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# JACKSONVILLE HEALTH & BEAUTY SCHOOL

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## School Catalog

5161 Beach Blvd., Suite 1 & 2

Jacksonville

FL 32207

Tel: (904) 503-4654

<https://jacksonvillehealthbeautyschool.com>

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Additional information regarding this institution may be obtained by contacting the Commission at  
325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)  
224-6684

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## SCHOOL INFORMATION

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### Mission Statement

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Jacksonville Health & Beauty School's mission is to offer students the necessary training and technical skills to obtain gainful employment as Cosmetologists, Facial Specialists, Nail Specialists, and Full Specialists. The school's goal is to fulfill the educational expectations of our students and faculty and provide the community with beauty professionals capable of meeting the challenges in today's world of beauty.

### Educational Objectives

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- To encourage and foster the value of lifelong learning in our students.
- To provide students with the most up-to-date and comprehensive information available in the field of Cosmetology.
- To utilize evaluation tools and materials that require students to effectively demonstrate the integration of the concepts and skills they have learned.
- To maintain an instructive environment that respects and welcomes a diversity of individual backgrounds, abilities, interests, and opinions.
- To provide a curriculum that teaches students to evaluate, analyze, and synthesize information to develop critical thinking and problem-solving skills in a career environment.

### Programs Offered

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Jacksonville Health & Beauty School offers the following programs:

Cosmetology	1200 clock hours
Full Specialty	525 clock hours
Nail Specialty	240 clock hours
Facial Specialty	260 clock hours

### Ownership

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Jacksonville Health & Beauty School is the fictitious business name of Jacksonville Health & Beauty School LLC, a Florida limited liability company owned and operated by Tuyet Nga Nguyen, the sole proprietor.

### State Licensure

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The Jacksonville Health & Beauty School is licensed by the Commission for Independent Education, License #5866. Further information regarding the institution may be obtained by contacting:

Florida Department of Education Commission for Independent Education  
325 W. Gaines Street, Suite 1414, Tallahassee, Fl. 32399-0400  
Telephone No: 850-245-3200 Toll-Free 888-224-6684

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## **FACILITY AND EQUIPMENT DESCRIPTION**

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Jacksonville Health & Beauty School is in Jacksonville, Florida, at 5161 Beach Blvd. Suite 1 & 2, Jacksonville, FL 32207. It is easily accessible by public or private transportation, with adequate facilities for faculty and students. Our facility occupies approximately 3,600 square feet. It boasts a reception area, two skincare clinic rooms, two restrooms, two study areas with a small reference library, ten nail stations, three pedicure chairs, and four large manicure tables that accommodate up to eight (8) patrons. The school is fully air-conditioned to provide a comfortable learning environment.

The latest equipment is available on-site to allow a hands-on training approach in all programs. The facility and equipment used fully comply with all federal, state, and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access, and health.

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### **Library**

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The school has a small reference library on campus open to students. Students have access to reference texts and materials useful in completing the program of study. Materials are to be used on campus and are available during normal class hours. A dictionary and thesaurus are available upon request. These textbooks provide additional information on essential skills and procedures with bibliographical references and indexes and will complement our programs by practically supporting and reinforcing the instruction given in class. Students may check out reference books by completing a "Book Checkout Form." All texts and publications are of current use. Access to the Internet encourages research of additional sources and up-to-date information.

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### **Academic Calendar**

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The Jacksonville Health & Beauty School has an open enrollment period, and start dates are assigned based on the number of students enrolled. The minimum number of students for a start is two (2), and prospective students can expect to start class within three weeks of registering.

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### **Class Schedules**

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The following class schedules are available to students. Students have a period of 10 minutes at the end of each clock hour for a brief break.

<b>Class Schedule</b>	<b>Days of the week</b>	<b>Weekly Clock Hours</b>
<b>9:00 am until 3:00 pm</b>	<b>Monday to Thursday</b>	<b>24 hours a week</b>
<b>11:00 pm until 5:00 pm</b>	<b>Monday to Thursday</b>	<b>24 hours a week</b>

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### **Hours of Operation**

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The school staff is always prepared and willing to assist students during the following office hours from Monday to Thursday, 9:00 am until 7:00 pm.

## ADMISSION POLICIES

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### The Application Process

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To complete the admissions application process, all applicants are expected to attend a personal interview with an admissions representative, read all required pre-enrollment disclosures, take the Wonderlic test if necessary, and tour the school facilities with an admissions representative.

### Admissions Requirements for Cosmetology and Full Specialty

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- ✓ All applicants must present a Picture ID and a Valid Social Security card with a number
- ✓ All applicants must present evidence of a high school diploma, high school certification, or GED.
- ✓ All applicants who do not have a high school diploma, high school certification, or GED and are 17 years of age or older must demonstrate the ability to learn from the program of instruction. Applicants must pass the Wonderlic Basic Skills Test with a minimum verbal score of 200 and a minimum math score of 210.
- ✓ All applicants must agree to comply with the School's Drug-Free policy.

### Admissions Requirements for Nail Specialty and Facial Specialty

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- ✓ All applicants must present a Picture ID and a Valid Social Security card with a number
- ✓ All applicants must agree to comply with the School's Drug-Free policy.

### Drug-Free Policy

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For the protection and welfare of all students and staff, the school has established the following drug-free policy. All students are notified that:

- ✓ the unlawful manufacture, distribution, possession, or use of a controlled substance in the school is prohibited.
- ✓ violations of this prohibition will result in discharge or other appropriate actions.
- ✓ as a condition of enrollment, each student agrees that they will abide by the terms of the above statement and will notify the Chief Executive Officer of any criminal drug statute conviction for a violation occurring in school no later than five days after such conviction.
- ✓ all employees and students must certify that they will not engage in the unlawful manufacture, distribution, dispensation, or the use of a controlled substance as a condition of enrollment or employment.

Potential students with certain felony convictions should contact the Florida Board of Cosmetology and Department of Professional & Business Regulations to determine their eligibility to obtain licensure before enrollment at the school. The Board may be reached at the Division of Professions, Board of Cosmetology, 1940 North Monroe Street, Tallahassee, FL 32399-0783. Phone: (850) 487-1395.

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## **Transfer of Credit**

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Jacksonville Health & Beauty School has the right to accept or deny the transfer of clock hours/credits received from another school. The granting of credit for prior learning or exams cannot exceed seventy-five percent (75%) of any program. According to the number of hours accepted by Jacksonville Health & Beauty School, programs and tuition will be adjusted. Any student who began a Jacksonville Health & Beauty School program and wishes to transfer to another program will receive credit for courses passed and adjust their tuition accordingly. Suppose all financial obligations to Jacksonville Health & Beauty School have been met. In that case, students who transfer out of Jacksonville Health & Beauty School to another institution may receive their transcript reflecting their hours and grades if all financial obligations to Jacksonville Health & Beauty School have been met. The acceptance of the transferability of credits is the decision of the receiving institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice. Jacksonville Health & Beauty School does not recognize acquired life experience and prior experiential learning as consideration for enrollment or granting credit towards any of its programs. Jacksonville Health & Beauty School does not have an articulation agreement or transfer agreement with any other school, college, or university.

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## **Transfer Credit Policy and Procedure**

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Jacksonville Health & Beauty School will consider credits from other licensed institutions. Credits taken at other institutions of higher learning may be accepted as 'transfer credit' if these courses are in subjects comparable to courses offered and applicable. 'Transfer credit' is given for courses with a "C" or better. The Chief Executive Officer must approve the transfer credit. Only official transcripts from other schools may be used to award credit. Students must request that an official transcript from all previously attended institutions be mailed to Jacksonville Health & Beauty School, 5161 Beach Blvd., Suite 1 & 2, Jacksonville, FL 32207.

Applicants must:

- ✓ Complete and submit a transfer of credit application to the Chief Executive Officer.
- ✓ Provide an official transcript and catalog with course descriptions of the prior post-secondary training. Official transcripts are required for post-transfer credits.

Courses from licensed post-secondary training programs that correspond directly in content, scope, and length to Jacksonville Health & Beauty School courses will be considered for credit. Only training courses with a grade of C or 2.0 or above will be considered for credit. The Chief Executive Officer's decision will be final. There is no charge for the procedure.

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## **Non-Discrimination Policy**

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Jacksonville Health & Beauty School is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability, or marital status in any of its academic program activities, employment practices, or admissions policies. This policy applies to hiring for all positions and admitting all students into all programs. Students with special needs, such as physical or mental handicaps or learning disabilities, are considered for admission, provided they meet the entrance requirements. The Chief Academic Officer is responsible for accepting students and determining whether applicants can benefit from the training including those with special needs.

## ACADEMIC POLICIES

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### Grading System

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Practical work is graded based on written criteria using school-prepared practical evaluation forms. The form specifies the grading criteria and point value for each application. Each skill/application has a specific point value assigned to it, totaling and converting to a percentage.

Students are graded on theoretical knowledge at the end of each course. A final examination is given after each program. The exam will consist of two (2) parts: theory and practical. Both portions of the examination are graded according to the following scale:

<b>A</b>	<b>94% - 100%</b>	<b>4.00</b>	<b>Excellent</b>
<b>B</b>	<b>81% - 93%</b>	<b>3.00</b>	<b>Good</b>
<b>C</b>	<b>75% - 80%</b>	<b>2.00</b>	<b>Satisfactory</b>
<b>D</b>	<b>70% - 74%</b>	<b>1.00</b>	<b>Poor</b>
<b>F</b>	<b>0% - 69%</b>	<b>0.00</b>	<b>Failing</b>

### Satisfactory Progress Statement

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Students are judged as making satisfactory progress by maintaining a cumulative grade point average (GPA) of 2.0 at the end of each scheduled evaluation point of their program. To avoid academic probation, students must maintain a minimum GPA of 75% or a C.

Students maintaining less than a 75% GPA shall be counseled by their instructor, as noted on their progress report. Students receive a copy of their satisfactory progress report after each evaluation point.

Students not meeting making satisfactory progress will be scheduled for a conference with the Chief Executive Officer, which will result in probation. Students are evaluated for Satisfactory Academic Progress at the scheduled evaluation point as follows:

Cosmetology                    300, 600, 900 and 1200 clocked (actual) hours.

Nail Specialty                120 and 240 clocked (actual) hours

Facial Specialty            130 and 260 clocked (actual) hours

Full Specialty                260 and 525 clocked (actual) hours

For transfer students, the midpoint of the contracted hours or the established evaluation periods, whichever comes first.



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## **Course Retake Policy**

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A course retake is offered to students who have unsuccessfully completed a course and received less than 75%. Students may retake a course twice at no charge. However, they will automatically be dropped after failing any course in the program twice.

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## **Measurement of Academic Programs**

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The school measures all its academic programs in terms of clock hours. A clock hour is defined as a minimum of 50 minutes of instruction during 60 minutes in the presence of an instructor.

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## **Attendance**

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Students are expected to attend all scheduled classes. To obtain permission for an excused absence, the student must obtain prior permission from the instructor. In emergencies, a student may bring in a doctor's note, a police report, a court order, or any other legitimate excuse to obtain an excused absence. All other absences are considered unexcused and therefore marked as an unexcused absence.

Students may not have more than five unexcused absences within a calendar month. After five unexcused absences, the student will be advised by the Chief Executive Officer and placed on probation for 30 days. If another unexcused absence occurs during the probation period, the student will be terminated. The State of Florida requires students to complete a set number of hours to graduate; therefore, all class time missed must be made up by the student before graduation.

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## **Tardiness**

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Students must come to class on time. Tardiness is defined as arriving more than 15 minutes after the start of a regularly scheduled class. Late arrivals may be excused at the discretion of the instructor. Once a student has three (3) unexcused late arrivals, the student must be formally counseled. A counseling session will determine what actions should be taken by the student and the school to reduce tardiness. Six (6) or more unexcused late arrivals are regarded as chronic tardiness, resulting in probation.

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## **Make-Up Work**

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Students who have been absent for any reason are required to make up any missed classes before graduating. They must make up for the missed time by attending another class during the session.

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## **Automatic Withdrawal**

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A student will automatically be withdrawn from their program for the following reasons:

- ✓ Failure to attend school for ten consecutive class days.
- ✓ Failure to return from an approved leave of absence on the scheduled return date.
- ✓ Failure to maintain satisfactory progress for two successive modules.
- ✓ Failing any course in the program twice.

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## **Leave of Absence**

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A student may be granted a leave of absence for a reasonable amount of time as determined by the Chief Executive Officer. The leave of absence period may not exceed 180 days. A request for a leave of absence must be in writing, and the date of expected return must be specified. If a student does not return on or before the specified return date and does not notify the school, the student will be dropped from their program, and their last day of attendance will be calculated as their scheduled return date.

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## **Probation- Grades**

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Students who have unsuccessfully completed a course and received less than 75% will be placed on probation. A student may retake a course twice at no charge. A student will automatically be withdrawn after failing any course in the program twice.

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## **Probation- Attendance**

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Students may not have more than five unexcused absences within a calendar month. After five unexcused absences, the student is advised by the Chief Executive Officer and will be placed on probation for 30 days. At the end of that time, the student will be re-evaluated.

- ✓ Students are required to have an overall attendance rate of 70%.
- ✓ Students must achieve a grade of "C" or higher.
- ✓ Students must have a satisfactory progress report from the instructor.

If these conditions are met, the probationary status will be lifted. Failure to achieve satisfactory progress after the probationary period will result in dismissal from the school unless a special condition is made and documented.

Students may appeal their probationary status by submitting an appeals letter to the Chief Executive Officer. All such requests will be evaluated and acted upon promptly.

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## **Appeal Policy**

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A student can appeal either unsatisfactory progress or termination due to unsatisfactory progress. A student may appeal the following actions or terminations:

- ✓ *unsatisfactory academic progress*
- ✓ *attendance*
- ✓ *termination from school*

The appeal process is as follows:

The student must submit a letter in writing to the Chief Executive Officer. The letter must be detailed and state the reason(s) for not making satisfactory progress or the mitigating circumstances for the appeal.

The letter must be received within ten (10) days of the termination date. Students may appeal termination only once during the student enrollment period. The Chief Executive Officer shall evaluate the appeal and notify the student in writing of the decision within ten (10) days.

The student may not attend classes while the appeal is pending. Should a student's appeal be successful, they will be expected to return at the beginning of the next course start date.

Should a student's appeal be unsuccessful, the student will be informed in writing. No refunds shall be made to the student until the Chief Executive Officer makes the final determination. The Chief Executive Officer's decision is final.

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### **Student Conduct Requirements**

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A student may be dismissed for a serious incident or incidents of an intoxicated state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, conduct creating a safety hazard to other persons at school, disobedient or disrespectful behavior to other students, an administrator, or faculty member, or any other stated or determined infractions of conduct.

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### **Conduct and Personal Appearance**

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The student must attend classes continuously and complete the required training. Students are required to be courteous and professional to staff and fellow students. Beverages and food are not allowed in the training areas. Students must pick up and clean after themselves. Students should be considerate of others and the facility. Students must make personal calls outside the classroom and during classroom hours. In the case of emergency or employment-related calls, students must get permission from their instructor.

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### **Dress Code**

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Students are expected to follow the dress code and behave professionally while attending classes.

The school dress code is to assist our students in becoming acquainted and comfortable with the dress expected by employers. All students are expected to dress in the smocks, or the aprons provided and must at all times be neat, clean, and maintain proper hygiene. Coats, jackets, and jackets with hoods cannot be worn over or under a smock or apron. No prints, written messages, or pictures are allowed on the smock or aprons. No jeans may be worn. Smocks or aprons must be closed in the front, either buttoned, snapped, or zipped up. No open-toed shoes may be worn.

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### **Readmission**

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A student who has canceled or been terminated and desires to re-enter the program of study must notify the school and follow the required admission procedures. A student terminated for any reason must interview the Chief Executive Officer and show why they should be reinstated. The Chief Executive Officer makes the final decision. There is no charge associated with readmission.

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### **Transcripts**

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All graduates receive a copy of their transcript upon graduation, and after that, there is a \$10 service fee for each transcript requested, and two weeks' notice is required. The school reserves the right to withhold a transcript until all financial obligations have been satisfied. Official transcripts may be released to third parties, given a receipt of a written request by the student. A "Release of Student Information Form" must be filed with the school administration to request a transcript to be released to a third party.

## STUDENT SERVICES

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### Personal Counseling

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Faculty members are available a minimum of two hours each week to provide student counseling and professional advice about the fashion industry. Staff members are available in the administration office during office hours, and students may contact either their instructor or the Chief Executive Officer if they need counseling or advice.

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### Financial Advising

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Payment plans may be customized to help students meet their financial obligations to the school.

Students are responsible for paying the tuition costs in full, either through direct payment or a third-party financial plan. All financial arrangements must be made before the start of class. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the school to remove their delinquency and remain in good financial standing. Jacksonville Health & Beauty School accepts payment for tuition, books, equipment, and other fees through cash payment, VISA, MasterCard, or personal or third-party checks.

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### Career Development and Placement

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The Student Services Director serves as a liaison between the graduates and the beauty industry. Information on job search techniques is provided to students and graduates based on the current needs of local businesses and the community. However, no employment information or placement assistance provided by the school should be considered either expressly or implied as a guarantee or promise of employment, the likelihood of employment, an indication of the level of employment or compensation expected, or an indication of the types of job titles of positions for which students or graduates may qualify.

This assistance consists primarily of educating students to develop the ability to perform these tasks as they begin to seek employment successfully. These tasks are taught during and towards the end of each program.

- Preparing resumes
- Developing job interviewing skills
- Identifying job position openings
- Following up with employers after interviews
- Negotiating wages and benefits
- Maintaining employment once hired
- Securing opportunities for advancement once hired
- Developing and utilizing a network of professional contacts who can aid in the job search effort

A successful job search depends on the applicant's confidence, willingness, and preparedness. Students and graduates are encouraged not to place restrictions on their job search endeavors regarding location, starting salary, and specific benefits. Any employment students or graduates may obtain through the school's assistance will, in all probability, be an entry-level position.

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### **Employment Disclaimer**

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The staff and faculty are committed to assisting graduates to find gainful employment but cannot guarantee employment to any student, recent graduate, or alumni.

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### **Liability**

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Jacksonville Health & Beauty School assumes no responsibility for loss or damage to personal property or personal injury that may occur while at the school.

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### **Student Records**

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Permanent student educational records are filed and maintained at the administrative offices for each student. Jacksonville Health & Beauty School guarantees each student access to their student records. Jacksonville Health & Beauty School requires written consent from the student to release documents in response to each third-party request unless otherwise required by law.

The school provides and permits access to student and school records as required for any accreditation process initiated by the school or the Commission for Independent Education. Students desiring to view their records may request to see them in the school office during normal business hours or schedule a time to review records convenient to them and the school administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records.

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### **Grievance Policy**

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Jacksonville Health & Beauty School will make every effort to resolve any student complaint that is not frivolous or without merit. The student must register the complaint in writing within ten days from the date that the incident occurred. The grievance is to be delivered to the Chief Executive Officer, who shall review and investigate the allegation(s).

A response or determination will be sent to all parties involved in writing within ten days of receipt. Should the student find the school's resolution to be unsatisfactory, they may file a complaint to the Commission for Independent Education at the following address:

Florida Department of Education  
Commission for Independent Education  
Attention: Executive Director  
325 West Gaines St., Ste 1414  
Tallahassee, FL 32399-0400  
Toll-free 888-224-6684

## PROGRAM FEES

The total cost of each program of study is displayed below:

Program of Study	Cost Breakdown			
	Registration	Tuition	Books and Supplies	Total Cost
<b>Cosmetology</b>	<b>\$150.00</b>	<b>\$3,250.00</b>	<b>\$500.00</b>	<b>\$3,900.00</b>
<b>Facial Specialty</b>	<b>\$150.00</b>	<b>\$1,700.00</b>	<b>\$50.00</b>	<b>\$1,900.00</b>
<b>Nail Specialty</b>	<b>\$150.00</b>	<b>\$705.00</b>	<b>\$95.00</b>	<b>\$950.00</b>
<b>Full Specialty</b>	<b>\$150.00</b>	<b>\$2,500.00</b>	<b>\$150.00</b>	<b>\$2,800.00</b>

### Cosmetology

Books and supplies include towels, pedicure kits, manicure kits, nail brushes, nail polish remover, beeswax, soaps, forceps, needles, gloves, makeup, textbooks, and other learning resources. Students are responsible for the costs of any physical exams and any professional licensing test fees that may be required.

### Facial Specialty

Books and supplies include towels, beeswax, soaps, forceps, needles, gloves, makeup kits, textbooks, and other learning resources. Students are responsible for the costs of any physical exams and any professional licensing test fees that may be required.

### Nail Specialty

Books and supplies include towels, pedicure kits, nail brushes, nail polish remover, textbooks, and other learning resources. Students are responsible for the costs of any physical exams and any professional licensing test fees that may be required.

### Full Specialty

Books and supplies include towels, pedicure kits, manicure kits, nail brushes, nail polish remover, beeswax, soaps, forceps, needles, gloves, makeup, textbooks, and other learning resources. Students are responsible for the costs of any physical exams and any professional licensing test fees that may be required.

## **CANCELLATION AND REFUND POLICY**

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Should the student be terminated or canceled for any reason, all refunds will be made following the refund schedule:

- ✓ Cancellations must be made in person or by certified mail.
- ✓ All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Enrollment Agreement and making the initial payment.
- ✓ Cancellation after the third business day but before the first class will result in a refund of all monies paid except for the registration fee.
- ✓ A student canceling after attendance has begun but before 40% completion of the program will result in a Pro-Rata refund computed based on the number of hours completed to the total program hours. There is no refund for the registration fee or the cost of books and supplies.
- ✓ Cancellation after completing 40% of the program will result in no refund.
- ✓ The termination date for refund computation purposes is the student's last date of actual attendance unless an earlier written notice is received.
- ✓ Refunds will be made within 30 days of termination or receipt of the Cancellation Notice.
- ✓ A student can be dismissed, at the discretion of the Chief Executive Officer, for insufficient progress, non-payment of fees, or failure to comply with the rules.
- ✓ If the school terminates a program, the student will receive a 100% refund of the money paid to the school.
- ✓ The termination date for a student who fails to return from a leave of absence is determined to be the date the student was scheduled to return.

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### **Withdrawals**

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Any student wishing to withdraw from the school must notify the Chief Executive Officer or send a letter by certified mail. A student who misses school for ten consecutive days and does not inform the Chief Executive Officer will be considered withdrawn.

To determine withdrawal, the school monitors student attendance daily. The withdrawal date will be the last date the student attends class. In the case of a student not returning from an approved leave of absence, the withdrawal date will be the earlier of the dates the student notifies the institution that they will not be returning or the first date the student was to return from leave but did not. Based on the withdrawal date, all accounts are subject to the school's refund policy.

## PROGRAM DESCRIPTIONS

### COSMETOLOGY

### 1200 CLOCK HOURS

#### *Program Objective*

To prepare students with the skills, knowledge, and abilities to pass the Florida state licensing examination and become licensed cosmetologists.

#### *Program Description*

The program consists of twelve hundred (1,200) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. The students learn hair styling, hair cutting, braiding, care for wigs and hairpieces, permanent waving, chemical relaxing, hair coloring, bleaching, manicures, pedicures, nail wrap, facial massage, makeup, and daily skincare.

#### *Florida State Licensing*

The student must obtain a license through the Florida Board of Cosmetology to begin working in the field. Upon completing the educational hours required, a cosmetology examination application must be submitted to the Board of Cosmetology with the applicable fees. Once the examination application has been approved, the student will receive written notification from the Florida Board of Cosmetology's examination vendor, Pearson VUE, to schedule a date and time for a written cosmetology examination. After successfully passing both portions of the cosmetology examination, the student will be issued a cosmetology license.

Course Code	Course Title	Theory	Services
COS 101	HIV/ AIDS	4	
COS 102	Florida Law	5	
COS 103	Ethics	2	
COS 104	Hair and Scalp Treatment	65	45
COS 105	Draping, Shampoo and Rinsing	65	50
COS 106	Hair Cutting and Shaping	200	75
COS 107	Hair Styling	350	300
COS 108	Chemical Relaxing/Straightening and Waving includes Basic of Electricity (8 Hours) And	135	65
COS 109	Hair Coloring	115	45
COS 110	Manicure, Pedicure and Nail Extensions	79	20
COS 111	Facials, Makeup, and Hair Removal includes Facial Techniques and Contraindications (66	75	10
COS 112	Skin Theory, Disease, and Disorders of the Skin	85	
COS 113	Bacteriology, Sanitation (10 Hours), and Sterilization	20	
TOTALS		1200	610



## **NAIL SPECIALTY                      240 CLOCK HOURS**

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### *Program Objective*

To prepare students for the Florida state requirements of a Nail Specialist, enabling them to obtain their licenses and become successful professionals in today's beauty industry.

### *Program Description*

The program consists of two hundred and forty (240) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. This program aims to develop nail care theory and practical skills with instruction in Florida cosmetology law and regulations, specialist knowledge of the nails, and related chemistry, bacteriology, anatomy, and physiology. Students learn how to perform manicures, pedicures, tips, overlay, nail sculpting using a form, nail mending, nail fills, artificial nail removal, nail polishing, and nail art.

### *Florida State Licensing*

The student must obtain a license through the Florida Board of Cosmetology to begin working in the field. Upon successful completion of the educational hours, a completed nail specialty registration application shall be submitted to the Florida Board of Cosmetology and the applicable fees. Once the application has been approved, the nail specialist registration will be issued.

Course Code	Course Title	Theory	Services
COS 101	HIV/ AIDS	4	
COS 102	Florida Law	5	
COS 103	Ethics	2	
NS 102	Sanitation & Sterilization	4	
NS 104	Manicure	20	20
NS 105	Pedicure	10	10
NS 106	Tips With Overlay	37.5	15
NS 107	Sculpting	37.5	15
NS 108	Nail Wraps & Mending	15	10
NS 109	Nail Capping & Fill Ins	10	10
NS 110	Artificial Nail Removal	5	5
NS 111	Nail Theory, Disorders & Diseases of The Nail	85	
NS 112	Polish & Nail Art	5	10
TOTALS		240	95

## **FACIAL SPECIALTY      260 CLOCK HOURS**

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### *Program Objective*

To prepare students for the Florida state requirements of a Facial Specialist, enabling them to obtain their licenses and become successful professionals in today's beauty industry.

### *Program Description*

The program consists of two hundred and sixty (260) clock hours of technical instruction and practical operations covering all practices of Facial Technology. Included in this program are the laws and regulations pertaining to Cosmetology, as set by the Department of Business and Professional Regulations, chemicals related to practices of an esthetician, health and safety, electricity applied to skincare performance, disinfection and sanitation, bacteriology, anatomy and physiology, skin analysis and condition, and the main subject in this program is facial manual and electrical, eyebrow arching, hair removal, and makeup.

### *Florida State Licensing*

The student must obtain a license through the Florida Board of Cosmetology to begin working in the field. Upon successful completion of the educational hours, a completed facial specialty registration application shall be submitted to the Florida Board of Cosmetology and the applicable fees. Once the application has been approved, the facial specialist registration will be issued.

Course Code	Course Title	Theory	Services
COS 101	HIV/ AIDS	4	
COS 102	Florida Law	5	
COS 103	Ethics	2	
FSP 120 -	Bacteriology, Sterilization, Hygiene And	10	
FSP 130	Chemistry, Product, and Product Safety	8	
FSP 135	Basic of Electricity, Lighting, and Magnification	8	
FSP 145	Skin Theory, Basic Dermatology, Skin Disorders,	85	
FSP 150	Basic Facials and Treatments, Consultations,	66	
FSP 155	Hair Growth, Removal, and Waxing	2.5	
FSP 160	Make-Up Application & Cosmetic Treatments	2	
FSP 170	Applied Clinical Training		
	<i>Facials, manual and mechanical</i>	40	40
	<i>Set up, use, and maintenance of electrical devices</i>	1.25	5
	<i>Hair removal, tweezing, waxing, threading, and sugaring</i>	5	20
	<i>Makeup application, daytime, and nighttime</i>	5	10
	<i>Lash and brow tinting</i>	5	10
	<i>Eyelash application, individual and semi-permanent</i>	10	10
	<i>Manual extractions</i>	1.25	5
<b>TOTALS</b>		<b>260</b>	<b>100</b>

**FULL SPECIALTY****525 CLOCK HOURS**

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*Program Objective*

To prepare students for the Florida state requirements of a Full Specialist, enabling them to obtain their licenses and become successful professionals in today's beauty industry.

*Program Description*

The program consists of Facial Skin Care, Nail Care, and Design. Students learn the skills needed to start as a talented Full Specialist with various skin and nail care skills in today's industry. Classes consist of Theory and Practice sessions. Students will be involved in engaging classroom activities as well as hands-on practices. The courses include the general study of skin and facial treatments and new methods for their improvement and conservation. The program also involves a broad study of the nails, manicures, pedicures, and the essential products and equipment used in the field.

*Florida State Licensing*

The student must obtain a license through the Florida Board of Cosmetology to begin working in the field. Upon successful completion of the educational hours, a completed full specialty registration application shall be submitted to the Florida Board of Cosmetology and the applicable fees. Once the application has been approved, the full specialist registration will be issued.

Course Code	Course Title	Theory	Services
COS 101	HIV/ AIDS	4	
COS 102	Florida Law	5	
COS 103	Ethics	2	
NS 102	Sanitation & Sterilization	4	
NS 104	Manicure	20	20
NS 105	Pedicure	10	10
NS 106	Tips With Overlay	37.5	15
NS 107	Sculpting	37.5	15
NS 108	Nail Wraps & Mending	15	10
NS 109	Nail Capping & Fill Ins	10	10
NS 110	Artificial Nail Removal	5	5
NS 111	Nail Theory, Disorders & Diseases of The Nail	85	
NS 112	Polish & Nail Art	5	10
FSP 120 -	Bacteriology, Sterilization, Hygiene And	10	
FSP 130	Chemistry, Product, and Product Safety	8	
FSP 135	Basic of Electricity, Lighting, and Magnification	8	
FSP 145	Skin Theory, Basic Dermatology, Skin Disorders,	85	
FSP 150	Basic Facials and Treatments, Consultations,	66	
FSP 155	Hair Growth, Removal, and Waxing	2.5	
FSP 160	Make-Up Application & Cosmetic Treatments	2	

<b>FSP 170</b>	<b>Applied Clinical Training</b>		
	<i>Facials, manual and mechanical</i>	<b>40</b>	<b>40</b>
	<i>Set up, use, and maintenance of electrical devices</i>	<b>1.25</b>	<b>5</b>
	<i>Hair removal, tweezing, waxing, threading, and sugaring</i>	<b>5</b>	<b>20</b>
	<i>Makeup application, daytime, and nighttime</i>	<b>5</b>	<b>10</b>
	<i>Lash and brow tinting</i>	<b>5</b>	<b>10</b>
	<i>Eyelash application, individual and semi-permanent</i>	<b>10</b>	<b>10</b>
	<i>Manual extractions</i>	<b>1.25</b>	<b>5</b>
<b>Totals</b>		<b>525</b>	<b>195</b>

## **COURSE DESCRIPTIONS**

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### **COS 101      HIV/AIDS**

Students learn the origin, transmission, and prevention of HIV/AIDS as required by the Florida Statutes. Students evaluate the guidelines and principles of cleanliness and safety and the different procedures for protection against the spread of disease.

### **COS 102      Florida Law**

Students debate the laws and regulations pertaining to Cosmetology, as set by the Department of Business and Professional Regulations. The students examine Professional Ethics.

### **COS 103      Ethics**

Students learn the business aspects of cosmetology and how to maintain accurate records, manage personnel, and sell products.

### **COS 104      Hair and Scalp Treatment**

This unit introduces all basic aspects of the hair and scalp: principles, techniques, properties, growth, analysis, treatments, hair loss, etc. Hair and scalp disorders are explored. The students investigate different products and the manipulations involved.

### **COS 105      Draping, Shampoo, and Rinsing**

The students learn proper hair maintenance and the objective of the wash, the frequency, and the products designed for each type of condition or alteration. Students analyze the structure of the face and neck: bones, muscles, and nerves. They discover effective ways of manipulating the scalp to maintain muscle tone and increase blood circulation.

### **COS 106      Hair Cutting/Shaping**

Students learn about haircutting for women, men, and children and the various hair-cutting methods used in the industry. Principles and techniques of hair cutting are covered.

### **COS 107      Hair Styling**

Principles and techniques of hairstyling are covered. Styling methods are taught, as differences in blow-drying and roller styling and types of roller sets. This unit also covers the principles and practices of hair extensions. Students examine and differentiate the differences in roller styling, blow-drying, types of roller sets, styling methods, and designs.

### **COS 108      Chemical Relaxing, Straightening, and Waving**

The course instructs students on the effects of cosmetics and skincare products on the skin. Students learn to recognize the composition of cosmetics and the impact of product chemistry on hair. Cosmetic chemistry is covered. In this unit, the student learns about human cells, anatomy, and physiology. This course provides information on the materials used in the straightening and relaxing process and their purpose. The safety of products is demonstrated.

### **COS 109      Hair Coloring**

It covers basic techniques and procedures for the application of hair coloring. Principles and practices of hair coloring are introduced. Hair color preparations, including client consultation, safety precautions for coloring, hydrogen peroxide, special coloring, and correction of coloring problems.

**COS 110      Manicure, Pedicure, and Nail Extensions**

This unit introduces the student to the nail care industry, including principles, techniques, implements, and tools, manicure table preparation, and various styles of manicure, pedicure, and massage. The unit will also cover nail disorders and diseases and provide basic instruction on nail extensions.

**COS 111      Facials Makeup and Hair Removal**

The student will be introduced to the principles and techniques of skincare, including facial treatments, manipulations, the skin and its disorders, and makeup. Students will also learn three methods of hair removal: tweezing, Waxing, and Chemical depilatories. The student will also be introduced to the safety guidelines of waxing and chemical depilatories and the proper method of shaping brows.

**COS 112      Skin Theory, Disease, and Disorders of the Skin**

Students will be instructed on skin disorders and diseases and the analysis and treatment of these disorders. Before performing services or selecting products, the client's skin type and conditions must be analyzed, and appropriate treatment determined. This course includes studying the structure and composition of the tissue and the study of the function of the skin. Students will be instructed on the effects each service performed will have on the client's skin.

**COS 113      Bacteriology, Sanitation, and Sterilization**

This unit will introduce the student to the various classifications of bacteria and how bacteria grow in the salon. It will also cover methods of health, sterilization, sanitation, infection control, and sterilization rules, regulations, and procedures.

**NS 102      Sanitation and Sterilization**

Students learn the guidelines and principles of cleanliness and safety and the different procedures for protection against the spread of disease.

**NS 104      Manicures**

Students learn all the abilities of a manicurist and the proper use of implements and materials when doing a manicure.

**NS 105      Pedicure**

Students learn the basic procedures for conducting a pedicure, as well as equipment, implements, and materials.

**NS 106      Tips with Overlay Theory 37.5 hours/Services 15 hours**

Students learn to extend the natural nail artificially by buffing, applying nail glue, placing the tips, and filling.

**NS 107      Sculpting**

The students are taught how to create an extension using only the acrylic liquid. Students learn the precautions and proper procedures to sculpt nails in different nail beds. The supplies and chemistry of acrylic nails are also covered in this course.

**NS 108          Nail Wraps and Mending**

Students learn to wrap nails with the four types of wraps and how to repair natural nails.

**NS 109          Nail Capping and Fill-Ins**

Students learn how to maintain the artificial nail using acrylic to fill in between the new growth area of the nail.

**NS 110          Artificial Nail Removal**

Students learn the proper procedure for removing acrylic nails.

**NS 111          Nail Theory, Disorders, and Diseases of the Nail**

Students learn and study the structure of the nail. The technical terms, the parts of the nail, define the types of disorders and handle customers with nail disorders.

**NS 112          Polish and Nail Art**

Students discover the creative part of nail painting, from what supplies to use to the application. They study and practice the application of nail tapes, gems, and foil. They also review the use of airbrushes for decoration.

**FSP 120          Bacteriology, Sterilization, Hygiene and Sanitation**

This course teaches students about bacteria and how to prevent the spread of disease, including the proper methods of sterilization and hygiene.

**FSP 130          Chemistry, Products, and Product Safety**

This course instructs the student on the effects of cosmetics and skincare products on the skin. Basic chemistry is fundamental in choosing the correct products for each client's skin type.

**FSP 135          Basic of Electricity, Lighting, and Magnification**

The proper use and measurement of electricity in working with the skin are examined. Students are taught polarity and the different types of current used in skincare.

**FSP 145          Skin Theory, Basic Dermatology, Skin Disorders, and Skin Disease**

Students will be instructed in the knowledge of skin disorders and diseases and the analysis and treatment of these disorders. Before performing services or selecting products, the client's skin type and conditions must be analyzed, and appropriate treatment determined.

**FSP 150          Basic Facials and Treatments, Consultations, Contraindication**

The basic facial treatment protocol is studied in this course, including the general routine and alternate methods depending on the client's needs. Students are instructed in preparing the client pre and post-treatment.

**FSP 155          Hair Growth, Removal, and Waxing**

This course teaches students the hair growth cycle and methods of removing unwanted hair. Safety precautions are studied for each method of hair removal.

## **FSP 160      Makeup Application and Cosmetic Treatments**

Students learn to differentiate the different types of cosmetics and the proper application, including color selection. The students are trained to identify other facial types and the procedures for corrective makeup.

## **FSP 170      Applied Clinical Training**

Students practice practical hands-on applications of all subjects taught in the program on fellow students and clients.

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### **Course Codes**

The courses available within each program are assigned a course code after the program name. Courses codes are preceded by a program prefix and followed by a course number, which together comprises the course code. The following program prefixes have been defined for each program:

Prefix	Program	HIV/AIDS	Florida Law
COS	Cosmetology	COS 101	COS 102
FS	Full Specialty	COS 101	COS 102
FSP	Facial Specialty	COS 101	COS 102
NS	Nail Specialty	COS 101	COS 102

The required courses in Florida Laws and HIV/AIDS are included under the course codes COS 101, and COS 102.

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### **Graduation Requirements**

The school considers a student that has completed all their required program hours and services as a "candidate for graduation"; however, the student will not receive a diploma until they comply with the following requirements:

1. Attend all class hours, complete all required services and complete each required course meeting, each course's minimum standards, in addition to obtaining an overall GPA of 2.0 or higher and;
2. Take and pass a comprehensive final examination; and
3. Fulfill all monetary obligations with the school.



## ADMINISTRATION AND FACULTY MEMBERS

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Tuyet-Nga T. Nguyen is the owner, Chief Executive Officer, and Director of Student Services. She has a Bachelor of Science degree in Hospitality from Saigon University. She is a licensed full specialist technician (FS864182) with eighteen years of experience in the salon/spa industry and graduated from Hollywood Nails in Orlando, Florida. She teaches Facial Specialty, Full Specialty, and Nail Specialty.

Yen Hue Le is the Chief Academic Officer. In 1989, she graduated from Le Arai Barber Beauty Academy in Fairfax, Virginia, with a diploma in cosmetology. She is a licensed cosmetologist (CL 1282142) with 8 years of experience in the beauty industry. She teaches Cosmetology and Nail Specialty.

Phuong Tran teaches Facial Specialty, Full Specialty, and Nail Specialty. She is a licensed full specialist technician (FS860296) with more than twenty-two years of experience in the salon/spa industry. She graduated from the Academy of Health and Beauty in Orlando, Florida.

Long Phi Nguyen is our instructor for the Facial Specialty, Full Specialty, and Nail Specialty programs. He is a licensed full specialist technician (FS861029) with over six years of experience in the salon/spa industry. He graduated from the Academy of Health and Beauty in Orlando, Florida.

All administrators and faculty members are full-time.

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### School Holidays 2025

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New Year's Day	Labor Day
Martin Luther King Jr. Day	Veterans Day
Presidents' Day	Thanksgiving Day
Memorial Day	The day after Thanksgiving
Independence Day	

Vacations will be from Dec 23, 2025, until Jan 1, 2026