



2549 Highway Avenue  
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[www.creativehair.com](http://www.creativehair.com)

comprehensive esthetics



*Financial Aid Available To Those Who Qualify*

**CREATIVE HAIR STYLING ACADEMY, INC.** was founded in 1969. Mrs. Deborah Marias, President and CEO, holds the position of Director. It is state licensed by the Indiana Professional Licensing Agency, 402 W. Washington St., Room W072, Indianapolis, IN 46204, (317) 234-3031. It is also accredited by the Natl. Accrediting Commission for Cosmetology Arts & Sciences, 4401 Ford Ave., Suite 1300, Alexandria, VA 22302, (703) 600-7600.

## **OUR STAFF**

The following are members of the educational team at Creative Hair Styling Academy:

Deborah Marias, *Director, Instructor*  
Susan Richards, *Admissions & Public Relations Director*  
Pamela Campbell, *Support Services Director, Instructor*  
Christina Brucer, *Administrative Assistant*  
Roberta Ford, *Instructor*  
Mary Sabodor, *Instructor*  
Marissa Yekich, *Instructor*  
Amy Burczyk, *Instructor*  
Irene Huber, *Instructor*  
Christopher Gulley, *Instructor*

The school maintains a qualified staff of instructors who have salon experience, teacher's training, and who are required to attend seminars and hairstyling clinics to keep up with the latest methods and techniques in teaching all the arts of cosmetology. Our instructors are dedicated to bringing the best cosmetology education to our students.

## **SCHOOL FACILITIES**

The school is being improved and updated on an on-going basis to meet the criteria of a modern, up-to-date school. Since the original building was erected in 1969, three (3) additions have been built on to the Academy for a smooth and effective training program.

The school occupies a building at 2549 Highway Avenue, in Highland, Indiana with approximately 7700 square feet of floor space. It maintains working stations for all students where they work on clients under the direct supervision of licensed instructors. Four (4) private offices are available for interviewing and advising students. In addition to the office space, there are four (4) classrooms, three (3) clinic areas, an Esthetic clinic and Cosmetic Center. Theory classrooms consist of visual aids, such as charts, overhead projectors, chalk boards, Televisions with VCR & DVD players.

**SPA TREATMENT AREAS**

The school provides four (4) complete treatment areas within the Esthetic Clinic including facial steamers, waxing equipment, towel warmers, autoclave as well as the Microdermabrasion machine, the newest form of mechanical exfoliation. This state-of-the-art equipment is part of the student's advanced education in their comprehensive studies.

In addition to the above, the school provides a Makeup Center, where each student will learn the various methods of custom blending skin care treatments and makeup. The Center is also used to perform complete makeup applications on clients.

The philosophy of skin care is an integral part of the students training. As such, the student receives more than the basics of Esthetics. Creative Hair Styling Academy uses the Milady's Comprehensive Training for Estheticians as their textbook of choice. This text supplies advanced training, which affords the graduate the skills to begin their career in the salon or spa with confidence. In addition to the textbook, and its accompanying Study Guide, our curriculum is supplemented by other instructional materials such as videos, tapes, DVDs, and trade journals, which describe the latest methods in the arts and sciences of skin care. Equipment used to teach our students is modern and up to date.

Class enrollment is limited to six (6) students, which provides a more thorough learning experience, and more personal attention from your Instructor. Classroom accommodations will be provided for students with documented disabilities. Students are invited to contact the instructor for accommodations for this course within the first week of the course.

**SCHOOL HOLIDAYS**

July 4th, Thanksgiving Day, Christmas Day, and New Year's Day.

The Academy is closed on all the above mentioned school holidays. It is also closed on Sunday and Monday of every week. If the Academy is closed unexpectedly, all students will be notified by phone of the closing: e.g., inclement weather.

**FINANCIAL AID PROGRAMS**

As a nationally accredited school, which has secured eligibility for its program from the U.S. Dept. of Education, our students are eligible to make application for the *Federal Pell Grant Program* and *Federal Family Stafford Loan Program*. In addition, our school has been approved to accept *VA Benefits from the GI Bill*. The staff in our Financial Aid Office is both equipped and available to work with applicants to secure federal financial aid, for those who qualify.

*Providing Quality Education Since 1969*

## GENERAL INFORMATION

### MISSION STATEMENT, GOALS & OBJECTIVES

The function and mission of this school is to furnish the highest quality education to our students so that they may be productive at an entry-level position when they become employed.

Our goal is to have our students have faith in our ability to serve their educational needs well. When we satisfy those needs, our graduates become a great benefit to our industry and to the community as they merge into the workplace and take part in the economic and business aspect of this area. We are dedicated to providing the student with a solid, fundamental education. This will be through the proper training of all students to successfully pass the state licensure exam, instill a sense of professionalism in each student, give up-to-date training techniques, and provide appropriate placement services which will help ensure that our graduates are placed in their field of study.

The objective of Creative Hair Styling Academy's educational programs is to teach students to a level to become licensed as well-qualified individuals by providing them with an essential background to advance and grow in their career goals.

The purpose of this catalogue is to give the necessary information to persons who are interested in showing what is required of them in preparing for a career in the field of Esthetics. We who are dedicated to training future skin care specialists are most anxious that the full details be given to these people before they begin a training program. We feel that the goals you seek can be achieved only if you have a very clear understanding of the type of work, the potential job, placement, the requirements for training set by law, earning potentials, as well as entrance requirements for training and advancement.

### CAREER OPPORTUNITIES

The field of Esthetics is a very exciting, challenging, and ever-changing one. For those who work hard in it, it can be a lucrative one. It is one profession where the Esthetician is truly in charge of his or her own advancement. There are many job avenues that you can take once you complete your training and become licensed: **Esthetician/Skin Care Specialist in a Salon, Spa, or a Clinical Skin Care Setting; Medical Esthetician dealing with pre and post-operative cosmetic surgery in a Physician's Office, Outpatient Clinic, Hospital, Independent Clinic, Laser Centers, Cosmetic Dentistry, Medical Spa, Makeup Artist specializing in Camouflage Techniques, or Product Knowledge Professional.** Once completed with the course work to obtain your Esthetic license, you may continue your education and become an **Esthetic Instructor** if that is the area you wish to pursue.

### ENROLLMENT

New classes begin two (2) times each year. The specific dates are scheduled 12 months in advance. Our comprehensive course can be completed in approximately 7 months. You are then ready to use your acquired knowledge and skills in an exciting, challenging and interesting profession.

## ADMISSION PROCEDURES AND REQUIREMENTS

All applicants must complete the following criteria before being officially admitted:

1. Be a high school graduate or hold a GED certificate showing high school equivalency. The student must document this by a diploma or GED test scores.
2. Be at least eighteen (18) years of age by the time the training course is completed in order to qualify for examination for licensing by Indiana or Illinois.
3. Complete Application for Enrollment form and pay the \$50 non-refundable application fee.
4. Have a personal interview with a member of the staff.
5. Take an Entrance Exam, the results of which are considered in the admissions decision.
6. Be accepted for admission by the Admissions Committee of the Academy.
7. Have made the required financial deposit on or before the first day of class.

This institution, in the admission, instruction and graduation policies, practices no discrimination on the basis of sex, race, age, ethnic origin, religion, or color.

## SCHOOL HOURS

Our Academy is in session five days a week, Tuesday through Saturday. School hours are 8:30 a.m. to 2:00 p.m. Tuesday through Friday, and 9:30 a.m. to 3:00 p.m. on Saturday. Students are provided with 30 minutes daily for breaks. Based on the above scheduled hours attended each week, this course is considered a full-time schedule. Since this training program is based on the completion of 750 clock hours, only those hours of the student's actual class or clinic participation will be counted toward completion of the 750 hours.

## CURRICULUM

Chemistry of Skin Care	40 hours
Physiology and Dermatology	60 hours
Bacteriology, Sterilization, and Sanitation	35 hours
Introduction and Operation to Skin Care Machinery	90 hours
Introduction to Skin Care	45 hours
Skin Care	155 hours
Makeup	50 hours
Eyebrows & Eyelashes	40 hours
Hair Removal	40 hours
Safety Precautions	20 hours
Professional & Personality Development	20 hours
Management	25 hours
Salesmanship, Marketing & Retailing	25 hours
State Statute Rules/Law	10 hours
Discretionary Hours	45 hours
Microdermabrasion	50 hours

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TOTAL 750 hours

## COURSE OUTLINE

The Course consists of three (3) Divisions; Basic, Intermediate, and Senior.

The **BASIC DIVISION** will be spent learning theoretical study in all areas of the sciences of Bacteriology/Biology, including Preventing Cross Contamination, Skin Types, Health Screening and Learning About Contraindications, and Skin Analysis, including Anatomy and Physiology of the Skin. Additional theoretical study includes Methods of Hair Removal and Waxing, Technological Tools used in the industry, as well as Room Furnishings, including creating positive Impressions and proper Setup of Supplies and Equipment. Theoretical study continues in this segment with Color Theory, and the study of Facial Features, Makeup Application including Camouflage Therapy.

In-depth study in the use, care and maintenance of specialty equipment, including all safety precautions associated with Steamers, Woods lamps, scrub machines, and Magnifying Lamps. All sanitation and sterilization procedures related to the above equipment will be presented and practiced throughout the student's course of study. In addition, students will learn the proper use and safety precautions associated with the use of High Frequency, Galvanic Current, as well as Vacuum Machines.

Procedures related to Treatment Room setup, Sanitation and Infection Control, and Client Orientation in preparing the client for services will be practiced. Specific treatments related to Hand and Arm Massage with Heating Treatments, Glycolic Hand and Sea Scrub Treatments" including Foot Massage and related Treatments will be taught and practiced throughout the course. Finally, Methods of Body Hair Removal involving Waxing Techniques, as well as Eyebrow and Lash Tinting will be studied and practiced.

Students will participate in an in-depth study of the Principles and Procedures of Various Massage Techniques, including Facial, Hand, Arm and Foot Massage, as well as Product Knowledge in Prescription Skin Care products, Makeup Application including the use of sanitation and safety during makeup application. This segment of advanced training will also include Theatrical Makeup Applications.

All procedures learned and practiced during the Basic Division will be done on mannequins or other students.

After the Basic Division, you will move through two more divisions of training; the Intermediate Division, and Senior Division with each one becoming more advanced as skill levels progress. In each of the two latter Divisions, when not in class, your time will be spent in practicing practical areas of instruction on guests patronizing our Academy for services.

The **INTERMEDIATE DIVISION introduces the student to Microdermabrasion.** Concentrated study in learning the proper use, care, maintenance, as well as all safety precautions related to Microdermabrasion. In-depth study and practice in the use of this specialized service.

Additional concentrated study and practice will include the Principles and Treatments of Skin Chemical Treatments including Masks and Packs and Acne Treatments, the study of Yoga Breathing, using Reflexology techniques in services, Hot Stone Massage, as well as the proper use and benefits of Aromatherapy. Students will also learn and practice proper Communication Techniques involved with client consultations. This segment will also include additional Salesmanship Techniques.

Theoretical study during this segment involves the following subjects in application skills, as well as additional areas of Anatomy and Physiology: Basics of Electricity, Post Consultation Techniques, Advanced Home Care, Salesmanship in Retailing Professional Skin Care Products, Professional Ethics and People Skills relating to Human Relations, Diseases and Disorders of the Skin (Pathology), Muscles, Bones and Nerves of the Face and Skull, including the Body Systems. Additional theory will include Acne Treatments, Chemistry and Advanced Ingredient Technology, treating Aging Skin, providing Body Services including Holistic and Alternative Skin Care.

The **SENIOR DIVISION** will provide on-going practice and application techniques in providing Microdermabrasion services. Students will be working with live models and clients to perfect their professional skills in this area.

Theoretical study will include learning basic First Aid skills, the Cells and Composition of the Skin, Exfoliation Techniques, Nutrition and Pharmacology. Additional theory presented during this segment includes Treating Sensitive Skin, the study of Hyperpigmentation, and Ethnic Skin. Students will also learn the Rules and Statutes of Indiana, Salary Structures & Payroll Deductions, as well as Job Interviewing Techniques and Resume' Writing. Career Opportunities in Medical Esthetics, Plastic and Reconstruction Surgery, along with Pre and Postoperative Care will also be studied in detail to expand the students knowledge in the medical field. Finally, the Basics of Business Management with additional sessions in role-playing in Communication Skills will be learned and practiced during the final phase of the students' education.

**TUITION AND FEES**

The tuition fee is \$9,000.00. An administrative fee of \$100.00 is payable at the time of enrollment. Book Fees are \$321.00 (includes tax) and includes the Milady's Comprehensive Training for Esthetics Textbook, the corresponding Study Guide, and the Law Book.

The administrative fee of \$100 will be paid upon enrollment. Our Admissions Director has several payment options available. Tuition charges can be paid in full upon enrollment or a "no-interest" payment plan can be set up as follows: \$2,000 down payment payable on or before the first day of class, and 8 monthly payments of \$875.00. For your convenience, our Academy now accepts Visa, MasterCard and Discover for any charges with the exception of the administrative fee.

**LAB FEES**

None.

**THE KIT**

The kit fee is \$1,712.00 (includes tax) and contains all the instruments and equipment necessary for satisfactory completion of the course. Students are expected to maintain their kits by replacing lost or broken articles in order that they may practice their work assignments properly. A list of the kit contents will be provided to the Student upon enrollment.

**UNIFORMS, MATERIALS, AND ADDITIONAL SUPPLIES**

Students must furnish their own all white nurse-type uniform. Students wear all-white leather nursing shoes. Also, students are to furnish miscellaneous supplies, a list of which will be provided the student prior to enrollment. The total of these items should not exceed \$144.00. Students will replenish some products consumed during their training. These supplies should not exceed \$250.00.

**REFUND POLICY**

For students who enroll and begin class, refunds will be made as follows upon discontinuance of or dismissal from the training program:

PERCENTAGE OF ENROLLMENT TIME TO TOTAL TIME OF COURSE		AMOUNT OF TOTAL TUITION SCHOOL SHALL RECEIVE OR RETAIN	
0.01%	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%

For those students receiving Federal Title IV funds, refunds will be made according to the federally calculated Return to Title IV upon discontinuance of or dismissal from the training program. Examples of these refunds are available for review upon request.

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance. Any monies due the applicant or student shall be refunded within 30 days of formal cancellation by the student as defined below or termination by the school, which shall occur no more than 14 days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return.

A student on an approved leave of absence notifying the school that he/she will not be returning, the date of withdrawal determination shall be the earlier of the date of the expiration of the leave of absence or the date the student notifies the institution that he/she will not be returning. Students who do not return from a leave of absence the last date of the leave is used as the termination date. However, only the total accumulated hours will be used in calculating for a possible refund, as stated below.

If the student takes a leave of absence while in attendance, there will be no money refunded until it is determined by the Academy that the student will not be returning from the leave. In that case, the above-stated refund policies will be applied to establish if there is a refund due the student. The refund will be calculated based on the number of accumulated hours the student had at the time the leave began. If there is a refund due the student, it will be made within 30 days of such determination, or of official notification the student will not be returning, which ever comes first.

If the student does not abide by the provisions set forth in the contract, the policies of the school, or the policies regarding satisfactory progress, it will be cause for possible termination by the Academy of the student. In such a case, the refund of any monies to the student will be calculated according to the above-stated refund policy and will be made within 30 days of the termination if there is a refund due the student.

It is the conclusion of the administrators of the Academy that there will be no mitigating circumstances that will preclude the payment of all monies due the Academy should termination or withdrawal of the student takes place.

Should permanent closure of the Academy take place, the student will be refunded all monies collected for unearned tuition and fees based on a pro-rata refund of tuition.

If the student owes the Academy any monies for tuition and fees should termination or withdrawal take place, the Academy will bill the student for the monies and request payment. There will be no transcripts of grades, hours, or practical projects completed provided until the tuition and fees account has been satisfied. There will be no termination or withdrawal fees.

If the student (or in case of student under legal age, his/her parent or guardian) cancels his/her enrollment and request his/her money back, in writing, within three (3) business days of the signing of an enrollment contract, regardless of whether or not the student begins classes, all monies collected by the Academy will be refunded. The cancellation date will be determined by the postmark on the written notification, or the date the information is delivered to an Academy official in person.

If a student cancels his/her enrollment after the three (3) business days after the signing but prior to entering classes, he/she will be entitled to a refund of all monies paid to the Academy, less the administrative fee of \$100.

Any applicant rejected by the Academy will be given a full refund of any monies collected, with the exception of the non-refundable \$50 application fee.

If this course is cancelled prior to a student's attendance after signing the enrollment contract, the Academy will provide a full refund of all monies paid by the student.

The kits, and books, will not be considered when calculating a refund, if necessary.

**STANDARDS OF PROGRESS**

The standards of progress are divided into two (2) divisions. Students must pass each exam with a grade of at least 75% during their training. However, an overall 79% GPA must be maintained to be considered satisfactory progress. Weekly written exams are given on material assigned. Written and Practical Exams are given at the completion of each division, including a Final Written and Practical Exam when all required hours, projects, and exams are satisfied.

The grading method for written exams is as follows: A point value is assigned to each question. For those questions answered incorrectly, those points will be deducted from a total possible score of 100. Passing grade: 75%.

The grading method of practical exams is as follows: As each aspect of the exam is conducted, there will be points deducted from a possible total score of 100 in any area the instructor giving the exam states the student is deficient. Pass grade: 75%.

Grading System:

93 - 100 = A

86 - 92 = B

79 - 85 = C

75 - 78 = D

74 or below = F

**SCHOOL RULES AND REGULATIONS**

In order for our academy to operate effectively and ensure that all students receive maximum benefit from their training program, there are certain school policies which must be followed. These relate to absenteeism, tardiness, make-up work, conduct, reasons for possible termination, suspension, etc. A copy of these policies is given to each applicant before enrollment takes place so that he/she may be familiar with them before any contract for education is made.

**STUDENT FILE ACCESS**

Students may inspect and review their education records upon request to the appropriate record custodian either verbally while in school or in writing if no longer attending. If any student wishes education records forwarded elsewhere, that request must be made in writing.

**DISCLOSURE OF EDUCATION RECORDS**

Disclosure of information from a student's education records will only be made with written consent of the student except to the student himself/herself (or parents, if dependent) while still in school for checking general educational progress and to school officials who have a legitimate educational interest in the records.

Unless otherwise specified by the student within a week of his/her attendance in class, we may disclose the following items designated as Directory Information without previous written consent: Student's name, address, phone number, email address, course of study, participation in officially-recognized activities, dates of attendance, certificates and awards received, most recent previous school attended and photograph. All students have the opportunity to refuse all, or portions, of directory information.

**STUDENT SUPPORT SERVICES**

So that our students know that their interests are being consistently served, our Academy maintains a Student Support system that enhances the total educational process.

A planned Orientation Program is held so that you become familiar with the course of instruction, the course goals, the policies of the school, its staff, our satisfactory progress standards, and all student services available.

At regularly planned intervals, evaluations are made of the student's progress, both in class work and clinical work, up to that point. Both strengths and limitations are discussed at that time. Advisement sessions are well-documented and records maintained.

We have a full-time staff in our Financial Aid Office and are equipped and trained to give guidance to those needing financial assistance to continue their post-secondary education. Our staff is also prepared to give you assistance in licensing regulations, reciprocity requirements, as well as continuing education sessions, and job placement services.

**GRADUATION REQUIREMENTS**

In order to qualify for graduation, you must complete the minimum requirements listed under CURRICULUM and attend at least 750 hours, which may take 8 months, plus fulfill the practical project requirements of the Progress Book of the State of Indiana. Each student must pass all exams with grades averaging of least at 79% in both practical and written examinations (to meet Satisfactory Progress) and pass a final examination with a grade of at least 75% in both practical and written parts of the exam, as well as meet all requirements of our Satisfactory Progress Policy. All tuition and fees must be paid in full. Upon graduation, a diploma is issued to each student.

**STATE LICENSING**

After all graduation requirements are met, the student, with the help of the Support Services Director, must complete the Application for the State Board Licensing exam, pay the exam fee to the state and pass the written exam with a 75%. The Academy will assist the students in the preparation for this exam in the completion of the application. Once the student passes the state exam, the student must pay the license fee and a state license will be issued to the graduate to begin their new career.

**EMPLOYMENT ASSISTANCE POLICY**

The Academy will assist all students in placement for employment at the time of graduation by supplying them with a list of known job opportunities available at that time. Our placement facilitator will also release names of recent graduates to employers who contact the Academy seeking employees, unless otherwise requested to not do so by the student. However, the Academy does not guarantee employment.

- For information regarding other NACCAS accredited schools, contact their office at (703) 600-7600.
- Information regarding filing a complaint may be obtained from Admissions.
- Inquiries regarding the Academy's accreditation, school license, and the Federal Program Participation Agreement, can be made in the Financial Aid Office.



## **STUDENT RIGHT-TO-KNOW INFORMATION**

As required by our accrediting commission, the National Accrediting Commission of Cosmetology Arts & Sciences (NACCAS), we are proud to provide the following statistics to fully disclose the track record of Creative Hair Styling Academy.

### **FOR ALL STUDENTS SCHEDULED TO COMPLETE IN 2007**

**80.23% completed** their training program and graduated.

**100% passed** their State Board exams for licensure, and

**84.72% are employed**

### **STUDENT RIGHT-TO-KNOW COMPLETION RATES OF**

July 1, 2009

As required by the US Department of Education, we are also required to track all students who attended our school and who **never attended college before**, as well as attended on a full-time schedule.

Sept. 1, 2005 through August 31, 2006, 67% completed their training (37/55)