

# ***Atelier Esthetique Institute of Esthetics®***

## ***SCHOOL CATALOG VOLUME XIX***



ATELIER ESTHETIQUE  
—  
INSTITUTE OF ESTHETICS®  
— EST. 1985 —

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**ATELIER ESTHETIQUE INSTITUTE OF ESTHETICS**  
***“Excellence in Education, One Student at a Time”***

The information published in this catalog is correct and accurate as of the date of publication. The school reserves the right to change the information, and when changes occur, information may be updated, revised or amended by use of supplements or addenda. Information in supplements or addenda is considered part of the catalog and is effective as of the date of its publication. This includes retention and graduation data from the Occupational Education Data System (OEDS) report as required by the New York State Education Department.

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## **OUR MISSION IS:**

### ***“Excellence in Education, One Student at a Time”***

*We offer post-secondary career education in the field of Esthetics, preparing our students to achieve New York State licensure upon passing the State Board Examinations and to become professional estheticians and waxing specialists. We encourage our graduates to continue their education through advanced courses and workshops.*

Atelier Esthétique Institute of Esthetics was established in 1985 by Ms. Annette Hanson after years of advanced training and practice perfecting her craft, business acumen and becoming a leading advocate in the field of esthetics.

Continuing innovation in technique and training at Atelier Esthétique Institute of Esthetics is conducted in six fully-equipped contemporary classrooms, allowing for daytime (full and partial), evening and weekend Esthetics courses, as well as courses in Waxing/Superfluous Hair Removal and advanced, continuing education offerings.

The Institute utilizes modern spa equipment including Microdermabrasion, LED Light Therapy, High Frequency, Microcurrent, Galvanic, Multi-function, Desincrustation, Sanitation and Sterilization machines.

A product boutique enables students to retail and market products effectively. The educational courses available at Atelier Esthétique Institute of Esthetics offer practical, hands-on sessions combined with lectures, guest speakers and manufacturer demonstrations. All of these provide students with the knowledge and technical skills necessary to obtain a New York State esthetics or waxing specialist license.

Our excellence in education leads to real world skills to succeed in the exciting world of beauty.

## **WELCOME TO YOUR FUTURE**

Wherever your future leads in skin care, Atelier Esthétique Institute of Esthetics is here to help prepare you. Estheticians and related occupations work in many areas with varying demands.

To be successful, the field requires passion and persistence. You must love skin care and working with people. You must have an entrepreneurial spirit as you build your clientele. To be a professional, you must be willing to pursue excellence by continuing to study, learn and expand your knowledge base and skill set.

Estheticians and related occupations all work with skin, performing facial and body treatments, waxing and make-up to improve skin condition and relax the client. Persons working in Medi-spas or medical practices must expand their knowledge and skills in specific treatments, such as chemical exfoliation, skin resurfacing, pre- and post-operative care and other specialized physician supervised services. Skin Care Specialists also work in sales, creating home care regimens and expanding clients' ability to care for their own skin. Our graduates work part-time and full-time for small and large companies or independently in their own businesses.

Job Opportunities for licensed Estheticians and Waxing Specialists and for those trained in the Master Esthetics Course and Advanced Courses exist in:

- Working in Salons, Spas or Medi-Spas
- Working with Physicians or Plastic Surgeons

- Working in Laser Clinics
- Working in Resorts

Some employment positions may include:

- Spa, Boutique or Counter Manager
- Sales Representative
- Cosmetic Buyer or Assistant Buyer
- Manufacturer Representative or Distributor
- Direct Sales or Presentations
- Research and Development
- Specialist in Restorative Art or Assistant to a Mortician
- Beauty Editor of a Newspaper, Feature Writer for a Beauty Blog, Magazine or Journal
- Advertising and Sales Promotion
- Writing and Lecturing
- Personnel Manager for the Hotel and Spa industry
- Business Manager or Assistant Manager of a Spa
- Business Owner
- Educator or Trainer
- Make-Up Artist or Camouflage Therapist

The New York State Department of Labor has projected Skin Care Specialists to be one of the fastest growing occupations in New York City. See: <https://labor.ny.gov/stats/lswage2.asp>

Estheticians and the related occupations earn money by salary, commission and gratuities. Some positions have benefits, such as health care and paid days off. Pay varies greatly depending on the individual's skills, presentation; part-time or full-time work; where they work, city or suburb; and area of professional concentration. The Department of Labor (DOL) publishes statistics of the average "skin care specialist" or esthetician's earnings in New York City. See: <https://www.bls.gov/ooh/personal-care-and-service/skincare-specialists.htm>

As the Esthetician becomes better with experience, so does their income.

Any profession in the Esthetics field requires a positive and caring attitude, excellent customer service ability and above all, good people skills. You sell yourself, products and services. As long as you have a passion for what you do, and continue your education in the field, you have the potential to become successful.

Welcome to a demanding and growing field where you contribute to health, wellness and beauty.

**Welcome to your future, where you create the future, you want.  
The Staff and Faculty of Atelier Esthétique Institute of Esthetics  
are here to educate and inspire you to excellence.**

***Gary E. Duchnowski  
Chief Operating Officer***

#### **STATEMENT OF OWNERSHIP**

Atelier Esthetique Institute of Esthetics is wholly owned by Atelier Esthetique SI, LLC.

## **LICENSING, ACCREDITATION and AFFILIATIONS**

Atelier Esthétique Institute of Esthetics is licensed as a private post-secondary school by the **New York State Education Department (NYSED)**, Bureau of Proprietary School Supervision, 116 West 32<sup>nd</sup> Street, 5<sup>th</sup> Floor, New York, New York 10001. Phone: 212-643-4760. <https://eservices.nysed.gov/bpss/bpsspublic/BPSSPublicSearch.do>

Atelier Esthétique Institute of Esthetics is Accredited by the **National Accrediting Commission of Career Arts & Sciences (NACCAS)**, 3015 Colvin Street, Alexandria, Virginia 22314. Phone: 703-600-7600. <https://www.naccas.org/accredited-school-search>

Atelier Esthétique Institute of Esthetics is a member of the:

- American Association of Cosmetology Schools, (AACCS),
- National Coalition of Estheticians, Manufacturer/ Distributors and Associations, (NCEA),
- Coalition of New York State Career Schools,
- New York State Cosmetology Association (NYSCA),
- New York Beauty School Association (NYBSA) and the
- Associated Skin Care Professionals (ASCP) Skin Care Schools' Council.

Atelier Esthétique Institute of Esthetics is an **International Therapy Examination Council (ITEC)** ([www.itecworld.co.uk](http://www.itecworld.co.uk)) registered college. ITEC London is the largest professional international examination board for beauty and related therapies, currently issuing diplomas in the field of esthetics recognized by employers worldwide.

## **ADMINISTRATION AND FACULTY**

***Please see Addendum (A) beginning on page 44 for current Administration and Faculty.***  
Our School Directors, Admissions Agents, and Instructors are licensed by the New York State Department of Education.

## **ADVISORY COMMITTEE**

The Atelier Esthétique Institute of Esthetics Advisory Committee meets annually to review school outcomes and to suggest ways to improve the school in order to improve student outcomes, graduation rate and licensing rate and employment opportunities for graduates.

Our distinguished committee members are a broad representation of employers of our students and industry representatives, educators, medical professionals and consumers.

Atelier Esthétique Institute of Esthetics values the Advisory Committee's feedback and input into planning:

- Curriculum
- Facilities, supplies, and equipment
- Completion, licensure or certification, and placement rates
- Student support services
- Discussion of admission goals
- Review of surveys on outcomes
- Discussion of new services and products; and
- All educational programs.

### **Advisory Committee Members of Atelier Esthétique Institute of Esthetics**

*(The committee members represent the Esthetics, Esthetics Hybrid, Master Esthetics Course and Waxing/Superfluous Hair Removal courses.)*

#### **Salon Owners**

Matt Maroone and Cindy Kim

Silver Mirror Facial Bar, 862 Lexington Avenue, New York, NY 10065

#### **Salon Owner**

Kim Schanzer

Pulse Laser & Skin Care Center, 274 Madison Avenue, New York, NY 10016

#### **Founder & Consultant**

Annette C. Hanson

### **SCHOOL LOCATION:**

Atelier Esthetique Institute of Esthetics is located at 226 West 26<sup>th</sup> Street, 7<sup>th</sup> Floor, New York, New York 10001.

### **HOURS OF SCHOOL OPERATION:**

Monday through Friday, 9:00 am to 10:00 pm

Saturday and Sunday, 9:00 am to 5:00pm

### **SCHOOL HOLIDAYS and CLOSURES**

The school is closed on the following days:

- New Year's Day
- Dr. Martin L. King Day
- Presidents' Day
- Easter
- Memorial Day Weekend
- Freedom Day (Juneteenth)
- Independence Day Week
- Labor Day Weekend
- Columbus Day (Indigenous Peoples)
- Veteran's Day
- Thanksgiving through the following Sunday
- December 24 through New Year's Eve

Announcements on school closure due to inclement weather and other related emergencies are posted on the school's website: [www.ae institute.net](http://www.ae institute.net) and on other social media sites such as Facebook and Instagram. Announcements are also sent electronically to students' cellular phones and email addresses on file.

## **ADMISSIONS POLICY:**

In order to be eligible for Admission to Atelier Esthetique Institute of Esthetics' courses in Esthetics, Esthetics Hybrid, Master Esthetics Course, or Waxing/Superfluous Hair Removal, the student must:

- Provide valid government issued photo identification;
- Complete and sign an application for admission;
- Provide a letter of recommendation for admission;
- Provide proof of completion of secondary (High School) graduation by a:
  - High School Diploma or General Education Development (GED) Certificate  
OR
  - Official High School Transcript showing graduation date  
OR
  - Original Ability-To-Benefit score sheet indicating a passing score  
OR
  - Non-U.S. Diploma or Transcript translated into English and evaluated by an approved third party for equivalency to a U.S. High School Diploma  
OR
  - Academic Transcript for a student indicating successful completion of at least a two-year program that is acceptable for credit toward a bachelor's degree  
OR
  - Certificate indicating student has passed a state-authorized examination that is recognized as equivalent to a High School Diploma;
- Complete and sign a student acknowledgment upon receipt of the School Catalog.
- Esthetics Hybrid course only: Students are required to have their own electronic device (computer, laptop or tablet with a working camera) as well as their own access to the internet.

All courses at Atelier Esthetique Institute of Esthetics are taught in English and are presented in lecture (theory) and hands-on (practical) formats using textbooks, multimedia and interactive instructional methods.

Students who wish to enroll in Advanced Courses must meet special Admission requirements as stated on page 21 of the school catalog.

## **THE PHYSICAL DEMANDS OF A SKIN CARE PROFESSION**

When considering training for a career in Esthetics, students need to be aware of the physical demands of the industry in general. Students should consider these demands prior to enrollment:

### **SKIN CARE PROFESSIONALS FREQUENTLY:**

- Repeat the same movements.
- Use their hands to handle, control, or feel objects, tools, or machines.
- Stand for long periods of time.
- Sit for long periods of time.

IT IS IMPORTANT FOR SKIN CARE PROFESSIONALS TO BE ABLE TO:

- See details of objects that are less than a few feet away.
- Understand the speech of another person.
- Speak clearly so listeners can understand.
- Hold the arm and hand in one position or hold the hand steady while moving the arm.
- Use fingers to grasp, move, or assemble very small objects.
- Use one or two hands to grasp, move, or assemble objects.

SKIN CARE PROFESSIONALS SHOULD ALSO BE CAPABLE TO:

- See differences between colors, shades, and brightness.
- Make quick, precise adjustments to machine controls.
- Move two or more limbs together (for example, two arms, two legs, or one leg and one arm) while remaining in place.
- Use stomach and lower back muscles to support the body for long periods without getting tired.
- Bend, stretch, twist, or reach out.
- Use muscles to lift, push, pull, or carry heavy objects.
- Use muscles for extended periods without getting tired.
- Be physically active for long periods without getting tired or out of breath.
- Determine the distance between objects.
- See details of objects that are more than a few feet away.

Estheticians and related occupations will work with chemicals, and need to be aware of their own sensitivities and possible allergies as well as the sensitivities or allergies of their clients. Estheticians need to be conscious of ways to alleviate the strain of sitting, standing or repetitive motions, which may be part of the job. Maintaining good posture will help avoid straining the back, legs and feet. Wearing low-heeled shoes and support hosiery will provide comfort and reduce the possibility of varicose veins.

### **TRANSFER OF INSTRUCTIONAL HOURS**

Students who have attended other esthetics schools or post-secondary educational institutions that have been recognized and approved by a state or federal agency, and wish to have their records evaluated for transfer of instructional hours, must submit official transcripts, catalogs and/or course descriptions to the School Director for evaluation prior to beginning studies at Atelier Esthetique Institute of Esthetics. (The evaluation of records for transfer hours cannot occur after training has commenced.)

The School Director will evaluate the records submitted for transfer. Only coursework of like content will be considered. Students must have achieved a minimum grade of C in order to qualify for transfer. Transfer hours on specific topics will be granted and limited to the number of hours on the same topics taught in Atelier Esthetique Institute of Esthetics' course. The final decision on the acceptance of transfer hours lies with the School Director.

The student's enrollment agreement and tuition charges will be adjusted and pro-rated based on the number of transfer hours accepted. The transfer hours received will be recorded as attempted and completed on the student's academic transcript and will have no impact on the student's GPA (Grade Point Average) or SAP (Satisfactory Academic Progress). A copy of the accepted transfer hours will remain in the student's academic file.

Atelier Esthetique Institute of Esthetics cannot guarantee the acceptance of course hours or academic coursework earned at the school by any outside institution. The school does not issue credit for professional or life experience and advanced standing.

## **RE-ADMISSION**

Students who wish to re-enroll in the school may do so only once with the approval of the School Director. A waiver of this policy is considered only in extraordinary or extenuating circumstances. Students who re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

## **NON-IMMIGRANT STATUS**

Atelier Esthétique Institute of Esthetics is approved by the U.S. Department of Homeland Security to accept non-immigrant students with an I-20, M-1 visa. To apply, individuals must contact the school and speak with the Admissions Director and School Director to review the process and requirements.

## **ABILITY TO BENEFIT**

Students who are beyond the age of compulsory education, and lack a high school diploma or its equivalent, and has the ability to benefit from the education or training offered at Atelier Esthétique Institute of Esthetics, may be accepted for Admission.

In order to be admitted on the basis of his or her ability to benefit, the student must complete a nationally recognized test that measures the applicant's aptitude to successfully complete the course to which he or she has applied. Students taking a course of 600 hours or more, after enrollment, must satisfactorily complete a minimum of 225 clock hours. All documentation including results of test administered, passing scores, student scores, and counseling records are maintained in the student's file.

## **LIMITATIONS TO ENROLLMENT**

All students are required to give and receive facial and body treatments, waxing and makeup during their course of study. If a student suffers from any condition requiring medical attention, please consult with your physician prior to starting school to determine if you are capable of administering or receiving facial treatments, waxing, and makeup.

## **STUDENTS WITH DISABILITIES**

Students with disabilities must provide written documentation, prior to enrollment, from a licensed professional together with recommended accommodations requested. Documentation must be submitted to the School Director and/or Director of Education who will consider all requests for accommodations as to whether or not they can be granted in conjunction with the above limitations to enrollment.

*Atelier Esthetique Institute of Esthetics does not require proof of any vaccinations.*

*Atelier Esthétique Institute of Esthetics reserves the right to delay the start date or cancel a class with insufficient enrollment. All fees (including Registration Fee) for delayed or cancelled classes, due to insufficient enrollment, will be returned to the student.*

## **ESTHETICS**

**COURSE DESCRIPTION:** Esthetics is an entry level course offering theoretical and hands-on instruction covering the subject matter needed to pass the New York State licensing exams for Esthetics and to prepare the individual for employment in the esthetics industry.

**COURSE OBJECTIVE:** The objectives of the Esthetics Course are to provide the student with the complete knowledge, understanding and practical experience necessary to pass the New York State licensing exams and to become a licensed professional in the field of esthetics.

### **COURSE HOURS AND BREAKDOWN:**

The Esthetics course contains 600 hours of classroom time that is divided into 40% theory (240 hours) and 60% practical skill (360 hours). The scope of the course meets the revised performance objectives published by the New York Department of State on June 18, 2018.

***Please see Addendum (B) on page 47 for Esthetics course Start Dates and anticipated Graduation Dates, including School Holidays.***

The Esthetics course is offered in four different schedules of classes:

#### **Day (full day):**

16 weeks, 7.5 hours per day, 37.5 hours per week  
Monday through Friday, 9:00 am to 5:00 pm  
2 Quarters of 8 weeks each.

#### **Day (partial day):**

24 weeks, 5 hours per day, 25 hours per week  
Monday through Friday, 9:00 am to 2:00 pm  
3 Quarters of 8 weeks each.

#### **Evening:**

32 weeks, 3.75 hours per evening, 18.75 hours per week  
Monday through Friday, 6:00 pm to 9:45 pm  
4 Quarters of 8 weeks each.

#### **Weekend:**

40 weeks, 15 hours per week  
Saturday and Sunday, 9:00 am to 5:00 pm  
5 Quarters of 10 weeks each.

<b>Esthetics - 600 Course Hours</b>	<b>Total Hours</b>
<b>Section I (*subject may be taught in any order within Section I)</b>	
<b>Includes Theory (lecture) and Skills (Practical) Training</b>	
1. Orientation (includes 1 hour state-mandated harrassment training)	5
2. Safety & Health (New York State Appearance Enhancement Law)*	8
3. Infection Control (Bacteriology)*	18
4. Anatomy & Physiology*	30
5. Nutrition for Healthy Body & Skin*	5
6. Structure & Functions of the Skin*	18
7. Skin Diseases & Disorders*	12
8. Skin Analysis*	18
9. Chemistry* (includes 3 unassigned hours)	6
10. Chemistry as Applied to Esthetics (Products: ingredients & selection)*	21
11. Facial Treatments: Client Preparation & The Treatment Room*	24
12. Electricity & Equipment* (includes 5 unassigned hours)	23
13. Facial Treatments: Basic Facials*	18
14. Facial Treatments: Facials*	94
<b>Total Section I</b>	<b>300</b>
<i>(Students must successfully complete Section I prior to performing services in the clinic.)</i>	<b>Total Hours</b>
<b>Section II (*subject may be taught in any order within Section II)</b>	
<b>Includes Theory (lecture) and Skills (Practical) Training</b>	
15. Superfluous Hair Removal*	60
16. Make-Up Techniques*	50
17. Make-Up Techniques: Eyebrows & Eyelashes*	20
18. Facial Treatments: Facial Massage*	24
19. Facial Treatments: Facials*	18
20. Introduction to Advanced Esthetics (Paramedical)*	9
21. Body Procedures (No Machines)*	15
22. Career Skills (Career Planning)*	12
23. Business Practices (The Skin Care Business)*	30
24. Facial Treatments* (includes 15 unassigned hours)	62
<b>Total Section II</b>	<b>300</b>
<b>Total Hours for Esthetics course</b>	<b>600</b>

\* All courses are taught in English and are presented in lecture and/or hands-on practical format using textbooks, videos, multimedia and interactive instructional methods.

**EDUCATIONAL MATERIALS:**

Milady's Standard Esthetics Textbook, 2019  
Milady's Standard Esthetics Workbook, 2019  
Milady's Standard Foundations Textbook, 2019  
Milady's Standard Foundations Workbook, 2019  
New York State Board Review Questions  
Selected Articles and Handouts

**TRANSFER BETWEEN 600-HOUR ESTHETICS COURSES**

Students may transfer from among the various schedule offerings, (Day, Partial Day, Evening and Weekend) for the Esthetics course consistent with completing all academic and clock hour requirements, and as long as space is available in the class to which they wish to transfer. Students who wish to transfer schedules must consult with the School Director on timing and availability.

*Atelier Esthétique Institute of Esthetics reserves the right to delay the start date or cancel a class with insufficient enrollment. All fees (including Registration Fee) for delayed or cancelled classes, due to insufficient enrollment, will be returned to the student.*

## **ESTHETICS HYBRID**

**COURSE DESCRIPTION:** Esthetics Hybrid is an entry level course offering theoretical (on-line) and hands-on skills (classroom) instruction covering the subject matter needed to pass the New York State licensing exams for Esthetics and to prepare the individual for employment in the esthetics industry.

**COURSE OBJECTIVE:** The objectives of the Esthetics Hybrid course is to provide the student with the complete knowledge, understanding and practical experience necessary to pass the New York State licensing exams and to become a licensed professional in the field of esthetics.

### **COURSE HOURS AND BREAKDOWN:**

The Esthetics Hybrid course contains 600 hours of on-line and classroom instructional time that is divided into 40% theory (240 hours) and 60% practical skill (360 hours). The scope of the course meets the revised performance objectives published by the New York Department of State on June 18, 2018.

***Please see Addendum (B) on page 47 for Esthetics Hybrid course Start Dates and anticipated Graduation Dates, including School Holidays.***

The Esthetics Hybrid course is offered in four different schedules of classes:

#### **Day (full day):**

16 weeks, 7.5 hours per day, 37.5 hours per week  
Monday through Friday, 9:00 am to 5:00 pm  
2 Quarters of 8 weeks each.

#### **Day (partial day):**

24 weeks, 5 hours per day, 25 hours per week  
Monday through Friday, 9:00 am to 2:00 pm  
3 Quarters of 8 weeks each.

#### **Evening:**

32 weeks, 3.75 hours per evening, 18.75 hours per week  
Monday through Friday, 6:00 pm to 9:45 pm  
4 Quarters of 8 weeks each.

#### **Weekend:**

40 weeks, 7.5 hours per day, 15 hours per week  
Saturday and Sunday, 9:00 am to 5:00 pm  
5 Quarters of 8 weeks each.

*(Hours of daily class are the same for both on-line and classroom instruction for each schedule. A daily schedule of both on-line and in-person classes is provided at Orientation.)*

<b>Esthetics Hybrid - 600 Hours</b>	<b>Hours</b>		
	<b>Distance Education (Theory)</b>	<b>On-Campus (Skills)</b>	<b>Total</b>
<b>Section I (*subject may be taught in any order within Section I)</b>			
1. Orientation (includes 1 hour state-mandated domestic violence training)	5		5
2. Safety & Health (New York State Appearance Enhancement Law)*	8		8
3. Infection Control (Bacteriology)*	10	8	18
4. Anatomy & Physiology*	30		30
5. Nutrition for Healthy Body & Skin*	5		5
6. Structure & Functions of the Skin*	18		18
7. Skin Diseases & Disorders*	12		12
8. Skin Analysis*	10	8	18
9. Chemistry* (includes 3 unassigned hours)	6		6
10. Chemistry as Applied to Esthetics (Products: ingredients & selection)*	21		21
11. Facial Treatments: Client Preparation & The Treatment Room*	20	4	24
12. Electricity & Equipment* (includes 5 unassigned hours)	19	4	23
13. Facial Treatments: Basic Facials*		18	18
14. Facial Treatments: Facials*		94	94
<b>Total Section I</b>	<b>164</b>	<b>136</b>	<b>300</b>
<i>(Students must successfully complete Section I prior to performing services in the clinic.)</i>	<b>Hours</b>		
	<b>Distance Education (Theory)</b>	<b>On-Campus (Skills)</b>	<b>Total</b>
<b>Section II (*subject may be taught in any order within Section II)</b>			
15. Superfluous Hair Removal*	15	45	60
16. Make-Up Techniques*	10	40	50
17. Make-Up Techniques: Eyebrows & Eyelashes*		20	20
18. Facial Treatments: Facial Massage*		24	24
19. Facial Treatments: Facials*		18	18
20. Introduction to Advanced Esthetics (Paramedical)*	9		9
21. Body Procedures (No Machines)*		15	15
22. Career Skills (Career Planning)*	12		12
23. Business Practices (The Skin Care Business)*	30		30
24. Facial Treatments* (includes 15 unassigned hours)		62	62
<b>Total Section II</b>	<b>76</b>	<b>224</b>	<b>300</b>
<b>Total for Esthetics Hybrid</b>	<b>240</b>	<b>360</b>	<b>600</b>

\*All courses are taught in English and are presented in lecture and/or hands-on practical format using textbooks, videos, multimedia and interactive instructional methods.

### **DISTANCE EDUCATION TECHNOLOGY**

Students are required to have their own access to the internet as well as their own electronic equipment to access on-line learning. Students may use a computer, laptop or tablet with a working camera.

Students will be required to establish their own G-Mail account for school purposes and provide their email address to the school and their instructor. Students will be required to

download and use the Zoom application as well as have access to Google Hangouts. These will be the primary technologies used to access daily lectures and lessons as well as participate and interact with the instructor and the class. (There are no additional costs associated with Distance Education.) Daily assignments will be submitted to the instructor via the student's established email account.

With the exception of scheduled breaks or meal periods, students will be required to be logged-in to Zoom; be on-camera; observing and listening to lectures; participating in class discussions and chats with Google Hangouts and working on projects and assignments for the duration of their daily, contracted schedule in order to receive attendance credit for the day.

Directions and instruction for accessing on-line classes are provided to students by the Director of Education prior to the start of the course.

### **EDUCATIONAL MATERIALS:**

Milady's Standard Esthetics Textbook, 2019  
Milady's Standard Esthetics Workbook, 2019  
Milady's Standard Foundations Textbook, 2019  
Milady's Standard Foundations Workbook, 2019  
New York State Board Review Questions  
Selected Articles and Handouts

### **TRANSFER BETWEEN ESTHETICS HYBRID COURSE SCHEDULES**

Students may transfer from among the various schedule offerings, (Day, Partial Day, Evening and Weekend) for the Esthetics Hybrid course consistent with completing all academic and clock hour requirements, and as long as space is available in the class to which they wish to transfer. Students who wish to transfer schedules must consult with the School Director on timing and availability.

Students who wish to enroll in the Esthetics course (fully conducted on campus) must withdraw from the Esthetics Hybrid course and enroll in the Esthetics course. Course hours and academic grades earned may be credited from one course to the other. Please see the Director of Education and/or School Director.

### **GRADE SCALE**

90 - 100	EXCELLENT
80 - 89	VERY GOOD
75 - 79	SATISFACTORY
74 and BELOW	UNSATISFACTORY / FAILURE

(Academic achievement earned via Distance Education may not be accepted for reciprocity or licensure in some states outside New York.)

*Atelier Esthétique Institute of Esthetics reserves the right to delay the start date or cancel a class with insufficient enrollment. All fees (including Registration Fee) for delayed or cancelled classes, due to insufficient enrollment, will be returned to the student.*

## **MASTER ESTHETICS COURSE**

**COURSE DESCRIPTION:** Master Esthetics Course is a comprehensive course offering both theoretical and hands-on instruction in both entry-level and advanced course topics, and covers the subject matter needed to pass the New York State licensing exams for Esthetics and to work as a professional in specialized careers within the esthetics industry.

**COURSE OBJECTIVES:** The Master Esthetics Course is offered to persons aspiring to work in specialty skin care areas such as Clinical Esthetics, Paramedical, Medical, and Medi-Spa settings.

### **COURSE HOURS AND BREAKDOWN:**

The Master Esthetics Course contains 900 hours of classroom instruction that is divided into 45% theory (405 hours) and 55% practical skill (495 hours). The scope of the Master Esthetics Course includes the revised performance objectives published by the New York Department of State on June 18, 2018.

***Please see Addendum (D) on page 51 for Master Esthetics Course Start and Graduation Dates and Addendum (I) for School Holidays & Closures.***

The following Day Schedule is offered for the Master Esthetics Course (on campus only):

24 weeks, 7.5 hours per day, 37.5 hours per week  
Monday through Friday, 9:00 am to 5:00pm  
3 Quarters of 8 weeks each.

<b>Master Esthetics Course - 900 Hours</b>	<b>Total Hours</b>
<b>Section I (*subject may be taught in any order within Section I)</b>	
<b>Includes Theory (lecture) and Skills (Practical) Training</b>	
1. Orientation (includes 1 hour state-mandated harassment training)	5
2. Safety & Health (New York State Appearance Enhancement Law)*	8
3. Infection Control (Bacteriology)*	18
4. Anatomy & Physiology*	30
5. Nutrition for Healthy Body & Skin*	5
6. Structure & Functions of the Skin*	18
7. Skin Diseases & Disorders*	12
8. Skin Analysis*	18
9. Chemistry* (includes 3 unassigned hours)	6
10. Chemistry as Applied to Esthetics (Products: ingredients & selection)*	21
11. Facial Treatments: Client Preparation & The Treatment Room*	24
12. Electricity & Equipment* (includes 5 unassigned hours)	23
13. Facial Treatments: Basic Facials*	18
14. Facial Treatments: Facials*	94
<b>Total Section I</b>	<b>300</b>

<i>Students must successfully complete Section I prior to performing services in the clinic</i>	<b>Total Hours</b>
<b>Section II (*subject may be taught in any order within Section II)</b>	
<b>Includes Theory (lecture) and Skills (Practical) Training</b>	
15. Superfluous Hair Removal*	60
16. Make-Up Techniques*	50
17. Make-Up Techniques: Eyebrows & Eyelashes*	20
18. Facial Treatments: Facial Massage*	24
19. Facial Treatments: Facials*	18
20. Introduction to Advanced Esthetics (Paramedical)*	9
21. Body Procedures (No Machines)*	15
22. Career Skills (Career Planning)*	12
23. Business Practices (The Skin Care Business)*	30
24. Facial Treatments* (includes 15 unassigned hours)	62
<b>Total Section II</b>	<b>300</b>

<i>Students must successfully complete Section I and Section II prior to beginning Section III</i>	<b>Total Hours</b>
<b>Section III (*subject may be taught in any order within Section III)</b>	
<b>Includes Theory (lecture) and Skills (Practical) Training</b>	
<b>(#27 must follow #26 and #45 &amp; #46 must be taken last)</b>	
25. Advanced Microbiology, Safety & Health*	15
26. Anatomy, Physiology & Histology*	15
27. Advanced Anatomy & Physiology of the Skin	7.5
28. Medical & Lifestyle Assessment and Nutrition*	5
29. Clinical Skin Care*	20
30. Skin Analysis & Skin Typing*	15
31. The Aging Process*	15
32. Diseases & The Esthetician*	20
33. Advanced Facials & Body Treatments*	15
34. Advanced Facials & Upper Body Massage*	15
35. Masks*	15
36. Advanced Makeup*	15
37. Advanced Waxing*	15
38. Advanced Mechanical & Electrical Devices*	15
39. Microcurrent Technology*	15
40. Microdermabrasion*	15
41. Overview of LED Light Therapy*	7.5
42. Chemical Exfoliation*	15

43. Assisting the Physician*	15
44. Professional Conduct*	7.5
45. Salon/Spa Management & Business Skills	15
46. Overview & Testing of Esthetics Theory & Skill	7.5
<b>Total Section III</b>	<b>300</b>
<b>Total Hours - Master Esthetics Course</b>	
	<b>900</b>

\* All courses are taught in English and are presented in lecture and/or hands-on practical format using textbooks, videos, multimedia and interactive instructional methods.

#### **EDUCATIONAL MATERIALS:**

Milady's Standard Esthetics Textbook, 2019  
 Milady's Standard Esthetics Workbook, 2019  
 Milady's Standard Foundations Textbook, 2019  
 Milady's Standard Foundations Workbook, 2019  
 New York State Board Review Questions  
 Milady's Standard Esthetics: Advanced Textbook, 2013  
 Cengage Fundamentals of Anatomy & Physiology, 2016  
 Selected Articles and Handouts

#### **TRANSFER BETWEEN THE ESTHETICS AND MASTER ESTHETICS COURSES**

Students may transfer from among the various attendance offerings, (Day, Partial Day, Evening and Weekend) during the initial 600 hours of Esthetics or Master Esthetics Course consistent with completing all academic and clock hour requirements, and as long as space is available in the class to which they wish to transfer. Esthetics students may transfer and enroll into the Master Esthetics Course prior to completion of their 600 hours for an additional tuition charge. Students who wish to transfer schedules must consult with the School Director on timing and availability.

Transfers are **not permitted** during the final 300 hours of the Master Esthetics Course as only one schedule is offered.

Transfer of course hours from other institutions is **not accepted** for students in the Master Esthetics course. Atelier Esthetique Institute of Esthetics graduates of the Esthetics course may transfer their course hours into the Master Esthetics Course and complete the final 300 hours of the course. Tuition and lab & materials fee will be prorated in this instance.

Atelier Esthétique Institute of Esthetics reserves the right to delay the start date or cancel a class with insufficient enrollment. All fees (including Registration Fee) for delayed or cancelled classes, due to insufficient enrollment, will be returned to the student.

## **WAXING/SUPERFLUOUS HAIR REMOVAL**

**COURSE DESCRIPTION:** An entry level course offering the theoretical and hands-on knowledge needed to pass the state licensing exam and to work as a professional Waxing Specialist.

**COURSE OBJECTIVE:** The objective of the Waxing/Superfluous Hair Removal curriculum is to provide the student with complete knowledge, understanding and practical experience necessary to pass the New York State Board Exam and to apply for employment as a licensed professional in the field of Waxing/Superfluous Hair Removal.

### **COURSE HOURS AND BREAKDOWN:**

Waxing/Superfluous Hair Removal is comprised of 75 hours of classroom instruction, divided into 50% theory (37.5 hours) and 50% practical skill (37.5 hours).

***Please see Addendum (F) on page 54 for Waxing/Superfluous Hair Removal Start Dates and Graduation Dates and Addendum (I) for School Holidays and Closures.***

Three different schedules are offered for Waxing/Superfluous Hair Removal (on campus only):

**Days:** 2 wks., 5 days wkly/5 wks, 2 days wkly  
7.5 hours per day, 37.5 hours per week  
9:00am – 5:00pm, Mini Course

**Evenings:** 10 weeks, 2 evenings weekly  
3.75 hours per evening, 7.5 hours per week  
6:00pm – 9:45pm, 1 Quarter of 10 Weeks

**Weekends:** 10 weeks, 1 day weekly (Saturday or Sunday)  
7.5 hours per day, 7.5 hours per week  
9:00am – 5:00pm, 1 Quarter of 10 Weeks

### **Waxing/Superfluous Hair Removal - Curriculum With Theory and Practice throughout:**

<b>Course/ Unit Title</b>	<b>Hours</b>
ORIENTATION AND PROFESSIONAL REQUIREMENTS/NY STATE APPEARANCE ENHANCEMENT LAW*	10
SAFETY AND HEALTH*	20
SKIN STRUCTURES, DISORDERS AND DISEASES*	10
REMOVAL OF SUPERFLUOUS HAIR*	35
<b>TOTAL</b>	<b>75</b>

\*This course will be taught in English and is presented in lecture and hands-on practical format using textbooks, videos, multimedia and interactive instructional methods.

### **EDUCATIONAL MATERIALS:**

Milady's Hair Removal Techniques – A Comprehensive Manual, 2014  
New York State Appearance Enhancement Law  
Selected Articles and Handouts

## **ADVANCED COURSES**

Atelier Esthétique Institute of Esthetics offers the following New York State Education Department (NYSED) Approved Advanced Courses:

- Laser/IPL (Intense Pulsed Light) Hair Removal
- International Therapy Examination Council (ITEC) Beauty Treatments
- International Therapy Examination Council (ITEC) Facial Electrical Treatments
- Salon/Spa Management
- Microdermabrasion
- Microcurrent Technology
- Paramedical Esthetics
- Aromatherapy and Essential Oils
- Chemical Exfoliation (Peels)
- Brazilian Bikini Waxing
- LED-Light Therapy

(Advanced Courses do not lead to New York State licensure.)

**Please see Addendum (H) on page 56 for Advanced Courses descriptions, schedules, hours and tuition costs.**

### **SPECIAL ADMISSIONS REQUIREMENTS FOR ADVANCED COURSES:**

Advanced Courses are designed for licensed Estheticians, Cosmetologists (or equivalent professional governing body designation) or a licensed RN, LPN, Physician's Assistant or Physician. Exceptions may be made for graduate students in the above fields. In addition, current students in the school's esthetics course may enroll in certain courses based on their successful completion of specific subject matter related to the area of study. Students must consult with the Director of Education in order to qualify. Students must provide documentation to support the above in addition to the Admission Requirements listed on page 8 of the catalog.

The following Advanced Courses have further restrictions:

- Laser/IPL (Intense Pulsed Light) Hair Removal – Student must be a licensed Esthetician (or equivalent professional governing body designation), a Licensed RN, LPN, Physician's Assistant, Physician, Certified Electrologist, a Licensed Waxing Specialist, Massage Therapist, or Acupuncturist. Exceptions may be made for graduating students in the above fields or in their last semester of study.
- Brazilian Bikini Waxing: Student must be a licensed Esthetician (or equivalent professional governing body designation), licensed Waxing Specialist, or licensed Cosmetologist. In addition, current students in the school's esthetics course may enroll based on their successful completion of the superfluous hair removal section.

Salon/Spa Management does not require licensure documentation.

Please call the school and check our web site at [www.aeinsteinstitute.net](http://www.aeinsteinstitute.net) for additional course information and registration.

### **DIPLOMAS AND CERTIFICATES EARNED:**

Upon successful completion of the Esthetics, Esthetics Hybrid, Master Esthetics Course, or Waxing/ Superfluous Hair Removal courses (and all graduation requirements), the student will receive an Atelier Esthétique Institute of Esthetics Diploma and an Application for a New York State Appearance Enhancement License.

The requirements for a New York State Appearance Enhancement License are:

- Satisfactory completion of Esthetics, Esthetics Hybrid, Master Esthetics Course or Waxing/ Superfluous Hair Removal,
- Completion and submission of the New York State Esthetics License Application (Esthetics and Master Esthetics Course) or New York State Waxing License Application (Waxing/ Superfluous Hair Removal), with appropriate fees,
- Complete and pass the New York State Esthetics Licensing Written Exam (Esthetics and Master Esthetics Course) or New York State Waxing Licensing Written Exam (Waxing/ Superfluous Hair Removal),
- Complete and pass the New York State Esthetics Licensing Practical Exam (Esthetics and Master Esthetics Course).

Upon graduation from the Master Esthetics Course, students will also qualify for Certificates in Laser/IPL Hair Removal, Microcurrent Technology, Microdermabrasion, Chemical Exfoliation, LED and Light Treatment, and Spa-Salon Management.

Students completing any of the Advanced Courses will receive a Certificate of Completion for each course.

### **GOOD ATTENDANCE**

Atelier Esthetique Institute of Esthetics is focused on providing an academic experience that prepares the student in every way for the expectations of the Esthetics field. Students who miss class hours do not receive the benefits of instructor-led training, the demonstrations and hands-on practice needed. Poor attendance, tardiness, or early departure can substantially affect the student's ability to master the knowledge and skill objectives for satisfactory completion of the course. Due to the nature of the career-focused training provided, students must be physically present in order to learn and to acquire the greatest understanding from the real-world, hands-on classroom experiences. Good attendance as a student will prove to be invaluable as a graduate where the employer will require dependability and punctuality. Students are expected to be on time and attend all scheduled classes. This is the expectation in the work environment; therefore, it is the expectation at Atelier Esthetique Institute of Esthetics. The attendance policy is designed to promote and develop the discipline of regular and prompt attendance. Regardless of the level of technical expertise, an employee is only valuable when present on the job. In the event of an emergency or an unavoidable absence, a student must contact his/her instructor.

Due to New York State licensing requirements, all missed hours must be made up by the student as one of the qualifications for graduation.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Atelier Esthetique Institute of Esthetics. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Students in all schedules (Day, Partial Day, Evening, and Weekend) must maintain Satisfactory Academic Progress throughout their program. Students must maintain satisfactory progress in both the completion of scheduled hours and academic grade requirements. In order to be considered to be making satisfactory progress toward graduation, a student must maintain their attendance at a pace leading to completion within maximum timeframe and achieve a minimum grade point average.

If a student falls below the minimum established standards for attendance and/or grade point average, the student is given a Warning. If a student continues to fall below the minimum standards, they will lose eligibility for Title IV Federal Financial Aid; may be permitted to continue on a cash-pay basis; or may be dismissed from the school.

The student may appeal this decision by providing information on extenuating circumstances and evidence supporting the reasons for non-compliance. If the student is successful in their appeal regarding the school's decision on Satisfactory Academic Progress, the student will be placed on Probation and may continue with their studies. A student on Probation is eligible to receive Title IV Federal Student Aid during the probationary period once the required hours are achieved. If at the end of the probationary period, the student has failed to achieve Satisfactory Academic Progress, they will lose eligibility to receive Title IV Federal Student Aid and may be dismissed from the school.

## **EVALUATION PERIODS**

Each course is broken down into evaluation points at which time Satisfactory Academic Progress is measured for each student by the School Director. Evaluation periods are determined by the scheduled hours of the course. Evaluations are distributed to the student in writing within seven days after the following periods:

***Esthetics & Esthetics Hybrid: 300 and 600 scheduled clock hours***

***Master Esthetics Course: 450 and 900 scheduled clock hours***

***Waxing/Superfluous Hair Removal: 37.5, 75 scheduled clock hours***

For students with transfer hours, the first evaluation point is the scheduled mid-point of the contracted hours or the established evaluation point listed above, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

Signed copies of the progress report evaluations are provided to the student and maintained in their file.

## **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 90% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the

student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 90% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### **MAXIMUM TIME FRAME**

Atelier Esthetique Institute of Esthetics defines an academic year as 900 hours. The maximum time frame (which does not exceed 111% of the course length) allowed for students to complete each course in Satisfactory Academic Progress status is stated below:

COURSE	SCHEDULE	WEEKLY HOURS	WEEKS	MAXIMUM TIMEFRAME WEEKS	MAXIMUM TIMEFRAME HOURS
Esthetics	Day	37.5	16	17.7	666
Esthetics	Partial Day	25	24	26.6	666
Esthetics	Evening	18.75	32	35.5	666
Esthetics	Weekend	15	40	44.4	666
Hybrid Esthetics	Day	37.5	16	17.7	666
Hybrid Esthetics	Partial Day	25	24	26.6	666
Hybrid Esthetics	Evening	18.75	32	35.5	666
Hybrid Esthetics	Weekend	15	40	44.4	666
Master Esthetics Course	Day	37.5	24	26.6	999
Waxing/Superfluous Hair Removal	Day	37.5	2.2	2.2	83.25
Waxing/Superfluous Hair Removal	Evening	18.75	4	4.4	83.25

The maximum time frame allowed for students with transfer hours and who need to complete less hours than the full course requirements, will be based on 111% of the scheduled contracted hours. For students on an approved Leave of Absence, the contracted completion date as well as the maximum time frame will both be extended by the same number of calendar days taken in the Leave of Absence.

Students who have not completed the course within the maximum time frame may continue as a student on a cash pay basis for the additional hours needed for graduation. (Please see Summary of Fees on page 26.)

### **ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are required to complete a number of theory and practical evaluations. Academic learning is evaluated after each topic of study. If the evaluation does not meet the minimum passing grade of 75%, the student will be permitted one opportunity to repeat the evaluation. The student will receive the higher of the two grades. Students must maintain a minimum grade point average of 75% and receive a minimum average grade of 75% or better on the FINAL written and practical exams combined in order to graduate. Students must make up any missed exams or practical evaluations. Numerical grades are recorded according to the following scale:

## **GRADE SCALE**

90 - 100	EXCELLENT
80 - 89	VERY GOOD
75 - 79	SATISFACTORY
74 and BELOW	UNSATISFACTORY / FAILURE

## **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may lose their Title IV federal financial aid funding and may be dismissed from the course, unless the student has prevailed upon appeal resulting in a status of Probation.

## **PROBATION**

Students are placed on Probation, only if they appeal the decision of losing Title IV eligibility and/or dismissal from the school, and prevail upon the said appeal. In addition, only students who have the ability to meet Satisfactory Academic Progress standards by the end of the next evaluation period, may be placed on Probation.

Students are placed on an academic plan and must be able to meet the requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain Satisfactory Academic Progress by the next evaluation.

If at the end of the Probationary period, the student has still not met both the attendance and academic requirements required for Satisfactory Academic Progress as outlined in the academic plan, he/she will be determined as NOT making Satisfactory Academic Progress and, if applicable, will be deemed ineligible to receive Title IV financial aid funds.

## **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

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

## **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

Please see the Leave of Absence Policy on page 23. The school does not issue incompletes. Students who withdraw prior to completion of the course and wish to re-enroll within 180 days will return in the same satisfactory academic progress status as at the time of withdrawal.

## **APPEAL PROCEDURE**

If a student is determined to not be making Satisfactory Academic Progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the student will continue in attendance and Title IV financial aid will be reinstated, if applicable.

### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

Noncredit, remedial courses, and course repetitions do not apply at Atelier Esthetique Institute of Esthetics. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

### **TRANSFER HOURS**

Student's transfer hours will be counted as both attempted and earned hours for the purpose of Satisfactory Academic Progress in determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on the actual number of contracted hours.

### **LEAVE OF ABSENCE POLICY**

A Leave of Absence (LOA) may only be granted to a student under the following circumstances: illness, hospitalization, recovery or care for an individual with an illness that are preventing the student from attending classes. Official documentation is required.

Students must follow the Leave of Absence Policy when requesting an LOA. Students must request a Leave of Absence in advance of the date of the leave (unless unforeseen circumstances prevent the student from doing so). The request for an LOA must be in writing (electronic is acceptable); include the reason for the LOA; and be signed by the student (electronic is acceptable).

The school may grant an LOA to a student whose request was not provided in a timely manner due to unforeseen circumstances. The school will document its decision to grant the LOA and request the form from the student at a later date; establishing the start date of the LOA based on the student's inability to attend classes.

No additional tuition charges will be assessed to the student as a result of requesting a Leave of Absence. A student who is granted an LOA in accordance with the school's policy, is not considered to have withdrawn and that no refund calculation is required at that time. The student's contract period (and maximum time frame) will be extended by the same number of calendar days taken in the LOA and that such changes to the contract period will be initialed by all parties on the enrollment agreement.

Students will not be granted a Leave of Absence, if the LOA, together with any additional LOAs previously granted, exceed a total of 180 calendar days in any 12-month period.

The student will be withdrawn if the student takes an unapproved Leave of Absence or does not return to school by the expiration date of an approved Leave of Absence. The student's last day of attendance will be used to perform a refund calculation.

### **RE-ADMISSION**

Students who apply for re-admission within 180 days of their last date of attendance will have their Attendance and Academic record reviewed by the School Director to determine the ability of the student to complete their studies at Atelier Esthetique Institute of Esthetics. Upon approval, students will return in the same Satisfactory Academic Progress status as at the time of withdrawal, and will continue in that status until the next progress evaluation.

*Students may request access to their academic records, which includes all Satisfactory Academic Progress reports and documentation, during the school's normal business hours.*

## **WITHDRAWALS and REFUNDS**

- Students who wish to withdraw from school must notify the School Director verbally or in writing. The date the notification is received is the date of determination of Official Withdrawal. The School Director begins the withdrawal process, and for purposes of determining institutional charges and refunds where applicable, the student's last date of attendance will be used.
- Students who withdraw from their contracted course or fail to complete their training will have a notice placed in their file as to their progress at the point of withdrawal.
- Students who re-enroll may do so only once with the approval of the School Director. A waiver of this policy is considered only in extraordinary or extenuating circumstances.
- Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal, and will continue in that status until the next evaluation point.

## **STUDENT CONDUCT AND SUSPENSION/TERMINATION**

Atelier Esthétique Institute of Esthetics reserves the right to suspend/terminate a student for any reason, including but not limited to:

- providing fraudulent information for documentation for admission;
- failure to attend class regularly;
- refusal to complete class or practical work/assignments;
- disruptive classroom behavior;
- inappropriate behavior: disrespect of faculty, staff, or classmates;
- violation of the school drug and alcohol policy;
- profanity;
- cheating;
- non-compliance with school regulations: no eating or drinking in the classroom; out of uniform during class hours; damage or destruction of school property, classmates, or staff member property; no cell phones are permitted in the classroom;
- theft of school, classmates, or staff members' property;
- physical violence or threat of physical violence, bullying, harassment, sexual harassment, dating violence\*, domestic violence\*, sexual assault\*, and stalking, \*
- possession of firearms, ammunition or explosives or any other dangerous weapons that may be used to inflict bodily harm; or
- students who are absent from class more than 14 consecutive calendar days.

*\*Please see Violence Against Women Act on pages 33-34 for additional information.*

## **GENERAL APPEALS FOR SUSPENSION/TERMINATION**

- When a student is suspended or terminated from the school, the student may make a written appeal to the School Director, within 10 school days of their last date of attendance.
- The appeal will be reviewed and an in-person meeting will be scheduled at the school with the Student, School Director and other personnel where applicable, within 10 days of receipt of the student appeal.
- A decision of the student's appeal will be made within three (3) business days and will be communicated to the student in writing, with a copy to the student file. This decision will be final.
- If a student is permitted to return to school, the student will be readmitted at the Satisfactory Academic Progress status prior to Suspension or Termination.

## **MAKING UP MISSED WORK**

Atelier Esthetique Institute of Esthetics is focused on providing an academic experience that prepares the student in every way for the expectations of their chosen career field. Students who miss class hours do not receive the benefits of instructor-led training, the demonstrations and hands-on practice needed in their respective career fields. Poor attendance, tardiness, or leaving early can substantially affect the student's ability to master the knowledge and skill objectives for satisfactory completion of the course. Due to the nature of the career-focused training provided, students must be physically present in order to learn and to acquire the greatest understanding from the real-world, hands-on classroom experience. Good attendance as a student will prove to be invaluable as a graduate where the employer will require dependability and punctuality.

Students are expected to be punctual and attend all scheduled classes. This is the expectation in the work environment; therefore, it is the expectation of Atelier Esthetique Institute of Esthetics. The attendance policy is designed to promote and develop the discipline of regular and prompt attendance. Regardless of the level of technical expertise, an employee is only valuable when present on the job. In the event of an emergency or an unavoidable absence, a student must contact their instructor and/or the Director of Education. Atelier Esthetique Institute of Esthetics encourages students to meet with their instructor to review the material missed during their absence. Students are responsible for making up all missed work from class, including written assignments, practical procedures and missing exams. The Make-Up Work policy and instructions are posted near the student Time Clock.

A student who demonstrates consistently poor attendance may be dismissed from the school.

Times available to Make-Up Work are limited and must be scheduled as soon as practicable for both the student and the school. Make-Up work does not cancel absences. Students wishing to Make-Up Work must list the work missed and have the written approval of the instructor. Make-Up work will be assigned based on work missed. The Make-Up Work Form must be completed by the student, approved by the instructor, and submitted to the Director of Education or School Director for approval.

## **GRADUATION REQUIREMENTS**

Students must satisfy all of the following requirements in order to be eligible for Graduation from Atelier Esthetique Institute of Esthetics:

- A student must complete the contracted hours stated in the Enrollment Agreement for the course in which they have enrolled.
- A student must achieve a minimum overall Grade Point Average of 75% and a minimum of 75% average of the final written and final practical exams combined.
- A student must complete all Practical Skills as assigned by the school.
- A student must submit a professional resume, suitable for potential employers.
- A student must have satisfied and paid all educational expenses.
- Students utilizing Federal Financial Aid must complete all paperwork required including the Exit Counseling required by Federal Regulations.
- All Diplomas, Certificates and State Licensing documents will be issued to graduates once all of the above graduation requirements have been satisfied.

A student transcript of attendance and academic performance may be issued at any time upon request. Please see the Student Services Coordinator.

## **SPECIAL RECOGNITION AT GRADUATION**

Students who have completed all graduation requirements by their scheduled day of graduation are recognized with a Certificate of Achievement for their Attendance. Students who have completed all academic grade requirements and achieved an overall grade point average of 90% or greater are recognized with a Certificate of Achievement for Academic Honors.

## **SCHOOL POLICIES, RULES AND REGULATIONS FOR ALL COURSES**

### **Non-Discrimination**

Atelier Esthétique Institute of Esthetics is committed to maintaining an educational and work environment in which all individuals are treated with respect and dignity. Each individual has the right to study and work in an atmosphere that promotes equal opportunities and prohibits discriminatory practices. Atelier Esthétique Institute of Esthetics does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, ethnic origin, race, sex, gender, gender identity, genetic predisposition or carrier status, or sexual orientation and/or any other protected category under federal, state or local law, in its admission, educational programs, services, activities, and employment.

### **Non-Immigrant Status**

Atelier Esthétique Institute of Esthetics is approved by the U.S. Department of Homeland Security to accept non-immigrant students with an M-1 Visa. Applicants must submit a variety of documents that include confirmation of education background; financial support; and temporary residency in the United States. A non-refundable registration fee and minimum first tuition payment must be submitted before the processing of the I-20 form can begin.

### **Recruitment of Students**

Atelier Esthétique Institute of Esthetics does not recruit students already attending or admitted to another school offering a similar course of study.

## **FINANCIAL ASSISTANCE**

### **Veteran's Benefits**

The school is approved by the U.S. Department of Veterans Affairs for applicants who are eligible for a variety of veteran's educational-based benefit programs. This includes a dependent or spouse of a deceased Veteran. Students should contact the Veteran's Administration Office to determine program eligibility and amount of coverage available.

### **Federal Financial Aid**

Federal Financial Aid is available to qualified students who are enrolled in eligible programs. Students should avail themselves of any federal aid for which they may be eligible. To apply, complete a Free Application for Federal Student Aid (FAFSA online at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)).

For many students, Federal Financial Aid only offsets a portion of their educational expenses. Applying for aid is a multi-step process. The type of aid a student can receive will be dependent upon several factors, including, but not limited to: the program a student is pursuing, the student's income, and any contributions from the student's family. The Financial Aid Officer can explain the types of aid available, offer advice regarding the advantages of different programs, and instruct prospective students on how to apply, in order

to help find a financing option that is best suited for them.

### **Educational Expense Payment Plan**

Tuition Payment Plans are available to assist students with monthly obligations. Students can inquire in the Admissions or Financial Aid departments. The school accepts payment in the form of cash, check, money order, credit/debit card (Visa, MasterCard, American Express, or Discover), or bank wire transfer.

Students participating in an Educational Expense Payment Plan must make their payments in a timely manner, according to the schedule of payments established. There is no interest or installment fee. Students whose payments are not received within fourteen (14) days of the due date, are subject to suspension from class school until the payment is made. Non-payment of financial obligations may result in dismissal from the school.

*Alternative financial arrangements may be available at the discretion of the School Director.*

### **SUMMARY OF OTHER FEES**

- Returned Check Fee: \$35.
- Transcript Fee (after initial receipt): \$25.
- Replacement of all Graduation documents (diploma, transcript, and affirmation): \$50.
- Additional Hours needed for Graduation beyond maximum timeframe: pro-rated tuition plus lab & materials fee (\$18.30 per hour for Esthetics and \$20.00 per hour for Master Esthetics Course) and pro-rated tuition of \$30.66 per hour for Waxing/Superfluous Hair Removal course.

### **TUITION REIMBURSEMENT FUND**

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending New York licensed private schools. If a school closes while you are in attendance prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the Bureau of Proprietary School Supervision, New York State Education Department, 116 West 32<sup>nd</sup> Street, 5<sup>th</sup> Floor, New York, New York 10001, or telephone (212) 643-4760. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form.

### **WITHDRAWALS & REFUNDS**

Students have the right to withdraw from the school at any time by giving notice of their intention, in writing, to the School Director. Should the student be under 18 years of age, two letters must be made in writing to the School Director: one from the student and one from a parent or legal guardian consenting to the withdrawal.

## **ESTHETICS AND MASTER ESTHETICS COURSE REFUND POLICY**

The school follows the New York State-mandated Refund Policy as it pertains to the refund of monies to students for the Esthetics or Master Esthetics Course.

- A. Any student not accepted into the school shall receive a refund of all monies paid.
- B. Any student who cancels within 7 calendar days of signing the enrollment agreement, but before instruction begins, receives a refund of all monies paid, with the exception of the non-refundable registration fee.
- C. Thereafter, a quarter refund policy will be used, and a student will be liable for:
  - 1. The non-refundable registration fee.
  - 2. The cost of any Educational Materials and Lab & Materials Fee will be refunded per the quarter refund policy.
  - 3. Tuition liabilities as of the student's last date of physical attendance. Tuition liability is divided by the number of quarters in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed.

### **First Quarter**

If termination occurs school may keep:

Prior to or during the first week:	0%
During the second week:	25%
During the third week:	50%
During the fourth week:	75%
After the fourth week:	100%

### **Subsequent Quarters**

During the first week:	25%
During the second week:	50%
During the third week:	75%
After the third week:	100%

The refund policy applies to all terminations or withdrawals for any reason, by either the school or the student.

Any refunds due to students shall be made within 45 days of such action pursuant to section 5002(3) (g) of the Education Law. The failure of a student to notify the Director in writing of withdrawal may delay refund of tuition due pursuant of Section 5002 of the Education Law. If the Educational Expenses are paid by a third party such as NYSED/ACCES-VR or VA, any refund must go to the third party, not the student.

Atelier Esthétique Institute of Esthetics reserves the right to delay the start date or cancel a class with insufficient enrollment. All fees (including Registration Fee) for delayed or cancelled classes, due to insufficient enrollment, will be returned to the student.

If Atelier Esthétique Institute of Esthetics closes while you are in attendance prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid.

## **WAXING/SUPERFLUOUS HAIR REMOVAL (DAY SCHEDULE) AND ADVANCED COURSES REFUND POLICY**

The school follows the New York State-mandated Refund Policy as it pertains to the refund of monies to students in the Waxing/Superfluous Hair Removal course (Day Schedule) and all Advanced Courses.

- A. Any student not accepted into the school shall receive a refund of all monies paid.
- B. Any student who cancels within 7 calendar days of signing the enrollment agreement, but before instruction begins, receives a refund of all monies paid, with the

exception of the non-refundable registration fee.

C. Thereafter, a student will be liable for:

1. The non-refundable registration fee plus
2. The cost of any textbooks or supplies accepted plus
3. Tuition liability as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

If termination occurs school may keep

0 - 15% of the program	0%
16 - 30% of the program	25%
31 - 45% of the program	50%
46 - 60% of the program	75%
After 60% of the program	100%

The refund policy applies to all terminations or withdrawals for any reason, by either the school or the student.

Any refunds due to students shall be made within 45 days of such action pursuant to section 5002(3) (g) of the Education Law. The failure of a student to notify the Director in writing of withdrawal may delay refund of tuition due pursuant of Section 5002 of the Education Law. If the Educational Expenses are paid by a third party such as NYSED/ACCES-VR or VA, any refund must go to the third party, not the student.

Atelier Esthétique Institute of Esthetics reserves the right to delay the start date or cancel a class with insufficient enrollment. All fees (including Registration Fee) for delayed or cancelled classes, due to insufficient enrollment, will be returned to the student.

If Atelier Esthétique Institute of Esthetics closes while you are in attendance prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid.

### **WAXING/SUPERFLUOUS HAIR REMOVAL COURSE (EVENING & WEEKEND SCHEDULES) REFUND POLICY**

The school follows the New York State-mandated Refund Policy as it pertains to the refund of monies to students for the Waxing/Superfluous Hair Removal course (evening & weekend schedules only).

- A. Any student not accepted into the school shall receive a refund of all monies paid.
- B. Any student who cancels within 7 calendar days of signing the enrollment agreement, but before instruction begins, receives a refund of all monies paid, with the exception of the non-refundable registration fee.
- C. Thereafter, a quarter refund policy will be used, and a student will be liable for:
  1. The non-refundable registration fee.
  2. The cost of any Educational Materials and Lab & Materials Fee will be refunded per the quarter refund policy.
  3. Tuition liabilities as of the student's last date of physical attendance. Tuition liability is divided by the number of quarters in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed.

**First Quarter**

If termination occurs school may keep:

Prior to or during the first week:	0%
During the second week:	25%
During the third week:	50%
During the fourth week:	75%
After the fourth week:	100%

**Subsequent Quarters**

During the first week:	25%
During the second week:	50%
During the third week:	75%
After the third week:	100%

The refund policy applies to all terminations or withdrawals for any reason, by either the school or the student.

Any refunds due to students shall be made within 45 days of such action pursuant to section 5002(3) (g) of the Education Law. The failure of a student to notify the Director in writing of withdrawal may delay refund of tuition due pursuant of Section 5002 of the Education Law. If the Educational Expenses are paid by a third party such as NYSED/ACCES-VR or VA, any refund must go to the third party, not the student.

Atelier Esthétique Institute of Esthetics reserves the right to delay the start date or cancel a class with insufficient enrollment. All fees (including Registration Fee) for delayed or cancelled classes, due to insufficient enrollment, will be returned to the student.

If Atelier Esthétique Institute of Esthetics closes while you are in attendance prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid.

**RETURN OF TITLE IV FUNDS POLICY**

The U.S. Department of Education has established the Return of Title IV Funds (R2T4) policy to determine the amount of Federal Financial Aid earned when a student withdraws prior to completing his or her program. The R2T4 policy applies to Title IV recipients. It includes Title IV aid that was disbursed, or aid that could have been disbursed, during the payment period.

If a Title IV Funds recipient withdraws during a payment period, the amount of Title IV assistance that the student has earned up to that point is determined on a pro-rata basis, up to and including 60% of the payment period. The percentage of Title IV Aid earned is determined by dividing the number of clock hours scheduled for completion during the payment period as of the date of withdrawal, by the total number of clock hours in the payment period. Once a student has completed more than 60 percent of the payment period, he or she has earned 100% of the Title IV funds due for the payment period.

For example, if a student completes 30% of the payment period, they will have earned 30% of the Title IV assistance they were originally scheduled to receive in that payment period. If a student withdrew at 65% of the payment period, they will have earned 100% of the Title IV assistance they were originally scheduled to receive in that payment period.

Students who withdraw prior to receiving their federal funds may be entitled to a post withdrawal disbursement. In order to qualify, these students must meet current required conditions for a late disbursement within the allotted eligibility period.

If it is determined that a student owes a repayment of grants to the U.S. Department of Education, that student will receive a letter notifying him or her of this debt within 30 days after determination of the withdrawal. The student has 45 days to respond to the notice that he or she owes an overpayment. The student must either repay the amount in full to the school or make satisfactory payment arrangements with the Department of Education to repay the amount. If the student fails

to respond within the 45-day time frame, fails to repay the overpayment or fails to make payment arrangements, that student will lose his or her eligibility to receive future federal financial aid at any institution.

Atelier Esthétique Institute of Esthetics will return unearned Title IV funds no later than 45 days from the date of determination that the student has withdrawn. Funds will be returned in the following order:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Unsubsidized Direct Stafford Loan
- Subsidized Direct Stafford Loan
- Federal PLUS Loan
- Direct PLUS Loan
- Federal Pell Grant

### **COMPLAINT RESOLUTION PROCESS**

Students are encouraged to bring any problem or complaint to the attention of the School Director who will address the matter. If the situation warrants it, the student may request a meeting with the School Director or send a letter detailing the problem. A written response will be made within 10 business days from the receipt of a written complaint. The School Director can appoint a committee of at least three people to assess the situation. The staff and the faculty of Atelier Esthétique Institute of Esthetics are committed to assist students as much as possible to resolve any problems that may interfere with their success at the school.

In the event that the student is not satisfied at the school level, a grievance may also be directed to the attention of the New York State Department of Education, Bureau of Proprietary School Supervision, 116 West 32<sup>nd</sup> Street, 5<sup>th</sup> Floor, New York, NY 10001.

The steps you need to file a complaint are:

If you are or were a student or an employee of a Licensed Private or Registered Business School in the State of New York and you believe that the School or anyone representing the School has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agent.

The steps you must take to file a complaint are:

1. Write to the New York State Education Department at 116 West 32<sup>nd</sup> Street, 5<sup>th</sup> floor, New York, New York 10001 or telephone the Department (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the department will speak with you and review your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of occurrence.

3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up. You should provide all information requested as quickly as possible; delay may affect the investigation of our complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that the violations of law have been committed and the school fails to take satisfactory and appropriate action, then the Department may proceed with formal disciplinary charges.
4. In addition to filing a complaint with the Department, you may also try to resolve your complaint directly with the school. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the School Director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the School cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you take to attempt to resolve the grievance.

In the case of Title IX Violations or the Violence Against Women Act a report may be made to:

Office for Civil Rights,  
New York Office, U.S. Department of Education  
32 Old Slip, 26th Floor  
New York, NY 10005-2500  
Telephone: (646) 428-3800  
Facsimile: (646) 428-3843  
Email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

### **STUDENT SERVICES**

Orientation for new students is held the first day of class. The schools' rules and regulations; student expectations; attendance and academic progress policies are reviewed and discussed in detail. Students are oriented to the school facility as well as meet and interact with staff and instructors.

Academic advising and assistance are available to all students. Instructors and staff members are available before and after class time as well as during breaks and lunch hours for student assistance.

Students with issues beyond the scope of academic advising and assistance are encouraged to speak with the School Director who can refer the student to community or government agencies for help and assistance.

### **JOB PLACEMENT ASSISTANCE**

Students receive professional development instruction on topics such as oral presentation, proper attire, interviewing skills, cover letter and resume development and preparation.

A job posting board is maintained in the student area as well a listing of likely web sites for available positions. Instructors and staff can offer advice and mentoring to students exploring career-related opportunities in their field of study.

Atelier Esthetique Institute of Esthetics has a private Facebook page exclusively for its alumni, on which we post available job openings. Graduates who own or manage their own

businesses can post their employment needs on this page as well.

While placement assistance may be provided, it is understood that the school cannot promise nor guarantee employment to any student or graduate.

## **LICENSURE**

In order to obtain licensure in New York State as an Esthetician or Waxing Specialist you must:

- a. Meet all of the graduation requirements of the Esthetics, Master Esthetics Course, or Waxing/Superfluous Hair Removal course.
- b. Obtain a [www.my.ny.gov](http://www.my.ny.gov) ID.
- c. Register on-line for a permit at [www.licensecenter.ny.gov](http://www.licensecenter.ny.gov).
- d. Register for and successfully complete the New York State Appearance Enhancement Esthetics or Waxing Specialist written examination.
- e. Register for and successfully complete the New York State Appearance Enhancement Esthetics practical examination.
- f. Pay the necessary fees for all of the above.

Prior to the process above, your physician will be required to complete a Health Certification Form to attest to the following:

*"I found no clinical evidence of the presence of infectious or communicable disease which would pose a significant risk or direct threat to the health or safety of members of the public in the conduct of the applicant's occupation."*

*Atelier Esthetique Institute of Esthetics' courses in Esthetics, Esthetics Hybrid, Master Esthetics Course and Waxing/Superfluous Hair Removal meet the requirements for licensure in New York State; however, there is no guarantee that these courses will be recognized or meet requirements in States outside New York.*

## **POLICY FOR SAFEGUARDING CUSTOMER INFORMATION**

Customers are students who apply for Admission and attend Atelier Esthétique Institute of Esthetics, as well as apply for grants or loans under Title IV of the Higher Education Act of 1965, as amended, to finance their education.

Nonpublic personal information is information which is not publicly available:

- Your name, address, and social security number.
- Name of your financial institution, account number.
- Information provided on your application to enroll in Atelier Esthétique Institute of Esthetics.
- Information provided on your application for a grant or loan.
- Information provided on a consumer report.
- Information obtained from a web site.

Atelier Esthétique Institute of Esthetics is committed to implementing a comprehensive information security program, consistent with the size and complexity of this institution and the nature of its educational activities, to maintain and safeguard your nonpublic personal information against damage or loss. The policy covers all student records in whatever format: hard copy or electronic.

The school Director shall be responsible to coordinate the school's information security program. The School Director shall, at least once every three years, assess foreseeable

internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operation, including employee training and management; network and software design, information processing, storage, transmission and disposal; and ways to detect, prevent, and respond to attacks, intrusions or other systems failures. The School Director shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records of students shall be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA), other federal and state law, and accreditation requirements.

### **STUDENT RECORDS**

FERPA is a federal law designed to protect the privacy of educational records, to establish a student's rights to inspect and review his or her educational records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. In accordance with FERPA guidelines, students may request to review their record. The request must be in writing and given to the School Director. Such request will be honored, within two business days, by scheduling an appointment, Monday through Friday between 9:00 am and 5:00 pm.

Student records or information regarding an individual student can only be released on the written request of the student, or in the case of a dependent minor, by the written request of parent or guardian or to governmental agencies, or courts with the service of legal notice to Atelier Esthétique Institute of Esthetics. Accrediting agencies and the U.S. Department of Education may access student records during the normal course of their business.

### **EQUIPMENT AND FACILITIES**

Atelier Esthétique Institute of Esthetics offers a well-designed, functional facility for students to learn the theory and the skill (hands-on) portions of the course. The school facilities include: theory and practical classrooms; changing room for daily use; clinic; retail boutique and administrative offices. The practical classrooms are equipped with machines and various supplies adequate to meet the course requirements as well as being handicapped accessible.

Various instructional devices support the courses taught in our school such as computer, video and projectors.

### **SOCIAL MEDIA GUIDELINES**

Students at Atelier Esthetique Institute of Esthetics are expected to be responsible and professional for what they post on social networking sites in reference to the school or when identifying themselves as student of the school. These include but are not limited to Facebook, Instagram, Pinterest, Twitter, YouTube, blogs, wikis, file-sharing and user generated video and audio. In addition, the school does not permit ethnic slurs, personal slurs or insults, obscenity, intimidation, cyber bullying or engaging in any conduct that would be unacceptable in school or on the school's social media sites. Any student found in violation of this policy may be subject to disciplinary action including suspension or dismissal from the school.

## **INFRINGEMENT OF COPYRIGHT LAW**

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the student to civil and criminal liabilities. A summary of the penalties may be found at: [www.copyright.gov/title17/92appf.pdf](http://www.copyright.gov/title17/92appf.pdf). Students who engage in illegal downloading or unauthorized distribution of copyrighted material using the school's information system will be dismissed.

## **RECORDING**

Recording by photo, video or audio is not permitted on the premises of Atelier Esthetique Institute of Esthetics without the consent of the Instructor and/or School Director.

## **VIOLENCE AGAINST WOMEN ACT (VAWA)**

Dating violence, domestic violence, sexual assault, and stalking committed at Atelier Esthetique Institute of Esthetics are subject to disciplinary action and possible legal intervention. The statistics relating to these actions are to be maintained and reported annually in the Clery Act Campus Crime Statistics. Reporting of these actions may not lead to retaliation. -Any staff that becomes aware of these actions must report the incident to the School Director for immediate investigation and possible Disciplinary or Legal action. The Victim of these actions is entitled, upon request, to an accommodation in their educational program, beginning at the report of the incident. The Victim of these actions may request confidentiality or choose not to report the violation to legal authorities. While the school will maintain as much confidentiality as possible, depending on the severity of the action, the school may not honor such a request for the safety of students and staff, or need to report violation to the legal authorities. Both the Victim and the alleged Perpetrator have a right to present information and witnesses at any Disciplinary Hearing and access to information to be presented. Both the Victim and the alleged Perpetrator have a right to a written decision regarding any Hearing or Disciplinary Action. All students at orientation, and staff when hired, are trained annually on the VAWA statute, definitions, resources and the institutional requirements for reporting.

### **Definitions:**

- **Dating violence**, the term "dating violence" means violence committed by a person— (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.
- **Domestic violence** The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Sexual Assault Offense** classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation
- **Stalking** The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress

### **Resources:**

- The Atelier Esthetique Institute of Esthetics Title IX Compliance Officer is the School Director (212-725-6130).

- NYC Police and Ambulance, 911
- Beth Israel Medical Center, 212- 420-2000, First Avenue at 16th Street
- National Domestic Violence Hotline, 800-799.SAFE (7233)
- New York State Domestic and Sexual Violence Hotline, 800-942-.6906
- NYPD Special Victims Liaison Unit, 212-267-RAPE (7273) (English and Spanish, 24 hours)
- Rape/Sexual Assault/Incest Hotline, 212-227-.3000 (all languages, 24 hours)
- NYC Domestic Violence Hotline, 800-621.HOPE (4673) or dial 311 (all languages, 24 hours)

*Atelier Esthetique Institute of Esthetics students and staff recognize that non-consensual sex is sexual assault, and will identify situations in which sexual assault may occur, will **intervene** in situations where consent has not or cannot be given, will work to **create** an environment in which dating violence, domestic violence, sexual assault, and stalking are unacceptable and survivors are supported.*

### **DRESS CODE AND UNIFORM POLICY**

Atelier Esthetique Institute of Esthetics strongly believes in not only preparing students with the knowledge and skill to be successful in an Appearance Enhancement career, but also in the areas of appropriate dress, personal appearance, acceptable behavior, and those attributes which are the hallmarks of a PROFESSIONAL. The school's Dress Code and Uniform policy addresses these areas:

The following Uniform policy applies to all students enrolled in the Esthetics, Master Esthetics Course or Waxing/Superfluous Hair Removal curricula:

- A. Navy Blue scrub pants (Adar® No. 507 or similar)
- B. Navy Blue scrub tops (Adar® No. 608 or similar)
- C. Navy Blue or Black socks
- D. Black Shoes or Black Sneakers are permitted; however, they must be all black with no open toes, heels, or holes on the side
- E. Spa Robe and Spa Headband

The following optional clothing is permitted for seasonal weather:

- A. Navy Blue or Black thermal top, turtleneck and/or leggings under above Uniform
- B. Navy Blue or Black buttoned down cardigan sweater (NO hoodies, sweatshirts, jackets or scarves are permitted) over above Uniform

The above Uniform must be clean and ironed with an Atelier Esthétique Institute of Esthetics name tag (provided by the school) and must be worn at all times – including attendance outside of the student's normal class schedule such as make-up hours and clinic appointments.

### **Dress Code**

- No jewelry other than a wedding band and earrings (no larger than the size of a small stud). Students ARE NOT PERMITTED to wear necklaces/bracelets/nose rings/or facial piercings.
- No perfume or cologne.
- Nails must be short enough to see a free edge.
- No nail polish; hands must be well manicured (natural buffed).
- Hands must be kept clean at all times.
- No jeans or tank tops. All students are required to dress in professional business attire during field-trips and on Graduation Day.

- Hair must be worn tied back away from the face.
- Vinyl gloves must be worn during facials, body and waxing treatments.
- No hats or headaddress or headbands are to be worn in class.
- Personal hygiene (including deodorant) and proper grooming must be maintained as you are working with others in close proximity.
- Disinfection and cleanliness procedures must be adhered to all times.

### **Cellphone/Computers Policy**

- Cell phones and electronic devices are NOT PERMITTED in the classroom.
- Cell phones and electronic devices must be kept off and stored in the student locker room.
- Students may give the school phone number to family members to notify the student in case of an emergency (212-725-6130). The front desk will notify the student appropriately.

### **Lockers**

Lockers are provided for DAILY USE ONLY. Students must provide their own lock. Students may not store belongings overnight. No food or beverage may be stored in the locker. Students are solely responsible for their personal property since Atelier Esthétique Institute of Esthetics is not responsible for lost or stolen property.

### **Break Room**

A student break room is available for breaks and meal periods. Students must clean up after themselves. A changing room is also available.

### **No Gum Chewing, Candy, Food or Beverages (other than bottled water) are allowed in any classroom.**

### **Smoking**

Smoking is prohibited in our building. Smoking is also not permitted within 25 feet of any public entrance to the building. Please dispose of smoking materials responsibly.

### **Children**

Children of students may not be brought into the school. The school is not responsible for the safety of children on school premises. Please contact the Director of Education or your instructor should childcare responsibilities prevent you from attending class.

### **Restroom Policy**

Students must clean up after themselves - flush the toilet; dispose of any hygiene products appropriately; and wash hands thoroughly before leaving the restroom. Students should practice proper hygiene, cleanliness and sanitation at all times.

**STUDENTS FAILING TO COMPLY WITH THE SCHOOL'S RULES WILL BE GIVEN A VERBAL WARNING FOR A FIRST OFFENSE. AFTERWARD, STUDENTS MAY BE SUSPENDED FROM CLASS FOR FAILING TO COMPLY. FURTHER NON-COMPLIANCE MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL FROM THE SCHOOL.**

### **TIME CLOCK**

Students are responsible for clocking in at the beginning of their scheduled time and clocking out at the end of their scheduled time, every day of class. Students will not be given clock hour credit for clocking in prior to their scheduled class start. The records of the time clock are considered to be legal documents and any student found tampering with hours, be it their own or those of another student, will be subject to immediate dismissal from the school. Time clock punches are rounded to the nearest 1/4 hour. Should there be any disagreement with hours recorded by the instructor in the manual attendance book, only clocked hours that are documented on the time clock will be credited to the student. Daily time clock punches are each student's responsibility.

Students in Distance Education must join their classes as scheduled, be on-camera for the duration of the scheduled class and participate in the lecture and assignments as assigned throughout their daily contracted time schedule in order to receive credit for attended hours. Instructors will verify student participation and record their hours daily.

Students who are more than 7 minutes late, will have 15 minutes deducted. Students will not be given hours for the session missed. Any student needing to leave the school premises, except for breaks or meals, must have the approval of their instructor and must clock out. Any student leaving the facility without approval will receive the following: First offense will be a warning, 2nd offense will be a three-day suspension, and 3rd offense will be cause for termination.

### **QUESTIONS**

Students who have further questions on any of the school's policies, procedures, information and disclosures, should see the Admissions Director, Financial Aid Administrator, Director of Education, Student Services Coordinator, or the School Director.

## **Founder's Biography – Annette C. Hanson**

Annette Hanson founded Atelier Esthétique Institute of Esthetics in 1985, as a New York State licensing esthetics school, postgraduate facility, and the first esthetics school in the U.S. to become accredited as a member of the International Therapy Examination Council (ITEC). Her professional experience in skin care spans more than 20 years as an esthetician, body therapist, salon manager, educator, and spa consultant for some of the most prestigious spas and salons in the United States. Annette created two new treatment lines—Simple Solutions with Copper Peptide Technology and AquaSanté Spa Products from France which she sold to a biomedical company.

As an advocate of high educational and professional standards, Ms. Hanson was instrumental in the development of the 600-hour curriculum for the New York State Esthetics License as well as the written and practical exam. In 2002, she was appointed by New York's Secretary of State to serve as "Educator" on the Appearance Enhancement Advisory Committee for esthetics, nails and cosmetology, a government position that she continues to hold. In August 2009, Ms. Hanson was recognized by her peers and was inducted into the AIA Academy of Legends (Aesthetics International Association). In 2010, she was voted in to the Leadership Committee of the ASCP Skin Care School Council (Associated Skin Care Professionals).

"Excellence in Education" has been a guiding principle in Annette's personal life as well as in her school. After graduating from the University of British Columbia, Canada, she pursued her studies abroad—in France with Carita, Lancôme, and Payot; in Germany at the Nemectron Institute; in Brittany, France at the BCM Institute of Thalassotherapy; in England with the eminent aroma therapists Micheline Arcier and Eve Taylor. She was awarded her French Certificate of Professional Aptitude (CAP) as well as her many ITEC diplomas, which allow her to practice worldwide.

As a renowned skin care expert, Ms. Hanson is a published author and a sought-after lecturer at leading professional conferences worldwide. She has been a speaker and panelist for both the Cosmetology Educators of America (CEA) and the American Association of Cosmetology Schools (AACS). She is a regularly featured author in industry periodicals such as American Spa, Dermascope, Skin Inc., and Les Nouvelles Esthetiques. She has appeared as an esthetics expert on Fox's Good Day New York; and she has been featured in leading health and beauty publications.

Today, Ms. Hanson serves as a consultant and advisory committee member for the school.



ATELIER ESTHETIQUE

INSTITUTE OF ESTHETICS®  
EST. 1985

## **ADDENDA 2022**

- A. Administration and Faculty**
- B. Esthetics & Esthetics Hybrid Course Start and Graduation Dates**
- C. Esthetics & Esthetics Hybrid Course Educational Expenses, Payment Plans, and New York Refund Policy**
- D. Master Esthetics Course Start and Graduation Dates**
- E. Master Esthetics Course Educational Expenses, Payment Plan, and New York Refund Policy**
- F. Waxing/Superfluous Hair Removal Course Start and Graduation Dates**
- G. Waxing/Superfluous Course Educational Expenses, Payment Plans, & New York Refund Policy**
- H. Advanced Courses Start and Graduation Dates, Course Titles, Descriptions and Hours**
- I. School Holidays and Closures**
- J. School Performance Data – New York State Occupational Education Data Survey (OEDS)**
- K. School Performance Data – National Accrediting Commission of Career Arts and Sciences (NACCAS)**
- L. School Performance Data – IPEDS & College Navigator**
- M. What You Should Know about Licensed Private Schools in New York State**
- N. Financial Aid Policy and Procedure**
- O. Employment Disclosure and Gainful Employment**
- P. U.S. Veteran Students**
- Q. Mask Wearing & Illness Policy**
- R. Temporary Distance Education Information**

## **ADDENDUM A: ADMINISTRATION AND FACULTY**

### **ADMINISTRATION**

#### **Gary E. Duchnowski, Chief Operating Officer, School Director**

Mr. Duchnowski has over 34 years of experience in the post-secondary education sector throughout the United States. He holds a Bachelor of Arts degree in Psychology and has an extensive background in College Admissions, Education and Campus Management. Mr. Duchnowski is passionate about students achieving great success and empowering them on the journey to get there.

#### **Jason R. Christmas, Director of Education**

Mr. Christmas has over 12 years of experience in the Beauty Industry in both retail and spa management. As a New York State licensed Esthetician and Massage Therapist, Mr. Christmas supports a structured, disciplined approach to learning and manages the school's courses to prepare students for successful careers in the skin care industry. Mr. Christmas inspires excellence in the instructional team and upholds the standards and integrity of the school's policies and procedures. Simply put, he wants the best for our students!

#### **Regina Manning, Admissions Director**

Ms. Manning is a licensed esthetician, beauty blogger, and skin enthusiast. After working as a journalist for nearly 15 years, she became an Atelier Esthetique Institute graduate where she incorporates her love of fashion and beauty into the perfect career of introducing others to the career of esthetics. As the school's Enrollment Director, she loves getting to know new prospects during an information session and tour, or during an Open House. Regina works with her students from the day they enroll until they graduate and enter the professional world of beauty and esthetics.

#### **Irene Johnson, Finance Director**

Mrs. Johnson has been with Atelier Esthetique Institute of Esthetics for over 20 years. She possesses an Associate's Degree in Accounting and Information Systems and has over 35 years of experience in accounting and financial management. As Finance Director, Mrs. Johnson maintains all student accounts as well as the school's financial records. Mrs. Johnson is happy to provide help and assistance to anyone who asks.

#### **Kevin Torres, Financial Aid Advisor**

Mr. Torres has worked in colleges for over 15 years as a Financial Aid Advisor and Administrator, and has assisted thousands of students to apply for Financial Aid and tuition financing. He holds an Associate's Degree in Office Technology and Computerized Accounting. Mr. Torres is passionate about helping students reach their educational goals.

#### **Jeannine Troncoso, Student Services Coordinator**

Ms. Jeannine is happy to share her experience and passion of the beauty industry with our students. Ms. Jeannine possesses a BA degree in English and was the Spa Director for many years at Skin Spa New York. She is here to assist our students throughout their program and help keep them on track toward graduation. Ms. Jeannine also helps students in signing up for New York State licensure and provides job placement assistance and resources.

#### **Tessy Guerrero, Continuing Education Coordinator**

Ms. Tessy is a graduate of Atelier Esthetique Institute of Esthetics. As an Esthetician, she expresses her passion for the industry by sharing her knowledge with others while eager to learn about the latest trends and processes or methods to achieve "eternal beauty". Ms. Tessy values "continued education" and helps students, graduates, and industry professionals build on their knowledge and

skills by taking Advanced Courses to strengthen their “tool box”.

**Rochelle Baez, Admissions Associate**

Ms. Rochelle is a proud Esthetics graduate of Atelier Esthetique Institute of Esthetics. She is a New York licensed Esthetician and has worked as waxing specialist, brow waxing expert, esthetician, and assistant spa manager. Ms. Rochelle has also taught esthetics courses. Ms. Rochelle has a BA degree from Baruch College. She is passionate about the beauty industry and is excited to be helping future estheticians get their start.

**FACULTY**

**Kyra Svetlovsky, Lead Instructor**

Having worked in the costume industry as a designer and operations manager, Ms. Svetlovsky decided she loved skin care and went on to become a New York State licensed Esthetician in 2009. She practiced her craft in an upscale spa in New Jersey. She continued to work as an Assistant to the President and became the school's Enrollment Director in 2011. Ms. Svetlovsky, having been a student herself, is an ideal instructor who inspires students to grow and succeed.

**Karen Wedderburn, Instructor**

Ms. Wedderburn is a graduate of Atelier Esthetique Institute and is a New York State licensed Esthetician. She has over ten years of experience in esthetics and has a background in Psychology. She specializes in Nutrition and Wellness as it relates to the skin care. It is also her express desire to assist burgeoning estheticians along the path in making their unique mark in this exciting industry. Ms. Wedderburn is very proud to be a part of the education team and also teaches our Laser/IPL Hair Removal advanced course.

**Nastassia Sanchez, Instructor**

Ms. Sanchez is a graduate of Atelier Esthetique Institute and is a New York State licensed Esthetician. She has worked at European Wax Center as a wax specialist. Ms. Sanchez has a background in teaching and worked as a behavioral specialist. She specializes in many advanced course topics such as Brazilian Waxing and Aromatherapy & Essential Oils. Ms. Sanchez is happy to be teaching at her Alma Mater!

**Genevieve Santos-Bann, Instructor**

Ms. Santos-Bann is a New York licensed Esthetician, Makeup Artist and Beauty Consultant. She has also worked in Public Relations and was a Marketing Coordinator for L'Oreal Paris. Ms. Santos-Bann has a BA degree in Advertising and Public Relations and is a graduate of Atelier Esthetique Institute of Esthetics. She is happy to be teaching and sharing her wealth of experience with her students.

**Patricia Clark, Instructor**

Ms. Clark is a proud graduate of Atelier Esthetique Institute of Esthetics! She has her B.S. degree in Health Education as well as being a New York State licensed Esthetician. Ms. Clark has worked freelance for hundreds of clients throughout her career. Ms. Clark loves to inspire her students with practical experience so they can become successful, well-rounded Estheticians.

**Yvette Arenaro, Instructor**

Ms. Yvette's inherent passion for skincare and desire to help others led her to become a licensed esthetician where she's worked for companies such as Avon Salon & Spa; Skin Laser Rejuvenation and Exhale Mind Body Spa. In addition, she held the position as Managing Esthetician for Skin Spa New York. In total, Ms. Yvette has been making people's skin

beautiful for well over 20 years. She thrives on the daily interaction with her students and considers it a privilege to be part of their educational process.

**Yaling Zheng, Instructor**

Ms. Yaling is a New York State licensed Esthetician and has worked in the beauty industry for almost ten years, deciding to bring her focus to skincare in 2015. From on-the-go treatments at Ulta to laser facials in various Medi-spas, Ms Yaling is excited to share her knowledge of skin treatments and experience in paramedical esthetics with her students.

**Elizabeth Hughes, Instructor**

Ms. Elizabeth is both a New York State licensed Esthetician and Massage Therapist. She has been in the industry over 15 years and had worked for some of NYC's best spas and clinics such as Equinox, Bliss and Caudalie USA. Ms. Elizabeth brings a wealth of practical experience to the classroom and inspires her students to perfect their professional demeanor and skill.

**Daniela Jimenez, Instructor**

Ms. Daniela is a proud alumnus of Atelier Esthetique Institute of Esthetics and is a New York State licensed Esthetician. She has worked in New Jersey as a Spa Esthetician for the past five years, specializing in skin rejuvenation therapies. Prior to that, Ms. Daniela worked in the financial industry both in the U.S. and abroad in Chile. Ms. Daniela combines her love of Esthetics with business and instills a professional approach to the skin care industry with her students.

**Lakeisha Ward, Instructor**

Ms. Lakeisha is a New York State licensed Esthetician and has her own business: JLTC All Natural in Forest Hills, New York. She is well-versed in a wide variety of skin care procedures in providing customized client treatments. Ms. Lakeisha shares her vast knowledge with her students by educating them on a multi-faceted approach to skin care to promote youth and beauty.

**Valery Molina, Instructor**

Ms. Valery is a proud graduate of Atelier Esthetique Institute of Esthetics and is a New York State licensed Esthetician. She has worked for some of New York City's most well-known and distinguished spas: Massage Envy, Equinox, European Wax Center and Heydey Skin Care. Ms. Valery excels in business sales and clientele retention and satisfaction. She is excited to share her wealth of knowledge with our students!

**Leo Andujar, Instructor**

Teacher Leo is a New York State licensed Esthetician and has worked at Skin Spa in New York City. Leo has a B.A. degree in English and has also worked in human resources as a recruiter, onboarding specialist and trainer of volunteers in community service. Leo has a passion for the skin care business and educating others on their way to a new career in Esthetics.

**Mayuu Vargas, Instructor**

Ms. Mayuu is a New York State licensed Esthetician and Make Up Artist. She has worked for Equinox Spa and MAC Cosmetics for many years. Ms. Mayuu's specialty is Make Up and she brings a wealth of knowledge to Atelier Esthetique in providing our students with the training needed in Make Up for the State Board Examination and beyond.

*All Directors, Agents & Instructors are licensed by the New York State Department of Education.*

**ADDENDUM B: Esthetics & Esthetics Hybrid course schedule - 2022-2023**

Esthetics & Esthetics Hybrid course		Day Schedule (Full)	M-F, 9am-5pm	4 months
START DATE	1 <sup>st</sup> Evaluation	Midpoint Evaluation	3 <sup>rd</sup> Evaluation	GRADUATION DATE
1/13/2022	2/10/2022	3/11/2022	4/8/2022	5/6/2022
2/11/2022	3/11/2022	4/8/2022	5/6/2022	6/6/2022
3/14/2022	4/8/2022	5/6/2022	6/6/2022	7/12/2022
4/11/2022	5/6/2022	6/6/2022	7/12/2022	8/9/2022
5/9/2022	6/6/2022	7/12/2022	8/9/2022	9/7/2022
6/7/2022	7/12/2022	8/9/2022	9/7/2022	10/5/2022
7/13/2022	8/9/2022	9/7/2022	10/5/2022	11/2/2022
8/10/2022	9/7/2022	10/5/2022	11/2/2022	12/2/2022
9/8/2022	10/5/2022	11/2/2022	12/2/2022	1/10/2023
10/6/2022	11/2/2022	12/2/2022	1/10/2023	2/8/2023
11/3/2022	12/2/2022	1/10/2023	2/8/2023	3/9/2023
12/5/2022	1/10/2023	2/8/2023	3/9/2023	4/6/2023
1/11/2023	2/8/2023	3/9/2023	4/6/2023	5/4/2023
Esthetics & Esthetics Hybrid course		Evening Schedule	M-F, 6-9:45pm	8 months
START DATE	1 <sup>st</sup> Evaluation	Midpoint Evaluation	3 <sup>rd</sup> Evaluation	GRADUATION DATE
2/22/2022	4/18/2022	6/14/2022	8/16/2022	10/12/2022
4/19/2022	6/14/2022	8/16/2022	10/12/2022	12/12/2022
6/15/2022	8/16/2022	10/12/2022	12/12/2022	2/17/2023
8/17/2022	10/12/2022	12/12/2022	2/17/2023	4/17/2023
10/13/2022	12/12/2022	2/17/2023	4/17/2023	6/13/2023
12/13/2022	2/17/2023	4/17/2023	6/13/2023	8/15/2023
2/21/2023	4/17/2023	6/13/2023	8/15/2023	10/11/2023
Esthetics & Esthetics Hybrid course		Weekend Schedule	Sat/Sun, 9-5pm	10 months
START DATE	1 <sup>st</sup> Evaluation	Midpoint Evaluation	3 <sup>rd</sup> Evaluation	GRADUATION DATE
3/12/2022	5/21/2022	8/13/2022	10/29/2022	1/28/2023
5/21/2022	8/14/2022	10/30/2022	1/29/2023	4/15/2023
8/13/2022	10/29/2022	1/28/2023	4/8/2023	6/25/2023
10/29/2022	1/28/2023	4/8/2023	6/25/2023	9/17/2023
1/28/2023	4/2/2023	6/19/2023	9/16/2023	12/2/2023
Esthetics & Esthetics Hybrid course		Day Schedule (Partial)	M-F, 9am-2pm	6 months
START DATE	1 <sup>st</sup> Evaluation	Midpoint Evaluation	3 <sup>rd</sup> Evaluation	GRADUATION DATE
1/13/2022	2/25/2022	4/8/2022	5/20/2022	7/12/2022
2/11/2022	3/25/2022	5/6/2022	6/21/2022	8/9/2022
3/14/2022	4/22/2022	6/6/2022	7/26/2022	9/7/2022
4/11/2022	5/20/2022	7/12/2022	8/23/2022	10/5/2022
5/9/2022	6/21/2022	8/9/2022	9/21/2022	11/2/2022
6/7/2022	7/26/2022	9/7/2022	10/19/2022	12/2/2022
7/13/2022	8/23/2022	10/5/2022	11/16/2022	1/10/2023
8/10/2022	9/21/2022	11/2/2022	12/16/2022	2/8/2023
9/8/2022	10/19/2022	12/2/2022	1/25/2023	3/9/2023
10/6/2022	11/16/2022	1/10/2023	2/23/2023	4/6/2023
11/3/2022	12/16/2022	2/8/2023	3/23/2023	5/4/2023
12/5/2022	1/25/2023	3/9/2023	4/20/2023	6/2/2023
1/11/2023	2/23/2023	4/6/2023	5/18/2023	7/10/2023

**ADDENDUM C: ESTHETICS AND HYBRID ESTHETICS**  
**EDUCATIONAL EXPENSES, PAYMENT PLAN & NEW YORK STATE REFUND POLICY**

**Educational Expenses:**

Registration Fee (non-refundable)	\$ 100.00
Educational Materials and Hand-Outs Including 8.875% NY City sales tax (Includes four required text books)	\$ 300.00*
Milady's Standard Esthetics Textbook & Workbook, 2019	
Milady's Standard Foundations Textbook & Workbook, 2019	
Lab & Materials Fee	\$ 750.00
Tuition	\$10,230.00
Total Educational Expenses...	\$11,380.00

All classroom materials and supplies required for the Esthetics and Hybrid Esthetics courses are included in the Lab & Materials Fee

**Payment Plan:** Payments may be made by cash, check, money order, credit card (Visa, MasterCard, AMEX or Discover) or bank wire transfer. Students may apply for Federal Financial Aid if they qualify for funding toward their educational expenses' balance.

Enrollment Payment is due upon registering (Includes \$100 Registration Fee & Books)	\$ 400.00
o Payment #1 is due 1st day of class	\$ 2,745.00
o Payment #2 is due at 150 Scheduled Hours	\$ 2,745.00
o Payment #3 is due at 300 Scheduled Hours	\$ 2,745.00
o <u>Payment #4 is due at 450 Scheduled Hours</u>	<u>\$ 2,745.00</u>
<b>Total Cost</b>	<b>\$11,380.00</b>

*\*Students may choose to purchase their textbooks elsewhere or at Atelier Esthétique Institute of Esthetics. Financial Aid students purchasing textbooks at Atelier Esthétique Institute of Esthetics may choose to have this cost covered by Financial Aid or pay cash for the purchase.*

**NEW YORK STATE REFUND POLICY**  
**ESTHETICS AND HYBRID ESTHETICS - 600 HOURS**

**AMOUNT OF TUITION CHARGED TO STUDENT**

**IN THE EVENT OF WITHDRAWAL DURING THE FOLLOWING WEEKS:**

<b>WEEK</b>	<b>FULL DAY SCHEDULE</b>	<b>PARTIAL DAY SCHEDULE</b>	<b>EVENING SCHEDULE</b>	<b>WEEKEND SCHEDULE</b>
1	\$0.00	\$0.00	\$0.00	\$0.00
2	\$1,278.75	\$852.50	\$639.38	\$511.50
3	\$2,557.50	\$1,705.00	\$1,278.76	\$1,023.00
4	\$3,836.25	\$2,557.50	\$1,918.13	\$1,534.50
5	\$5,115.00	\$3,410.00	\$2,557.50	\$2,046.00
6	\$5,115.00	\$3,410.00	\$2,557.50	\$2,046.00
7	\$5,115.00	\$3,410.00	\$2,557.50	\$2,046.00
8	\$5,115.00	\$3,410.00	\$2,557.50	\$2,046.00
9	\$6,393.75	\$4,262.50	\$3,196.89	\$2,557.50
10	\$7,672.50	\$5,115.00	\$3,836.26	\$3,069.00
11	\$8,951.25	\$5,967.50	\$4,475.63	\$3,580.50
12	\$10,230.00	\$6,820.00	\$5,115.00	\$4,092.00
13	\$10,230.00	\$6,820.00	\$5,115.00	\$4,092.00
14	\$10,230.00	\$6,820.00	\$5,115.00	\$4,092.00
15	\$10,230.00	\$6,820.00	\$5,115.00	\$4,092.00
16	\$10,230.00	\$6,820.00	\$5,115.00	\$4,092.00
17		\$7,672.50	\$5,754.41	\$4,603.50
18		\$8,525.00	\$6,393.78	\$5,115.00
19		\$9,377.50	\$7,033.15	\$5,626.50
20		\$10,230.00	\$7,672.52	\$6,138.00
21		\$10,230.00	\$7,672.52	\$6,138.00
22		\$10,230.00	\$7,672.52	\$6,138.00
23		\$10,230.00	\$7,672.52	\$6,138.00
24		\$10,230.00	\$7,672.52	\$6,138.00
25			\$8,311.89	\$6,649.50
26			\$8,951.26	\$7,161.00
27			\$9,590.63	\$7,672.50
28			\$10,230.00	\$8,184.00
29			\$10,230.00	\$8,184.00
30			\$10,230.00	\$8,184.00
31			\$10,230.00	\$8,184.00
32			\$10,230.00	\$8,184.00
33				\$8,695.50
34				\$9,207.00
35				\$9,718.50
36				\$10,230.00
37				\$10,230.00
38				\$10,230.00
39				\$10,230.00
40				\$10,230.00

**NEW YORK STATE REFUND POLICY**  
**ESTHETICS AND HYBRID ESTHETICS - 600 HOURS**

**AMOUNT OF LAB FEE CHARGED TO STUDENT**

**IN THE EVENT OF WITHDRAWAL DURING THE FOLLOWING WEEKS:**

<b>WEEK</b>	<b>FULL DAY SCHEDULE</b>	<b>PARTIAL DAY SCHEDULE</b>	<b>EVENING SCHEDULE</b>	<b>WEEKEND SCHEDULE</b>
1	\$0.00	\$0.00	\$0.00	\$0.00
2	\$93.75	\$62.50	\$46.87	\$37.50
3	\$187.50	\$125.00	\$93.75	\$75.00
4	\$281.25	\$187.50	\$140.82	\$112.50
5	\$375.00	\$250.00	\$187.50	\$150.00
6	\$375.00	\$250.00	\$187.50	\$150.00
7	\$375.00	\$250.00	\$187.50	\$150.00
8	\$375.00	\$250.00	\$187.50	\$150.00
9	\$468.75	\$312.50	\$234.37	\$187.50
10	\$562.50	\$375.00	\$281.24	\$225.00
11	\$656.25	\$437.50	\$328.11	\$262.50
12	\$750.00	\$500.00	\$375.00	\$300.00
13	\$750.00	\$500.00	\$375.00	\$300.00
14	\$750.00	\$500.00	\$375.00	\$300.00
15	\$750.00	\$500.00	\$375.00	\$300.00
16	\$750.00	\$500.00	\$375.00	\$300.00
17		\$562.50	\$421.87	\$337.50
18		\$625.00	\$468.74	\$375.00
19		\$687.50	\$515.61	\$412.50
20		\$750.00	\$562.50	\$450.00
21		\$750.00	\$562.50	\$450.00
22		\$750.00	\$562.50	\$450.00
23		\$750.00	\$562.50	\$450.00
24		\$750.00	\$562.50	\$450.00
25			\$609.37	\$487.50
26			\$656.24	\$525.00
27			\$703.11	\$562.50
28			\$750.00	\$600.00
29			\$750.00	\$600.00
30			\$750.00	\$600.00
31			\$750.00	\$600.00
32			\$750.00	\$600.00
33				\$637.50
34				\$675.00
35				\$712.50
36				\$750.00
37				\$750.00
38				\$750.00
39				\$750.00
40				\$750.00

**ADDENDUM D: MASTER ESTHETICS COURSE - START DATES AND  
GRADUATION DATES**

**The Master Esthetics Course start dates are TBA.**

**Please inquire about classes forming by  
contacting the Admissions Office.**

**ADDENDUM E: MASTER ESTHETICS COURSE**  
**EDUCATIONAL EXPENSES, PAYMENT PLAN AND NEW YORK REFUND POLICY**

**Educational Expenses:**

Registration Fee (non-refundable)	\$ 100.00
Educational Materials, Hand-Outs & Textbooks:	
Including 8.875% NY City sales tax	\$ 600.00
Milady's Standard Esthetics Textbook, 2019	
Milady's Standard Esthetics Workbook, 2019	
Milady's Standard Foundations Textbook, 2019	
Milady's Standard Foundations Workbook, 2019	
New York State Board Review Questions	
Milady's Standard Esthetics: Advanced Textbook, 2013	
Milady's Standard Esthetics: Advanced Workbook, 2013	
Milady's Standard Esthetics: Advanced Test Review, 2013	
Lab & Materials Fee	\$ 900.00
Tuition	<u>\$17,100.00</u>
Total Educational Expenses	\$18,700.00

*All classroom materials and supplies required for the Master Esthetics Course are included in the Lab & Materials Fee.*

**Payment Plans:** Payments may be made by cash, check, money order, credit card (Visa, MasterCard, AMEX or Discover) or bank wire transfer. Students may apply for Federal Financial Aid if they qualify for funding toward their educational expenses' balance.

Due upon Registration	\$ 700.00
<i>(Includes \$100 Registration Fee &amp; \$600 Books)</i>	
Payment #1 is due first day of class	\$3,000.00
Payment #2 is due at 150 scheduled hours	\$3,000.00
Payment #3 is due at 300 scheduled hours	\$3,000.00
Payment #4 is due at 450 scheduled hours	\$3,000.00
Payment #5 is due at 600 scheduled hours	\$3,000.00
Payment #6 is due at 750 scheduled hours	<u>\$3,000.00</u>
<b>Total Cost</b>	<b>\$18,700.00</b>

*\*Students may choose to purchase their textbooks elsewhere or at Atelier Esthétique Institute of Esthetics. Financial Aid students purchasing text books at Atelier Esthétique Institute of Esthetics may choose to have this cost covered by Financial Aid or pay cash for the purchase.*

**NEW YORK STATE REFUND POLICY**  
**MASTER ESTHETICS COURSE - 900 HOURS**  
**AMOUNT OF TUITION AND LAB FEE CHARGED TO STUDENT**  
**IN THE EVENT OF WITHDRAWAL DURING THE FOLLOWING WEEKS:**

<b>WEEK</b>	<b>TUITION</b>	<b>LAB FEE</b>	<b>TOTAL</b>
1	\$0.00	\$0.00	\$0.00
2	\$1,425.00	\$75.00	\$1,500.00
3	\$2,850.00	\$150.00	\$3,000.00
4	\$4,275.00	\$225.00	\$4,500.00
5	\$5,700.00	\$300.00	\$6,000.00
6	\$5,700.00	\$300.00	\$6,000.00
7	\$5,700.00	\$300.00	\$6,000.00
8	\$5,700.00	\$300.00	\$6,000.00
9	\$7,125.00	\$375.00	\$7,500.00
10	\$8,550.00	\$450.00	\$9,000.00
11	\$9,975.00	\$525.00	\$10,500.00
12	\$11,400.00	\$600.00	\$12,000.00
13	\$11,400.00	\$600.00	\$12,000.00
14	\$11,400.00	\$600.00	\$12,000.00
15	\$11,400.00	\$600.00	\$12,000.00
16	\$11,400.00	\$600.00	\$12,000.00
17	\$12,825.00	\$675.00	\$13,500.00
18	\$14,250.00	\$750.00	\$15,000.00
19	\$15,675.00	\$825.00	\$16,500.00
20	\$17,100.00	\$900.00	\$18,000.00
21	\$17,100.00	\$900.00	\$18,000.00
22	\$17,100.00	\$900.00	\$18,000.00
23	\$17,100.00	\$900.00	\$18,000.00
24	\$17,100.00	\$900.00	\$18,000.00

**ADDENDUM F: WAXING/SUPERFLUOUS HAIR REMOVAL**  
**START DATES AND GRADUATION DATES**

**Waxing/Superfluous Hair Removal start dates and graduation dates are arranged throughout the year, based on availability and demand.**

**Please inquire about the next class by contacting the Admissions Office.**

**ADDENDUM G: WAXING/SUPERFLUOUS HAIR REMOVAL**  
**EDUCATIONAL EXPENSES & NEW YORK REFUND POLICY**

**Educational Expenses:**

Registration Fee (non-refundable) ...	\$ 100.00
Educational Materials, Hand-Outs & Textbook: Milady's Hair Removal Techniques: A Comprehensive Manual Including 8.875% NY City Sales tax...	\$ 100.00
<u>Tuition...</u>	<u>\$2,300.00</u>
Total Cost ...	\$2,500.00

*(Payments may be made by cash, check, money order, credit card (VISA, MasterCard, AMEX or Discover) or bank wire transfer.)*

*\*Students may choose to purchase their textbooks elsewhere or at Atelier Esthétique Institute of Esthetics.*

**NEW YORK STATE REFUND POLICY**  
**WAXING/SUPERFLUOUS HAIR REMOVAL - 75 HOURS**

**AMOUNT OF TUITION CHARGED TO STUDENT  
IN THE EVENT OF WITHDRAWAL AS FOLLOWS:**

<b>DAY SCHEDULE PERCENTAGE COMPLETED</b>	<b>DAY SCHEDULE TUITION CHARGED</b>	<b>EVENING SCHEDULE WEEKS COMPLETED</b>	<b>EVENING SCHEDULE TUITION CHARGED</b>
0-15%	\$0.00	1	\$0.00
16-30%	\$575.00	2	\$766.00
31-45%	\$1,150.00	3	\$1,533.00
46-60%	\$1,725.00	4	\$2,300.00
60-100%	\$2,300.00		

**ADDENDUM H: ADVANCED COURSES**  
**START AND GRADUATION DATES, COURSE TITLES, DESCRIPTIONS, AND HOURS**

**Advanced Courses offered by  
Atelier Esthetique Institute of Esthetics are published on the  
school's website: [www.ae institute.net](http://www.ae institute.net).**

**Course offerings change each month - check back frequently for a  
complete listing, including titles, descriptions, dates and  
hours offered.**

**Please inquire by contacting the Admissions Office for more  
information and the latest availability.**

## **ADDENDUM I: SCHOOL HOLIDAYS AND CLOSURES - 2022**

*The following Holidays and Closure information apply to all students enrolled in the Esthetics, Esthetics Hybrid, Master Esthetics Course, Waxing/Superfluous Hair Removal, and Advanced Courses:*

The school will be closed on the following days:

Thursday Evening, December 23, 2021 through Sunday, January 2, 2022 School resumes on Monday, January 3, 2022.	<b>-Christmas-New Years</b>
Monday, January 17, 2022	<b>-Dr. M. L. King Day</b>
Monday, February 21, 2022	<b>-Presidents Day</b>
Sunday, April 17, 2022	<b>-Easter</b>
Saturday, May 28, 2022 through Monday, May 30, 2022 School Resumes on Tuesday, May 31, 2022	<b>- Memorial Day Weekend</b>
Monday, June 19, 2022	<b>- Freedom Day</b>
Saturday, July 2, 2022 to Friday, July 8, 2022 School Resumes on Saturday, July 9, 2022	<b>- Independence Day Week</b>
Saturday, September 3, 2022 through Monday, September 5, 2022 School Resumes on Tuesday, September 6, 2022	<b>- Labor Day Weekend</b>
Wednesday Evening, Nov. 23, 2022 through Sunday, Nov. 27, 2022 School Resumes on Monday, November 28, 2022.	<b>-Thanksgiving</b>
Thursday Evening, December 22, 2022 through Monday, January 2, 2023 School resumes on Tuesday, January 3, 2023.	<b>-Christmas-New Years</b>

*\*\*Please note – All of the above school closing dates are included in your school schedule and do not need to be made up. \*\**

All school closings due to inclement weather or other related emergencies are communicated to students through email and text messaging from the school's database. Announcements are also posted on the school's social media (Facebook and Instagram) and on the school's website at [www.ae institute.net](http://www.ae institute.net).

## **ADDENDUM J: SCHOOL PERFORMANCE DATA**

### **New York State - Occupational Education Data Survey (OEDS)**

#### **ENROLLMENT, COMPLETION RATE AND PLACEMENT INFORMATION**

July 1, 2020 – June 30, 2021

Course Name: Esthetics (600 Hours)

A.	Program Enrollment	Number
	Full-Time	178
	Part-Time	268
	Total	446
B.	Program Completion Rate	Number
	Enrolled	446
	Graduates	251
	Non-Completers	98
	Continuing Education	97
	Completion Rate	71.9%
C.	Placement of Program Completers	Number
	Number of Graduates	251
	Graduates Who Are:	Number
	1. Employed in Related Field	115
	2. Employed in Slightly Related Field	13
	3. Employed in Unrelated Field	18
	4. Seeking Employment	8
	5. Status Unknown	93
	6. Unavailable for Employment	4

Atelier Esthetique Institute of Esthetics offers placement assistance to graduates and makes every effort to assist them in their job search. Job placement; however, cannot be guaranteed. Updated listings of available positions are posted for graduates on the school's Alumni Facebook page.

Program completion data for New York State is calculated based on all certificate-seeking students who are enrolled at the institution between July 1 and June 30 and are reported the following year. The two most recent years are published in the school catalog. For information please reference:

<https://eservices.nysed.gov/bpss/bpsspublic/BPSSPublicSearch.do>

## ENROLLMENT, COMPLETION RATE AND PLACEMENT INFORMATION

July 1, 2019 – June 30, 2020

Course Name: Esthetics (600 Hours)

A.	Program Enrollment	Number
	Full-Time	108
	Part-Time	162
	Total	270
B.	Program Completion Rate	Number
	Enrolled	270
	Graduates	141
	Non-Completers	74
	Continuing Education	146
	Completion Rate	79%
C.	Placement of Program Completers	Number
	Number of Graduates	141
	Graduates Who Are:	Number
	1. Employed in Related Field	83
	2. Employed in Slightly Related Field	0
	3. Employed in Unrelated Field	7
	4. In Military	0
	5. Seeking Employment	4
	6. Pursuing Additional Education	0
	7. Unavailable for Employment	10
	8. Status Unknown	37

Atelier Esthetique Institute of Esthetics offers placement assistance to graduates and makes every effort to assist them in their job search. Job placement; however, cannot be guaranteed. Updated listings of available positions are posted for graduates on the school's Alumni Facebook page.

## ENROLLMENT, COMPLETION RATE AND PLACEMENT INFORMATION

**There were no enrollment figures to report for the Esthetics Hybrid, Master Esthetics Course or Waxing/Superfluous Hair Removal for the following periods:**

**July 1, 2019 to June 30, 2020**

**And**

**July 1, 2020 to June 30, 2021**

**ADDENDUM K: SCHOOL PERFORMANCE DATA**  
**National Accrediting Commission of Career Arts & Sciences (NACCAS) Annual Report**

## 2020 NACCAS ANNUAL REPORT SUMMARY

<b>2020 NACCAS Enrollment Related Information - Esthetics</b>		Graduation Rate	78.00%
Item 1 - Number of students scheduled to graduate	250	Placement Rate	64.42%
Item 2 - Number of students from Item 1 who actually graduated as of submission of Annual Report	195	Licensure Rate	83.22%
Item 3 - Number of students from Item 2 who are eligible for employment	195		
Item 4 - Number of eligible individuals (from Item 3) employed in a field for which training prepared them	126		
Item 5 - Number of individuals from Item 2 who took all portions of their licensing exam	149		
Item 6 - Number of individuals (from Item 5) who passed all portions of licensing exam	124		
Item 7 - Length of longest NACCAS approved program taught in 2020 (P/T or F/T) in weeks	40		

Program completion data for NACCAS is calculated based on all certificate-seeking students who are scheduled to complete their courses at the institution between January 1 to December 31 and is reported the following year. All certificate-seeking students enrolled for 12 or more hours weekly, and enrolled for 15 or more days, are counted to determine the reference group for NACCAS data. For information please reference:

<https://www.naccas.org/accredited-school-search>

**ADDENDUM L: SCHOOL PERFORMANCE DATA**  
**IPEDS – COLLEGE NAVIGATOR**

Program completion data for the Integrated Postsecondary Data System (IPEDS) used in the College Navigator is calculated based on certificate-seeking, first-time, full-time students who entered the institution between September 1 to August 31 and reported the following year. All certificate-seeking, first-time, full-time students enrolled for 24 or more hours weekly and enrolled for 15 or more days are counted to determine the reference group for the College Navigator database.

Disclosures of enrollment statistics by federal demographic requirements are also reported in the College Navigator:

For information please reference:

<https://nces.ed.gov/collegenavigator/?q=atelier+esthetique&s=all&id=461768>

## **ADDENDUM M: WHAT YOU SHOULD KNOW ABOUT LICENSED PRIVATE SCHOOLS IN NEW YORK STATE**

### ***Information for Students***

#### **Disclosure Pamphlet**

Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school.

#### **What You Should Know about Licensed Private Schools in New York State**

##### **What is the purpose of this pamphlet?**

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Trade schools which are licensed by the New York State Education Department and business schools which are registered by this Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help ensure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department every three years, thereby helping to ensure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected. The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help ensure that a quality educational program is provided to you.

##### **Who can file a complaint?**

If you are or were a student or an employee of a Licensed Private or Registered Business School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

##### **What can a student or employee complain about?**

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school

license or registration, school and student records, and private school agents.

### **How can a complaint be filed by a student or employee?**

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

### ***The steps you must take to file a complaint with the New York State Education Department are:***

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. ***You must file a complaint within two years after the alleged illegal conduct took place.*** The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

### **What is the Tuition Reimbursement Fund?**

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

### **What is the tuition refund and cancellation policy?**

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

### **What should students know about "private school agents?"**

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

### **What should students know about "grants and guaranteed student loans"?**

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government). Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours--the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you. It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans. Read and understand all the information and applications for financial aid grants and loans before signing.

### **Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?**

#### ***Contact the New York State Education Department at:***

New York State Education Department 116 West 32nd Street, 5th Floor New York, New York 10001 Attention: Bureau of Proprietary School Supervision (212) 643-4760

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Schools and Registered Business Schools/Computer Training Facilities.

## **ADDENDUM N: FINANCIAL AID POLICY AND PROCEDURES**

For general information regarding Federal Financial Aid, students are referred to the following web-site: <http://studentaid.ed.gov/PORTALSWebApp/students/english/index.jsp>

### **1. INSTITUTIONAL ELIGIBILITY**

Atelier Esthétique Institute of Esthetics is licensed as a "Licensed Private School" by the New York State Education Department; nationally Accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS), School #042125-00; and is approved by the U.S. Department of Education to offer Title IV funding under OPEID# 041787-00.

### **2. FINANCIAL AID OFFICE LOCATION, HOURS, PERSONNEL**

226 West 26<sup>th</sup> Street, 7<sup>th</sup> Floor  
New York, NY 10001  
Monday through Friday and alternate Saturdays  
10:00 AM – 6:00 PM, Tuesdays until 7:00 PM, or by appointment  
Mr. Kevin Torres, Financial Aid Administrator

Consumer questions regarding Financial Assistance should be addressed to the Financial Aid Administrator.

### **3. FINANCIAL AID ADMINISTRATION**

#### **Financial Aid Office**

Student Financial Aid Advisement, Assistance with completion of the FAFSA, Entrance Counseling, Signing of the MPN, Exit Counseling are all responsibilities of the Financial Aid Office.

#### **Responsibilities of Institutional Offices & Separation of Duties**

Ensuring the completion of Verification, Financial Aid Packaging, and requesting of authorized funds is the responsibility of the Financial Aid Office. Receipt and crediting of funds is the responsibility of the Finance Office. Two accounts are maintained to draw funds for the students, a Federal Pell Account and a Federal Direct Loan Account.

#### **Records**

Financial Aid records are maintained in the Financial Aid Office. ISIRS, Verification Documents, and Award Documents for each student are maintained in their student record.

#### **Reviews**

Processes for the Financial Aid Office are reviewed by the School Director and Financial Aid Advisor in conjunction with the school's Third-Party Servicer on a regular basis.

The Finance Office reconciles all Financial Records with the assistance of the School Accountant and the school's Third-Party Servicer.

### **4. THIRD-PARTY SERVICER**

#### **FAT\$TAF, Inc. - Third Party Servicing**

333 University Avenue, Suite 200  
Sacramento, CA 95825  
Phone: 866-927-2055

## **5. GENERAL TITLE IV STUDENT ELIGIBILITY REQUIREMENTS**

Federal Financial Aid is available for qualified students who are enrolled in eligible programs. Atelier Esthétique Institute of Esthetics highly recommends that all students take advantage of any federal aid for which they may be eligible. To apply, complete a free FAFSA application online [www.fafsa.ed.gov](http://www.fafsa.ed.gov). For many students, federal financial aid only offsets a portion of their educational expenses. Applying for financial aid is a multi-step process. The kind of aid a student can receive will be dependent upon several factors, including, but not limited to: the program a student is pursuing, the student's income, and any contributions from the student's family. The Financial Aid Office can explain the types of aid available, offer advice regarding the advantages of different programs, and instruct prospective students on how to apply, in order to help find a financing option that is best suited for each student.

### **Financial Aid Applications**

Financial Aid Applications may be completed at : [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students who do not have access to the web may ask for assistance from the Financial Aid Office and complete the FAFSA in school. Students are encouraged to apply early to ensure Financial Aid is completed in a timely manner, to have aid available by the beginning of class. Students may be excluded from a class if the Financial Aid process is not complete

## **6. FINANCIAL AID PROGRAM PARTICIPATION**

**Atelier Esthétique Institute of Esthetics is approved to participate in the following programs.**

### **Federal Pell Grant (PELL)**

Pell grants are the foundation of federal student financial assistance to which aid from other federal and nonfederal sources might be added. These grants are generally awarded to undergraduate students and the award amounts can change yearly. Unlike loans, grants are not repaid unless, for example, you withdraw from school prior to the planned program completion date. All federal grants are awarded to students with financial need. The amount of your Federal Pell Grant depends on your cost of attendance, expected family contribution, enrollment status (course length) and whether you attend for a full academic year or less. For more information, visit: <https://studentaid.gov/understand-aid/types/grants/pell>

### **William D. Ford Federal Direct Loan Program**

Student loans, unlike grants, are borrowed money (monies) that must be repaid with interest. Loans made through this program are referred to as Direct Loans. Eligible students and parents borrow directly from the U.S. Department of Education. For more information visit <https://studentaid.gov/help-center/answers/article/federal-direct-loan-program>. There are three types of loans in the program:

**Subsidized Stafford Loan** -- A student can borrow this type of loan to cover some or all of their school expenses. The U.S. Department of Education pays the interest (4.99% for the 2022-2023 school year) while you're in school at least half-time and for the first six months after you leave school (grace period). The amount of the loan cannot exceed a student's financial need. For more information visit <https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized>

**Unsubsidized Stafford Loan** -- A student can borrow this type of loan to cover some or all of their school expenses. The U.S. Department does not pay interest on subsidized loans. A student is responsible for paying the interest that accrues on the loan from the time the loan is disbursed until it is paid in full. The fixed interest rate is 4.99% for the 2022-2023 year and can be paid while attending school, during a period of deferment or forbearance, or it can be accrued and the interest added to the principal amount of the loan. For more information visit

<https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized>

**PLUS Loans** -- Parents of dependent students can borrow from the PLUS Loan program. The terms and conditions of this type of loan include a requirement that the applicant must not have an adverse credit history. The repayment period will begin on the date of the last disbursement of the loan and there will be a fixed interest rate of 7.54% for 2022-2023 year. For more information visit <https://studentaid.gov/understand-aid/types/loans/plus/parent>.

All students participating in the **William D. Ford Federal Direct Loan Program** must complete Entrance and Exit Counseling regarding the responsibilities of obtaining an educational loan and repaying the loan, at [www.studentloans.gov](http://www.studentloans.gov)

Entrance Counseling: <https://studentaid.gov/help-center/answers/article/entrance-counseling>. The school provides notification of student borrower loans to the National Student Loan Data System and be accessible to guaranty agencies, eligible lenders, and eligible institutions.

Requirement for Exit Counseling: <https://studentaid.gov/help-center/answers/article/do-i-have-to-complete-exit-counseling>

Exit Counseling: <https://studentaid.gov/help-center/answers/article/exit-counseling>

Loan Repayment: <https://studentaid.gov/loan-simulator/>

Income Driven Student Loan Repayment: <https://studentaid.gov/help-center/answers/article/how-to-apply-for-idr-plan>

### **Veteran's Education Benefits**

Atelier Esthetique Institute of Esthetics is approved for Veteran's Educational Benefits for veterans, eligible dependents of deceased or disabled veterans and active status National Guard and Reserve personnel. Any student interested in this type of benefit must verify with the school representative that the school is eligible for benefits. For more information visit: <https://www.va.gov/education>.

Financial Aid is available for those who qualify and the student is subject to the applicable terms of the scholarships, loans or grants for which they applied.

## **7. VERIFICATION**

### **Selection of Applicants to be Verified**

Applicants are verified as required by CPS on the ISIR results.

### **Acceptable Documentation & Forms**

A student completes the verification worksheets and attaches the appropriate tax forms or alternative document(s). Atelier uses the standard Verification Documents prescribed by the Dept. of Education.

#### Data Elements to be Verified

Household size, number enrolled in college, adjusted gross income (AGI), U.S. income tax paid, and certain untaxed income and benefits. In addition to verifying these required items for CPS-selected students, Atelier or the US Department of Education may choose to verify any other application items, which may reflect a conflict of information.

#### Timeline

Documents requested from the student or parent for Verification must be provided within 10 business days of the request from the Financial Aid Office. Failure to provide the documents requested for Verification may result in not receiving Financial Aid and/or interruption of the student's education.

#### Student Notification of Verification Changes

Any change of Award after this letter, due to Verification or other issues will be communicated to the student in writing, within three days of notification to the school. Any overpayment due to student or school misinformation will be referred to the Dept. of Education.

### **8. AWARD PACKAGE NOTIFICATION**

An estimate of Financial Aid may be given to a student, after the student has Applied for Admission and been accepted. This estimate is subject to change, depending on additional information or verification. All students receive written notification of an Award Package. Students must accept or reject any Grant or Loan awarded in writing. Students may also decline a loan or any portion thereof.

Financial Aid is distributed in two disbursements. The first disbursement may be made as soon as the 2<sup>nd</sup> week of class or later. The second disbursement may be made after the student completes the first half of the course in Satisfactory Academic Progress.

### **9. NOTIFICATION OF POSTING AND DISBURSEMENTS OF DIRECT LOAN AMOUNTS**

Students will be notified, within 3 days, in writing of amounts credited to a student account from a Direct Loan, with the provision that the student may cancel the loan, within 14 days, by contacting the Financial Aid Office and signing the appropriate document.

### **10. PROFESSIONAL JUDGMENT**

Students requesting consideration for changed financial or personal issues affecting Financial Aid will be asked to provide documentation of reason for any change requiring Professional Judgment.

### **11. RETURN OF TITLE IV FUNDS POLICY**

- The U.S. Department of Education has established the Return of Title IV Funds (R2T4)
- Policy to determine the amount of federal student aid earned when a student withdraws prior to completing his or her program. The R2T4 policy applies to Title IV recipients. It includes Title IV aid that was disbursed, or aid that could have been disbursed, during the payment period.
- If a Title IV Funds recipient withdraws during a payment period, the amount of Title IV assistance that the student has earned up to that point is determined on a pro-rata basis, through 60 percent of the payment period. The percentage of Title IV Aid earned is determined by dividing the number of clock hours scheduled for completion during the payment period as of the date of withdrawal, by the total number of clock hours in the payment period. Once a student has completed more than 60 percent of the payment period, he or she has earned

all of the Title IV funds due for the payment period. For example, if students complete 30 percent of the payment period, they have earned 30 percent of the assistance they were originally scheduled to receive in that payment period.

- Students who withdraw prior to receiving their federal funds may be entitled to a post withdrawal disbursement. In order to qualify, these students must meet current required conditions for a late disbursement within the allotted eligibility period.
- If it is determined that a student owes a repayment of grants to the U.S. Department of Education, that student will receive a letter notifying him or her of this debt within 30 days after determination of the withdrawal. The student has 45 days to respond to the notice that he or she owes an overpayment. The student must either repay the amount in full to the school or make satisfactory payment arrangements with the Department of Education to repay the amount. If the student fails to respond within the 45-day time frame, fails to repay the overpayment or fails to make payment arrangements, that student will lose his or her eligibility to receive future federal financial aid at any institution.
- Atelier Esthétique Institute of Esthetics will return unearned Title IV funds no later than 45 days from the date of determination that the student has withdrawn. Funds will be returned in the following order:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Unsubsidized Direct Stafford Loan
- Subsidized Direct Stafford Loan
- Federal PLUS Loan
- Direct PLUS Loan
- Federal Pell Grant

## **12. RE-ENTRY & RE-ADMISSION**

A student who re-enters the same course of study within 180 days of their last date of attendance, and received Title IV funding, will have their tuition charges and financial aid re-instated.

Students who apply for re-admission beyond 180 days of their last date of attendance will have their academic record reviewed to determine what (if any) course hours completed may be applied to the new course. The student will be responsible for the current and prevailing tuition rate for all hours required to complete the new course. In addition, the student will need to re-apply for Title IV financial aid toward the new course tuition charges. Any prior tuition balance must be paid in full by the student prior to re-enrollment. Financial Aid funding for the new course does not cover prior tuition balances.

## **13. TITLE IV LOAN COUNSELING**

Entrance Counseling

To be completed prior to student receiving first Direct Loan disbursement.

Exit Counseling

To be completed after the first half of the course and prior to graduation. Students are referred to: <https://studentloans.gov> to complete Entrance Counseling and Exit Counseling. Students may not receive their first Direct Loan disbursement prior to completing Entrance Counseling. Students may not graduate without completing Exit Counseling. Students receive follow-up e-mails from Atelier reminding them to complete Exit Counseling and plan for repayment.

Students who withdraw from school prior to completing their course of study receive letters advising them of procedures to follow to complete Exit Counseling and to successfully repay their loan obligation.

9. **COST OF ATTENDANCE**

**Cost of Attendance - Cost of Living (2022-2023)**

<b>DEPENDENT (Lives with Parent)</b>	<b>Room &amp; Board</b>	<b>Personal</b>	<b>Transportation</b>	<b>Total</b>
<i>Esthetics &amp; Esthetics Hybrid - 600 Hours</i>				
Day 4 Months	\$3,976	\$2,176	\$1,352	\$7,504
Partial Day 6 Months	\$5,964	\$3,264	\$2,028	\$11,256
Evening 8 Months	\$7,952	\$4,352	\$2,704	\$15,008
Weekend 10 Months	\$9,940	\$5,440	\$3,380	\$18,760
<i>Master Esthetics Course - 900 Hours</i>				
Day 6 Months	\$5,964	\$3,264	\$2,028	\$11,256

<b>INDEPENDENT (Does Not Live with Parent)</b>	<b>Room &amp; Board</b>	<b>Personal</b>	<b>Transportation</b>	<b>Total</b>
<i>Esthetics &amp; Esthetics Hybrid - 600 Hours</i>				
Day 4 Months	\$5,940	\$3,248	\$2,016	\$11,204
Partial Day 6 Months	\$8,910	\$4,872	\$3,024	\$16,806
Evening 8 Months	\$11,880	\$6,496	\$4,032	\$22,408
Weekend 10 Months	\$14,850	\$8,120	\$5,040	\$28,010
<i>Master Esthetics Course - 900 Hours</i>				
Day 6 Months	\$8,910	\$4,872	\$3,024	\$16,806

**Cost of Attendance - Educational Expenses + Cost of Living (2022-2023)**

<b>DEPENDENT (Lives with Parent)</b>	<b>Educational Expenses</b>	<b>Cost of Living</b>	<b>Total</b>
<i>Esthetics &amp; Esthetics Hybrid - 600 Hours</i>			
Day 4 Months	\$11,380	\$7,504	\$18,884
Partial Day 6 Months	\$11,380	\$11,256	\$22,636
Evening 8 Months	\$11,380	\$15,008	\$26,388
Weekend 10 Months	\$11,380	\$18,760	\$30,140
<i>Master Esthetics Course - 900 Hours</i>			
Day 6 Months	\$18,700	\$11,256	\$29,956

<b>INDEPENDENT (Does Not Live with Parent)</b>	<b>Educational Expenses</b>	<b>Cost of Living</b>	<b>Total</b>
<i>Esthetics &amp; Esthetics Hybrid - 600 Hours</i>			
Day 4 Months	\$11,380	\$11,204	\$22,584
Partial Day 6 Months	\$11,380	\$16,806	\$28,186
Evening 8 Months	\$11,380	\$22,408	\$33,788
Weekend 10 Months	\$11,380	\$28,010	\$39,390
<i>Master Esthetics Course - 900 Hours</i>			
Day 6 Months	\$18,700	\$16,806	\$35,506

## **15. INFORMATION SHARING & THE FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT**

### **POLICY FOR SAFEGUARDING CUSTOMER INFORMATION**

Definitions: Customers are students who apply to attend Atelier Esthétique Institute of Esthetics. and apply for grants or loans under Title IV of the Higher Education Act of 1965, as amended, to finance their education.

Nonpublic personal information is information which is not publicly available on:

- Your name, address, and social security number.
- Name of your financial institution, account number.
- Information provided on your application to enroll in Atelier Esthétique Institute of Esthetics.
- Information provided on your application for a grant or loan.
- Information provided on a consumer report.
- Information obtained from a web site.

Atelier Esthétique Institute of Esthetics is committed to implementing a comprehensive information security program, consonant with the size and complexity of this institution and the nature of its educational activities, to maintain and safeguard your nonpublic personal information against damage or loss. The policy covers all student records in whatever format: hard copy, electronic.

The Director shall be responsible to coordinate the school's information security program. The coordinator shall, at least once every three years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operation including:

- Employee training and management.
- Network and software design, information processing, storage, transmission and disposal.
- Ways to detect, prevent, and respond to attacks, intrusions or other systems failures.

The Director shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records of students shall be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA), other federal and state law, and accreditation requirements.

### **STUDENT RECORDS**

FERPA is a federal law designed to protect the privacy of educational records, to establish a student's rights to inspect and review his or her educational records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

In accordance with FERPA guidelines,

- Students may request to review their record. The request must be in writing and given to the School Director. Such request will be honored, within two business days, by scheduling an appointment during the school's normal business hours.
- Student records or information regarding an individual student can only be released on the written request of the student, or in the case of a dependent minor, by the written request of parent or guardian or to governmental agencies, or courts with the service of legal notice to Atelier Esthétique Institute of Esthetics. Accrediting agencies and the U.S. Department of Education may access student records during the normal course of their business.

## **16. Campus Security and Crime Log**

This data is collected as required by the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* and the *Higher Education Opportunity Act*.

### **Atelier Esthetique Institute of Esthetics Campus Security Information**

Public Law 102-26 (Jeanne Clery Act) requires that schools disclose security procedures and crime statistics to prospective and enrolled students. The following information and data refer to the 226 West 26<sup>th</sup> Street, 7<sup>th</sup> Floor, New York, NY 10001 campus of Atelier Esthetique Institute of Esthetics.

#### **Reporting a crime**

The School Director serves as the campus security coordinator. All reports related to campus crimes, drug/alcohol offenses and sexual harassment should be directed to the School Director's office at (212) 725-6130 or [ChiefOperations@aeinstitute.net](mailto:ChiefOperations@aeinstitute.net).

#### **Community resources**

The following agencies and community resources may be contacted in relation to criminal activity, victim's services, domestic abuse, drug and alcohol treatment and other issues:

**Emergency assistance:** 911

**Mayor's Office Help line:** 311

**Victims/Witness Hotline:** (800) 242-0804 or (212) 577-7777

**Child Abuse and Neglect Hotline:** (800) 422-4453

**Domestic Violence Hotline:** (800) 572-7233

**Sixth Precinct NYPD:** (212) 741-4811

**Mayor's office to Combat Domestic Violence:** (800) 621-HOPE

**Rape and Sexual Assault Hotline:** (212) 227-3000

**New York City:** [www.nyc.gov](http://www.nyc.gov)

**Legal Assistance:** [www.lawhelp.org](http://www.lawhelp.org)

**Domestic Abuse Resources:** <http://www.nyc.gov/html/ocdv/html/services/children.shtml>

#### **Sex offender registries**

To locate sex offenders in New York State communities, visit the New York State Division of Criminal Justice Services at <http://criminaljustice.state.ny.us/nsor/>

#### **Campus crime statistics**

Required Clery Act reporting statistics for the three most recent reporting years can be found on pages 69-70.

<b>Atelier Esthetique Institute of Esthetics Campus Crime &amp; Security Statistics</b>			
<b>Criminal Offenses – On Campus</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses – forcible	0	0	0
d. Rape	0	0	0
e. Fondling	0	0	0
f. Sex offenses – non-forcible	0	0	0
g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	0	0
j. Aggravated Assault	0	0	0
k. Burglary	0	0	0
l. Motor vehicle theft	0	0	0
m. Arson	0	0	0
<b>Criminal Offenses – Public Property</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses – forcible	0	0	0
d. Rape	0	0	0
e. Fondling	0	0	0
f. Sex offenses – non-forcible	0	0	0
g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	0	0
j. Aggravated Assault	0	0	0
k. Burglary	0	0	0
l. Motor vehicle theft	0	0	0
m. Arson	0	0	0
<b>Hate Crimes – On-Campus</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
a. Murder/non-negligent manslaughter	0	0	0
b. Rape	0	0	0
c. Fondling	0	0	0
d. Incest	0	0	0
e. Statutory rape	0	0	0
f. Robbery	0	0	0
g. Aggravated assault	0	0	0
h. Burglary	0	0	0
i. Motor vehicle theft	0	0	0
j. Arson	0	0	0
k. Simple assault	0	0	0
l. Larceny-theft	0	0	0
m. Intimidation	0	0	0
n. Destruction/damage/vandalism of property	0	0	0
Note: Hate Crimes include those related to national origin, ethnicity, disability, gender identity, gender, sexual orientation, religion or race.			
<b>Hate Crimes – Public Property</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>

a. Murder/non-negligent manslaughter	0	0	0
b. Rape	0	0	0
c. Fondling	0	0	0
d. Incest	0	0	0
e. Statutory rape	0	0	0
f. Robbery	0	0	0
g. Aggravated assault	0	0	0
h. Burglary	0	0	0
i. Motor vehicle theft	0	0	0
j. Arson	0	0	0
k. Simple assault	0	0	0
l. Larceny-theft	0	0	0
m. Intimidation	0	0	0
n. Destruction/damage/vandalism of property	0	0	0
Note: Hate Crimes include those related to national origin, ethnicity, disability, gender identity, gender, Sexual orientation, religion or race.			
VAWA Offenses – On-Campus	2019	2020	2021
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0
VAWA Offenses – Public Property	2019	2020	2021
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0
Arrests – On-Campus	2019	2020	2021
a. Weapons – carrying, possession	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
Arrests – Public Property	2019	2020	2021
a. Weapons – carrying, possession	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
Disciplinary Actions – On-Campus	2019	2020	2021
a. Weapons – carrying, possession	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
Disciplinary Actions – Public Property	2019	2020	2021
a. Weapons – carrying, possession	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
Unfounded Crimes	2019	2020	2021
a. Total unfounded crimes	0	0	0

\*All statistics for Public Property have not been verified, due to lack of local documentation of these statistics.

## 17. DRUG AND ALCOHOL POLICY

Students and staff are required to acknowledge receipt of the following policy (copy maintained in student/personnel files):

### **DRUG AND ALCOHOL ABUSE PREVENTION POLICY**

#### Standards of Conduct

The Drug and Alcohol Abuse Prevention Policy applies to all students and employees.

The unlawful possession, use, or distribution of illicit drugs and alcohol are strictly prohibited at this institution. Students or employees not complying with this standard will be subject to institutional sanctions.

The prohibitions for use, possession and distribution of illegal drugs or alcohol apply to all persons on school property and as part of any school activity.

#### Institutional Sanctions

Students and Employees found using, distributing, or possessing illicit drugs and alcohol will subject to immediate dismissal/termination of employment from the school.

The institution will notify the student or employee in writing if the institution becomes aware of any violation of this policy. The student and or employee may request a formal hearing after receiving said notice. The School Director and designee will comprise the hearing board. If the student or employee fails to request a hearing within three business days, then immediate termination will take place. If a student or employee requests a hearing, the board will notify the student/ employee as the date of the hearing will take place. The student/employee has as the right to be represented by legal counsel for this purpose. The hearing board will take testimony from all individuals involved in the case. The institution's administration will then be notified of the board's decision. In all cases the hearing board's decision will be final. The School Director will then notify the student/employee of the board's decision. If the student/ employee is found to have violated the institution's Drug and Alcohol Abuse Prevention Policy, then immediate termination from school or employment will take place.

#### ***Drug and Alcohol Counseling/ Treatment Availability***

##### **Narcotics Anonymous**

[www.newyorkna.org](http://www.newyorkna.org) (212) 929-6262

##### **Alcoholics Anonymous**

[www.nyintergroup.org](http://www.nyintergroup.org) (212) 870-3400

46<sup>th</sup> Street Clubhouse, 252 West 46<sup>th</sup> Street, New York, NY 10036  
(646) 490-8668

##### **Alcoholics & Narcotics Helpline 24 Hours**

1-888-NYC-WELL (1-888-692-9355)

#### **Signature/ Certification**

I certify that I have read and understand the school's Drug and Alcohol Policy.

---

Name

---

Date

## **18. FINANCIAL AID CODE OF CONDUCT:**

### **The Staff and Administration of Atelier Esthétique Institute of Esthetics:**

- Does not solicit or accept anything of value from any lender, in exchange for any advantage sought by the lender to make private loans to students enrolled at the school.
- Prohibits employees of the Financial Aid or Business Office or any employee who has responsibilities with federal or private student loans to accept gifts worth more than \$10.00 from a lender. This includes gratuity, favor, discount, entertainment, or hospitality.
- Prohibits employees of the Financial Aid or Business Office or any employee who has responsibilities with federal or private student loans to enter into a consulting arrangement or contract with a lender, guarantee agency, or servicer with a lender to provide services relating to educational loans.
- Prohibits employees, representatives, or agents of lenders from providing staffing services to the Financial Aid or Business Office.
- Prohibits employees, representatives, or agents of a lender for representing themselves as employees of Atelier Esthétique Institute of Esthetics, to students or parents.
- Requires employees of Atelier Esthétique Institute of Esthetics to obtain permission from the School Director to serve on the advisory board of a lending institution or accepting any payment for expenses for serving on a board.
- Does not accept revenue sharing between Atelier Esthétique Institute of Esthetics, and lenders, servicers, or guaranty agencies.
- Prohibits conflicts of interest between Atelier Esthétique Institute of Esthetics employees and lenders, servicers, or guaranty agencies.

Please contact the Financial Aid Officer if you have any questions.

## **ADDENDUM O: EMPLOYMENT DISCLOSURE**

Listed below is the information available on the school's graduate employment statistics as reported to New York State, the National Accrediting Commission of Career Arts & Sciences and the federal College Navigator.

Please see Addendum J on page 58 of the school catalog for employment information reported to New York State.

Please see Addendum K on page 60 of the school catalog for employment information reported to NACCAS.

Please visit the following link to the College Navigator:

<https://nces.ed.gov/collegenavigator/?q=atelier+esthetique&s=all&id=461768>

### **O\*NET-SOC Description**

#### **Skin Care Specialist-39-5094.00**

Provide skin care treatments to face and body to enhance an individual's appearance.

#### **Sample of Reported Job Titles**

Esthetician, Aesthetician, Skin Care Specialist, Skin Care Therapist, Spa Technician, Facial Specialist, Medical Esthetician, Nurse Esthetician, and Skin Care Technician

#### **SOC Occupation Group**

39-0000	<a href="#"><u>Personal Care and Service Occupations</u></a>
39-5000	<a href="#"><u>Personal Appearance Workers</u></a>
39-5090	<a href="#"><u>Miscellaneous Personal Appearance Workers</u></a>
39-5094	<a href="#"><u>Skin Care Specialists</u></a>

#### **Related Occupations**

No information available.

#### **Sample Tasks**

- Apply chemical peels to reduce fine lines and age spots.
- Cleanse clients' skin with water, creams, or lotions.
- Collaborate with plastic surgeons and dermatologists to provide patients with preoperative and postoperative skin care.
- Demonstrate how to clean and care for skin properly and recommend skin-care regimens.
- Determine which products or colors will improve clients' skin quality and appearance.
- Examine clients' skin, using magnifying lamps or visors, when necessary, to evaluate skin condition and appearance.
- Keep records of client needs and preferences and the services provided.
- Perform simple extractions to remove blackheads.
- Provide facial massage and body product application.
- Refer clients to medical personnel for treatment of serious skin problems.

- Remove body and facial hair by applying wax.
- Select and apply cosmetic products such as creams, lotions, and tonics.
- Sell make-up to clients.
- Sanitize equipment and clean work areas.
- Treat the facial skin to maintain and improve its appearance, using specialized techniques and products, such as peels and masks.

### **Detailed Work Activities**

- Clean rooms or work areas
- Collect payment
- Inventory stock to ensure adequate supplies
- Maintain appointment calendar
- Maintain customer records
- Order or purchase supplies, materials, or equipment
- Provide customer service
- Schedule meetings or appointments
- Sell merchandise
- Use esthetic instruments
- Maintain health and sanitation standards

## **ADDENDUM O: U.S. VETERAN STUDENTS**

GI Bill benefits help Veterans and their spouse and children pay for college, graduate school, and training programs. To learn more about GI Bill benefits, how to qualify and apply, visit:

<https://www.va.gov/education>

You can also apply:

By mail

Call **888-442-4551**, Monday through Friday, 8:00 a.m. to 7:00 p.m. ET, to request an application. Fill it out and mail it to the VA regional claims processing office that's in the same area as your school.

[www.benefits.va.gov/gibill/regional\\_processing.asp](http://www.benefits.va.gov/gibill/regional_processing.asp)

In person

Go to a VA regional office and have a VA employee

[www.va.gov/find-locations/?facilityType=benefits](http://www.va.gov/find-locations/?facilityType=benefits)

With the help of a trained professional you can work with an individual accredited representative to get help applying for education benefits.

[www.va.gov/disability/get-help-filing-claim/](http://www.va.gov/disability/get-help-filing-claim/)

VA Benefits at Atelier Esthetique Institute of Esthetics:

Contact the School Director and/or Financial Aid Administrator for assistance.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

## **ADDENDUM P: MASK WEARING & ILLNESS POLICY**

*Effective June 22, 2022*

The wearing of facial masks on campus is optional and is based on the comfort level of each individual, with the following exceptions:

- Masks are **required** to be worn by individuals **while performing facial and body procedures** on others in a classroom lab setting.
- Masks are **required** to be worn by individuals at **ALL TIMES in the school's Clinic during public appointment hours**.
- Individuals with allergies (sneezing, coughing) are **strongly advised** to wear a mask for the comfort and well-being of others.

Individuals with common cold or flu-like symptoms should stay home.

Individuals who test positive for COVID-19 are **required to stay home and quarantine** until they obtain a negative test result. Students must inform their instructor and the Director of Education immediately upon testing positive for COVID-19.

As a reminder, any student absences from class, regardless of reason, must be made up. A student may apply for a Leave of Absence due to any extended time away from school due to medical reasons. Please see the official Leave of Absence policy on page 26 in the School Catalog.

## **ADDENDUM Q: TEMPORARY DISTANCE EDUCATION**

### **TEMPORARY DISTANCE EDUCATION**

Atelier Esthetique Institute of Esthetics has been given approval by the Bureau of Proprietary School Supervision, New York State Education Department and the National Accrediting Commission of Career Arts & Sciences (NACCAS) to temporarily offer portions of its Esthetics course online via Distance Education during the COVID-19 pandemic.

Students who enroll in the Esthetics course (Day, Partial Day, Evening or Weekend schedules) will have the theory (lecture) portion of the course (240 hours) taught online via distance education. The hands-on or practical portion of the course (360 hours) will be taught live in person at the school.

*(A separate distance learning disclosure will be provided to the student prior to enrollment.)*

New York State Education Department Temporary Distance Education approval will be ending on December 31, 2022. Students enrolled in the Esthetics course who wish to continue to attend theory classes via distance education beyond December 31, 2022 will be required need to transition to the Esthetics Hybrid course by signing an enrollment agreement. Otherwise, students will be expected to attend all classes (both theory and practical) fully on-campus.