# DALLAS SKIN INSTITUTE

PATSY CHARLES CONNECT

# SCHOOL CATALOG

# 2027

**EFFECTIVE NOVEMBER 1, 2026 - DECEMBER 31, 2027**

**Dallas Skin Institute LA, LLC**
**321 Santa Monica Blvd. Suite 300**
**Santa Monica, CA 90401**
**972-503-LASH (5274)**
**www.dallasskininstitute.com**

BarberCosmo
Board of Barbering & Cosmetology

BPPE
Bureau for Private Postsecondary Education

**Board School Code: # 22013**

**Institution Code: 39184837**

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## WELCOME & MISSION STATEMENT

The mission of the Dallas Skin Institute is to create an environment where students feel believed in. Their objective is to teach professional standards, ensure students are highly trained and prepared to pass the Board of Barbering & Cosmetology Licensing Exam, and graduate ready to work as a Cosmetologist or Esthetician. Our mission is EDUCATION for those wishing to enter the personal services industry as an Esthetician or Cosmetologist. We will educate you to pass the State Board Licensing Examination (you must be licensed to work) and to enter the working field with confidence. We want to offer to you the most current and up-to-date methods and techniques.

As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you before signing an enrollment agreement. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

## HISTORY

In 1999, Patsy Charles began her cosmetology career at the age of 22, by attending Cosmetology school. One year later, she attended a medical permanent cosmetic course, leading to her enrollment in the PMU Educational course. She opened the Dallas Skin Institute in 2003 offering services in Lash Extensions, Spray-tanning, and Medical Permanent Cosmetics. Patsy went on to write a manual on eyelash extension application and developed a lash line to coincide with her book. Soon after, she began hosting short seminars based on the teachings in the manual. She later wrote a second book, The Brow + Lash Project. Construction of the present day facility was completed in 2014, and classes have been provided since the winter of that year. Today, Dallas Skin Institute offers the Esthetician and Cosmetology programs at its Santa Monica campus and additional programs at its Texas campuses.

## FINANCIAL STATEMENT

Dallas Skin Institute does not have any pending Bankruptcy petitions. It is not operating as a debtor in possession. Dallas Skin Institute has never filed for bankruptcy nor has had a petition in bankruptcy filed against it that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## APPROVAL DISCLOSURE STATEMENT

DALLAS SKIN INSTITUTE LA, LLC, doing business as Dallas Skin Institute (“DSI”), is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means that the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. This approval must be renewed every five years and is subject to continuous review. The institution is approved to teach the following programs: Esthetician 600 hrs and Cosmetology 1000 hrs.

The institution is approved to teach all programs in English.

DALLAS SKIN INSTITUTE is authorized by the State of California, as a training institution to qualify its graduates for a State license as a Cosmetologist and Esthetician. Dallas Skin Institute is not accredited by an accrediting agency recognized by the United States Department of Education and is not eligible to participate in federal or state financial aid programs.

## APPROVALS

The following boards, bureaus, departments and agencies set minimum standards for our programs of study under the California Private Postsecondary Education Act of 2009 and the Barbering and Cosmetology Act:

| | |
|---|---|
| Bureau for Private Postsecondary Education (BPPE)<br>1747 N. Market Blvd., Suite 225<br>Sacramento, California 95834<br>(916) 431-6959<br>Fax (916) 263-1897<br>bppe.ca.gov | Board of Barbering and Cosmetology (BBC)<br>2420 Del Paso Road Suite 100<br>Sacramento, CA 95834<br>800-952-5210<br>Fax (916) 575-7281<br>barbercosmo.ca.gov |

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:
1747 N. Market Blvd., Suite 225
Sacramento, California 95834
PO Box 980818
West Sacramento, California 95798-0818
Website: www.bppe.ca.gov
(888) 370-7589 (916) 431-6959
Fax: (916) 263-1897

All information in the context of this school catalog is current and correct and is so certified as true by Patsy Charles.

## CATALOG/HANDBOOK RESPONSIBILITIES

This handbook includes policies, procedures, and requirements of students attending the Dallas Skin Institute. Enrolled students are responsible for reading and becoming familiar with the information contained in the Catalog. The Dallas Skin Institute reserves the right to revise policies and/or the curriculum as deemed necessary. This catalog is updated annually. If DSI changes an educational program, service, procedure or policy described in this catalog before the next annual edition, the change is reflected in a dated supplement or insert that accompanies this catalog. DSI provides this catalog and the School Performance Fact Sheet to every prospective student before the student signs an enrollment agreement, and provides the catalog to any person on request, in print or electronically.

## SCHOLARSHIPS AND FINANCIAL AID

Please contact the Dallas Skin Institute for available scholarships and financial aid information. Dallas Skin Institute does not participate in federal or state financial aid programs.

If the Student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

DSI accepts payment plans and may extend credit to a student for tuition and fees through a retail installment contract. A student who finances tuition is responsible for repaying the full amount financed, plus any interest and charges stated in the contract, less the amount of any refund. DSI may offer institutional scholarships from time to time; contact the Admissions office for current availability, eligibility and terms. Information about the Military Spouse Career Advancement Account (MyCAA) scholarship is available at mycaa.militaryonesource.mil.

## FACILITIES & EQUIPMENT

Dallas Skin Institute is located in Santa Monica, California in a plaza on the third floor. 3000 square feet containing one classroom for theory, one classroom for practical training, and a small area for guests. It has on-site audio and visual equipment and other learning aids. The lecture and laboratory areas are equipped with all the necessary equipment for the instructional program including the following: 1 dispensaries, 2 Make-Up Chairs, 1 TV, Restrooms, an Elevator, 10 Facial Beds, 20 Student Desks, 10 mannequin heads, 1 time scanner, 6 dryers, 5 shampoo bowls, thermal hair straightener, 3 non-electric combs, 1 stove, 1 electric curling iron 3 non-electric curling irons, 15 hairstyling chairs, facial steamer, LED machine, galvanic machine, microcurrent machine, microdermabrasion machine, vacuum and spray machine, high frequency machine, and skin analysis machine. The facility and the equipment comply with all state and local ordinances and regulations, including requirements for fire safety, building safety, and health safety.

## LIBRARY & OTHER LEARNING RESOURCES

Dallas Skin Institute's student Library is located on campus in the theory room. Students can access books in the cabinets related to the program they are in. Students can access the physical books and resources during operational hours. Students are also provided with the Milady digital e-book and access to the Milady CIMA online learning platform. Through the platform, students have 24/7 access to the virtual resources center that contains all digital books needed for the class.

## GRIEVANCES/ COMPLAINTS/ STUDENT RIGHTS POLICY

DSI takes every complaint seriously. Students are encouraged to raise a concern first with their instructor and, if it is not resolved, with the School Director, Patsy Charles. A student may also submit a complaint in writing to the School Director at any time; the written complaint should describe the problem and the resolution requested. DSI will respond in writing within ten business days and will keep a copy of the complaint and its resolution in the student's file. Nothing in this policy requires a student to use DSI's internal procedure before filing a complaint with the Bureau for Private Postsecondary Education.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting (www.bppe.ca.gov).

## STATEMENT OF NON-DISCRIMINATION

The Dallas Skin Institute does not discriminate on the basis of sex, race, color, religion, age, national origin, disability (including medical condition and genetic information), ancestry, citizenship, primary language, immigration status, marital status, sexual orientation, gender, gender identity, gender expression, military or veteran status, or any other characteristic protected by applicable law, in admission, access to or treatment in its programs and activities. If you need further information regarding the process, please contact the School Director, Patsy Charles.

## ADMINISTRATION

Dallas Skin Institute is managed by Patsy Charles at 321 Santa Monica Blvd., Santa Monica, CA 90401.

| | |
|---|---|
| **Patsy Charles** | Chief Executive Officer, Chief Operating Officer, Chief Academic Officer and School Director |

## INSTRUCTORS

Instructors are licensed by the California State Board of Barbering & Cosmetology and are duly qualified who meet the qualifications of section 71720 of Title 5 of the California Code of Regulations. To keep up with the current methods of teaching styling trends, the staff regularly attends classes and seminars and completes continuing education in their subject area and in teaching methods.

**Patsy Charles**..... Instructor has been in the beauty & esthetic fields for more than 15 years as an Esthetician & Cosmetology instructor. Licensed Cosmetologist, California license no. KK627784.

**Mojca Jackson**..... Instructor has been in the beauty & esthetic fields for more than 35 years as an Esthetician & 4 years as an instructor. Licensed Cosmetologist, California license no. KK629487.

## ADMISSION

An Enrollment application must be submitted to the Dallas Skin Institute by email, mail, or in person. A walk-through, where the student meets staff and other students, receives information about the curriculum, learning media and kit and dress code, and discusses payment options, must be scheduled. The following must be included in application, in order to start the program/course on the first day of class:

- Completed pre-enrollment forms and enrollment agreement signed and dated. The Dallas Skin Institute will keep the original on file and give the student a copy,
- 2 Letters of recommendation from someone who is not related to you,
- Student Bio,
- Enrollment application,
- Government issued picture Identification,
- Social Security Card or Individual Taxpayer Identification Number (ITIN),
- High School Diploma or transcript or GED or College transcript,
- $250 Application Fee,
- Current high school students – An applicant who has not yet received a high school diploma may be admitted if the applicant is enrolled in high school, is scheduled to graduate before the program's scheduled completion date, and submits a current high school transcript with the application. The student must provide a copy of the high school diploma or its equivalent before completing the required hours of the program; DSI will not issue a diploma or certify the student's training to the Board of Barbering and Cosmetology until it is received.
- 3 Passport size photos,
- Documentation of five (5) hours of volunteer or community service, in the form of a letter or signed log from the organization served.

Admission to Dallas Skin Institute is based on the application and an interview. Applicants must be at least 17 years of age, and have a high school diploma, GED, or its equivalent, or be a current high school student who meets the requirements stated above. An applicant who is under 18 years of age must have a parent or legal guardian sign the enrollment agreement and any payment plan or financing documents with the applicant. Applicants are encouraged to schedule a tour prior to submitting an application for enrollment. The application must include two letters of recommendation and a student bio. Applicants are evaluated throughout the admissions process. Before enrolling, all students receive an interview with a school administrator to discuss enrollment qualifications, personal goals and occupational plans. Prior to starting classes, students sign an enrollment agreement and attend an orientation.

## NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Dallas Skin Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Dallas Skin Institute to determine if your credits or certificate will transfer.

It is the student's responsibility to obtain a transcript and provide a copy to the Dallas Skin Institute, to be placed in the student's file if accepted. Students transferring from another school may be placed in an existing class based on assessment and space. Transfers are evaluated on an individual basis. There is a possibility that no transfer hours will be credited. A $500 transfer credit assessment fee (listed in the Tuition & Fees section) is required before the assessment can take place. A maximum of 200 clock hours may be accepted in transfer. Dallas Skin Institute has not entered into an articulation or transfer agreement with any other college or university.

## TRANSFERRING TO DALLAS SKIN INSTITUTE

In addition to the above listed Admissions requirements, individuals wishing to transfer to Dallas Skin Institute must submit Proof of Training or Transcript with the completed DSI application. Transferring students will be required to take an evaluation test to determine proper course placement and the number of hours that Dallas Skin Institute will accept to transfer to the Institute.

A new or supplemental student kit will need to be purchased if your supplies and/or equipment do not meet the required student kit contents for your program completion.

Experiential learning is not considered nor accepted in any of the programs at Dallas Skin Institute.

## LANGUAGE OF INSTRUCTION AND PROFICIENCY REQUIREMENT

All programs are taught in English. Proficiency in English is based on public school's 10th grade reading comprehension standards. DSI does not require a standardized test of English proficiency such as the TOEFL; proficiency is assessed through the written application, the student bio, and the admissions interview. We do not offer ESL classes. Visa services are not provided. Dallas Skin Institute does not admit students from other countries at this time.

## LICENSE PROCEDURE & BACKGROUND CHECK

After completing the required 600 Esthetician hours or 1000 Cosmetology hours of instruction, and an exit interview, each graduate must take and pass the written examination administered by the California Board of Barbering and Cosmetology in order to receive a license.

The Board of Barbering and Cosmetology requires a license for your chosen profession. After completing the required hours, passing the required DSI assessments and paying all required costs and fees at Dallas Skin Institute a Proof of Training will be submitted to the board with your application for the required examination. Once you pass the state exam, you will receive your license to work in California in your chosen career.

The California Board of Barbering and Cosmetology applications for examinations require an applicant to disclose background information relating to any conviction or plea of no contest to any violation of any law

of the United States, in any state, local jurisdiction or any foreign country to determine an applicant's eligibility to take the licensing exam. Individuals who have been convicted of a crime can still apply. The Board will request documents relating to a conviction to be included with the application. These are reviewed and evaluated on a case-by-case basis.

It is the student's responsibility to determine if any past criminal conviction will prevent them from obtaining the required state license. For more information about California requirements please visit www.barbercosmo.ca.gov

## ORIENTATION

Orientation is required for all students, and it takes place one week prior to the first day of class. All enrolled students must attend orientation before the first day of the class. The staff member conducting the orientation will provide general information about the course along with the educational objectives of the course, school expectations, rules, and regulations. New students must have their catalogs, note paper, and pencil or pen for note-taking.

## CLASS SIZE

Students are encouraged to enroll early. Space is limited. Only 15-20 applicants will be accepted per class.

## SCHOOL OFFICE HOURS OF OPERATION

Administrative office hours, during which staff are available to students, the public, and regulatory agencies: Monday 7:30 AM – 4:30 PM / Tuesday 7:30 AM – 4:30 PM / Wednesday 7:30 AM – 4:30 PM / Thursday Closed / Friday 9:00 AM – 2:00 PM / Saturday 9:00 AM – 3:00 PM on scheduled class Saturdays and 9:00 AM – 2:00 PM on open practice Saturdays

Instruction may be scheduled outside these hours.

## START & COMPLETION DATES

| Program | Start Dates | End Dates |
|---|---|---|
| Esthetician (Spring 2027) | 1/19/2027 | 4/23/2027 |
| Esthetician (Fall 2027) | TBA | TBA |
| Cosmetology | TBA | TBA |

If the Dallas Skin Institute cancels or changes a class start date, the student may request that any money paid be transferred to the new start date without penalty.

**Esthetician Schedule – Spring 2027 cohort**

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday* |
|---|---|---|---|---|---|---|
| In-Person Classes | 7:30 AM – 4:30 PM | 7:30 AM – 4:30 PM | 7:30 AM – 4:30 PM | N/A | N/A | 9:00 AM – 3:00 PM |
| Online Classes (Milady CIMA) | Online coursework is asynchronous and accessible 24 hours/day, 7 days per week<br>Students complete 22 hours per week on their own schedule, outside of In-Person Class times<br>(Please see ASYNCHRONOUS ONLINE INSTRUCTION POLICY for further details) | | | | | |

*In-person classes are held on two scheduled Saturdays during the term; the dates are published in the class calendar provided at orientation.

Full in-person class days include a one-hour lunch break that is not counted toward clock hours, so 7:30 AM – 4:30 PM counts as eight clock hours.

Fridays 9:00 AM – 2:00 PM and two Saturdays each month 9:00 AM – 2:00 PM (other than the two scheduled class Saturdays) are open practice and make-up time. Open practice is optional and is not counted toward program hours; make-up of missed hours is scheduled with the instructor and documented under the Make-Up Work policy.
Online coursework is assigned weekly from the Esthetician Outline. Hours are recorded on the Milady CIMA platform and counted weekly with the student's in-person hours.

**Cosmetology Schedule – 2027 (8 months; approximately 35 weeks)**

| | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday*** |
|---|---|---|---|---|---|---|
| In-Person Classes | 5:00 PM – 9:00 PM | 5:00 PM – 9:00 PM | 5:00 PM – 9:00 PM | 5:00 PM – 9:00 PM | N/A | 9:00 AM – 2:00 PM |
| Online Classes (Milady CIMA) | Online classes are asynchronous and accessible 24 hours/day, 7 days per week<br>Students complete 11 hours per week on their own schedule, outside of In-Person Class times<br>(Please see ASYNCHRONOUS ONLINE INSTRUCTION POLICY for further details) | | | | | |

*In-person classes are held three Saturdays each month; the dates are published in the class calendar provided at orientation.

Online coursework (Milady CIMA): approximately 11 hours each week, completed outside scheduled class sessions and recorded on the platform.

The schedules above show scheduled class sessions. The balance of each program's online theory hours is completed through assigned coursework on the Milady CIMA platform, which students complete outside scheduled class sessions. Online coursework counts toward a student's clock hours only as recorded on the platform.

The class schedule for each cohort is stated in the student's enrollment agreement. If a cohort's schedule differs from the schedules above, the schedule is published in a dated supplement to this catalog. The start dates and class schedules for esthetician cohorts starting after the January/Spring 2027 cohort will be published in a dated supplement to this catalog before students are enrolled.

## OBSERVED HOLIDAYS

The Dallas Skin Institute will observe the following holidays:

- Thanksgiving Break - November 23, 2026 - November 28, 2026
- Christmas Break - December 21, 2026 - December 31, 2026
- Winter break – January 1, 2027 - January 18, 2027
- Martin Luther King Jr. Day - January 18, 2027
- Presidents' Day - February 15, 2027
- Spring Break – March 15, 2027, through March 21, 2027
- Easter Break – March 26, 2027 - March 29, 2027
- Memorial Day – May 31, 2027
- Juneteenth – June 19, 2027 (observed Friday, June 18, 2027)
- 4th of July weekend - July 3-5, 2027
- Labor Day - September 6, 2027
- Thanksgiving Break - November 22, 2027 - November 27, 2027
- Christmas Break - December 20, 2027 - December 31, 2027

## GOALS AND OBJECTIVES

The primary objective of Dallas Skin Institute is to promote the highest level of academic excellence. Each student will have the capability to graduate and pass the California State Board Exam. Our training prepares

the successful student to acquire knowledge and skills necessary to form the foundation for a successful career in the cosmetology field. In the process, our secondary objective is to maximize the development and personal goals of each as a total person and to help each student discover their potential. Our prime vocational objective is to train and produce a graduate sufficiently knowledgeable to seek and find employment in the beauty industry. These objectives are monitored and attained by the school's continuous attention to evaluation of curriculum and practical training skills as mandated by the state board, incorporating a hybrid approach using both hands-on training and virtual learning. Our Staff is dedicated to the premise of providing the best possible vocational training within our abilities and within the scope of the state board's required curriculum. The daily training at the Dallas Skin Institute is under the instruction of qualified instructors who bring over 17 years of specialized Instruction to each student.

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic analytical skills to advise clients in the total beauty concept.
6. Apply academic learning, technical information and related matters to assure sound judgments, decisions, and procedures.

To ensure continued career success, the Dallas Skin Institute alum will continue to learn new and current information related to skills, trends, and methods for career development in Aesthetic and related fields.

## TOOLS AND EQUIPMENT

Students will ensure that all property of the school remains on the premises at all times. Learning media and working supplies must be paid for before commencing the course and the student is required to have these each day to be ready to do all practices assigned.

## PROGRAM INFORMATION

**Program: Esthetician**
Hours: 600 hours (300 hours Online Theory | 300 hours In-Person Skills)
Length: 14 weeks

**Description:** This 600-hour program shall consist of technical instruction and practical operations covering all practices of an esthetician. Successful graduates will have the knowledge and skills needed to pass the required California State Board Examination for an Esthetician license. Positions as a skin care therapist, brow expert, product representative, or waxing technician are some of the options that a licensed Esthetician can secure.

United States Department of Labor's Standard Occupational Classification codes:

- 39-5094 Skincare Specialists: Provide skincare treatments to face and body to enhance an individual's appearance.

**Admission Prerequisite:** Students must attest to having the following technical skills needed to be successful in a hybrid program, including the:

- Ability to use email to correspond with faculty, staff, and students.
- Ability to access, create, and save documents in Microsoft Office formats. (At a minimum, students must be familiar with Microsoft Word.)
- Ability to browse the web, including downloading and installing common plug-ins and configuring common browser options.
- Ability to configure and run applications, including an antivirus application, to ensure that the student's system is secure and transmitted files are virus free.

**Learning Media/Materials:**

- Milady Standard Esthetics: Fundamentals, 11th Edition (digital e-book) - Milady Publishing Corporation
- Barbering and Cosmetology Act and Regulations (current edition) - California Department of Consumer Affairs
- Esthetician Kit
- Instructor Handouts

Classes sessions will be held at Dallas Skin Institute LA, LLC, 321 Santa Monica Blvd. Suite 300, Santa Monica, CA 90401

- **Technology Requirements:** Students must attest to having a device that meets the following minimum specification to complete the course:
- A computer, tablet, or smartphone with the following features (as applicable):
    - A processor of 2 GHz or faster
    - 4 GB RAM or greater
    - Monitor or screen with 1024x768 or greater resolution
    - Speakers (or headphones) and Microphone
    - A camera capable of video web conferencing
    - Microsoft® Windows 10 (Recommended) [Microsoft® Windows 7(Minimum)]
    - Android OS (current version)
    - Apple® MacOSx (10.10 or latest version) or current iOS
- A high-speed internet connection with a connection speed of 1.5 MBs or better
- A current internet browser (Chrome, Firefox, Edge, or Safari)

- Adobe Reader
- Microsoft Word or Google Docs
- Email account

**Objectives:** Upon successful completion of the Esthetician Program, graduates will be able to:

- Apply all phases of esthetics
- Use cosmetic preparations
- Demonstrate knowledge of product chemistry for safety and patron protection.
- Use business practices and professional ethics in skin care
- Sit for and pass the State Board Examination for licensure, and to secure employment as an Esthetician.

Students must achieve a minimum of a 70% or better to pass the course.

**MAJOR SEGMENTS OF COURSE CONTENT:**
Required by the California Board of Barbering and Cosmetology in preparation to take the licensing exam (Business and Professions Code section 7364).

| SUBJECT | Board Minimum Hours | DSI Hours |
|---|---|---|
| Health and Safety (including the Board-approved health and safety course on hazardous substances, basic labor laws, and physical and sexual assault awareness) | 100 | 100 |
| Disinfection and Sanitation | 100 | 100 |
| Skin Care (chemical and manual facials, massage, exfoliation, cleansing and beautifying the face, scalp, neck or body by hand, esthetic devices and cosmetic products) | 350 | 350 |
| Hair Removal and Lash and Brow Beautification (tinting and perming eyelashes and brows, applying eyelashes, and removing superfluous hair by depilatories, tweezers, sugaring, nonprescription chemicals, waxing or non-laser devices) | 50 | 50 |
| **TOTAL HOURS** | **600** | **600** |

**Esthetician Outline**

| Modules | Material Covered |
|---|---|
| Module 1<br><br>Intro to the Industry<br><br>Weeks 1 - 3 | **Orientation**: School & Classroom Policies<br>**Chapter 1:** Life Skills<br>**Chapter 2:** Professional Image<br>**Chapter 3:** Communication for success<br>**Chapter 4:** The Healthy Professional<br>**Chapter 1:** Career Opportunities & History of Esthetics<br>**Chapter 5:** Infection Control<br>**Chapter 6:** Chemistry & Chemical Safety<br>**Chapter 2:** Anatomy & Physiology<br>**State Board Overview** |

| Modules | Material Covered |
|---|---|
| | **Hands on Training**<br>Complete Milady CIMA, Station Setup and cleaning protocols |
| Module 2<br><br>Esthetics Prep<br><br>Weeks 4 - 8 | **Chapter 3:** Physiology & Histology of the Skin<br>**Chapter 4:** Disorders & Diseases of the Skin<br>**Chapter 5:** Skin Analysis<br>**Chapter 6:** Skin Care Products (Chemistry, Ingredients, and Selection)<br>**Chapter 7:** The Treatment Room<br>**Chapter 8:** Facial Treatments<br>**Functional Ingredients Quiz**<br>**Skin Types & Condition Quiz**<br>**State Board Prep**<br><br>**Hands on Training**<br>Complete Milady CIMA, Station Setup and cleaning protocols, Basic Facials, Ingredients game, Layers of the skin project, Disorders & Diseases project. |
| Module 3<br><br>Advanced Training & Career prep<br><br>Weeks 9 - 14 | **Chapter 9:** Facial Massage<br>**Chapter 7:** Electricity & Electrical Safety<br>**Chapter 10:** Facial Devices & Technology<br>**Chapter 11:** Hair Removal<br>**Lash and Brow Beautification**<br>**Chapter 12:** Makeup Essentials<br>**Chapter 13:** Advanced Topics & Treatments<br>**Chapter 8:** Career Planning<br>**Chapter 9:** On the Job<br>**Chapter 10:** The Beauty Business<br>**State Board Prep**<br>**Ingredients Game A - W**<br><br>**Hands on Training**<br>Complete Milady CIMA, Station Setup and cleaning protocols, Facials and Treatments & services, Ingredients game, Stages of the hair project, Massage technique training, Hair removal practice, Facial recap quiz, Lash and brow beautification practice, esthetic clients project, Facial recap quiz, Resume prep, class recap |

**Additional training**
Including training in: professional ethics, salesmanship, keeping records, payroll deductions, obtaining employment, preparation of employment application, effective communication, compensation packages, and business management.

**METHODS EMPLOYED TO HELP THE STUDENT LEARN**
Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, actual on-the-floor performance practices with 100% supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours the associated practical and written tests. All lessons, projects, and dissertations are kept track of on the digital Platform (Milady CIMA) Portal grade book.

**GRADED ACTIVITIES**
Written objective examinations
Practical demonstrations and evaluations of student performance Assessments

**Program: Cosmetology**
Hours: 1000 Hours (370 hours Online Theory | 630 Hours In-Person Skills)
Length: 8 months (approximately 35 weeks)

**Description:** Completing 1000 hours of applied effort and the following technical and operational requirements, a student will learn the art and science of cosmetology which includes hair cutting, styling, coloring and chemical services, skin and nail care. Graduates, once licensed, can secure positions as a hairstylist, chemical specialist, color specialist, skin care or manicuring specialist. Successful graduates will have the knowledge and skills needed to pass the required California State Board examination for Cosmetology licensure.

United States Department of Labor's Standard Occupational Classification codes:

- 39-5012 Hairdressers, Hairstylists, and Cosmetologists: Provide beauty services, such as cutting, coloring, and styling hair, and massaging and treating scalp. May shampoo hair, apply makeup, dress wigs, remove hair, and provide nail and skincare services. Excludes “Makeup Artists, Theatrical and Performance” (39-5091), “Manicurists and Pedicurists” (39-5092), and “Skincare Specialists” (39-5094).

**Admission Prerequisite:** Students must attest to having have the following technical skills needed to be successful in a hybrid program, including the:

- Ability to use email to correspond with faculty, staff, and students.
- Ability to access, create, and save documents in Microsoft Office formats. (At a minimum, students must be familiar with Microsoft Word.)
- Ability to browse the web, including downloading and installing common plug-ins and configuring common browser options.
- Ability to configure and run applications, including an antivirus application, to ensure that the student’s system is secure and transmitted files are virus free.

**Learning Media/Materials:**

- Milady Standard Cosmetology, 13th Edition (digital e-book) - Milady Publishing Corporation
- Barbering and Cosmetology Act and Regulations (current edition) - California Department of Consumer Affairs
- Cosmetology kit
- Instructor Handouts

Classes sessions will be held at Dallas Skin Institute LA, LLC, 321 Santa Monica Blvd. Suite 300, Santa Monica, CA 90401

**Technology Requirements:** Students must attest to having a device that meets the following minimum specification to complete the course:

- A computer, tablet, or smartphone with the following features (as applicable):
    - A processor of 2 GHz or faster
    - 4 GB RAM or greater
    - Monitor or screen with 1024x768 or greater resolution
    - Speakers (or headphones) and Microphone
    - A camera capable of video web conferencing
    - Microsoft® Windows 10 (Recommended) [Microsoft® Windows 7(Minimum)]
    - Android OS (current version)
    - Apple® MacOSx (10.10 or latest version) or current iOS
- A high-speed internet connection with a connection speed of 1.5 MBs or better

- A current internet browser (Chrome, Firefox, Edge, or Safari)
- Adobe Reader
- Microsoft Word or Google Docs
- Email account

**Objectives:** Upon successful completion of the Cosmetology Program, graduates will have/be able to:

- Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of cosmetology practices.
- Assimilate knowledge in hair chemistry, principles of electricity as they apply to Cosmetology and principles of hair design and styling, hair enhancements, nail care, skin care, hair change, and hair color.

Demonstrations by students that they have met all the state behavioral objectives prescribed for the course preparatory to state licensure examinations.

Students must achieve a minimum of a 70% or better to pass the course.

**MAJOR SEGMENTS OF COURSE CONTENT:**
Required by the California Board of Barbering and Cosmetology in preparation to take the licensing exam (Business and Professions Code section 7362.5):

| **SUBJECT** | **Board Minimum Hours** | **DSI Hours** |
|---|---|---|
| Health and Safety (including the Board-approved health and safety course on hazardous substances, basic labor laws, and physical and sexual assault awareness) | 100 | 100 |
| Disinfection and Sanitation | 100 | 100 |
| Chemical Hair Services (coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, formula mixing, dye removers) | 200 | 200 |
| Hairstyling Services (arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, nonchemical straightening, and hair cutting with shears, razors, clippers, trimmers and thinning shears) | 200 | 200 |
| Skin Care (chemical and manual facials and related services) | 150 | 150 |
| Hair Removal and Lash and Brow Beautification | 50 | 50 |
| Manicure and Pedicure (including artificial nail services) | 100 | 100 |
| Additional hours allocated by DSI among the subjects above | – | 100 |
| **TOTAL HOURS** | **900 minimum** | **1,000** |

**Cosmetology Outline**

| | **Material Covered** |
|---|---|

| | **Material Covered** |
|---|---|
| Weeks 1-3 | Orientation Into Cosmetology<br><br>School & Classroom Policies, Sanitation & disinfection, Infection Control, History & Career Opportunities, Draping Techniques, Basics of Shampooing |
| Weeks 4-7 | Fundamentals of Cosmetology<br><br>Communicating for Success, Client Consultation, Scalp Care, Shampooing & Conditioning, |
| Weeks 8-12 | Introduction to Haircutting<br><br>Disinfecting haircutting tools, Draping for haircuts, Body posture & proper use of tools, Safety techniques for cutting different types of hair, Understand the basic principles of haircutting, Formal Styling |
| Weeks 13-17 | Principles of Skin Care & Facials<br><br>Skin Structure, Growth, & Nutrition Skin Disorders & Diseases, General Anatomy & Physiology, Skin Analysis, Facial Massage, Facial Equipment, Contraindications, Hair Removal, Facials, Facial Makeup |
| Weeks 18-22 | Principles of Hair Coloring & Related Theory<br><br>Understand why people color their hair, Color theory, Color Consultation & client record card, Understand the different types of hair color, Formulating hair color, Developers, lighteners, toners, Corrective solutions |
| Weeks 23-27 | Intermediate Haircutting & Hair Styling<br><br>Basics of hairstyling & techniques, Hair types, Hair texture, Understanding reference points on the head, Sectioning, Elevations & guidelines on the head, Mens cuts, Clipper cuts, Styles for short & long hair, Blow drying, Color techniques for different styles |
| Weeks 28-31 | Nail Care<br>Nail Structure & Growth, Nail Disorders & Diseases,Manicuring, Pedicuring, Nail Techniques, Artificial nail color, Nail tips & wraps, Monomer liquid & Polymer powder nail enhancements, Preparing for licensure & employment, On the job, The salon business, Seeking Employment, Building your business |
| Weeks 32-35 | Business Skills<br>State Board Preparation, Develop resume & Portfolio, Explore the job market |

**METHODS EMPLOYED TO HELP THE STUDENT LEARN**

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, actual on-the-floor practice with 100% supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours and the associated practical and written tests. All lessons, projects, and dissertations are kept track of on the comprehensive and engaging digital Platform (Milady CIMA).

**GRADED ACTIVITIES**

Written objective examinations

Practical demonstrations and evaluations of student performance Practical Assessments

## GRADING PROCEDURES

The following are the requirements to complete the program and earn a diploma. Students must successfully complete the 600 Esthetician or 1000 Cosmetology clock hours of instruction and practical operations in the required curriculum described above.

Students are assigned academic learning units, and a minimum number of practical experiences are required for course completion. Academic learning is evaluated after each unit of study. Practical skills learning is evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures as set forth in the Practical Skills Competency Evaluation Criteria. Students must maintain a written grade average of 70% or better and pass DSI's final written and practical assessments prior to graduation. Students must repeat failed or missed tests and incomplete assignments. Grades are given for classroom theory and practical work, performance in training area, projects, and exams according to the scale below:

**Grading Scale**

| GPA | Percentile | Letter Grade |
|---|---|---|
| 4.0 | 95-100 | A |
| 3.9 | 94 | A |
| 3.8 | 93 | A |
| 3.7 | 92 | A |
| 3.6 | 91 | A |
| 3.5 | 90 | A |
| 3.4 | 89 | B |
| 3.3 | 88 | B |
| 3.2 | 87 | B |
| 3.1 | 86 | B |
| 3.0 | 85 | B |
| 2.9 | 84 | B |
| 2.8 | 83 | B |
| 2.7 | 82 | B |
| 2.6 | 81 | B |
| 2.5 | 80 | B |
| 2.4 | 79 | C |
| 2.3 | 78 | C |
| 2.2 | 77 | C |
| 2.1 | 76 | C |
| 2.0 | 75 | C |
| 1.9 | 74 | C |
| 1.8 | 73 | C |
| 1.7 | 72 | C |
| 1.6 | 71 | C |

| GPA | Percentile | Letter Grade |
|---|---|---|
| 1.5 | 70 | C |
| 1.4 | 69 | D |
| 1.3 | 68 | D |
| 1.2 | 67 | D |
| 1.1 | 66 | D |
| 1.0 | 65 | D |

**Non-Numerical Grades**

| Type | Letter Grade | GPA Points |
|---|---|---|
| Incomplete | I | 0.00 |
| Withdrawal | W | 0.00 |

**Satisfactory Academic Progress**

Dallas Skin Institute shall determine the academic standing of each student in accordance with the following standards. To be in good standing, students must have:

- A cumulative grade point average of 70% or higher, or its equivalent in the letter-grade scale (1.5) per the grading scale in this catalog, at each evaluation point.
- A cumulative attendance rate of 70% or higher at each evaluation point. Each student's attendance rate shall be calculated by the number of instructional hours attended divided by the number of instructional hours offered.

Students will be evaluated at the midpoint and endpoint of each program, as defined on the student enrollment agreement.

Students who do not meet the minimum cumulative grade point average or the minimum attendance rate at the midpoint evaluation, shall be provided a written notice of warning.

Students who have been provided a written notice of warning at the midpoint evaluation and who do not meet the minimum cumulative grade point average or the minimum attendance rate at the conclusion of the program, shall be placed on probation, and provided an additional evaluation period to complete the program requirements equal to half of the program's length.

The maximum period of probation shall not exceed 150% of the program length, as defined in the student enrollment agreement. This is considered the maximum time frame.

Dallas Skin Institute offers academic counseling and may assign additional practice or make-up work for all students placed on probation.

Students who have been placed on probation and who do not meet the minimum cumulative grade point average or the minimum attendance rate at the conclusion of the probation period (or maximum time frame) shall be withdrawn from the program.

No student shall graduate from a program with less than a 70% cumulative grade point average, or its equivalent in the letter-grade scale (1.5) per the grading scale in this catalog, or without completing 100 percent of the program's required clock hours (600 for Esthetician; 1,000 for Cosmetology).

DSI shall provide students a copy of each academic standing evaluation. For students who fail to meet satisfactory academic progress, the evaluation will be signed by both the student and the school director.

**INCOMPLETE**
A student may receive a rating of incomplete for a particular skill or subject if the instructor feels the student needs more time to master the skill or technique. Students may then have the opportunity to make up the grade.

If a student receives an overall incomplete grade, they will have the option to take the course again within the 6-month period following the course end date. If the class is discontinued when the student returns the student may request a meeting with Patsy Charles for her to set up a makeup class for the student to then receive credit.

**REMEDIAL WORK**
DSI does not offer noncredit or remedial courses. A student placed on probation receives individual academic advising and may be assigned additional practice or make-up work under the Make-Up Work policy.

**REPEAT COURSES**
If a student fails a course, they may repeat the course in special circumstances and depending on availability. Charges apply for repeated course work. If the student has a documented circumstance (ex: illness/hospitalization, family emergency, etc.) the student can request a meeting with Patsy Charles to discuss a discount or reduction in course cost.

## ATTENDANCE POLICY

Due to the intensive nature of instruction at Dallas Skin Institute there is no allowance made for absenteeism or tardiness. A student who has not completed the required program hours by the scheduled completion date stated in the enrollment agreement (14 weeks for Esthetician; 8 months for Cosmetology) will be charged for additional instruction at the hourly rate stated in the Tuition & Fees section. Attendance and tardiness are recorded by a time clock on weekly time cards as well as taken during the beginning of class; online hours are recorded on the Milady CIMA platform, and students' hours are calculated weekly by a supervisor.

A student whose enrollment was terminated for violation of the attendance policy may not re-enroll before the start of the next course. This provision does not circumvent the approved refund policy.

If the student is tardy for over one hour the student will be required to make up whatever time was missed, and charged for the made up time of $25/hour for Online and $100/ hour for in person.

A tardy for over 2 hours is termed a partial day of absence.

A partial day of absence defined as missing 2-6 hours of the typical 8 hour school day. A partial day of absence will be required to be made up, and the student will be charged for whatever time is missed. Anything over 3 hours is considered missing 1 full school day.

## LEAVE OF ABSENCE

Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the school. LOA must be requested in writing by the student and must be approved by

the school administration. The written request must include the start and end date of the leave of absence. Leaves of Absence may be granted for up to 90 days. Students will not be assessed additional tuition charges while on their leave of absence.

Students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the academic progress status they held. Students who fail to return from a LOA will be considered withdrawn. The date of withdrawal will be the earlier of the date the Leave of Absence expires or the date the student notifies DSI that the student will not return, and any refund will be calculated under the Withdrawal and Refund Policy in this catalog.

**MAKE-UP WORK**

All missed hours must be made up before a student can graduate, because the Board requires completion of all 600 (Esthetician) or 1,000 (Cosmetology) hours. Make-up fees, as listed in the tuition and fees section of the catalog, are charged for both online and in-person make-up hours.

Make-up work shall:

- be supervised by an instructor approved for the class being made up;
- require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
- be completed within two weeks of the end of the grading period during which the absence occurred;
- be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor;
- be signed and dated by the student to acknowledge the make-up session.

**TERMINATION**

The Dallas Skin Institute may terminate a student's enrollment for the following reasons:

- Failing to follow rules and policies, and directions
- Insufficient progress and failure to make up missed work, hours, and/or days
- Failure to pay tuition in full by the deadline
- Violating state laws and regulations
- Disruptive or improper conduct, or causing bodily harm to staff, peers, guests, etc.
- Destroying school property, theft of property, or any illegal actions

In the event the Dallas Skin Institute must terminate a student's enrollment, a refund, if any, will be determined under the Withdrawal and Refund Policy. DSI does not withhold a transcript, or condition the release of a transcript, because of an unpaid balance. A Proof of Training is issued to the Board when the student has completed the required hours and curriculum.

**CAUSES FOR TERMINATION:** A student's enrollment will be terminated if they engage in actions that involve harassment or violence. This includes workplace, sexual, and/or verbal harassment. Any statement that involves a threat of violence or risk will also be cause for termination.

**CAUSES FOR READMISSION:** A student may be allowed to apply for readmission to the school following a mandatory meeting with the School Director. The School Director must submit a written letter stating they believe the student is not a risk to any instructor or student.

**LICENSE REQUIREMENTS**
To receive a California Esthetician or Cosmetologist license, the student must complete 600 hours (Esthetician) or 1,000 hours (Cosmetology) of approved training at a Board-approved school, receive a Proof of Training from the school, and pass the Board's written licensing examination.

## COURSE OF STUDY

Currently Dallas Skin Institute is approved to offer Cosmetology for 1,000 Clock Hours and Esthetician for 600 Clock Hours.

Each course of study consists of the state mandated technical instruction and practical training covering all practices constituting the art & science of Cosmetology and Skin Care.

The courses of study are designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist (S.O.C. #39-5012), Cosmetician/Esthetician (S.O.C. #39-5094).

## DISTANCE EDUCATION

Dallas Skin Institute will return its response to, or evaluation of, each student lesson, project or dissertation within ten (10) calendar days after the institution receives it.

## ASYNCHRONOUS ONLINE INSTRUCTION POLICY

Dallas Skin Institute (DSI) incorporates asynchronous online theory instruction into its Esthetician and Cosmetology programs using Milady CIMA, the institution's learning management system (LMS). Asynchronous instruction allows students to complete assigned coursework independently without attending live online classes at designated times.

Online Coursework and Scheduling

Online coursework is assigned weekly in accordance with each program's curriculum outline. Esthetician students are expected to complete approximately 22 online instructional hours per week, while Cosmetology students are expected to complete approximately 11 online instructional hours per week, including any separately scheduled live online instruction.

Students may access Milady CIMA and complete asynchronous coursework at any time, Monday through Sunday, including evenings and weekends, provided that online coursework does not overlap with scheduled in-person or live online classes.

Attendance and Progress Monitoring

Online instructional hours are recorded through Milady CIMA and reviewed weekly by DSI. Verified online hours are combined with documented in-person and applicable live online instructional hours to monitor each student's progress toward completing the required program hours.

Students who fall behind their expected cumulative instructional hours will be notified and required to coordinate a make-up schedule with their instructor or School Director. All required instructional hours, assignments, and assessments must be completed to qualify for graduation.

Instructor Availability and Student Support

Instructors are available during DSI's published business hours. Students may submit questions about online coursework at any time; questions submitted outside business hours will be answered within two business days. Students may also speak directly with their instructor during their next scheduled in-person class.

DSI will provide instructor feedback and evaluations of submitted lessons, projects, and assessments within ten calendar days of receipt, as described in the Distance Education policy.

Student Responsibilities

Students are responsible for completing assigned coursework, maintaining satisfactory academic progress, and ensuring that all online instructional hours are properly recorded. Logging into Milady CIMA without participating in instructional activities does not constitute completion of instructional hours. Students must complete all required online and in-person instruction in accordance with DSI's Attendance, Make-Up Work, and Graduation policies.

## STUDENT SERVICES AND POLICIES

### DISCLOSURE & MAINTENANCE OF EDUCATIONAL RECORDS

Adult students and parents/guardians of dependent minor students have the right to inspect, review, and challenge information contained in the student's educational records. The files are in a safe, locked area of the administrative office and are inaccessible to the student unless the student requests to review the file. During this review a staff member must provide supervision and interpretation of the records. Educational records are defined as files, materials, and documents which contain information directly related to the students. These records will be maintained for a minimum of five years after graduation or the last day of attendance. Transcripts are maintained permanently.

Students are not entitled to inspect the financial records of their parents.

Written consent is required from a student or guardian before educational records or any other information may be disclosed to third parties, except as required or permitted by law, including disclosure to the Bureau for Private Postsecondary Education and the Board of Barbering and Cosmetology.

### PRIVACY POLICY

Students and parents/guardians of dependent minors are guaranteed the right to access and review the student's educational file. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within five business days of the request. Any third-party request for information will require written authorization from the student or parent/guardian of a dependent minor. Dallas Skin Institute requires a release form be completed for each third-party request of information. Dallas Skin Institute provides access to student records without written consent to the Bureau for Private Postsecondary Education, the Board of Barbering and Cosmetology, and DSI school officials with a legitimate educational interest, and as otherwise required by law. The institution maintains a record of all release forms and requests for information.

### ADVISING POLICY/PROCEDURE

Students will be advised on an individual basis for matters pertaining to education and professional growth. Students are advised about academic progress as needed and, at the time of their SAP evaluations. The types of advice will vary according to each student's evaluation. Students strengths and weaknesses are assessed. In cases of unsatisfactory progress, a formal advising session must be documented. A plan for improvement will be made which is understood and agreed to by the students. A copy of the report is filed in the student's personal files and is available for review by the student and or guardian where applicable upon request.

**PLACEMENT & EMPLOYMENT PREPARATION**

California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact. Once a diploma has been awarded for Cosmetology or Esthetician, the graduate must pass the California exam to receive the license to work in California. Once all requirements are met for your chosen field, Dallas Skin Institute cannot guarantee placement; we offer employment referrals, resume assistance, and interview preparation. Training in preparation for employment is an integral part of our curriculum.

## HOUSING

The availability of housing located near DALLAS SKIN INSTITUTE ranges from approximately $1,200.00 PER MONTH for a room in a shared apartment, to approximately $2,200.00 to $2,650.00 PER MONTH for a studio apartment, and approximately $2,900.00 to $3,450.00 PER MONTH for a 1-bedroom apartment (approximate figures from published Santa Monica rent reports; rents change frequently and students should verify current rates). DALLAS SKIN INSTITUTE does NOT have dormitory facilities under its control and has no responsibilities to find or assist a student in locating and/or securing housing.

## ACCREDITATION, NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards. A student who fails a course may repeat it, subject to availability, at the charges stated in the Tuition & Fees section; a repeated course counts toward the maximum time frame.

The Dallas Skin Institute is not accredited by an accrediting agency recognized by the United States Department of Education. It is approved to operate by the Bureau for Private Postsecondary Education and is approved by the Board of Barbering and Cosmetology.

## STUDENT TUITION RECOVERY FUND (STRF)

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

## WITHDRAWAL AND REFUND POLICY – STUDENT'S RIGHT TO CANCEL

**Student's Right to Cancel**

The student shall have the right to cancel the agreement and receive a refund of all institutional charges paid, less the non-refundable application fee of $250.00, pursuant to section 71750 through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation is effective on the date written notice of cancellation is sent by email to Patsy Charles at pcharles@dallasskininstitute.com. Written notices may also be delivered in person to Patsy Charles, or mailed to the school's administrative office, care of Patsy Charles, Dallas Skin Institute, 321 Santa Monica Blvd. Suite 300, Santa Monica, CA 90401. Notice of cancellation must be in writing. If a student provides a verbal cancellation in person or over the phone, the institution shall send a follow-up written notice via email to the student affirming their verbal cancellation and the date the verbal cancellation was made.

All records pertaining to the student's cancellation and refund issuance will be retained in the student's file, and the student will be added to the institution's cancellation log records, to include the student's name, address, telephone number, personal email address, date of cancellation and refund amount.

**Distance Education Materials**

The first lesson and any materials that are not offered in real time shall be transmitted to any student within seven days after the institution accepts the student for admission.

The student has the right to cancel the enrollment agreement and receive a full refund before the first lesson and material are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to Section 71750 of the Regulations. If the institution sent the first lesson and materials before an effective cancellation notice was received, Dallas Skin Institute shall make a refund within 45 days after the student's return of the materials.

(1) An institution shall transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent.
(2) If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

**Withdrawal Policy**

Withdrawals Initiated by the Student

A withdrawal for the current period of attendance may be effectuated by the student's written notice sent by email to Patsy Charles at pcharles@dallasskininstitute.com. Written notices may also be delivered in person to Patsy Charles, or mailed to the school's administrative office, care of Patsy Charles, Dallas Skin Institute, 321 Santa Monica Blvd. Suite 300, Santa Monica, CA 90401. Notice of withdrawal must be in writing. If a student provides a verbal withdrawal notice in person or over the phone, the institution shall send a follow-up written notice via email to the student affirming their verbal withdrawal and the date the verbal withdrawal was made. The effective date of the student's withdrawal shall be the date it is received by the institution.

Withdrawals Initiated by the Institution

Withdrawal for the current period of attendance may also be brought about by the student's conduct or lack of attendance. This is referred to as an "administrative withdrawal" and will be effectuated by the institution's written notice to the student, which is to include the reasons for administrative withdrawal and the effective date of the administrative withdrawal. For students who are administratively withdrawn due to lack of attendance, the effective date of the administrative withdrawal shall be the student's last date of attendance.

Students attending programs at our institution may be administratively withdrawn for the following reasons:

- Failing to follow rules, policies, and directions
- Insufficient progress and failure to make up missed work, hours, and/or days
- Fourteen (14) consecutive days of absence without an approved Leave of Absence (LOA)
- Failure to meet payment obligations
- Violating state laws and regulations
- Disruptive or improper conduct, or causing bodily harm to staff, peers, guests, etc.
- Destroying school property, theft of property, or any illegal actions

All records pertaining to the student's withdrawal and refund issuance will be retained in the student's file, and the student will be added to the institution's withdrawal log records, to include the student's name, address, telephone number, personal email address, date of withdrawal and refund amount.

**Refund Policy**

What follows is the sole refund policy for this institution. No other refund policy shall be enforced other than this policy, as specified in our institutional catalog and enrollment agreement.

Timing and Documentation of Refunds

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's cancellation of, completion of, or withdrawal from, the educational program in which the student was enrolled. This institution shall provide the student with documentation specifying the amount of a refund, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent, as well as the payment method of refund (Credit Card, Bank Transfer, certified checks, and CashApp).

How Refunds are Calculated in the Event of a Cancellation

If a student cancels their enrollment according to the Cancellation Policy, this institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee, not to exceed two hundred fifty dollars ($250), as specified in the catalog and enrollment agreement. Any fees collected related to the Student Tuition Recovery Fund shall be refunded. Any fees collected for educational materials otherwise noted as nonrefundable shall also be refunded.

How Refunds are Calculated in the Event of a Withdrawal

A student who withdraws after the cancellation period is entitled to a pro rata refund if the student has completed 60 percent or less of the period of attendance. Because both programs are measured in clock hours, the period of attendance is the entire program. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided, subtracted from the amount paid by the student, calculated as follows:

(A) The amount of the refund owed to the student equals the total charges paid by the student, minus the daily or hourly tuition charge for the program (total institutional charge minus any non-refundable charges, divided by the number of days or hours in the program), multiplied by the number of days or hours the student attended prior to withdrawal, and minus any non-refundable charges. Any hours or days prior to the student's last day of attendance for which the student was scheduled to attend but was absent shall be included in the calculation of days or hours attended.

All amounts that the student has paid shall be subject to a pro rata refund unless the enrollment agreement and the refund policy outlined in the catalog specify a non-refundable deposit or application fee, not to exceed two hundred fifty dollars ($250), or non-refundable amounts paid for educational materials, or both. Non-refundable charges are identified, and the amounts are specified in our Tuition and Fees section in the catalog and on the student's enrollment agreement. Please refer to the Fees section of the catalog and the enrollment agreement for an itemization of charges that are non-refundable as part of a pro rata refund, as well as a description of the conditions under which those items may or may not be refundable.

A student who withdraws after completing more than 60 percent of the period of attendance is not entitled to a refund of institutional charges.

Refunds to 3rd Party Payors, as applicable

If a refund is made to a third party on behalf of a student who has cancelled or withdrawn from their enrollment in an educational program, the institution shall provide the student, within 45 calendar days after the date of cancellation or withdrawal, a written notice, as described in section 71920(b)(10), in hard-copy or electronic format, itemizing the amount refunded to each third party, the name of the third party, and the date of each refund, as applicable.

Refunds of Payments Collected and Payable to 3rd Party Entities, as applicable

If this institution has collected money from, or on behalf of, a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party or has not yet been billed or invoiced by the third party at the

time of the student's cancellation or withdrawal, the institution shall refund the money to the student within 45 calendar days of the student's cancellation or withdrawal.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

**TUITION & FEES**

DSI does not charge or collect from a student or on a student's behalf, total charges greater than the amount listed in this catalog and in the student's enrollment agreement, regardless of the source of payment. If DSI collects more than the total charges, the excess is refunded within 45 calendar days after the student completes the program.

Within five (5) business days after receiving a payment, DSI gives the student a written receipt or updated student ledger, in hard copy or electronic format, showing the date, amount and description of the payment and the payor. A copy is kept in the student's file.

| **PROGRAM OFFERED, CHARGES, AND FEES** | |
|---|---|
| Program Name: | Cosmetology |
| Program Length: | 1000 hours |
| Tuition: | $20,556.50 |
| Application fee (non-refundable)*: | $250.00 |
| Lab Supplies***: | $4,690.00 |
| Learning media (Milady digital e-book and online learning platform; no printed textbook)***: | $450.00 |
| Housing: | $0 |
| Tutoring: | $0 |
| Assessment fee for transfer of credits (transfer applicants only; non-refundable)*: | $500.00 |
| Student Tuition Recovery Fund Fee** (non-refundable)*: ($0 per $1000 increment) | $0 |
| **TOTAL COST:** | **$25,946.50** |

* Non-refundable, except on cancellation as provided in the Withdrawal and Refund Policy.
** The STRF is a fund administered by the Bureau for Private Postsecondary Education (Bureau) that relieves or mitigates economic loss suffered by a student while enrolled in a qualifying institution - generally, one that is approved or registered by the Bureau. At the time of his or her enrollment, the student must have been a California resident or enrolled in a California residency program, prepaid tuition, and suffered economic loss.
The STRF assessment is currently zero dollars ($0.00) per one thousand dollars ($1,000) of institutional charges.
*** Refundable in full if the student cancels during the cancellation period. After the cancellation period, the kit is non-refundable once the student has received it, and the learning media charge is non-refundable once the student's e-book access code has been issued (see Learning Media & Kit below).

| PROGRAM OFFERED, CHARGES, AND FEES | |
|---|---|
| Program Name: | Esthetician |
| Program Length: | 600 hours |
| Tuition: | $17,999 |
| Application fee (non-refundable)*: | $250.00 |
| Lab Supplies***: | $2,946.50 |
| Learning media (Milady digital e-book and online learning platform; no printed textbook)***: | $649.00 |
| Housing: | $0 |
| Tutoring: | $0 |
| Assessment fee for transfer of credits (transfer applicants only; non-refundable)*: | $500.00 |
| Student Tuition Recovery Fund Fee** (non-refundable)*: ($0 per $1000 increment) | $0 |
| **TOTAL COST:** | **$21,844.50** |

* Non-refundable, except on cancellation as provided in the Withdrawal and Refund Policy.
** The STRF is a fund administered by the Bureau for Private Postsecondary Education (Bureau) that relieves or mitigates economic loss suffered by a student while enrolled in a qualifying institution - generally, one that is approved or registered by the Bureau. At the time of his or her enrollment, the student must have been a California resident or enrolled in a California residency program, prepaid tuition, and suffered economic loss.
The STRF assessment is currently zero dollars ($0.00) per one thousand dollars ($1,000) of institutional charges.
*** Refundable in full if the student cancels during the cancellation period. After the cancellation period, the kit is non-refundable once the student has received it, and the learning media charge is non-refundable once the student's e-book access code has been issued (see Learning Media & Kit below).

Make up hours (if needed) are charged at the following rate:

- $25/hour for Online
- $100/hour for In Person

Instruction beyond the scheduled completion date in the enrollment agreement (see Attendance Policy) is charged at $100.00 per hour of in-person instruction and $25.00 per hour of online instruction.

Personal supplies on the DSI School Supply List are purchased by the student; if any personal supplies are required, the student will be notified at that time. Personal supplies are a noninstitutional charge and are not included in the totals above.

Learning Media & Kit – Please allow 2 weeks for the kit & supplies to be provided. A student who cancels within the cancellation period described in the Withdrawal and Refund Policy receives a full refund of the kit and learning media charges. After the cancellation period, the kit & supplies are non-refundable once the student has received them, and the learning media charge is non-refundable once the student's e-book access code has been issued.

Payment Plans are accepted with a down payment. Monthly payments will be calculated according to the scheduled completion date of the enrollment agreement

Please note: The charges for a period of attendance and the estimated schedule of total charges for the entire educational program are the same.

**DSI School Supply List**

- Pencil Pouch
- Blue or Black Pens
- (2) Red Pens
- Pencils
- Highlighters
- Permanent Marker
- White Three-ring Binder 3 “
- Subject Dividers
- Loose-leaf Paper
- Notebook
- White-out
- 500/pack of Index Cards
- Folders
- Colored Pencils
- Glue Stick
- Clorox Wipes
- Disposable Masks

## CONDUCT

Students should conduct themselves in a manner of professionalism at all times, following the code of conduct listed below:

- Rudeness, foul-language, or any other unprofessional behavior will not be tolerated and could result in suspension or expulsion.
- Dishonesty, disrespect, impertinence or failure to follow instructions will have the necessary consequences, which are up to the discretion of the staff.
- Use, consumption or possession of alcohol or illegal drugs on school grounds is prohibited.
- Carrying a concealed or potentially dangerous weapon is prohibited.

## STUDENT STANDARDS

**Appearance:**

Students are expected to arrive groomed, in uniform, and in compliance with all rules of the dress code. We ask the students to wear either white scrubs and/or white denim jeans, paired with either an all-white cotton T-shirt (with sleeves) or an all-white collared button-up blouse. A white lab coat is required. No heels or boots are allowed. Black or white flats are required. The student will be sent home if their appearance does not conform to the standards in the opinion of the staff.

**DRESS CODE**

Dallas Skin Institute expects students to dress appropriately in professional attire of a salon nature. Our work environment encourages students to dress professionally for class. Please do not wear anything that others might find offensive or that might make others uncomfortable.

This includes clothing with profane language statements or clothing that promotes causes that include, but are not limited to, politics, religion, sexuality, race, age, gender, and ethnicity.

Our goal is to provide a workplace environment that is comfortable and inclusive for all students. We expect that your business attire, although casual, will exhibit common sense and professionalism.

## DALLAS SKIN INSTITUTE POLICIES

Each student will receive a Student Catalog during the enrollment process and must follow all rules and policies regarding attendance, grades, conduct, appearance, etc. as described in the listed categories below.

## METHOD OF INSTRUCTION

Dallas Skin Institute wants to ensure that students receive the highest and most effective methods of instruction. We achieve this through a hybrid approach to learning. We believe that by incorporating both virtual and in-person methods of teaching, students are able to learn while embracing the world we are living in today of technology alongside the hands-on part of our career. Students will be joining virtually for theory, using the Digital Learning platform (Milady CIMA) to complete online assignments, as well as performing practical techniques in person in the classroom.

For Distance Learning, Dallas Skin Institute will return its response to, or evaluation of, each student lesson, project, or dissertation within ten (10) calendar days after the institution receives it.

## REQUIREMENTS FOR GRADUATION

In order to receive a diploma from the Dallas Skin Institute, students must do the following:

- Complete all work, including assignments, online Milady portal, projects, tests, etc., with a cumulative grade average of 70% or higher.
- Complete 100% of the clock hours required for the program.
- Pass DSI's final written and practical assessments.
- Pay, or make approved arrangements to pay, all tuition and any fees in full.

## ACCOMMODATION REQUESTS

DSI does not discriminate against qualified applicants or students with disabilities and provides reasonable accommodations in accordance with the Americans with Disabilities Act and California law, including the Unruh Civil Rights Act. An applicant or student who needs an accommodation should submit a written request to the School Director, describing the accommodation requested; DSI may ask for documentation from an appropriate professional. DSI will discuss the request with the student and respond in writing. Requests may be made at any time, but students are encouraged to make them before the start of the program so that accommodations can be in place on the first day of class.

## HELPFUL INFORMATION

1. DSI is located at 321 Santa Monica Blvd., Suite 300, Santa Monica, CA 90401.
2. Please arrive on time.
3. You will receive a bag to hold your supplies.
4. Please wear closed-toed shoes only.
5. Wear all white to class.
6. The office is closed for lunch.
7. There are several fast-food places in the area for lunch.
8. We provide a complimentary snack bar with water.

If you have any questions or concerns, please call or text (972) 503-5274.

## MODEL REQUIREMENTS

Services will be at a discounted price. The procedure will take 60 to 90 minutes. Requirements for the model:

1. Cannot be pregnant.
2. Must be flexible. We schedule the appointment time for the model on your day of class.
3. Must be 18 or older.

4. Must provide a valid government-issued photo identification.

**ACKNOWLEDGMENTS**

Approved and regulated by the Bureau for Private Postsecondary Education, Sacramento, California.

I have received a copy of the current Dallas Skin Institute school catalog and any supplement to it.

Student Initials: (  )

| | | |
|---|---|---|
| Signature of Student | Date | Printed Name of Student |
| Signature of Authorized Official | Date | Printed Name of Authorized Official |