



# ACADEMIC CATALOG

2025-2026

## **ESTHETICS UNIVERSITY MISSION**

ESTHETICS University's mission is to be a leading provider of career training, empowering our Students with the skills and knowledge they need to secure rewarding and fulfilling employment opportunities.

## **ESTHETICS UNIVERSITY OBJECTIVES**

The Esthetics program at ESTHETICS University is designed to give students the in-depth theoretical knowledge, practical skills, and professional attitude necessary for success in the Esthetics profession.

ESTHETICS University will provide well-prepared graduates for the current and future workforce by ensuring comprehensive education aligned with the most up-to-date industry standards and continually improving our practices to achieve employers' market-driven needs.

ESTHETICS University is dedicated to providing Esthetician training that meets the highest professional standards. Our Director of Education regularly monitors classes to ensure the program's quality, inspiring our students to strive for excellence in their learning journey.

ESTHETICS University will develop a solid foundation of technical skills and professional behaviors in its Students by conducting seminars and other live events to reinforce our curriculum.

ESTHETICS University has all the equipment, studying materials, and modern facilities to meet our short-term objectives.

ESTHETICS University is approved by the Illinois Department of Financial and Professional Regulation.

**"COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION"**, set forth with the address and telephone number of the Department's Complaint Intake Unit: 555 W. Monroe, 5th Fl., Chicago, IL 60661, (312) 814-6910, [IDFPR.illinois.gov](http://IDFPR.illinois.gov).

## **ESTHETICIAN PROGRAM**

**Description of Program:** The Esthetician Program is a specialized training program focused on skincare and beauty treatments. Students in this program learn techniques such as facials, waxing, makeup application, and more. They do instruction on skincare products, skin analysis, hygiene practices, and customer service skills. Graduates of an Esthetician Program can pursue careers in salons, spas, and skincare clinics or even start their businesses as licensed estheticians.

**Length of the Program:** Classes are offered Monday through Friday. Evening classes are held from 5:00 pm to 9:00 pm, 4 hours per day, 20 hours per week. Morning Classes are held from 8:00 am to 12 pm, 4 hours per day, 20 hours per week. The classroom program runs for 10 months (750 Clock Hours) including 3 weeks of Breaks (Winter, Spring, Summer, and Fall).

**Program objectives:** We provide Students with a comprehensive understanding of skincare techniques and beauty treatments.

Our training focuses not only on the effectiveness but also on the safety of performing facials, waxing, makeup application, and other esthetician services, ensuring our Students feel secure and confident in their skills.

We educate Students on skincare products, skin analysis, and proper hygiene practices.

We are developing strong customer service skills to ensure client satisfaction and retention.

We are preparing Students to pass the licensing exam and become practicing estheticians.

Our program is designed to equip graduates with the knowledge and skills needed to pursue successful careers in salons, spas, skincare clinics, or as independent estheticians, offering them a hopeful and exciting future.

These objectives aim to provide Students with a well-rounded education and practical training to excel in esthetics.

### **PREREQUISITE COURSES & OTHER REQUIREMENTS FOR ADMISSION TO PROGRAM**

- Must be 17 years of age or older.
- Must have earned a High School Diploma or GED.
- Must have proof of vaccination from Measles, Mumps, Rubella, Tdap, Chicken Pox, and Covid-19 or documented exemption, which must be submitted before the first day of class.
- Students are required to complete a Drug Screening.

- Students are required to complete a Background Check, which must be received before the first day of class.
- Students are required to complete a 2 Step TB Test.
- Proof of Health Insurance Coverage.
- Must have a current CPR Card for Healthcare Provid which must be received prior to starting the practice.

### ADMISSION PROCESS

Prospective Students are invited to the ESTHETICS University campus for an individual informational tour. Friends and family are also invited to attend to assist and support the prospective Student with their decision to attend an Esthetician Program.

Prospective Students will learn about the future demand and career prospects for the Esthetician. Class schedules and tuition costs, including payment plans, will be discussed. If the prospective Student has a high school diploma or a GED and is interested in attending Esthetician University, then the enrollment process can begin.

### SCHOOL HOLIDAYS

**2025**

SCHOOL HOLIDAYS	
New Year's Day	January 1, 2025
Birthday of Martin Luther King, Jr.	January 20, 2025
Washington's Birthday	February 17, 2025
Memorial Day	May 26, 2025
Juneteenth Independence Day	June 19, 2025
Independence Day	July 4, 2025
Labor Day	September 1, 2025
Columbus Day	October 13, 2025
Veterans Day	November 11, 2025
Thanksgiving Day	November 27, 2025
Christmas Day	December 25, 2025

**Winter Break** – from December 24, 2024 to January 1, 2025

**Spring Break** – April 21 – 25, 2025

**Summer Break** – July 21 – 25, 2025

**Fall Break** – November 24 – 28, 2025

## SCHOOL HOLIDAYS

**2026**

SCHOOL HOLIDAYS	
New Year's Day	January 1, 2026
Birthday of Martin Luther King, Jr.	January 19, 2026
Washington's Birthday	February 16, 2026
Memorial Day	May 25, 2026
Juneteenth Independence Day	June 19, 2026
Independence Day	July 3, 2026
Labor Day	September 7, 2026
Columbus Day	October 12, 2026
Veterans Day	November 11, 2026
Thanksgiving Day	November 26, 2026
Christmas Day	December 25, 2026

**Winter Break** – from December 25, 2025 to January 1, 2026

**Spring Break** – April 20 – 24, 2026

**Summer Break** – July 20 – 24, 2026

**Fall Break** – November 23 – 27, 2026

### TUITION & FEES: ESTHETICIAN PROGRAM

REGISTRATION FEE	\$ 100.00
TUITION:	\$ 12,995.00
BOOKS & EBOOKS:	\$ 550.00
LAB FEES:	\$ 675.00
UNIFORMS:	\$ 180.00
EQUIPMENT & SUPPLIES:	\$ 300.00
<b>TOTAL COST FOR <u>ESTHETICIAN PROGRAM / COURSE</u></b>	<b>\$ 14,800.00</b>

### OTHER ESTIMATED COSTS

Immunizations and Hepatitis B Vaccine	\$ ****
COVID 19 Vaccinations	\$ ****
2 Step TB Test	\$ 75.00
Drug Screening	\$ 45.00
Background Check	\$ 45.00
CPR Healthcare Provider Certification	\$ 75.00
Health Insurance Policy	\$ ****
Liability Insurance	\$ 42.00
Esthetician Exam Fee	\$ 125.00

**\*\*\*\* Cost may vary with each individual's circumstances.**

## **STUDENT PAYMENT METHOD**

- Tuition payments can be made with cash, check, debit, or credit card.
- ESTHETICS University offers several interest-free payment plans tailored to each Student.
- ESTHETICS University coordinates with incumbent worker training programs.
- ESTHETICS University works with Students regarding your employer's tuition reimbursement programs.

## **CANCELLATION AND REFUND POLICY**

ESTHETICS University has enrollment Agreements that meet the requirements of Section 3B-12 of the Act III Admin. Code tit. 68, § 1175.815 - Enrollment Agreements and Refund Policy.

- 1) When notice of cancellation is given within 5 days after the date of enrollment, all application and registration fees, tuition, and any other charges shall be refunded to the Student.
- 2) When notice of cancellation is given after the fifth day following enrollment but before the completion of the student's first day of class attendance, the school may retain the application and registration fee, not to exceed \$ 100, and the cost of any books or materials that will be provide by the school and retained by the Student.
- 3) When notice of cancellation is given after the Student's completion of the first day of class attendance but before the Student completes 5 % of the course of instruction, the school retains the application and registration fee, not to exceed \$100, 10 % of the tuition, other instructional charges or \$300, whichever is less, and the cost of any books or materials that have been provided by the school and retained by the Student.
- 4) Applicants not accepted by the school shall receive a refund of all tuition and fees paid.
- 5) When a Student has completed 5% or more of the course of instruction, the school may retain the application fee and registration fee, not to exceed \$ 100, and the cost of books or materials provided by the school but shall refund a part of the tuition and other instructional charges in accordance with the requirements of the school's regional or national accrediting agency, if any, or in accordance with this subsection (b). (Section 13B-13(1) of the Act).

For Students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet the Division standards for refunds:

PERCENTAGE OF A SCHEDULED COURSE COMPLETED	AMOUNT OF TUITION OWED TO THE SCHOOL
0.01 % to 4.9 %	10 %
5 % to 9.9 %	30 %
10 % to 14.9 %	40 %
15 % to 24.9 %	45 %
25 % to 49.9 %	70 %
50 % and over	100 %

**CANCELLATION POLICY**

The Student has the right to cancel in accordance with the pro-rata refund Policy shown above. Cancellation notice must be submitted in writing and delivered to the Director of Education at ESTHETICS University, 553 N North Ct., Suite 100, Palatine, IL 60067.

**WITHDRAWAL PROCEDURE**

The Student has the right to withdraw in accordance with the pro-rata refund Policy shown above. Withdrawal notice must be submitted in writing and delivered to the Director of Education at ESTHETICS University, 553 N North Ct., Suite 100, Palatine, IL 60067.

### **BUYER'S RIGHT TO CANCEL**

The Student has the right to cancel the initial enrollment Agreement until midnight on the 5<sup>th</sup> business day after the Student has been admitted. If the notice of the right to cancel is not given to any prospective Student at the time the Agreement is signed, then the has the right to cancel the Agreement at any time and receive a refund on all monies paid to date within 10 days of cancellation. Cancellation notice must be submitted in writing and delivered to the Director of Education at ESTHETICS University, 553 N North Ct., Suite 100, Palatine, IL 60067.

### **TUITION REFUND POLICY**

Should the Student's enrollment be terminated or canceled, or withdrawn for any reason, all refunds will be made according to the following refund schedule. If the school cancels or discontinues a course, the Student shall receive a refund or partial refund of the tuition, fees, and other charges paid by the Student or on behalf of the Student.

### **PHYSICAL OR FINANCIAL HARDSHIP POLICY**

#### **1. PURPOSE**

This Policy aims to establish a withdrawal process for Students who experience significant financial or physical hardships that affect their ability to continue their education at ESTHETICS University. This Policy aims to alleviate the financial burden on students during times of difficulty and assist them when they choose to re-enroll.

#### **2. DEFINITIONS**

**Financial or Physical Hardship:** A significant circumstance that affects a Student's ability to continue their education. Hardship may include, but are not limited to:

- Serious injury or illness.
- Chronic illness.
- Medical issues of a family member requiring part-time or full-time care.

- Mental health conditions.
- A sudden or consistent lack of transportation issues.
- Significant cost of living increase.

### **3. WITHDRAWAL PROCESS**

Students seeking to withdraw due to financial or physical hardship must follow these steps:

**Step 1:** Submit a written request for hardship withdrawal to the ESTHETICS University, an authorized official within 2 weeks of the hardship occurrence.

**Step 2:** Provide documentation supporting the hardship claim. Examples of acceptable documentation, including medical records, transportation plans, or financial statements.

### **4. FINANCIAL CONSIDERATIONS**

Students who are granted a hardship withdrawal may have their accounts reviewed to determine any reduction in fees.

- The University will work with Students to limit any debt incurred during the semester in which the withdrawal occurs.
- Students will receive guidance on re-enrollment options and potential financial aid available upon returning.

### **5. RE-ENROLLMENT SUPPORT**

Students who withdraw under this Policy will be provided with resources and support to facilitate their return to ESTHETICS University. This includes:

- Academic advising and planning.
- Information on available financial aid and scholarships.
- Counseling services, if needed.

## 6. PUBLIC AWARENESS

This Policy will be publicly available on the ESTHETICS University website and included in all Student orientation materials. The University is committed to ensuring Students are aware of this option should they face hardships during their studies.

## 7. REVIEW AND UPDATES

This Policy will be reviewed periodically to ensure it meets the needs of Students and complies with applicable laws and regulations.

### **PAST-DUE DEBT POLICY**

#### 1. PURPOSE

This Policy outlines the procedures by which current and former Students can obtain their transcripts or diplomas that may be withheld due to outstanding debts owed to ESTHETICS University.

#### 2. DEFINITIONS

- **Outstanding Debt:** Any unpaid balance resulting from tuition, fees, or other charges owed to ESTHETICS University.
- **Transcript Hold:** A restriction on a Student's ability to receive official Academic records due to outstanding debt.
- **Diploma Hold:** A restriction on receiving graduation materials due to outstanding debt.

### 3. VERIFICATION PROCESS FOR EXEMPTIONS

Current or former Students may request to verify conditions for exemption from the transcript or diploma held based on circumstances defined under Section 15 of the [110 ILCS 66/30] Act. ESTHETICS University will provide an official transcript of a current or former Student even if the current or former Student owes a debt if the Student requests the official transcript to:

- (A) complete a job application;
- (B) transfer from one Institution of higher education to another;
- (C) apply for State, federal, or Institutional financial aid;
- (D) join the United States Armed Forces or Illinois National Guard, or
- (E) pursue other postsecondary opportunities.

The following steps outline this process:

- Submit a written request to the ESTHETICS University authorized official, including documentation supporting the exemption claim.
- The ESTHETICS University authorized official will review the request within five business days and notify the Student of the outcome.

### 4. POINTS OF HOLD AND AMOUNTS

- Transcripts, diplomas, and registration holds may be placed when a Student owes an outstanding debt of \$1000.
- Holds will be placed as follows:
  - **Initial Hold:** When the outstanding balance reaches \$500.
  - **Second Hold:** After 4 weeks if the balance remains unpaid.

- **Collection Agency Assignment:** Debts of \$1000 or more may be assigned to a third-party collection agency after 2 months.

## **5. NOTIFICATION OF HOLDS**

Students will be notified via e-mail or letter that a hold has been placed on their account due to the outstanding debt. Communication will include the specific amount owed, the reason for the hold, and instructions on how to resolve the debt.

## **6. POSTING AND ACCESS TO POLICY**

This Policy will be posted on the ESTHETICS University website and made accessible to all current and prospective Students. The Institution will provide this Policy, along with information on additional fees and financial aid options, as part of the cost of attendance documentation..

## **7. STUDENT DEBT AND CREDIT REPORT**

If ESTHETICS University chooses to send a current or former Student's past-due debt to a debt collection agency, the past due debt will not be reported to any credit reporting agencies.

## **8. FILING A COMPLAINT**

Students who wish to file a complaint regarding the handling of their debt or the application of this Policy may do so by contacting:

- The Attorney General's Student Loan Ombudsperson;
- The ESTHETICS University authorized official.

## **INTERSHIP PROGRAM**

Students may participate in an internship program only after completing 375 hours of training and have a minimum average Grade of 80. The Student may not spend more than 75 hours in an internship program. Students will not be paid while participating in this internship program as it is a part of the curriculum of ESTHETICS University. Students may work a maximum of 8 hours a day and must spend one day a week at the school. The Student shall be under the direct on-site supervision of a licensed Esthetician. Only one Student shall be supervised by one licensed Esthetician.

ESTHETICS University enters into a contract with the Student, the registered salon, or the licensed Esthetician. The contract contains all of the provisions outlined in subsection (a)(5) (Ill. Admin. Code tit. 68 § 1175.835). The Student shall sign the contract, be the representative of ESTHETICS University, and be the licensed Esthetician. Any party to the contract may terminate the contract at any time. An esthetics Student is not permitted to practice on the public until the successful completion of 75 hours of basic training specified in subsection (A)(1).c) (Ill. Admin. Code tit. 68 § 1175.835). As a part of its educational program and on school premises, a school may offer esthetic services to the public to provide Students with practical experience. Services shall be provided by Students working under the supervision of one or more teachers. Students shall receive no compensation, including tips, but credit for hours worked towards the 750-hour education requirement. The school provides those services under the authority of a school license. When Students have internships, ESTHETICS University always posts a sign visible to the public advising that Students offer all services.

## **EMPLOYMENT DISCLAIMER AND PLACEMENT ASSISTANCE STATEMENT**

At ESTHETICS University, we strive to equip our Students with the knowledge and skills necessary for successful careers. However, we do not guarantee employment to any Student or graduate. Employment outcomes depend on various factors, including individual effort, market conditions, and employer requirements. Our Institution provides comprehensive placement assistance to support Students in their job search. This includes access to job postings, resume writing workshops, interview preparation sessions, and networking events with industry professionals. We encourage all Students to actively engage with these resources and take ownership of their career development.

## **ACADEMIC CALENDAR**

ESTHETICIAN Program 2025/2026

### **Cohort # 1**

Starting 03/03/2025 and  
Ending 01/03/2026

### **Cohort # 2**

Starting 06/02/2025 and  
Ending 04/01/2026

### **Cohort # 3**

Starting 09/02/2025 and  
Ending 07/01/2026

### **Cohort # 4**

Starting 12/01/2025 and  
Ending 10/01/2026

### **Cohort # 5**

Starting 03/02/2026 and  
Ending 01/04/2027

### **Cohort # 6**

Starting 06/01/2026 and  
Ending 04/01/2027

### **Cohort # 7**

Starting 09/01/2026 and  
Ending 07/01/2027

## **ARTICULATION AGREEMENTS/TRANSFERABILITY**

ESTHETICS University does not have any articulation Agreements with any college, organization, or facility. Therefore, the certificate or courses are not transferable to any other College, University, or Institute. Please consult with any institute of higher learning you are applying to for their transfer requirements.

### **ESTHETICS University IS NOT ACCREDITED**

ESTHETICS University is not accredited by a U.S. Department of Education-recognized accrediting body.

## **REGISTRATION FEE**

All applicants, prior to completing an enrollment Agreement, must pay a registration fee. Registration fee is refundable if the student is not accepted by the school or cancels enrollment within 5 days.

## **ENROLLMENT AGREEMENT**

All applicants must complete an enrollment Agreement prior to acceptance. It is the intent of ESTHETICS University to enroll Students who are qualified and who are likely to complete and benefit from the training provided by the school. The school reserves the right to deny admission to any applicant whose conduct or comportment is inconsistent with the basic qualifications required by the occupational objectives of the training program.

## **STATEMENT of NONDISCRIMINATION**

ESTHETICS University does not discriminate based on race, color, national origin, sex, disability, religion, age, genetic information, veteran status, gender identity or expression, sexual orientation, or other characteristics in its employment, admissions, education programs, and activities as required by the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes. ESTHETICS University will not tolerate any form of harassment, including sexual violence and sexual harassment. If a person believes a violation has occurred, please report it to the ESTHETICS University Executive Director.

## **EQUIPMENT REQUIREMENTS**

Students will receive their equipment and supplies on the first day of class.

## **UNIFORM REQUIREMENTS**

Students will receive their uniforms on the first day of class. The dress code for all ESTHETICS

University Students is, at a minimum, the ESTHETICS University scrub, top and bottom, with the embroidered ESTHETICS University.

## **RULES OF CONDUCT FOR STUDENTS**

ESTHETICS University expects that Students conduct themselves maturely and reasonably at all times. Without such standards, the school cannot create or maintain an environment conducive to learning. ESTHETICS University reserves the right to interrupt the training of any Student whose work or conduct is unsatisfactory.

Students may be terminated if they violate safety regulations; interfere with other Students' work; are boisterous, vulgar, obscene, or quarrelsome; are under the influence of alcohol or drugs; destroy Alternatively, deface property or fail to make timely tuition and fees due and payable payments.

## **ATTENDANCE & PUNCTUALITY**

Class attendance is vitally important in career training. The daily give-and-take of instruction and demonstration of equipment use is needed to provide Students with proper training for their occupational goals. A Student who is habitually absent or arrives late will miss the essential elements of the course and will not develop acceptable work habits. Excessive absences and tardiness will result in the Student being withdrawn from the program.

## **ABSENCES**

For successful program completion, a Student's time off may not exceed the following:

A Student's absences may not exceed 10% of the total course hours. In some cases, a makeup session will be allowed to correct the absence if the absence was an emergency (Jury Duty, Military Duty, or Death of an immediate family member).

## **TARDINESS**

Tardiness is not accepted on the job and will not be permitted at ESTHETICS University. Instructors

will record the number of minutes a Student arrives late to school, late from break, or leaves class early. Thirty minutes of accumulated tardiness will result in a full day's absence. Excessive tardiness will result in the Student being withdrawn from class.

### **CLASS SIZE**

ESTHETICS University schedules small class sizes. The lecture session and/or the laboratory session will not have a ratio more significant than 20 Students to each instructor.

### **CLASS BREAKS**

Every hour of classroom and laboratory sessions will include a 10-minute break. The exact break time will be determined by the instructor and may vary from day to day, depending on the classroom.

### **GRADING PROCEDURES**

Students are informed of their progress and Grades at each training step. Students will be Graded on the following grading scale:

In-Class and Laboratory Assignments:

- A - 90% - 100%
- B - 80% to 89%
- C - 75% to 79%
- D - 60% to 74%
- F - 59% or below

Final Grade required to pass the course and earn a certificate = 75% / C.

### **SATISFACTORY PROGRESS**

The ESTHETICS University Satisfactory Progress Policy establishes standards for evaluating the

knowledge and skills gained by the Student in training. These standards ensure that Students' progress toward and achieve the objectives outlined in our training program. ESTHETICS University conducts satisfactory academic progress (SAP) evaluations.

The standards for ESTHETICS University's Satisfactory Progress Policy fall into three main areas:

- 1) Academic Progress
- 2) Attendance and Punctuality
- 3) Maximum Time of Completion.

### **ACADEMIC PROGRESS**

Student Grades are based upon

- 1) Classwork and Quizzes
- 2) Homework
- 3) Tests, Projects and Papers
- 4) Participation

The ESTHETICS University Satisfactory Progress Policy establishes a minimum Grade performance level for Student achievement.

### **GRADES**

Students must earn a minimum final Grade of 75 % (C) for each of the 10 courses in order to receive a Certificate of Completion. To maintain satisfactory progress, a Student must maintain a minimum of a 75 % Grade average.

Students who earn a failing Grade in a course must retake that course. During the retake of the course, the Student will be placed on academic Probation. Students who fail to make satisfactory progress after the warning period will have their enrollment terminated.

### **INCOMPLETE GRADES**

If a Student cannot complete necessary work by the last day of the course because of extraordinary circumstances, the instructor may grant an incomplete Grade.

Incompletes are granted only if prior arrangements, including a deadline, have been made to complete the work. The deadline may not extend beyond ten days after the end of the course in question. The incomplete is a temporary Grade; if the work has not been completed by the arranged deadline, a zero is granted for the missing work, and the final Grade is calculated. If the final Grade is a failing Grade, the Student will be required to repeat that course from the beginning.

## **ATTENDANCE AND PUNCTUALITY**

Because of ESTHETICS University's commitment to provide training that best prepares the Student for the workplace, many of the policies and procedures of the school reflect those found in the workplace. The daily give-and-take of instruction and demonstration of equipment use is needed to provide Students with proper training for a specific occupation. A Student who is habitually absent or arrives late will miss the essential elements of the course and will not develop acceptable work habits. The following attendance rules apply to all Students enrolled in programs at ESTHETICS University. Violation of these rules results in the Student receiving no academic credit.

### **ABSENCES**

Any time missed beyond 10 % is considered excessive. Students missing the first two days of a course will be withdrawn from that course. At the school's discretion, the Director of Education may permit a Student to make up time. Makeup work is limited to one class meeting per course and is subject to other restrictions. Habitual offenders of the attendance Policy will not be allowed to make up time. Makeup time will not be permitted during the last week of a course. Students will be assigned makeup work. If the Student was absent because of extreme circumstances and has documents to prove it, the Student should present those documents to the Director of Education. Circumstances vary, and situations are considered on a case-by-case basis by the Director of Education. Acceptable documented reasons for lateness or absence include illness, death in the family, court appearances, and job interviews. Every effort should be made to notify the Director of Education before the absence. Students are provided with military leaves by and to the extent required by applicable law. Military Service will be an excused absence. Documentation must be presented to the Director of Education.

## **TARDINESS**

A Student is expected to be in class on time. Instructors record the minutes a Student arrives late or leaves class early. Even if you are late for your break, the missed time will be recorded. The Director of Education adds up all of a Student's missed time. If you are late and miss a quiz, you will not be allowed to make up the quiz. If you arrive late and the quiz is still being conducted, you will be allowed to complete the quiz in the remaining time. A Student arriving to class late or departing early must sign in on the Attendance Sheet area located in the classroom. Failure to properly sign-in may result in the Student being counted absent for that class session. Failure to properly sign out results in the Student being counted absent for that class session.

Thirty minutes of accumulated tardiness will result in a full day's absence. Excessive tardiness will result in the Student being withdrawn from class.

## **MAXIMUM TIME OF COMPLETION**

The Satisfactory Progress Policy establishes a maximum time frame within which training must be completed. The maximum time frame is measured in terms of attempted quarter credit hours. A Student may attempt at least 1.5 times the number of quarter credit hours in their program.

## **PACE OF COMPLETION**

To ensure that Students' progress toward completion within the maximum allowable time frame of 150%, ESTHETICS University calculates a Student's pace of completion at each SAP evaluation. The pace of completion is calculated by dividing the total number of clock hours the Student has successfully completed by the total number attempted.

Each time a Student begins a course of training and sits in class, the Student is considered to have attempted to earn those clock hours for the course, regardless of whether the Student successfully completes the course. If a Student earns a failing Grade or does not complete the course because of withdrawal, interruption, or termination, the course clock hours are considered attempted but not completed at the pace of completion calculation.

Students must maintain a pace of completion of 66.67% or greater to make satisfactory progress.

Under normal circumstances, a Student may make no more than two attempts at any course. If a Student fails to successfully complete a second attempt at a course, that Student's training is terminated. Under certain documented circumstances, a Student may request a third and final attempt at a course. Students requesting a third attempt at a course must petition the Director of Education in writing. The Director of Education will then meet with the Student and decide whether a third and final attempt is warranted.

The following policies and Probations support the ESTHETICS University's Satisfactory Progress Policy and inform Students of conditions of unsatisfactory progress.

### **REPEATS OF COURSES**

Students who withdraw from school during a course (including interruptions for excessive absences or failure to make tuition payments) or who receive a failing Grade in any course will be required to repeat that course from the beginning. Such a repeat constitutes a second attempt at a course. Third attempts are permitted only under exceptional circumstances and only with the Director of Education's authorization. Tuition payments will continue during a second or third attempt of a course. After a failed third course attempt, the Student will be terminated from the program.

### **ACADEMIC WARNING**

After an SAP evaluation, Students whose pace of completion fails to meet or exceed 66.67% will be placed on Academic Warning for the term immediately following the SAP evaluation. Students who fail to make satisfactory progress after the warning period will have their enrollment terminated.

### **APPEALS AND ACADEMIC PROBATION**

Students terminated after the warning period may appeal the termination to the Director of Education. A Student appeal must a) be submitted in writing; b) explain the exceptional circumstances that contributed to the failure to make satisfactory progress; c) describe what has changed in the Student's situation that will enable him/ her to make satisfactory progress at the subsequent evaluation. Examples of exceptional circumstances include injury or illness, death of a relative, or other similar circumstances.

The Director of Education will require supporting documentation for the Student's appeal.

If the Director of Education accepts the Student appeal, the Student will be placed on Academic Probation; an Academic Plan will be developed for the Student. Students who fail to meet the conditions of the Academic Plan or who fail to make satisfactory progress at the end of the probationary period will be terminated. If the Director of Education denies the Student's appeal, then the Student's enrollment is terminated.

### **RESTORING SATISFACTORY ACADEMIC PROGRESS**

Students restore satisfactory progress by completing attempted courses and raising their GPA and pace of completion to meet or exceed the required minimums within the time frame established by the Director of Education.

### **EFFECTS OF REPEATS ON STUDENT PROGRESS**

If a Student withdraws amid a course or the Student's enrollment is interrupted or terminated by the school, attempted clock hours are counted as attempted but not completed in the pace of completion calculation. The withdrawal Grade (W) is not calculated based on the Student's GPA. If a Student fails a course; attempted clock hours are counted as attempted but not completed at the pace of completion calculation.

Failing Grades (F) are included in the Student's GPA until the Student successfully repeats the course. At that time, the failing Grade is removed from the GPA. However, the failed attempt will appear on the Student's transcript.

### **PROBATION POLICIES**

ESTHETICS University maintains a step-by-step warning and probation system that alerts Students to conditions of unsatisfactory progress. The Director of Education monitors student performance in academic progress, attendance, punctuality, and time of completion, and the warning and probation system is applied as necessary. Written probations notify Students that they are in danger of violating the school's Satisfactory Progress Policy. In the case of unsatisfactory progress, written probations notify Students that continued unsatisfactory progress will result in termination from the training program.

**Probation Policies are listed in increasing order of severity.**

### **ATTENDANCE PROBATION**

Applied when a Student reaches the maximum allowable absences (equal to 10 % of the scheduled hours). This Probation is a written warning. If the Student does not fulfill the conditions of the Probation by the end of the course, the Student will be placed on Final Warning Attendance Probation, or enrollment may be terminated. Probation is lifted after successful completion of the course.

### **FINAL WARNING ATTENDANCE PROBATION**

Issued when a Student accumulates excessive absences and makeup work is required. Enrollment will be terminated if the Student does not fulfill the Probation conditions by the course's end. Probation is lifted after successful completion of the course.

### **COURSE REPEAT PROBATION**

Applied when a Student attempts a course for a second time and meets GPA and Pace of Completion requirements. If the Student does not fulfill the conditions of the Probation by completing the course, enrollment will be terminated.

### **ACADEMIC WARNING**

Applied when a Student attempts a course for a second time, and the SAP evaluation has determined that the Student is not progressing satisfactorily. If the Student does not complete the course and make satisfactory progress, the Student's enrollment will be terminated unless, according to the school's Director of Education, satisfactory progress cannot be re-established in the current term but can be re-established in subsequent terms. Under these specific circumstances, the Student may engage in the appeals process and, if accepted by the Director of Education, be placed on Probation under an Academic Plan and permitted to continue into the next term after successfully completing the course but failing to make satisfactory progress. Academic Warning may not be applied in consecutive terms.

## **ACADEMIC PROBATION**

Applied when a Student has successfully appealed to the Director of Education as described in "Appeals and Academic Probation" above. The Director of Education may place the Student on an Academic Plan as part of the appeal. If the Student fails to complete the course(s) in the term and make satisfactory progress or fails to fulfill the Academic Plan requirements, the Student's enrollment will be terminated.

## **ACADEMIC PLAN**

An Academic Plan may accompany a Student's Academic Probation and specifies the level of performance the Student must meet in order to maintain enrollment. The Director of Education monitors the Student's progress. If the Student fails to fulfill the requirements of the Academic Plan, the Student's enrollment will be terminated.

Satisfactory Progress/ Final Attempt Probation:

Applied when a Student reaches the maximum number of failures and/or interruptions to training and must complete all attempted remaining courses. If at any time the Student does not fulfill the conditions of Probation, enrollment will be terminated. Probation is in effect for the remainder of the Student's training.

## **DISCIPLINARY WARNING PROBATION**

Applied as a final warning when a Student violates the rules and regulations of the University. If the Student does not fulfill the conditions of Probation at any time, enrollment will be terminated. Probation is in effect for the remainder of the Student's training.

## **VIOLATION OF SATISFACTORY PROGRESS**

If a Student fails to achieve at or above the minimum Grade requirement within the maximum time of completion established by the Satisfactory Progress Policy, the Student's enrollment will be terminated.

ESTHETICS University makes every effort to help students continue and complete their studies. However, in certain circumstances, the school may deem it in the best interests of all concerned to

suspend or terminate a Student's training. The reasons for this action include not maintaining satisfactory progress, excessive absences or tardiness, improper conduct, inability to maintain the required Grade average, or failure to fulfill financial obligations to the school.

### **REQUEST FOR REINSTATEMENT FOLLOWING TERMINATION OF ENROLLMENT**

A Student whose enrollment has been terminated must apply to the Director of Education in writing to request reinstatement. The Student must explain to the Director of Education the circumstances which caused the Student to be terminated from the University. The Student then must come into the school and meet with the Director of Education. If, in the opinion of the Director of Education, conditions exist that warrant the reinstatement of the Student, the Student will be placed on written Probation. The Director of Education will require documentation to support any special conditions leading to reinstatement.

### **WITHDRAWAL**

With the approval of the Director of Education or his/her designee, Students may arrange for withdrawal from training. Withdrawals should be scheduled at the end of the course so that the Student may obtain credit for that portion of the program. Withdrawals may affect a Student's financial situation.

### **RESUMPTION OF TRAINING**

Students who have withdrawn from school must apply to the Director of Education or his/her designee before resumption of training. A Student's account must be current before resuming classes. Students should plan withdrawals carefully because regular curricular changes may result in scheduling difficulties for Students who have interrupted their studies. Students may only resume their training at the beginning of a course.

### **REQUIRED MAKEUP WORK**

Students who miss more than 10% of the scheduled training hours through absence or tardiness will be subject to termination of enrollment. However, if circumstances warrant, the Director of Education

may permit a Student to continue in training provided appropriate makeup work is scheduled and completed.

### **THE GRADUATION REQUIREMENTS OF THE SCHOOL**

**1. Complete Required Clock Hours**

- Successfully complete a **minimum of 750 clock hours** of instruction in esthetics as required by the **Illinois Department of Financial and Professional Regulation (IDFPR)**.

**2. Satisfy Academic Progress Requirements**

- Maintain a **minimum academic average 75 % or higher** across all written and practical exams.
- Complete all **required tests, assignments, and practical evaluations** as defined by the school's curriculum.

**3. Meet Attendance Requirements**

- Maintain at least **90 % attendance**.

**4. Fulfill Financial Obligations.**

**5. Pass a Final Exam.**

### **STATEMENT REGARDING ENROLLED STUDENTS WHO DID NOT COMPLETE THE COURSE OF INSTRUCTION**

**1.** Number of Students who did not complete the course of instruction for which they enrolled for the past calendar year \_\_\_\_\_.

**2.** Number of Students who enrolled in school during the school's past calendar year \_\_\_\_\_.

### **CAREER SERVICES**

ESTHETICS University is committed to enhancing and strengthening students' and graduates' professional development and employability skills. ESTHETICS University provides career placement

assistance and guidance on resume writing, interviewing techniques, job search strategies, and networking skills. Every Student meets individually with an ESTHETICS University Representative prior to graduation to review personal career goals and assess employment opportunities in training-related fields. The Discussion covers current industry hiring trends and other tools to increase employment exposure, including social media and other job search strategies. ESTHETICS University is continually expanding its network of employer partnerships to provide a wide range of career opportunities for its Students and graduates. The ESTHETICS University team works directly with employers to facilitate hiring opportunities.

This includes presenting resumes, scheduling interviews, and providing employer feedback to graduates. Placement assistance efforts are concentrated in training-related fields. No school can guarantee a Student a job, but ESTHETICS University is dedicated to helping Students and graduates enhance their employment potential and assisting them in locating opportunities.

### **ACADEMIC ASSISTANCE**

Students are encouraged to utilize the school's resources for academic assistance. Tutoring will be arranged without cost to Students under normal circumstances. Further academic assistance and laboratory time can be scheduled at specific times; contact the Director of Education for times and days. Individual matters of concern can be discussed with the Director of Education. All ESTHETICS University administrators and staff maintain an "open door" Policy and are available without an appointment for questions or concerns. Peer tutoring is a free resource available to all ESTHETICS University Students. Peer tutoring offers students the opportunity to work individually with another Student who has mastered the content in a particular discipline or course. The tutor will assist students in finding an efficient and effective method for approaching the content. Enlisting the aid of a formal peer tutor may give a Student the opportunity to:

- discuss new information and concepts they are learning;
- review material they already know;
- refresh their mastery of material they have forgotten;
- prepare for an exam or presentation.

## **DRUG POLICY**

ESTHETICS University complies with Federal Government Regulations for a Drug-Free Workplace for Students and Employees. Any Student or employee caught in possession, use, or distribution of any illegal substances will be dismissed and/or arrested. Students seeking help with substance abuse should see the Director of Education for referral information.

## **SMOKE-FREE ENVIRONMENT**

ESTHETICS University does not permit smoking in the building. This prohibition includes e-cigarettes. Students who smoke outside the building must be a minimum distance of 15 feet from entrances/exits.

## **TECHNOLOGY**

ESTHETICS University has access to laptop computers in many classrooms. Free Wi-Fi is available in all classrooms.

## **LIBRARY FACILITIES**

ESTHETICS University is located right next door to the Palatine Library. All ESTHETICS University Students are able to participate in the Palatine Library Reciprocal Borrowing Program. You will be able to have full borrowing privileges and complete access to the Library Resources, including the Digital Library of Illinois. You will find thousands of eBooks, audiobooks, magazines, and newspapers here.

You may also reserve a study room for up to 6 of your classmates to work together. These study rooms contain tables, chairs, whiteboards, and 55" digital display screens. Contact the Executive Director for additional information.

## **TRANSCRIPT FEE**

Student and graduate transcripts can be obtained by contacting the college Registrar. Unofficial transcripts are available free of charge. A first official transcript is free of charge, and the additional transcripts (after the first free transcript) carry a fee of \$2.00.

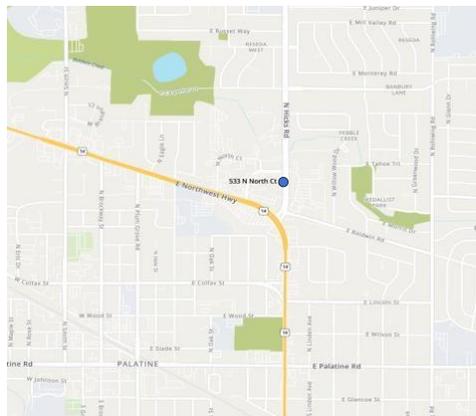
## THE SCHOOL MUST, AMONG OTHER THINGS

- Provide information about the school that is free from misrepresentation, deception, or fraud, or other misleading or unfair trade practices.
- Provide you with a copy of the school's current catalog and any addenda for you to read before signing the enrollment Agreement.
- Disclose information about the school's graduation, completion, and job placement rates.
- Give you a fully executed copy of your enrollment Agreement.
- Inform you on how to cancel the enrollment Agreement and secure a proper refund of unearned tuition and fees.
- Screen you for the course or subject you wish to enroll in. The screening must include the language if the course is in a language other than English.
- Give you a full refund if you are not accepted or if it cancels or discontinues the course.
- Teach only courses and employ only teachers that the Illinois Board of Higher Education approves.
- Provide safe and sanitary facilities, equipment, and services necessary to implement the course of instruction or subject you enroll in.
- Refund fees and unearned tuition as prescribed in the "Act" to Students who withdraw before completing the course of instruction in which they enrolled.

## DIRECTIONS TO ESTHETICS University

ESTHETICS University is accessible by public transportation.

553 N North Ct, Suite 100, Palatine, IL 60067 224 730-4600 [www.esthetics-university.com](http://www.esthetics-university.com).



**Five Minute Drive (1.7 miles) to Palatine Station of Union Pacific Northwest Line.**

## STUDENT COMPLAINT/GRIEVANCE PROCEDURE

### Student complaints are handled as follows:

**Step 1:** Students are encouraged to resolve their particular complaint or problem by first bringing the complaint to the instructor's attention.

**Step 2:** If the Instructor cannot furnish a satisfactory solution, the Student should see the Director of Education. Students are encouraged to voice any complaints, concerns, or suggestions to the Director of Education. If, in the opinion of the Director of Education, the complaint warrants documentation, an incident report will be completed.

**Step 3:** If the Student remains unsatisfied after meeting with the Director of Education, the Student should write down the nature of the complaint and the reasons for dissatisfaction. This written complaint should be given to the school's Executive Director. Anonymous complaints will not be recognized. The Executive Director will respond within three working days of receiving the written complaint. The complainant will be provided with the school's final decision regarding the complaint and the reasons for the decision.

ESTHETICS University is approved by the Illinois Department of Financial and Professional Regulation.

**"COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION"**, set forth with the address and telephone number of the Department's Complaint Intake Unit: 555 W. Monroe, 5th Fl., Chicago, IL 60661, (312) 814-6910, [IDFPR.illinois.gov](http://IDFPR.illinois.gov).

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