THE skn ACADEMY

STUDENT CATALOG



6740 ANTIOCH ROAD, SUITE#150
MERRIAM, KS. 66204
913-354-2599
www.thesknacademy.com

Candidate for Accreditation

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****This catalog and all courses and programs will be taught in ***English***

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MISSION STATEMENT

The Skn Academy is committed to empowering future esthetics professionals through high-quality

education, hands-on training, and a culture of excellence. With a structured curriculum, individualized support, and real-world practice, we prepare each student to meet state board requirements, achieve licensure, and transition successfully into meaningful employment. Our goal is to develop skilled, ethical, and career-ready estheticians who elevate the industry and positively impact the clients and communities they serve.

ADMISSIONS

Eligibility Criteria: Candidates wishing to enroll at *The Skn Academy* must fulfill one of the following conditions:

1. Hold a high school diploma or equivalent, such as a GED or a certificate from a state-authorized examination that the state recognizes as equivalent to a high school diploma.

2. Provide evidence of a completed homeschool education that is treated as a home or private school under state law, along with any necessary state-issued credentials.

3. Show ability to benefit from the program, if applicable, evidenced by passing scores from tests administered by an approved test administrator.

4. Provide authenticated documents verifying a foreign high school diploma's equivalence to a U.S. high school diploma.

5. Adhere to the admissions requirements stipulated in a training agreement with external organizations. (if applicable)

Required Documentation: All applicants must present valid proof of age. Educational documents must originate directly from the educational institutions or authorized bodies to ensure they meet *The Skn Academy's* admissions standards.

School or State Requirements (This would include such as the items listed below if they are applicable or decided as a school or state board requirement).

- Admission to the Academy is open to people 17 years of age or older.
- Application or Registration Fee, if applicable

Prospective students must supply proof of age by presenting the following items:

- State issued Driver's License; OR
- State issued identification card; AND
- A copy of his/her birth certificate

Prospective students will be required to provide a social security card.

"The school does not accept Ability-To-Benefit (ATB) students."

***The school does not accept training agreements with external organizations. ***

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TRANSFER POLICY

At *The Skn Academy*, we welcome students transferring from other accredited beauty programs and allow them to transfer up to 250 of required program hours. To ensure a seamless transition, students must provide official transcripts sent directly from their previous school. These transcripts will undergo an evaluation by our admissions team to verify the relevance and authenticity of the completed hours. Additionally, students may need to demonstrate proficiency in certain skills through practical exams or interviews as part of the assessment process.

Enrollment Conditions and Communication:

Before enrollment, all transfer hours must be formally accepted by *The Skn Academy*. Upon acceptance, students will be advised of their revised program completion timeline and any additional requirements needed to graduate. An advisory session will be held to guide students through their educational path at *The Skn Academy*, ensuring a clear understanding of the remaining coursework and institutional expectations. This policy is designed to maintain the integrity of our educational standards while supporting student transitions into our programs.

RE-ENTRY OF PRIOR ENROLLED THE SKN ACADEMY STUDENTS

To be eligible for readmission to the most recent *The Skn Academy*, the student must meet the following readmission requirements.

1. Meet all admission requirements.
2. Be current on any outstanding debts with the school or make satisfactory payment arrangements. Previous balances owed may be applied to the new agreement balance.

Prior clocked hours may be evaluated prior to readmission and may or may not be approved.
The school's Director or other designated administrator will make a final decision on a student's re-enrollment and is based on education, schedule, and space availability.

The Skn Academy reserves the right to deny readmission following termination or withdrawal for any reason. If readmission approval is granted, the applicant will be required to sign a new enrollment agreement and may be required to pay additional tuition, books, supplies and equipment costs. If a student withdraws and has been charged 100% of the Agreement price, a student in good standing (financial, academic and behavioral) may be eligible to return to the course during the following 12-month period without any additional tuition costs. If a student withdraws and has been charged less than 100% of their agreement, the student may be eligible to return to the course and may incur additional tuition costs.

COURSE OUTLINES

Course Name: ESTHETICS (DE)

Course Description: The Esthetics (DE) program at *The Skn Academy* is a 1000 clock-hour program designed to prepare students for entry-level careers as licensed estheticians. Through classroom instruction, hands-on clinical practice, and distance education components, students develop competency in skin anatomy and physiology, facial treatments, advanced skin therapies, temporary hair removal, makeup, business practices, and state law. Graduates are prepared to sit for the Kansas State Board licensure examination.

Course Level: Basic (Entry-Level), Intermediate (Transition from Classroom to Spa), Advanced (Final-Level)

Course Length: 1000 Hours

Program Length in weeks: 28.57 Weeks (FT) 43.47 Weeks (PT)

Course Objective: Train/guide/facilitate the student for entry-level employment in their chosen field of training. Positions could vary such as makeup artist, skincare professional, lash artist, wax specialist, brow artist, sales representative, instructor, spa owner, and/or skincare owner.

Instructional Method: The course will use lectures, demonstrations and student participation. Students will demonstrate their competencies in Esthetics (DE) theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

Grading Procedures: Class attendance and participation are mandatory. Students are required to be prepared for class with a textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school's grading scale.

GRADE	DEFINITION	PERCENTAGE
Excellent	High Performance	90% to 100%
Good	Above Average	80% to 89%
Passing (individual Assessment)	Meets Expectations	70% to 79%
Below Standard	Improvement Needed	60% to 69%
Failing	Failure to Meet Expectations	59% & Below

Distance Education Instructional Methods (if applicable):

At *The Skn Academy*, we are committed to providing comprehensive and compliant distance education that meets all criteria set forth by accrediting bodies and legal authorities.

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Restrictions on Clinical Instruction:

- No delivery of clinical instruction via distance education involving live models or clients.

Substantive and Regular Interaction Requirements will include the following :

- **Interaction Protocol:** Shall provide regular, documented interactions and monitoring of student engagement.
- **Validation of Asynchronous Education:** Ensuring accurate logging of student engagement times.

Assessment Protocol:

- Will conduct on-campus assessments monthly to validate distance education effectiveness.

Examination for Licensure:

- Mandatory comprehensive exams to be taken on campus before graduation and licensure application.

Documentation of Distance Education:

- Clear indication of distance education on all academic transcripts and records.

*****Distance Education-Verification of Student Identity: *The Skn Academy* verifies the identity of students enrolled in distance education at each session of instruction through the Cima online platform. There is no additional charge to the student for verification of student identity.**

Equipment needed:

- Laptop, Tablet, or Cell Phone
- You will need access to the Internet
- We use Milady Cima online platform

Course Reference/Instructional Materials:

Textbook	Workbooks	State Board Book	ISBN #	Copyright	Other Resources
Esthetics 12th Ed. (2 books)	Milady Cima Pac (Online)	NA	978-1-337-095 02-0	2013	

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	Milady Cima Adv Esthetics Pac (Online)			3rd Edition	
	Milady Cima Money Edu Pac (Online)				

Esthetics (DE) Course Content:

COURSE NAMES BELOW:	NO. OF HOURS
Orientation	1
Infection Control	60
Skin Anatomy & Physiology	200
Skin Analysis & Consultation	120
Skin Treatments	240
Body Treatments	40
Advanced Skin Treatments	140
Temporary Hair Removal	40
Makeup Theory	60
Business Practices	30
State Law	20
Lash Class	9
Money Edu	30
Social Media	5
Retailing & Rebooking	**5**
TOTAL PROGRAM HOURS	**1000**

Course Name: INSTRUCTOR-IN-TRAINING

Course Level: Basic

Course Description: *The Skn Academy* Instructor-in-training program is either a 300 or 450 clock-hour program designed to prepare students for entry-level careers as licensed esthetic instructors. Through classroom instruction, hands-on practice, and shadowing licensed instructors, students develop a competency in classroom management, lesson planning, assessment skills, and teaching methodology. Graduates are prepared to sit for the Kansas State Board licensure examination.

Course Length: 300 hrs/450 hrs

Program Length in weeks: 300 hrs: 8.57 Wks (FT), **450 hrs**: 12.86 Wks (FT)

Course Objective: Train/guide/facilitate the student for entry-level employment in their chosen field of training. Positions could vary such as instructor, or manufacturer representative, and spa owner.

Instructional Method: The course will use lectures, demonstrations, and student participation. Students will demonstrate their competencies in Instructor-in-training theory and practice through lecturers, performing demonstrations, lesson planning, grading, and classroom management. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

Grading Procedures: Class attendance and participation are mandatory. Students are required to be prepared for class with a textbook, notebook, pen or pencil, assignments, and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school's grading scale.

GRADE	DEFINITION	PERCENTAGE
Excellent	High Performance	90% to 100%
Good	Above Average	80% to 89%
Passing (individual assessment)	Meets Expectations	70% to 79%
Below Standard	Improvement Needed	60% to 69%
Failing	Failure to Meet Expectations	59% & Below

*****Distance Education Instructional Methods (Not Applicable):**

Course Reference/Instructional Materials:

Textbook	Workbooks	State Board Book	ISBN #	Copyright	Other Resources
Professional Educator 4th Edition	Milady Cima Pac (online)			2022	

Instructor-in-Training Course Content:

COURSE NAMES BELOW:	# HOURS	
Program Length	**300 Hr.**	**450 Hr.**
Orientation	1	1
The Professional Teacher	19	29
Student Motivation and Learning	40	60
Methods, Management and Materials	150	225
Testing, and Evaluation	60	90
Evaluation	30	45
TOTAL PROGRAM HOURS	**300**	**450**

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STUDENT SCHEDULE

PROGRAM NAME	FULL-TIME/PART-TIME	DAYS	HOURS	HOURS P/WEEK
Esthetics (DE)	Full Time	M-F	8:30-4:00	35
Esthetics (DE)	Part Time	M-Th	4:30-9:30	23
Instructor In Training	Full Time	M-F	8:30-4:00	35
Instructor In Training	Part Time	M-Th	4:30-9:30	20

SCHOOL FACILITIES

The Skn Academy is an Esthetics only focused school located in Merriam, KS. It is 5520 Sq. ft. and has 3 classrooms, 1 practical room, 7 spa rooms, 1 makeup room, 1 dispense area, a student entrance with a library, a client entrance, and 3 offices.

GRADUATION REQUIREMENTS:

Graduation and Licensure Requirements Disclosure

The Skn Academy has set forth minimum standards for completion that shall be applied to all students. Requirements for graduation of the Esthetics or Instructor-in-Training program include:

- ✔ Satisfaction of Kansas Board of Cosmetology requirements
  - Completion of 1000 clock hours in the Esthetics course **OR**
  - Completion of 300/450 clock hours in the Instructor-in-Training course (whichever is applicable)
  - Successfully complete all coursework, including theory assignments and practical skill sets.
  - Pass all exams with a minimum grade of B or 80%.
  - Maintain an attendance rate of no less than 85%.
  - Following all rules and regulations included in the General Laws, Rules and Regulations of the Kansas Board of Cosmetology.

- ✔ All required exit paperwork has been completed.
- ✔ Financial accounts must be clear prior to issuance of a certificate of completion.

Upon meeting the above criteria, a certificate of completion in esthetics or Instructor-in-Training will be issued, and the Kansas Board of Cosmetology will be provided with the student's final record and release of hours. Thereafter, the graduate will request a state board exam date.

Once a student has met all graduation requirements, he or she will receive a ***Certificate of Completion*** and be considered a graduate of *The Skn Academy***.**

REFUND POLICY – NOTICE OF CANCELLATION

For applicants who cancel enrollment or students who withdrew from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. ***This refund policy/notice of cancellation complies with the mandated policy***.

Any monies due to the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal and that **both refund calculations and refunds are made timely**. Official cancellation or withdrawal shall occur on the earlier of the dates that: An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid. ***All refund calculations are based on scheduled hours.***

The following fees are **NOT** included in tuition and therefore would not be included as part of any refund calculation. Those fees are: transcript fees, late fees and the cost of any extra instructional charges. Also, non-refundable fees would be those charged for registration, kit, books, uniforms, termination fees, and other supplies issued and opened in any manner.

OFFICIAL CANCELLATION OR WITHDRAWAL SHALL OCCUR ON THE EARLIER OF THE DATES THAT:

1. An applicant is not accepted by the school and is entitled to a refund of all monies except a non-refundable $100 application fee.
2. A student or legal guardian cancels the contract and demands his/her money back in writing within three business days of signing the enrollment agreement regardless of whether the student has started training. All monies collected by the school are refunded except for a non-refundable application fee and registration fee.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In this case, the student is entitled to a refund of all monies paid to the school, less an application fee of $100 and the $100 registration fee.
4. A student notifies the institution of his/her withdrawal.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school.

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7. In type 8, 9, 10 or 11, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said information is delivered to the school in person.

THE POLICY REQUIRES THAT:

8. Unofficial withdrawals or clock hour students are determined by the school through monitoring clock hour attendance of students at least every (30) calendar days.
9. For a School that is required to take attendance, the required date of the refund is determined by counting from the date the withdrawal was determined. As a clock hour school, the refund is calculated based on the student's last date of attendance.
10. Unofficial withdrawals for non-clock hour students are determined by the school through monitoring of student's completion of class participation in learning activities such as class assignments, examinations, tutorials, computer-assisted instruction, participation in academic advisement, or other academically related activities.
11. Any monies due to a student who withdraws from the institution shall be refunded within forty-five (45) calendar days of a determination that a student has withdrawn, whether officially or unofficially.
12. When situations of mitigating circumstances are in evidence, the school will adopt a policy wherein the refund to the student may exceed the Minimum Tuition Adjustment Schedule.
13. All extra costs, such as books, equipment, graduation fees, etc., that are not included in the tuition price are stated and any non-refundable items are identified.
14. A non-refundable registration fee of $100 is charged.
15. A termination fee of $100 is charged.

MINIMUM TUITION ADJUSTMENT SCHEDULE

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

% OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% TO 4.9%	20%
5.0% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

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COURSE and/or PROGRAM CANCELLATION POLICY:
- If a course or program is cancelled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall provide a full refund of the monies paid; or provide completion of the course and/or program.

- If the school cancels a course and/or program ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:

a. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
b. Provide completion of the course and/or program; or
c. Participate in a Teach-Out Agreement; or
d. Provide a full refund of all monies paid.

- If the school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The school has at its options:

a. Provide a pro rata refund; or
b. Participate in a Teach-Out Agreement.

Collection Policy:

- Collection procedures shall reflect ethical business practices.
- The name of the National Accrediting Commission of Career Arts & Sciences is not used in the institution's refund policy nor in any of its collection efforts.
- Collection correspondence regarding cancellation and settlement from the institution itself, bankers, collection agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of the withdrawal and settlement policy.
- If promissory notes or contracts for the tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the institution.

*****The Skn Academy is NOT currently eligible to participate in federal Title IV Financial Aid Programs*****

EMPLOYMENT ASSISTANCE

While *The Skn Academy* cannot guarantee employment upon graduation, we work closely with local salons and spas to assist in employment placement. We keep an open line of communication with beauty related employment establishments as they look to us to assist in helping to fill any open positions they may have. We also have a job opening board in the student entrance. When a student is placed in a spa or a graduate is working in a spa, we send out surveys asking about the student or graduate so we can constantly improve our program to make sure our graduates are sought after by all the local salons.

SCHOOL CALENDAR

Academic year: The school operates year-round with scheduled holiday observances and or school closings. Schedules may vary by program and or change based on changes in enrollment, staffing or as needed to maintain educational quality.

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The Skn Academy observes the following holidays and school closings:

Holiday/Event/School Closure
New Years Day
Martin Luther King Jr's Birthday (Observed)
Memorial Day
Juneteenth
Fourth of July
Labor Day
Thanksgiving Day
Christmas Day

SCHOOL START DATES

START DATES	START DATES
June 1 2026 (Days)	May 3, 2027 (Nights)
June 22 2026 (Nights)	May 17, 2027 (Days)
August 10 2026 (Days)	July 26, 2027 (Days)
October 5, 2026 (Nights)	August 16, 2027 (Nights)
October 19, 2026 (Days)	October 4, 2027 (Days)
December 28, 2026 (Days)	November 29, 2026 (Nights)
January 19, 2027 (Nights)	December 13, 2027 (Days)
March 8, 2027 (Days)	

***Additional start dates for the upcoming enrollment year will be posted at the school's administrative office and on the school's website at www.thesknacademy.com. Students should confirm current start dates with the Admissions office prior to enrollment.

NON-DISCRIMINATION

The Skn Academy complies with all federal, state, and local laws and does not discriminate on the basis of race, color, national origin, ethnic origin, sex, gender identity or expression, sexual orientation, disability, age, religion, marital status, or any other characteristic protected by applicable law in its admissions policies, educational programs, activities, or employment practices.

This policy extends to all rights, privileges, programs, and activities generally accorded or made available to students and employees at the school. The institution is committed to providing an inclusive and welcoming environment for all members of our community.

Inquiries regarding non-discrimination policies may be directed to the School Director or submitted in writing to the U.S. Department of Education, Office for Civil Rights.

US Dept of Education
400 Maryland Ave SW Washington, D.C. 20202-1100
(800)421-3481

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Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the school's educational resources, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA"), their related statutes and regulations, and corresponding state and local laws.

Section 504 prohibits discrimination based on disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discrimination based on disability.

Individuals with disabilities wishing to request accommodation must contact the ADA Compliance Coordinator. A disclosure of disability or a request for accommodation made to any staff, faculty, or personnel other than the ADA Compliance Coordinator will not be treated as a request for accommodation. However, if a student discloses a disability to such an individual, he or she is requested to direct the student to the ADA Compliance Coordinator. Upon request, the ADA Compliance Coordinator/Designated School Officer will provide the student or applicant with a **Request for Accommodation Form.**

SCHOOL OWNER

Michelle Adam
Owner/School Campus Director/Director of Operations
6740 Antioch Rd, Ste 150
Merriam, KS 66204
913-354-2599
Michelle@thesknacademy.com

STUDENT'S RIGHT OF ACCESS / STUDENT RIGHT OF PRIVACY

In accordance with the Family Educational Rights and Privacy Act of 1974 **(FERPA)**, *The Skn Academy* has adopted the following policies and/or procedures. This policy was designed to protect the privacy of education records, to establish the right of students or guardians of a dependent minor student to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. This is a notice of students' basic rights under the law and explains certain procedures for the school's full compliance with the law.

Students or guardians of a dependent minor student may inspect and review their education records upon written request to the designated school official. Students or guardians of a dependent minor student should complete the **Request to Review** Records/Release of Student Information each time the student or guardian needs to access personal student information, which is available in the designated school official's office, identifying as precisely as possible the records they wish to inspect. The designated school official will arrange for access as promptly as possible and will notify the student or guardian of a dependent minor student of the time and place where the records may be inspected and/or copied. Access will be allowed no more than 45 days after receipt of the written request. When a record contains information about more than one student, the student or guardian of a dependent minor student may inspect and review only the records that relate to him/her.

The school reserves the right to refuse to permit a student or guardian of a dependent minor student to inspect the following records:

1. The financial statement(s) of the student's parents.
2. Education records containing information about more than one student, in which case the school will permit access only to that part of the record that pertains to the inquiring student. (May seek release from other student(s) to reveal record).
3. Those records which are excluded from the FERPA definition of education records.

The school also reserves the right to refuse to provide copies of educational records (not required to be made available under FERPA) if the student has an overdue financial obligation to the school, or if there is an unresolved disciplinary or academic dishonesty action against the student.

The school will disclose to third parties' information from a student's education/financial records only with the written consent of the student, except in cases allowable under FERPA (including legal and accreditation purposes).

A student or guardian of a dependent minor student who believes that information contained in the education records is inaccurate, misleading, or in violation of their privacy right may request in writing that the records be amended.

A student or guardian of a dependent minor student should identify the part of the record she/he wants changed and specify why it is believed to be inaccurate, misleading, or in violation of privacy rights. A decision will be reached, and the student or guardian of a dependent minor student will be informed within a reasonable amount of time after receiving the request. If the decision is not to amend the record(s), the student or guardian of a dependent minor student has the right to a hearing. The hearing will be conducted by a school official who does not have a direct interest in the outcome of the hearing. The hearing will be held within a reasonable amount of time after it is requested notifying the student in advance of the date, place, and the designated school official will decide in writing based on the evidence presented at the hearing including a summary of the evidence and the reasons for the decision.

If the designated school official supports the complaint, the education record will be amended accordingly, and the student or guardian of a dependent minor student will be informed. If the school official decides not to amend the education record, a student or guardian of a dependent minor student has the right to place in the education and/or stating the reasons for disagreeing with the decision. This statement will be maintained, and whenever a copy of the education record is sent to any party, the student's statement will be included.

The school's policy statement implanting FERPA is maintained by and available for review in the designated school official's office. Students or guardians of a dependent minor student should address questions, concerns, or problems to the designated official. Students or guardians of a dependent minor student may file complaints regarding alleged failure to comply with FERPA with The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-5920. (800) 872-5327.

SCHOLARSHIP & FEE WAIVERS

The Skn Academy does not offer scholarships.

OTHER AVAILABLE SERVICES (HOUSING, CAREER COUNSELING, ETC.)

While *The Skn Academy* does not offer on-campus housing, we provide support in identifying local housing options for students relocating to the area. In addition, students may request access to career counseling through our administrative office. Resume development support, and interview preparation are offered in our Corney classes. These services are designed to enhance student readiness for employment post-graduation.

KANSAS BOARD OF COSMETOLOGY (KBOC)

2420 NW Button Rd
Topeka, KS 66618
785-296-3155
KBOC@ks.gov

ACCREDITATION

Candidate for Accreditation
National Accrediting Commission of Career Arts & Sciences (NACCAS)
3015 Colvin Street
Alexandria, VA 22314
703-600-7600
www.naccas.org

OTHER MATERIAL FACTS THAT MAY AFFECT STUDENT DECISION

- The Skn Academy does not participate in Title IV Federal Financial Aid programs.
- The school operates under strict attendance and academic policy. Students who do not maintain minimum requirements may be withdrawn.
- All students are responsible for securing their own transportation and personal supplies.
- The institution maintains the right to adjust tuition, class schedules, and policies with reasonable notice.
- Completion of the program does not guarantee licensure; students must meet state board requirements and pass the licensing exam.
- If for any reason the student's locker key is lost or stolen the student must pay the academy $50.00 to replace said key. The $50.00 replacement cost is non-refundable.

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STUDENT SERVICE

Student services provided by the school are designed to provide support in areas related to transportation, child-care, housing, etc. and other related areas to help students' ability to complete their course/program. Student Services or designated school staff member or administration are available to meet with students to provide referrals for students at risk or in need of assistance while enrolled at the school upon the student's request.

STUDENT ADVISING & GUIDANCE

The Skn Academy makes reasonable efforts to maintain close communication with all students. Students have access to faculty and administrative staff for both career and academic advising. Students experiencing personal problems that require professional help will be referred to the appropriate agency(s) or organization(s).
Individual academic advising occurs periodically throughout the program. These advising sessions help instructors determine student progress and identify those students who may require additional assistance. Problems not resolved in instructor/student sessions may be referred to the School Director (or designate).

Student advisement is available. Students are encouraged to seek help whenever it is needed. Formal academic advisement occurs when grade or progress reports are issued. At any time, between grade or progress reports, students may be formally advised; and all advisements are confidential. Whenever any staff member advises a student, the proceedings of that advisement are documented in the appropriate forms. All students will receive on-going, informal daily advisement in the areas of attitude, attendance, behavior, image, professionalism, etc. When a student's problems or concerns are beyond staff capability, the student will be referred to the appropriate professional or agency.

PERSONAL INFORMATION RECORDS UPDATE / CHANGES

1. **Address/Telephone Number Changes:** Students are asked to notify the school when any information regarding their address and/or telephone number changes. Notification can be made by submitting a written request to initiate the change. A student's recorded address will be automatically updated if correspondence is returned to the school by the United States Postal Service or other delivery carrier service, with an address correction.
2. **Name Changes:** All students who wish to make a name change in their academic records must submit the request in writing and include documentation verifying the legal name change. Proof of legal name change can be a copy of a student driver's license, social security card, marriage certificate, divorce decree, or other legal documents showing the name change. Requests for name changes should be submitted to the designated school official/administrator. If the documentation is complete, the student's academic records will be updated with a copy of the legal documents in the student's academic file.

RIGHTS RESERVED

The Skn Academy reserves the right to add or withdraw any course and to make changes in schedule, curriculum, tuition, regulation, or any other published information as conditions warrant.

Published: Revised August 3, 2026

The Skn Academy has no responsibility for loss or damage to student work, supplies or any other personal property. Students should keep personal items in lockers. Students are required to immediately replace any supplies or equipment that are lost, stolen or broken.

POLICIES

1. Tardiness Policy
Students are expected to report to school on time and remain for their full scheduled hours. A student is considered tardy if they clock in after their scheduled start time or return late from lunch. Accumulating more than three (3) tardies in a calendar month is considered excessive and the student will be clocked out for the day resulting in loss of hours. Repeated tardiness may result in disciplinary measures and could impact a student's satisfactory academic progress. A pre-planned appointment noted by the office will not be considered tardy.

2. Excused Absences Policy
An excused absence is one that results from a legitimate and verifiable reason, such as planned vacation, illness (with a doctor's note), a family emergency, or court-mandated appearance. To be excused, the student must notify the Admissions office or appointed staff by 8:00 AM (full-time) or 4:00 PM (part-time) on the day of the absence and provide supporting documentation within 48 hours. Excused absences still result in a loss of hours and will go against the 60 allotted hours of missed time for days and the 40 hours of allotted missed time for night. If the absence was pre planned please fill out a time off request form prior to the absence.

3. Unexcused Absences Policy
An unexcused absence occurs when a student misses scheduled school time without prior notice or valid documentation. Failure to notify the school properly or submit acceptable documentation will result in the absence being unexcused. Repeated unexcused absences may lead to disciplinary action, loss of clock hours, and could place the student at risk of termination for non-compliance with the attendance policy.

4. Make-Up Work Policy
Students are allowed to make up tests during scheduled make-up sessions with prior approval from the instructor. Missed tests must be made up within the same week or on the following designated make-up day; failure to do so will result in a zero. Students scoring below 80% on a test may retake it until they score 80% or above.

5. Student Conduct Policy
Students are expected to always conduct themselves professionally, showing respect for instructors, peers, and clients. This includes following dress code, maintaining personal hygiene, using appropriate language, and adhering to all classroom, clinic, and spa floor rules. Disruptive behavior, profanity, racial remarks, insubordination, or violation of institutional policies may result in disciplinary action, up to and including suspension or termination from the program.

6. Termination Policy

Students may be terminated from the school for violation of any school policies, state laws and regulations, destruction of school or student property, violation of the school substance abuse policy, theft of school or student property, threats to any employee or student of The Skn Academy non-adherence to the school's social media policy and all other infractions that occur where the school administration, director or owner deems is severe enough to qualify for termination and or permanent expulsion from the school. Students terminated will have to be approved by the school director/owner for re-entry eligibility. Terminated students will be assessed a $100 administration fee.

Enrollment may be terminated at the discretion of the administration for any reason deemed necessary by the Academy and general objectives of The Skn Academy for any of the following:

- Immoral or improper conduct.
- Noncompliance with educational requirements, rules of conduct, general policies and/or enrollment contract.
- Noncompliance with state laws and regulations.
- Bringing weapons (gun, knife, taser, etc.) of any kind on campus or in the building with intent to cause bodily harm to any student, staff or guest is prohibited. Weapons are strictly prohibited.
- Any action which causes or could cause bodily harm to a client, a student or employee of The Skn Academy.
- Willful destruction of school property or theft.
- Engaging in the manufacture, distribution, dispensation, possession, or use of drugs and/or alcohol.
- Not meeting all terms of probation or suspension.
- Five consecutive days of non-attendance or communication with the school.
- Nonpayment of tuition according to the signed tuition agreement.
- Misrepresentation of personal information on contracts or documents.
- Violation of the school's policies as outlined in the student catalog.
- At the discretion of the school, infractions not listed that may also merit termination.
- A student will be terminated if they use more than their allotted 60 hours (day) or 40 hours (night)
- Daytime students who miss more than 60 hours of their allotted time and Nighttime students who miss more than their 40 hours of allotted time.

*****The Skn Academy has the right to terminate a student for any reason.**

The student TERMINATION/WITHDRAWAL date for any student that withdraws or is dismissed from the school will be the last date of attendance. Attendance percentage is calculated by taking the total hours attended divided by the scheduled hours.

Example:
Attended hours = 250.0
Absent hours = 28.0
Scheduled hours = 278.0
Percentage = 250/278 = 89.93%

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7. General Rules and Regulations Policy
Students are required to comply with all rules and regulations outlined in the student catalog, including dress code, spa responsibilities, use of technology, break procedures, and professional behavior standards. Repeated disregard of rules or insubordination may result in suspension or termination. Students are responsible for managing their clock-in/out times accurately and maintaining a clean, safe learning environment for themselves and others.

SCHEDULE CHANGES

The school reserves the right to change the established schedules in the event it becomes necessary. Students will be notified in advance should such circumstances arise.

ADMINISTRATION & FACULTY

Name	Position	Department
Michelle Adam	Owner	Administration
Teresa Hummell	Admission Director	Administration
Molly Guzman	School Director	Administration
Sharon Cooper	Front Desk Coordinator	Client Services
Christine Horpinjuk	Front Desk Coordinator	Client Services
Lucrezia Mapelli	Makeup Instructor	Education
Maia Stroer	Makeup Instructor	Education
Megan Murphy	Esthetics Instructor	Education
Dominique Aguirre	Esthetics Instructor	Education
Heather Kiene	Esthetics Instructor	Education
Layne Williams	Esthetics Instructor	Education
Martika Cross	Esthetics Instructor	Education
Noemi Yost	Esthetics Instructor	Education
Martha Madrigal	Lash Specialist	Education

COST OF PROGRAM(S)

TUITION & FEES:

PROGRAM NAME	KIT FEE	BOOK FEE	TUITION	REGISTRATION FEE	APPRENTICE LICENSE FEE	TOTAL COST OF PROGRAM
Esthetics (DE)	**$948.00**	**$802.00**	**$11,650.00**	**$100.00**	**$15.00**	**$13,515.00**

Published: Revised August 3, 2026

Instructor In Training (300 Hr)	**N/A**	**$385.00**	**$3,495.00**	**$100.00**	**$15.00**	**$3,995.00**
Instructor In Training (450 Hr)	**N/A**	**$385.00**	**$5,242.50**	**$100.00**	**$15.00**	**$5,742.50**

PAYMENT METHODS

Payments may be made by cash, check, money order, credit card (nonrefundable 3% fee added for credit cards) or through non-federal agencies or loan programs if applicable. Students are responsible for paying the total tuition and fees.

- $1000.00 deposit is due at enrollment. The balance can be paid in full, or by payment plan.
- If on a payment plan, payments are due on the 1st or 15th of each month. (Students choose one of the two options at enrollment).
- $5.00 Late fees applied daily (including weekends) for payments received after the agreed due date.
- If tuition is more than two weeks late then the school can decide to drop the student.
- If for any reason the student's locker key is lost or stolen the student must pay the academy $50.00 to replace their locker key. The $50.00 replacement locker key cost is non-refundable.

*****The Skn Academy does not offer competency-based programs with a clock hour component. This disclosure requirement under NACCAS Policy IV.04 is not applicable to this institution.**

TRANSCRIPTS

A transcript is an official document on the educational work of a student which lists the student's subjects; grades received, enrollment date range, and status of the student. Official transcripts are issued by the school's designated official. Transcript requests may be made for the following reasons:

1. Submission to other institutions of higher education for the purpose of transfer of clocked hours,
2. Certification to an employer summarizing a student's enrollment and academic progress,
3. Replacing a lost official transcript of the graduate.

Students/graduates must submit a request in writing to the designated school official. The student/graduate may submit a letter of request that includes the following information:

1. Student's name,
2. A copy of their VALID form of government-issued identification (driver's license, state ID, passport), which bears their printed name, photograph \ and date of birth,
3. Purpose of the transcript request,
4. Name and address of the recipient,
5. The student's signature and the date.

Published: Revised August 3, 2026

CONDUCT AND PROFESSIONAL STANDARD DETAILS

Appearance, attitude and professional behavior are important elements of the student's career preparation and job success.

1. When a student's appearance and/or attitude is in opposition to the career education goals to which the school's academic and placement assistance are dedicated, the student may be advised, suspended, or dismissed.
2. When a student's behavior interferes with the rights of others, disrupts and/or prohibits the learning process of other students, or is in opposition to policies and rules of the classroom and the school, the student may be advised, suspended, or dismissed.
3. When a student is guilty of negligence and/or careless acts and/or omissions in the learning process so as to endanger or to cause injury to another person or property, the student may be advised, suspended, or maybe automatically dismissed.
4. Under certain circumstances, a student's conduct may warrant immediate dismissal. Examples of this include, but are not limited to:
    a) Engaging in verbal threats, intimidation, use of foul or profane language, physical threats, sexual assault, physical violence, racial or sexual harassment in or around the school.
    b) Possession of weapons, firearms and knives and/or illegal drugs in or around the school.
    c) Vandalizing, stealing or being in possession of stolen property.
    d) Falsifying personal information on school documents and/or presentation of forged documents.
    e) Drugs, alcohol, possession of and or substance abuse not authorized by a licensed medical provider.

ALCOHOL AND DRUG PREVENTION

The Skn Academy supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol by anyone on the school's property or as a part of a school activity is prohibited. This does include Vape Pens. Students taking prescribed or over-the-counter medication which may affect functioning should inform a school representative or official.

If a final determination is made that any student enrolled in the school is found to be abusing alcohol or using, possessing, manufacturing or distributing controlled substances in violation of the law on school property or at any school events, they shall be subject to, at a minimum, the referral to counseling and automatic and immediate suspension or dismissal from school. The school's-imposed actions are additional to any legal actions taken by local, state or federal authorities.

SATISFACTORY PROGRESS

Satisfactory Academic Progress (SAP) is a requirement for all students enrolled in the school. All students must maintain an academic grade percentage of 80% and average cumulative attendance of 85% to be

considered making SAP and completing the scheduled course within the maximum time frame. ***See full Satisfactory Academic Progress Policy for additional information***.

FINANCIAL PROGRESS

Students must meet or be current with all financial obligations as specified in their payment plan prior to graduation. It is expected that the student will comply by providing all necessary requested information and/or forms submitted on or before the statement due date to maintain satisfactory financial progress. Payment amounts are based upon the course in which the student enrolled.

All payments are the responsibility of the student and are payable as stated in the student's enrollment agreement. Failure to comply with an established payment arrangement may result in termination.

CLASSROOM AND CLINIC ASSIGNMENTS

Students are required to remain with their instructor in their classrooms or assigned work areas unless at scheduled lunch or break(s).

There will be a charge for ALL services and products provided to clients unless otherwise approved in advance by an authorized, designated school official or student's immediate instructor. Students cannot bring into the school any product not sold or carried by the school, nor should students advise clients to do so. Spa rooms are assigned for each client's service, for the duration of that service and may be reassigned at the discretion of school staff. All equipment and personal belongings must be stored in the students assigned locker/school location.

Sanitation is a critical part of the student's learning process. Adhering to the school and State Board health and safety standards as outlined in the rules and regulations are essential in maintaining a sanitary establishment. Students are required to maintain a clean and safe spa room, practical room, and classroom; before, during and after performing client services or practical work. In order for students to maintain a sanitary spa room they will be required to wipe down the surface of their stool, bed, steamer, hot towel cabbie, and carts, clean the mirror, sanitize their implements before and after every use including bottles, place soiled towels in the appropriate receptacle and clean the mat or floor from wax debris, or any oils or liquids. Additional tasks may be required depending on the service being provided and may vary.

DRESS CODE

The school's dress code is designed to provide students with guidance on establishing and maintaining a professional image. The dress code is always enforced during the students' school hours, while on school premises, as well as when attending school sponsored events.

Professionalism should be first and foremost in choosing your wardrobe for school. Students who are not wearing the proper attire WILL be sent home to change. Students are expected to arrive at school groomed for the day. Hair and makeup (optional) are to be done at home. Please be considerate of

others and maintain personal cleanliness by bathing regularly. Oral hygiene (brushing teeth) is required. Use deodorant/antiperspirant to minimize body odors. Please, no heavily scented perfumes, colognes, and lotions.

- Students are required to wear SOLID black clothing.
- Shirts and pants MUST be solid colors and no logos, tears, rips, or holes allowed.
- No jeans or shorts allowed.
- Shoes may be any color but must be closed toed.
- The Skn Academy t-shirts are acceptable
- Underarms, chest, and stomach must be covered. No plunging necklines.
- Skirts/Dresses must be professional length (below your fingertips)
- Tank tops, lingerie, see through fabric and bare feet are not allowed.
- Hats and headwraps are not allowed (religious reasons are exemptions). Headbands must be black as well.
- Instructor-in-training must wear business casual attire.
- Due to the risk of client injury, students' nails must be an appropriate length and groomed. (NO longer than ¼ inch from the free edge).

CHILDCARE

Students are prohibited from bringing their children to school during their scheduled course time and/or while earning clock hours. Students must make appropriate arrangements for childcare.

TIME CLOCKS AND CLOCK HOURS

To ensure proper credit for clock hours, full-time students are required to clock in/out 4 times every day: (In) when arriving at school, (Out) when departing for lunch, (In) when returning from lunch, and (Out) when departing at the end of the day. Part-time students are required to clock in/out 2 times every day: (In) when arriving at school and (Out) at the end of the evening. The following rules do apply for the time clock policy as well.

- Students shall clock **ONLY** themselves in and out.
- Please note that if there is no clock in or out recorded in the Smart system, there will be no hours given for that date. **No exceptions.**
- Students shall clock in and out every day and for lunch breaks
- Students are given credit only for the time shown on the time clock
- If a mistake is made, inform the administrator immediately.
- If you will be arriving late, please let us know 15 min before your contracted start time, and if totally absent, let us know at least 30 min before your contracted start time. Please notify your instructor via Slack. If arriving more than 30 minutes past your start time, then you will be sent home, and this will be considered a day of absence and go against your allotted 60 hours for day and 40 hours for night.

- Day students will clock out for a 30 min lunch. The lunch time will be assigned by their instructor in each phase.
- Night students will get a 15 min break assigned by their instructor in each phase. (They will not clock out unless they leave the building)

*****If we do not get notification from you about your absence at least 30 minutes before your contracted start time you will be put on the disciplinary policy.**

NON-SMOKING

While on school property students may smoke in designated student outdoor smoking areas only. Smoking is prohibited inside the school. This includes vape pens as well.

SOCIAL MEDIA

The use of social media can be extremely beneficial to the success of a salon, spa or independent contractor. For this reason, the rights of students to utilize social media platforms in ways that directly promote professional career development are encouraged. “Social Media” refers to all forms of online publishing and discussion, including but not limited to Facebook, Twitter, YouTube, Snapchat, Reddit, Instagram, Twitter, Pinterest, TikTok, etc., personal and public blogs, wikis, as well as any instance of a shared personal audio/video files. All students can be held accountable for the content posted on the internet. The school does not permit obscenity, negative comments, personal attacks, cyber bullying, or any conduct that is not in compliance with the school’s standards of conduct. All posts must respect the privacy of others and photographs of students, staff, or clients should not be posted or shared without their permission. For any content that is posted on the school’s social media account, the school reserves the right to remove content at its discretion and without notification. Please be aware that some actions on the internet are not reversible and may reflect negatively on an individual for an extended period. Practicing courtesy and professionalism in online environments is strongly encouraged and disciplinary action may be enforced for non-compliance. The Skn Academy will never force a student to post any material on social media; they will have to create the post (if assigned) but will not be made to post it.

ACADEMIC DISHONESTY / CHEATING

Academic dishonesty is any incident whereby a student or group of students knowingly and willingly offers or seeks to gain an academic advantage by giving or receiving inappropriate assistance in the preparation and completion of assignments and evaluations. Students engaging in any form of academic dishonesty will be disciplined appropriately.

RELEASE

The student and/or legal guardian grant **The Skn Academy** the irrevocable permission to use his or her voice, image, or likeness as part of any live or recorded video display, broadcast, production or other depiction in any media, now or hereafter existing of all or any part of the student’s participation in school including for the commercial purposes of the school.

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EQUIPMENT & PERSONAL BELONGINGS

Each student is responsible for their own equipment, books and personal belongings and is provided with a locker or other designated space for storage of these items, purses, coats, bags, backpacks, and other personal belongings must be kept in the locker or designated secure location. The school is not responsible for lost or stolen items, and it is the student's responsibility to replace any missing equipment or supplies at his or her own expense.

Students are required to have the equipment they need to complete services and assignments. If a student chooses to take these items home, if permitted, it is the student's responsibility to bring them back to school. Students who do not come to school with their equipment will not be allowed to attend until they bring their equipment. Below is The Skn Academy's locker policy

The Skn Academy will assign a locker to each student to facilitate the daily storage of their learning materials and items related to their studies. The student will be given a key to their individual locker. If for any reason that key is lost or stolen the student must pay the academy $50.00 to replace said key. The $50.00 replacement cost is non-refundable.

Due to a limited number of lockers: If a student is still in attendance beyond their estimated graduation date and when another class is starting, they will need to return their key to The Skn Academy even though they are not finished with their hours.

The Skn Academy manages lockers to ensure responsible use of property and for the health and safety of individuals. The Skn Academy establishes rules, guidelines and procedures to ensure responsible use and to control the contents of its lockers.

By utilizing The Skn Academy's lockers, students acknowledge and agree that locker use is a privilege and subject to immediate termination without notice and to such rules, guidelines and procedures established by the school from time to time, at its discretion.

- Lockers will be issued to all students during the first week of school and a locker number will be provided during that time.
- Assigned lockers may not be traded or changed unless approved by the school's administration. Locker assignments are valid from the beginning of enrollment until the day of graduation or withdrawal. At that time, all locker contents must be removed. After that time, any lockers that have not yet been vacated will be emptied, and the contents stored for 30 days, at which time they become the property of the school.
- Due to the limited number of lockers: Locker keys will be returned to The Skn Academy if a student is still in attendance beyond estimated graduation or when a new class is starting.
- Lockers are for individual use only and are not to be shared.
- Locker content is the sole responsibility of the registered occupant of the locker.
- To reduce the risk of theft, students are encouraged to keep their lockers locked.

- The Skn Academy is not in any way responsible for a locker's contents or liable for the loss of or damage to items stored in lockers.
- Students are required to maintain their locker's interior and exterior in a clean, neat and undamaged condition.
- Marking, defacing or graffiti on lockers is not acceptable.
- No person shall store in a locker: weapons of any kind, explosives, prohibited drugs, illegal or illicit items or substances or other items deemed by the school to be harmful, offensive or inappropriate.
- The Skn Academy may in its sole discretion carry out or authorize searches/inspections for any reason.
- The following is a partial listing of examples of when The Skn Academy will exercise its discretion without notice:
    a) Locker abandonment.
    b) Suspected contents that may be illegal, illicit or deemed by the school to be harmful, offensive or inappropriate.
    c) At the request of or generally in cooperation with law enforcement authorities.
    d) Investigative purposes related to suspected or alleged criminal, illegal, or inappropriate activities.
    e) Risk to the general good of the school.
    f) Risk to the general good of the student or student population.
    g) Unregistered locker.
    h) Physical damage to or defacing of the locker.
    i) Odors (spoiled/rancid food, garbage or smelly contents).
    j) Locker maintenance.

The Skn Academy works with the local law enforcement authorities and maintains the right in the school's sole discretion to allow law enforcement to carry out specific and random searches/ inspections of locker contents. Such searches/inspections may be carried out with or without notice to or in the presence of the locker's occupant.

Search Policy Lockers and stations furnished for student use belong to the school and are subject to search by the school or police officials at any time for any reason. By entering the premises of the school, students agree that they and any items, including handbags, briefcases, purses, and personal belongings they bring with them, are subject to reasonable search by school personnel at any time for any reason.

STUDENT CONCERNS / COMPLAINTS & GRIEVANCE POLICY

(Students are provided with this information as part of Pre-Enrollment prior to enrollment and during orientation via this catalog.)

Students are always encouraged to communicate their concerns to members of the faculty and administration. Suggestions, concerns, or complaints should be registered privately, never with fellow

students or clients. If a situation arises in which a student has a complaint or grievance regarding grades, instruction or other topics related to their course of study, the following procedure is in effect.

1. Schedule an appointment to discuss the matter informally with your instructor. If at this contact the matter is not resolved, the student should:
    a. Make an appointment to discuss the matter informally with the School Director or designee. If not resolved at this level, the student may:
        i. Request and complete a Student Complaint Form and submit it to the designated school official. The designated school official will verify that the student has tried to resolve the concern informally and will schedule a meeting with all individuals whose participation is warranted by the circumstances of the particular concern to seek to resolve the student's concern. The minutes of the meeting and any agreed upon resolution will be documented on the Student Compliant Form and communicated to the student. If not resolved:
        ii. The official school designee shall forward the Student Complaint Form to the School Owner or other official designee at this level for review. The ruling at this level will be documented on the Student Complaint Form and communicated to the student. The decision at this level is the final decision. If then the matter is not resolved to the students' satisfaction:
        iii. Student may submit to the program State Board and/or NACCAS only after the student has exhausted the institutions' internal complaint process.

KANSAS BOARD OF COSMETOLOGY

2420 NW Button Rd
Topeka, KS 66618
785-296-3155
KBOC@ks.gov

ACCREDITATION

Candidate for Accreditation
National Accrediting Commission of Career Arts & Sciences (NACCAS)
3015 Colvin Street
Alexandria, VA 22314
703-600-7600
www.naccas.org

SATISFACTORY ACADEMIC PROGRESS POLICY

The intent of **The Skn Academy** Satisfactory Academic Progress Policy is to be fair and consistent in effectively evaluating the student's measurable progress toward successfully completing their chosen program of study. The Skn Academy wants all students to be successful in their chosen career field. This policy establishes the requirements, evaluation procedures, and consequences related to Satisfactory

Academic Progress (SAP) for all students enrolled in programs accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS).

- This policy applies to every student enrolled in NACCAS approved program.
- All students are provided with this policy prior to enrollment in any of the school's currently offered programs.
- The policy is applied consistently to all students enrolled in a specific program and is scheduled for a particular category of attendance, either part-time or full-time.

Student training is measured and communicated by:
- ✔ Attendance (Quantitative) and;
- ✔ Academic Grades (Qualitative)

Satisfactory Academic Progress (SAP) is a requirement for all students enrolled. All students must maintain a cumulative academic grade percentage of **80%** and a cumulative average attendance of **85%** at the time of each evaluation.

For each program offered, the School's academic year is defined in 900 clock hours and 26 academic weeks of instruction.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress on scheduled hours as follows:
Each evaluation point requires that the student simultaneously meet both the clock hour threshold and the academic week threshold before the evaluation may be conducted. Evaluations must be completed within seven (7) school business days following the date on which both thresholds are met. School business days are the days the school is regularly scheduled to operate, as published by the school: Monday through Friday. The table below identifies the evaluation periods for each program offered at The Skn Academy.

Program	***Program Clock hours***	***Program Hours p/week***	***Program Length in weeks***	***Evaluation Periods (Clock hours and weeks)***
Esthetics (DE)	1000	35	29 Weeks	450 hrs/ 13 wks | 900 hrs/ 26 wks | 1000 hrs/ 29 wks
Instructor In Training	450	35	13 Weeks	225 hrs/ 7 wks | 450 hrs/13 wks
Instructor In Training	300	35	9 Weeks	150 hrs/ 5 wks | 300 hrs/ 9 wks

For programs with a total length of one academic year (900 clock hours) or less, the program is divided into two equal evaluation periods. For programs exceeding one academic year, each full academic year is divided into two equal evaluation periods, and the remainder of the program is treated as a single evaluation period if the remainder is less than or equal to half of the academic year (450 clock hours), or divided into two equal evaluation periods if the remainder exceeds half of an academic year.

MAXIMUM TIME FRAME

The maximum time a student has to complete each program, which does not exceed **118% of the program length**, is determined by NACCAS standards. All minimum course lengths are determined by the National Accrediting Commission of Career Arts and Sciences (NACCAS). The maximum time frame is calculated by multiplying the total program clock hours by the applicable MTF multiplier, which is determined by the school's required minimum attendance rate of **85%**. The MTF multiplier applied to all programs at The Skn Academy is **118%**.

PROGRAM	STATUS FT/PT	PROGRAM LENGTH IN WEEKS (FT/PT)	PROGRAM HOURS	MTF WEEKS (FT/PT)	MTF CLOCK HOURS (FT/PT)
Esthetics (DE)	FT/PT	28.57	1000	33.71	1180
Instructor In Training (450)	FT/PT	12.86	450	15.17	531
Instructor In Training (300)	FT/PT	8.57	300	10.11	354

Evaluations will determine if the student has met the minimum requirements for SAP. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements before the maximum time frame is exhausted.

Students who exceed the maximum time frame shall be terminated from the program. Should a student meet re-enrollment criteria, the student will be re-entered in the program on a cash-pay basis in a manner consistent with the institution's re-entry policy.

EVALUATION CONDUCT

Evaluation periods may coincide with payment periods established with the U.S. Department of Education for purposes of Title IV funding, if applicable. The institution shall evaluate students academic and attendance Satisfactory Academic Progress at the conclusion of each evaluation period. The institution may elect to omit evaluations at the conclusion of the last evaluation period within a course or program. All evaluations must be completed within seven (7) school business days following the established evaluation periods.

Evaluations are based on **scheduled hours.** The institution identifies whether evaluation periods are based on actual hours completed or scheduled hours, and confirms that both the clock-hour thresholds and the academic week threshold are met simultaneously before any evaluation is conducted.

Students will be provided a Satisfactory Academic Progress Report via **hard copy SAP report provided to the student at the time of each evaluation** upon reaching each evaluation period. Students meeting the minimum requirements for academics and attendance at the evaluation are considered to be making SAP until the next scheduled evaluation.

ACADEMIC GRADING

A student's academic grade percentage is determined by: **Theory Exams; Practical Exams; Practice/Technical Activities.** All grade components are evaluated on a cumulative basis.

GRADE	DEFINITION	PERCENTAGE

Excellent	High Performance	90-100
Good	Above Average	80-89
Passing (individual Assessment)	Meets Expectations	70-79
Below Standard	Improvement Needed	60-69
Failing	Failure to Meet Expectations	59 & Below

Students meeting the minimum requirements for academics **80%** and attendance **85%** at the evaluation are considered to be making SAP until the next scheduled evaluation. Students deemed not maintaining SAP will be notified in writing.

Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance for the period will be added to the attendance from the preceding periods to determine whether the student will meet the cumulative standard. A student's actual hours attended divided by scheduled hours equals the cumulative percentage of attendance.

WARNING STATUS:

A student will be placed on Warning status, but will be considered to be making Satisfactory Academic Progress during the warning period, if the student's attendance falls below 85% or their academic grade falls below 80% at any evaluation point. The student will be notified of their warning status and will be advised of the actions required to achieve SAP by the next scheduled evaluation. The Warning period covers one evaluation period only. A student on Warning status remains eligible to continue in their program during the Warning period. A student on Warning status does not need to appeal to maintain enrollment during the Warning period.

if, at the conclusion of the Warning period, the student has not achieved the minimum requirements for SAP, the student will no longer be considered to be making Satisfactory Academic Progress. At that point, the student would be dropped from the program.

LEAVE OF ABSENCE

In the event the student withdraws, or other official interruption occurs, the student, upon returning to school, maintains the SAP status as of the time of departure. If enrollment is temporarily interrupted for a Leave of Absence (LOA), the student shall return to school in the same Satisfactory Academic Progress status as at the time the LOA commenced.

Students on an approved Leave of Absence are not considered to have withdrawn from the program. A student on an approved Leave of Absence who notifies the school that they will not be returning will be considered to have withdrawn. The date of withdrawal determination shall be the earlier of the scheduled date of return from the Leave of Absence or the date the student notifies the institution that the stent will not be returning.

WITHDRAWALS AND INCOMPLETES

Withdrawals and Incompletes have no effect upon the school's qualitative SAP standard. All hours attempted within a progress report period are used in assessing whether the student meets quantitative SAP standards.

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's Satisfactory Academic Progress standards, as required by NACCAS Policy IX.01 item 25.

TRANSFER HOURS

Transfer hours from another institution that are accepted toward a student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted, as required by NACCAS Policy IX.01 item 26. SAP evaluation periods are based on actual contracted hours at the institution.

APPEAL PROCESS

Not Applicable. The Skn Academy does not offer a probationary period, therefore does not offer the appeal process.

TITLE IV FEDERAL FINANCIAL AID ELIGIBILITY

Not applicable. The Skn Academy does not participate in Title IV Federal Financial Aid Programs.

PROBATION STATUS

Not applicable. The Skn Academy does not offer probationary status.

RE-ESTABLISHING ELIGIBILITY

Students who withdraw prior to completion of the course and wish to re-enroll will re-enter in the same Satisfactory Academic Progress status as when they left, as required by NACCAS Policy IX.01 item 23. A student who is not meeting SAP standards may re-establish Satisfactory Academic Progress by achieving the minimum cumulative requirements for both attendance and academic progress at a subsequent evaluation period.

STUDENT ACCESS TO SAP RESULTS

Students NOT meeting Satisfactory Academic Progress will receive a written copy of their SAP determination at the time of each evaluation. Students meeting SAP standards will also be provided their SAP evaluation results upon request. The institution describes how students have access to Satisfactory Academic Progress evaluation results; all results are maintained in the student's permanent file and are made available to the student upon request.

LEAVE OF ABSENCE OF POLICY

The Skn Academy encourages students to make steady progress toward completing their program.

Thus, a leave of absence may be granted only under the following circumstances:

- Maternity or paternity leave.
  (Up to 6 weeks (natural birth) and (8 weeks (cesarean birth)
- Hospitalization over 5 days due to the student's own illness, injury, or serious health condition that prevents him/her from being able to continue with his/her education. (Time frame will need to be stated on doctors note)
- Death of an immediate family member. (Parents, Spouse, Children, Siblings, Grandparents)
- Enrolled students who are members of the military and receive official military orders. (Time frame will be on orders)

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PROCEDURES FOR REQUESTING A LOA:

The students must follow the Institution's policy in requesting a LOA.

Students requesting a LOA must complete the LOA Request Form and submit to campus management in advance, unless unforeseen circumstances prevent the student from doing so.

- *The requests must be in writing,*
- *The requests must detail the reason for the LOA, the exact period of the LOA, and provide supporting documentation (i.e., note from qualified healthcare provider or adoption certificate/decree, obituary or official military orders documents).*
- *The request must include the student's signature.*

When requesting a LOA for medical reasons, the school will not extend a LOA beyond what is requested by a healthcare provider, unless it is necessary to ensure quality education. When requesting a LOA for death of an immediate family member, an obituary or another official document must be provided. Please note the start of a LOA must be on a day school is open and the student is normally scheduled.

The institution may grant a LOA to a student who did not provide the requests prior to the LOA due to unforeseen circumstances if:

- *The institution documents the reason for its decision.*
- *The institution collects the request from the student at a later date; and*
- *The institution establishes the start date of the approved LOA as the first date the student was unable to attend.*

Should the LOA be granted the student will not be assessed any additional charges because of the requested LOA.

A student will not be granted a LOA if the LOA, together with any additional LOA's previously granted, exceeds a total of 180 calendar days in any 12-month period.

Any student granted an LOA in accordance with the institution's policy is not considered to have withdrawn and no refund calculation is required at that time.

Contract Period Status: A student granted an LOA will have their contract period extended by the same number of calendar days taken in the LOA and that such changes to the contract period must either be:

1. Changes to the enrollment agreement will be initialed by all parties; or
2. An addendum to the enrollment agreement must be signed by all parties.

Student Withdrawal from Program(s): If the student takes an unapproved LOA or does not return by the expiration of an approved LOA and that either:

1. For institutions that require attendance, the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

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2. For institutions that are NOT required to take attendance, the student's withdrawal date for the purpose of calculating a refund will be the date the student began the LOA.

A LOA may only be granted if there is a reasonable expectation that the student will return from the LOA.

NOTE: The revised contract end date cannot exceed 15 days past the correctly calculated revised end date utilizing the NACCAS LOA Calculator.

- **Students may request a LOA for up to 180 calendar days in a 12-month period.**
- **LOA requests must be submitted in writing and approved by the School Director.**
- **Students on LOA are not considered withdrawn, and no refund calculation is required.**
- **Failure to return from LOA results in withdrawal as of the last day of attendance.**
- **Students granted an LOA should meet with the School Director or designated administrator before the LOA begins to understand the impact on their contract end date, program completion timeline, and any financial obligations.**

PHYSICAL DEMANDS

Cosmetologists, Barbers, Nail Techs, and Estheticians can expect to stand for long periods. Since so many of their activities involve the use of arms and hands, professionals should take steps to ensure proper physical conditioning and rest periods. Further, career Cosmetologists, Estheticians, Barbers and Nail Techs may find it necessary to work long hours, sometimes missing breaks and meals. It is not unusual for Cosmetologists, Estheticians, Barbers and Nail Techs to work more than 8 hours a day and/or more than 5 days a week – although these are the exceptions to the rule.

STUDENT ORIENTATION

All incoming students will receive an orientation either prior to the beginning of school or on the first day of school. This orientation is required for all incoming students and will discuss our mission, values, student policies, curriculum, program progress and expectations, personnel introductions, grading, Satisfactory Academic Progress, attendance requirements and all other pre-enrollment requirements.

CONTRACT COSTS / EXTRA CHARGES AND PAYMENT TERMS

Students and sponsors (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent students from attending class until any applicable unpaid balance of payments are satisfied. ***The school will charge additional tuition for hours remaining after the original contract end date at the rate of $11.65 per hour for the Esthetics (DE) or Instructor in Training programs. The total amount due for additional charges required for program completion, will be payable in advance prior to being able to continue with your program.*** Any student going over contract will be required to enter into another enrollment agreement for outstanding hours remaining. Students completing the

program are provided with one official transcript. The school may charge a ***$10.00*** transcript fee for any additional transcript requests. The school will charge a registration fee for students enrolling or transferring to the school of $100.00. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of $100.00. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. . Methods of payment include full payment at time of signing the Enrollment Agreement, or through an approved payment plan as stated herein. **Payments may be made in the form of cash, check, money order, credit card, or through non federal agency or outside loan programs, if applicable.** Students are responsible for paying the total tuition and fees and for repaying applicable loans if any, plus interest. **Transfer in: The current costs for transfer in hours are $11.65 per hour attended. This does not include the cost of a required complete current student kit.**

STUDENT OUTCOMES

Student outcomes in GRADUATION, LICENSURE, AND PLACEMENT RATES
The following statistics represent institutional outcomes for GRADUATION, LICENSURE (exam pass rates), AND PLACEMENT Rates as of 11/30/2025 as reported to NACCAS for the 2025 student cohort

Graduation Rates: Of the students scheduled to graduate from the program in the reporting year, the percentage that actually graduated before the annual report deadline.

Location	Esthetics (DE)		Instructor In Training		All Students	All Programs
	68 of 70	97%	3 of 4	75%	71 of 74	96%

Placement Rates: Of those graduating from the graduation cohort who are eligible for placement, the percentage of those who were placed prior to the annual report deadline.

Location	Esthetics (DE)		Instructor In Training		All Students	All Programs
	55 of 68	85%	2 of 3	67%	57 of 71	84%

Licensure Rates: Of the graduates from the graduating cohort who sat for all parts of their required state licensure exam prior to the annual report deadline, the percentage that passed all required parts of the state exam before the annual report deadline.

Location	Esthetics (DE)		Instructor In Training		All Students	All Programs
	65 of 68	95%	3 of 3	100%	68 of 71	96%

SCHOOL DELAYS AND CANCELLATIONS

The Skn Academy will allow distance learning for up to 4 inclement weather days each year. If we choose to close beyond that 4th snow day, the school may close but distance learning hours will not be given, but the loss of those hours will not go against your allotted 60 hours for day and 40 hours for night*. The Skn Academy, at its own discretion, will choose if we close for inclement weather. The Skn Academy would most likely close for snow but not necessarily for lower temps. Please check your slack app each

morning for any school updates. We will notify you by 6:00am for day students and 2:00pm for night students, if school will be closed for inclement weather or for any other cancellation. If the school chooses to remain open and you are unable to attend class due to weather, the hours missed will go against your 60 hours (day) or 40 hours (night). Distance learning hours will also be at The Skn Academy's discretion. The Skn Academy, at its discretion, can also choose to provide a late start. Inclement weather is based on a calendar year of November 1st - October 31st.
If a late start is to occur, the school will notify the student by Slack. The day students would be notified no later than 6:00 am and the night students would be notified no later than 2:00pm of the day of the late start.

ADDITIONAL SCHOOL DISCLOSURES & STATE LICENSURE REQUIREMENTS

Distance Learning:
Students will have required distance learning hours each week. These required assignments will need to be completed by Sunday of that week. Also note that in Cima each activity must receive a grade of 80% or above to be considered completed. Also, the student will have a required number of hours that they will need to be logged into Cima. If the student fails to complete their distance learning assignments or be logged on for the required number of hours for the week, then **all** allotted hours for that assignment will be deducted from the 1000 hours needed to graduate regardless of how much is completed, this will also start the series of discipline measures listed below. If a Distance Learning day is assigned, then the student will need to complete the assignment given for that day and must be logged in for the required number of hours unless the instructor says otherwise. Again, if the student fails to do the assignment given for the distance learning day or be logged in for the required number of hours then the hours for that day will be deducted from the 1000 that is required to graduate plus the series of disciplinary measures stated below will begin.

- Distance Learning is issued at the discretion of The Skn Academy.
- If Social media posts are part of your assignment, please note that you must create the post, screenshot it, then send your post in slack to your instructor. However, we do NOT require you to actually post to your social media. (See handout in your binder for social media terms)
- Shadow hours cannot be accrued during Distance Learning hours.

Disciplinary measures for failure to do distance learning assignments:

- 1st offense - Verbal warning plus deduction of all hours allotted

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- 2nd offense - Write up plus deduction of all hours allotted
- 3rd offense - Suspension of three days plus deduction of all hours allotted
- 4th offense - Expulsion

NOTE: Discipline measures are cumulative throughout the 1,000-hour program and are not phase specific (Basal, Spiny, Corney).

Student Service Fee:

In your binder that you receive at Orientation is a sheet that lists the services that students will have to pay for (at a minimal cost), to receive after they have received training and be able to work on each other. If you want to use any product that is not in your kit, then refer to the student service sheet to see the cost. To pay for a Student Service the payment will be collected by the instructor.

Disciplinary Policy:

The following is a guideline for infractions that would not immediately require automatic termination.

- 1st infraction will be a written verbal warning.
- 2nd infraction will be a write up and sent home for the day.
- 3rd infraction will be suspension or expulsion (Dependent upon the situation).
- 4th infraction will be expulsion.

Communication Guidelines and Professional Conduct:

- Visitors are allowed in the service reception area only.
- Visitors are not allowed in the classrooms, student lounge, or clinic classroom area unless they are there for a service.
- Only emergency calls are permitted on the business phone. Students may use the student phones for a limited time. Please keep your calls to three (3) minutes or less.
- Cell phones are permitted in assigned areas of the school. Please note that outside calls are not to be made in class, spa, or in the practical rooms.
- Students may not visit with another student who is servicing a guest.
- Students may not gather around the service desk, service reception area, or offices.
- The entire area of The Skn Academy is a ‘smoke-free’ campus. (including Vapes).
- Stealing or taking school property or another’s personal property is unacceptable and grounds for termination.
- School administration has the right to access and inspect a student’s locker at any time.
- All drinks on school campus must have lids. When throwing away drinks please empty all contents first.
- Students are prohibited from bringing their children with them to school.

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- The Skn Academy will use Slack as a mass form of communication. PLEASE CHECK YOUR SLACK DAILY! This is to be used for any announcements by the school or the instructors. Any on-off conversations need to be communicated directly with school Admin or Instructors.
- If the State Board comes in for an inspection and assesses a fine to the academy for a breach in sanitation and that breach can be directed back to a specific student, then that student will have the fine added to their tuition.
- NO food or drink in the practical or spa rooms. *If a classroom is being utilized as a practical room, then food or drink will not be allowed*
- NO outside skincare, tools, etc. is to be used on clients. (including models) regardless if they are family and friends or a client you do not know. You are to only use products and equipment that are provided by the school.
- Students are to remain on the main floor of the building. This is the floor that the academy is located on. Going upstairs or downstairs is forbidden. Students are only to use the restrooms directly outside of the student entrance.
- Loitering inside the lobby is forbidden, as it may be a disruption to the other businesses.
- Parking in the first 2 rows closest to the building is forbidden as those spaces are reserved for clients.
- Book Bags are forbidden in the classrooms. The student may bring their items in a collapsible tote bag and store the bag in their locker.
- Do not keep cash or any valuable items unattended! Purses etc. are to be kept in lockers.

Student Kit

Each student is given a student kit during the first week of school. This kit is to be used when **practicing on each other at school and practicing on models while at the school**. The student is responsible for replenishing the kit if the product is empty, lost, or stolen. The kit is part of the student's uniform, and the student must have it every day or they will be sent home to retrieve their kit. If a student needs to replenish any items in their kit, they can do so at a discounted rate of 20% but only if the empty container is provided.

Student Services & Discounts

The student will watch a demo and be allowed to practice for the practical that week. After that, any time that the student wants that service they will be subject to a student service charge. (See Attached Student Service Price Sheet).

Students will receive a discount of 20% in Basal. When they enter the Spiny & Corney classes the discount will only be given if the student retails a total of $250.00 or more of product in a month (day) and $150.00 or more of retail product in a month (night). If they reach their retail goal, the discounts are as follows:

Spiny: 30% Discount
Corney: 40% Discount

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*** If a student needs an item from their kit replenished, please bring in the empty container and we will allow you to purchase the item at a 20% discount at time of request.

Field Trips (If Applicable)

Each student of The Skn Academy is a representation of the academy and will behave accordingly.

- Students must wear Skn Academy T-shirts.
- Attend the field trip at their designated time.
- Always be respectful to other students, instructors, and the public.
- Absolutely NO drugs or alcohol on field trips.

Service Policy

Students must give and receive all services during class times. Students cannot refuse to perform a service on a client or other student. Students may not charge for practice done outside of school per Kansas Board of Cosmetology guidelines.

Shadow Policy

Shadowing allows the student to network and possibly gain future employment. A total of 24 shadow hours are available. Students that hit 750 hours or over can shadow other professionals in the Esthetics industry for school hours. Guidelines to this policy are as follows:

- Must have at least 750 clocked hours.
- Students cannot shadow Skn Academy Instructors.
- The individual that the student shadows must be a licensed professional for one yr and be in the esthetics field.
- Multiple shadowing sessions with the same licensed Esthetics professional is NOT allowed.
- Students cannot shadow during distance learning days and must be done outside of regular school hours.
- The licensed Esthetics professional needs to email thesknacademy@gmail.com with the student's name, date they shadowed, and the time they were there to receive credit.
- Shadow hours must be completed 2 weeks prior to the student's contracted graduation date.

*****The Skn Academy has the right to change any policy at any time with advanced notice at the academy's discretion.**