



**UNITED COLLEGE
OF HEALTH AND BEAUTY**

UNITED COLLEGE OF HEALTH AND BEAUTY

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MISSION

United College of Health and Beauty promises to ensure that our students are prepared and possess the highest possible skill set and most desirable qualities in their chosen field to ensure their future success, through use of the most advanced teaching methods and technology available. United College of Health and Beauty promises our staff is dedicated to leading by passion and continually updating our programs and curriculum to keep up with the rapidly changing fields of health and beauty. United College of Health and Beauty is committed to living up to our mission statement as well as our organizational core values, as we instill them in our students for their continued lifelong success.

PURPOSE

United College of Health and Beauty, through its journey and involvement within the health, beauty and spa industry, understands what it takes to be successful, and incorporates this understanding throughout its educational courses and training programs.

United College of Health and Beauty employs instructional methods based on adult learning theory, and clinical applications to fulfill our commitment to each student's intellectual and analytical growth. Our educational strategies are well thought out and presented with the hope that these methods will instill, in our graduates, a dedication to pursuing lifelong personal and professional development.

There are high expectations, and standards, of proficiency and excellence, both in the skills and professionalism in the fields our graduates will be entering, therefore a wide array of knowledge is necessary for them to customize and personalize service for the people they will work with through the course of their careers. The vocational training received through our programs encompass codes of ethics and conduct, training in basic business theory, sales and customer service; As well as practice with the use of specialized equipment and products, technical instruction and hands on clinical experience. This combination of education through both theory and practice enables our students to reach beyond the courses' learning outcomes, instilling confidence and competence in our graduates and truly preparing them to secure and maintain employment in their chosen field. All courses offered at United College of Health and Beauty meet or exceed the state of Colorado requirements for the number of hours necessary for certification, or licensure, in the program's title.

OBJECTIVES

To fulfill our mission, United College of Health and Beauty is committed to achieving the following goals and objectives:

- Developing a stimulating and caring educational environment that will facilitate students' academic achievement and clinical competence.
- Engaging professional role models for all disciplines.
- Offering student opportunities which facilitate their success.
- Providing learning resources to enhance the students' academic and professional development.
- Provide educational opportunities that enable students to remain current in and across disciplines by offering advanced education.
- Assist students to reach their educational goals by providing them with the communication skills necessary to work successfully with clients, patients and other professionals.
- Prepare students for entry-level positions in their chosen profession by providing opportunities for the students to:
 - Demonstrate competencies in knowledge, skills, and attitudes for their chosen profession.
 - Develop caring, ethical, and professional behaviors.
 - Participate in diverse educational experiences in the health and beauty industry.
 - Interact with professional role models in selected health and beauty industry.
 - Display their ability through participation in services.

SCHOOL HISTORY

United College of Health and Beauty was the brainchild and dream of Russian born Doctor Sofiya Pylova. Pylova who came to the US in 1997, was an acclaimed doctor in Moscow. After spending her early career working as leading practitioner, researcher and scientist, Pylova made the decision to pursue her love for the science behind the art of beauty when she started her new life here in the United States.

Pylova states, "When I was on that long flight coming here, I thought about what I would have done, had I not decided on medicine. I came to realization that I wanted to use science to create beauty, and I wanted to teach. Because of my experiences, I want to offer to others the one thing that no one can ever take away – education."

She began by becoming licensed as an aesthetician. In 2008 she and her husband and partner, Marty Sedig built Exquisite Salon and Spa in Littleton, but her love for education and desire to share her experience and expertise with others drove her to open Exquisite College of Health and Beauty in 2009. In late 2010, the school grew from a school of aesthetics and beauty, to include medical classes.

United College of Health and Beauty was the next step in their plan to expand the opportunities to a larger group, so in 2015 they renovated and opened a new campus, centrally located on Broadway in Englewood.

NON-DISCRIMINATION POLICY

It is United College of Health and Beauty policy to conduct academic and business activities in a manner that is free from discrimination and to provide equal opportunity and treatment for students regardless of race, color, creed, religion, sex, age, origin, or disability.

Information pertaining to an applicant's disability is voluntary and confidential; if supplied, it will be used to overcome the effects of conditions that limit the participation of qualified disabled students.

Reasonable accommodations will be made on an individual basis. However, it is the responsibility of the person with disabilities to seek available assistance and make their needs known.

CONFIDENTIALITY

United College of Health and Beauty complies with the Family Educational Rights and Privacy Act (FERPA) of 1974, which governs access to and release of information contained in student records. United College of Health and Beauty respects the confidentiality of student records and shall not release information without the written consent of the student or, if the student is a minor, his/her family.

FACULTY AND STAFF

United College of Health and Beauty is proud of its carefully selected staff and faculty members who bring varied educational and professional experiences from their fields to the school. Many are involved on a day-to-day basis in their profession and contribute knowledge and skills that reflect the current trends and requirements of their respective fields.

Marty Sedig, Dean

Sofiya Pylova, Co-owner, Director

United College of Health and Beauty has an active advisory board comprised of qualified individuals who are working in the health and beauty fields. The function of the board is to keep United College of Health and Beauty programs current with innovation in the industry and to make recommendations regarding curriculum, equipment, and the clinical application.

ADMISSION

United College of Health and Beauty seeks individuals who demonstrate qualities of scholarship, motivation, and commitment to academic, professional, and personal growth.

Applicant must be 17 years or older and have graduated from high school or have a General Education Diploma (GED)

If applicant is currently enrolled in high school they must pass a qualifying interview with United College of Health and Beauty's Director.

Applicant must submit his Driver's License or another government-issued picture ID and Social Security Card.

Background check through CBI, at student's expense (Where Applicable)

Qualified applicants are admitted in compliance with federal and state non-discrimination status and the Americans with Disabilities Act.

Each Program Director retains the rights to set applicant deadlines and limit the enrollment.

Eligibility for professional licensure/registration may be restricted by licensing boards if a person has been convicted of a felony. If question arise, students should contact the Director of United College of Health and Beauty prior to the beginning of class.

ADMISSION PROCESS

All Applicants Must:

- Complete an application for admission.
- Complete an informational interview with a United College Of Health and Beauty Representative.
- Submit all necessary educational documentation.
- Complete an Enrollment Agreement and make financial arrangements prior to admission.
- Applicant must sign waiver verifying all immunizations are up to date and that they are responsible for the up keep of their personal health. (Where Applicable.)
- Applicants seeking credit for previous education, work experience, or training received at foreign educational institutions may need to be evaluated for United States equivalency by an approved evaluating agency.
- All applicants enrolling in and medical, dental or massage programs will be required to present a current background check (CBI), at student's expense, prior to enrollment.
- All courses are taught in English. Student must be able to speak, read, and write English fluently. No accommodations will be made for students that are not fluent in English.

PREVIOUS EDUCATION AND TRAINING

United College of Health and Beauty will consider awarding credit from accredited post secondary institutions or foreign training and experience. When evaluation is made of the student's transcript credits may be awarded for successfully completed courses. Transcripts from foreign institutions must meet the same criteria as domestic institutions, and must be translated.

ACCEPTANCE TO UNITED COLLEGE OF HEALTH AND BEAUTY

Upon completion of all admission requirements, United College of Health and Beauty administration will review the information and inform the applicant during a scheduled interview whether they have been accepted for enrollment.

Postponement of Start Date

Postponement of starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and applicable laws and rules concerning the Private Occupational Education Act of 1981.

STUDENT RECORDS RETENTION POLICY

- United College of Health and Beauty maintains a permanent educational record for all students that consists of all admissions, academic, and financial records, and information upon which a student's enrollment is based. These records are kept either physically and/or electronically, and secured against loss or damage through security measures, including the use of secure computers, routine system backups, processing of incoming records on a weekly basis and the use of an encrypted, secure offsite server.
- UCHB maintains a permanent digital official transcript for all formerly enrolled students, including graduates and terminated or withdrawn students. The transcript includes the – program of study, the date of program entry, date of graduation/termination/withdrawal, the clock or credit hours and grades earned.
- An official transcript is available to students upon request.

CONDUCT

In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job and therefore maintaining academic standards is critical. Emphasis is continually placed on regular attendance, promptness, honesty, and attitude. Students will be held accountable for the following violations while on College property and during externships. There is no probation for violation of the code of conduct, unsatisfactory attendance or academic progress.

- All forms of dishonesty including cheating, forgery, alteration, and intent to defraud through falsification, or misuse of College documents.
- Theft, or deliberate destruction, damage, abuse of College property.
- Inappropriate or profane behavior that may cause a disruption of teaching, research, administration, or disciplinary proceedings, or other College or Spa activities.
- Disorderly, indecent, or obscene conduct.
- Physical, verbal, psychological abuse against a College, Spa or staff member, clients, or other students.
- The use of alcohol, or controlled substances, in United College of Health and Beauty.
- Condoning any act by another student that violates College policy. Any student witnessing such acts are required to report them to the proper authorities. Confidentiality and of the identity of the student reporting violations will be maintained.
- There is no smoking in United College of Health and Beauty buildings, classrooms, labs and clinical sites, other than in designated areas.
- Guests and children will not be permitted in any class, without prior permission from the instructor. Exception will be granted for assistants of disabled students.
- No food or drink (except water) is to be brought into any of the teaching/ laboratory areas.

A student committing any of the violations will receive written warning concerning the misconduct and receive disciplinary action up to and including immediate suspension or dismissal without re-admission.

PERSONAL APPEARANCE

Students are required to dress in assigned uniform. Students are expected to practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times. Administration and faculty are responsible for enforcing the dress code.

DRUG AND ALCOHOL ABUSE PREVENTION

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 101-690), and the Drug-Free Schools and Communities Act Amendments (Public Law 101-266), United College of Health and Beauty provides a drug and alcohol-free environment to each student.

STUDENT INTERACTION

Student interaction is considered to be an important component of the academic experience at United College of Health and Beauty. Both the faculty and class organization are designed to encourage opportunities for student communication. Class assignments may include group work and cooperative learning activities. Students are encouraged to contact their instructors or Director of Education if they wish to start, or join, study or special interest groups.

ACADEMIC FREEDOMS AND STUDENT RESPONSIBILITIES

The students accepted into the program have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is the access to an environment free from interference in the learning process.

- Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating process toward, and achievement of, course goals and objectives.
- Students will be treated in a manner which maintains their worth and dignity, be free from acts of threats of intimidation, harassment, insult, or aggression.
- Students will be free from the imposition of disciplinary sanctions without proper regard for due process.
- When confronted with injustices, students may seek redress through grievance procedures established in accordance with United College of Health and Beauty's non-discrimination policy.
- Students may take reasonable exception to the data or views offered in any course of study and may form their own judgment. But they are responsible for learning the academic content of any course they are enrolled in.
- Students will be given full disclosure and explanation of all fees and financial obligation to United College of Health and Beauty.
- Students have rights and responsibility to participate in course and instructor evaluations and give constructive criticism of the services provided by United College of Health and Beauty.
- Students have the rights to a quality education: quality programs, appropriate instructional methodologies and content; instructors who have sufficient educational qualifications, adequate materials, resources, and facilities to promote the practice and application of theory.
- Students have the responsibility to conduct themselves in a professional manner that complies with the Conduct Codes established by United College of Health and Beauty.
- Students are encouraged to apply creativity in their own learning process while striving for academic excellence. To share their knowledge and learning experience with fellow students in the greater learning and better practice of the future profession.

STANDARDS OF DISCIPLINARY PROCEEDINGS

In developing responsible student conduct; proceedings play a large role. Counseling and guidance will be offered to a student with minor disciplinary infractions. At the same time, United College of Health and Beauty has a duty and disciplinary powers to protect their purpose by setting standards of conduct for students. The administration of discipline must guarantee procedural fairness to accused student.

FACILITIES AND EQUIPMENT

United College of Health and Beauty is located on Broadway, in Englewood, Colorado. Our 3000 square foot, free standing building was originally built around 1900, with additions done in 1979 and a complete remodel to turn it into the campus it is today in 2015.

The 2015 renovations included the creation of classrooms, a library, laboratories and meeting spaces. Along with United's campus, a unique partnership with Exquisite Salon and Spa, a full service salon and spa located just 3 miles away, with dedicated space for our students, provides the opportunity for them to practice vital, career skills and to receive additional tutoring and practical, hands on experience to support class work in academic and lab subjects, in a real working environment and around seasoned professionals.

United College of Health and Beauty, and its satellite location at Exquisite Salon and Spa, provide students with the most up to date equipment, materials and supplies available for demonstrations, use and operation of professional equipment and practice of techniques necessary to build a student's knowledge and skill set.

GRIEVANCE PROCEDURES: PROBLEM RESOLUTION, STUDENT COMPLAINTS

Many questions or concerns that students may have can be resolved simply through discussion. Students with concerns should observe the following steps in seeking a resolution:

- Talk with the appropriate Instructor
- Talk to United College of Health and Beauty's Director / Director of Education.
- Attempting to resolve any issue with the school first, is strongly encouraged. Student Complaints may be brought to the attention of the Division of Private Occupational Schools online at <http://highered.colorado.gov/dpos> or by calling (303)862-3001. There is a two year statute of limitations from student's last date of attendance for a student to file a complaint with the Division.

STANDARDS OF SATISFACTORY PROGRESS AND GRADING

At United College of Health and Beauty all students (whether full or part-time) must meet certain standards of academic achievement. All periods of enrollment count (Winter, Spring, and Fall) toward satisfactory academic progress (SAP), including periods when students do not receive financial aid.

The qualitative standard requires the student to achieve a minimum grade point average of 2.0 (on a 4.0 scale) and must maintain a cumulative grade point average of at least 2.0 for the remainder of the program. The quantitative standard requires all students to complete their program of study within 150% of the normal time frame for completing the program.

United College of Health and Beauty's (UCHB) satisfactory academic progress is evaluated on a monthly basis and those students who are not making satisfactory academic progress will be informed through an email notification. In order to ensure completion of the program within the maximum time frame, UCHB requires program students to successfully complete 67% of the credits or clock hours attempted in each payment period. All students must have completed a minimum of 67% of the credits or clock hours attempted in order to graduate within 150% of the normal time frame. Students who have not completed their program within the established maximum time frame will be terminated for not making satisfactory progress.

Students who fail to maintain satisfactory progress will be placed on academic probation until the deficiencies are corrected or until the end of the next assessment period, whichever comes first. While on academic probation, the student remains eligible for all Title IV financial aid funds. Students who have been on probation and fail to correct the deficiencies by the end of the probationary period may be terminated.

A student who has been suspended may reapply to UCHB after remaining out of school for one month. At that time, the student's academic records will be evaluated in order to determine if it is possible for a cumulative grade point to be achieved and for the program to be completed within the maximum time frame of 150%. If both of these standards can be achieved, the student will be readmitted and will be eligible for Title IV funds upon re-enrollment. If it is not possible for the student to meet both standards, the student will be allowed to enroll only if alternative financing can be arranged, as the student will no longer be eligible for any Title IV financial aid.

After being readmitted to UCHB, any student who has not earned a 2.0 grade point average and has not completed 67% of the credits or hours attempted each month thereafter will be academically dismissed from UCHB and will not be eligible for readmission as a Title IV eligible student.

United College of Health and Beauty is a non-term based institution therefore does not have a Summer term.

All transfer credit hours are included with credit hours attempted at UCHB as the total attempted credit hours. Transfer credit hours from schools other than UCHB affect the cumulative completion percentage requirement and affect maximum credit hours.

When a student withdraws from UCHB, courses that a student withdraws from are usually considered in "hours attempted" toward the maximum time frame.

If a student receives an incomplete (I) grade in a program or course, they are able to repeat the program or course one time and still be eligible for aid. If a student repeats a course, both the original and the repeated course count toward attempted credit hours but only one of the courses (if a passing grade is earned) will count toward earned credit hours. The highest grade will be counted toward the GPA. UCHB does not offer noncredit remedial courses. If a student changes their program of study, UCHB will determine if any classes

can be transferred. The students "hours attempted" will count toward the maximum time frame when calculating the SAP for the new program. If a student wants to pursue a second program, SAP will be calculated for the new program separately.

GRADE SCALE AND CONVERSION TO GPA

70% cumulative grade average is the equivalent of 2.0 in GPA scoring, with grading conversion as follows.

4.33 - 4.0 - 3.66%	3.33 - 3.0 - 2.66%	2.33 - 2.0 - 1.66%	1.33 - 1.0 - 0.66	0.0
100 - 90%	90-80%	70-60%	60 – 50%	<50%
A	B	C	D	F

Appeals

Students may appeal a determination of probation or termination due to unsatisfactory progress within 14 days from the date of determination. All appeals shall be submitted in writing and outlining the grounds for appeal, including mitigating circumstances, to the School Director with supporting documentation.

Examples of mitigating circumstances, unforeseen, special or unusual/traumatic conditions which caused undue hardship, may include but are not limited to:

- Medical Problems (physical or mental)- Statement from your doctor that states the duration of illness, if your condition is under control, and if you can attend school.
- Accident/Injury- The police report, a statement from your doctor or hospital stating the date of the accident and/or injury, and if you are able to attend school.
- Death of a Family Member- Death of a family member must be documented. Documentation may include an obituary, death certificate and/or death announcement.
- Military Service - Must provide military orders and discharge papers to identify the dates and status of your military duty.
- Other Mitigating Circumstances- You must clearly describe the circumstance, the duration of the problem you and/or your parents suffered as a result of divorce, separation, domestic violence, homelessness, or any other traumatic or undue hardships. Documentation might include copies of divorce or separation papers, notarized statements with appropriate ID, police records, medical reports, or letters from counselors and documentation stating circumstances have improved or resolved.

All appeals will receive a written response that shall remain final. Students can regain financial aid eligibility by subsequently achieving the minimum GPA and minimum completion rate relevant to the number of credit hours they have attempted. If an appeal is denied, students have the option of setting up a payment plan through the school.

REQUIRED STUDY TIME AND LEARNING RESOURCE SYSTEM (LRS)

Outside study, apart from regular classroom work is required to successfully complete the required course assignments. The amount of time will vary according to the individual student's abilities and assignment. All assignments must be turned in at the designated time.

At times, it may be necessary for students to use home study materials acquired from UCHB's Learning Resource System (LRS). This may include periodicals, digital media and other materials and/or equipment, used to enhance the learning experience. Materials to augment students' studies are available from the main Learning Resource System (LRS) located in the Broadway campus, or one of several, satellite collections of LRS materials held by each instructor. Students will learn about UCHB's Learning Resource System (LRS) materials, their use and how they fit into their particular program goals during orientation. Instructors may also provide a list of suggested, or required, materials designed for at home and/or independent study which will be available either online or through the LRS. Materials available through the LRS for student use, or to check out for individual use off campus, include, but are not limited to, audio visual, hard copy and digital resources that are updated and added to on a constant basis. Please see Student Services, or the class instructor, to check out any instructional materials. A student ID, or driver's license, will be required to check any educational materials from the LRS.

ATTENDANCE/TARDINESS POLICY

United College of Health and Beauty Students are expected to attend classes consistently. Classroom attendance is a necessary and important means of learning and, in many classes, is essential to the educational objectives of the course. All classes will have attendance as a portion of their grade, as participation is a requirement and not possible without consistent attendance.

It is each students' responsibility to review all attendance policies and ask questions if needed. All students will have timesheets that need to be filled out after every class. Signed timesheets will be submitted monthly and kept in their file in order to uphold attendance policies. All hours logged on timesheets must be performed at the school, and will include hours spent on activities such as text and workbook assignments, tests, and hands on activities.

A students' failure to comply with these policies will result administrative consequences. The director will have a meeting with the student and further action will be taken if needed.

The United College of Health and Beauty attendance policies conform to Federal and State regulations.

The specific requirements for attendance are:

- If a student misses over 20% of the total hours per course, they must repeat the course unless they have a 70% or above cumulative grade average.
- Students dismissed due to attendance issues may be readmitted one time only, at the discretion of the Director of Education, and no sooner than the beginning of the next grading period.
- Any student missing 30 minutes or more of class will not get credit for that class.

LEAVE OF ABSENCE

United College of Health and Beauty may allow students to take a leave of absence, when emergency or emergent situations arise.

- Reasons such as medical reasons affecting the student or a member of student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period.
- The period of the leave of absence may not begin until the student has submitted and the school has approved a written and signed request for an approved leave of absence except in those cases where unforeseen circumstances would prevent a student from submitting a request in advance.
- If the student does not return following the leave of absence, the UCHB will terminate the student and apply the school's refund policy in accordance with applicable and published requirements.

MAKE-UP STANDARDS

Students are encouraged to be in class every day and on time.

Students will be responsible for material missed during absences or tardiness and must do make up work in a timely manner or as directed by the program instructor.

WITHDRAWAL FROM UNITED COLLEGE OF HEALTH AND BEAUTY

Students may voluntarily terminate, at any time. Students who determine the need to withdraw must complete the following steps:

- Meet with, or give written notice of intent to withdraw to the Director of United College of Health and Beauty
- Resolve financial obligations with United College of Health and Beauty, per tuition fees/refund policy.
- The official date of withdrawal will be determined as follows:
 - a. The date on which the school receives notice of the student's intent to withdraw; or
 - b. The date on which the school terminates the student violation of published school policy.
 - c. The date on which UCHB is notified that a student will not be returning from an approved leave of absence, or the day following the expected return date, whichever is earlier.

Tuition refunds will be disbursed within 30 days of withdrawal.

TUITION AND FEES POLICY

Current tuition and fees are published in the "Description of Programs Offered".

Students must provide a 10% deposit and \$50 registration fee on the date of enrollment.

If student enters into a payment agreement with UCHB, payments must be made on a monthly basis.

All moneys due to UCHB must be paid before student can graduate or receive official transcripts.

Prior to enrolling at the United College of Health and Beauty all applicants are encouraged to explore the availability of financial help or student loans available through financial institutions. Students who receive loans must realize their responsibility to repay the full amount of the loan, plus interest per their agreement with the financial institution.

TUITION REFUND POLICY

Students not accepted to the school are entitled to all moneys paid.

Students who cancel their Enrollment Agreement, by notifying the school within three (3) business days of its execution are entitled to a full refund, minus the \$50 registration fee.

Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price which ever is less.

In the case of students withdrawing after commencement of classes, the school will retain the cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended (***if training is offered as distance education***: "based on the percentage of number of lessons completed")* in the Program/Stand Alone Course, as described in the table below. The refund is based on the official date of termination or withdrawal.

Refund Table

Student is entitled to upon withdrawal/termination*	Refund
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% [if paid in full, cancellation charge is not applicable]	NO Refund

Tuition Refund Policy Continued

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the school receives notice of the student's intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides for termination.
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.

3. The student will receive a full refund of tuition & fees paid if the school discontinues a course/ program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.

4. The policy for granting credit for previous training shall not impact the refund policy.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

TRANSFER OF CREDITS

United College of Health and Beauty does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution.

SUSPENSION AND DISMISSAL

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. United College of Health and Beauty reserves the right to suspend or dismiss any student who:

- Exhibits conduct, which is found by the administration to be detrimental to fellow students, other individuals, the community or United College of Health and Beauty.
- Fails to maintain satisfactory academic progress.
- Fails to meet attendance standards, or financial obligation to United College of Health and Beauty.

Treatment of Title IV Aid When a Student Withdraws

The law specifies how United College of Health and Beauty (UCHB) must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period or period of enrollment (UCHB can define these for you and tell you which one applies to you), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or UCHB or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, UCHB must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. UCHB may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other institutional charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or UCHB or parent, receive on your behalf) excess Title IV program funds that must be returned, UCHB must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If UCHB is not required to return all of the excess funds, you must return the remaining amount.

For any loan funds that you must return, you (or your parent for a Direct 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 maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with UCHB or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that UCHB may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. UCHB may also charge you for any Title IV program funds that the school was required to return. If you don't already know UCHB's refund policy, you should ask UCHB for a copy. UCHB can also provide you with the requirements and procedures for officially withdrawing from school.

The amount of federal student aid earned by the student will be recalculated if the student: completely withdraws from UCHB, ceases attendance in classes before the semester is completed, does not complete all classes for the semester, fails all classes for the semester, or fails and drops all classes for the semester. The withdrawal date used for official withdrawals for the R2T4 calculation will be the official date of withdrawal as recorded by UCHB. The withdrawal date used for unofficial withdrawals for the R2T4 calculation will be the last date of attendance (LDA), as recorded by the institution. If an LDA is unavailable, the midpoint of the semester will be used as the LDA.

Any unearned Title IV funds it is responsible for returning within 45 days of the date UCHB determined the student withdrew, and offer any post- withdrawal disbursement within 30 days of the date UCHB determined the student withdrew, allowing the student at least 14 days to respond.

Any funds determined to be returned to Federal Student Aid will be done so by the College in the following order:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant

UCHB determines the percentage of Title IV aid the student earned by taking the calendar days completed in the period of enrollment and dividing by the total calendar days in the period of enrollment.

Example: $119 \text{ completed days} / 294 \text{ total days} = 40\% \text{ Title Aid Earned}$

UCHB determines the dollar amount of Title IV aid the student earned by multiplying the percentage of Title IV aid earned by the total of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the period of enrollment.

Example: $40\% \times \$7,000.00 = \$2,800.00$

All post-withdrawal disbursements are applied to student account first, and any resulting credit balances are disbursed as soon as possible and no later than 14 days after the calculation of R2T4.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at <https://studentaid.ed.gov/sa/>.

CREDIT BALNACE POLICY

If a student has a credit balance from Title IV funds received, a refund will be made to a student within 14 days.

Title IV Credit Balance is reconciled within 14 calendar days of the creation of the credit through one of the following:

- Holding funding until end of academic semester if an authorization has been received
- Payment by EFT (direct deposit into students bank account) if an authorization has been received
- Payment by check to student if prior two bullets do not apply

If a non-Title IV credit balance exists, reconciliation will be completed based on the last method of payment received which created the credit within 21 days.

CERTIFICATION, STATE BOARD, NATIONAL EXAM

National certifications and licensing examinations are the individual student's responsibility.

All graduates of the cosmetology related programs will be eligible to sit for the State Licensure Examinations offered by the Colorado Office of Barber and Cosmetology.

Beginning April 1, 2009 all graduates must apply for professional certification through the Colorado Department of Regulatory Agencies (DORA).

All tests, licensure, certifications and other associated fees are at the graduate's expense.

As of December 2009, the Colorado State Board does not require any additional certification or testing for any of the medical programs offered by United College of Health and Beauty. Graduates of these programs will be prepared enter into the fields they have studied.

GRADUATION REQUIREMENTS

To be eligible to graduate a student must:

- Complete **ALL** requirements for the programs of study and maintain a 70% cumulative grade average.
- Return all property belonging to United College of Health and Beauty.
- Fulfill all financial obligations to United College of Health and Beauty.

PLACEMENT ASSISTANCE

The United College of Health and Beauty will offer placement assistance in the form of resume preparation, practice interviews, and lessons on professional conduct in the workplace to help facilitate job placement.

ACADEMIC CALENDAR

Day-time Classes: Monday – Friday 9:00 am -1:00 pm

Evening Classes: Monday – Friday 4:30 pm - 8:30 pm

Classes will not be held on the following holidays:

- New Years Eve
- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas (12 days)

United College of Health and Beauty has open enrollment throughout the calendar year. There are no late enrollments since The United College of Health and Beauty accepts students throughout the year. Each program offered at The United College of Health and Beauty starts and ends based on the enrollment date and the length of the program. Start dates will vary depending on the course and the student.

CHANGES IN PROGRAMS OR POLICIES

The United College of Health and Beauty has the right, at its discretion to make reasonable changes in program content, materials, schedules, sequences of the courses in programs where deemed necessary due to the industry changes, academic scheduling, or professional requirements.

United College of Health and Beauty is required to make changes in programs or policies when ongoing federal, state, or accrediting changes take place that affect the students currently in attendance.

Description of Programs Offered

AESTHETICIAN PROGRAM CURRICULUM (600 HOURS)

The curriculum of the Aesthetician Program includes six hundred contact hours of technical instruction and practical operations covering all aspects of aesthetics. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. For both technical and practical instruction there will be no more than 6 students per class.

Total length of program 42 weeks

AESTHETICIAN PROGRAM OBJECTIVES:

- To successfully acquire the knowledge of the Laws and Rules regulating Colorado Cosmetology Establishment practice;
To successfully acquire the knowledge of disinfections and sterilization procedures;
- To successfully acquire knowledge of the general theory relative to an Aesthetician, including but not limited to anatomy, physiology, chemistry, and theory relative to practical procedures performed;
- To successfully acquire business management techniques which are common to the Aesthetician

AESTHETICIAN PROGRAM TUITION AND FEES:

Tuition	= \$6,500
Registration Fee	= \$50
Kit Fee (Included book and uniform)	= \$500
TOTAL	= \$7,050

Subject Area	Clock/ Contact Hours
Facials and Skin Care	210
Facial Makeup	30
Hair Removal	90
Law, Rules, and Regulations	30
Management, Ethics, Interpersonal Skills & Salesmanship	30
Disinfection, Cleaning and Safe Work Practices	210
TOTAL	600

NAIL TECHNICIAN PROGRAM

(600 Hours)

The Curriculum of the Nail Technician Program includes six hundred (600) Contact hours of technical instructions and practical operations covering all practice of a Manicuring / Pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. For both technical and practical instruction there will be no more than 6 students per class.

Total program length: 42 weeks

NAIL TECHNICIAN PROGRAM OBJECTIVES:

- To successfully acquire the knowledge of the Laws and Rules regulating Colorado Cosmetology Establishment practice;
- To successfully acquire the knowledge of disinfections and sterilization procedures;
- To successfully acquire knowledge of the general theory relative to Nail Technician, including Anatomy, physiology, chemistry, and theory relative to practical procedures performed;
- To successfully acquire business management techniques which are common to the Nail Technician

NAIL TECHNICIAN PROGRAM TUITION AND FEES:

Tuition	= \$3,550
Registration Fee	= \$50
<u>Kit Fee (Included book and uniform)</u>	<u>= \$500</u>
TOTAL	= \$4,100

Subject Area	Clock/ Contact Hours
Manicuring and Pedicuring	210
Application of Artificial Nails	150
Law, Rules, and Regulations	30
Management, Ethics, Interpersonal Skills & Salesmanship	30
Disinfection, Cleaning & Safe Work	180
TOTAL	600

HAIR STYLIST PROGRAM (1200 Hours)

The curriculum of the Hair Stylist Program includes twelve hundred (1200) Contact Hours of technical instruction and practical operations covering all aspects of hair styling. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. For both technical and practical instruction there will be no more than 5 students per class.

Total program length: 84 weeks

PROGRAM OBJECTIVES:

- To successfully master training requirements needed to make application for the Colorado State Office of Barber and Cosmetology Licensure Examination;
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others, as is relative to having a successful career as a Hair Stylist;
- To graduate from educational institution and possessing those skills and knowledge necessary to be eligible to sit for the Colorado State Licensure Examination and secure entry-level employment.

HAIR STYLIST PROGRAM TUITION AND FEES:

Tuition	=\$8,800
Registration Fee	= \$50
Kit Fee (Included book and uniform)	= \$1200
TOTAL	= \$10,050

Subject Area	Clock/ Contact Hours
Shampooing, Rinsing & Conditioning	60
Hair Coloring or Hair Tinting & Bleaching	240
Hair Cutting	240
Hair Styling	210
Chemical Texture Services	120
Laws Rules and Regulations	30
Management, Ethics, Interpersonal Skills & Salesmanship	30
8. Disinfection, Sanitation, and Safe Work Practices	270
TOTAL	1200

STAND ALONE COURSES

COSMETIC RESURFACING EXFOLIATION

The objective of the Cosmetic Resurfacing Exfoliation Program is to prepare the student by providing the occupational education, training and skills for an advanced level employment opportunity in the fields of aesthetics and full cosmetology. For both technical and practical instruction there will be no more than 5 students per class.

Total program length: 24 Hours

COSMETIC RESURFACING EXFOLIATION TUITION AND FEES

Tuition	= \$960
TOTAL	= \$960

Subject Area	Contact Hours
Skin Analysis, Conditions, Contraindications, and Aftercare	8
Product Ingredients of Cosmetic Resurfacing Exfoliating Substances	8
Chemical Peel Treatment Procedures and Treatment of Reactions	8
TOTAL	24

MICRODERMABRASION

The objective of the Microdermabrasion Program is to prepare the student by providing the occupational education, training and skills for an advanced level employment opportunity in the fields of aesthetics and full cosmetology. For both technical and practical instruction there will be no more than 5 students per class.

Total program length: 14 Hours

MICRODERMABRASION TUITION AND FEES

Tuition	= \$560
TOTAL	= \$560

Subject Area	Contact Hours
Skin	1
Skin Type/ Conditions	1
Microexfoliation	2
Treatment Procedures	5
Cleaning, Disinfection, Sterilization, and Safety	2
Law, Rules, and Regulations,	1
Salesmanship	1
Occupational Safety and Health	1

TOTAL	14
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Cosmetic Injectables Training: Neuromodulators and Dermal Fillers
(16 HOURS: 2 DAYS)

The Cosmetic injectables Training course is designed to educate and train licensed professionals cosmetic injections including FDA approved Neuromodulators and dermal fillers. The goal of the course is to prepare licensed professionals to function effectively in a diverse, competitive, and growing customer service industry. Safe and proficient practices necessary. There is a high expectation of proficiency and excellence in the skills and professionalism of practitioners, and service provision is customized to the need of the individual. Learning outcomes of the course encompass code of ethics and conduct, use of FDA approved products, technical skills, business and customer service skills. For both technical and practical instruction there will be no more than 5 students per class.

Cosmetic Injectable Course Tuition:

Tuition includes both days of training. Does not include product used on models.

Tuition = \$2,998.00

UNIT	HOURS
Neuromodulators	8
Dermal Fillers	8
TOTAL	16

Dermal Needling Course
8 HOURS (1 DAY)

The Dermal Needling Course is designed to teach the licensed professional how to use micro needling technique to reach many of the goals of ideal skin rejuvenation. It includes an overview of needling devices, the difference between cosmetic and medical needling, and which skin conditions are the most responsive to this treatment. The pathology of some conditions and how dermal needling can correct them will be reviewed. The course will outline appropriate patient selection, product selection, pen selection, penetration depths, and periods of time between treatments. Treatment end-points and expected appearance are addressed with priority on cautions and contraindications.

For both technical and practical instruction there will be no more than 5 students per class.

Dermal Needling Course Tuition:

Tuition includes one day of classroom/training and registration fee.

Tuition = \$650.00 Without Device

\$1899.00 With Device

UNIT	HOURS
Dermal Needling	2
Treatment Parameters and Protocols	2
Expectations, Adverse Reactions, Safety	3
TOTAL	8

**Laser and Light Therapy Training and Certification Course
(40 HOURS - 5 DAYS)**

The Laser Training and Certification Course objective is to educate and provide a proper understanding of laser and light therapy with common medical esthetic procedures, allowing the practitioner to perform Laser applications in a safe environment. The course will cover safety, anatomy/physiology of the skin and basic light/tissue interaction. This course will provide the practitioner with a full understanding of light therapy, and how to safely optimize treatments. For both technical and practical instruction there will be no more than 5 students per class.

Laser and Light Therapy Training and Certification Course Tuition:

Tuition includes both days of training. Does not include product used on models.

Tuition = \$4,800.00

Each attending student is required to provide 2 models for the course.

UNIT	HOURS
Introduction to Lasers/Light Therapy	2.5
Anatomy and Physiology/Healing the Skin	2.5
Skin Typing and Treatments	2.5
Laser, Light, and Radiofrequency Devices	2.5
Client Consultations	15
Laser and Light Therapy Safety	15
TOTAL	40

ELECTRIC FILES

The objective of the Electric Files Program is to prepare the student by providing the occupational education, training and skills for an advanced level employment opportunity in the fields of nail technician and full cosmetology. For both technical and practical instruction there will be no more than 5 students per class.

Total program length: 8 Hours

ELECTRIC FILES TUITION AND FEES

Tuition	= \$320
TOTAL	= \$320

Subject Area	Contact Hours
Cleaning and Disinfection	2.5
Client Protection During Filing	1
Bit Selection and Use	0.5
Machine Specifications and Uses	0.5
Natural Nail Procedures	0.5
Artificial Enhancements	2
Pedicure Procedures	1

TOTAL**8**

HAIR REMOVAL BY WAXING

The objective of the Hair Removal by Waxing course is to prepare the student by providing the occupational education, training and skills for an advanced level employment opportunity in the field of Aesthetician. For both technical and practical instruction there will be no more than 5 students per class.

Total program length: 6 Hours

HAIR REMOVAL BY WAXING TUITION AND FEES

Tuition	= \$320
TOTAL	= \$320

Course Program	Contact Hours
Skin Histology -Anatomy of Skin -Functions of Skin -Disorders of Skin	1
Client Safety and Protection -Client Consultation -Contraindications of Hair Removal: -Minor Contraindications: sensitive skin, sunburn, pustules and papules or surgery -Major Contraindications: Retin-A, Renova, Hydroquinone, blood-thinning medications, topical or cortisone medication, Accutane -Release Forms -Product Testing	1
Types of Products for Hair Removal & Application -Tweezing -Depilatories -Waxing: Sugaring, Hard and Soft Waxes	3
Disinfection, Sanitation, State Rules & Safe Work Practices	1
TOTAL	6

PERMENANT MAKEUP APPLICATION

The objective of the Permanent Makeup Application Course is to prepare the student by providing the occupational education, training and skills for an advanced level employment opportunity in the field of Aesthetician. For both technical and practical instruction there will be no more than 5 students per class.

Total Course Length: 132 Hours

PERMENANT MAKEUP APPLICATION TUITION AND FEES

<u>Tuition</u>	<u>=\$3,950.00</u>
TOTAL	= \$3,950.00

COURSE PROGRAM	CONTACT HOURS
Cleaning, Disinfection, Sterilization, and Safety	12
Skin Analysis	8
Equipment and Supplies	8
Color Theory and Effects	32
Client Consultation	8
Application of Pigment	64
Total Contact Hours	132

LASH EXTENSION COURSE

The objective of the Lash Extension Course is to prepare the student by providing the occupational education, training and skills for an advanced level employment opportunity in the field of Aesthetician. For both technical and practical instruction there will be no more than 5 students per class.

Total Course Length: 8 Hours

LASH EXTENSION COURSE TUITION AND FEES

Tuition includes one day of classroom/training and registration fee.

Tuition without Kit = \$550.00

Tuition with Kit = \$998.00

COURSE PROGRAM	CONTACT HOURS
Cleaning, Disinfection, Sterilization	1
Waiver of Liability	0.5
Anatomy and Physiology of Skin/Hair	1
Supplies	0.5
Clients Consultation, Consent Form, Medical Condition, and Care/Maintenance	1.5
Application of Lashes	3.5
Total Contact Hours	8