	
.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 calendar days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
- If the course is canceled subsequent to a student's enrollment, and before instruction in the course/program has begun, the school will either provide:
 - a full refund of all monies paid OR
 - completion of the course/program.
 - If the school cancels a course/program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide:
 - a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR
 - provide completion of the course OR
 - participate in a Teach-Out Agreement OR

- provide a full refund of all monies paid
- If permanently closed and ceases to offer instruction after a student has enrolled and instruction has begun, the school will provide:
 - a pro rata refund of tuition to the student OR
 - participate in a Teach Out Agreement.
- This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in this catalog and in the enrollment agreement.

EVOLVE

WITHDRAW

A student's withdrawal date is always the last date of academic attendance as determined by the attendance records. This date is used for all students who cease attendance, including students who unofficially and officially withdraw.

Students absent from all classes for 14 consecutive calendar days, including weekends and excluding breaks between mods or terms of five (5) consecutive days or more, will be unofficially withdrawn from school. The date of determination for unofficially withdrawn students is no later than 14 days after the student's last date of attendance. If the date a student provides official withdrawal notification to the school is prior to the date the school would regularly determine to be the student withdrawal date, the date of determination is the date of the student's notification.

Calculating hours completed is determined by dividing the number of hours the student was scheduled to complete in the payment period, as of the day the student withdrew, by the total number of clock hours in the same period.

EVOLVE

LEAVE OF ABSENCE

A *Leave of Absence (LOA)* is a temporary interruption in a student's program of study. *LOA* refers to the specific period during an ongoing program when a student is not in attendance. A *LOA* can be granted in emergency situations which cause attendance to be impossible or impractical. *LOA* will be granted in the case of pregnancy or new mothers, significant death, significant illness, or job transfer. A *LOA* will only be permitted with a letter from the student's doctor or employer. If a student is called into active duty for the military, the academy will grant a leave of absence with the appropriate paperwork. *LOA*'s must not exceed a 12-month period. To request a *LOA*:

- Contact admissions@mmatroy.com
- Complete and sign a *Leave of Absence* form
- Include documentation required for the *Leave of Absence* (as mentioned above)
- Email all information to admissions@mmatroy.com

There will be no additional charges for a *LOA* if the student returns at the agreed upon date. If the student fails to return, they will be considered to have withdrawn from school and will not be able to complete their program.

Students will receive notification within 48 hours of completing the *LOA* form. If sufficient documentation has not been received, the student may be denied a *LOA*.

EVOLVE

DISABILITIES ACCOMMODATIONS

Multimedia Makeup Academy is readily accessible to disabled students and complies with the *Americans with Disabilities Act (ADA)* and the *Equal Employment Opportunity Commission (EEOC)*. Auxiliary aids and services are available upon request for individuals with disabilities. The Michigan relay number for the Deaf and Deafened is 800-649-3777 V/TTY.

EVOLVE

PERSONAL/FAMILY PROBLEM REFERRAL

Information to assist students with personal and family problems such as referrals to mental health clinics, family counseling, homeless shelters, legal aid, etc. is available via WellConnect. WellConnect contact information is available via their website at

www.wellconnectbysrs.com and from the managing director at the campus. Note that community services may vary based on availability.

EVOLVE

ACADEMIC RECORDS

All students receive a transcript and diploma once all graduation requirements are met. *Multimedia Makeup Academy* maintains copies of all transcripts in our electronic student information system.

Requests for academic transcripts, a duplicate diploma, or copies of a student's file must be (1) in writing with student's signature or accompanied by the student's signed release, and (2) accompanied with a money order in the amount of \$10.00 for each transcript and/or \$10 for a duplicate diploma or student file copy request. *Multimedia Makeup Academy* reserves the right to withhold release of any/all academic documents for students or graduates with unresolved financial obligations to the school, or who are in default of any student loans, until all financial obligations have been met.

EVOLVE

ADMINISTRATIVE PREROGATIVE

Multimedia Makeup Academy reserves the right to revise or alter programs of study including, but not limited to, adding or changing courses, cancellation of the start of any program in which there is insufficient registration, and make changes in administrative or instructional personnel as conditions warrant and the school deems necessary. *Multimedia Makeup Academy* also reserves the right to modify or change courses within a program for the purpose of updating and enhancing training outcomes. *Multimedia Makeup Academy* will disclose to students any plans for improving academic programs. Any modification of the student's application and contract, as contained in the catalog, shall be agreed to, in writing, by all parties.

EVOLVE

ALCOHOL + SUBSTANCE ABUSE POLICY

Unauthorized drugs or alcohol are strictly prohibited on school premises. For the safety of fellow students, administrators, and prospective patients, students believed to be under the influence of drugs, alcohol, or other substances which could impair judgment, behaviors, and/or activities, may be required to take a drug test. *Multimedia Makeup Academy* reserves the right to suspend or dismiss any student soliciting illegal drugs.

Multimedia Makeup Academy prohibits the use of all illegal and illicit drugs by all students and employees while at school or at work. The campus and all associated campus and workplace areas are designated as "Drug-Free." The possession, sale, or the furnishing of alcohol or illegal or illicit drugs of any kind on campus is governed by the Student Code of Conduct found in this catalog. Students and employees are not allowed to bring alcohol, illicit or illegal drugs of any kind onto school premises, or be under the influence of alcohol, illicit or illegal drugs while on school premises. The *National Minimum Drinking Age Act of 1984* required all states to raise their minimum purchase and public possession of alcohol to age 21.

Multimedia Makeup Academy can provide employees and students with information on outside resources available to help with problems related to the misuse of alcohol and all forms of substance abuse for themselves or their family members. Contact the *Academic Affairs* for names of appropriate agencies, phone numbers, and additional information.

Consumption and Possession of Marijuana

All students, employees, and visitors are on notice that the *Michigan Medical Marijuana Act (MMMA)* and the *Michigan Regulation and Taxation of Marijuana Act (MRTMA)* conflicts with federal criminal laws governing controlled substances, as well as federal laws requiring institutions receiving federal funds, by grant or contract, to maintain drug-free campuses and workplaces. *Multimedia Makeup Academy* participates in federal grant programs which would be in jeopardy if those federal laws did not take precedence over state law. Thus, the use, possession, or cultivation of marijuana in any form and for any purpose on *Multimedia Makeup Academy's* property or premises violates the "Drug Free Schools Police Statement". *Multimedia Makeup Academy* will not allow the use, possession, or cultivation of marijuana on its property or premises or in / on *Multimedia Makeup Academy's* controlled environments, even if a student, employee, or visitor has been properly certified as a medical marijuana user. Students, employees, and visitors will be asked to dispose of or remove marijuana from *Multimedia Makeup Academy's* property or premises immediately.

Further, the *MMMA* and *MRTMA* states that employers are not required to accommodate employees who use medical marijuana; therefore employers have the right to refuse employment to anyone who fails a drug test. Additionally, the *State of Michigan* prohibits a person from undertaking any task under the influence of marijuana, when doing so would constitute negligence or professional

malpractice, as in many areas of the medical field. As a result, drug testing may be required at any time by a prospective employer consistent with the laws of the State of Michigan and the requirements of potential employers.

EVOLVE **SMOKING**

Multimedia Makeup Academy's campus is "smoke-free." *Multimedia Makeup Academy* is dedicated to maintaining a smoke-free and tobacco-free work and educational environment. All *Multimedia Makeup Academy* employees, students, visitors, guests, and contractors are required to comply with this policy, which shall remain in effect at all times.

In compliance with various regulations, to protect the health and safety of *Multimedia Makeup Academy* faculty, staff, students, and visitors, and to create a healthier and cleaner school environment, this policy defines smoking and tobacco use to include the following:

1. "Smoking" is defined as the use of smoke-producing tobacco products, such as cigarettes, cigars, cigarillos, mini-cigars, vape, and hookah.
2. Tobacco use is defined as the use of any tobacco product including cigarettes, vape, cigars, cigarillos, mini-cigars, hookah, spit tobacco, snuff, and other smokeless products. "Smokeless products" include the use of e-cigarette, or "vaping", electronic smoking devices or electronic nicotine delivery systems. FDA-approved cessation aids, such as nicotine patches and gum, are not included in this category.

Smoking and tobacco use, as defined above, is prohibited in all enclosed areas at *Multimedia Makeup Academy* without exception. This includes common work areas, classrooms, conference and meeting rooms, private offices, hallways and employee lounges.

EVOLVE **CHILDREN**

Multimedia Makeup Academy maintains an atmosphere conducive to learning and does not have provisions to accommodate children. It is the policy of the school that children should not be brought to orientation, classrooms, or left in lounges, offices, or any part of the school.

EVOLVE **CLASSROOM EXPECTATIONS**

Multimedia Makeup Academy students must attend all scheduled theory and demonstration classes, and bring pencil, paper, and text to class. Cosmetology, Manicuring and Cosmetology Instructor are clock-hour programs, and each hour must be used for meaningful learning activities. Free time between clients during practical hours will be used for studying only materials related to cosmetology or mannequin practice. Students not using optional time productively will be required to "clock" out using the time clock system.

Students may not perform cosmetology-related services on themselves. Students may not receive cosmetology-related services without permission from an instructor, and may pay a nominal price for services rendered. Students may volunteer to receive services as a class project or demonstration. *Multimedia Makeup Academy* assumes no responsibility for any negligence, carelessness, or lack of skill by one or more students and/or instructor(s) during the practice, demonstration and/or performance of any cosmetology-related service.

EVOLVE **COPYRIGHT INFRINGEMENT**

Copyright is a form of protection provided by the laws of the United States (title 17, US Code and 1976 Copyright Act) to authors of literary, dramatic, musical, artistic, and other intellectual works, both published and unpublished. The principle of "Fair Use" allows for the public to freely utilize portions of copyrighted material for purposes of commentary or criticism, including limited academic use. Complete information about copyright may be obtained from the U.S. Copyright Office, or online at www.copyright.gov.

Multimedia Makeup Academy students and employees are not permitted to engage in activities that violate US copyright laws, including the unlawful reproduction or distribution of copyrighted material through physical or electronic means. Those found to violate these regulations will be subject to negative consequences up to and including termination. Records and evidence of such actions may also be shared with proper legal authorities for prosecution. Unauthorized distribution of copyrighted material, including peer-to-peer file sharing may be subject to civil and criminal liabilities. The penalties for violation may be found at www.copyright.gov.

EVOLVE

ELECTRONIC COMMUNICATION DEVICES

Appropriate conduct for the use of personal electronic communication devices (including but not limited to cell phones, tablets, bluetooth headsets, etc.) in an educational and professional environment is expected as follows:

- All personal electronic communication devices are to be either turned off or set to vibrate when entering the classroom unless directed otherwise by the course instructor for course-related assignments.
- Text messaging should be used for emergencies only.
- Bluetooth or other headsets are not to be connected to your ear or around your neck in the classroom.
- Pictures, videos, or any other sort of recording are not to be taken of classroom activities, laboratory activities and/or your classmates unless authorized.
- Social media should not be accessed during class time.

If you receive an emergency call that needs to be answered you may ask for permission to leave the room. While you are out of the classroom, you are considered absent according to classroom policy. If you must leave the school, quietly inform your instructor and the *Student Experience Manager* at the front desk. It is recommended that you provide your campus phone number to anyone who may need to reach you in case of an emergency.

EVOLVE

FAMILY EDUCATIONAL RIGHT TO PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review your education records. Students should contact the education office to determine the location of appropriate records and the procedure for reviewing such records. A student should submit to the *Director of Academic Affairs* a written request that identifies the record(s) the student wishes to inspect. The managing director will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request that records believed to be inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA, be amended. The request should be submitted in writing to the Multimedia Makeup Academy official/office responsible for maintaining the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the request for change is denied, the student has a right to a hearing on the issue.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records. Generally, Multimedia Makeup Academy must have written permission from the student before releasing any information from the student's record.

FERPA does however authorize disclosure without consent in certain situations as listed below:

- Specified officials for audit or evaluation purposes;
 - Representatives of the Secretary;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies;
 - State and local authorities, within a juvenile justice system, pursuant to specific State law, and
 - School officials with legitimate educational interest.
- A school official is a person employed by Multimedia Makeup Academy in an administrative, supervisory, academic, research, or support staff position; or a person serving on the board of trustees; a person or company with whom the school had contracted (such as an auditor, attorney, or collection agency) or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Multimedia Makeup Academy.

4. Upon request, Multimedia Makeup Academy will disclose education records without consent to officials of another school in which the student seeks or intends to enroll.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Multimedia Makeup Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education 400
Maryland Avenue, SW
Washington, DC 20202-4605

Directory Information

The school may release information without the student's consent where the information is classified as "Directory Information." The following categories of information have been designated by Multimedia Makeup Academy as directory information:

- Name
- Address
- Telephone listing
- Email address
- Photographs
- Diplomas, honors, awards received
- Major Field of Study

Students who do not want such information released without their consent should notify the education office or managing director of their campus.

EVOLVE

FAMILIARITY WITH SCHOOL REGULATIONS

Prior to enrollment each student is provided with a *Multimedia Makeup Academy* catalog and other various documents which set forth the policies and regulations under which *Multimedia Makeup Academy* operates. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. Ignorance of or lack of familiarity with this information does not excuse noncompliance or infractions. Failure to abide by the *Student Code of Conduct* and *Standards of Professional Appearance, Attendance Policies*, failure to satisfy *SAP* requirements, failure to make payments in accordance with the agreed schedule, or failure to adhere to the *Weapons Policy* can result in discipline up to termination of enrollment. Failure to comply with the policies of *Multimedia Makeup Academy* can be grounds for dismissal, pending investigation of circumstances involved.

EVOLVE

LICENSING AND ACCREDITATION

A student may request to see approval letters and certifications from the *Michigan Department of Labor and Regulatory Affairs*, the *Michigan Board of Cosmetology*, and *NACCAS* upon request to the *Administrative Assistant*.

EVOLVE

LICENSURE REQUIREMENTS

Licensure by the *Michigan Board of Cosmetology* is required for employment in cosmetology, manicuring and cosmetology instruction in the *State of Michigan*. *Multimedia Makeup Academy* encourages all students to challenge the state licensing exam, however, makes no promise or guarantee of a graduate's successful outcome of this examination. Students will service the public in a fair, honest, and open manner. If a student has had a judgment of guilt in a criminal proceeding or a civil action, the student must be rehabilitated, or the substance of their former offense is not reasonably related to the cosmetology occupation. Students are aware that good moral character is required for licensure, and therefore gainful employment, in the *State of Michigan*. *Multimedia Makeup Academy* has determined that its Cosmetology or Esthetics program curriculum is sufficient to fulfill educational requirements for licensure in the *State of Michigan* only. No educational determinations have been made for any other state, district, or US territory in regards to licensure requirements.

A student seeking a full instructor license must also have at least three (3) years of practical experience in natural hair cultivation, hair care services, skin care services, and manicuring services, at least one (1) year of which shall be in a cosmetology

establishment. The *Michigan Board of Cosmetology* may issue an Esthetics Instructor's license to an individual who meets all of the requirements except the practical experience component.

EVOLVE

NATIONAL VOTER REGISTRATION ACT

Voter registration forms are available online at <https://webapps.sos.state.mi.us/mivote>.

EVOLVE

SOCIAL SECURITY NUMBER PRIVACY POLICY

Pursuant to Michigan's Social Security Number Privacy Act (the "Act"), *Multimedia Makeup Academy* will take measures reasonably necessary to ensure the confidentiality of its employees' and students' social security numbers and those collected from others in the ordinary course of the company's business. Neither the company nor any of its employees will unlawfully disclose social security numbers obtained during the ordinary course of business. The company will limit access to information or documents containing social security numbers to only those employees of the company whose job description requires the use of social security numbers. In addition, the company will strictly limit the display of social security numbers on computer monitors or printed documents, unless required by law or business necessity.

The company will not use social security numbers, more than four consecutive numbers from a social security number, or a derivation of them as personal identifiers, permit numbers, license numbers, or primary account numbers or for similar uses unless required by law. The company may use a social security number to perform an administrative duty related to employment or student's financial aid, including, for example, to verify the identity of an individual; to detect or prevent identity theft; to investigate a claims, credit, criminal, or driving history; to enforce legal rights; or to administer benefits programs.

EVOLVE

STANDARDS OF PROFESSIONAL APPEARANCE

A well-groomed appearance significantly contributes to an individual's self-esteem and general performance; therefore, *Multimedia Makeup Academy* asks all students to maintain a healthy, clean, and well-groomed appearance. Students are required to wear their uniform and name badge that identifies them as a *Multimedia Makeup Academy* student. Students must wear close-toed shoes with backs, along with socks. Hats, caps, and casual attire (sweatshirts, t-shirts, jeans, shorts, jogging suits, yoga pants, flip-flops, etc.) are not considered proper attire and are unacceptable. All attire must be clean and pressed. Students are responsible for keeping their work area clean including the student station, cabinet, locker, kit, classroom practice area, shampoo area, and the removal of hair from the floor. Additionally, kits must be fully equipped, sanitized and ready for inspection at all times. Students found out of uniform will be clocked out and sent home. Repeated violations may result in termination from school.

EVOLVE

STUDENT CODE OF CONDUCT

Multimedia Makeup Academy graduates are recognized for their professional skills, confidence, conduct and appearance. Therefore, we ask for your cooperation in ensuring the development of these qualities in all students.

Professional Conduct Defined

All students are expected to conduct themselves with civility and respect toward fellow students and staff. Student behavior which could interfere with other students' rights, safety, health, or right to learn are prohibited. Possession, use, or distribution of illegal drugs or alcohol are strictly prohibited on school premises. If a student, or family member, has a substance abuse problem, please consult the managing director for a list of community agencies providing counseling and assistance. Cheating and plagiarism are strictly prohibited. Behavior that is strictly prohibited also includes (but is not limited to): reporting to school under the influence of drugs or alcohol, threatening or intimidating behavior, possession of weapons, inappropriate use of cell phones or other electronic devices to record audio or video without prior campus approval, use of profanity, failure to comply with school policies or directives, and/or misuse of school or another's property.

Food and drink are allowed only in the student lounge or designated areas; unwanted items must be immediately discarded. Please be courteous and consume food and beverages prior to entering the classroom. There is positively no eating or drinking in any classroom, or clinic per The *State of Michigan*.

Lunch and break time will be scheduled at instructors' discretion. Students may not chew gum, eat, or drink during theory, mannequin practice or clinic classes.

A student who violates this *Student Code of Conduct* may lose academic credit, be counseled, issued a written warning, sent home for the day and/or be terminated from school; other actions may be implemented as determined appropriate to the offense. *Multimedia Makeup Academy* reserves the right to suspend or dismiss any student any time for misconduct or when such action is deemed to be in the best interest of the student or student body.

Multimedia Makeup Academy has the right to charge any student responsible for breakage, damage, or loss of equipment or materials. Theft of school property will result in immediate termination from the program, with no reimbursement of tuition to the student.

EVOLVE

STUDENT AND LICENSEE PROHIBITIONS

Per the *State of Michigan Board of Cosmetology Administrative Rules*, Part 7. R 338.2179g, Rule 79g(1): A student, apprentice, or licensee shall not do any of the following, and a licensee shall not allow another to do any of the following:

- Use or possess methyl methacrylate monomers.
- Abrade, roughen, buff, or file the nail plate to the extent that the nail bed is exposed or that deeply filled trenches or ridges in the nail plate are created.
- Use a nail white pencil.
- Use lump alum or a styptic pencil to stop bleeding.
- Carry any equipment, tools, implements, or supplies in the pocket of a uniform.
- Use the same powder puffs, makeup brushes, or cosmetic pencils on more than 1 patron.
- Use an ultraviolet ray electrical sanitizer, unless the items placed in the sanitizer have been sanitized according to the rules promulgated by the department.
- Use or possess a blade in the practice of manicuring or pedicuring.
- Provide services that require a license without posting a current, unexpired, and valid license or permit for that person in the establishment where cosmetology services are being rendered.
- Fail to provide proof of identity with a picture I.D. or alternative acceptable to the department at the time of an inspection, if requested by a department representative performing an inspection of the licensed establishment.

Standards for all programs are outlined at orientation. Students in violation of these rules will be sent home and marked absent for the day. Repeated violations may result in termination from school.

Felony conviction, misdemeanor conviction with the possibility of jail time, or practicing cosmetology or esthetics on the public outside of school may render students ineligible to take the State Board Examination. Good moral character is required for licensure, and therefore gainful employment, in the State of Michigan.

EVOLVE

CORRECTIVE COACHING + SUSPENSION + TERMINATION

Students will agree to receive *Corrective Coaching* for non-compliance with any of the items listed:

- Not following uniform policy
- Malicious gossip or bullying
- Being disrespectful to students and staff
- Neglecting to call in when late or absent
- Excessive tardiness
- Poor attendance
- Beginning a guest service without an instructor present during the consultation
- Use of cell phones during class or clinic time

- Smoking or vaping on campus
- Violation of Internet and Social Networking Policy
- Delinquent on tuition payments
- Technology used for non-educational purposes
- Failure to complete practical and academic assignments

If a student receives three *Corrective Coaching* sessions for failure to comply, then they will receive a 3 day suspension. After suspension, the *Director of Academic Affairs* will create a plan of action to correct any behavior or actions that are limiting the student from personal and academic growth. Should the student continue to not comply with the rules set forth by *MMA* and the plan of action created by both the student and the *Director of Academic Affairs*, a termination will be discussed.

Re-admittance into the academy after a three-school-day suspension will be based upon the following:

- The student must be current on all theory exams and academic assignments if applicable.
- The student must conduct a personal interview with the *Director of Academic Affairs* to determine the plan for re-entry.
- The student will be placed on probation for thirty (30) calendar days, during which time the student must strictly abide by all policies, rules, and regulations.

Termination occurs when a student does not comply with the policies and procedures set forth by *MMA*. Students that are terminated are no longer enrolled in their program and are no longer allowed on the campus for any given reason. Students who are terminated are not permitted a refund or re-enrollment. Transcripts will be accessible if students are in good financial standing and have no outstanding balance.

Students may face termination for the following and may be given no warnings or prior coaching sessions for the following:

- Use of drugs and/or alcohol, which includes prescription marijuana
- Possession of drugs and/or alcohol, which includes prescription marijuana
- Clocking in/out for another student
- Leaving *The Academy's* facility without signing out for a break or lunch and remaining clocked in on the time clock and receiving unearned hours (does not include outside of facility, ie corridor or parking lot).
- Cheating or stealing
- Insubordination
- Threatening and/or racial statements made toward staff, students, or guests
- Physical violence and/or altercations

EVOLVE

HARASSMENT + BULLYING

MMA is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from sexual harassment, bullying and discrimination.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct of a sexual nature.

Sexual harassment can occur between staff to student, student to staff, student to student, staff to staff, female to male, male to female, female to female, and male to male. Administration will take prompt, equitable, and remedial action on reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Sexual harassment may include but is not limited to:

- Verbal harassment or abuse of a sexual nature
- Subtle pressure for sexual activity
- Inappropriate or unwelcome touching, patting, or pinching of a sexual nature
- Intentional brushing against a student's or an employee's body
- Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status
- Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status
- Use of sexually or gender-degrading words or comments, verbal or written (e.g., graffiti)

- Display in the school, on school grounds, or at school-sponsored events of sexually suggestive pictures
- Leering of a sexual nature
- Spreading of sexual rumors

Harassment, intimidation, bullying, racism and discrimination may take many forms, including verbal aggression and name calling; inappropriate comments; inappropriate images; physical aggression; relational aggression; graphic and written statements, which may include use of cell phones, computers, or gaming systems; any insensitive materials and other conduct that may be physically threatening, harmful, or humiliating. Harassment, intimidation, bullying, and discrimination include intent to harm, they are directed at a specific target, and may involve repeated incidents. This type of behavior will not be tolerated at *MMA*.

Students and staff are required to report any harassment, bullying, intimidation or discrimination to the *Director of Academic Affairs* immediately. The academy shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations and the necessity to investigate the allegations and take disciplinary action when the conduct has occurred. Retaliation is prohibited against any person who makes a complaint or is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation. Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary action.

Each staff member is responsible to immediately report alleged discrimination and/or harassment to his/her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary action up to and including termination.

EVOLVE

INTERNET + SOCIAL NETWORKING

MMA respects the rights of students to use social media during their personal time. Social media includes all forms of publicly accessible communications which include, but are not limited to, written and verbal communications (including podcast and video uploads) and all forms of electronic communication including discussion groups, forums, newsgroups, e-mail distribution, blog postings, and or social networking sites (such as Facebook, Instagram, SnapChat, Twitter, YouTube, Friendster, TikTok, etc.). Students are personally responsible for the content they publish on social networking sites. Students are expected to treat each other with fairness and respect, consistent with student expectation at *MMA*. Students who are considered irresponsible on their social accounts in reference to the academy, instructors, staff or students will be subject to disciplinary action. Threats of violence will not be tolerated, and *MMA* will report any such actions to the authorities.

EVOLVE

PUBLIC HEALTH + COVID-19

The *State of Michigan* has the reasonable expectation that all trained and licensed cosmetology professionals will be knowledgeable of all public health regulations applicable to the profession and that licensed cosmetology professionals will practice and enforce these standards.

MMA has the reasonable expectation that all students will dutifully and earnestly apply themselves to learning the health regulations of the state and on a daily basis will practice and demonstrate their knowledge of these rules and accept their professional vanguards and enforcers of public health regulations.

Students and employees are required to adhere to the safety precautions caused by COVID-19. Students and employees must abide by the safety and sanitation procedures as outlined by the *Centers for Disease Control and Prevention (CDC)* unless otherwise noted. Symptoms for Covid-19 may include, but not limited to:

- Fever
- Cough
- Shortness of breath or difficulty breathing • Chills
- Muscle pain
- Headache

- Sore throat
- New loss of taste or smell

These symptoms may appear 2-14 days after exposure to the virus. If a student has been in contact with someone with COVID-19, it is recommended that:

- The student notifies their instructor immediately and includes the date of exposure

MMA will not enforce rules or regulations not mandated by the CDC or the State of Michigan.

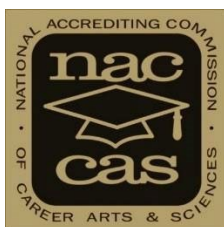
EVOLVE

STUDENT GRIEVANCE POLICY

The student grievance policy provides a process to facilitate resolution of student concerns. If a disagreement occurs, students should follow the following steps:

- For course-specific academic concerns, a student should first attempt to resolve the difference with the course instructor.
- If a satisfactory solution cannot be achieved, or for a student with concerns of a non-academic nature, the student may choose to submit a formal grievance.
- Formal grievances must be submitted to the *Director of Academic Affairs* as appropriate to the concern. Grievance submission must be in the form of a written letter and must contain a statement of the alleged violation(s), a statement of the student's desired resolution, and the student's name, address, and phone number. Although documentation of the alleged incident is not required as part of the grievance, reliable documentation and/or statements can assist *Multimedia Makeup Academy* in a fair and accurate review of the grievance. In order to resolve the situation in a timely manner, the student is required to provide information promptly. If the student fails to provide requested information in a reasonable period of time (typically 10 working days), the grievance may be canceled, and no further consideration will be given.
- The written formal grievance will be investigated, and the determination will be provided in a timely manner to the student.
- Any resolution that is unsatisfactory to the student may be appealed in writing to the *Student Experience Manager*, christina@mmatroy.com whose decision in all matters will be final.

Multimedia Makeup Academy operates in accordance with standards established by the following:



National Accrediting Commission of Career Arts & Sciences, Inc.

3015 Colvin Street, Alexandria, VA 22314

Telephone (703) 600-7600

Michigan Department of Licensing and Regulatory Affairs Michigan State Board of Cosmetology

Bureau of Professional Licensing

P.O. Box 30244 Lansing, MI 48909

Telephone: (517) 241-9262

Students can file a complaint with the State of Michigan online at www.michigan.gov/pss.

EVOLVE

STUDENT TIME COMMITMENT

Successful program completion will require additional study in excess of scheduled program hours. A student should recognize that course work, while attending *Multimedia Makeup Academy*, will require, at minimum, one additional hour of study each day.

EVOLVE

WEAPONS POLICY

Multimedia Makeup Academy maintains a zero-tolerance attitude towards firearms and other weapons on campus and at sanctioned school events. In compliance with *Michigan law* (1931PA328 MCL750.227 and 1927PA372 MCL28.425o (2)), guns or other dangerous instruments (knives, chemical sprays, electrical discharge device, etc.) that are intended to be used as weapons are NOT to be carried into any *Multimedia Makeup Academy* at any time. Recent amendment to *Michigan's Public Act 372 of 1927* (2015PA16) regarding rights to carry concealed weapons does not exclude classrooms (MCL28.425o(1)(h)), and by extension all common areas such as hallways, entryways, and sidewalks. This is a zero-tolerance policy and failure to follow this policy will result in immediate termination/dismissal. Criminal charges may also be filed.

EVOLVE

OWNERSHIP

Multimedia Makeup Academy is owned by *Testagrossa Enterprises, Inc.* The corporation is governed by a board of directors, which appoints the officers of the corporation. Any questions about the ownership and governance of *Multimedia Makeup Academy* should be directed to the president of the academy at the campus located at 200 Kirts Blvd. Ste D, Troy, MI 48084 Attn: *Devawn Testagrossa*.

EVOLVE

ORGANIZATION

This catalog is specific to *Multimedia Makeup Academy* located in Troy, Michigan. *Testagrossa Enterprises, Inc DBA Multimedia Makeup Academy* located at 200 Kirts Blvd. Ste D, Troy, MI 48084.

Any questions about the organization should be directed to the president of the academy at the campus located at 200 Kirts Blvd. Ste D, Troy, MI 48084 Attn: *Devawn Testagrossa*.

EVOLVE

ANNUAL REPORT AND CAREER DISCLOSURES

NACCAS Annual Report Year Statistics

Multimedia Makeup Academy reported the following 2021 annual report year statistics calculated according to the *National Accrediting Commission of Career Arts and Sciences*:

Graduation Rate

2021 Programs	Graduation Rate
<i>Professional Program Program of Artistry</i>	67%
<i>Scholar Program of Artistry</i>	100%
<i>Special FX Program of Artistry</i>	NA
<i>Master Program of Artistry</i>	100%
<i>Total Institutional</i>	89%

Multimedia Makeup Academy year to date 2022 annual report year statistics calculated according to the *National Accrediting Commission of Career Arts and Sciences*:

Graduation Rate

2022 Program	Graduation Rate
<i>Professional Program of Esthetics + Beauty Makeup</i>	100%

Expert Program of Esthetics + Special FX Makeup	83%
Scholar Program of Cosmetology + Beauty Makeup	<i>New Program- no outcomes in specified time frame</i>
Master Program of Cosmetology + Special FX Makeup	<i>New Program- no outcomes in specified time frame</i>
Esthetics Instructor Program	<i>New Program- no outcomes in specified time frame</i>
Total Institutional	91.5%

The above percentage is reflective of all students scheduled to graduate from their program between January 1, 2022- August 31, 2022 that did graduate.

Licensure Rate

2022 Program	Licensure Rate*
Professional Program of Esthetics + Beauty Makeup	64%
Expert Program of Esthetics + Special FX Makeup	62.5%
Scholar Program of Cosmetology + Beauty Makeup	<i>New Program- no outcomes in specified time frame</i>
Master Program of Cosmetology + Special FX Makeup	<i>New Program- no outcomes in specified time frame</i>
Esthetics Instructor Program	<i>New Program- no outcomes in specified time frame</i>
Total Institutional	63.25%

*The percentage above is reflective of the graduates included above who sat for all parts of their required State of Michigan licensure exam and passed all required parts of the exam prior to August 31, 2022.

Job Placement Rate

2022 Program	Job Placement Rate**
Professional Program of Esthetics + Beauty Makeup	53.84%
Expert Program of Esthetics + Special FX Makeup	75%
Scholar Program of Cosmetology + Beauty Makeup	<i>New Program- no outcomes in specified time frame</i>
Master Program of Cosmetology + Special FX Makeup	<i>New Program- no outcomes in specified time frame</i>
Esthetics Instructor Program	<i>New Program- no outcomes in specified time frame</i>
Total Institutional	64.42%

**Of those graduates included above who are eligible for job placement, the percentage who were placed prior to August 31, 2022.

A graduate who is or has been employed in a field for which their training prepared them (i.e. in a position within the beauty and wellness industry that directly relates to their field of training) after graduation and prior to August 31, 2022 is considered placed. A

graduate who obtains a temporary position (i.e. position where there is an expectation prior to the graduate's hire that the employment relationship between the employer and graduate will not last more than one month) is not considered placed. The Job Placement Rate Information is calculated according to the *Multimedia Makeup Academy's* Accreditation Agency, *the National Accrediting Commission of Career Arts and Sciences*. Graduates are all students scheduled to graduate from the program in 2022. The scheduled graduation date is derived from a student's most recent contract end date (i.e., the contract end date after all leaves of absence, schedule changes and re-enrollments have been accounted for). A student may count as a graduate if they have completed all applicable graduation requirements. 100% of graduates are tracked using a completion/alumni survey and employment verification. A student may count as placed if they are employed in a field for which their training prepared them prior to January 1, 2022. Additional graduates may have found work in their field of study after August 31, 2022; however, those placements are not included in this calculation. 100% of graduates were tracked using *Alumni Survey and Employment Verification*.

For more information about a career in cosmetology, please visit the *U.S. Department of Labor's O*NET* website at <http://www.onetonline.org/crosswalk/>. Career information may be obtained by inputting the Classification of Instructional Programs (CIP) program code 12.0401 (Cosmetologist), 12.0409 (Esthetician) or the Standard Occupational Classification

(SOC) code 39-5012 (Cosmetologists), 39-5092 (Esthetician). Additional career information specific to the *State of Michigan* can be found at the *Career One Stop* website, which is sponsored by the *U. S. Department of Labor, Employment and Training Administration*. Go to <http://www.careerinfonet.org>; under browse occupations type the career of interest in the key word search box, then continue to select the *State of Michigan*.