



CONSUMER INFO

SKINWORKS

SCHOOL OF ADVANCED SKINCARE

2021

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CONSUMER INFORMATION

Consumer Information is updated on an annual basis and made available to enrolled and prospective students and staff of Skinworks School of Advanced Skincare, electronically online at www.skinworks.edu by clicking the "Consumer Information" tab and viewing our Consumer Information Guide and Catalog or in paper format upon request.

STUDENT RIGHT TO KNOW ACT

The Student Right to Know and Campus Security Act requires that institutions throughout the country produce statistics and/or information on the following subjects:

- 1) Completion and graduation rates;
- 2) Financial assistance available to students and requirements and restrictions imposed on title iv aid;
- 3) Crime statistics on campus;
- 4) Other institutional information including: the cost of attendance, accreditation and academic program data, facilities and services available to disabled students, and withdrawal and refund policies.

You are entitled to a paper copy of any of the following information. Please contact the School Director at 801.530.0001 to obtain a paper copy.

INSTITUTIONAL INFORMATION

Skinworks School of Advanced Skincare
2121 S Nowell Circle (230 East)
Salt Lake City Utah, 84115
801.530.0001 | WWW.SKINWORKS.EDU

Owner/President Contact Information:

Natalie Parkin
natalie.parkin@skinworks.edu
801.530.0001 ext. 105
801.414.7551 (mobile)

Financial Aid Advisor Contact Information:

Amber Padilla
financialaid@skinworks.edu
801.530.0001 ext. 106

Admission Advisor Contact Information:

Kira Sexton
admissions@skinworks.edu
801.530.0001 ext. 103

Education Lead

Danielle Gallegos
danielle@skinworks.edu
801.530.0001 ext. 107

Spa Lead

Cole' Jensen
spa@skinworks.edu
801.530.0001 ext. 102

SKINWORKS STAFF & FACULTY

ADMINISTRATION

Natalie Parkin Owner/School President
 Amber Padilla Financial Aid Advisor
 Kira Sexton Admissions Advisor
 Brycen McCombs Bookkeeper
 Abbie Whiteman Executive Assistant

SPA COORDINATORS

Kamile Carmichael Day Spa Coordinator
 Jessica Ross Monday Evening Spa Coordinator
 Afton Phelps Evening Spa Coordinator

INSTRUCTORS

Chloe Brown Daytime Basic Esthetics Instructor
 Cole’ Jensen Spa Lead
 Danielle Gallegos Education Lead & Daytime Masters
 Danni Newell Evening Basic Esthetics Instructor
 Mackenzi Squier Evening Spa Lead
 Zacheray Cross Lash & Evening Master Esthetics Instructor

ONE THE JOB TRAINEE’S

Amber Wiley Daytime Spa
 Sara Stevenson Daytime Master Esthetics

Staff and Faculty bio’s can be viewed on our website at <http://www.skinworks.edu/school/faculty2>.

COMPLAINTS & DISPUTES

You may email the school director, Natalie Parkin at natalie.parkin@skinworks.edu or schedule a time to meet with her through the front desk. If you have a grievance please see the grievance policy on the following pages, and contact any of the above for further assistance.

REGULATORY BODIES

ACCREDITATION

Skinworks is nationally accredited with the Council on Occupational Education (COE).

COUNCIL ON OCCUPATIONAL EDUCATION

7840 Roswell Road
 Building 300, Suite 325
 Atlanta, GA 30350
 770-396-3898

LICENSE

UTAH DIVISION OF OCCUPATIONAL & PROFESSIONAL LICENSING (DOPL)
 PO Box 146741
 Salt Lake City, UT 84114
 801-530-6628
doplweb@utah.gov

EXAMINATION AGENCY

PSI EXAMINATIONS
 3210 East Tropicana
 Las Vegas, NV 89121

(800) 733-9267

comments@psiexams.com

To obtain or review documents describing accreditation, approval or licensing please contact the School Director.

Consumer Information is updated on an annual basis and made available to enrolled and prospective students and staff of Skinworks School of Advanced Skincare, electronically online at www.skinworks.edu or by paper upon request. This information is updated as required or by July 1st annually. For more information about the Consumer Information, please contact Natalie Parkin by email: natalie.parkin@skinworks.edu

STUDENT GRIEVANCE POLICY AND PROCEDURE

POLICY

During the course of enrollment with the Skinworks it is possible that a student may consider that he/she has a grievance as a result of an action by another student, instructor, staff member, or the school itself.

OBJECTIVE

Where possible, students are encouraged to raise their grievance direct with the person concerned with the objective of resolving the matter in an informal way. If this is not practicable or this approach would not be reasonable in the circumstances then the student should raise his/her concern with the Administration Personal. The department will be able to provide guidance and advice and, may if the circumstances warrant it, try to resolve the issue on an informal basis.

Before embarking upon the formal Grievance Procedure a student should make every effort to resolve any problems relating to his/her education through discussion with the Administrative Department.

RESPONSIBILITY

Once the Student has expressed the want/need for a formal grievance it is the responsibility of ALL employees to assist the student with the grievance form if needed.

The School Director is ultimately responsible for the outcome and follow through of the filed grievance.

FORMAL PROCEDURE

- 1) It is a student's right to seek redress of any grievance relating to his/her education and carrying out the procedure will not adversely affect his/her standing with the school.
- 2) If the student considers that the informal approach has not resolved the issue, or would be inappropriate given the nature of the grievance, he/she may raise his/her grievance in a formal way by writing to the Administration Department.
- 3) If the grievance is against the Administration Department the complaint should be made in writing to the School Director.
- 4) A formal grievance should normally be raised, where practicable, within 3 weeks of the action by another student or instructor that has led to the grievance.
- 5) An interview will be arranged to take place if possible within two weeks of the student stating his/her intention to initiate the formal procedure. The recipient of the complaint will arrange and, normally, conduct this interview. If it is not possible to hold the interview within this period of time then, with the student's agreement, it may be arranged to take place with an alternative administrator.
- 6) After the interview, a decision will be advised to the student as soon as possible and this will also be confirmed in writing and a note of the interview will be prepared.
- 7) The Manager considering the grievance will either: Uphold the grievance, stating what action will be taken, OR not uphold the grievance and no further action will be taken, OR advise that further investigations are necessary and indicate a likely timescale for a resolution of the grievance.

ESCALATION STAGE

- 1) If a student is not satisfied with the outcome of the formal procedure, he/she may proceed with a written plea within 7 working days of the date he/she was informed of the decision from the Formal Stage. The plea should be in writing addressed to the School Director and should state whether he/she will be represented or accompanied at the plea interview. Relevant papers should also be sent with this notification.
- 2) The owner or school director will decide whether to hold the plea interview in person or whether it would be more appropriate for a third-party to conduct the interview.
- 3) An interview will be arranged to take place if possible within two weeks of the student stating his/her intention to file a plea.
- 4) The result of the plea will be advised in writing, normally within 7 working days, and a note of the interview will be prepared.
- 5) The owner and third-party (if applicable) will either: uphold the plea, stating what action will be taken, OR not uphold the plea and no further action will be taken
- 6) All decisions made at this juncture are final.

ESCALATION

If at any point you feel that your issues are not being addressed, please feel free to contact Skinworks Accrediting Board, the Council on Occupational Education (COE) or Skinworks Licensing Board, Utah Department of Occupational Professional Licensing (DOPL).

COUNCIL ON OCCUPATIONAL EDUCATION

7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone: 770-396-3898
www.council.org

DEPARTMENT OF OCCUPATIONAL PROFESSIONAL LICENSING

PO Box 146741
Salt Lake City, UT 84114
Telephone: 801-530-6628
www.doplweb.utah.gov

REPRESENTATION

At each stage of the Grievance Procedure, including the informal procedure:

- Students may be accompanied by another student of the College, of his/her reasonable choice.
- If a student is to be accompanied or represented he/she should advise the appropriate Head of Department/Manager accordingly, giving details of the individual's name.

EVALUATION

This policy will be evaluated in our winter policy meeting by CAO, Staff, and faculty.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a bulletin, student handbook) is left to the discretion of each school.

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Under FERPA, a school must provide an eligible student with an opportunity to inspect and review his or her education

records within 45 days following its receipt of a request. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Schools must have written permission from the parent or eligible student to release any information from a student's education record. This written permission must be obtained per occurrence. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- o School officials with legitimate educational interest
- o Other schools to which a student is transferring;
- o Specified officials for audit or evaluation purposes;
- o Appropriate parties in connection with financial aid to a student;
- o Organizations conducting certain studies for or on behalf of the school;
- o Accrediting agencies;
- o To comply with a judicial order or lawfully issued subpoena;
- o Appropriate officials in cases of health and safety emergencies; and
- o State and local authorities, within a juvenile justice system, pursuant to specific State law.
- o Schools may disclose, without consent, "directory information records of a student that would not generally be considered harmful or an invasion of privacy if disclosed.
- o The parents of a "dependent student" according to the prior year tax returns.

The school maintains a record in the students file listing to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information. If an eligible student believes that a school has failed to comply with FERPA, the student may complete a FERPA complaint form. An eligible student may obtain a complaint form by calling (202) 260-3887.

"School Officials" include parties such as: professors; instructors; administrators; health staff; counselors; attorneys; clerical staff; trustees; members of committees and disciplinary boards; and a contractor, volunteer or other party to whom the school has outsourced institutional services or functions. A school official generally has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility.

Institutional and Financial Aid Information can be obtained through the Financial Aid Office by scheduling an appointment with the Financial Aid Advisor. Financial Aid is available Tuesday – Thursday 9am-4pm. Please contact by email to confirm availability and to schedule and appointment at financialaid@skinwork.edu.

For more information on FERPA visit: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

ADMISSIONS REQUIREMENTS/ENROLLMENT PROCEDURE

POLICY

Any student over 17 years* of age indicating interest in attending Skinworks School of Advanced Skin Care (for any program offered) will have the opportunity to meet with an Admissions Representative to discuss the Esthetician program along with a tour of the facilities. The student is provided information regarding our school during this tour including our disclosures, schedules, and start dates.

* If the student is under 18 the student's Parent or Guardian is required to be at all meetings, and signature is required on all documents.

If a student chooses to enroll the student will complete a contract with the Admissions Representative. This student is required to present the following

- High School Diploma or GED Certificate
- State/Federal issued photo ID
- Provide a social security card and/or a permanent residency card
- \$100 Application fee

FINANCIAL AID

The student is introduced to the Financial Aid Advisory during the investigation phase. Skinworks Financial Aid Advisor will meet with the student to go over all payments to the school, both cash and through Financial Aid.

OBJECTIVE

It is the intent of the School to create the opportunity for any interested student candidate to meet with the Admissions department and have any questions or concerns addressed before enrolling into the college. It is also the school's intent to ensure that each student is handled with honesty and integrity.

INVESTIGATION PHASE

- 1) During the investigation phase the potential student is shown our Department of Education Disclosures, and directed to our Consumer Report (this document).
- 2) Student meets with Skinworks Admissions Advisor & Financial Aid Advisor.
- 3) Student is provided a student handbook, also found online at <http://www.skinworks.edu/school/disclosures>

CONTRACT SIGNING:

- 4) Contracts Documentation
 - a. Contract review and signature
 - b. Contract Addendum
 - c. Satisfactory Academic Progress (SAP) review and signature
 - d. Social Security Card and Photo ID
 - e. \$100.00 Application Fee
 - f. Enrollment Application

A student will not be admitted without **ALL** of the above items in their file.

TITLE IV LOAN CODE OF CONDUCT

With respect to participation in the U.S. Department of Education Title IV student loan program, it is the purpose and guarantee of Skinworks School of Advanced Skincare to adhere to the following provisions in accordance with the Federal Student Aid regulation, Section 487: Program Participation Agreements (20 U.S.C. § 1094) Code of Conduct (§§ 487(a)(25), 487(e).):

- Conflicts of interest are prohibited with respect to the loans.
- Revenue sharing arrangements are prohibited with any lender.
- The solicitation or acceptance of gifts from a lender, guarantor or servicer is prohibited by anyone with responsibilities with respect to education loans at Skinworks.
- Receipt of any fees, payments or other financial benefits for consulting services are prohibited by anyone with responsibilities with respect to education loans.
- The assignment of a first-time borrower's loan to a particular lender is prohibited and Skinworks is required to certify and not delay certification of any loan regardless of the lender or guaranty agency the borrower selects.
- The acceptance of any funds to be used for private education loans in exchange for Skinworks providing concessions to the private lender is prohibited.
- Skinworks is prohibited from accepting assistance from any lender. Skinworks may, however, accept professional development training for its financial aid administrators, counseling, financial literacy, and debt management materials from lenders as well as short-term, non-recurring staffing assistance during an emergency.
- Any employee with responsibilities with respect to financial assistance at Skinworks who serves on an advisory board or commission of a lender or guarantor may not accept anything of value from the lender or guarantor except reimbursement for the reasonable expenses of serving on the board or commission.

FINANCIAL AID INFORMATION

Skin Works School of Advanced Skin Care (SW) is accredited by the Council on Occupational Education (COE) and is eligible to provide students with financial aid assistance. Loan Information will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by the guaranty agencies, lenders, and institutions determined to be authorized users of the data system. The following Title IV programs are offered by Skin Works:

- Pell Grant
- Subsidized Stafford Loans
- Unsubsidized Stafford Loans
- Parental PLUS loans

FEDERAL PELL GRANT

Federal Pell Grants usually are awarded only to undergraduate students who have not earned a bachelor's or a professional degree. You are not eligible to receive a Federal Pell Grant if you are incarcerated in a federal or state penal institution or are subject to an involuntary civil commitment upon completion of a period of incarceration for a forcible or nonforcible sexual offense. It is estimated that this award will range between \$0 and \$5,920 for full-time study for the 2017-18 aid year. The Expected Family Contribution (EFC) calculated from the Free Application For Federal Student Aid (FAFSA) is one of the factors used to determine this award.

SUBSIDIZED STAFFORD LOAN

The federal government pays the interest on this student loan during in-school status, grace periods and authorized deferment periods. To qualify for a Stafford loan, a student must demonstrate financial need.

UNSUBSIDIZED STAFFORD LOAN

The federal government does NOT pay (or subsidize) any of the interest on an Unsubsidized Stafford loan; thus, the interest accrues on this loan while the student is in school and during the student's grace period. A student, however, has the option of making interest payments while in school. This option is found on the MPN.

PARENTAL P.L.U.S. LOAN

(for dependent students only) This loan is made on behalf of a student by the student's biological or adoptive mother or father. The spouse of a parent who has remarried (i.e. the student's step-parent) is also eligible to borrow a PLUS on the student's behalf, if his/her income and assets would be considered when calculating the dependent student's EFC. Note that all PLUS loans are treated as Unsubsidized Stafford Loans. A parent with adverse credit history is prohibited from obtaining a PLUS loan. *A dependent student whose parent cannot obtain a PLUS loan can borrow additional unsubsidized Stafford amounts.*

TERMS AND CONDITIONS OF THE TITLE IV, HEA LOANS

Terms and conditions of Federal Student Loans (Direct and Direct PLUS Loans) are listed on the Master Promissory Note signed by a borrower accepting the loan. For more information go to:
<https://studentloans.gov/myDirectLoan/launchMpn.action>

CONSTITUTION DAY

Each educational institution that receives Federal funds for a fiscal year is required to hold an educational program about the U.S. Constitution for its students.

OTHER FINANCIAL ASSISTANCE

PRIVATE INSTITUTIONS

Banks, credit unions or financial institutions may offer loans to help finance your education or continuing education classes.

TFC FINANCING

TFC works directly with schools to offer viable, cost-effective financial solutions for students.

VOCATIONAL REHABILITATION SERVICES

The Vocational Rehabilitation program exists to assist and empower eligible individuals with disabilities to achieve and maintain meaningful employment. For more information go to: <http://www.usor.utah.gov/division-of-rehabilitation-services/>

FINANCIAL AID PROCESS

POLICY Any student indicating interest in attending Skin Works School of Advanced Skin Care will have the opportunity to complete an application for financial aid and have it reviewed, entered and awarded prior to the program start date. The policy will be evaluated by the Financial Aid Director annually.

RATIONAL It is the intent of the School to create the opportunity for any interested student candidate to submit the necessary documentation for financial aid.

PROCEDURE The Financial Aid appointment process is as follows:

- 1) Student completes a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov.

GENERAL ELIGIBILITY REQUIREMENTS

- Demonstrate financial need (for most programs);
- 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're 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 in college or career school;
- 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

2) Skinworks will receive the application known as the “Institutional Student Information Record” (ISIR) and begin processing. Based upon the application the Financial Aid Representative will put together an estimated award letter for the potential student. It is also the Financial Aid Representatives responsibility to inform the student of any verification/additional documentation needed before funding can be processed. Your eligibility depends on your Expected Family Contribution, your year in school, your enrollment status, and the cost of attendance at the school you will be attending. The financial aid office will determine how much financial aid the student is eligible to receive.

- The financial aid staff starts by deciding upon your [cost of attendance \(COA\)](#)
- They then consider your [Expected Family Contribution \(EFC\)](#).
- They subtract your EFC from your COA to determine the amount of your financial need and therefore how much [need-based aid](#) you can get.
- To determine how much [non-need-based aid](#) you can get, the school takes your cost of attendance and subtracts any financial aid you've already been awarded.

ENTRANCE COUNSELING / MASTER PROMISSORY NOTE

Any student with a signed award letter indicating acceptance for a Federal Stafford Subsidized or Unsubsidized Loan must complete a Master Promissory Note and a session of Entrance Counseling. This is completed on www.studentloans.gov by logging in with your FSA ID and password. The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s); for instance, it will include information on how interest is calculated, when interest is charged, available repayment plans, and deferment and cancellation provisions. Entrance Counseling is a mandatory information session which takes place before you receive your first federal student loan that explains your responsibilities and rights as a student borrower. Skinworks will receive a completion report once these items have been signed and submitted.

The Financial Aid Representative will create a student file and complete the following information or forms prior to the student first day of attendance:

- a. Label: First name, last name, start date, schedule and program
- b. Signed Skinworks award Letter and cost of attendance with a sample loan repayment schedule
- c. In-house FA application completed
- d. Input form sent to DJA
- e. DJA award letter
- f. Entrance Counseling and MPN completed on student loans.gov
- g. Permission to hold funds form signed (if applicable)
- h. Enter student's award/disbursement dates into CM Master

The Financial Aid Representatives will work closely with the Admissions Representatives to ensure that documents are being submitted in a timely manner. Follow up correspondence regarding outstanding items will occur to the student on a weekly

basis either by way of phone call, email, or text message, and will be documented in the New Student Check Sheet EXCEL spreadsheet.

As documents are received by the Financial Aid Department or the School, they inputted and recorded to the student file. Upon submission of all required documents, the student file will then be processed for pell grant (if applicable), FFEL loans will be certified, pell will be requested and the File will be considered "COMPLETE."

VERIFICATION

The Institutional Student Information Record (ISIR) is the result of the student and/or parent applying for Financial Aid on the FAFSA. Applications are selected for verification either by the USDE Central Processing System (CPS) or by the school. Skinworks will receive the ISIR from CPS, which will indicate if the student has been selected for verification. Skinworks verifies any application information that it has reason to believe is incorrect or discrepant.

For further information regarding the policies and procedures on the following verification issues please contact the Financial Aid Advisor;

- Deadlines for students to submit documentation/consequences of the failure to meet those deadlines
- Method of notifying students of award changes due to verification
- Required correction procedures for students
- Standard procedures for referring overpayment cases to the Department.

If a student's application is selected for verification the school will supply each applicant information explaining the following;

- Documents required for verification
- Student responsibilities-including correction procedures, deadlines for completing any actions required, and the consequences of missing the deadlines
- Notification methods-how Skinworks will notify a student if their award changes as a result of verification and the time from for such notification.

DEPENDENCY OVERRIDE

If a student answered no to all the questions on the FAFSA that apply to the dependency status, the student will automatically be considered dependent upon the student's and parent's income. However, due to special circumstances, the school has the option of changing the student to Independent. The USDE emphasizes the need to make dependency overrides only for students with unusual circumstances, on a case-by-case basis and to document the unusual circumstances that the financial aid administrator relied upon in making the override. The AVG further recognizes the common practice in the profession that the unusual circumstances could include an abusive family environment or abandonment by parents. If the school has also determined a student is an unaccompanied homeless youth or unaccompanied, self-supporting youth at risk of homelessness, the institution may document and process a dependency override, as well. For further information regarding circumstances that merit a dependency override please contact the Financial Aid Advisor.

PROFESSIONAL JUDGEMENT

A Professional Judgment provides the Financial Aid Advisor the latitude and authority to consider individual circumstances when determining aid eligibility. Schools are required to collect adequate documentation and the Financial Aid Advisor has the authority to request and use any supplementary information about financial status or personal circumstances deemed necessary to determine the use of professional judgment. The documentation you collected must be specific to the individual student and family circumstances. For further information regarding the process of a professional judgement please contact the Financial Aid Advisor

METHODS AND FREQUENCY OF DISBURSEMENT OF AID

BASIC ESTHETICIAN PROGRAM

- 1 – 300 (1st Disbursement)
- 301 – 600 (2nd Disbursement)

MASTER ESTHETICIAN PROGRAM

- 1 - 300 (1st Disbursement)
- 301 - 600 (2nd Disbursement)

COMPREHENSIVE ESTHETICIAN PROGRAM

- 1- 450 (1st Disbursement)
- 451 – 900 (2nd Disbursement)
- 901 – 1200 (3rd Disbursement)

The hours have attached approximate weeks; however, **the HOURS/WEEKS in the program must be completed before any subsequent disbursement is made.**

Skinworks School of Advanced Skin Care’s Basic or Masters and Comprehensive Program Academic Year Definition is:

600 Clock Hours, 18 Weeks of Instructional Time and 2 payment periods
AND
900 Clock Hours, 30 Weeks of Instructional Time and 3 Payment Periods

FOR THE PURPOSES OF CLARIFICATION, THE ACADEMIC CALENDAR ON ANY GIVEN START DATE CURRENTLY LOOKS LIKE THIS:

BASICS OR MASTER PROGRAM EXAMPLE
ACADEMIC YEAR ONE

	FULL TIME SCHEDULE	FLEX SCHEDULE	EVENING SCHEDULE
1ST DISBURSEMENT	1-9 weeks AND 1 – 300 Clock Hours	1-10 weeks AND 1-300 Clock Hours	1-14 weeks AND 1 – 300 Clock Hours
2ND DISBURSEMENT	10-18 weeks AND 301-600 Clock Hours	11-20 weeks AND 301-600 Clock Hours	15-28 weeks AND 301-600 Clock Hours

GENERAL FINANCIAL AID ELIGIBILITY REVIEW CONTINUED:

COMPREHENSIVE PROGRAM EXAMPLE
ACADEMIC YEAR ONE

	FULL TIME SCHEDULE	FLEX SCHEDULE	EVENING SCHEDULE
1ST DISBURSEMENT	1-13 weeks AND 1 – 450 Clock Hours	1-15 weeks AND 1-450 Clock Hours	1-21 weeks AND 1 – 450 Clock Hours
2ND DISBURSEMENT	14-26 weeks AND 451-900 Clock Hours	16-30 weeks AND 451-900 Clock Hours	22-41 weeks AND 451-900 Clock Hours

ACADEMIC YEAR TWO

3RD DISBURSEMENT	27-36 weeks AND 901-1200 Clock Hours	31-40 weeks AND 901-1200 Clock Hours	42-54 weeks AND 901-1200 Clock Hours
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Students will be notified with a receipt from the Financial Aid Department when money has been received by the school. In some cases, a credit balance is created when the school receives more money than what the allocated payment period charge allows. Skinworks School of Advanced Skincare will pay the credit balance to the student within 14 days from the deposit date. For further information regarding credit balances please refer to Skinworks "Credit Balance Policy" through the Financial Aid Department.

CRITERIA FOR CONTINUED STUDENT ELIGIBILITY

Students must continue to meet the basic eligibility criteria for federal student aid as well as make Satisfactory Academic Progress (SAP) to continue receiving federal student aid. Skinworks School of Advanced Skincare's Satisfactory Academic Progress policy outlines the standards that a student must maintain to be considered making satisfactory progress for receiving financial assistance. The policy also addresses how students who fail to maintain SAP may re-establish eligibility. The policy is signed by every enrolled student at Skinworks and a copy is provided to them upon signing. If you would like an additional paper copy please see the Financial Aid Office.

SAMPLE LOAN REPAYMENT SCHEDULE

The Financial Aid Advisor discusses the students loan repayment schedule along with the cost of attendance upon signing the award letter. The sample loan repayment is based on the standard repayment plan. A copy is provided to the student upon signing. For an additional copy please see the Financial Aid Office. Please refer to <https://studentaid.ed.gov/sa/repay-loans/understand/plans> for further information regarding repayment plans.

OBLIGATION OF THE BORROWER

The terms and conditions of Title IV loans is explained in the Master Promissory Note (MPN). The MPN is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S Department of Education. This includes information on how interest is calculated, when interest is charged, available repayment plans, and deferment and cancellation provisions.

As stated on the MPN, you must repay your loan even if

- You don't complete your education,
- You can't get a job after you leave school, and/or
- You didn't like the education you received.

Before or at the time of the first disbursement you'll receive a disclosure statement that give you information about any loan that the school plans to disburse under your MPN, including the loan amount, fees, and the expected disbursement dates and amounts.

CONSEQUENCES OF DEFAULT

If you don't make your loan payments, you risk going into default. Defaulting on your loan has serious consequences. Your school, the financial institution that made or owns your loan, your loan guarantor, and the federal government all can take action to recover the money you owe. Your loan becomes delinquent the first day after you miss a payment. The delinquency will continue until all payments are made to bring your loan current. Loan servicers report all delinquencies of at least 90 days to the three major credit bureaus. A negative credit rating may make it difficult for you to borrow money to buy a car or a house (you will be charged much higher interest rates). For further details on default and how to avoid it please visit <https://studentaid.ed.gov/sa/repay-loans/default>.

EXIT COUNSELING

Exit counseling is required by law. Exit counseling provides important information students need to prepare them to repay their federal student loans. During exit counseling, students will review their rights and responsibilities as a borrower. Any students who have received a subsidized, unsubsidized or PLUS loan under the Direct Loan Program or the FFEL Program must complete exit counseling each time they:

- Drop below half-time enrollment
- Graduate

- Leave School

Exit Counseling is completed on www.studentloans.gov by logging in with your FSA ID and password. For students who leave school a copy of the Department of Education's guide to completing exit counseling will be emailed to them. Skinworks will receive a completion report once the counseling session has been completed and submitted. Students must complete Exit Counseling prior to any paperwork for graduation to be released.

PRICE OF ATTENDANCE
COMPREHENSIVE ESTHETICS

FULL TIME SCHEDULE

CLOCK HOURS: 1200
HOURS PER WEEK: 35
NUMBER OF WEEKS: 36
NUMBER OF MONTHS: 8

FLEX SCHEDULE

CLOCK HOURS: 1200
HOURS PER WEEK: 30
NUMBER OF WEEKS: 40
NUMBER OF MONTHS: 10

EVENING SCHEDULE

CLOCK HOURS: 1200
HOURS PER WEEK: 22
NUMBER OF WEEKS: 55
NUMBER OF MONTHS: 14

	1-450	451-900	901-1200	Total
Tuition:	\$5432.95	\$5432.95	\$3621.97	\$14487.87
Application Fee: (Non-refundable)	\$100	-----	-----	\$100
Books/Supplies (Non-refundable)	\$454.55	\$454.55	\$303.03	\$1212.13
Total:	\$5987.50	\$5887.50	\$3925.00	\$15800.00
Less Deductions:	-----	-----	-----	-----
Less Application:	(\$100)	-----	-----	(\$100)
Total:	\$5887.50	\$5887.50	\$3925.00	\$15800.00

Below we are disclosing the cost of attendance. The cost of attendance (COA) is the total amount it will cost you to go to college each year. The COA includes tuition and fees; housing and food allowance for off-campus student; and allowances for books, supplies, personal, transportation and loan fees.

COST OF ATTENDANCE	DEPENDENT		ALL OTHERS	
	1 Award Year	2 Award Year	1 Award Year	2 Award Year
COMPREHENSIVE FULL TIME				
Tuition	\$10,865.90	\$3,621.97	\$10,865.90	\$3,621.97
Books/Supplies	\$909.10	\$303.03	\$909.10	\$303.03
Registration Fees	\$100	\$0	\$100	\$0
Room & Board	\$2,148.00	\$716.00	\$6,204.00	\$2,068.00
Personal	\$1,692.00	\$564.00	\$1,830.00	\$610.00
Transportation	\$1,812.00	\$604.00	\$2,538.00	\$846.00
	\$17,527.00	\$5,809.00	\$22,447.00	\$7,449.00
	TOTAL	\$23,336.00	TOTAL	\$29,896.00

THESE ITEMS ARE ESTIMATES,
CREATED BY SURVEYING OUR
STUDENT BODY ANNUALLY

COMPREHENSIVE FLEX		1 Award Year	2 Award Year	1 Award Year	2 Award Year
Tuition		\$10,865.90	\$3,621.97	\$10,865.90	\$3,621.97
Books/Supplies		\$909.10	\$303.03	\$909.10	\$303.03
Registration Fees		\$100	\$0	\$100	\$0
Room & Board	THESE ITEMS ARE ESTIMATES, CREATED BY SURVEYING OUR STUDENT BODY ANNUALLY	\$2,506.00	\$1,074.00	\$7,238.00	\$3,102.00
Personal		\$1974.00	\$846.00	\$2,135.00	\$915.00
Transportation		\$2,114.00	\$906.00	\$2,961.00	\$1,269.00
		\$18,469.00	\$6,751.00	\$24,209.00	\$9,211.00
		TOTAL	\$25,220.00	TOTAL	\$33,420.00

COST OF ATTENDANCE		DEPENDENT		ALL OTHERS	
COMPREHENSIVE EVENING		1 Award Year	2 Award Year	1 Award Year	2 Award Year
Tuition		\$10,865.90	\$3,621.97	\$10,865.90	\$3,621.97
Books/Supplies		\$909.10	\$303.03	\$909.10	\$303.03
Registration Fees		\$100	\$0	\$100	\$0
Room & Board	THESE ITEMS ARE ESTIMATES, CREATED BY SURVEYING OUR STUDENT BODY ANNUALLY	\$3,580.00	\$1,432.00	\$10,340.00	\$4,136.00
Personal		\$2,820.00	\$1,128.00	\$3,050.00	\$1,220.00
Transportation		\$3,020.00	\$1,208.00	\$4,230.00	\$1,692.00
		\$21,295.00	\$7693.00	\$29,495.00	\$10,973.00
		TOTAL	\$28,988.00	TOTAL	\$40,468.00

	1-300	301-600	Total
Tuition:	\$3912.56	\$3912.56	\$7825.12
Registration Fee: (Non-refundable)	\$100	-----	\$100
Books/Supplies: (Non-refundable)	\$487.44	\$487.44	\$974.88
Total:	\$4500	\$4400	\$8,800
Less Deductions:	-----	-----	-----
Less Registration:	-\$100	-----	-\$100

**PRICE OF ATTENDANCE
COMPREHENSIVE ESTHETICS**

Total:	\$4400	\$4400	\$8,800
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FULL TIME SCHEDULE

CLOCK HOURS:	600
HOURS PER WEEK:	35
NUMBER OF WEEKS:	18
NUMBER OF MONTHS:	4

FLEX SCHEDULE

CLOCK HOURS:	600
HOURS PER WEEK:	30
NUMBER OF WEEKS:	20
NUMBER OF MONTHS:	5

PART TIME SCHEDULE

CLOCK HOURS:	600
HOURS PER WEEK:	22
NUMBER OF WEEKS:	28
NUMBER OF MONTHS:	7

Below we are disclosing the cost of attendance. The cost of attendance (COA) is the total amount it will cost you to go to college each year. The COA includes tuition and fees; housing and food allowance for off-campus student; and allowances for books, supplies, personal, transportation and loan fees.

COST OF ATTENDANCE	DEPENDENT		ALL OTHERS	
	1 Award Year	2 Award Year	1 Award Year	2 Award Year
BASICS FULL TIME				
Tuition	\$7,825.12	\$0	\$7,250	\$0
Books/Supplies	\$974.88	\$0	\$1,050	\$0
Registration Fees	\$100	\$0	\$100	\$0
Room & Board	\$1,790.00	\$0	\$5,170.00	\$0
Personal	\$1,410.00	\$0	\$1,525.00	\$0
Transportation	\$1,510.00	\$0	\$2,115.00	\$0
	\$11,764	\$0	\$13,396	\$0
	TOTAL	\$11,764	TOTAL	\$13,396

COST OF ATTENDANCE	DEPENDENT		ALL OTHERS	
	1 Award Year	2 Award Year	1 Award Year	2 Award Year
BASICS FULL TIME				
Tuition	\$7,825.12	\$0	\$7,250	\$0
Books/Supplies	\$974.88	\$0	\$1,050	\$0
Registration Fees	\$100	\$0	\$100	\$0
Room & Board	\$1,790.00	\$0	\$5,170.00	\$0
Personal	\$1,410.00	\$0	\$1,525.00	\$0

Transportation	\$1,510.00	\$0	\$2,115.00	\$0
	\$11,764	\$0	\$13,396	\$0
	TOTAL	\$11,764	TOTAL	\$13,396

COST OF ATTENDANCE	DEPENDENT		ALL OTHERS	
	1 Award Year	2 Award Year	1 Award Year	2 Award Year
BASICS FULL TIME				
Tuition	\$7,825.12	\$0	\$7,250	\$0
Books/Supplies	\$974.88	\$0	\$1,050	\$0
Registration Fees	\$100	\$0	\$100	\$0
Room & Board	\$1,790.00	\$0	\$5,170.00	\$0
Personal	\$1,410.00	\$0	\$1,525.00	\$0
Transportation	\$1,510.00	\$0	\$2,115.00	\$0
	\$11,764	\$0	\$13,396	\$0
	TOTAL	\$11,764	TOTAL	\$13,396

THESE ITEMS ARE ESTIMATES, CREATED BY SURVEYING OUR STUDENT BODY ANNUALLY

MASTER ESTHETICS

FULL TIME SCHEDULE

CLOCK HOURS:	600
HOURS PER WEEK:	35
NUMBER OF WEEKS:	18
NUMBER OF MONTHS:	4

FLEX SCHEDULE

CLOCK HOURS:	600
HOURS PER WEEK:	30
NUMBER OF WEEKS:	20
NUMBER OF MONTHS:	5

PART TIME SCHEDULE

CLOCK HOURS:	600
HOURS PER WEEK:	22
NUMBER OF WEEKS:	28
NUMBER OF MONTHS:	7

	1-300	301-600	Total
Tuition:	\$4021.94	\$4021.94	\$8043.87
Registration Fee: (Non-refundable)	\$100	-----	\$100
Books/Supplies: (Non-refundable)	\$378.06	\$378.06	\$756.13
Total:	\$4500	\$4400	\$8900
Less Deductions:	-----	-----	-----
Less Registration:	(\$100)	-----	(\$100)
Total:	\$4400	\$4400	\$8900

Below we are disclosing the cost of attendance. The cost of attendance (COA) is the total amount it will cost you to go to college each year. The COA includes tuition and fees; housing and food allowance for off-campus student; and allowances for books, supplies, personal, transportation and loan fees.

COST OF ATTENDANCE	DEPENDENT		ALL OTHERS	
	1 Award Year	2 Award Year	1 Award Year	2 Award Year
MASTERS FULL TIME				
Tuition	\$7,550	\$0	\$7,550	\$0
Books/Supplies	\$750	\$0	\$750	\$0
Registration Fees	\$100	\$0	\$100	\$0
Other	\$0	\$0	\$0	\$0
Loan Fees	\$68	\$0	\$68	\$0
Room & Board	\$1,668	\$0	\$3,300	\$0
Personal	\$988	\$0	\$988	\$0
Transportation	\$640	\$0	\$640	\$0
	\$11,764	\$0	\$13,396	\$0
	TOTAL	\$11,764	TOTAL	\$13,396

COST OF PROGRAM	DEPENDENT		ALL OTHERS	
	1 Award Year	2 Award Year	1 Award Year	2 Award Year
MASTERS FULL TIME				
Tuition	\$8,400	\$0	\$8,400	\$0
	TOTAL	\$8,400	TOTAL	\$8,400

COST OF ATTENDANCE	DEPENDENT		ALL OTHERS	
	1 Award Year	2 Award Year	1 Award Year	2 Award Year
MASTERS FLEX				
Tuition	\$7,550	\$0	\$7,550	\$0
Books/Supplies	\$750	\$0	\$750	\$0
Registration Fees	\$100	\$0	\$100	\$0
Other	\$0	\$0	\$0	\$0
Loan Fees	\$68	\$0	\$68	\$0
Room & Board	\$2,085	\$0	\$3,300	\$0
Personal	\$1,235	\$0	\$988	\$0
Transportation	\$800	\$0	\$640	\$0
	\$12,588	\$0	\$14,628	\$0
	TOTAL	\$12,588	TOTAL	\$14,628

COST OF PROGRAM	DEPENDENT		ALL OTHERS	
	1 Award Year	2 Award Year	1 Award Year	2 Award Year
MASTERS FLEX				
Tuition	\$8,400	\$0	\$8,400	\$0
	TOTAL	\$8,400	TOTAL	\$8,400

COST OF ATTENDANCE	DEPENDENT		ALL OTHERS	
	1 Award Year	2 Award Year	1 Award Year	2 Award Year
MASTERS PART TIME				
Tuition	\$7,550	\$0	\$7,550	\$0

Books/Supplies	\$750	\$0	\$750	\$0
Registration Fees	\$100	\$0	\$100	\$0
Other	\$0	\$0	\$0	\$0
Loan Fees	\$68	\$0	\$68	\$0
Room & Board	\$2,919	\$0	\$5,775	\$0
Personal	\$1,729	\$0	\$1,729	\$0
Transportation	\$1,120	\$0	\$1,120	\$0
	\$14,236	\$0	\$17,092	\$0
	TOTAL	\$14,236	TOTAL	\$17,092

COST OF PROGRAM	DEPENDENT		ALL OTHERS	
	1 Award Year	2 Award Year	1 Award Year	2 Award Year
MASTERS PART TIME				
Tuition	\$8,400	\$0	\$8,400	\$0
	TOTAL	\$8,400	TOTAL	\$8,400

ADDITIONAL CHARGES

TREATMENTS REQUIRED

Skinworks includes the cost of all treatments that are required to be received, any additional services a student chooses to receive are charged at a discounted student rate. Other pass-offs are to be performed on the public. Skinworks Laser Program offers the student the ability to receive laser treatments at a discounted rate. If the student would like to receive laser services, it is necessary for the student to visit our Medical Director, this visit is \$40 and must be completed on the student's own time.

STATEBOARD TESTING & LICENSING

In order to test for state boards, the student will need to gather items for a testing kit, items in this kit are approximately \$50-70. There are also options for the student to rent a kit outside of Skinworks. For licensing & testing cost please visit www.dopl.utah.gov.

LOCKER

Students have the option to rent a student locker while enrolled at Skinworks. A \$20 deposit is required and is refundable upon return of the student's locker key and inspection of the locker for damage. If student chooses to opt out of a locker, the student must fill out the locker opt out form.

REFUND POLICY

OBJECTIVE

It is the intent of Skinworks to have a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event the institution cancels a class or if a student does not enter or does not complete the budget period of enrollment for which the student has been charged.

RESPONSIBILITY

Skinworks Financial Aid Advisor is responsible for updating, maintaining, and revising the Refund Policy annually.

INSTITUTIONAL REFUND POLICY

A student shall be refunded, when due, within 45 days of his/her last day of attendance, a percentage of all tuition paid over and above a nonrefundable registration fee of \$100.

FOR TITLE IV FUNDS REFER TO OUR TITLE IV FUND POLICY

The balance and/or credit due will be calculated using the following schedule.

Percentage of hours <u>scheduled</u>	Scheduled Hours (600 Program)	Scheduled Hours (1200 Program)	Percentage of tuition retained by Skinworks, plus kit fees (received).
0%-9.99%	1-59 hours	1-119 hours	10%
10%-24.99%	60-149 hours	120-299 hours	50%
25%-49.99%	150-299 hours	300-599 hours	75%
50%-100%	300-600 hours	600-1200 hours	100%

STUDENT KIT

If the student withdraws from the program within 0-49.99%, the refund calculation will be a percentage off of tuition owed, plus the wholesale cost of the student kit in which the student has received. If the student withdraws from the program from 50%-100% the refund calculation will be based off of the full contract.

EVALUATION

This policy will be evaluated in our winter policy meeting by CAO, Staff, and faculty.

FEDERAL RETURN OF TITLE IV AID POLICY

OBJECTIVE

It is the intent of Skinworks to follow the guidelines that the Department of Education has set forth to ensure that all monies that are received from Title IV Funding are treated accurately as ED has set forth.

RESPONSIBILITY

Skinworks Financial Aid Advisor is responsible for updating, maintaining, and revising the Return to Title IV Policy annually.

POLICY

This policy applies to students who withdraw (officially, unofficially, or fail to return from a Leave of Absence) or are dismissed from enrollment at Skinworks School of Advanced Skincare. The calculated amount of the "Return of Title IV Funds" that is required for students affected by this policy are determined according to the following definitions and procedures, as prescribed by regulation:

The Return of Title IV Funds (R2T4) regulation does not dictate the institutional refund policy. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

A school is required to determine the earned and unearned Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance.

FOR INSTITUTIONAL REFUND POLICY PLEASE REFER TO THE INSTITUTIONAL REFUND POLICY.

WITHDRAWAL BEFORE 60%

Skinworks must perform an R2T4 to determine the amount of earned aid up through the 60% point in each payment period. Skinworks will use the Department of Education's prorated schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of

the Title IV funds he or she was scheduled to receive during the period. The institution must still perform an R2T4 to determine the amount of aid that the student has earned.

WITHDRAWAL AFTER 60%

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, Skinworks must still determine whether the student is eligible for a post-withdrawal disbursement.

WITHDRAWALS - OFFICIAL VS. UNOFFICIAL

A student who withdraws is one who either officially goes through a withdrawal from Skinworks

OFFICIAL

Student notifies Skinworks Financial Aid office in writing, email, or in person to officially withdrawal

UNOFFICIAL

Student is absent with no communication from school for 14 consecutive days, student is withdrawn due to disciplinary actions, or student does not return from an LOA.

A student's withdrawal date is determined by using one of the following:

- The date the student began the institution's official withdrawal process or officially notified the institution of intent to withdraw; or
- The last date of attendance at a documented academic-related activity if the student had not been in attendance for 14 days
- The student's last date of attendance at a documented academic-related activity, or the date the student was to return from an LOA.

FAILURE TO RETURN FROM AN OFFICIAL LEAVE OF ABSENCE (LOA)

If a student does not return on his or her scheduled date from a documented Leave of Absence, Skinworks will withdraw the student fourteen days after they were scheduled to return. Their last day of attendance will then be the last day they attended an academically-related activity, prior to the LOA.

EARNED TITLE IV AID

Title IV Aid is earned in a prorated manner on a per diem basis (calendar days) up to the 60% point in the trimester. Title IV Aid is viewed as 100% earned after that point in time.

In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. Other Title IV Aid
6. Other Aid and/or Scholarships

Skinworks responsibilities in regard to the return of Title IV funds follow:

- Providing students with the information given in this policy;

- Identifying students who are affected by this policy and completing the return of title iv funds calculation for those students;
- Returning any title iv funds that are due the title iv programs.

The student's responsibilities in regard to the return of Title IV funds include:

- Returning to the Title IV programs any funds that were disbursed to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation;
- Notifying of a withdrawal via written form;
- Notifying of an intent to rescind a withdrawal notice via written form; and
- Notifying Skinworks Financial Aid Office of a notification of withdrawal or rescission of intent to withdraw.

POST WITHDRAWAL

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the institution must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you do not incur additional debt.

Skinworks has 45 days from the date the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if he or she owes a repayment via written notice. Skinworks must advise the student or parent that he or she has 14 calendar days from the date the School sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the permitted time frame or the student declines the funds, the School will return any earned funds that the School is holding to the Title IV programs. Post-withdrawal disbursement must occur within 90 days of the date the student withdrew.

The institution may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition and fees. For all other institutional charges, the institution needs your permission to use the post-withdrawal disbursement. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow Skinworks to keep the funds to reduce your debt at the school.

If the institution is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with the institution or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from the *Skinworks Institutional Refund Policy*. Therefore, you may still owe funds to the School to cover unpaid institutional charges. Skinworks may also charge you for any Title IV program funds that the School was required to return.

ACADEMIC PROGRAM

MISREPRESENTATION

Per federal regulations Skinworks School of Advanced Skincare holds itself to the highest levels of integrity and will not provide false, erroneous or misleading statements concerning the nature of the educational programs being offered. Skinworks has procedures to ensure that it does not misrepresent the nature of its educational program.

Skinworks is committed to operating in an environment of integrity. All faculty and staff members are responsible for assuring that the actions and activities conducted at the institution promote such an environment. Through the onboarding/training process Skinworks educates new hires about Skinworks culture and official policies. This is imperative in order for staff to be knowledgeable and represent the institution appropriately.

For specific information in the following areas, please contact the departments listed:

- Nature of educational programs and information on the admissions process: **Admissions Advisor**
- Nature of financial charges and information on financial aid: **Financial Aid Advisor**
- The employability of graduates as well as career planning and job search strategies: **Education Lead and/or School Director**

FRAUD AND MISREPRESENTATION FOR FINANCIAL AID PURPOSES

The Office of Financial Aid carefully monitors all financial aid documents for potential errors or discrepancies – including willful misrepresentations, or fraud. Per Federal regulations, Skinworks School of Advanced Skincare is required to report to the Department’s Office of Inspector General (OIG) any individual who is suspected of fraud, or deliberate misrepresentation of information which may affect an applicant’s eligibility for Title IV aid (see statute 34 CFR 668.16(g)(1)). In addition to reporting our suspicions to the OIG, we may also verify award eligibility for previous aid years; students may be required to repay some or all aid which has previously disbursed. Section 490(a) of the Higher Education Act outlines the potential penalties of financial aid fraud:

“Any person who knowingly and willfully embezzles, misapplies, steals, obtains by fraud, false statement, or forgery [...] or attempts to so embezzle, misapply, steal, obtain by fraud, false statement or forgery [...] shall be fined not more than \$20,000 or imprisoned for not more than 5 years, or both, except if the amount so embezzled, misapplied, stolen, obtained by fraud, false statement, or forgery, or failed to be refunded does not exceed \$200, then the fine shall not be more than \$5,000 and imprisonment shall not exceed one year, or both.”

COURSE CATALOG

Skinworks course catalog can be accessed by contacting the Admissions Advisor or by viewing our website, at www.skinworks.edu. You may also request additional information regarding the programs we offer by meeting with the Admissions Advisor or School Director at any time.

COURSE SYLLABUS/RULES & REGULATIONS

Skinworks course outline and student handbook are listed on the webpage under each program or a paper copy can be provided by contacting the Admissions Advisor. Syllabus can be obtained by admissions or the students instructor at any time by request.

BASIC ESTHETICS

<http://www.skinworks.edu/school/basic-esthetic-training>

MASTER ESTHETICS

<http://www.skinworks.edu/school/master-esthetics-training>

COMPREHENSIVE ESTHETICS (BASIC & MASTER COMBINED)

<http://www.skinworks.edu/school/comprehensive>

LIBRARY

Skinworks library is located in a locked closet within our Lobby Classroom. The key is available to all instructors and staff. It is the instructor’s responsibility to checkout each item and return when they are done using it, library items cannot leave the premises. The keys to the closet are maintained by the front desk. There is a check sheet located at the front desk with the key. The closet is then inventoried by the Spa Instructor often. The library consists of books, video’s, and DVDs.

TRANSFER OF CREDITS

Skinworks considers transfer hours from in the Esthetics and Cosmetology Fields that have been accredited by their regional

associations. In general, transfer hours are only used to fulfill Skinworks graduation requirements and are made on the basis of hours completed; therefore, no grades or percentages are used – only clock hour transfers are generated. A copy of the institutions transfer policy can be obtained by contacting the Admissions Advisor.

FACILITIES AND SERVICES AVAILABLE TO STUDENTS WITH DISABILITIES

Skinworks School of Advanced Skincare supports the right of full and equal educational opportunities for all students. Disability should not be the basis for exclusion from the programs, activities, and services. All students are entitled to an accessible, accommodating, supportive and nondiscriminatory institutional environment. It is therefore the policy of Skinworks to provide reasonable accommodations to qualified students with disabilities. Please refer to the Special Needs Accommodation Policy. A paper copy can be requested from the Admissions Advisor, Financial Aid Advisor, or Director.

COPYRIGHT INFRINGEMENT POLICY

Unauthorized distribution of copyrighted material including unauthorized peer-to-peer file sharing, may subject a student to civil and criminal liabilities. Students who engage in illegal downloading or unauthorized distribution of copyrighted materials using a Skinworks School of Advanced Skincare's information technology system may be subject to civil and criminal liabilities. A summary of the penalties for violation of federal copyright laws can be found at <http://www.copyright.gov/title17/92chap5.html>.

PLAGIARISM

Students at Skinworks School of Advanced Skincare are prohibited to plagiarize any information out of the text books used by the school as well as plagiarizing any information from the school's website and catalog. If a student has been caught plagiarizing, Disciplinary actions will be taken.

SKINWORKS DRUG POLICY

NOTICE OF FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

To ensure a drug-free school, all students/employees are given notice that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the school. If a student/employee is found to be in non-compliance with this notice, said student/employee will be suspended. Said student/employee will also be asked to attend a drug abuse program which must be approved by the school administrator and/or termination depending on the severity of the offense. A second violation means the immediate termination of said student/employee without recourse.

NOTE: If you have a drug or alcohol related problem, the school staff is always available to you. We also have a list of organizations available to you should you need any help. It is important to know that a drug or alcohol related problem can lead to a licensure issue in the state of Utah due to the nature of our business and the safety of our customers. If you have prior incident or when an incident happens, it is encouraged to contact DOPL as soon as possible

OFFICE OF NATIONAL DRUG CONTROL POLICY | U.S. DEPARTMENT OF EDUCATION | FAFSA FACTS

HOW DO DRUG-RELATED CONVICTIONS AFFECT MY STUDENT LOAN ELIGIBILITY?

In general, if you are convicted of a drug-related felony or misdemeanor that took place while you were receiving Federal student aid, you will become ineligible to receive further aid for a specified period of time upon conviction.

YOU CAN SHORTEN THIS PERIOD OF INELIGIBILITY BY:

- Successfully completing an approved drug rehabilitation program that includes passing two unannounced drug tests, or
- Passing two unannounced drug tests administered by an approved drug rehabilitation program, or
- Having the conviction reversed, set aside, or otherwise rendered invalid.

HOW LONG AM I INELIGIBLE TO RECEIVE TITLE IV, HEA PROGRAM FUNDS (FEDERAL STUDENT AID) IF I DON'T PURSUE EARLY REINSTATEMENT OF ELIGIBILITY?

The length of time you are ineligible depends on the type and number of convictions you have had for drug-related offenses committed while you were receiving aid. The law recognizes two broad categories of drug offense: "possession of illegal drugs" and "sale of illegal drugs." The table below lists the period of ineligibility by type and number of offenses.

OFFENSE	POSSESSION OF ILLEGAL DRUGS	SALE OF ILLEGAL DRUGS
First	1 year of ineligibility from date of conviction	2 years of ineligibility from date of conviction
Second	2 years of ineligibility from date of conviction	Indefinite period of ineligibility*
Third or more	Indefinite period of ineligibility*	Indefinite period of ineligibility*

**Under the law, an indefinite period of ineligibility continues unless your conviction is overturned or otherwise rendered invalid or you meet one of the two early reinstatement requirements specified above.*

If you do not wish to pursue early reinstatement of your eligibility for Federal student aid, you can calculate the date at which you would regain eligibility for Federal student assistance by completing the Student Aid Eligibility Worksheet, available at: <http://www.ifap.ed.gov/drugworksheets/attachments/StudentAidEligibilityWorksheetEng1314.pdf>

WHEN AM I CONSIDERED TO BE 'RECEIVING AID'?

You are considered to be receiving aid beginning on the day that classes start for any term you have applied for, been approved for, and for which you have accepted an offer for Federal student aid.

Summer breaks do not count as time receiving aid if you are not enrolled in classes. However, holiday breaks during the academic year count as time enrolled.

WHAT ABOUT CONVICTIONS FOR OFFENSES THAT TOOK PLACE WHEN I WAS NOT RECEIVING AID?

Convictions for a Federal or State drug offense (either sale or possession) count against a student for Title IV aid eligibility purposes only if they were for an offense that occurred during a period of enrollment for which the student was receiving Federal Student Aid. They do not count if the offense occurred during a period of enrollment when the student was not receiving Federal Student Aid.

This law applies to you only if you have been convicted of a drug-related offense.

WHAT IS AN APPROVED DRUG REHABILITATION PROGRAM?

An acceptable drug rehabilitation program must include two unannounced drug tests AND meet at least one of the following requirements.

THE PROGRAM MUST BE:

- Qualified to receive funds directly or indirectly from a Federal, State, or local government program.
- Qualified to receive payment directly or indirectly from a Federally or State-licensed insurance company.
- Administered or recognized by a Federal, State, or local government agency or court.
- Administered or recognized by a Federally or State-licensed hospital, health clinic, or medical doctor.

NOTE: Not all programs include unannounced drug testing as part of treatment. When contacting a program about possible admission, you should explain the drug testing requirement and ask if the program can provide the required unannounced tests.

WHERE CAN I FIND AN APPROVED TREATMENT PROGRAM?

The Substance Abuse and Mental Health Services Administration (**SAMHSA**) **Treatment Locator** lists treatment programs that receive Federal funds. Programs on this list are approved, provided they offer two unannounced drug tests:

<http://findtreatment.samhsa.gov/TreatmentLocator/faces/quickSearch.jspx>

HOW CAN I GET THE REQUIRED DRUG TESTS WITHOUT ENROLLING IN TREATMENT?

Generally, drug rehabilitation programs do not provide drug tests to individuals whom they have not admitted to treatment. To meet the drug testing requirement without taking part in treatment, you will need to make arrangements with an approved drug rehabilitation program.

ARE THERE OTHER LAWS RELATED TO DRUGS THAT CAN MAKE ME INELIGIBLE FOR TITLE IV, HEA PROGRAM ASSISTANCE?

The Anti-Drug Abuse Act of 1988 includes provisions that authorize Federal and State judges to deny certain Federal benefits -- including Title IV, HEA student aid -- to persons convicted of drug trafficking or possession. The Department of Education maintains a list within the Central Processing System (provided by the Department of Justice) against which all FAFSA applicants are matched. Applicants on the DOJ Drug Abuse Hold list are notified that they are not eligible for Title IV, HEA funds and told whom they can contact if they have questions.

WHAT IF I ALREADY COMPLETED A TREATMENT PROGRAM THAT DID NOT INCLUDE UNANNOUNCED DRUG TESTS OR RECOVERED THROUGH MUTUAL AID MEETINGS SUCH AS NARCOTICS ANONYMOUS OR SMART RECOVERY?

That does not meet the requirements of the law. To meet the requirements of the law and regain eligibility for Federal student aid, you must either successfully complete an acceptable drug rehabilitation program that includes two

unannounced drug tests or successfully pass two unannounced drug tests at an acceptable drug rehabilitation facility after the date of your conviction.

HOW DO I DOCUMENT SUCCESSFUL COMPLETION OF THE TREATMENT OR DRUG TESTING REQUIREMENTS?

Your financial aid office will make this determination. You may be required to provide written documentation.

WHAT IF I HAVE OTHER QUESTIONS?

For more information, please call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243).

UTAH DRUG LAWS

https://le.utah.gov/xcode/Title58/Chapter37/58-37-S8.html?v=C58-37-S8_2015051220151001

FEDERAL DRUG LAWS

<https://www.dea.gov/druginfo/ftp3.shtml>

VACCINATION POLICY

No vaccinations are required for admittance to our school

CONSUMER INFORMATION ON COLLEGE NAVIGATOR WEBSITE

Information regarding Student Body Diversity, including gender, self-identified members of a major racial or ethnic group, and Federal Pell Grant recipients can be found on the links below to the College Navigator websites. These links also include information regarding the Retention and Graduation Rates for our schools.

<https://nces.ed.gov/collegenavigator/?q=skinworks&s=all&id=444857>

NET PRICE CALCULATOR

The Net Price Calculator provides an early estimate of what a new first-year, undergraduate student can expect to pay to attend Skinworks School of Advanced Skincare. This calculator is not an official application for financial aid and is not a substitute for applying for financial aid. The student must complete the applicable year-specific Free Application for Federal Student Aid (FAFSA) at <https://fafsa.ed.gov/> to determine eligibility for federal and state student aid funds. The estimate is not final, binding, and may change. The net price calculator is made available on the school's website

<http://www.skinworks.edu/school/disclosures>

VOTER REGISTRATION FORMS

A student can register to vote through one of the following ways:

- Go to <http://vote.utah.gov/vote/menu/online.html>. To register online you must have a current Utah Driver's License or ID Card.
- In-Person Register at the Utah County Administration Building
Utah County Clerk, Elections Office
100 East Center Street, Rm 3100
Provo, Utah 84606
- By-Mail Registration you can request a voter registration form from Skinworks administration and mail your completed registration form to the address on the form. The form can be downloaded by clicking on the link below.

<https://slco.org/uploadedFiles/depot/fClerk/elections/forms/registration/mail-in-voter-reg-Eng-Sp.pdf>

COMPLETION, GRADUATION AND TRANSFER-OUT RATES

Skinworks School of Advanced Skincare makes available to current and prospective students completion, graduation and transfer out rates on the institution's website by clicking the link below <http://www.skinworks.edu/school/disclosures>

PLACEMENT IN EMPLOYMENT

Skinworks School of Advanced Skincare makes available to current and prospective students information regarding placement in employment of, and types of employment obtained by, graduates of the school’s certificate program on the institution’s website by clicking on the following links:

- Job Placement Data <http://www.skinworks.edu/school/disclosures>.
- Types of employment obtained by feature graduates <http://www.skinworks.edu/about-us/our-graduates/>
- Description of employment opportunities <http://www.skinworks.edu/school/employment-opportunities/>

This rate is based on program completers who were employed in the esthetics field within a year of graduation. Placement data was collected by surveying the completers/alumni (96% response rate).

RETENTION RATES

Retention rates measure the percentage of first-time students who return to the institution to continue their studies the following fall. This information is collected in the IPEDS Fall Enrollments Survey. This information is made available to current and prospective students on the College Navigator Website by clicking on the link below.

<https://nces.ed.gov/collegenavigator/?q=skinworks&s=all&id=444857>

CAMPUS CRIME STATISTICS | 2017-2019

Under the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property. In the statistics, we are required to include crimes that were reported internally as well as crimes reported to local and state law enforcement agencies. The following crime statistics occurred on our campus, 2121 S Nowell Circle (230 East) or on public property within and immediately adjacent to our property:

Skinworks School of Advanced Skincare Geographic Areas

Institutions must disclose statistics for reported Clery Act crimes that occur on campus, on public property within or immediately adjacent to the campus, and in or on non-campus buildings or property that your institution owns or controls.

CAMPUS CRIME | CLEARY ACT

Under the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property. In the statistics, we are required to include crimes that were reported internally as well as crimes reported to local and state law enforcement agencies. The following crime statistics occurred on our campus (2121 S Nowell Circle) or on public property within and immediately adjacent to our property listed below:

SKINWORKS SCHOOL OF ADVANCED SKINCARE GEOGRAPHIC AREAS

Institutions must disclose statistics for reported Clery Act crimes that occur on campus, on public property within or immediately adjacent to the campus, and in or on non-campus buildings or property that your institution owns or controls.

ON CAMPUS:	<ul style="list-style-type: none"> • 2121 S Nowell Circle, Salt Lake City Utah, 84115 • 2121 S Nowell Circle parking lot and sidewalk in front of school (common area)
NON-CAMPUS BUILDINGS:	<ul style="list-style-type: none"> • None

PUBLIC PROPERTY:	<ul style="list-style-type: none"> • 2100 S Street and the North sidewalk. • All other surrounding areas are private homes and business owned property which are not included 		
CAMPUS SECURITY AUTHORITY:	TITLE IX COORDINATOR/SCHOOL PRESIDENT Natalie Parkin Phone: 801-530-0001 ext 105 Mobile: 801-414-7551 natalie.parkin@skinworks.edu or help@skinworks.edu	SCHOOL DIRECTOR Gina Marcell 801-530-0001 ext 104 gina@skinworks.edu	EDUCATION LEAD Danielle Gallegoes 801-530-0001 ext 107 danielle@skinworks.edu

*A campus security authority is not responsible for determining authoritatively whether a crime took place—that is the function of law enforcement personnel.

*A campus security authority is not responsible for determining authoritatively whether a crime took place—that is the function of law enforcement personnel.

LAW ENFORCEMENT AGENCIES

Skinworks School of Advanced Skincare works in cooperation with local police. Criminal activities are reported to the South Salt Lake Police Department. Skinworks collects crime statistics annually from the South Salt Lake Police Department of crimes committed in applicable geographic locations. Skinworks does not have a formalized memorandum of understanding with the South Salt Lake Police Department and has no student organizations that maintain use of off-campus residential property.

REPORTING A CRIME

It is encouraged that all staff, students and guests report all alleged criminal incidents to a campus security authority member or the South Salt Lake Police Department Non-Emergency line at 801-412-3606 in a prompt manor. All criminal incidents reported to a campus security authority member will be recorded in the institutions incident report binder located behind the front desk, reporting these incidents aids in the institution providing timely warning notices to the community. In case of an emergency dial 9-1-1. For further information please reference the health and safety policy posted on the student bulletin board. Skinworks does not currently have a policy or procedure for victims or witnesses to report crimes on a voluntary confidential basis.

SECURITY & ACCESS

Skinworks School of Advanced Skincare is open to the public during business hours. Business hours are posted on the institution’s website www.skinworks.edu. Outside normal business hours’ access is available to employees that hold a key and security alarm code. During holidays and breaks Skinworks allows individuals access to the building with approval from the administration regarding maintenance.

SECURITY AWARENESS PROGRAMS

Skinworks School of Advanced Skincare does not have an official security awareness program for students and staff. However, Skinworks onboarding process for new hires includes a copy of the Employee Handbook where it states how to obtain access a to the Policy and Procedures. All new employees understand it is their responsibly to be aware of the policies, procedures & plans. The health and safety policy is found in the student handbook, posted on the student bulletin board, and referenced in the employee handbook with instruction to access for employees through the google drive. During student orientation, the program instructor walks the students through the school to show them emergency exits and the

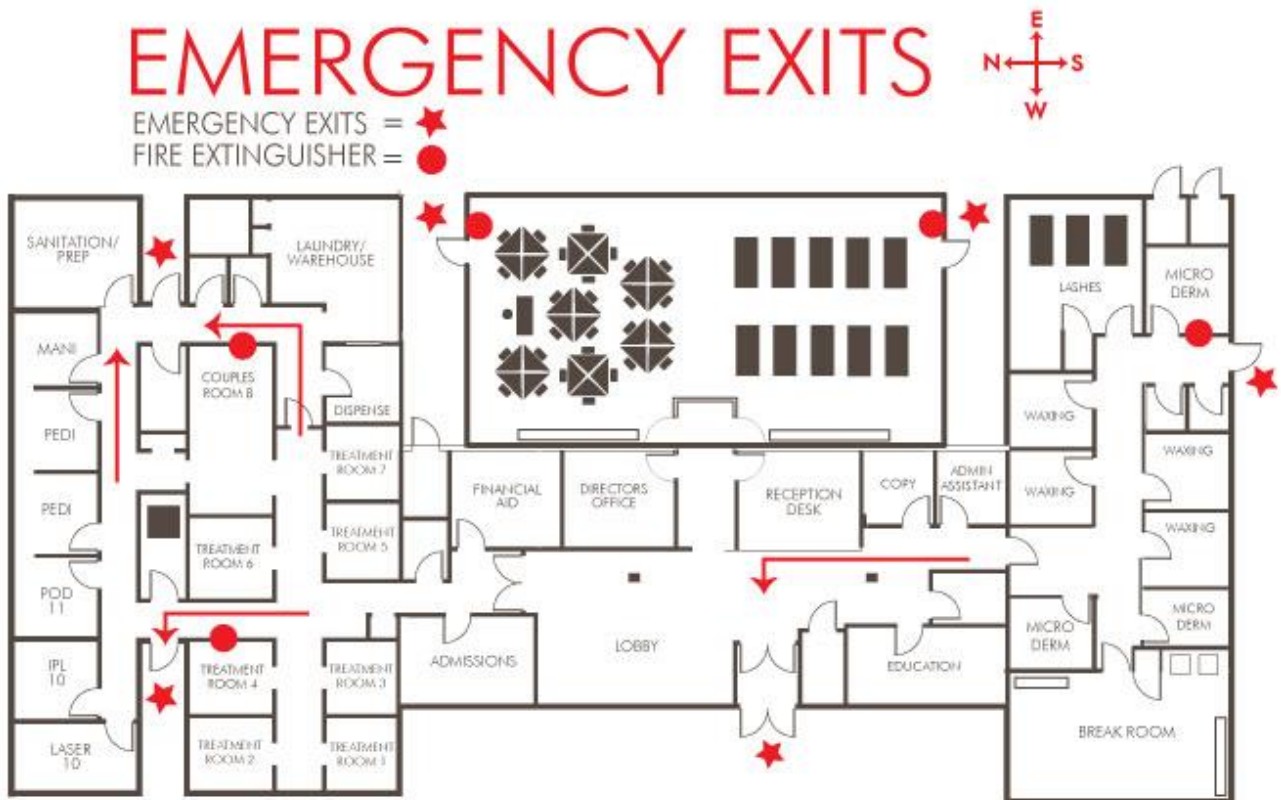
location of the fire extinguishers. They will also have a presentation on Title IV, VAWA, Health and Safety policy, Evacuation plan, and Operations and Maintenance plan by the Director/Title IV coordinator Natalie Parkin. Skinworks encourages students and employees to be responsible for their own security and the security of others.

COLLECTING STATISTICS

All crimes reported in good faith to a campus security authority or local law enforcement personnel are recorded in the incident report binder located behind the front desk. The Financial Aid Advisor prepares the Campus Safety and Security report from collected data in the institutions incident report binder and from requesting crime statistics from the South Salt Lake Police Department. The request is made at the beginning of each calendar year and asks the department to provide all a report of all four general categories of offenses that have occurred on campus (2121 S Nowell Cir) or on public property within and immediately adjacent to the institution. The campus crime report is published on the student Facebook page, bulletin board, revised in the student handbook, and distributed via email annually by October 1st. Enrolled students and staff will receive the campus crime report annually. A paper or electronic copy may be obtained by contacting a member of the administration.

EMERGENCY RESPONSE & EVACUATION

The Clery Act requires every Title IV institution, without exception, to have and disclose emergency response and evacuation procedures that would be used in response to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The institution will without delay take into account the safety of the community and determine the content of the notification and initiate the notification system. In the professional judgment of responsible authorities the institution will not issue a notification that would compromise efforts to assist a victim, contain, respond to or otherwise mitigate the emergency. Please refer to the Health and Safety Plan for procedures used in the case of a significant emergency or dangerous situation. The Director/Owner and Campus Security Authority are responsible for carrying out the actions described above.



DISSEMINATING INFORMATION TO THE LARGER COMMUNITY

The institution may disseminate emergency information to the larger community in a variety of ways.

- 1) Skinworks maintains a website and all pertinent information is placed on the website as soon as it approved for accuracy.
- 2) Skinworks maintains a list of all students and employees and provides emails as soon as information becomes available.
- 3) Skinworks uses Slack & Klass app for notifying the student in case of an emergency.

TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Skinworks tests emergency response and evacuation procedures announced and unannounced at least once per calendar year. Tests are documented by description of exercise, date, time, and if the test was announced or unannounced.

TIMELY WARNINGS

Skinworks School of Advanced Skincare will alert staff and students in regard to any Clery Act crime that is reported to campus security authorities or local police agencies and is considered to represent a serious or continuing threat. The school Director and Administration is responsible for issuing timely warnings which will be disseminated through different methods (via email, phone, text message, posting, in person meeting) depending on the severity. Skinworks has communicated with South Salt Lake Police Department requesting their cooperation in informing the institution of crimes reported to them in order to warrant timely warnings and emergency responses.

MISSING STUDENT NOTIFICATION PROCEDURES

Skinworks does not offer on-campus housing. While this policy applies to students residing in on-campus student housing facilities, anyone who believes that a student might be missing should immediately report his or her concern to the local law enforcement.

DRUG & ALCOHOL PREVENTION

To ensure a drug-free school, all students/employees are given notice that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the school. If a student/employee is found to be in non-compliance with this notice, said student/employee will be suspended. Said student/employee will also be asked to attend a drug abuse program which must be approved by the school administrator and/or termination depending on the severity of the offense. A second violation means the immediate termination of said student/employee without recourse.

SKINWORKS DRUG POLICY

If you have a drug or alcohol related problem, the school staff is always available to you. We also have a list of organizations available to you should you need any help. It is important to know that a drug or alcohol related problem can lead to a licensure issue in the state of Utah due to the nature of our business and the safety of our customers. If you have prior incident or when an incident happens, it is encouraged to contact DOPL as soon as possible. Please refer to the Drug & Alcohol Policy in the student handbook.

The Anti-Drug Abuse Act of 1988 includes provisions that authorize Federal and State judges to deny certain Federal benefits -- including Title IV, HEA student aid -- to persons convicted of drug trafficking or possession. The Department of Education maintains a list within the Central Processing System (provided by the Department of Justice) against which all FAFSA applicants are matched. **Applicants on the DOJ Drug Abuse Hold list are notified that they are not eligible for Title IV, HEA funds and told whom they can contact if they have questions.**

UTAH DRUG LAWS

<https://le.utah.gov/xcode/Title58/Chapter37/58-37-S8.html>

FEDERAL DRUG LAWS

<https://www.dea.gov/drug-information>

TITLE IX

Title IX | Clery Act information shall be posted on Skinworks Website at www.skinworks.edu/disclosures and available to the student at all times. It is the Administration Departments responsibility to make sure that the list is updated and available to the students when necessary. The policy will be evaluated by the CAO annually.

OBJECTIVE

It is the intent of the School to ensure that students have resources available to them when necessary.

Your title IX officer is Natalie Parkin, she can be reached at the school at 801.530.0001 ext 105, her cell phone at 801.414.7551 or help@skinworks.edu. Natalie has gone through Title IX training and can direct you to the proper authorities and/or counseling offices.

WHAT IS TITLE IX?

- Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex against any person in education programs and activities receiving federal funding. Programs or activities receiving federal financial assistance include virtually all public and private colleges and universities, and all public elementary and secondary schools.
- Students, staff, faculty, and other employees; women, girls, men, and boys; straight, LGBT, and gender-nonconforming persons; persons with and without disabilities; and international and undocumented persons all have the right to pursue education, including athletic programs, scholarships, and other activities, free from sex discrimination, including sexual violence and harassment.

When people speak about Title IX they are referring to 20 U.S.C. § 1681(a), which says:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual harassment is 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 violence is a form of sexual harassment prohibited by Title IX.

When a student sexually harasses another student, the harassing conduct creates a hostile environment if the conduct is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the school's program. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the harassment is physical. Indeed, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. For instance, a single instance of rape is sufficiently severe to create a hostile environment.

Title IX protects students from sexual harassment in a school's education programs and activities. This means that Title IX protects students in connection with all the academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program

VIOLENCE AGAINST WOMAN PREVENTION (VAWA)

Skinworks School of Advanced Skincare prohibits the crimes of dating violence, domestic violence, sexual assault and stalking.

Skinworks has adopted certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel.

UNDER VAWA, COLLEGES AND UNIVERSITIES ARE REQUIRED TO:

- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates;
- Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and

The institution upon written request, will disclose to the alleged victim of a crime of violence (as the term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.

DEFINITIONS

DATING VIOLENCE is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

DOMESTIC VIOLENCE is defined as a felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim.
- By a person with whom the victim shares a child in common.
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

STALKING is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

SEXUAL ASSAULT is defined as an offense that meets the definition of Rape, Fondling, Incest or Statutory Rape as used in the FBI's UCR program and included in Appendix A of 34 CFR Part 668.

Under Utah law, sexual offenses "without consent" of the victim arise when:

- 1) the victim expresses lack of consent through words or conduct;
- 2) the actor overcomes the victim through the actual application of physical force or violence;
- 3) the actor is able to overcome the victim through concealment or by the element of surprise;
- 4) the actor coerces the victim to submit by threatening to retaliate in the immediate future against the victim or any other person, and the victim perceives at the time that the actor has the ability to execute this threat; or (ii) the actor coerces the victim to submit by threatening to retaliate in the future against the victim or any other person, and the victim believes at the time that the actor has the ability to execute this threat;
- 5) the actor knows the victim is unconscious, unaware that the act is occurring, or physically unable to resist;
- 6) the actor knows that as a result of mental disease or defect, or for any other reason the victim is at the time of the act incapable either of appraising the nature of the act or of resisting it;
- 7) the actor knows that the victim submits or participates because the victim erroneously believes that the actor is the victim's spouse;

- 8) the actor intentionally impaired the power of the victim to appraise or control his or her conduct by administering any substance without the victim's knowledge;
- 9) the victim is younger than 14 years of age;
- 10) the victim is younger than 18 years of age and at the time of the offense the actor was the victim's parent, stepparent, adoptive parent, or legal guardian or occupied a position of special trust in relation to the victim;
- 11) the victim is 14 years of age or older, but younger than 18 years of age, and the actor is more than three years older than the victim and entices or coerces the victim to submit or participate, under circumstances not amounting to the force or threat required under Subsection (2) or (4); or
- 12) the actor is a health professional or religious counselor, the act is committed under the guise of providing professional diagnosis, counseling, or treatment, and at the time of the act the victim reasonably believed that the act was for medically or professionally appropriate diagnosis, counseling, or treatment to the extent that resistance by the victim could not reasonably be expected to have been manifested. Utah Code Ann. §76-5-406.
- 13) Consent exists when all parties exchange mutually understandable affirmative words or behavior indicating their agreement to participate voluntarily in sexual activity.

WHAT TO DO IF YOU HAVE BEEN SEXUALLY ASSAULTED

- 1) Get to a safe place as soon as you can. Call 911 if you are in immediate danger.
- 2) Contact someone you trust to be with you for support. The Rape Recovery Center provides 24 hours support, 801-467-7273.
- 3) Incidents that occur on campus should be reported to our Title IX Coordinator, Natalie Parkin, immediately at 801-530-0001 or help@skinworks.edu. If desired, she can assist you in filing a complaint with South Salt Lake City Police Department.
- 4) Incidents that occur off campus should be reported to the Salt Lake City Police Department at 801-799-3000 or South Salt Lake at (801) 412-3606. Reporting to the police doesn't mean that you must press charges although if a minor is involved or this is a domestic violence situation, the police will file charges with or without your consent. Our Title IX Coordinator, Natalie Parkin, is also available to assist in any off-campus incident. You may also decline to notify such authorities.
- 5) Do your best to preserve all physical evidence, even if you don't know if you want to report the assault or press charges.
- 6) Do not to shower, bathe, eat, brush your teeth, or wash your hands.
- 7) Don't change your clothing if possible, but if you need to change, put everything you were wearing into a paper bag and take them to your medical exam.
- 8) If the assault took place in your room or home, do not rearrange or clean up anything until you have decided whether or not to file a report.
- 9) Write down as much as you can remember about the assault, including a description of the assailant.
- 10) Seek medical care as soon as possible. The Rape Recovery Center (phone) has a 24-hour Hospital Response Team; a member can meet you at the hospital or Family Justice Center to provide information and support throughout the process. They can be reached at 801-467-7273.
- 11) To preserve forensic evidence, ask the hospital/facility Center to conduct a rape kit exam. Costs for this exam will be covered by Crime Victim Reparations. You can receive this exam whether or not you choose to involve the police.
- 12) If you suspect you have been drugged, ask that a urine sample be collected.
- 13) Even if you have no apparent injuries and you know that you will never report, it is important to get medical attention to determine the risks of STDs and pregnancy and receive appropriate prophylaxis medication if desired.
- 14) Get support. Many survivors of sexual assault experience a wide range of emotions following the assault, including shock, anger, self-blame, shame, helplessness, denial, fear, and mood swings among others. These can occur immediately after an assault or weeks, months or even years later.

VICTIMS RIGHTS

Skinworks School of Advanced Skincare does not issue orders of protection. For further information on obtaining a protection orders please contact your local law enforcement. Skinworks will comply and enforce criminal, civil, or tribal court-ordered protective orders for the safety of all students and staff who could be harmed. All accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide accommodation or protective measures. Clery Act reporting and disclosures are publicly available recordkeeping, but will never include personally identifying information about the victim.

TO REPORT A CRIME

Contact the School Director, Natalie Parkin 801-414-7551 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen loitering inside or around the Institute buildings should be reported. To the extent permissible by law, Skinworks School of Advanced Skincare keeps reports, records, and victim's names and information confidential. Skinworks is obligated to comply with a student's request for a change in their academic situation following an alleged sex offense with the request being rational and obtainable regardless of whether the victim chose to report the crime to local law enforcement. These changes can be requested through a general appeal. Please see the schools Director for information on obtaining a general appeal for this purpose. The institution does not counsel victims of "violence against woman". Support services are available outside the school and are listed below.

VAWA & DOMESTIC VIOLENCE:

- Rape Recovery Center provides 24 hours support: 801-467-7273
- Rape Crisis Hotline: 888-421-1100
- Domestic Violence Hotline: 1-800-897-5465
- Adult Protective Services Hotline: Salt Lake County: 801-264-7669 All other counties of Utah: 800-371-7897
- Center for Women and Children in Crisis (Utah County): 801-377-5500
- South Valley Sanctuary (West Jordan): 801-255-1095
- Women's Crisis Center: 801-781-0743
- YWCA: 801-537-8600

REGISTERED SEX OFFENDERS

Information concerning registered sex offenders may be obtained by using the following websites.

- <https://corrections.utah.gov/index.php/services/sex-offender-registry.html/>
- <https://www.fbi.gov/scams-and-safety/sex-offender-registry>

INSTITUTIONAL DISCIPLINARY PROCEEDINGS (GRIEVANCE POLICY AND PROCEDURE)

The following procedures shall apply with respect to complaints or other reports of alleged sexual misconduct by a student.

- 1) The college's Title IX coordinator will investigate complaints and reports of alleged sexual misconduct by a student or employee. This official receives annual training on issues related to dating violence, domestic violence, sexual assault, and stalking. They also are trained on how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Skinworks will apply a "preponderance of evidence" standard meaning **preponderance** is based on the more convincing **evidence** and its probable truth or accuracy, and not on the amount of **evidence**
- 2) Informal dispute resolution shall not be used to resolve sexual misconduct complaints without written permission from both the victim and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event, shall mediation be used to resolve complaints involving allegations of sexual violence. All complaints of sexual misconduct must go through the steps of the "Formal Grievance Procedure." This form will be given to you by the Title IX coordinator.
- 3) The institution will provide the student or employee a written explanation of their rights and options as a reporting victim of dating violence, domestic violence, sexual assault or stalking. Regardless if the offense occurred on or off campus.

FORMAL PROCEDURE

- 8) It is a student's/employees right to seek redress of any grievance relating to his/her education/workplace and carrying out the procedure will not adversely affect his/her standing with the school.
- 9) If the student considers that the informal approach has not resolved the issue, or would be inappropriate given the nature of the grievance, he/she may raise his/her grievance in a formal way by writing to the Title IX Coordinator/Administration Department.
- 10) If the grievance is against the Administration Department the complaint should be made in writing to the school owner.
- 11) A formal grievance should normally be raised, where practicable, within 3 weeks of the action by another student or employee that has led to the grievance.
- 12) After the interview will be arranged to take place if possible within two weeks of the student/employee stating his/her intention to initiate the formal procedure. The recipient of the complaint will arrange and, normally, conduct this interview. If it is not possible to hold the interview within this period of time then, with the student's/employees agreement, it may be arranged to take place with an alternative manager. A decision will be advised to the accused and the accuser as soon as possible and this will also be confirmed in writing and a note of the interview will be prepared.
- 13) The Title IX Coordinator considering the grievance will either: Uphold the grievance, stating what action will be taken, OR not uphold the grievance, and no further action will be taken, OR Advise that further investigations are necessary and indicate a likely timescale for a resolution of the grievance.

Skinworks will provide a prompt, fair and impartial process from the initial investigation to the result. Sanctions imposed following the result of a sex offense include immediate termination, suspension, expulsion, cancellation of loans, loss of scholarship and grant funds, and fine and/or imprisonment.

ESCALATION STAGE

- 1) If a student is not satisfied with the outcome of the formal procedure, he/she may proceed with a written plea within 7 working days of the date he/she was informed of the decision from the Formal Stage. The plea should be in writing addressed to the School Director and should state whether he/she will be represented or accompanied at an plea interview. Relevant papers should also be sent with this notification.
- 2) The owner or school director will decide whether to hold the plea interview in person or whether it would be more appropriate for a third-party to conduct the interview.
- 3) An interview will be arranged to take place if possible within two weeks of the student stating his/her intention to file a plea.
- 4) The result of the plea will be advised in writing, normally within 7 working days, and a note of the interview will be prepared.
- 5) The owner and third-party (if applicable) will either: uphold the plea, stating what action will be taken, OR not uphold the plea and no further action will be taken
- 6) All decisions made at this juncture are final.

REPRESENTATION

at each stage of the grievance procedure, including the informal procedure:

- Students may be accompanied by another student of Skinworks, of his/her reasonable choice.
- If a student is to be accompanied or represented he/she should advise the appropriate person holding the plea accordingly, giving details of the individual's name.

BYSTANDER INTERVENTION

Bystander intervention is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Most people want to help in difficult situations. Specific interventions can be divided into four main types:

- Engage: say or do something that directly engages one or more of the parties involved
- Distract: say or do something to interrupt the interaction

- Enlist: ask for the help of someone else who may be better able to intervene
- Delay: say or do something after the difficult moment or incident has passed

STRATEGIES FOR RISK REDUCTION

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cash money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - o Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
- Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later
- All incoming students and staff receive training in orientation on the information listed above from the School President/Title IX Coordinator.

CRIMINAL OFFENSE STATISTICS

CRIMINAL OFFENSES	YEAR	ON CAMPUS	PUBLIC PROPERTY	TOTAL
Murder/Non Negligent Manslaughter	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Negligent Manslaughter	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Rape	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Fondling	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Incest	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Statutory Rape	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Robbery	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Aggravated Assault	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Burglary	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Motor Vehicle Theft	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Arson	2017	0	0	0
	2018	0	0	0
	2019	0	0	0

HATE CRIME STATISTICS

CRIMINAL OFFENSES	YEAR	ON CAMPUS	PUBLIC PROPERTY	TOTAL
Murder/Non Negligent Manslaughter	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Negligent Manslaughter	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Rape	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Fondling	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Incest	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Statutory Rape	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Robbery	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Aggravated Assault	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Burglary	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Motor Vehicle Theft	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Arson	2017	0	0	0
	2018	0	0	0
	2019	0	0	0

Larceny Theft	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Simple Assault	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Intimidation	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Destruction	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Damage or Vandalism	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Other	2017	0	0	0
	2018	0	0	0
	2019	0	0	0

ARRESTS & PERSONS REFERRED FOR DISCIPLINARY ACTION

CRIMINAL OFFENSES	YEAR	ON CAMPUS	PUBLIC PROPERTY	TOTAL
Illegal Weapons Possession	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Drug Abuse Violations	2017	1	0	1
	2018	0	0	0
	2019	0	0	0
Liquor Law Violations	2017	0	0	0
	2018	0	0	0
	2019	0	0	0

VIOLENCE AGAINST WOMAN STATISTICS (VAWA)

CRIMINAL OFFENSES	YEAR	ON CAMPUS	PUBLIC PROPERTY	TOTAL
Domestic Violence	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Dating Violence	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Stalking	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Sexual Assault	2017	0	0	0
	2018	0	0	0
	2019	0	0	0

The data presented in the above tables summarize the reportable crimes that occurred from 2017-2019. Skinworks officials with responsibility for overseeing student safety compiled the following crime statistics. All crime statistics for murder, non-negligent manslaughter, negligent manslaughter, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug law violations, and illegal weapons possession are classified using the definitions of those crimes from the FBI’s Uniform Crime Reporting (UCR) Program. Crime statistics for fondling, incest, and statutory rape are classified using the definitions of those crimes from the National Incident –Based Reporting System (NIBRS) User Manual from the FBI’s UCR program. Crime statistics for the hate crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property are classified using the definitions provided in the UCR’s Hate Crime Data Collection Guidelines and Training Guide.

GAINFUL EMPLOYMENT (GE)

The October 29, 2010, regulations effective July 1, 2011 include a provision that requires institutions to disclose, for each of their GE Programs, certain information about the programs to prospective students. GE Disclosure Templates are made available on the Institutions website <http://www.skinworks.edu/school/disclosures>.

On the webpage mentioned above Skinworks discloses all gainful employment requirements listed below to ensure compliance.

- The name and U.S. Department of Labor’s Standard Occupational Classification (SOC) code of the occupations that the program prepares students to enter, along with links to occupational profiles on the U.S. Department of Labor’s O*NET Web site or its successor site.
- The on-time graduation rate for students completing the program.
- Normal time to complete the program (in weeks, months or years).
- The tuition and fees the institution charges a student for completing the program within normal time.
- The typical costs for books and supplies (unless those costs are included as part of tuition and fees), and the cost of room and board, if applicable.
- The job placement rate for students completing the program, required by accreditor

- The median loan debt incurred by students who completed the program (separately by Title IV loans, private loans, and institutional debt).
- Other information the Secretary provided to the institution about the program.

TEXTBOOK INFORMATION

Text Books: Below are the Text Books Skinworks School of Advanced Skincare uses in the Esthetician Program. The cost of the books and Skincare kit are included in the tuition, these would be your replacement cost.

- Milady Standard Esthetics: Fundamentals 10th Edition ISBN 1428318925 (\$114.95)
- Milady Standard Esthetics: Advanced ISBN 9781428319752 (\$122.95)
- Dermalogica: The Book 4711-01 (\$19.00)

In compliance with the Higher Education Opportunity Act (HEOA) post-secondary customers can find valuable information in pricing, previous editions and alternate formats by visiting www.cengage.com/highered and searching by ISBN#, author, title or keyword for material in your areas of interest.