

STUDENT CATALOG

Esthetics Programs

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MANDALYN

ACADEMY

Where beauty, confidence and professionals are created

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Introductions

ACCREDITATION AND LICENSING

National Accreditation

Mandalyn Academy is accredited with
The National Accrediting Commission of Career Arts & Science
N.A.C.C.A.S.
3015 Colvin Street, Alexandria, VA 22314
(703) 600-7600

State Licensing Agency

State of Utah Department of Professional Licensing
801-530-6628
P.O. Box 146741, Salt Lake City, Utah 84114-6741



Mandalyn Academy is also a proud member of
Utah Beauty Association

Providing Quality Education Since 2001



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Our Mission Statement

The mission of Mandalyn Academy is to create successful professionals in the field of Esthetics. We are fully dedicated to helping our students succeed by providing apprentice style training, best-in-class educational content, innovative treatment methods, and unmatched customer service. We seek to ensure our students have everything they need to pass state licensing exams and to work and compete as professionals in the beauty industry.

We're Transforming Lives!

BASIC ESTHETICS SYLLABUS					
SUBJECT	Approx. Hours	SUBJECT	Approx. Hours	SUBJECT	Approx. Hours
New Student Program Introduction	4	Men's Skin Care	2	Makeup Application & Products	8
History of Skincare	2	Facial & neck Massage Techniques	4	First Aid & CPR	2
Career Opportunities	4	Facial Machines and Equipment	2	Hormone and Immune Systems	1
Your Professional Image	8	Galvanic Current Treatment	2	Health Risks & Safety	4
Life Skills for Success	2	High Frequency Treatment	2	Permanent Cosmetics (introduction)	1
Communicating for Success	4	Hair Removal Methods	2	The Treatment Room	1
Sanitation and disinfection	10	Waxing Procedures & Products	10	Creating a Business Plan	4
Anatomy & Physiology	4	Advanced Medical Devices	2	Resumes & Interviewing	2
Basic Chemistry	2	Advanced Facial Treatments	2	Professional & Public Relations	1
Basics of Electricity	2	Hot Stone Treatments	2	Professional Ethics	1
Basics of Nutrition	1	Spray Tanning	3	Developing & Retaining Clientele	4
Physiology and Histology of Skin	8	Chemical Exfoliation	2	Advertising & Building Business	10
Disorders & diseases of the Skin	4	Mechanical Exfoliation	4	Business & Spa Management	3
Skin Typing & Analysis	2	Light Therapy & Heat Lamps	2	Regulatory Agencies / Rules & Laws	2
Client Consultations	2	Eye Lash Application	6	State Board Exam Practice & Review	6
Skin Care Products	15	Eye brow Shaping & Tinting	4	Additional Topics & Training	15
Product Ingredients	15	Eye Lash Tinting	4	Teeth Whitening	8
Eye Lash Extensions (certification)	15	Aromatherapy	4	Brow lamination	5
Facial Treatments	18	Enzyme and Basic Facial Peels	2	Student Spa Floor with Clientele	300
Facial techniques & procedures	15	Manicuring & Pedicuring	8		
Skin Types and Conditions	4	Body Wraps & Treatments	6		
Acne, Comedogenicity & Extracting	2	Facial Packs & Masks	4	Total Program Hours	600

Basic Esthetics Course Outline

Educational Objectives

Our educational goals are to provide a quality educational system to prepare each student to pass the state board examinations and to gain employment within the field of Esthetics. Our quality education system includes providing an outstanding facility, experienced and competent instructors and artists, and a curriculum developed through years of experience and expertise. Our goals are to provide industry marketability, by educating our students to be professional, knowledgeable and skilled in their selected field of training.

Program Description (all programs are taught in English)

Basic Esthetics: Mandalyn Academy's *Basic Esthetics* course is a **600-hour program** designed to train the student in the basic theory and practical skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Esthetics, or a related career field. An Esthetician is a person devoted to, or professionally occupied with, the health and beauty of the skin.

Books of Reference

Mandalyn Academy supplies all students with their own textbooks (hard copy and digital copy) for achieving a higher level of success in their training. These textbooks, which are part of the student kit and supplies, help build upon Mandalyn Academy's strong tradition of providing students with the most current, cutting-edge education and help lay the foundation for the future professional to expand and perfect their skills. A student can choose to purchase books and supplies* on their own as long as they meet Mandalyn Academy requirements. Mandalyn Academy also provides a library of textbooks, references, periodicals, books, texts, audio/video tapes and web-based materials to support and supplement the student's program of study. For more book information and costs go to:

- Basic Esthetics: <http://mandalynacademy.com/programs/basic-esthetic>

*Defective equipment, implements, products or merchandise returned within 5 days of receipt and in its original packaging will be exchanged for the identical item.

Teaching and Learning Methods

Mandalyn Academy's clock hour programs are provided through a sequential set of learning steps which address specific tasks necessary for state board exam preparation, graduation, job entry level skills and the potential to become an expert in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The courses are presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student or spa activities, student participation and fun activities. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the courses.

Grading Procedures

- Theory and Practical testing (evaluations) are scored using a percentage system. A student is allowed to retake a test or evaluation and the higher score is recorded.
- Final Program Exam: The final program exam is scored using a percentage system. A student is required to receive a grade of 85% or high in order to pass. A student is allowed to retake the final exam and the higher score is recorded.
- The grading System used is as follows:

100% - 90%	= Excellent
89% - 80%	= Good
79% - 75%	= Satisfactory
74% - below	= Unsatisfactory

MASTER ESTHETICS SYLLABUS					
SUBJECT	Approx . Hours	SUBJECT	Approx . Hours	SUBJECT	Approx . Hours
New Student Program Introduction	4	Synergy Body Treatments	8	Implements & Tools	4
History of Skincare	2	Hydrotherapy	2	Medical Devices	10
Industry & Career Opportunities	4	Advanced Aromatherapy	2	Botox & Dermal Filler Theory	2
Skin Physiology and Histology	8	Customer Service	4	Laser Hair removal	6
Basic Skincare Products	6	Skin Typing and Analysis	4	Laser Skin Tightening	6
Advanced Skincare Products	10	Skin Disorders & Conditions	4	Laser Pigment Rejuvenation	6
Product Ingredients	8	Airbrush Spray Tan	4	Laser & Light Physics	4
Personal, client, & spa/salon Safety	5	Basic Makeup Application	4	Laser Technologies & Applications	58
Sanitation & Disinfection	12	Makeup Application	4	Clinical Facial Treatments	4
First Aid & CPR	3	Permanent Cosmetics Introduction	1	Business & Salon Management	4
Basic Facials	8	Basic & Advanced Waxing	12	Creating a Business Plan	4
The Aging Process	2	Chemistry for Master Esthetics	5	Resumes and Interviewing	2
Hormone and Immune Systems	2	Eye Lash Extensions (certification)	15	Professionalism & Leadership	4
Acne & Comedogenicity	2	Strip Lash Application	1	Professional ethics & advertising	1
Advanced Extractions	2	Lash & Brow Tinting	4	Developing Clientele	4
Microdermabrasion (crystal)	4	Brow Waxing & Shaping	2	Advertising & Building Business	3
Microdermabrasion (Diamond Tip)	4	Advanced Spa Pedicures	8	Regulatory Agencies / Rules & Laws	2
Galvanic Skin Treatments	4	Advanced Spa Manicures	8	Student Spa Floor	620
High Frequency Treatments	4	Nail Treatments	4	State Board Exam Practice & Review	10
Electrical & Mechanical devices	4	General Anatomy	5	Additional Topics & Training	200
Dermaplaning	4	Advanced Chemical Peels	14	Total Program Hours	1200
Microneedling	5	Enzyme and Natural Peels	4		
Hot Stone Treatments	2	Pre & Post Exfoliation	2		
Methods of Facial Massage	4	Body Wraps & Treatments	8		
Mechanical Facials	4				

Master Esthetics Course Outline

Educational Objectives

Our educational goals are to provide a quality educational system to prepare each student to pass the state board examinations and to gain employment within the field of Esthetics. Our quality education system includes providing an outstanding facility, experienced and competent instructors and artists, and a curriculum developed through years of experience and expertise. Our goals are to provide industry marketability, by educating our students to be professional, knowledgeable and skilled in their selected field of training.

Program Description (all programs are taught in English)

Master Esthetics: Mandalyn Academy's *Master Esthetics* course is a **1200-hour program** designed to train the student in the basic theory and practical skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in the Esthetics, Master Esthetics, Medical Esthetics, or a related career field. A Master Esthetician is a person devoted to, or professionally occupied with, the health and beauty of the skin. A Master Esthetician is sometimes referred to a Medical Esthetician.

Books of Reference

Mandalyn Academy supplies all students with their own textbooks (hard copy and digital copy) for achieving a higher level of success in their training. These textbooks, which are part of the student kit and supplies, help build upon Mandalyn Academy's strong tradition of providing students with the most current, cutting-edge education and help lay the foundation for the future professional to expand and perfect their skills. A student can choose to purchase books and supplies* on their own as long as they meet Mandalyn Academy requirements. Mandalyn Academy also provides a library of textbooks, references, periodicals, books, texts, audio/video tapes and web-based materials to support and supplement the student's program of study. For more book information and costs go to:

- Master Esthetics: <http://mandalynacademy.com/programs/master-esthetics>

*Defective equipment, implements, products or merchandise returned within 5 days of receipt and it its original packaging will be exchanged for the identical item.

Teaching and Learning Methods

Mandalyn Academy's clock hour programs are provided through a sequential set of learning steps which address specific tasks necessary for state board exam preparation, graduation, job entry level skills and the potential to become an expert in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The courses are presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, corporative learning, labs, student or spa activities, student participation and fun activities. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the courses.

Grading Procedures

- Theory and Practical testing (evaluations) are scored using a percentage system. A student is allowed to retake a test or evaluation and the higher score is recorded.
- Final Program Exam: The final program exam is scored using a percentage system. A student is required to receive a grade of 85% or high in order to pass. A student is allowed to retake the final exam and the higher score is recorded.
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100% - 90%	= Excellent
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79% - 75%	= Satisfactory
74% - below	= Unsatisfactory

Academy Facility

Mandalyn Academy's Master Esthetics and Basic Esthetics programs are encompassed in our beautiful modern campus located beneath the Wasatch mountains. We believe that training in a clean spa-like atmosphere with cutting edge technology and curriculum gives our students an advantage in their education and a real sense of working in the spa and beauty industry.

- 3 Classrooms
 - 1 student spa clinic area
 - 5 spa treatment rooms
 - 1 clinical/laser room
 - Administrative offices
 - Reception area
 - Retail space
 - Student dispensaries
 - Student break area w/kitchenette
 - Individual lockers
 - Wax stations
 - 3 pedicure stations
 - 3 manicure stations
 - Student Library
-

Enrollment and Admissions Policy

Admissions requirements:

- Identification such as a copy of Driver's License, Birth Certificate, or Passport
- Have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list:
 - Copy of diploma*
 - Copy of GED certificate
 - Copy of a transcript showing high school completion
 - Copy of certificate of attainment (only applicable to non-Title IV recipients), or
 - A Documentation of Completion for secondary school completion if home schooled, or (*edited 2/6/18*)
 - ATB: Prior to admissions complete a nationally recognized, standardized test that measures the applicant's aptitude to successfully complete the program, or
 - ATB: Enroll, and after enrollment, satisfactorily completes 225 clock hours, showing the students aptitude to successfully complete the program,
 - An academic transcript showing successful completion of at least a two-year program that is acceptable for full credit toward a bachelor's degree,
- Meet with admissions and be accepted into the program
- Complete an enrollment application with a \$50.00 non-refundable application fee
- Review copy of School Catalog
- Complete and sign Enrollment Agreement

Transfer Students:

- Complete the above requirements, and
- Provide a professional License, transcript, or proof of hours from another eligible Cosmetology, Barbering or Esthetics school. Verification of validity may be required.

Mandalyn Academy reserves the right to test a transfer student and accept or deny all or a portion of the transferable hours acceptable by law. Transfer hours will be applied toward graduation.

High School Student- 'School District Training Agreement' Students:

- Complete the above applicable requirements,
- Meet the admission requirements set forth by your high school and in the high school training agreement, and
- Submit the "Letter of Acceptance for High School Cosmetology/Esthetics students" or the "Student Referral Form".

High School - 'Secondary' Students:

A secondary student is a currently enrolled high school student who is NOT under a high school training agreement:

- Complete the above applicable requirements, and
- Provide proof of completion of 10th grade shown through a high school transcript, or
- Be 16 years or older and provide proof of age through a driver's license, birth certificate, etc.
- Provide permission in writing from the secondary school in which the student is enrolled
- Successfully complete a pre-enrollment evaluation

*Validity of High School Diplomas: Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the secretary of the Department of Education as reason to question the validity of a student's high school diploma. Mandalyn Academy may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that translates and evaluates foreign diplomas. A foreign diploma must be verified by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. They may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools. Student self-certification is not considered sufficient proof of validity. Mandalyn Academy makes every reasonable effort to verify the validity of questionable high school diplomas.

Admission Process: To Enroll at Mandalyn Academy

1. Contact our Admissions office through our website at www.mandalynacademy.com or via email at admissions@mandalynacademy.com, or telephone at 801-772-3131.
2. Schedule a time with Admissions to come in for a tour and interview.
3. Complete the application form in person, on our website, or via email. This will hold your spot.
4. Review Student Catalog.
5. Schedule an appointment with admissions for assistance with tuition and financial arrangements
6. Schedule an appointment to review and sign the Enrollment Agreement with our admissions office. A copy will be given to you at that time.
7. Bring in all required documents.
8. Once accepted, pay per agreement.

Re-enrollment & Withdrawals: A student meeting Satisfactory Academic Progress requirements at the point of withdrawal or termination may apply for re-enrollment in the school, and if accepted will be considered to be making the same satisfactory academic progress at the point of re-entry. A student failing to meet minimum Satisfactory Academic Progress requirements at the point of withdrawal or termination may apply for re-enrollment in the school and if accepted will re-enter in the same status that they left.

Non-discrimination Policy: Mandalyn Academy does not discriminate in admission or access to our programs on the basis of age, real or perceived race, color, gender, gender identity, sex, disability, religion, sexual orientation, or ethnic or national origin. The Campus Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The school will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Ethics Policy: Mandalyn Academy does not recruit students already attending or admitted to another school offering the same programs of study.

Vaccinations Policy: Mandalyn Academy does not require vaccinations to be enrolled.

Incentives

A monetary or other incentive may be offered to students, prospective students, or others, for enrollment, attendance, continuing in, or graduating from Mandalyn Academy.

Learning has evolved with an INDIVIDUALIZED education at **Mandalyn Academy!**

Program Structure

Master Esthetics & Basic Esthetics

Your time in the Master Esthetics or Basic Esthetics program at Mandalyn Academy is divided into two progressive levels.

Orientation: A 4-week period, approximately 100 hours, known as orientation, instills the basic fundamentals of your training. This orientation period gives our students a solid foundation to begin their training and an introduction into the Mandalyn Academy culture, policies, procedures, and expectations. We get our students up and out of their chairs and working hands-on

from the first day of class. Before entering the student spa or salon, students begin learning the fundamentals of theory and get hands-on practice with live models. You'll receive close personal attention from an instructor who will guide you every step of the way.

Moving on up: Upon successful completion of Orientation, students move on to supervised intermediate instruction in the classroom and on the Spa floor. Knowledge acquired in classes is applied in practical applications using spa clients, models, and other students. Your confidence, skills and flair for technique will blossom. We use a wealth of interactive, multimedia, video, and live demonstrations and lectures to address the full range of learning styles. Our goal is to engage all of our students so you learn more and have more fun.

Students will advance and progressively learn more challenging practical service skills designed to continue building the student into a confident future Master Esthetician. Students continue to be trained in theory, and practice more advanced techniques through hands on practice, advanced classes and specialty guests. Students get to use some of your own creative abilities, coupled with the assistance of your talented instructors and guest trainers to prepare themselves for their future spa career. As students advance, they spend a lot of time and attention on professionalism and being prepared for the industry on how to take and pass the Utah State Board Master Esthetician or Basic Esthetics exams.

Look forward to going to school every day!

At **Mandalyn Academy** classes are scheduled and taught in a way that helps ensure an **EASY** understanding of not only **basic** and **advanced** fundamentals, but the **ADVANCED MONEY MAKING** and **BUSINESS SKILLS** that are necessary in the salon and spa industries.

Attendance Schedule Options

Because Mandalyn Academy understands that many students are parents and working professionals, we have developed attendance schedule options. Students are expected to follow their schedule and time frame throughout the program. Students are advised not to fall behind, and are not allowed to accelerate ahead in the program.

Saturday Attendance: All students are required to attend at least 2 Saturdays a month.

Schedule Change: A student is allowed one (1) *schedule change* without charge. A fee of \$100.00 will be charged for each *schedule change* thereafter.

Program Start Dates

Please contact our Admissions office for the current list of start dates. **All course start dates are subject to change.**

Basic Esthetics

- o Day classes begin the first Tuesday of each month
- o Night classes begin approximately 4 times per year. Check with our admissions rep for actual start dates.
 - During **Orientation:** Monday thru Thursday (no Saturdays) – 20 hours per week
 - After **Orientation:** Tuesday – Saturday (see schedule options below)

Master Esthetics

- o Day classes begin the first Tuesday of each month
- o Night classes begin approximately 4 times per year. Check with our admissions rep for actual start dates.
 - During **Orientation:** Monday thru Thursday (no Saturdays) – 20 hours per week

- After **Orientation**: Tuesday – Saturday (see schedule options below)

Schedules and Completion time

Basic Esthetics

Day Schedule Options: hours available Tuesday – *Saturday between 9:00 am – 5:00 pm.

- 1) 34 Hours /week
 - o Course Completion time: approximately 18 weeks / 4.5 months
- 2) 30 Hours /week
 - o Course Completion time: approximately 20 weeks / 5 months
- 3) 26 Hours /week
 - o Course Completion time: approximately 24 weeks / 6 months
- 4) 20 Hours /week
 - o Course Completion time: approximately 30 weeks / 7 months

Night Schedule (ask about the 26-hour option)

- 5) 20 Hours / week
 - o Course Completion time: approximately 30 weeks / 7 months
 - o Tuesday - Thursday, 5:00pm – 10:00 pm
 - o *Saturdays between 9:00 am – 5:00 pm

*Saturdays must be scheduled weekly, or for every other week.

Master Esthetics

Day Schedule Options: hours available Tuesday – *Saturday between 9:00 am – 5:00 pm.

- 1) 34 Hours /week
 - o Course Completion time: approximately 36 weeks / 8.5 months
- 2) 30 Hours /week
 - o Course Completion time: approximately 40 weeks / 9.5 months
- 3) 26 Hours /week
 - o Course Completion time: approximately 47 weeks / 11 months
- 4) 20 Hours /week
 - o Course Completion time: approximately 61 weeks / 14.5 months

Night Schedule (ask about the 26-hour option)

- 5) 20 Hours / week
 - o Course Completion time: approximately 61 Weeks / 14.4 months
 - o Tuesday - Thursday, 5:00 pm – 10:00 pm
 - o *Saturdays between 9:00 am – 5:00 pm

*Saturdays must be scheduled weekly, or for every other week

Holidays and School Closures for 2022

Mandalyn Academy is closed on New Year's Day (January 1), Spring Break (April 4 - 8), Independence Day (July 4), Pioneer Day (July 24), Fall Break (October 13 - 17), Thanksgiving Weekend (Wednesday-Saturday), and Christmas Break (December 19–31), 2022. Student schedules and projected graduations dates reflect these planned closures. Mandalyn Academy reserves the right to make changes to this schedule and/or to cancel classes for foreseen or unforeseen reasons, which include, but are not limited to, such things as weather conditions, training, events or extenuating circumstances. Students will be notified via text or phone call as soon as possible and may be given the opportunity to make up those hours if they choose, or, because closures may affect a student's approximate number of weeks in the program the student's graduation date will be edited so that the student is not penalized in hours or with additional instructional charges.

Student Vacations

Students are allowed a five (5) day vacation period per enrollment or for each full year of enrollment. Vacation days are to be taken consecutively and cannot be broken up throughout the student's enrollment. These days are still considered as an absence, but with approval they have no suspension penalty. A student is to submit a vacation request form to their instructor at least four (4) weeks prior to the requested vacation period in order to receive final approval.

Graduation (Course Completion) Requirements

A student fulfilling the following requirements is considered graduated from the program and will receive a graduation certificate (see Verification of Hours Requirements):

- Complete the required clock hours of training
 - Master Esthetics – 1200 hours
 - Basic Esthetics – 600 hours
- Achieve a 75% or higher Grade Point Average (GPA)
- Achieve a 67% or higher average on attendance
- Pass final exam(s)

Verification of Hours Requirement

The state requires a *Verification of Hours form*, issued by the school, in order for a graduate to apply for state licensure. Though a student may have completed the program and is considered graduated, a *Verification of Hours form* will not be issued until all financial obligations to Mandalyn Academy are paid in full.

Completion, Passing, and Placement Rates

Mandalyn Academy tracks and files an annual report for, school completion rates, state licensing examination pass rates, and graduate placement rates. Mandalyn Academy's outcome rates for the year 2020 are as follows:

	Basic Esthetics	Master Esthetics	Cumulative Rates
Student Graduation rate:	100.00%	87.10%	92.73%
Graduate Placement rate:	70.83%	70.37%	70.59%
State Licensure rate:	100.00%	95.00%	97.37%

State Licensure Requirements

In the State of Utah, the Board of Cosmetology governs the Cosmetology, Esthetics professions. The requirements for licensure are as follows:

- Verification of Hours completed from an accredited Esthetics school
- Pass the state board written theory exam
- Pass the state board practical exam
- Make licensing application to the State of Utah Department of Professional Licensing

(State fees for exams and licensing are applicable and payable to the State)

The Academy will assist students in registering for the Utah State Board Examinations but does not guarantee passing of the examination. Costs related to the State Board Examination and State Licensure are the responsibility of the student.

Employment Opportunities

Master Esthetics and Basic Esthetics

Career opportunities are available in spas, salons, medical spas, laser centers (Masters only), home spas, plastic surgeon offices, resort spas, beauty schools, skin care companies, as a cosmetic buyer, an expert trainer, a make-up artist, a permanent makeup artist (Masters only), or own your own business, and more.

Skincare Industry Growth

US Bureau of Labor Statistics - Job Outlook

Employment of skincare specialists is projected to grow 11 percent from 2018 to 2028, much faster than the average for all occupations.

The projected increase in employment reflects demand for new services being offered, such as more advanced treatments and quick and mobile facials. In addition, the desire among many women and a growing number of men to reduce the effects of aging and to lead a healthier lifestyle through better grooming, including skin treatments for relaxation and well-being, should result in employment growth.

Career Placement

At Mandalyn Academy, career planning starts as soon as your education does. From your first day to mapping out your long-range career plan, we'll support you all the way in achieving the career of your dreams. Mandalyn Academy cannot guarantee employment.

What can you do with a Mandalyn Academy education? Much more than you can imagine. The beauty industry is in the top five fastest growing industries in the world. With so much opportunity, there are plenty of options out there for you. Wherever you want to go, Mandalyn Academy is great starting point and will prepare you for an entry-level position or more.

Guidance

We offer one-on-one and group advising to help you set goals and stay on a successful career path.

Business & Professional Development Classes

An essential part of the curriculum is the series of business classes that teach you what to expect while working in the industry, how to be always a professional.

- Resume writing
- Portfolio building
- Social media skills
- Marketing yourself and your business
- Interviewing skills / Speed interviewing
- Visits with spas
- Relationship building / Networking
- Acting like a professional

Guest Experts & Professionals

Beauty industry professionals and local spa owners like to come and meet our students, demonstrate and teach, and share their professional experience.

Industry Networking & Employment Assistance

Local spas know us for our skilled and successful graduates. They notify us when positions are available so that we can pass the information on to our students and graduates who may be notified personally or by phone, fliers, emails, texts or social media posts.

Our Graduates

We follow our graduates and stay up to date about where they are in their career. That way, we can reach out to them with continuing education opportunities, and they can recommend our current students to job opportunities. Our alumni are our greatest resource for job opportunities and industry advice.

Physical Demands and Safety for the Profession

A Master Esthetician or Esthetician, may spend long hours sitting, standing, bending, reaching and repeating the same motions. Any repeated activities can cause fatigue and pain in various parts of the body. Students are instructed in "ergonomics", a growing science that supports these health issues. It is important that a student be physically able to perform and receive applicable program services. If you have concerns about the physical demands, please inform administration upon application into the program.

As a Master Esthetician or Esthetician, it is important to be knowledgeable with the safety requirements for the profession. Students will become familiar with industry safety risks and how to protect themselves by using infection control, sanitation

and disinfection, blood spill procedure, first aid, chemical solution safety, electricity safety, and much more. Mandalyn Academy teaches and follows guidelines set up by the Occupational Safety and Health Administration (OSHA).

Enrollment Contract

The Enrollment Contract fully outlines the financial and enrollment obligation requirements of Mandalyn Academy and the student. Prior to signing, the enrollment contract is reviewed with the student (and the student's legal guardian, if applicable), giving them an understanding of the agreement.

Mandalyn Academy's Student Handbook is a companion to this Student Catalog and is a complete reference guide to school policies and procedures. On the first day of class the handbook is reviewed with the student and a signed acknowledgement of understanding is filed in the student's file. Included in the handbook are agreements and releases. A copy of the handbook is available upon request before enrollment. A copy of your handbook should be kept in a binder for future reference or questions. Mandalyn Academy reserves the right to modify the handbook and its rules and regulations as it sees necessary.

Tuition and Fees

Tuition and fees are due upon enrollment into Mandalyn Academy unless the student has made payment arrangements through Mandalyn Academy, a financial loan institution, or through federal funding. In the case of using federal funding, Mandalyn Academy may allow the student to begin class but failure to qualify for federal aid or to make payments on the scheduled due dates may result in termination from the program or suspension until payment is made.

Master Esthetics (1200 hours)	
Application Fee (non-refundable)	\$50.00
Registration Fee	\$100.00
Tuition	\$16,840.00
Supplies Kit & Book Fee (sales tax included)	\$3,000.00

Basic Esthetics (600 hours)	
Application Fee (non-refundable)	\$50.00
Registration Fee	\$100.00
Tuition	\$8,345.00
Supplies Kit & Book Fee (sales tax included)	\$1,500.00

Transfer Students

Upon meeting all admission requirements, Mandalyn Academy gladly accepts transfer students from other equivalent Cosmetology, Barbering or Esthetic schools. Mandalyn Academy reserves the right to test a transfer student and accept or deny all or a portion of the transferable hours acceptable by law. Transfer hours will be applied toward graduation. The following are the costs (with examples) and requirements for tuition and the transfer of hours:

- o Meet all admission requirements
- o Provide a Professional License, certified transcript, or certified proof of hours from recognized cosmetology, Barbering or Esthetics school, with all tuition and fees paid in full. Verification may be required.

Master Esthetics Transfer Fees and Tuition:

Tuition: \$14.00 per hour (see calculation **examples** below)

Master Esthetics Transfer Hours	Application & Registration Fees	Tuition	Supplies Kit	TOTAL
600	\$150.00	\$8400.00	\$2750.00	\$11,300.00

Basic Esthetics Transfer Fees and Tuition:

Tuition: \$13.95 per hour, Plus kit and enrollment fees.

Grace Period. Each student is allotted a 1-week (7 calendar day) grace period after reaching their contracted Calculated Completion Date before additional instructional charges can incur. This grace period is for the purpose of emergency, sickness and vacation.

Additional Instructional Charges. A fee of \$14.00 per hour may apply when a student does not complete a program within 1 week (7 calendar days) after their contracted Average Calculated Completion Date (see Grace Period).

Administrative Fees that may occur

- SUSPENSION: \$100.00
- SCHEDULE CHANGE: \$100.00 (there is no charge for the 1st change)
- WITHDRAWAL: \$150.00
- TRANSFER FEE: \$1.25 for each hour being transferred

State Board Passing Reimbursement Policy

Mandalyn Academy takes pride in the high state board passing rate of our graduates. We thoroughly prepare our graduates for passing that state boards. We encourage our students to take the state boards prior to graduating, while the knowledge and skill set is fresh on their mind. We are so confident in our preparation and passionate about the success of our graduates that we reimburse testing/kit fees for students that pass the exam prior to graduating from their program. A student will be reimbursed for the test fee (one time per program) of the written exam currently priced at \$86.00 (March 2022) and the kit rental fee (one time per program) currently priced at \$50.00 (March 2022) if they pass the exam prior to completing the required hours of the program they are enrolled in.

***Supplies Kit & Books**

There are specific books and supplies that are required for your course of enrollment and are included in your Mandalyn Academy supplies and books kit. At time of enrollment a student may choose to obtain or purchase the required books and supplies on her/his own but the items must meet all mandatory requirements. For the costs and more information about required textbooks go to <http://mandalynacademy.com/> and click on the program page or see our Student Consumer Information Guide at

<https://mandalynacademy.com/wp-content/uploads/2022/04/Student-Consumer-Information-Guide-October-2021.pdf>.

Financial Assistance and Options

Federal Financial Aid is available to those who qualify. To apply for Pell Grants and Direct Loans visit studentaid.gov. When prompted to select a school, select SCHOOL CODE #041619 and complete the application. You may also schedule an appointment with the academy's Financial Aid Director to assist you with the application. A student can choose to enroll and begin classes prior to financial aid qualification but if he/she does not qualify for partial or full aid they are responsible to cover the entire fees and tuition by other personal or institutional financial means. However, Mandalyn Academy reserves the right to allow or not allow a student to begin class without financial aid qualification.

Financial Institutions, Banks and Credit Union may offer Student Loans and are available to help you finance your education or continuing education classes.

Payment in Full can be made with cash, check, credit card, check card or financing through a financial institution.

Full payment of first academic year (900 hours) prior to start date, plus, payment of second academic year prior to reaching 900 hours (*not applicable for the basic esthetics program*)

In-House Financing offers payment plan options with a down payment of \$2,500.00. Please see the admissions department for more information and details

Department of Veterans Affairs Education Benefits

Veteran Affairs administers a variety of education benefit programs and services. Each education benefit program and service has its own eligibility requirements. For more information go to: benefits.va.gov. GI Bill® beneficiaries may begin and attend class up to 90 days before he/she provides a certificate of eligibility, or valid VAF 28-1905. The student can attend the class until the VA provides payment to Mandalyn Academy without any imposed penalty or additional funds to cover tuition or fees due to late payment from VA.

Vocational Rehabilitation Services

The mission of the Utah State Office of Rehabilitation is to assist eligible individuals in obtaining employment and increasing their independence. For more information go to:

<http://www.usor.utah.gov/division-of-rehabilitation-services/vocational-rehabilitation>. The student can attend the class until Vocation Rehabilitation Services provides payment to Mandalyn Academy without any imposed penalty or additional funds to cover tuition or fees due to late payment from Vocational Rehabilitation services.

Additional Financial Assistance Information: Go to: <http://mandalynacademy.com/Student-Consumer-Information-Guide.pdf>

Alpine School District High School Student Scholarship Program

High School students are not eligible for federal financial aid. Alpine school district high school students may enroll and qualify for a school district partial-tuition scholarship that is matched by Mandalyn Academy. The Alpine School District scholarship for high school students has its own criteria for eligibility. See your high school counselor for eligibility.

- Schedule an appointment with our admissions office for information on our high school scholarship for Cosmetology/Barbering, Master Esthetics and Basic Esthetics students.

Financial Obligations. Student hours, supplies and equipment will not be released until ALL financial obligations owed the Academy have been paid in full.

Withdrawal and Settlement (Refund) Policy

Mandalyn Academy has in place a Withdrawal and Settlement (Refund) Policy that applies to all students. The policy applies to all terminations for any reason, by either party, including student decision, expulsion, program or course cancellation and school closure.

1. Official cancellation or determination of withdrawal shall occur on the earlier of the dates that:
 - a. An applicant is not accepted by Mandalyn Academy. This applicant shall be entitled to a refund of all monies paid, except the non-refundable application fee (\$50).
 - b. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded except a \$50.00 non-refundable application fee, regardless of whether or not the student has actually started classes.
 - c. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$100 plus a non-refundable application fee of \$50.00.
 - d. A student notifies Mandalyn Academy of his/her withdrawal;
 - e. A student on an approved leave of absence notifies the academy that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not returning.
 - f. A student is withdrawn (expelled) by Mandalyn Academy
 - g. In type b, c, d, or e, official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to Mandalyn Academy administrator or owner in person.

A student's withdrawal date is the last date of academic attendance which is determined by the academy from the school's attendance records.

2. Unofficial withdrawals are monitored and determined by the academy through monitoring clock hour attendance at least every 14 days. A student's withdrawal date is the last date of academic attendance which is determined by the academy from the school's attendance records.
3. Any monies due a student who withdraws from Mandalyn Academy shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially.
4. The Institutional refund is applied to all Title IV recipients after any applicable returns to Title IV have been made.
5. The fee for books and supplies (kit) that are not in 'like new' condition is non-refundable. In the case a student does not receive a book or kit item, the student will be credited.
6. Transfer fees are non-refundable.
7. All additional fees not included in tuition or the student kit are identified in Mandalyn Academy's school catalog and in the enrollment contract and are non-refundable and due at time of withdrawal or completion.
8. If a student withdraws or is terminated from Mandalyn Academy prior to completion a \$150.00 withdrawal/termination fee may be charged.
9. In the case of a withdrawal a student has 20 days from the date of their withdrawal to return textbooks, supplies and/or equipment for a refund as outlined below:
 - Textbooks – A full refund may be made for textbooks returned in original condition, free from writing, highlighting, or any visible signs of wear and tear. If a textbook has a minimal amount of writing, highlighting, or visible signs of wear and tear it may be returned and a refund will be made for 50% of the purchase price. There are no refunds on textbooks that are heavily used or in poor condition.
 - Equipment / Implements – A full refund will be made for items returned that are in the original package and unused. If an item has been lightly used, is in good working order, AND can be thoroughly disinfected inside and out, it can be returned and a refund will be made for 50% of the purchase price. There are no refunds for equipment or implements that have been worn out, broken, in poor condition and/or are dirty.

- Skin or hair care products – There are no refunds on products that have been opened and/or used.
 - Merchandise - We cannot return or exchange any merchandise that has been altered from its original state. If an item is 'like new' it can be returned and a refund will be made for 50% of the purchase price.
 - Defective Equipment, implements, products or merchandise returned within 5 days of receipt and in its original packaging will be exchanged for the identical item.
 - Mandalyn Academy reserves the right to determine the condition of merchandise, including damaged and defective returns and reserves the right to deny any returns based upon the condition of the item.
10. Program Cancellation: If a Mandalyn Academy program is canceled subsequent to a student's enrollment, and before instruction in the program or course has begun, the school will at its option: a) provide a full refund of all monies paid; or; b) provide completion of the program. If a program is canceled after students have enrolled and instruction has begun, the school shall at its option: a) Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school, or; b) provide completion of the program, or; c) participate in a Teach-Out Agreement, or; d) provide a full refund of all monies paid.
11. School Closure: If the school closes permanently and ceases to offer instruction after a student has enrolled, and instruction has begun, Mandalyn Academy will provide at its option either a pro-rata refund of tuition or participate in a Teach-Out Agreement.
12. When students who enroll and begin classes but are expelled or withdraw prior to course completion (after three business days of signing the contract), Mandalyn Academy will be entitled to retain and/or collect a tuition amount calculated according to the following.

<u>Percentage of SCHEDULED time in relation to required time of course</u>	<u>Percentage of total tuition academy will retain or receive</u>
.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- a. The refund calculation is based on the student's scheduled hours and the last date of attendance.
 - b. When situations of mitigating circumstances are in evidence, Mandalyn Academy, upon its sole discretion, has the right to exceed the above standards for refunds.
13. A refund calculation will be performed upon withdrawal or termination.
14. If a dispute arises regarding the Mandalyn Academy's refund policy, and the student or anyone acting on their behalf makes a claim against Mandalyn Academy, its agents, owners, officers, employees, and all other persons or entities acting in any capacity on the academy's behalf, the student will indemnify, save and hold harmless each of them from any litigation expenses, attorney fees, loss, liability, damage, or cost which may incur as a result of such claim, to the fullest extent permitted by law.
15. In the event that a student defaults on a financial obligation and/or does not make payment as agreed, Mandalyn Academy will do one or all of the following:
- a. turn the account over to a collection agency for collections, and/or
 - b. file a claim with small claims court
- The student (and guardian) will be responsible to pay all reasonable attorney fees and costs of collection (according to law), including any commissions due to collection agency. It is important to know that this can be devastating to your credit and will result in an issuance of 'unprofessional conduct' associated with your name with the Utah department of licensing.

Student Privacy and Access to Records Policy

The Family Education Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. For information on your rights please visit: The Family Education Rights and Privacy Act (FERPA).

Mandalyn Academy instructors and employees with a "legitimate interest" have access to students' academic records. We are obligated to protect the privacy of the student records to which we have access.

Students have the right to review their education records, to request amendment of records, to consent to disclosures or personally identifiable information, and to file complaints with the U.S. Department of Education.

If a student would like to view their records or request an amendment, an appointment is scheduled with Administration.

Written consent is required before educational records may be disclosed to third parties, with the exception of accrediting commissions or government agencies authorized by law. "**Release of Student Information Forms**" are available in the administration office and will be filed in the student's records.

Mandalyn Academy may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students 30 days to request that the school not disclose directory information about them. Students receive an initial notice of this policy upon or prior to enrollment and enrolled students receive an annual notice.

Scholarships and Discounts

Mandalyn Academy reserves the right to offer scholarships for different classes and categories of students who qualify. Please ask about current available scholarships and see if you qualify.

High School Students

High School Students scholarships are available to those who qualify. Mandalyn Academy is in agreement with Alpine School District to provide financial support and career and technical education to students attending our Esthetics programs. Please see your high school career counsellor for student criteria and responsibilities. Please ask Mandalyn Academy admissions department about our high school student discounts or scholarships. High School students must meet the applicable admission requirements.

Student Appearance and Dress Code

Mandalyn Academy dress code is very important to the student image and the image of our academy. A sharp, well-dressed student body portrays professionalism and has been proven to improve performance and attitudes of all whom it is required. Students are encouraged to take pride in maintaining a professional image at all times. Instructors and administration have the right to make a judgment call on whether a student's attire meets dress code requirements.

Attendance, Absenteeism and Tardiness

Mandalyn Academy measures and monitors a student's attendance in clock hours. Each student is responsible to abide by the schedule agreed to in his or her enrollment contract. EACH ABSENCE AND TARDY WILL AFFECT THE STUDENT'S ATTENDANCE GPA. The fifth unexcused absence and/or tardy per month may result in the student being suspended (with a suspension fee) for a two-day period, unless approved by the Institution and therefore considered an Excused Absence. Please refer to the Mandalyn Academy Student Handbook for the entire Attendance Policy.

Satisfactory Academic Progress Policy

Mandalyn Academy has in place a Satisfactory Academic Progress Policy that is consistently applied to all full or part time students enrolled in a Mandalyn Academy NACCAS approved program and is published and provided to applicants prior to enrollment.

Students will be monitored for satisfactory academic progress whether or not financial aid was applied for or received during any academic period in which the student was previously enrolled. Financial assistance will not be available if a student does not meet the academic progress requirements. All periods of enrollment count toward Satisfactory Academic Progress (Fall, Winter, Spring, and Summer), including periods when a student does not receive Title IV financial aid.

The institution operates on a 900 clock hour academic year over 27 academic weeks.

Determination of Progress

The satisfactory academic progress of a student is evaluated on both quantitative (attendance) and qualitative (academic performance) elements at designated evaluation periods throughout the program. A satisfactory academic progress evaluation is made when reaching mid-way through the program or academic year (900 hours), whichever is shorter:

- o 300 (actual) hours in the Basic Esthetics program
- o 450 and 900 and 1050 (actual) hours in the Master Esthetics program

Program	Evaluation Period	Minimum Weeks
Basic Esthetics	300 Actual Hours	9 Weeks
Master Esthetics	450 Actual Hours	13.5 Weeks
	900 Actual Hours	27 Weeks
	1050 Actual Hours	31.5 Weeks

*Transfer Students Evaluation period – Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

A student must meet the minimum requirements of a 75% cumulative grade point average and a 67% cumulative attendance average to be considered making satisfactory academic progress. Students meeting minimum requirements at evaluation will be considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Students are notified in person or in writing within 7 days of any evaluation that impacts the student's eligibility for financial aid, if applicable. Students acknowledge and sign a copy of their SAP report at the end of each evaluation period. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on a warning or has prevailed upon appeal resulting in a status of probation.

Attendance Requirements

In order to be considered making Satisfactory Academic Progress, a student must meet a minimum requirement of 67% of their scheduled cumulative attendance hours during each Satisfactory Academic Progress evaluation period. The pace of attendance is calculated by dividing the cumulative number of actual attended hours by the cumulative number of scheduled hours. Regardless of the average level of attendance, students who have more than 14 days of consecutive absences may be withdrawn from the program. This standard shall apply to all students except those on an approved Leave-of-Absence.

Maximum Hour Limit

Federal regulations require Mandalyn Academy to establish a maximum number of hours to complete the program while also remaining eligible for federal, state or institutional financial assistance. Consideration of eligibility includes all terms of enrollment, whether or not federal, state or institutional aid is received. The maximum time frame in which a student must complete the program is no longer than 150% of the length of the program based on 100% attendance schedule. For example, the Basic Esthetics program requires 600 hours. For a student who attends full-time (34 hours/week), the program can be

completed in 18 weeks. The maximum time allowed to complete this program attending full time would be 18 weeks multiplied by 150% which equals 27 weeks maximum. The maximum time allowed for a transfer student who needs less than the full course requirements or for a part-time student will be determined in the same manner. For example, a transfer student who only needs 900 hours of the Master Esthetics program and who is attending 26 hours/week can finish in 35 weeks. The maximum time allowed to complete the 900-hour portion of the program attending 26 hours/week would be 35 weeks multiplied by 150% which equals 52.5 weeks maximum.

Students who exceed the maximum time frame shall be terminated from enrollment. A student may apply to re-enroll on a cash pay basis.

Basic Esthetics

Full Time 34 Hours/Week

Minimum Time Frame
600 Clock Hours 18 Weeks

Maximum Time Frame
900 Clock Hours 27 Weeks

Part Time 30 Hours/ Week

Minimum Time Frame
600 Clock Hours 20 Weeks

Maximum Time Frame
900 Clock Hours 30 Weeks

Part Time 26 Hours/Week

Minimum Time Frame
600 Clock Hours 24 Weeks

Maximum Time Frame
900 Clock Hours 36 Weeks

Part Time 20 Hours/ Week

Minimum Time Frame
600 Clock Hours 30 Weeks

Maximum Time Frame
900 Clock Hours 45 Weeks

Master Esthetics

Full Time 34 Hours/Week

Minimum Time Frame
1200 Clock Hours 36 Weeks

Maximum Time Frame
1800 Clock Hours 54 Weeks

Part Time 30 Hours/ Week

Minimum Time Frame
1200 Clock Hours 40 Weeks

Maximum Time Frame
1800 Clock Hours 60 Weeks

Part Time 26 Hours/Week

Minimum Time Frame
1200 Clock Hours 47 Weeks

Maximum Time Frame
1800 Clock Hours 70.5 Weeks

Part Time 20 Hours/ Week

Minimum Time Frame
1200 Clock Hours 61 Weeks

Maximum Time Frame
1800 Clock Hours 91.5 Weeks

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 assigned academic learning and a minimum number of practical experiences. Practical and theory assignments are evaluated on a cumulative scale. Students must maintain a written grade average of 75% in order to graduate. Students must make up failed or missed evaluations or receive a zero (0) grade. Evaluation records are available to students upon request and the student's instructor or campus administration may review the evaluations with the student.

Determination of Progress

In order to be considered making Satisfactory Academic Progress, a student must meet a minimum of 75% cumulative grade point average (GPA). Academic progress is determined by evaluating a student's performance by using a reasonable system of grades and work projects in theory (book work) and practical (hands-on) work assignments.

100% - 90%	= Excellent
89% - 80%	= Good
79% - 75%	= Satisfactory
74% - below	= Unsatisfactory

Satisfactory Academic Progress Financial Aid Warning

A student failing to meet the minimum Satisfactory Academic Progress requirements may be placed on 'financial aid warning' until the next scheduled evaluation. The student will be notified in person or in writing within 7 days of their evaluation and its potential impact on financial aid eligibility, if applicable. During this financial aid warning period the student is not considered to be making satisfactory academic progress until the next scheduled evaluation, and if applicable, is still considered eligible for Title IV funding. The Student Director will meet with this student to discuss and develop a plan for making satisfactory progress at the next evaluation. If the student is considered making Satisfactory Academic Progress by the next scheduled evaluation, he or she will be removed from 'financial aid warning'. If at the end of the financial aid warning period, the student has still not met both the attendance and academic requirements, he/she may be deemed ineligible to receive Title IV funds.

Satisfactory Academic Progress Financial Aid Probation

When a student loses FSA eligibility because they failed to make satisfactory academic progress, they may appeal that result on the basis of injury, illness, death of a relative, or other special circumstances. The appeal must explain why they failed to make satisfactory progress and what has changed in their situation that will allow them to make satisfactory progress at the next evaluation. If a student prevails upon appeal, they will be placed on Satisfactory Academic Progress Financial Aid Probation. The plan set up after their Financial Aid Warning will be reviewed with the student and updated to reflect the information provided in the appeal. 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, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds. However, if the student can meet satisfactory progress by the next evaluation by following their plan, then the student will be considered making satisfactory academic progress and Title IV eligibility will continue.

Re-establishment of Satisfactory Academic Progress

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

Appeal Procedure

If a student who has been placed on Financial Aid Warning and is determined to not be making satisfactory academic progress at their next evaluation, then the student may appeal the determination within ten calendar days. Reasons for which student may appeal a negative progress determination include death of a relative, a documentable injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the Student Services Director describing why they failed to meet satisfactory academic progress standards. 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. Appeal documents will be reviewed and decision will be made and reported to the student within 10 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the student will be deemed eligible to receive FSA funds for the period.

Course Incompletes / Repetitions / Non-credit Remedial Courses

Course incompletes, repetitions, withdrawals, and non-credit remedial courses have no effect upon a student's satisfactory progress and do not apply to Mandalyn Academy.

Transfer Hours

With regard to Satisfactory Academic Progress, transfer hours from one program to another within Mandalyn Academy or from another recognized institution will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

Leave of Absence: If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. An authorized Leave of Absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence not to exceed 180 calendar days within a calendar year and the days taken in the leave of absence will not be included in the student's cumulative attendance percentage calculation. A student returning from a leave of absence will return to school in the same Satisfactory Academic Progress status they were in prior to their official departure.

Re-enrollment & Withdrawals

A student meeting Satisfactory Academic Progress requirements at the point of withdrawal or termination may apply for re-enrollment in the school, and if accepted will be considered to be making the same satisfactory academic progress at the point of re-entry. A student failing to meet minimum Satisfactory Academic Progress requirements at the point of withdrawal or termination may apply for re-enrollment in the school and if accepted will re-enter in the same status that they left.

Changing Programs of Study

A student transferring from one program to another has to withdraw from one program first and then enroll in the second program, as long as all admissions requirements are met. A student may be awarded transfer hours for the completed common units of instruction among the program a student has withdrawn from and the program a student will be enrolling in.

Enrolling in Second Program of Study

Mandalyn Academy does not offer an option for a second course to be taken concurrently. After completing one program a student may enroll in a second program. A student may be awarded transfer hours for the completed common units of instruction from one program to another.

Interruptions, Course Incompletes, Withdrawals

Withdrawals: Mandalyn Academy does not offer 'withdrawal pass' vs 'withdrawal fail'.

Advising and Counseling

Mandalyn Academy provides students with academic advising. Mandalyn Academy is not qualified or authorized to provide professional counseling services but upon request or need, will provide a student with a list of counseling services available to them in the area.

Make Up Work

The policy for making up missed hours and academic work is based on the schools Satisfactory Academic Progress policy, the students Enrollment Contract and their contracted time frame in the program. Making up hours, evaluations and work is a privilege and very important for maintaining an academic and attendance passing grade point average. The school has the right to deny the privilege of making up missed hours or work when a student is not showing serious effort to follow the attendance and school policies. A student may be allowed to make up a maximum of 20 hours per month (even when they miss more than 20) during the month following the days missed. Making up academic work (assignments, exams, practical evaluations) may be allowed when it was missed due to absenteeism. Misuse of make up hours and work may result in losing the privilege. The majority of makeup hours are to be scheduled on Saturdays. Please see the Student Handbook for the full Make Up work policy.

Student Conduct

Students prefer to study in an environment in which serious or repeated violations of standard are not permitted. With that in mind, Mandalyn Academy has established a Student Handbook with rules and standards of conduct in which students are required to obey. Students will receive a copy of the Student Handbook on the first day of class. Students are expected to conduct themselves in a professional manner and to take personal responsibility by being the best student and professional they can be. A copy of the Mandalyn Academy Student Handbook can be requested before enrollment.

Suspension, Probation and Termination

A student, who commits an infraction is subject to discipline, including but not limited to immediate suspension, probation, or In-voluntary withdrawal (expulsion) from the program. A student has the right to voluntarily withdraw from a program. A student may be suspended or terminated at the sole discretion of administration for not abiding by Mandalyn Academy policies, for not returning on time from a scheduled Leave of Absence or for missing 14 consecutive scheduled days in a row. A variable suspension fee based on the number of infractions (\$100/infraction) will be charged for each *suspension* and a fee of \$150 for a voluntary or in-voluntary withdrawal (termination).

Executive & Instructional Staff Summary

Mandalyn Freeland	Owner/CEO/Licensed Instructor
Diane Clements	Campus Director/CFO
Denise Barnes	Director of Education
Don Maifala	Director of Financial Aid
Carsyn Combs	Director of Admissions
Dayana Barber	Director of Operations/Licensed Instructor
Daleska Yabar	Director of Marketing/Licensed Instructor
Malorie Burdett	Licensed Master Esthetics Instructor
Whitney Brennan	Licensed Master Esthetics Instructor
Graycee Thompson	Licensed Master Esthetics Instructor
Heather Gren	Licensed Master Esthetics Instructor
Taleya Hines	Licensed Master Esthetics Instructor

**“Do what you do so well that they want to see it again,
and bring their friends.”**

- Walt Disney

MANDALYN

ACADEMY

