



STUDENT CATALOG

March 2026

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acaydia.edu

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A CAREER IN AESTHETICS

Never has there been a more exciting time to enter the spa industry. The aesthetics industry is one of the fastest growing industries in the world. In fact, the boundaries of its reach are still undefined. Public demand for products and services has never been greater. The industry of spa and wellness is not a passing trend. It is a progression of classic and timeless tradition. As the fourth largest leisure industry in the United States, the demand for skilled practitioners will continue to grow as the wellness philosophy sweeps the globe.

The concept of complete wellness includes healthy skin and appearance, exercise and fitness, stress relief, nutrition, and education. No industry is better positioned to expand with healthy lifestyles than the spa industry, and no practitioners are better positioned than aestheticians to lead that expansion.

Institutions around the world, whether they are governments, schools, businesses or churches, are increasingly promoting the concept of personal wellness to increase productivity among their members and to meet modern standards of social responsibility. Many institutions even incorporate their own programs and facilities.

The medical community is also responding to a growing demand for alternative or complementary healthcare components focusing on preventative education and healthy living. Dentists, dermatologists, general practice physicians and plastic surgeons are now partnering with medical spas at the request of patients. These specialized spas now offer patients and guests the convenience of complete wellness and stress reduction all in one facility.

With wellness redefining the spa industry, focus and service are no longer gender or age specific. In fact, an estimated one third of spa services are performed on men. The teen market also plays a significant role in the wellness industry. Nearly four million teens have received spa services and have experienced education in stress reduction, healthy eating practice and skin care. In recent surveys conducted by ISPA (International Spa Association), 34% of spas now offer specifically designed teen packages and 17% offer packages designed for children.

Spas are noticed practically everywhere - health clubs, resorts, hotels, timeshare communities, airports, malls and cruise ships. Career opportunities are abundant and readily available. While high-end, niche-market spas continue to be successful, other opportunities await as the concept of franchised spas, offering memberships and lower priced treatments continue to entice the public. Aestheticians now entering the workforce can look forward to possibilities well within reach

ABOUT ACAYDIA SCHOOL OF AESTHETICS

VISION

To create successful futures by preparing our graduates to be well-rounded and knowledgeable in all aspects of the field.

Acaydia School of Aesthetics (referred to as "Acaydia" within this Catalog) was founded on the desire to raise the bar with educational and professional standards within the industry. While focused on aesthetics, the curriculum is tailored to promote a deeper understanding of overall industry concepts. With this focus, our students are given the foundation necessary to become successful practitioners who are prepared for service and leadership in the aesthetics industry.

MISSION

It is our mission to:

- Prepare students to pass the state licensing exam and to acquire a job in the aesthetics industry
- Provide opportunities for students to experience and establish confidence in fundamental business concepts and standards of practice
- Guide students to develop marketable professional skills and excellence in presentation to compliment theoretical knowledge

OUR PROGRAMS AT A GLANCE

We are proud to offer the following programs listed below: (Detailed course information for any program over 150 hours that leads to licensure is listed in this catalog.)

Aesthetics

Master-Medical Aesthetics

- 1200 Hour Comprehensive Program
- Approximately 8 Months FT or 16 Months PT

Level II Master-Medical Aesthetics

- 600 Hour Advanced Program for:
 - Basic Aesthetics Completers (600 hr min.)
 - Utah Licensed Basic Aestheticians
 - Utah Licensed Cosmetologists
- Approximately 4 Months FT or 8 Months PT
- Approved on a case-by-case basis according to current state regulations and transfer credentials

Instructor Training

- 300 Hour Program for Licensed Master Aestheticians
- Approximately 8 Weeks FT or 16 Weeks PT

Refresher Training

- State Board Written (approx. 4-8 hours)
- State Board Practical (approx. 4-8 hours)
- Hourly Rate by Subject (hours determined by need)

ACADEMIC PROGRAM INFORMATION

Acaydia is approved and governed by the regulatory agencies listed below. You may view a copy of our accreditation certificate and other licensure approvals by request in the Student Counseling Office.

National Accrediting Commission of Career Arts and Sciences

3015 Colvin Street
Alexandria, VA 22314
1-703-600-7600

The Utah Division of Occupational and Professional Licensing

PO Box 146741
Salt Lake City, UT 84111
1-801-530-6628

ANNUAL OUTCOME RATES

We work hard to make sure our graduates are prepared for life after school. Each year we submit our outcome rates to our accreditor and are proud to say that each year we surpass the minimum outcome requirements of 50% graduation, 60% job placement and 70% licensure.

ANNUAL REPORT OUTCOME RATES (2024)

CIP CODE 12.0409

Graduation	98.6%
Licensure	97.9%
Placement	71.7%

LOCATION

The student experience is defined not only by what school you attend, but also what is offered by the surroundings. Acaydia is nestled in the heart of Provo and is within close proximity of Provo's most popular retailers, restaurants, music scenes, parks and outdoor amenities. Located 45 minutes south of Salt Lake City, Provo provides easy access to a broad range of year-round activities including, hiking, mountain biking, skiing, boating or leisurely strolls around the city.

With an education in a location like Acaydia's, it's no small wonder that we attract and inspire some of today's most outstanding industry professionals.

STUDENT LIFE

The student experience we strive to create is intentional and inclusive - both inside and outside of the classroom. Acaydia's Student Engagement Team carefully plans events like the Summer BBQ, Prep Rallies, Movie Night, and the Halloween Social. The Student Engagement Team facilitates and supports Student Government, Mentoring Programs and Community Engagement. Our Student Spotlight Campaigns are centered on highlighting the student experience through the lens of campus involvement and leadership opportunities as we celebrate our commitment to our students.

OUR CAMPUS

Our campus is a modern 14,000 square foot facility featuring the ultimate in technology and educational resources. Comprised of large spacious classrooms, practical training rooms, outdoor study areas and a modern student lounge, our carefully planned out facility is where you will find a safe and comfortable place to study, seek knowledge and gather with members of our staff and student body. In addition to offering additional library resources that go above and beyond entry level requirements, we encourage an environment that stimulates and inspires lifelong learning through a wide range of resources.

STUDENT SERVICES CENTER

Located on the second floor of campus, our Student Services Center plays an integral role in supporting you as a student. The Student Services Center offers a student lounge and counseling offices for you to meet with your instructors, track your progression, and receive support as you progress through your chosen program.

CLASSROOMS

Our large and spacious classrooms provide you with the tools you need to bridge together the "whys" and the "hows" behind the hands-on application of the services you will learn. Here, we'll instruct you on how to safely and effectively create series-based treatment plans with your clients, understand the causes of skin disorders, and how to professionally market your trade upon graduation. This uniquely versatile space is equipped with audio and visual aids, practical application supplies and open areas to work on projects

ACAYDIA SPA

At the Acaydia Spa, you will experience the vision of our leadership – to create something you've never seen, somewhere you've never been, and something you didn't expect. We are committed to creating a space that invites our guests to experience nurturing on the highest level. Featuring an elegant reception area, beautiful treatment rooms, a group pedicure area, a centralized student preparation zone with a laundry and sanitation room, the Acaydia Spa provides an authentic spa atmosphere for all to enjoy.

EQUIPMENT

Our goal is to help you become the best in your field, and that's why our spa is equipped with the highest caliber industry equipment. We don't outsource our medical spa training and we own the equipment necessary to properly educate students. All medical spa training (including laser treatments, microneedling, deep peels, etc.) are overseen by Medical Director, Rhett Smith, MD. Neurotoxin injections and fillers are administered in a demonstration setting.

CAREER SERVICES

As an Acaydia student, you'll benefit greatly from our network of industry leaders and partners. We actively seek and invite guest speakers, product representatives and Acaydia alumni to our campus to encourage and inspire you. These unique connections will help facilitate your access to future career opportunities. Although you are ultimately responsible for finding your path, we hope that our industry connections will enable you to create professional preparation prior to graduation.

ALUMNI EMPLOYERS

Acaydia graduates have been placed with companies that include: Aesthetica Medical Spa; Amara Med Spa; Amazing Lash Studio; Deer Valley Spa; Elase Medical Spas; Genesis Med Spa; GlyMed Skincare; LA Wax; Mark Jensen Plastic Surgery; Revivology; Rhonda Allison Skincare; RUMA Aesthetics; Seasons Salon and Spa; Sanctuary Day Spa; Spa Trouve; Sundance Spa; Summit Spa and Float; Xage Medical Spa; and Zermatt Resort and Spa.

DISTINGUISHED PARTNERSHIPS

We are proud to have distinguished educational and retail partnerships with companies such as: Alastin Skincare; Candela Medical; ColoreScience; EBL Lashes; Elta MD; Face Reality; Glymed; Hydrafacial; SkinBetter; SkinPen and ZO by Obagi.

FACULTY

Our commitment to excellence brings some of the industry's most experienced professionals to teach your chosen courses. Our faculty embraces a multidisciplinary approach as they mentor you to become a strong conceptual thinker, a problem solver and an effective communicator. We meet regularly to ensure our curriculum is built on encouraging creativity, exploration, and intentional play as we introduce you to a full range of skills that will empower you to discover and pursue what you are most passionate about.

The school is owned by Acaydia School of Aesthetics, LLC. Here is a list of our incredible faculty and staff members:

<u>Chief Executive Officer:</u>	<i>Andrea Hulse</i>	<u>Cosmetic Injector:</u>	<i>Anjanette Alleman, RN</i>	
<u>Chief Operations Officer:</u>	<i>Tyler Perdue</i>	<u>Instructors:</u>	<i>Rachel Tran</i>	<i>Saige Nield</i>
<u>School Director:</u>	<i>Alyssa Kohl</i>		<i>Natalie Shaffer</i>	<i>Kaylee Raabe</i>
<u>Medical Director:</u>	<i>Rhett Smith, M.D.</i>		<i>Athena Christley</i>	<i>Tristyn Williams</i>
			<i>Savanna Meiners</i>	<i>Jorianne Mickelson</i>
			<i>Olivia Toone</i>	<i>Elizabeth Early</i>
			<i>Makayla Alkire</i>	<i>Monica Vasques</i>
			<i>Melissa Allred</i>	
<u>Education Director:</u>	<i>Malorie Burdett</i>	<u>Guest Services</u>	<i>Bella Carter</i>	
<u>Admissions Specialist</u>	<i>Quincey Sivulich</i>		<i>Haidon Williams</i>	
			<i>Rachel Morris</i>	

ADMISSIONS

Your application process begins when you submit an [online application](#). To make sure you have all the help you need to complete the admissions process, please contact the Admission's Office, as our counselors are designated to assist you in obtaining financial aid information, school information, information on completion or graduation rates, school security policies, crime statistics, etc. The Admission's Office can be contacted by visiting the school, emailing admissions@acaydia.edu, or by calling 1-801-980-3918.

APPLICATION REQUIREMENTS

Acaydia accepts applications from the following:

- High School Graduates. Acceptable means of proof:
 - High School or College Diploma
 - High School Transcripts (must include graduation date)
 - College Transcripts (must demonstrate successful completion of at least a two-year program that is acceptable for full credit toward a bachelor's degree)
 - GED Equivalent
- Home School Graduates. (Must submit documented evidence of completion of home schooling that state law treats as a home school or private school; or if the state issues a credential for home schooling, the actual credential is required.)
- High School Students. (Must be at least 16 years of age; a high school student who is accepted as a student of Acaydia must submit written approval from their secondary school prior to enrollment, meet the state requirements for admission, and successfully complete a pre-enrollment evaluation, as established by the school.) No more than 10% of Acaydia's student enrollment may be high school students at any given time. In addition, a high school student is considered a self-paying student.
- Non-High School Graduates. (In the absence of the above documentation, the applicant must take and pass an approved *Ability-to-Benefit* test administered according to the test publisher's guidelines by an approved Independent Test Administrator.)

Educational Pre-Requisites:

- Level II Master-Medical Aesthetics (600 hrs) - Hold an active Utah Basic Aesthetician License; or an active Utah Cosmetology License
- Master-Medical Aesthetics (1200 hrs) (1200 hrs) – None
- Instructor Training (300 hrs) – hold an active Utah Master Aesthetician License

TRANSFER AND RE-ENTERING STUDENTS

Transfer Students: Acaydia accepts transfer students from equivalent institutions on a case-by-case basis. In addition to completing entrance requirements, transferring students must submit a certified transcript of hours accumulated at the previous institution. Transfer students are required to purchase a student kit and remit appropriate application and registration fees. Tuition is charged proportionate to the number of clock hours remaining to complete the program. Transfer students must satisfactorily complete all graduation requirements in order to receive a certificate of completion or diploma for any course. Transfer students must complete a minimum of 25% of the required coursework and clocked hours at Acaydia. It is against Acaydia policy to recruit students who are currently attending or admitted to other schools offering similar programs of study. Hours completed at Acaydia may or may not be accepted by other institutions.

Re-Entering Students: A student who has been dismissed may apply to be re-admitted to the institution after waiting a period of 60 days. Upon approval, such students will be enrolled on a temporary status. In addition, students will reenter with the same Satisfactory Academic Progress status at the time of withdrawal. With respect to financial aid, a student must complete a period of 2 months with at least a 75% grade average and maintain attendance at 67% for that period as well as comply with all regulations of the school, before financial aid awards will be made. This procedure applies only to dismissals caused by lack of Satisfactory Academic Progress (SAP) and will not be granted more than once. It does not apply to voluntary withdrawals or termination due to a code of ethics violation. Re-entering students will be charged at the current tuition rates for newly entering students.

Amounts paid during the 1st period of enrollment will be credited to this account. If the student re-enters within 12 months of the withdrawal, the application and registration fee will be waived. All re-entering students are subject to a \$150 re-entrance fee.

ADMISSIONS PROCESS

1. Submit a completed application (online preferred, but in person is acceptable). A complete application will include the following:
 - A non-refundable application fee of \$50, payable online or in person
 - Copy of current driver license or government-issued ID
 - Documentation that one of the acceptable education requirements identified above has been met
 - Essay between 300-500 words describing one of the following:
 - When did you first become aware of your desire to become an industry professional and describe what you have done to prepare yourself?
 - Tell us why you have chosen to apply at Acaydia and how you believe we can help you achieve your professional goals.
 - One Letter of Recommendation from an unrelated individual

WHEN SUBMITTING DOCUMENTS ELECTRONICALLY

Save files in a PDF format as:

(Applicant's Last Name_First Name_ID)

(Applicant's Last Name_First Name_Essay)

(Applicant's Last Name_First Name_Graduation)

(Applicant's Last Name_First Name_LOR)

2. Upon submission of a complete application, you will be contacted by an Admissions Representative to schedule an interview. The interview may take place in person, via phone or by electronic submission of questions and answers. The application process is complete once the interview has occurred.
3. You will be notified of acceptance or non-acceptance via email. The notification is contingent upon successful completion of all admission requirements.

APPLICATION DATES

While many schools have a 'hard' deadline for applications, Acaydia maintains a rolling admissions program, which means that we accept applications until we've filled spots in an incoming class. Space is limited. Students who are admitted early may be required to make a deposit prior to the admissions deadline to guarantee enrollment. All admitted students must complete and sign an enrollment agreement prior to attending class.

NON-DISCRIMINATION STATEMENT

Acaydia considers many factors when determining acceptance to the school. In addition to academic preparation, factors such as professionalism, prior achievements and dedication are assessed. The school does not discriminate on the basis of gender, sex, race, age, color, ethnic origin, sexual orientation, religion, financial status, disability or marital status in admitting students.

ENROLLMENT AGREEMENT

Prior to beginning class, accepted students are provided with and must submit an enrollment agreement. The agreement informs students of their financial obligations and standards to which they will be accountable. Payment arrangements for tuition, supplies and course fees must be determined prior to matriculation.

COURSE CALENDAR

A variety of schedules and start dates are available to accommodate those who have obligations outside of school. Start dates are subject to change. In order to avoid a disruption of education, it is important to adhere to the agreed upon schedule for the entire duration of the enrolled course. Once a schedule has been agreed upon, there will be a \$300 schedule change fee if changes are approved to be made. Student may be subject to a waiting period before a new schedule starts.

SCHEDULE OPTIONS

Status	Full Time (Mon-Fri)	Part Time (Mon-Fri)	Full Time Distance Hybrid
Hours Per Week	37.50	18.75	37.50* (weekly average due to alt. Saturdays)
Option 1	8:30 am – 4:45 pm	8:30 am – 12:15 pm	Mon and Tues 1:00 pm – 9:15 pm + choose Wed or Thurs 1:00 – 9:15 pm + one Saturday/month 8:30 am -2 pm
Option 2	1:00 pm – 9:15 pm	5:30 pm – 9:15 pm	

HOLIDAY CALENDAR

Acaydia is closed on the following dates:

- New Year's Day
- Memorial Day
- Summer Break (varies annually)
- Martin Luther King Day
- Independence Day
- Winter Break (varies annually)
- President's Day
- Labor Day
- Instructor CE Event (1 business day, varies annually)

At the discretion of school administration, additional closure dates may be deemed necessary for unforeseen circumstances such as a declared state of emergency, snow day, etc. In this case, information will be provided via the school website and the student's contracted end date will be extended by the applicable number of closure days.

START DATES

<u>2026 Start Dates</u>	<u>2027 Start Dates</u>
Mon. Jan. 5	Mon. Jan. 4
Tues. Feb. 3	Thurs. Feb. 2
Wed. Mar. 4	Wed. Mar. 3
Wed. Apr. 1	Wed. Mar. 31
Wed. Apr. 29	Wed. Apr. 28
Thurs. May 28	Wed. May 26
Thurs. June 25	Thurs. June 24
Summer Break: Thurs. Jul. 23 – Fri. Jul. 31*	Summer Break: Thurs. Jul. 22 – Fri. Jul. 30*
Mon. Aug. 3	Mon. Aug. 2
Mon. Aug 31	Mon. Aug 30
Tues. Sept. 29	Tues. Sept. 28
Tues. Oct. 27	Tues. Oct. 26
Tues. Nov. 24	Tues. Nov. 23
Winter Break: Thurs. Dec 24 – Fri. Jan. 1, 2027*	Winter Break: Thurs. Dec 23 – Sun. Jan. 2, 2028*

*optional extra hours may be available during these dates

COURSE OFFERINGS

MASTER-MEDICAL AESTHETICS

COURSE FEES	Application Fee	\$50.00
	Registration Fee	\$125.00
	Tuition	\$16,500.00
	Student Kit + Textbooks	\$2,800.00 (+ tax)
	Security Deposit (refundable)	\$500.00
	TOTAL	\$19,975.00 (+ kit tax)

Description: The 1200-hour Master-Medical Aesthetics course is designed to provide students with the necessary education to competently administer the most advanced aesthetic treatments. Upon completion of the program, the student should be able to make proper safety judgments, display professional work habits, business skills and desirable attributes necessary to obtain licensure and achieve competency in entry-level positions in the aesthetics or medical aesthetics career field.

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

- Project a positive attitude of self-confidence, professionalism, visual poise, and proper grooming.
- Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform basic skills in the areas of skin care, nail care, waxing, body treatments, product recommendations, chemical exfoliation, microdermabrasion, laser hair removal, and photo facials.
- Perform the basic analytical skills to advise clients in the proper treatment and maintenance of healthy skin.
- Apply academic learning, technical information, and related matter to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in aesthetics and related fields.

References: A comprehensive library of references, periodicals, books, texts, audio/visual resources, and web-based materials are available to support and supplement the program of study. Students should utilize the opportunity to use these materials.

Teaching Aids and Learning Methods: Clock-hour education is provided through a sequential set of learning steps, which address specific tasks necessary for State Board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student spa activities, and student participation. Audio/visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Grading Procedures: 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. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (computer system will reflect completion of the practical assignment as a grade percentage). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a final written exam for both the Basic and Master courses prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

GRADING SCALE

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
<74	Unsatisfactory

Competency 3 of 4 (0-300 hrs) *Level II starts at competency 3			Competency 4 of 4 (301-600 hrs)		
SUBJECT	HOURS	METHOD*	SUBJECT	HOURS	METHOD*
Master Level Student Orientation	4	LP	Ayurveda and Holistic Approaches	12	LP; MT; OL
Chemical Peels (Advanced)	16	LP; P	Body Treatments (Advanced)	20	LP; MT; P; OL
Clinic Floor Elective	120	P	Botanicals and Aromatherapy	4	LP; MT; OL
Cosmetic Injections and Assisting	8	LP; MT; P	Clinic Floor Elective	188	P
Dermaplane	8	LP; P	Elective Skill Sharpening	4	LP; P
Dermasound	4	LP; P	End of Block Review	8	LP; MT; OL
Elective Skill Sharpening	8	LP; P	Facials (Advanced)	12	LP; MT; P; OL
End of Block Review	7	LP; MT; OL	Hormone Health	4	LP; MT; OL
Hair Removal	12	LP; P	Ingredients (Advanced Clinical)	4	LP; MT; OL
Hydrafacial	12	LP; P	Intense Pulsed Light (IPL)	12	LP; P
Facial Devices (Advanced)	4	LP; MT; OL	Plastic and Elective Surgeries	4	LP; MT; OL
Infection Control	12	LP; MT; OL	Pre and Post Medical Treatments	4	LP; MT; OL
Laser Hair Removal	36	LP; MT; P	Product and Ingredient Knowledge	12	LP; MT; P; OL
Medical Intervention	4	LP; MT; OL	Radio Frequency Skin Tightening	4	LP; P
Medical Terminology	4	LP; MT; OL	Skin Typing and Aging Analysis	4	LP; MT; OL
Microdermabrasion	8	LP; MT; P	State Board and Final Review	4	LP; P
Microneedle	15	LP; MT; P	TOTAL HOURS	600	
Pedicure (Advanced)	1	LP; P	<u>*Teaching Method Key:</u> LP = Lesson Plan MT = Milady Course Textbook P = Practical		
Product and Ingredient Knowledge	12	LP; P; OL			
Working in a Medical Setting	4	LP; MT; OL			
State Laws and Regulations	1	LP; MT; OL			

Graduation Requirements: Eligible students who are in good standing will receive a graduation diploma from Acaydia recognized by the State of Utah. To be eligible for graduation, students must accomplish the following:

- Pass a written final exam with a grade of 75% or above
- Pass a practical final exam with a grade of 75% or above
- Complete required course hours
- Be in good standing with the school

Good Standing means you are:

- Current with financial obligations
- Not currently on academic or professional probation
- Not currently suspended or subject to disciplinary action

Facilities Fee: Students are charged a \$500.00 facilities fee at the time of their enrollment. The facilities fee covers the costs associated with the acquisition, use, and maintenance of property and equipment used by the student during their participation in the program. Upon successful completion of the program the student will be entitled to a refund of the facilities fee, less the cost of any damage, injury, expense, or liability caused by the student related to the student's use of Acaydia's property and equipment. Student will be provided with an itemized list of any damage, injury, expense, or liability caused by them during their enrollment that reduces the amount of the facilities fee that would otherwise be returned after their completion of the program. Additional costs above the \$500.00 deposit may be assessed if the cost of the damages exceed this amount.

****The facilities fee must be made before the first day of class.***

Payment Arrangements: You may pay for your tuition by cash, credit card, debit card, money order, cashier's check, or personal check.

- Tuition paid in full will receive a \$500.00 discount. You must not drop the program, or the discount will be void.
- In-house payment plans are available.
- You may submit payment with a private loan. The pay in full discount is honored with this option.
- Financial Aid is available to those who qualify. You may apply for Pell Grants and Direct Loans by visiting fafsa.ed.gov. You will need to input our school code, which is **041655**. If your FAFSA has not been submitted and approved before your start date, an in-house payment plan is required.
- You are responsible for any balance not covered by Financial Aid.
- Tuition assistance is available for those who qualify from the following programs: Veterans Affairs, Utah State Office of Rehabilitation, and Workforce Services.
- Scholarships are accepted and may be applied toward a student ledger.
- Promotional pricing and/or fee waivers are subject to approval and are subject to be reinstated for early withdrawal or termination. Promotions cannot be combined with any other offer.

LEVEL II MASTER-MEDICAL AESTHETICS

COURSE FEES	Application Fee	\$50.00
	Registration Fee	\$125.00
	Tuition	\$9,500.00
	Student Kit + Textbooks	\$2,100.00 (+ tax)
	Security Deposit (refundable)	\$500.00
	TOTAL	\$12,275.00 (+ kit tax)

Description: The Level II Master-Medical Aesthetics course is designed to train students who are at an intermediate aesthetics level. Students with basic aesthetic skills will learn intermediate and clinical grade treatments. Upon completion of the program, students should be able to display proper safety judgment, professional work habits, business skills and desirable attributes necessary to obtain licensure and achieve competency in entry-level positions. A student who completes the Level II Master-Medical Aesthetics Course will have the same skill level and employment opportunities as a student who completes the 1200-hour Master-Medical Aesthetics Course.

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

- Project a positive attitude of self-confidence, professionalism, visual poise, and proper grooming.
- Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform basic skills in the areas of skin care, nail care, waxing, body treatments, product recommendations, chemical exfoliation, microdermabrasion, laser hair removal, and photo facials.
- Perform the basic analytical skills to advise clients in the proper treatment and maintenance of healthy skin.
- Apply academic learning, technical information, and related matter to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in aesthetics and related fields.

References: A comprehensive library of references, periodicals, books, texts, audio/visual resources, and web-based materials are available to support and supplement the program of study. Students should avail themselves of the opportunity to use these materials.

Teaching and Learning Methods: Clock-hour education is provided through a sequential set of learning steps, which address specific tasks necessary for State Board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student spa activities, and student participation. Audio/visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Grading Procedures: 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. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (computer system will reflect completion of the practical assignment as a grade percentage). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a final written exam for both the Basic and Master courses prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

GRADING SCALE

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
<74	Unsatisfactory

Graduation Requirements: Eligible students who are in good standing will receive a graduation diploma from Acaydia recognized by the State of Utah. To be eligible for graduation, students must accomplish the following:

- Pass a written final exam with a grade of 75% or above
- Pass a practical final exam with a grade of 75% or above
- Complete required course hours
- Be in good standing with the school

Good Standing means you are:

- Current with financial obligations
- Not currently on academic or professional probation
- Not currently suspended or subject to disciplinary action

Facilities Fee: Students are charged a \$500.00 facilities fee at the time of their enrollment. The facilities fee covers the costs associated with the acquisition, use, and maintenance of property and equipment used by the student during their participation in the program. Upon successful completion of the program the student will be entitled to a refund of the facilities fee, less the cost of any damage, injury, expense, or liability caused by the student related to the student's use of Acaydia's property and equipment. Student will be provided with an itemized list of any damage, injury, expense, or liability caused by them during their enrollment that reduces the amount of the facilities fee that would otherwise be returned after their completion of the program. Additional costs above the \$500.00 deposit may be assessed if the cost of the damages exceed this amount.

****The facilities fee must be made before the first day of class.***

Payment Arrangements: You may pay for your tuition by cash, credit card, debit card, money order, cashier's check, or personal check.

- Tuition paid in full will receive a \$250.00 discount. You must not drop the program, or the discount will be void.
- In-house payment plans are available.
- You may submit payment with a private loan. The pay in full discount is honored with this option.
- Financial Aid is available to those who qualify. You may apply for Pell Grants and Direct Loans by visiting fafsa.ed.gov. You will need to input our school code, which is **041655**. If your FAFSA has not been submitted and approved before your start date, an in-house payment plan is required.
- You are responsible for any balance not covered by Financial Aid.
- Tuition assistance is available for those who qualify from the following programs: Veterans Affairs, Utah State Office of Rehabilitation, and Workforce Services.
- Scholarships are accepted and may be applied toward a student ledger.
- Promotional pricing and/or fee waivers are subject to approval and are subject to be reinstated for early withdrawal or termination. Promotions cannot be combined with any other offer.

INSTRUCTOR TRAINING

COURSE FEES	Application Fee*	\$50.00
	Registration Fee*	\$125.00
	Tuition	\$3,300.00
	TOTAL	\$3,500.00

Description: A 300-hour training course designed to provide students the necessary education to competently instruct Basic and Master Aesthetics Programs. Upon completion of the program, the student should be able to satisfactorily prepare for and administer effective instruction, as well as display professional work habits, business skills, and desirable attributes necessary to obtain licensure and achieve competency in entry-level positions in the aesthetics instructor career field.

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

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise, and proper grooming.
- Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
- Be knowledgeable in lesson preparation, teaching styles, test administering, and classroom management.
- Motivate learners and provide effective aesthetic instruction.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in aesthetics and related fields.

References: A comprehensive library of references, periodicals, books, texts, audio/visual resources, and web-based materials are available to support and supplement the program of study. Students should avail themselves of the opportunity to use these materials.

Teaching Aids and Learning Methods: Clock-hour education is provided through a sequential set of learning steps, which address specific tasks necessary for State Board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student spa activities, and student participation. Audio/visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Grading Procedures: 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. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (computer system will reflect completion of the practical assignment as a grade percentage). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a final written exam for both the Basic and Master courses prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

GRADING SCALE

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
<74	Unsatisfactory

COURSE OUTLINE

COMPETENCY 1 OF 1 (0-300 HOURS)					
<u>SUBJECT</u>	<u>HRS</u>	<u>METHOD</u>	<u>SUBJECT</u>	<u>HRS</u>	<u>METHOD</u>
New Student Orientation	5	LP	Classroom Observation	135	P
Motivating the Adult Learner	4	LP; MT	Front Desk Observation	34	P
The Learning Process	4	LP; MT	Student Teaching	90	P
Teacher Preparation and Methods	12	LP; MT			
Classroom Management	4	LP; MT	TOTAL C1 HOURS	300	
Laws, Rules and Regulations	12	LP; MT	<u>KEY:</u> LP = Lesson Plan P = Practical Application MT = Milady Text		

Graduation Requirements: Eligible students who are in good standing will receive a graduation diploma from Acaydia recognized by the State of Utah. To be eligible for graduation, students must accomplish the following:

- Pass a written final exam with a grade of 75% or above
- Pass a practical final exam with a grade of 75% or above
- Complete required course hours
- Be in good standing with the school

Good Standing means you are:

- Current with financial obligations
- Not currently on academic or professional probation
- Not currently suspended or subject to disciplinary action

Payment Arrangements: You may pay for your tuition by cash, credit card, debit card, money order, cashier's check, or personal check.

- In-house payment plans are available.
- You may submit payment with a private loan. The pay in full discount is honored with this option.
- Tuition assistance is available for those who qualify from the following programs: Veterans Affairs, Utah State Office of Rehabilitation, and Workforce Services.
- Scholarships are accepted and may be applied toward a student ledger.
- Promotional pricing and/or fee waivers are subject to approval and are subject to be reinstated for early withdrawal or termination. Promotions cannot be combined with any other offer.

GENERAL POLICIES

SAFETY AND PHYSICAL REQUIREMENTS

Aestheticians use chemical and herbal preparations in their work and must not be allergic to them. They must be able to recognize infectious diseases and know disinfection and safety procedures for the protection of operators and clients. The job of an aesthetician can be physically demanding. Aestheticians in many instances are required to stand or sit for long periods of time. Additionally, aestheticians might be required to reach for things at their feet and above their heads and to lift objects up to 20 pounds. The most demanding physical requirement may be the dexterity required to manipulate skin and to perform delicate procedures to small or sensitive areas of the body.

REFUND POLICY

- a. If an applicant is not accepted by the school, he/she shall be entitled to a refund of all monies paid, less the non-refundable \$50.00 application fee.
- b. If a student or Legal Guardian (if student is not of legal age) cancels this agreement within three (3) business days from the date the agreement was signed, regardless of whether the student actually started training or not, all monies collected from the school shall be refunded, except the non-refundable \$50.00 application fee. The cancellation date will be determined by the postmark on the written notification or the date said information is delivered to the school administrator in person.
- c. If this agreement is cancelled after three (3) business days from the date that this agreement was signed but prior to the scheduled starting date at Acaydia, the student shall be entitled to a refund of all monies less the \$50.00 non-refundable application fee and the \$125.00 registration fee. In type A, B, and C the cancellation date will be determined by the postmark on the written notification or the date said information is delivered to the school administrator.
- d. A student is expelled by the school.
- e. A student notifies the institution of his/her withdrawal. The cancellation date will be determined by the postmark on the written notification or the date said information is delivered to the school administrator.
- f. Enrollment time is defined as the time elapsed between the actual starting date and the student's last date of attendance. All monies due the student shall be refunded within forty-five (45) days of the date the student notifies the school that the student will not be returning or formal cancellation/termination by the school (whether officially or unofficially), which shall occur no more than fourteen (14) days from the last day of physical attendance (unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days), or in the case of a leave of absence, the earlier of the date that the student informs the school that he or she will not be returning or the documented date of return. All refunds are based on scheduled hours and will be calculated based on the student's last date of attendance. Acaydia will be entitled to retain tuition according to the schedule below:

PERCENTAGE OF SCHEDULED HOURS ELAPSED	TUITION AMOUNT THE SCHOOL WILL RECEIVE OR RETAIN
0.01 – 4.9%	20%
5 – 9.9%	30%
10 – 14.9%	40%
15 – 24.9%	45%
25 – 49.9%	70%
50% and over	100%

- g. Should Acaydia suspend or expel a student, Acaydia is not responsible for refunding the student's fees or tuition except as described by the tuition schedule above, minus any and all costs associated with repairing any damage or harm caused by the student, including the repair of equipment or reputation.
- h. For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered:
 - i. If a course is cancelled subsequent to a student's enrollment, and before instruction in the course has begun, Acaydia

will provide a full refund of all monies paid, or provide completion of the course.

- ii. If Acaydia is permanently closed and no longer offers instruction after a student has enrolled, and instruction has begun, the student shall be entitled to pro-rata refund and a certified copy of hours earned.
- iii. If Acaydia cancels a course and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school, or provide completion of the course or provide a full refund of all monies paid.
- iv. Items in student kit are distributed as the student progresses through the program. Fees for student kits, uniforms and textbooks are non-refundable after (1) custom orders have been placed or (2) items have been received. Other miscellaneous charges the student may incur at the institution (e.g., extra kit materials, books, products, unreturned school property, etc.) will be calculated at the time of withdrawal. All regular fees are identified in the catalog and enrollment agreement.
- v. If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to the unsubsidized Federal Loan Program; second to the subsidized Federal Loan Program; third to the Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, she/he may be required to refund the aid to the applicable program.
- vi. In case of illness or disabling accident, death or other circumstances beyond the control of the student, Acaydia will offer a reasonable settlement at its discretion.
- vii. A termination fee of \$150 will be assessed for all students who withdraw from the program.

CODE OF ETHICS

Acaydia is committed to being a school of dedication, academic excellence, professionalism, and integrity. That commitment serves to ensure the realization of Acaydia's mission and the success of its students. Acaydia faculty, staff, and students must recognize the importance of complying with the Acaydia policies and code of ethics, all of which are designed to achieve its stated mission. Acaydia reserves the right to permanently dismiss any student or staff member whose behavior violates the code of ethics as a first and final step of disciplinary action. The Code of Ethics is as follows:

Compliance with The Law: All faculty and students are expected to comply with all applicable laws and regulations. The practice of aesthetics is a state-regulated industry and each individual, including students, is responsible for knowing and following the law. No student shall engage in the unauthorized practice of aesthetics.

Productive Environment: Acaydia is committed to maintaining a productive educational environment. All faculty and students must proactively share this commitment and must not act in a way that diminishes another's ability to fully participate and learn. All individuals must respect diversity and seek to appreciate its advantages. All individuals must treat others at Acaydia with dignity and respect.

Conflict of Interest: Acaydia faculty owes a duty of undivided business loyalty to the school. Acaydia students owe the same duty of loyalty while working in the student spa. Conflicts of interest may arise when considerations of benefit to a faculty member, staff or student conflict with, or appear to conflict with, that person's ability to perform Acaydia work effectively. Each individual is responsible for avoiding conflicts of interest as well as the appearance of such conflicts.

Proper Use and Protection of Acaydia Assets: All faculty and students are expected to protect Acaydia assets and promote their efficient use. Acaydia assets should be used only for legitimate purposes. Theft, carelessness, misuse, or waste of Acaydia assets increases student costs, damages reputations and results in diminished services.

Confidentiality and Intellectual Property: Acaydia invests significant resources in its literature, internal documents, instructional materials, marketing strategies, business practices, compensation strategies and other information. Acaydia takes precautions to protect this information. Faculty should not share this information with others outside Acaydia, nor should they accept information from third parties, including competitors, without authorization. Students should respect the protections of copyright law and not copy or redistribute materials to third parties.

Non-Discrimination: All faculty and students have the right to enjoy an atmosphere free from harassment. Discrimination or harassment on the basis of race; religion; gender; sex; color; sexual orientation; age; disability; marital status or ethnic or national origin will not be tolerated.

Quality Service: Acaydia is committed to providing a quality spa experience for guests. The serene, positive atmosphere space that guests both expect and deserve is easily disturbed by the slightest break in faculty or student focus. Each student who enters the school is responsible for leaving at the door any problems, distractions, or otherwise disrespectful behavior that is not suitable for a tranquil environment. All individuals are held to the highest professional standards of conduct while on campus. No individual should encourage, enable or contribute in any way to a lesser standard.

Fair Dealing: All faculty and students are expected to deal fairly with each other as well as Acaydia's customers, suppliers, and competitors. No person may take unfair advantage of another through manipulation, concealment, misrepresentation of material facts, abuse of privileged information, or any other unfair dealing practice.

Health and Safety: Acaydia is committed to a safe learning environment, both in the classroom and in the spa. All faculty and students are expected to be proactive and cooperative in maintaining such an environment. Acaydia enforces a drug free policy. Alcohol, illegal drugs or tobacco of any form are not permitted on campus. Both Acaydia faculty and students may be subject to drug testing.

DRESS CODE POLICY AND PURPOSE

Appearance matters when representing our institution in front of clients, visitors or other guests. A student's appearance can create a positive or negative impression that reflects on our institution and culture. Students are expected to follow generally accepted dress code standards for the industry and must be prepared and appropriately dressed for school upon arrival. Administration determines if appearance and attire are not acceptable according to the dress code standards below. Students who arrive to school out of dress code may be asked to clock out and return to school when appropriately dressed.

The following dress code rules always apply:

- All students must be clean and well-groomed. Grooming styles dictated by religion and ethnicity are not restricted.
- All clothes must be school-appropriate. Clothes that are typical in workouts and outdoor activities are not allowed.
- All clothes must project professionalism. Clothes that are too revealing or inappropriate are not allowed.
- All clothes must be clean and in good shape. Rips, tears, stains or holes are not allowed.
- Clothes with emblems, logos or text (other than school branded clothing) are not allowed.
- No hats, bandanas or beanies.
- No excessive or large jewelry.
- Hair and makeup must be clean, styled and conservative.

Approved Scrub Top and Bottom:

- Must be worn at all times.
- A plain, solid, long sleeved, black, white, or gray shirt may be worn underneath the scrub top. (No hoods, high neck, printed or textured material permitted.)
- Only approved jackets or sweatshirts purchased from the school store may be worn on campus.

Shoes/Socks:

- Athletic or tennis shoes only; any color permitted.
- Must be in 'like new' condition.
- Boots, wedges, heels, sandals, or other casual type shoes are not permitted.
- Socks must be 'no-show' or white.

Nails:

- Nails cannot extend past the end of the finger.
- Must be well groomed.
- No chipped nail polish.

Piercings/Tattoos:

- Exposed piercings and gauges are subject to approval. Tattoos with profanity, nudity or deemed offensive must be covered.

The dress code may be changed in special cases. For example, dress-down/casual days when students are permitted to wear clothing like jeans, t-shirts and casual shoes. A single uniform (scrub top and bottoms) is included in the cost of the Student Kit. Additional uniforms can be purchased for a cost of \$94.09

OFF CAMPUS ACTIVITIES

Students may be offered optional opportunities to attend and participate in off-campus activities during or after school hours. Acaydia, its proprietors, officers, agents, affiliates or operators are not responsible for accidents or damages that arise from such activities.

GENERAL ATTENDANCE POLICY

Acaydia recognizes the importance of regular and on-time student attendance as a critical starting point for high levels of achievement. The opportunities lost through student absence and tardiness leave learning gaps that are difficult to fill. Any class missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement.

Accordingly, Acaydia is an attendance-taking institution that requires student attendance in order for students to remain enrolled. This policy sets forth additional details related to student attendance.

Students are expected to:

- Be in class and on-time every school day.
- Notify the school prior to any absence. Failure to properly notify Acaydia prior to any absence is a violation of professional standards and may result in a written warning. Exceptions may include cases of extreme emergency where contacting Acaydia would be impractical or impossible. Prior to a late arrival or absence, students must contact the school prior to their scheduled arrival time. Acceptable methods of contact include:
 - Phone call or text to the front desk. Personal phone contact with a front desk staff member is preferred; however, a detailed voicemail or text to the front desk line is acceptable.
 - Email or text staff member: This method should be used only as a last resort. Staff members are not obligated to give personal cell phone numbers. If a student has access to a staff member's phone number, please respect privacy and only text in an emergency.
 - In case of emergency or illness: The student will be given the opportunity to explain the case with supporting documentation (doctor's note, police report, etc.) within 7 business days of the occurrence. At its discretion, Acaydia will make a determination of action.
- Not miss more than 20 hours in a 300-hour period. (see Student Conduct section)

MISSED WORK POLICY

Students are required, as necessary, to make-up assignments, exams or other work missed as a result of any excused or unexcused absence. An excused absence is when the student notifies and has approval from the institution for their absence, whereas an unexcused absence is when the student fails to notify the institution of their absence. The student must make arrangements with the instructor to ensure that all work is made up in a timely manner. Arrangements to take a missed exam must be made with the instructor and are subject to a \$25.00 fee. All arrangements are subject to approval.

MAKE-UP/EXTRA HOUR POLICY

Although students are expected to attend school regularly, Acaydia offers opportunities for those who have missed school hours to attend extra shifts in order to encourage on-time graduation. Make-up hours are not guaranteed and priority is given to those who have less than 200 hours remaining. Future make-up hour opportunities are subject to be revoked if the student does not attend the shift committed to. Students attending make-up or extra-hours shifts may not exceed 105% overall attendance.

LEAVE OF ABSENCE POLICY

A Leave of Absence (LOA) is defined as an approved interruption of training for an extenuating circumstance, where the student is reasonably expected to return to the institution and has no effect on the Satisfactory Academic Progress Standard. All requests for a leave of absence must follow the institution's LOA policy and must be submitted in writing in advance and include the reason for the request and the student's signature, unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to the institution, the student would not have been able to request the LOA in advance. The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident. Furthermore, the reasons for which a leave of absence may be approved include: personal and/or family medical issues; death in the family; personal need; or other mitigating circumstances.

A Leave of Absence must be a minimum of 14 days and may not exceed 30 days. One LOA may be granted in any 600-hour program. (No LOA's offered for the Instructor Training Program.) Two LOA's may be granted for the 1200-hour program and may not exceed 30 days each. For very unusual/ limited circumstances, more than the allotted LOA's in a program may be permitted but the total number of days of the LOA may not exceed 180 days within a 12 month period. Students granted an LOA in accordance with this policy are not considered to have withdrawn and no refund calculation is required at that time. In addition, the student is not assessed any additional charges as a result of the requested LOA.

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 or other interruption of training. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Changes to the enrollment agreement will be detailed in an addendum to the enrollment agreement and must be signed by all parties.

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. A student who has been granted an LOA will be considered withdrawn if he/she does not return to school on the date of return of the LOA, or the date the student notifies the school they are not returning, whichever is earlier. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance. NOTE: Complete documentation and certain conditions are needed to support this request. i.e.: jury duty, military reasons including National Guard requirements, and circumstances meeting criteria covered under FMLA (Family & Medical Leave Act of 1993). No additional costs will be assessed as a result of the leave of absence.

STUDENT CONDUCT POLICY

Acaydia operates under principles of professionalism and integrity. Students are expected to abide by the same principles. Students are accountable to the Acaydia Code of Ethics, which is inclusive of Acaydia's written policies as well as unwritten policies governing the understanding of professional principles. Our principles, expectations, procedures and guidelines are discussed in detail during student orientation in order for students to gain clarity about the school's expectations and Acaydia's commitment to upholding the highest professional standards. Students who violate the Acaydia Code of Ethics are subject to disciplinary action. The most common form of disciplinary action is a documented written warning, which is discussed with the student and submitted to the student's file. Although the purpose of a warning is to guide students toward professionalism, there are certain violations that are subject to immediate termination.

Upon receiving a fifth (5th) written warning, the student is subject to be terminated from the program.

Reasons a student may be asked to clock out and leave campus (missed time will be counted as missed hours):

- Dress Code violation
- Cell phone usage in an undesignated area, such as the clinic floor or classroom
- Unproductive or participating in non-school related activities while on the clock

Reasons a student may receive a written warning:

- Continued violations of items listed above
- Not informing the school of a late arrival (tardy) or absence (no call/no show)
- Missing more than 20 hours at a 300-hour checkpoint (when a competency period ends)
- Cumulative GPA is <75% at a 300-hour checkpoint (when a competency period ends)
- Misuse of timeclock or accruing hours dishonestly
- Code of Ethics violation

Reasons a student may be subject to suspension or immediate termination:

- Continued violations of items listed above
- Drug or alcohol policy violation
- Theft
- Excessive and consecutive absences (14 consecutive school days missed)
- Code of Ethics Violation (termination determined by administration)

EXTRA INSTITUTIONAL CHARGES

Extra instruction charges (overtime fees) are incurred by the student when 'grace hours' have been exhausted. Each student is granted 20 'grace hours' (or allowed hours of absence without incurring additional instructional charges) per 300 hours enrolled. When 'grace hours' are exhausted, extra instructional charges of \$15.00 per hour, payable in advance, will be applied to the student ledger for remaining hours to complete the program.

STUDENT DISPUTES

Students who wish to dispute exam grades, attendance scores, written notices, or evaluations may do so by scheduling an appointment with their instructor, administration or the Education Director. The student may be asked to submit a written statement of the dispute for review. In the statement the student must describe the specific score or evaluation in dispute and the nature of the dispute. Acaydia will review progress disputes with the relevant instructor within 10 days of receipt of the dispute statement. If the student is not satisfied with the resolution, an official grievance statement may be filed in accordance with the institution's grievance policy.

GRIEVANCE POLICY

The party filing a complaint must submit the complaint in writing on the designated form provided by the institution. Acaydia will acknowledge and investigate all written complaints. The student will be notified of the results of the investigation in a timely manner. Records of complaints and their resolution will be retained in school files. A student may choose to submit written complaints regarding actions taken by Acaydia, or the institutions polices that they feel are in violation of state and/or federal laws to:

The Utah Division of Occupational and Professional Licensing

PO Box 146741

Salt Lake City, Utah 84111 (801) 530-6628

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Every student has the right to inspect and review their admissions, academic, and financial aid records. The student is to submit a signed and dated written request to the administration office identifying the records they wish to inspect. The school's administration will make arrangements with the student to determine the date and time the records are to be inspected. Students must be able to review records within 45 days of request.

Any student who wishes to have any records amended, is to submit a signed and dated written request to the administration office clearly identifying the part of the record the student wants changed and specify purpose of change. The school will make a determination and notify the student in writing. If a request is denied, Acaydia allows the student to request a hearing to challenge the contents of the education records, on the accounts that the records are inaccurate, misleading, or violate the rights of the student. Students have the right to provide consent for the disclosure of their records.

Each new year, students are notified of their rights under FERPA, which includes the rights to inspect and review education records. Acaydia maintains a record in the student's file listing to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information (does not apply to school officials with a legitimate educational interest or to directory information).

FERPA authorizes disclosure without consent to:

- School Official who has legitimate educational interest
- Contracted party with the school (attorney, auditor, etc.)
- Parent of eligible student (dependent on tax return)
- Government agencies
- Certain court orders or subpoenas

The school does not release any information to parties seeking directory information. The student has the right to file a complaint with the U.S. Department of Education if they feel the school failed to comply with the requirements under FERPA.

The name and address of the office that oversees FERPA is:

Family Policy Compliance Office

US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Request to Disclose Information: Except under special conditions, a student must provide a signed and dated written consent before an education agency or school may disclose personally identifiable information from the student's education records. The written consent must:

- Specify the records that may be disclosed
- State the purpose of the disclosure
- Identify the party or class of parties to whom the disclosure may be made

When a Disclosure is Made: If a parent or eligible student so request, the school must provide him or her with a copy of the records disclosed, and if the parent of a student who is not an eligible student so request, the school must provide the student with a copy of the records disclosed. Signed and dated written consent may include a record and signature in an electronic form that:

- Identifies and authenticates a particular person as the source of the electronic consent
- Indicates such a person's approval of the information contained in the electronic consent

Consent Not Required: Acaydia may disclose personally identifiable information to the parties listed below.

- School officials with legitimate educational interests
- U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education
- State and local officials
- Authorized organizations conducting educational research
- Accrediting agencies
- Alleged victim of a crime
- Parent of a Dependent Student as defined by the IRS
- Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse

FERPA and Subpoenas: In contrast to the exceptions to the notification and recordkeeping requirements granted for law enforcement purposes, educational agencies or institutions may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that

the parent or eligible student may seek protective action. Additionally, schools must comply with FERPA's recordkeeping requirements under 34 CFR 99.32 when disclosing information pursuant to a standard court order or subpoena.

Acaydia makes a reasonable effort to notify a student who is the subject of a subpoena or court order before complying, so that the student may seek protective action (unless the court or issuing agency has prohibited such disclosure).

HIPAA and FERPA: HIPAA applies to Health Care Providers, private benefit plans, and health care clearinghouses. It does not apply to other types of organizations whose receipt or maintenance of health records is incidental to their normal course of business. FERPA does not limit what records Acaydia may obtain, create, or maintain. It provides safeguards for education records. If a health record is used to make a decision in regard to a student's education program, (e.g., whether a student should receive extended time for testing; or be exempt from an academic requirement, such as SAP) the health record may be construed to be an education record. In that case the normal FERPA provisions for safeguarding the record would apply.

Health and Safety Exemption Requirement: A health and safety exemption permits the disclosure of personally identifiable information from a student's record in case of an immediate threat to the health or safety of students or other individuals. Acaydia follows the provisions outlined in the regulations as follows:

- The school only discloses personally identifiable information from an education record to appropriate parties in connection with an emergency *if* knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Patriot Act Changes to FERPA: In response to the terrorist attacks on the United States that took place on September 11, 2001, Congress made changes to FERPA. Acaydia complies with the changes made to FERPA as a result of the USA Patriot Act as outlined in DCL April 12, 2002.

Information Security Program: Acaydia safeguards all nonpublic personal information in the school's possession (from students, parents, or other individuals with whom the school has a customer relationship). This safeguarding also pertains to the customers of other financial institutions that have provided such information to the school.

Acaydia is committed to providing a comprehensive information security program. This security program is designed to achieve the following objectives:

1) Ensures the security and confidentiality of customer information.

- All customer information is maintained on a secure computer network and is treated with the utmost confidentiality. Any paper files containing customer information are managed by Acaydia employees and are stored in a secured location
- Customer information is only accessible to those on staff who require access in order to fulfill their necessary job functions
- Acaydia utilizes security cameras to enhance all aspects of school security and file protection

2) Protects against any anticipated threats or hazards to the security or integrity of such information.

- As information security threats or hazards are anticipated, Acaydia will evaluate each situation on a case-by-case basis and act accordingly to best protect against these threats or hazards

3) Protects against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any customer.

- Only authorized persons are granted access to customer information, thus preventing any harm or threat to customer information

Acaydia designates members of its Management Team to be designated coordinators responsible for the coordination of its information security program. The designated coordinators are responsible to identify reasonably foreseeable internal and external risks to customer information. At a minimum, Acaydia's risk assessment includes the consideration of risks in each of the following areas:

- Employee training and management

- Information systems, including network and software design, as well as information processing, storage, transmission, and disposal
- Detecting, preventing, and responding to attacks, intrusions, or other system failures

Acaydia has employed information safeguards to control the risks it identifies through risk assessment, and regularly tests or otherwise monitors the effectiveness of these safeguards. An evaluation and adjustments are regularly performed by Acaydia as it observes the results of risk assessments and testing, and considers any other outside influences that would compel the school to make necessary adjustments to its information security program. Acaydia requires that its service providers are capable of maintaining appropriate safeguards for customer information and that such safeguards are implemented and maintained.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress Policy: The Satisfactory Academic Progress (SAP) Policy is applied consistently to all students enrolled, regardless of schedule or whether participating in Title IV programs. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Evaluation Periods: Students are evaluated for SAP at the following evaluation points (both the hour and the week requirements must be met):

PROGRAM	ACTUAL CLOCKED HOURS	ACTUAL WEEKS
Level II Master-Medical Aesthetics 600 Clock Hours	300	8
Master-Medical Aesthetics (37.5hrs/wk schedule) 1200 Clock Hours	488	13
	975	26
	1088	29
Master-Medical Aesthetics (all other schedules) 1200 Clock Hours	450	13.5
	900	27
	1050	31.5
Master-Medical Aesthetics Distance Hybrid (all other schedules) 1200 Clock Hours	450	13.5
	900	27
	1050	31.5
Instructor Training 300 Clock Hours	150	4

Evaluations will determine if the student has met the minimum requirements for SAP. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making SAP until the next scheduled evaluation. This institution's academic year associated with the 37.5 hours/week schedule for the 1200 clock hour Master-Medical Aesthetics and Master-Medical Aesthetics Distance Hybrid programs is 975 clock hours and 26 academic weeks. The institution's academic year for all other schedules and programs is 900 clock hours and 27 academic weeks.

Attendance Progress Evaluations: Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining SAP. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame: The maximum time (which does not exceed 150% of the course length) allowed for students to complete the enrolled program at satisfactory academic progress:

FULL TIME COURSES	NORMAL TIME FRAME (IN WEEKS)	MAXIMUM TIME FRAME (IN WEEKS)
Level II Master-Medical Aesthetics (600 hrs)	16	24
Level II Master-Medical Aesthetics Distance Hybrid (600 hrs)	16	24
Master-Medical Aesthetics (1200 hrs)	32	48
Instructor Training (300 hrs)	8	12

PART TIME COURSES	NORMAL TIME FRAME (IN WEEKS)	MAXIMUM TIME FRAME (IN WEEKS)
Level II Master-Medical Aesthetics (600 hours)	32	48
Master-Medical Aesthetics (1200 hours)	64	96
Instructor Training (300 hours)	16	24

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 67% of the scheduled hours. Transfer hours are counted as both attempted and completed 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. Students who have not completed the course within the maximum timeframe will be terminated. After termination, students may pursue re-entry into the institution as a cash paying student by following and fulfilling the requirements of the institution's re-entry policy. Re-entry is not guaranteed.

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. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study.

Practical skills are evaluated according to test procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

GRADING SCALE

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
<74	Unsatisfactory

Determination of Progress Status: Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making SAP until the next scheduled evaluation. Students who are not making satisfactory academic progress will receive a copy of their SAP evaluation, and all other students are able to request a copy of their SAP reports. Students deemed not maintaining SAP may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Warning: Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making SAP while during the warning period. The student will be advised in writing on the actions required to attain SAP by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

Probation: Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, 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.

Appeal Procedure: If a student is determined to not be making SAP, the student may appeal the determination within (10) calendar days. Reasons for which a student may appeal a negative progress determination include, death of a relative; an injury or illness of the student; or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet SAP standards, along with supporting documentation of the reason why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve SAP by the end of the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within (30) calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the SAP determination will be reversed and federal financial aid will be reinstated, if applicable.

Re-Establishment of Satisfactory Academic Progress: Students may re-establish SAP and Title IV Aid by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

Interruptions, Course Incompletes, Withdrawals: 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. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the Leave of Absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same SAP status as at the time of withdrawal.

Noncredit, Remedial Courses, Repetitions: Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon SAP standards.

WITHDRAWAL POLICY

A student who officially or unofficially withdraws from enrollment prior to completion of the course will be mailed a final refund calculation within 45 calendar days of the withdrawal determination date. An unofficial withdrawal is when a student (who is not on an approved Leave of Absence) has not attended school for 14 consecutive calendar days, or does not return from a leave of absence and no communication from the student has been provided to the school. An official withdrawal is when a student notifies the school in writing of their intent to withdraw. If a student who withdraws is failing to meet satisfactory academic requirements, they will not be considered eligible for re-enrollment.

Students who withdraw from enrollment prior to course completion must meet financial obligations to the school before any transcripts are released.

OUTSTANDING FINANCIAL OBLIGATIONS

Charges over 60 days past due on a student ledger are subject to be sent to collections. In addition to the outstanding balance, the student will be responsible for attorney fees, court costs and collection agency fees associated in efforts to collect the balance. Student accounts may be financed through outside sources; however, the balance owing to the school must be paid in full prior to receiving a graduation certificate.

COPYRIGHT INFRINGEMENT POLICY

All materials offered in our program is, unless otherwise stated, the property of Acaydia School of Aesthetics. Reproduction or retransmission of any materials without written consent is a violation of copyright law. Unauthorized distribution of copyrighted materials using the school's information technology system, including unauthorized peer-to-peer file sharing, may subject you to civil and criminal liabilities. All information provided by Acaydia, its personnel, or representatives must have written approval prior to sharing of any means. Penalties for violation of federal copyright laws can be found at <http://www.copyright.gov/title17/92chap5.html>.

SOCIAL MEDIA POLICY

Our institution recognizes the benefit of social media, specifically in our industry, as a critical tool in marketing and growing your business. Social media encompasses all forms of publicly accessible communications including, but not limited to, written and verbal communication through podcasts; video upload; blogs; discussion groups; forums; e-mail distribution; and/or social networking sites such as, Facebook; Twitter; Instagram; Snapchat, etc. Students should be mindful of the content they choose to publish and are expected to treat others according to the standards outlined in the Code of Ethics section of this catalog. Acaydia does not permit content from students that misrepresents our culture. This includes but is not limited to personal insults; obscenity; intimidation; racial slurs; bullying or other communication deemed as inappropriate. Acaydia reserves the right to request the removal of any posts at its discretion and pursue disciplinary action as appropriate.

MISREPRESENTATION POLICY

Any publication, statement, or source that provides false, erroneous, or misleading information regarding accredited programs offered by Acaydia School of Aesthetics should be reported to the School Director immediately. Any employee providing false, erroneous, or misleading information will face immediate discipline.

Acaydia does not guarantee that successful course completion qualifies a student for acceptance into a labor union or similar organization. However, successful completion of a course of instruction does qualify a student to receive, to apply to take or to take the examination required to receive, a local, State, or Federal license, or a nongovernmental certification required as a precondition for employment, or to perform certain functions in the States in which the educational program is offered, or to meet additional conditions that the institution knows or reasonably should know are generally needed to secure employment in a recognized occupation for which the program is represented to prepare students.

Acaydia is not aware of any unsolicited testimonials or endorsements by:

- Vocational counselors, high schools, colleges, educational organizations, employment agencies, members of a particular industry, students, former students, or others. OR

- Governmental officials for governmental employment.

TERMINATION POLICY

Acaydia reserves the right to dismiss any student whose attendance, behavior, performance, or professionalism interferes with the learning environment of the school as a first and final disciplinary step. If a student fails to notify the school of consecutive absences of 14 school days, the student's enrollment will be terminated and a drop fee of \$150.00 will be assessed.

VACCINATION POLICY

Acaydia does not require any vaccinations.

INSTITUTIONAL INFORMATION

HOUSING

Housing is readily available and within walking distance of campus. Acaydia is an approved institution to participate in Brigham Young University and Utah Valley University housing. Although Acaydia is not directly affiliated with any other local housing, transportation or childcare; a list of options is available for the benefit of students not familiar with the Provo area. Acaydia is not liable for off-campus contracts, arrangements or agreements.

PARKING AND TRANSPORTATION

A variety of transportation options are available for Acaydia students. Due to the variety of transportation options, the cost of transportation will vary for each student. Upon request, Acaydia will provide a list of available options. On-campus parking is available on a first come basis. If the on-campus parking lot is full, students will need to park off-campus or take advantage of public transportation that picks up and drops off near the school.

STUDENT ORIENTATION

Each course begins with an intensive orientation in which the following objectives are met

- A favorable impression about Acaydia is formed by familiarizing you with program outlines, philosophies, required tasks and performance expectations.
- Introduction and identification of key administration and points of contact for student assistance.
- Training objectives and safety requirements are established.
- Spa treatment protocols and theoretical concepts for the enrolled course are introduced with direct supervision of a licensed master aesthetician instructor.

On the first day of class, you will receive required texts for the enrolled course and will be measured for a custom spa uniform, which will be received during orientation. Because the practice of aesthetics involves the use of chemicals and implements that require extensive amounts of training, Acaydia grants certain items in the student kit after you have progressed satisfactorily through the orientation period. Upon successful completion of objectives taught in orientation, you will receive all additional student kit items for the enrolled program. The length of orientation is approximately 30 school days for each program. Hours accumulated in orientation are included in the total required hours for the program.

STUDENT SERVICES

Academic Advising: Acaydia provides academic advising for all students to aid with satisfactory academic progress throughout the program. Academic advising is available to each student to help improve or maintain satisfactory academic progress. Advising is also available to assist students in other school related areas, such as monitoring attendance, increasing skill performance, etc. A student may schedule an advising session with the appropriate school official during regular business hours or as the staff member's schedule permits.

Licensing Requirements: Upon fulfilling financial obligations and successful completion of the enrolled course, the student will receive a Certificate of Completion and Verification of Graduation, which proves eligibility to register for Utah State Board Exams. Successful

passing of the required exam(s) for the enrolled course is the initial step toward licensure. Acaydia does not guarantee graduates are eligible for licensure. State Board Exams are an additional cost and are not covered in tuition and fee expenses.

Employment Assistance: Acaydia realizes the need for guidance upon graduation. Although Acaydia does not guarantee job placement and is not an employment agency itself, the school maintains a list of current job openings and potential employers. Acaydia also participates in employment related programs with vendors and industry suppliers. Acaydia does not provide forecasts on future market conditions for compensation or employment opportunities, nor does Acaydia provide government job market statistics. Acaydia does not perform talent hunts or contests for its institution. Students and alumni are encouraged to request information or counseling through the Student Counseling Office.

Resume & Correspondence Counseling: Students may request assistance in compiling resumes, cover letters, letters of recommendation and other marketing tools as they seek employment. Counseling sessions are scheduled in advance through the Student Counseling Office.

STUDENT RIGHT TO KNOW ACT

The Student Right-to-Know Act requires institutions that receive Title IV financial aid to collect, report and/or disclose graduation rates for full-time, first-time, degree seeking undergraduate students. You may view the school's rates by visiting nces.ed.gov.

FACILITIES & SERVICES AVAILABLE TO STUDENTS WITH DISABILITIES

Acaydia does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability (physical & intellectual), sexual orientation, or national origin. The school maintains compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Those 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. Reasonable accommodations may be requested.

VOTER REGISTRATION

Students are encouraged to register to vote by one of the following methods:

Online: <http://elections.utah.gov>

Download a form: <http://elections.utah.gov>

CONSTITUTION DAY

At Acaydia, Constitution Day is celebrated each year, commemorating the September 17, 1787 signing of the Constitution. As required by the Department of Education, "Each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution". Acaydia holds an educational program each year in commemoration. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week. Acaydia's educational program changes year-to-year and utilizes the following resources: <http://www.archives.gov/education/lessons/constitution-day/> and <http://www.archives.gov/education/lessons/constitution-workshop/>

DRUG AND ALCOHOL-FREE SCHOOL/WORKPLACE PROGRAM

In response to former President George H. W. Bush's national drug control strategy, Congress passed legislation to require schools, colleges, and universities to implement and enforce drug prevention programs and policies as a condition of eligibility to receive federal financial assistance.

On December 12, 1989, President Bush signed the Drug-Free Schools and Communities Act Amendments of 1989 (Amendments) Public Law 101-226. Section 22 of the Amendments amends provisions for the Drug-Free Schools and Communities Act of 1986 and the Higher Education Act of 1965 to require that, as a condition of receiving funds or any other form of financial assistance under any federal program after Oct. 1, 1990, a university or college must submit certification that it has adopted and implemented a drug prevention program.

As set forth in the above referenced statute, Acaydia is required to provide at a minimum, an annual distribution in writing to each employee and student the following information.

1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by employees and students on its property or as part of its activities;
2. A description of applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
3. A description of health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A description of available drug or alcohol counseling, treatment, or rehabilitation or re-entry programs;
5. A clear statement of the disciplinary sanctions that Acaydia will impose on employees and students and a description of termination of employment and referral for prosecution for the unlawful possession, use, or distribution of illicit drugs and alcohol. Disciplinary sanctions may also include completing an appropriate rehabilitation program; and
6. A biennial review by Acaydia of its program to determine the effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced.

Information regarding the above requirements can be found in the paragraphs to follow below:

Acaydia is a drug free school. Smoking, alcohol, illegal drugs or tobacco are not permitted on campus. A student who has admitted to or is found to be using illegal substances or is under the influence is subject to termination. Acaydia has established this policy to detect and remove abusers of alcohol and Controlled Substances from the workplace and school environment.

The use of illegal use of drugs is prohibited at any time. It is against company policy:

- a. For an employee to work or student to attend class with the presence of a Controlled Substance or Alcohol in the body (as determined by a drug or alcohol test), including their presence as a drug metabolite, unless legally prescribed to her or him.
- b. For an employee or student to sell, use, purchase, manufacture or be in possession of an illegal Controlled Substance or drug paraphernalia, while on Acaydia Campus, conducting Acaydia business, attending class or while not on Acaydia time, business or property.
- c. For an employee or student to sell, use, purchase, manufacture or be in possession of Controlled Substances, including prescription medications which are controlled substances, on Acaydia time, business, property or while attending class, unless the prescription medication is legally prescribed to the employee.
- d. For an employee or student to operate any equipment while under the influence of any drug, including prescription or over the counter medications, which render the employee incapable of safely and adequately using the equipment or performing any other job duties.
- e. For an employee or student to use, sell, or be in possession of alcohol, while on Acaydia time or on Acaydia business, or to report to work or attend class under the influence of alcohol. An employee/ student is considered to be in violation of this policy when he or she is working or attending class and has a breath, blood or urine alcohol result greater than or equal to .04%. Acaydia will ensure the enforcement of all State underage drinking laws for all employees and students under the age of 21 years old.
- f. To consume any alcoholic beverage or alcohol containing liquid within four hours of a scheduled work or class period.
- g. For an employee or student to refuse to submit a specimen for controlled substances or alcohol testing when requested by the Company under this policy or for an employee or student to obstruct or not fully cooperate with specimen collection or testing procedures.
- h. For an employee or student to have a verified positive drug test.
- i. For an employee or student to tamper with substitute or adulterate any specimen collected for drug or alcohol testing. Any sample reported by the laboratory as Substituted or Adulterated will be considered a 'refusal to test' or a refusal to submit a valid sample.
- j. For Acaydia Management to allow an employee to work or student to attend class, if they have actual knowledge that an employee or student has violated this policy.

Actions Required of Employees or Students: If an employee or student suspects that she/he has a substance abuse problem, the employee or student is expected to contact a counselor acceptable to Acaydia. Any employee or student who voluntarily seeks assistance or rehabilitation for drug or alcohol misuse prior to being subject to testing under this policy shall not be subject to testing under this policy shall not be subject to disciplinary action for violation of the Policy, as long as the employee continues to participate satisfactorily in the counseling or rehabilitation program (please visit www.recovery.org/browse/utah/ for a list of rehabilitation programs and resources). The employee/student must obtain a work release from the counselor or treatment provider before returning to work. Any investigation by law enforcement or conviction for Controlled Substance or Alcohol activity may be cause for dismissal from employment or school. Failure to report any conviction for illegal drug use or alcohol misuse to Acaydia may result in immediate termination from employment or school attendance. The use of prescription or over the counter medications that may impair an employee or student's ability to safely or adequately perform his/her duties must be reported to the employee's/student's supervisor. Some medication use may require reassignment or temporary leave of absence without pay. Employees and students must take all medication as directed on the medication label and must heed any warnings listed on the medication's label.

Disciplinary Action: A prospective employee/application who has a positive test or 'refusal to test' will not be further considered for employment. An Employee who violates this policy will be immediately removed from duty and subject to disciplinary action up to and including termination. A prospective student/application who has a positive test or 'refusal to test' will not be further considered for enrollment to Acaydia. Any current student who has a positive test will be required to reimburse Acaydia for the cost of the test. Students who violate this policy will be put on permanent probation and are subject to monthly follow-up drug and/or alcohol tests, at the students' expense. A student's First Violation will result in immediate removal from class attendance, until the student can pass a 'return to duty drug' and/or alcohol test, at student's expense. A student's Second Violation will result in immediate termination. A student may apply for re-entry to school after they have been evaluated by a substance abuse counselor acceptable to Acaydia and can obtain a written release from the counselor or treatment provider. The release must document the student's compliance and participation with all counseling or treatments recommended by the substance abuse counselor. The student must then pass a return to duty drug and/or alcohol test at students' expense. A student's Third Violation will result in immediate termination from school and he/she will not be eligible for re-entry.

Employees and students who violate this policy by illegally selling, manufacturing or distributing controlled substances or alcohol will be terminated from employment or enrollment. Any student who is convicted of the unlawful manufacture, distribution, dispensation, possession, use, or abuse of illicit drugs or alcohol is subject to criminal penalties under local, state, or federal law. The exact penalty assessed depends on the nature and the severity of the individual offense. In compliance with federal regulations for a drug-free workplace for students and employees, students convicted for any offense, during a period of enrollment for which the student was receiving Title IV funds, under any federal or state law involving possession or sale of illegal drugs will result in the loss of eligibility for any Title IV assistance.

Health Risks: The use of illicit drugs and the abuse of alcohol carry significant social, physical, and emotional health risks. Users may suffer damage to key body organs such as the heart, liver, kidneys, and central nervous system. Drugs can kill the user, and the use of drugs and alcohol during pregnancy may cause birth defects or death of unborn babies. Drug users may experience difficulties with concentration and memory that impair learning. They can exhibit mood swings, impaired judgment, isolation, and depression, all of which can contribute to impaired driving, injuries, accidents, domestic or random violence, and sexual assault. Drugs can be instrumental in the deterioration of family units and the breakdown of friendships and other support systems.

Drug Testing Circumstances:

- Pre-employment procedures: Prospective employees or students may be asked to submit to a drug test at Acaydia's designated collection facility as part of a potential job offer or as part of the acceptance/enrollment process. Employment or acceptance/enrollment will be offered to those who successfully pass the pre-employment drug test. Refusal to consent to a pre-employment drug test, or Positive, Adulterated or Substituted test results will terminate any action towards permanent employment or enrollment as a student.
- Post-Accident Tests: Acaydia will require Drug &/or Alcohol testing of any employee or student involved in an on- the-job accident/injury where the following occurs: A fatality, an injury to an employee, student, client or other individual that requires medical attention away from the workplace or accident scene, or Damage to Company property that exceeds \$500.00. Post-

accident testing is required of any individual whose actions or inaction could have reasonably contributed to the cause of the accident.

- Reasonable Suspicion: Reasonable suspicion Drug &/or Alcohol testing will be done in cases where there is a reasonable belief by a supervisor, that an employee or student may be using a Controlled Substance, using alcohol while at work, or reporting to work under the influence of Alcohol or a Controlled Substance, using prescription drugs illegally or any other violation of company policy.

Reasonable suspicion or For-Cause tests will be required when there is any of the following:

- a. Observable phenomena (actual use, possession, odors, etc.)
- b. Abnormal behavior or physical characteristics; or
- c. A drug-related investigation, arrest or conviction or an investigation of theft.

Random Testing: Unannounced random Drug and/or Alcohol testing may be conducted on all employees or students and will be administered by a third-party administrator. Selection for random testing will be computer generated. All employees/students will have an equal chance of selection in each selection period.

Unit or Blanket Testing: Drug and/or Alcohol testing of all Company employees/students or all employees/students in one location or job category may be conducted at the discretion of Acaydia.

Return to Duty Testing: The first Drug &/or Alcohol test after a policy violation, evaluation by a counselor, acceptable to Acaydia, and after the counselor has determined that the employee has successfully complied with prescribed education and/or treatment. The test result must be negative before he/she can return to duty or attend class.

Follow-Up Testing: After a violation of this policy and return to duty, an employee or student is subject to unannounced Drug &/or Alcohol testing, the schedule of follow-up testing will be determined by the EAP/counselor or Acaydia.

Definitions:

'Alcohol' means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

'Alcohol Use' means the drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.

'Alcohol Testing' means to be tested by a certified breath-alcohol technician, using a DOT approved breath testing device or a DOT approved initial screening device. Blood and urine alcohol testing may also be used at the discretion of the employer.

'Controlled Substance or Drug' means any prescribed drug or controlled substance including those assigned by 21

U.S.C. 802 and includes all substances listed on Schedule I, through Schedule V., as they may be revised from time-to-time (21 CFR 1308), including but not limited to:

- Marijuana Benzodiazepines Narcotics
- Cocaine Barbiturates Phencyclidine (PCP)
- Amphetamines Opiates Other Hallucinogens

'Drug Testing' or 'Drug Test' means the scientific analysis for the presence of drugs or their metabolites in specimens from the human body. Analysis will include separate screening and confirmation tests.

'Employee' means any person or officer in the service of the employer for compensation.

'Prospective Employee' means any person who has made a written or oral application to become an employee of the Company.

'Reasonable Suspicion' or 'For-Cause Testing' means an articulated belief, based on recorded specific facts and observations, and reasonable inference drawn from those facts and observations, that an employee or student is in violation of this policy.

'Sample' or 'Specimen' means any sample of urine, blood, breath, saliva or hair used for drug or alcohol testing.

'On Duty' means all working hours including meal or break periods, regardless of whether the employee is on the Company premises, and at any time the employee represents the Company in any capacity, including operating company equipment or vehicles.

'Medical Review Officer (MRO)' means a licensed physician with knowledge of drug abuse disorders that is used by the Company to determine and verify if a legitimate or medical explanation exists for a positive, adulterated, substituted or invalid drug test result.

'Use' means to consume, sell, purchase, manufacture, distribute, be under the influence of, report to work under the influence of, or be in possession of drugs or alcohol. The term use shall also include the presence of drugs or alcohol in the body of an employee, including the presence as a metabolite, the use of a prescription drug without a valid prescription from a health care provider and not using a prescription drug as prescribed by the authorizing health care provider.

'Positive Drug Test' means the drug test levels on both the screening test and the confirmation test are at or above the level recognized as positive by the U.S Department of Health and Human Services, in its Mandatory Guidelines for Federal Workplace Drug Testing Programs, or the standard cutoff levels set by the laboratory; and the MRO has verified the test results as positive.

'Positive Alcohol Test' means test levels on both the initial test and the confirmation test are .04 percent or greater (.04 gm/210 liters of air or .04 gm/deciliter of blood or .04 mg/ml of urine)

'Adulterated' means a specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

'Substituted' means a specimen with creatinine and specific gravity values that are so diminished or divergent that they are not consistent with human urine.

'Actual Knowledge' means knowledge by a supervisor that an employee/student has used alcohol or controlled substances based on the supervisor's direct observation of the individual, or an individual's admission of alcohol or controlled substance use. Direct observation as used in this definition means observation of alcohol or drug use and does not include observation of behavior or physical characteristics sufficient to warrant a reasonable suspicion test.

Medical Review Officer (MRO): In the case of a 'Positive, Adulterated, Substituted, or Invalid' test result, the employee/student or prospective employee/student shall be so advised by the MRO, by telephone, on a confidential basis, prior to the reporting of the results to the designated Acaydia official(s). The employee/student shall have the right to discuss and explain the results, including the right to advise the MRO of any medication prescribed by his/her physician, which may have affected the results of the test. The MRO shall also review the chain-of-custody documentation to ensure compliance with normal chain-of-custody procedures.

The MRO can report a non-negative test to Acaydia, without interviewing the individual if:

- a. An individual has expressly declined the opportunity to discuss the test result with the MRO.
- b. Acaydia has successfully made and documented a contact with the individual and instructed the employee/student to contact the MRO and more than 72 hours have passed since the time the Company contacted the individual.
- c. If neither the Company nor the MRO, after making and documenting all reasonable efforts, has been able to contact the employee/student within 10 days of the date on which the MRO receives the confirmed test result from the laboratory.

Contesting a Result: If an employee, student or applicant believes the laboratory analysis is in error, he/she will have 72 hours to request the re-analysis of the original urine specimen that was verified as positive, adulterated or substituted. Re-analysis will be on the original specimen only and must be performed by a SAMHSA-certified laboratory. The cost of re-analysis is at employee/student expense. If the secondary laboratory does not detect the same controlled substance, the individual will be reimbursed the cost of re-analysis is at employee/student expense. If the secondary laboratory does not detect the same controlled substance, the individual will be reimbursed the cost of re-analysis. An employee who has test result other than negative shall have the right to request in writing, from the employer, a copy of the laboratory report.

Specimen Collection Procedures: All specimens collected will be done in conformity with Company policy and shall be conducted in accordance with the requirements of Title 34, Chapter 38 of the Utah Code Annotated. Urine and breath alcohol samples will be collected by individuals trained to follow DOT's collection procedures and in accordance with specific laboratory collection procedures not covered by DOT procedures. All drug tests, alcohol tests and sample collection procedures shall be performed under reasonable and sanitary

conditions and in such a manner as to respect the privacy of the individual being tested, as well as prevent tampering or misidentification of the sample. A sample, which the specimen collector believes could reasonably have been tampered with require the immediate 'observed' recollection of another sample.

Dilute Specimen Procedures: Specimens which the laboratory reports as 'dilute,' specific gravity less than 1.003, & creatinine level less than 20 mg/dL may be considered invalid. The employee/student may be required to give a second specimen. If the second specimen is provided or a medical reason is found for producing a dilute specimen.

Confidentiality: All Drug & Alcohol test results will remain confidential to the extent required or allowed by law. Acaydia management will determine which persons within the company, or agents of Acaydia, have a need-to-know individual test results. Test and other records will be maintained in a secure manner so that disclosure of confidential &/or medical information to unauthorized persons does not occur.

CAMPUS SECURITY AND CRIME STATISTICS

In accordance with the Crime Awareness and Campus Security Act of 1990, the institution collects campus crime statistics and prepares this report for distribution to all students, employees, and applicants for enrollment or employment. This report is distributed annually in September to all current and prospective students and employees. All data in this report is information from the Provo City Police Department. In addition, the report is provided to all individuals during enrollment or employment orientation that is conducted with each start class or upon hiring of a new employee. At that time, students and employees review the report and receive a description of the campus security procedures and further information regarding the prevention of crimes. Any individual can request a copy of this report at any time.

The school encourages all students and employees to be responsible for their own security and the security of others. The school does not employ campus security officials. Therefore, the security of the campus is the direct responsibility of each employee and administrator. No such individuals have the authority to make arrests. All individuals are requested to report immediately any known criminal offense or other emergency occurring on campus to the school administration at the administration office. All individuals are encouraged to promptly report all crimes to appropriate police agencies. The campus administration will report all known criminal offenses to the local law enforcement authorities. The school has no policy or procedure regarding confidential crime reporting in relation to crime statistics reporting. Any off-campus events are supervised by campus employees. Therefore, the school will monitor and report criminal activity at such events to local law enforcement authorities. No student will have access to the campus facility, other than the parking area, at any time unless supervised by a staff member.

When a crime covered by the Clery Act occurs, school officials are required to evaluate if there is a serious or ongoing threat to the campus community to determine if a timely warning needs to be issued to all staff and students. If it is determined a timely warning needs to be issued, school officials will issue a verbal warning to all students on campus as well as an electronic warning message distributed to all students' active email addresses.

Everyone should remember that personal safety begins with you. The following should be considered:

- When walking on campus, be aware of who and what is around you. Try not to walk alone.
- Do not carry large amounts of cash.
- Keep your motor vehicle in good running condition. Always lock your car and remove all packages and any valuables which are visible.
- Do not leave books or personal property unattended in the classroom.

In an effort to reduce crime, all employees and students are provided with handouts and procedures geared toward personal protection and the prevention of crime during the orientation process. In addition, periodically, local law enforcement official and guest speakers are invited to speak to the staff and students about crime prevention methods. Drug(s) and/or Alcohol is prohibited at all times at the school. This is defined as unlawful manufacture, distribution, possession or use of a controlled substance, including alcohol. A copy of the Drug and Alcohol-Free School & Workplace Program Policy is provided to all individuals during enrollment or employment orientation.

The following criminal offenses occurred on campus during the calendar year 2024 and the 2 previous years:

(Campus is defined as 'any building or property owned, leased or controlled by the school within the same contiguous geographic area and used by the school in direct support of or related to its educational purpose.' There are no buildings or properties owned or controlled by the school's student organizations which are recognized by this institution.) There have been no "unfounded" crime reports that have been withheld from the following crime statistics nor any crime statistics of the three most recent calendar years.

OFFENSE	On-Campus			On-Campus Student Housing			Public Property		
	2022	2023	2024	2022	2023	2024	2022	2023	2024
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	2
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	2	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrests: Weapons, Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Weapons, Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0	0	0	1	0	1
Disciplinary Referrals: Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0	0	0	0	1	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
VAWA (domestic violence, dating violence, sexual assault, stalking)	0	0	0	0	0	0	0	0	2

**Statistics reported encompass January 2022 through December 2024*

Sexual Assault: In the event a sex offense should occur on campus, the accuser has the option to and should take the following steps:

- a. Report the offense to school administration in the administration office, specifically the School Director.
- b. Preserve any evidence as may be necessary to prove criminal sexual assault.
- c. Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
- d. Report the crime to local law enforcement agencies.
- e. Request a change in the academic situation if desired.
- f. Contact an appropriate agency in the community for counseling or other services that may be needed. On campus disciplinary action in cases of alleged sexual assault will be based on the findings by the law enforcement agency investigation, the facts pertaining to the crime, and other related mitigating circumstances, provided that:
 - a) the accuser and the accused may have others present during the campus disciplinary proceedings;

b) both the accuser and the accused shall be informed of the outcome of such disciplinary proceedings.

Possible sanctions the school may impose following a final determination regarding rape, acquaintance rape or other forcible or non-forcible sex offense vary depending upon the final determination and could include termination.

Acaydia will protect the confidentiality of victims and other necessary parties by completing all publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim. Acaydia will provide written notification to students and employees about exit counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available to the victim both in the school and in the community. Additionally, Acaydia will provide written notifications to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. These notifications will be provided regardless the victims decision whether or not to report the crime to local law enforcement.

In the event that accommodations or protective measures are taken by Acaydia to assist a victim, such accommodation or protective measures shall remain confidential to the extent that would not impair the ability of the school to provide the accommodations or protective measures.

When a student or employee reports to the school that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurs on or off campus, the school will provide the student or employee a written explanation of the student's or employee's rights and options as mentioned above in this section.

To find a list of registered sex offenders visit: www.RegisteredOffendersList.org.

Bystander Intervention: One of the most effective ways to prevent sexual assault is bystander intervention—seeing a risky situation and stopping it. Here are some suggestions for how bystanders can intervene:

1. If you think someone is doing something he or she shouldn't—say so.
2. If you think someone is being pressured or steered into a risky situation, step in. Let the person know you are worried about safety.
3. On your own, or with others, ask the person directly, "Do you need our help?" or "Do you need help getting home?"
4. Speak up when you see someone giving drugs or alcohol to facilitate sex.
5. Speak up when you see someone taking steps to isolate a possible victim.
6. Create a diversion. Try turning on lights or turning off music at a party.
7. Get others around you to help if you don't feel comfortable doing this on your own.
8. Stay with a person who seems impaired or incapacitated. A perpetrator is much less likely to do something when you are around as a witness.
9. Contact the police.

Risk Reduction:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor "NO" clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Give thought to sharing your intimate content, pictures, images and videos with others, even those you may trust. If you do choose to share, clarify your expectations as to how or if those images may be used, shared or disseminated.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

Anti-Harassment/Discrimination Policy: Acaydia is committed to providing an environment free of unlawful harassment or discrimination. This policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by

the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, Acaydia prohibits discrimination based on sex, which includes sexual harassment and sexual violence and has jurisdiction over Title IX complaints.

Acaydia's anti-harassment policy applies to all persons involved in the operation of Acaydia and prohibits unlawful harassment by any employee of Acaydia, as well as students, customers, vendors or anyone who conducts business with Acaydia. It prohibits unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. If a customer, vendor or other person with whom Acaydia conducts business with engages in unlawful harassment or discrimination, Acaydia will take appropriate corrective action.

As part of Acaydia's commitment to providing a harassment-free environment, this policy is reinforced on campus through publications, website, new employee orientation, student orientation and other appropriate channels of communication. The school provides training to administrative staff members to appropriately address allegations of sexual harassment or sexual violence promptly and effectively. Acaydia will take appropriate action to prevent, correct and if necessary, enforce disciplinary action to those who violate this policy.

Definitions:

'Sexual Harassment' means unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

'Sexual Violence' means physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery and sexual coercion; dating violence; and stalking.

'Domestic Violence' means abuse committed against an adult or minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

'Dating Violence' means abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

'Sexual Assault' occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

'Stalking' means behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in a reasonable fear of his or her safety or the safety of others.

'Consent' means informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed upon sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Prohibited Conduct: This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- i. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- ii. Submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
- iii. It creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student's ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually orientated "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

Complaint/Grievance Procedure: If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, manager, Human Resources, or a Title IX Coordinator as soon as possible after the incident.

Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employees, contract worker, student, vendor or other person who does business with the School is exempt from the prohibitions in this policy. Managers will refer all harassment complaints to a Title IX Coordinator for student- related complaints and to the Human Resources Department if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

All complaints involving a student will be referred to the campus's Title IX Coordinator. The Title IX Coordinator is listed below. The Title IX Coordinator has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Ms. Andrea Hulse

2230 N. University Pkwy

Bldg 11A

Provo, UT 84604

andrea@acaydia.edu

(801) 377-0025

The school ensures that its employee(s) designated to serve as Title IX Coordinator(s) have annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims, promotes accountability, and that they understand Investigation of Complaints.

In response to all complaints, Acaydia commits to provide prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. Acaydia shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, Acaydia will weigh the student's request for confidentiality against the impact on campus safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

Acaydia will provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. Acaydia will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however, Acaydia may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. Acaydia will provide timely notice of meetings at which the accuser or accused, or both, may be present. Timely and equal access to accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meeting and hearings. Proceedings will be conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

Acaydia will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint. During the investigation, Acaydia will provide interim measures, as necessary, to protect the safety and well-being of students and/or employees involved.

If Acaydia determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved. Any employee determined by Acaydia to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

Acaydia will require the simultaneous notification, in writing, to both the accuser and the accused, of:

- The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking
- The school's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available
- Any change to the result
- When such results become final

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from Acaydia's disciplinary process. To the extent that an individual is not satisfied with Acaydia's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

Definitions:

'Advisor' means any individual who provides the accuser or accused support, guidance, or advice.

'Proceeding' means all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, factfinding investigations, formal or informal meetings, and hearings. *Proceeding* does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

'Result' means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA), the result must also include the rationale for the result and the sanctions.

Retaliation Prohibited: Acaydia, employees, students, or any agent of Acaydia will not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual exercising their rights or responsibilities as previously mentioned. If there is belief that your rights or responsibilities have been violated, you should promptly notify your instructor, Human Resources or a Title IX Coordinator.

Report Requirements: Victims of sexual misconduct should be aware that Acaydia administrators must issue timely warning for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. Acaydia will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. Acaydia reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Additional Information: Employees and students should contact Human Resources or a Title IX Coordinator for more information or any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at <http://www.hhs.gov/ocr/how> to administer grievance procedures. Because complaints can also be filed with an employee's supervisor or Human Resources, these employees also receive training on Acaydia's grievance procedures and any other procedures used for investigating reports of sexual harassment.

Policies for making timely warning reports to members of the campus community, as required by [34 CFR 668.46\(e\)](#), regarding the occurrence of crimes described in [34 CFR 668.46\(c\)\(1\)](#).

Campus Security: As stated in "Campus Crime", the school does not employ campus security officials and the security of the campus is the direct responsibility of each employee and administrator. The safety of all students, employees and guests of Acaydia Spa & School of Aesthetics is of extreme importance. Students as well as employees are encouraged to dial 911 immediately in the event of an emergency.

Employees and students are urged to immediately report to school administration and/or law enforcement any crime or other emergency occurring on campus. School administration will report all known criminal offenses to local law enforcement authorities.

Students and employees are provided with information regarding campus security procedures and practices during their initial contract appointment with the school. Throughout the year Acaydia arranges guest speakers from the local police department to visit and provide training on best practices for personal security and the security of others.

Crime Prevention Programs: In an effort to continually provide learning opportunities and resources for students and staff, our policies, procedures and instructional information is supported through the following resources:

- Literature: Pamphlets on crime awareness and prevention are available from the Admissions Office on a variety of topics e.g., Rape Awareness, and Sexual Assault, Domestic Violence, etc.
- Guest Speakers: Acaydia arranges guest speakers from the local police department to visit and provide training on best practices for personal security and the security of others.
- Community Education: The listed link will allow the campus community to view information about the surrounding city of Provo.
 - <https://www.provo.org/city-services/provo-police>
- New Employee Orientation: New employees are given a brief presentation regarding personal safety practices, property protection, reporting crimes, and other pertinent topics.

EMERGENCY RESPONSE / EVACUATION

In the Event of an Accident:

1. Report the event to the School Director or any instructor on duty
2. The School Director or Instructor on duty will do the following:
 - a. Determine if emergency help is needed. If so, he or she will call for it.
 - b. Fill out an accident report, include the cause, the name(s) of those involved, the date, the time, the circumstances, and the explanation of any witnesses
 - c. Report all the information to the School Director
 - d. If necessary, notify parents and family of the victim(s)

In the Event of Emergency Within the School's Premises:

1. Notify a Spa Floor Instructor and/or School Director immediately and remain calm. The school personnel are trained in emergency response and evacuation procedures.
2. The School Director will determine whether a significant emergency exists by evaluating the situation and consulting with local police authorities.
3. If an emergency exists in which students and staff are in danger, an immediate announcement will be made by the School Director to managers who will notify their department of the emergency and the steps to follow.
4. Immediate mass notifications will be dispersed through email or text. The School Director will determine the content of the notification.
5. Police authorities will be contacted for assistance.
6. Do not exit the building unless you have been instructed to do so. It may be safer to stay on school premises during a lockdown.
7. Please listen to all announcements from the School Director and follow the directions being given. The staff will direct you where to go in the event of an emergency in order to ensure your safety.
8. Disseminating emergency information to the larger community will be coordinated through the local police.

In the Event of an Earthquake:

1. Drop. Cover. Hold On. This will protect you from falling furniture and flying objects during ground shaking.
2. Once the shaking has stopped, meet in the lobby of the building. Instructors will take a count to ensure everyone is accounted for.
3. Stay calm and help others remain calm.

In the Event of a Fire:

1. Immediately exit the building
2. Meet at the designated spot for roll call and further direction from Administration.

INFORMATION SECURITY POLICY

Acaydia is committed to safeguarding the privacy and security of nonpublic personal information obtained from our students, faculty, staff, and other individuals associated with our institution. To comply with the Gramm-Leach-Bliley Act (GLBA), Acaydia has established and maintains a comprehensive information security program designed to protect the confidentiality and integrity of this information. This policy outlines the principles and practices for GLBA compliance and guidelines for protecting nonpublic personal information (NPI). Acaydia designates the School Director as the Compliance Officer. The Compliance Officer oversees and is responsible for ensuring compliance with the GLBA and relevant regulations. This policy is reviewed and updated as necessary to ensure compliance with GLBA and relevant regulations.

Information Safeguarding:

1. Information Classification Methods
 - a. NPI and sensitive customer data is classified appropriately based on the level of confidentiality. This ensures a consistent method for identification.
 - b. A comprehensive record of all data classifications is regularly reviewed and updated.
2. Access Control
 - a. Restricted access to NPI is available only to authorized personnel.
3. Data Encryption
 - a. Encryption methods are used for the transmission and storage of NPI, ensuring that data remains confidential and protected from unauthorized access or interception.
4. Employee Training
 - a. Regular GLBA training is offered for all employees who handle NPI to ensure responsibilities are understood and potential risks associated with mishandling customer data is mitigated.
5. Incident Response
 - a. A response plan is in place to address any breaches or unauthorized access to NPI. This plan encompasses procedures for investigation, notification, and mitigation of potential risks to customers and the organization.

Compliance Monitoring: Regular audits and monitoring of NPI handling and protection are in place to ensure compliance with GLBA. These audits may include reviewing access logs, encryption protocols, and employee training records.

Reporting: Any suspected GLBA violations, security incidents, or data breaches must promptly be reported to management and the appropriate regulatory authorities, as required by law.

Policy Review: Periodic reviews of this policy are conducted to ensure its effectiveness and relevance of evolving GLBA requirements, industry best practices, and emerging threats to customer data security.

Enforcement: Non-compliance with this policy may result in disciplinary actions, including warnings, suspension, termination, or legal consequences, as appropriate to the severity of the breach.

STUDENT FINANCIAL AID INFORMATION

Acaydia participates in the Title IV funding of Pell Grants and Direct Loans (Direct Subsidized, Direct Unsubsidized, Federal Direct Plus) and will certify Veterans, State, and private funding sources. A Free Application for Federal Student Aid (FAFSA) is required to determine eligibility of Title IV funds. Students can apply online at www.fafsa.ed.gov. Acaydia will provide a paper copy of the FAFSA application upon request. Students have the right to reject any particular type of financial aid or other assistance.

When submitting a FAFSA, be certain to enter the school code for Acaydia School of Aesthetics: 041655. This code must be entered in order for the Financial Aid Office at Acaydia to receive your eligibility status. By correctly completing your FAFSA, we are able to determine what you will qualify for in Pell Grants and Direct Student Loans. (Subsidized and/or Unsubsidized.)

COST OF ATTENDANCE

For cost of attendance estimates, please visit the school's website. Students can estimate their cost of attendance using the [Net Price Calculator](#) provided on the school's website.

TITLE IV FUNDING

Eligibility is determined with the following criteria:

Pell Grant and Subsidized Direct Loan Calculation:

- COA (Cost of Attendance) – EFC (Expected Family Contribution) = Need Eligibility

Unsubsidized Direct Loan Calculation:

- COA – EFA (Expected Financial Assistance/all other aid) = Non-Need Eligibility

"COA" includes the following items: tuition and fees, room and board, transportation, and misc./personal.

All students who borrow a Direct Loan ([click here to view terms and conditions](#)) must complete Direct Loan Entrance Counseling before funds will be originated and disbursed. Exit Counseling must be completed by all students who are graduating or withdrawing from the school. If a student is unavailable to complete at the school, a packet will be mailed to the student for completion.

ELIGIBILITY AND DISBURSEMENTS

It will be the responsibility of Acaydia and its third-party servicer to determine eligibility of each student. To be considered eligible and continue eligibility for each Title IV loans (Pell Grant and Direct Loans), please read the below requirements provided by the Department of Education:

- demonstrate financial need;
- be a U.S. citizen or an eligible noncitizen;
- have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- be registered with [Selective Service](#), if you are a male (you must register between the ages of 18 and 25);
- be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program;
- be enrolled at least half-time to be eligible for Direct Loan Program funds;
- maintain satisfactory academic progress;
- sign the certification statement on the Free Application for Federal Student Aid (FAFSA®) stating that:
- you are not in default on a federal student loan and do not owe money on a federal student grant and
- you will use federal student aid only for educational purposes; and
- show you're qualified to obtain a college or career school education by:
- having a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate;
- completing a high school education in a homeschool setting approved under state law (or—if state law does not require a homeschooled student to obtain a completion credential— completing a high school education in a homeschool setting

that qualifies as an exemption from compulsory attendance requirements under state law); or

- enrolling in an eligible career pathway program and meeting one of the ["ability-to-benefit" alternatives](#).
- fill out the FAFSA form each year

Once eligible, the student will receive a financial aid award letter detailing the amounts of aid the student is eligible for. Once students accept the financial aid award, the aid will be packaged and disbursed to students as soon as they are enrolled and meet the necessary hours requirements. Funds will be drawn down from the Federal Government and the amounts will be credited to the students' ledgers. Any Title IV credit balance will be given to the student within 14 days unless otherwise authorized by the student.

LOAN DISCLOSURES

As a participant of the FFEL Program, Acaydia will inform all eligible borrowers about the availability and eligibility for State grant assistance from the State in which the school is located and will inform borrowers from another State of the source of further information concerning State grant assistance from the state.

Acaydia will make available any information published by the U.S. Department of Education regarding loan availability to students. This includes information about rights and responsibilities of students and schools under the Title IV and HEA loan programs.

Upon entering an agreement with a potential student, student, or parent of a student regarding a Title IV Loan, Acaydia will inform the student or parent that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.

Terms of the loan and likely consequences of default are covered in entrance and exit counseling and include, but are not limited to, adverse credit reports, delinquent debt collection procedures under Federal law, and litigation.

For more information regarding Financial Aid, please refer to "Payment Arrangements" provided in the "Course Offerings" section. Any additional questions or concerns can be resolved by contacting Acaydia's Financial Aid Office.

SAMPLE LOAN REPAYMENT SCHEDULE	Monthly Pymt Amount	Total Amount Paid	*Total Interest Paid
\$5,000	\$52	\$6,204	\$1,204
\$10,000	\$103	\$12,408	\$2,408
\$15,000	\$155	\$18,612	\$3,612
\$20,000	\$207	\$24,815	\$4,815
\$25,000	\$258	\$31,019	\$6,019
\$30,000	\$310	\$37,223	\$7,223

**Payment calculated using a fixed interest rate of 4.45% over a 10-year period*

Private Lender List/Private Education Loan Disclosures: Private education loans are not offered by the school nor does the school have preferred lender arrangements.

CODE OF CONDUCT FOR EDUCATIONAL LOANS

The Higher Education Opportunity Act (HEOA) requires that all educational institutions develop and follow in accordance with a code of conduct that prohibits conflicts of interest for financial aid personnel. Any representative, officer employee, or agent of the school who is in any way responsible for student educational loans must comply with this code of conduct. The following provisions are meant to improve overall operations of the school's financial aid office. Neither Acaydia, as an institution nor any individual officer, employee or agent shall enter into any revenue-sharing arrangements with a lender. Such an arrangement is defined as one between Acaydia and a lender under which the lender provides or issues loans to students attending Acaydia (or to the families/friends of such students), and

Acaydia recommends the lender or the loan products of the lender. In exchange, the lender pays a fee or provides other material benefits, including revenue or profit sharing, to Acaydia. An officer, agent, or employee of Acaydia who is employed in the financial aid office or who has responsibilities with respect to educational loans, shall not accept from any lender or affiliate of arrangement or other contract to provide services to a lender relating to educational loans. An officer, agent or employee of Acaydia shall not contract an arrangement providing financial benefit from any lender or affiliate of a lender. No Officer, agent, or employee of Acaydia (or any of their family members or friends) who is employed in the financial aid office or who otherwise has responsibilities with respect to educational loans, shall solicit or accept any gift from a lender, guarantor, or servicer of educational loans. Nor can the friends of an officer, agent, or employee of Acaydia accept any such gifts. A 'gift' refers to any gratuity, favor, discount, entertainment, hospitality, loan or other item having a monetary value. Acaydia shall not: a) for any first-time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender; or b) refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.

Acaydia shall not request or accept from any lender any offer or funds or be used for private education loans, including funds for an opportunity pool loan, to students in exchange for the institution providing concessions or promises regarding providing the lender with: a) a specified number of private education loans (non-Title IV loans) or loans made, insured, or guaranteed under Title IV; b) a specified loan volume of such loans; or c) a preferred lender arrangement for such loans. Acaydia shall not request or accept any assistance with call center staffing or financial aid office staffing from any lender. Any employee who is employed in the financial aid office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

ENTRANCE & EXIT COUNSELING FOR STUDENT LOAN BORROWERS

All students who borrow a Direct Loan while attending the school must complete Entrance Counseling before funds will be certified. The counseling will provide information on:

- The effect of the loan on the borrower for other forms of aid; an explanation of the use of the Master Promissory Note; the seriousness and importance of the students repayment obligations; information on the accrual and capitalization of interest; borrowers of unsubsidized loans have the option of paying interest while in school; the obligation of borrower to repay the full amount of the loan regardless if the borrower completes the program or is unable to obtain employment upon completion; consequences of default, including adverse credit reports, delinquent debt procedures under Federal Law, and litigation; Information about NSLDS and how the borrower can access their records; contact information if borrower has questions about the loan.
- Information about the monthly payment amounts based on:
 - A range of student levels of indebtedness of Direct Subsidized Loan and Direct Unsubsidized Loan borrowers, or student borrowers with Direct Subsidized, Direct Unsubsidized, and Direct PLUS Loans depending on the types of loans the borrower has obtained; or
 - The average indebtedness of other borrowers in the same program at the same school as the borrower
- Definition of half-time enrollment and the consequences of not maintaining halftime enrollment
- Importance of contacting appropriate offices if student withdraws prior to completion of the program of study
- Sample monthly repayments

Exit Counseling must be completed by all students who are graduating or withdrawing from the school and who borrowed a Direct Loan. If a student is unavailable to complete at the school, a packet will be mailed to the student for completion. The counseling will provide information regarding:

- Average anticipated monthly repayment amount
- Repayment plan options
- Options to prepay or pay on shorter schedule
- Debt management strategies

- The seriousness and importance of student's repayment obligation
- Terms and conditions for forgiveness or cancellation
- Copy of information provided by the U.S. Department of Education
- Terms and conditions for deferment or forbearance
- Consequences of default
- Options and consequences of loan consolidation
- Tax benefits available to borrower.
- The obligation of the borrower to repay the full amount of the loan regardless of whether the borrower completes program or completes within regular time for completion, is unable to obtain unemployment upon completion, or is otherwise dissatisfied with or did not receive the educational or other services the borrower purchased from the school
- Availability of the Student Loan Ombudsman's office, which is available at 1-877-557-2575 for borrowers to resolve student loan issues
- Information about NSLDS. The U.S. Department of Education is required to provide a disclosure form for students and prospective students about NSLDS

RETURN TO TITLE IV

The school is required to calculate how much federal aid may be retained or disbursed for a student who withdraws from school. This calculation is referred to as 'Return to Title IV' (R2T4). The calculation of Title IV funds earned by the student has no relationship to the student's tuition and fees that may be owed to the school. The school has 45 days from the date the school determines the student withdrew to return all unearned funds for which it is responsible.

If it is determined there is federal aid to be disbursed to a student, a post-withdrawal disbursement will be made after all necessary paperwork has been completed.

The school is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance or, in the case of a clock-hour program, was scheduled to be in attendance. Up **through the 60% point** in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. **After the 60% point** in the payment period or period of enrollment, a student has earned 100% of the Title IV funds the student received and, was scheduled to receive during the period.

For example, if a student withdraws with 300 scheduled hours in a payment period of 450 hours, the student's scheduled hours are 66.7% ($300/450=66.7\%$) of the total payment period, making the student eligible to keep 100% of federal aid disbursed in the given payment period. In another scenario, if a student withdraws with 150 hours in a payment period of 450 hours, the student is only eligible to keep 22.2% ($100/450=22.2\%$) of federal aid in the given payment period and must return the remaining 77.8%.

When federal aid is due to be returned after an R2T4 calculation is complete, the aid will be returned in the following order: Unsubsidized Direct Loans, Subsidized Direct Loans, Direct Plus Loans, Pell Grants.

If it is determined after the R2T4 calculation that the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. The school has 180 days from the Date of Determination to disburse Title IV Grant funds to the student's account. The school must notify the student, or parent for a Direct Plus Loan, within 30 days in writing before making any post-withdrawal disbursements of loan funds. The school must request confirmation of any post-withdrawal disbursement loan funds the student or parent wishes the school to make.

Both an official withdrawal and unofficial withdrawal will initiate the R2T4 calculation. Examples of official withdrawals include written, digital, or verbal communication to the school from the student indicating the student's withdrawal from the school. Examples of unofficial withdrawals include a student not attending for 14 consecutive school days or failing to return from a Leave of Absence. A student who takes a Leave of Absence and returns from the Leave of Absence on the pre-determined date is not considered a withdrawal.