



**ZORGANICS INSTITUTE**  
BEAUTY AND WELLNESS

Up dated on 8/30/ 2021  
INSTITUTE CATALOG

**ZORGANICS INSTITUTE**  
BEAUTY AND WELLNESS

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# ZORGANICS INSTITUTE

## BEAUTY AND WELLNESS

(1) This catalog is written in English and all programs are taught in English

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# ZORGANICS INSTITUTE

## BEAUTY AND WELLNESS

### Welcome to Zorganics Institute



**Frida Emalange ( Founder/ Institute Director)**

Dear Future Elite Students,

It is my pleasure to welcome you to ZORGANICS Institute Beauty and Wellness and the exciting beauty profession. ZORGANICS Institute catalog is designed to provide you with as much information as we can about regulations, rules, course offerings, and listing of the student services for your information. We have tried to make this information understandable and relevant in order to answer questions you might have about your experience here at ZORGANICS Institute. Additional questions can be directed to members of the educational team.

I sincerely hope that you will work to get the most out of your ZORGANICS Institute Beauty and Wellness education. There will be a lot of exciting educational opportunities available to you in the next few months and I encourage you to take advantage of it. I believe you will find our exclusive products and our team of amazing educators teaching with our ZORGANICS Institute methodology to be extremely helpful to your learning. I imagine you will really focus on your career while you are with us. Also, remember that while technical skills are important to learn, it is essential for you to learn how to communicate with your team, sell to your future clients, mastering these skills will ensure your future success. Indeed, you will find there are great opportunities to where you want to take your future. I encourage you to get involved with the institute's culture. At ZORGANICS Institute Beauty and Wellness learning can be fun and exciting...and helping cancer patients get FREE beauty services through our student clinic and other charity events. Helping others can be a great satisfying experience.

I wish you the best and I look forward to meeting and personally welcoming you into the most beautiful and exciting profession.

Thank you, see you soon.

Best Regards

Frida Emalange (Executive Institute Director)



# ZORGANICS INSTITUTE

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### **INTRODUCTION**

ZORGANICS Institute has a spacious 7000 square feet, located at 410 West Baker view road. suite 112 Bellingham Washington offering programs in , Barber, Cosmetologist, Hair design, Esthetician, Master Esthetician, Massage Therapy, Manicurist, Instructor, and other post graduate classes.

ZORGANICS Institute obtained its school license on September 13, 2018 from the Department of Licensing and on October 1, 2018 from WORKFORCE BOARD. ZORGANICS Institute is on the Eligible Provider List. [www.wtb.wa.gov](http://www.wtb.wa.gov) . Zorganics Institute is in the process of becoming accredited through NACCAS and will soon start the Financial Aid process with the department of Education as well as Grants. Not all programs will be eligible for funding right away. However, Zorganics Institute offers many financial payments options and scholarships to elite students.

ZORGANICS Institute graduated 100% of the esthetics students in June 2019; November 2019 and 100% graduation rate in the cosmetology students in December 2019 with 100% Placement rate and 100% licensure rate . The school awards Certificates to its graduates.

ZORGANICS Institute offers a unique and exceptional opportunity for students to train for careers in the beauty industry. Students receive not only the training to meet the licensing requirements the industry requires, but ZORGANICS Institute specializes in holistic training and natural products. This holistic approach to beauty and wellness through science and art is based on Ayurveda whole-body beauty and health. Students will graduate with knowledge to care for their clients in a way that supports their overall health. Students of ZORGANICS Institute graduates fully prepared to enter the industry in whatever path they choose. Whether this path is to be a sole proprietor or secure a position, ZORGANICS Institute supplies the training, products and tools to get you to your unique goals.

ZORGANICS Institute is unique. The founder, Frida Emalange, has over 18 years in the beauty industry. Her experiences include owning spas and overseeing salons, and she developed a product line of organic beauty products sold in retail stores, and on-line.

As an entrepreneur, who has experienced and succeeded in every expertise of this industry, she launched ZORGANICS Institute to help others achieve the same success. Ms. Emalange truly cares about her student's success as evidenced by ZORGANICS Institute's curriculum of high standards and the 100% graduation rate. Ms. Emalange's strong desire to diversify the institute's classes allows students of all backgrounds to follow their own interests, set their own pace and successfully prepare for a career in the beauty industry.

### **(4) MISSION STATEMENT**

ZORGANICS Institute's mission is to provide education, skills and experiences for the students to become successful in their field of expertise. By providing each student with a comprehensive, holistic education alongside post –graduate counseling, ZORGANICS Institute strives to provide opportunities for employment and advancement in the beauty industry.

### **THE ZORGANICS DIFFERENCE**

There are quite a few reasons why students choose ZORGANICS Institute in order to achieve their professional business goals. Some can be personal, while others are common, universal reasons, shared by prospective students and graduates alike.



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### THE ZORGANICS INSTITUTE DIFFERENCE:

- **Job placement assistance** -Gain the skills and experience to go from student to instructor, all through ZORGANICS Institute.
- Mentorship from experts in the industry Friendly and dedicated team to support staff and every student to be successful.
- **Tuition Funding** -Our Institute payment plan and scholarships programs to help pay for school exclusive to Zorganics students
- Flexible schedule -Flexible schedules to help balance student's lives, while attending school.
- **State Board Examination Preparation** -Zorganics Institute offers a unique opportunity for students to not only acquire experience but prepare students extensively and thoroughly for the state board exams. Zorganics Institute currently has 100% graduation and licensing rates.
- **Giving back to the community** -Zorganics Institute gives back to the community by providing free services to ALL cancer patients in chemotherapy.
- **Experience result driven natural and organic products**- ZORGANICS Institute is the only educational system that exclusively uses ZORGANICS® products, made with the finest, locally-sourced, holistic and all-natural and organic ingredients to be found.
- **Job opportunity**- ZORGANICS Institute offers a unique opportunity for students to not only acquire experience and licensing in the beauty industry but may be able to obtain employment at ZORGANICS Spa and other Salon centers.
- **Mentorship from experts in the industry**- A unique, local experience found in Bellingham, WA and one of the largest scholastic centers dedicated to the beauty industry to be found in Whatcom County.
- **Individual centered training** -Meditation and Yoga session for healthy Mind, Body and Spirit. An Ayurvedic, healthy mindset towards beauty and the industry at large. Health and beauty are essentially one and the same, and our goal is to reveal the beauty in all clientele, students, and graduates alike.
- **Special events**- Student fashion shows, provide the opportunity to exercise creativity in photography, hair, makeup, fashion design, teamwork and community awareness.

Students will find that the curriculum at ZORGANICS Institute Beauty and Wellness go above and beyond State board requirements, setting them on the path for a lifelong adventure and success

Between Zorganics Institute, our various Zorganics® products, and the Salons and Spas, our customers can find a truly unique, consistent, and ethical experience- one where their individual needs are cared for.

We are proud to supply only the finest products and tools to the Institute, the very same ones that can be found at our Salons.

We invite you to visit the location, take a tour, read our student handbook and ask questions of our faculty and staff Come and experience Zorganics Institute for yourself.

### TOP TEN STUDENT CHARACTERISTICS:

1. **Good Grooming habits** - Would you get your hair done by someone who looks as if they just rolled out bed? How about getting a manicure by someone whose nails look like they spent in the garden? I didn't think so. A good beauty professional makes sure to always be well groomed and have a fashionable hairstyle.
2. **Adaptability** - The beauty industry is constantly evolving. Staying on top of all the changing techniques and technologies is a must.
3. **Great Customer Service Skills** - You need customers in order to have a successful, growing business. Developing customer service skills are essential. Being friendly and creating a welcoming atmosphere for your clients will make them feel comfortable and appreciated.
4. **Stamina and Dexterity** - Your hands are your tools and there are a vast array of beauty professional tools at your fingertips. A beauty professional has to be able to work on your feet for hours on end as well as maneuver your hands and tools in innovative positions.



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5. Pleasant Personality - Being personable, having a great personality and a sense of humor will go a long way. People enjoy being around people they enjoy. A good beauty professional puts on a smile and makes sure clients feel welcomed and valued.
6. Good Listener - As a beauty professional, you have to give your clients what they want even when they have a hard time describing it. You will be building relationships with your clients and in such a comfortable environment they may confide in you, ask for advice, and disclose personal stories. Be sure to always use discretion and keep clients personal stories in confidence.
7. Color/Style Perception - A good beauty professional knows what styles and colors would look good on individuals and is comfortable making suggestions to help their clients look their best.
8. Creative - Having a sense of creativity and thinking of new, exciting ways to style hair, apply makeup, and perform procedures will keep your clients coming back style after style.
9. Knowledgeable Standards - A great beauty professional stays up-to-speed on the industry standards and health procedures to ensure safety and cleanliness in the salon.
10. Passion for Your Career Path - Whether being a beauty professional lifelong dream or a new adventure, you need passion for your craft and a vision of where you want your career to take you.

#### **APPROVALS AND ACCREDITATION**

ZORGANICS INSTITUTE is licensed by:

Washington State Department of Licensing

Advanced Esthetician, Barber, Cosmetologist, Manicurist, Esthetician, Master Esthetician, Hair Design and Instructor program

P.O. Box 9026 Olympia, Washington 98507 Phone: (360) 664-6626

#### **WorkForce Board**

ZORGANICS INSTITUTE is licensed by:

Depart Of Health Massage Therapy program

128-10th Ave SW Box 43105

Olympia, WA. 98504

Web. [wtb.wa.gov](http://wtb.wa.gov)

Phone: (360)753- 5662

#### **National Accrediting Commission of Career Arts and Sciences**

ZORGANICS Institute is accredited by:

National Accrediting Commission of Career Arts and Sciences (NACCAS)

Address: 3015 Colvin Street, Alexandria, VA 22314 : (703) 600-7600

#### **ADVISORY BOARD**

ZORGANICS Institute advisory board is composed of members chosen as experts in one or more specialized areas. These advisors serve as guest lecturers, perform demonstrations, and meet with faculty and students. Based on their years of experience as successful owners, managers, and self-employed professionals, they are an invaluable source of up-to-date information on advances in our field.

##### **-Staff Members.**

-Frida Emalange- Institute Director/ Licensed Master Esthetician, Cosmetologist, Esthetician and Manicurist

-Holly Mitchell- Administrative assistance/ FA officer

-Rachael Netherton- Licensed Massage Therapy

-Jila Malek- Master Esthetician, Esthetician Cosmetology- Educator

#### **EDUCATION FACILITY**

ZORGANICS Institute Beauty and Wellness facility is located at 410 W. Baker view Road Suite 112. The one story is approximately 7100 square feet. This beautiful spacious facility includes a receptionist area, a retail area with ZORGANICS Exclusive brand of hair care, skin care and body care products; three class – rooms, student salon clinic for the Cosmetologist student, with separate dispensary and separate shampoo area. Beautiful manicure and pedicure area with a makeup counter, clinic room for the esthetician skin care service area, a room designed for master esthetician; and a large room for the massage therapy classroom and a practical area. A separate room for



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waxing, body wraps, a room for advanced skin care treatment, and two administrative offices. There are three rest rooms, and a large room used for a student break room. There is a large parking lot.

### **EQUIPMENT:**

At ZORGANICS Institute, there is a variety of equipment available for student use that is practical for their training, including massage therapy and Esthetician tables, pedicure and manicuring stations, hydraulic chairs and hair stations, and equipped skin care stations with steamers for each station. Facial machines, laser machines, wood's lamps, body contouring machines and all equipment required to perform all services on all the programs. Student Classrooms The classrooms are equipped with the latest technology, audiovisual equipment including projector screen players, Internet connection, and on-site video drives which are designed to provide the proper environment for different types of learning activities.

**ZORGANICS INSTITUTE RETAIL CENTER:** The Institute has a retail center for ZORGANICS hair, skin care, body care, makeup and lifestyle products. Product knowledge and retail success are two ways that you can increase your value in the salon industry. The store gives you the opportunity to practice your business skills with guests.

**STUDENT BREAK ROOM:** The students break rooms with lockers, a fridge, microwave, and seating area. Additionally, there are publications and other reference materials.

**STUDENT RATIO AND POLICY:** ZORGANICS Institute employs Instructors and Substitutes that hold teaching and licensing credentials that comply with applicable state requirements. ZORGANICS Institute maintains a student/teacher ratio of 20:1. The ratio will not exceed this maximum of 20 students per 1 instructor. ZORGANICS Institute provides a copy of the school catalog and handbook to instructors so that they are familiar with the curriculum, policies, and procedures. Instructors must attend staff meetings on an annual basis to discuss topics relevant to ZORGANICS Institute's stated mission and education objectives. Each instructor is required to complete 12 hours of continuing education each year after the first year of employment, including a minimum of 4 hours of teaching methodology. A year of employment is measured on a rolling 12 months basis. Each is evaluated once a year. The evaluation includes teaching preparation and effectiveness

### **CAREER OPPORTUNITY :**

The professions and specialties that can be discovered within the beauty industry extend beyond the typical nine-to-five job. There are many exciting opportunities. Not only will it be your position to discover, reveal, and maintain the beauty within your individual clients, but to build a rapport with them that can last for decades. The industry offers a wide range of opportunities to suit a variety of interests and needs. It can be a mobile profession, one that allows the professional to meet people from many walks of life no matter where in the world they are. Above all, it allows one to express one's creativity and artistic value in a world that desperately needs more of it. The modern-day professional must be many things always: A business savvy manager, executive, laborer and artist all rolled into one. They should enjoy dealing with the public and be sensitive and aware of their client's requests and preferences. The skills and talents developed through a beauty education can be employed in a variety of ways, which are well-suited to both scientific and creative minds. There is a high degree of flexibility that allows professionals to work part time or full time to accommodate individual needs. The environment also varies from working in a salon or spa, a PR firm, or even working on-set in motion pictures. The world of beauty is open to everyone and can be catered to the interests and skill level of the Barber, Instructor, Cosmetologist, Esthetician, Manicurist, Massage therapist and Master Esthetician. The list below is not intended to represent all of the career opportunities available. Salon & Spa •Cosmetologist, Barber, Esthetician, Massage Therapist, Color Specialist, Manicurist, Waxing Specialist, Salon/Spa Manager, Salon/Spa Owner, Salon/Spa Trainer Travel, Platform Artist, Private Consultant, Salon Corporate Sales Director Education ,Salon Education Director, Retail Product Educator, Academy Educator, Corporate Educational Director Academy, Educational Director\* Sales, Retail Manager. Advertising/Marketing Director, Account Executive, Manufacturer's Rep \*May require additional certification or license

**JOB OUTLOOK** According to O\*Net Online, there is a genuinely bright outlook for industry professionals. An increasing population and higher incomes are creating a growing demand for salon and spa professionals. At present, the demand for industry professionals is greater than supply, and that trend is expected to continue. ZORGANICS Institute wishes to help address that supply issue, providing students the experience and skills in order to follow up on such wonderful opportunities. According to the United States Department of Labor, the U.S. employment rates for hairdressers, hair stylists, cosmetologists are projected to grow by 20 percent through the year 2018. Employment of manicurists and pedicurists are expected to increase by 19 percent and skin care specialists are projected to have even more growth - up to 35 percent over the same period!

**EMPLOYMENT ASSISTANCE:** ZORGANICS INSTITUTE will assist in resume preparation, job interviewing skills, and job placement. ZORGANICS INSTITUTE does not guarantee employment. However, ZORGANICS INSTITUTE will maintains ongoing available jobs listings for graduates and alumnae.



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### **BARBER**

CIP Code: 12.0402

SOC CODE: 39-5011.00

Certificate Program

Clock Hours:1000

#### **DESCRIPTION AND OBJECTIVES:**

ZORGANICS Institute Barber program covers 1000 hours of state- required instruction, and students will learn and practice varied techniques on mannequins, models, and customers to gain the speed, accuracy, and diversity of skill that is required as a professional Barber. Students will begin their training on mannequins during the phase 1 of the course, and progress to practical training on live models.

**PROGRAM OBJECTIVES:** To prepare students to an entry level position in the salon field performing all services normally offered in the Barber profession.

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

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming, poise, and effective communication skills.
- Understand employer/employee relationships and respect the need to deliver worthy service for value received.
- Perform the basic analytical and manipulative skills applicable to the program of study.
- Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

**DESCRIPTION:** Lectures, demonstrations, and lab work. Training will include a combination of live models and mannequins. The BARBER course consists of various topics and subjects related to the theoretical and practical (hands on) aspects of the care and beautification of the hair, skin and nails. Topics and/or subjects are designed to assist the future professional with a basic understanding of a wide variety of knowledge areas in the field. Because trends and tools within the field are constantly changing, ZORGANICS Institute updates the course content and the teaching methods to address those trends

**PROGRAM LENGTH:** 1000 hours Intended time to complete the Barber program attending full time is 8.5 months.

**ON-TIME COMPLETION RATE:** This program has not been offered in 2020 [here] of Barber graduates completed their program according to the time frame on the contract between [2020] and [2021] as compared to the total number of graduates who completed their program in the same time frame.

**EMPLOYMENT:** OCCUPATIONAL INFORMATION NETWORK O\*Net is the nation's primary source for occupational information and a tool to search potential career options and obtain valuable information about numerous occupations. You may visit O\*Net at <http://www.onetonline.org/crosswalk/> and enter the CIP (Classification of Instructional Programs) code listed above under "education" for more information related to the program.

**STANDARD OCCUPATIONAL CLASSIFICATIONS** A Standard Occupational Classification or SOC code is a number that represents an occupational classification which links a particular area of study or educational program to a list of occupations. The following SOC codes are related to ZORGANICS Institute:

SOC CODE: 39-5011.00 CIP CODE: 12.0402

OCCUPATION: Barber

**ESTIMATED COST FOR BARBER:** The costs listed below are estimated figures of the total cost of attendance which does not include expenses outside of tuition and fees. **Students who choose to do the Hybrid Program will receive 15% off of their tuition.**





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**NOTE: ZORGANICS Institute does not offer on-campus housing. The costs listed below are estimated figures of the total cost of attendance which includes expenses outside of tuition and fees:**

**Tuition:\$15,708.00**

**Materials & Supplies:\$1,895.00**

**Books:\$650.00**

**Application Fee \$100; processing fee for \$78 ; enrollment fee for \$150; Orientation Fee:\$300.00**

**TOTAL:\$18,881.00**

### BARBER –CAMPUS Course- Breakdown of State Required Hours

<b>SUBJECT:</b>	<b>Theory Hours</b>	<b>Practical Hours</b>	<b>Total Hours</b>
Orientation	6	0	6
The History of Barbering	5	5	10
Life Skills	5	0	5
Professional Image	5	0	5
Infection Control: Principles and Practices	3	27	30
General Anatomy and Physiology	30	0	30
The Skin- Structure, Disorders, and Diseases	10	0	10
Properties and Disorders of the Hair and Scalp	37	40	77
Treatment of the Hair and Scalp	15	15	30
Men's Facial Massage and Treatments	5	15	20
Shaving and Facial-Hair Design	10	30	40
Men's Haircutting and Styling	38	225	263
Men's Hair Replacement	4	30	34
Women's Haircutting and Styling	30	180	210
Preparing For Licensure and Employment	10	0	10
Safety, Sanitation & First Aid	16	120	136
The Business of Barbering	5	0	5
Communicating for Success	5	0	5
The Healthy Professional	5	0	5
Chemistry and Chemical Safety	11	0	11
Electricity and Electrical Safety	11	0	11
Career Planning	10	15	25
On the Job	5	0	5
The Beauty Business	5	0	5
State Board Preparation	2	10	12
<b>Grand Total Hours</b>	<b>288</b>	<b>712</b>	<b>1000</b>



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### BARBER- HYBRID Course – Breakdown of State Required Hours

<b>SUBJECT:</b>	<b><u>Theory Hours</u> Campus</b>	<b><u>Theory Hours</u> Online</b>	<b><u>Practical Hours</u> Campus</b>	<b><u>Practical Hours</u> Online</b>	<b>Total Hours</b>
Orientation	3	3	0	0	6
The History of Barbering	2.5	2.5	2.5	2.5	10
Life Skills	2.5	2.5	0	0	5
Professional Image	2.5	2.5	0	0	5
Infection Control: Principles and Practices	1.5	1.5	13.5	13.5	30
General Anatomy and Physiology	15	15	0	0	30
The Skin- Structure, Disorders, and Diseases	5	5	0	0	10
Properties and Disorders of the Hair and Scalp	18.5	18.5	20	20	77
Treatment of the Hair and Scalp	7.5	7.5	7.5	7.5	30
Men's Facial Massage and Treatments	2.5	2.5	7.5	7.5	20
Shaving and Facial-Hair Design	5	5	15	15	40
Men's Haircutting and Styling	19	19	112.5	112.5	263
Men's Hair Replacement	2	2	15	15	34
Women's Haircutting and Styling	15	15	90	90	210
Preparing For Licensure and Employment	5	5	0	0	10
Safety, Sanitation & First Aid	8	8	60	60	136
The Business of Barbering	2.5	2.5	0	0	5
Communicating for Success	2.5	2.5	0	0	5
The Healthy Professional	2.5	2.5	0	0	5
Chemistry and Chemical Safety	5.5	5.5	0	0	11
Electricity and Electrical Safety	5.5	5.5	0	0	11
Career Planning	5	5	7.5	7.5	25
On the Job	2.5	2.5	0	0	5
The Beauty Business	2.5	2.5	0	0	5
State Board Preparation	1	1	5	5	12
<b>Grand Total Hours</b>	<b>144</b>	<b>144</b>	<b>356</b>	<b>356</b>	<b>1000</b>

## COSMETOLOGIST

SOC CODE: 39-5012.00

Certificate Program

Clock Hours:1600

ZORGANICS Institute Cosmetologist program covers 1600 hours of state- required instruction, and students will learn and practice varied techniques on mannequins, models, and customers to gain the speed, accuracy, and diversity of skill that is required as a professional Cosmetologist. Students will begin their training on mannequins during the



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phase 1 of the course, and progress to practical training on live models.

**PROGRAM OBJECTIVES:** To prepare students to an entry level position in the salon field performing all Cosmetology services normally offered in the profession.

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

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming, poise, and effective communication skills.
- Understand employer/employee relationships and respect the need to deliver worthy service for value received.
- Perform the basic analytical and manipulative skills applicable to the program of study.
- Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

**DESCRIPTION:** This course will train students in cutting, styling, and chemical processing of the hair and provide a basic introduction to manicuring and esthetics. Lectures, demonstrations, and lab work. Training will include a combination of live models and mannequins. The Cosmetologist course consists of various topics and subjects related to the theoretical and practical (hands on) aspects of the care and beautification of the hair, skin and nails. Topics and/or subjects are designed to assist the future professional with a basic understanding of a wide variety of knowledge areas in the field. Because trends and tools within the field are constantly changing, ZORGANICS Institute updates the course content and the teaching methods to address those trends.

**PROGRAM LENGTH:** 1600 hours Intended time to complete a Cosmetologist program attending full time is 12 months. As outlined by Washington State Law, RCW 18:16, a minimum of 1600 hours are required for licensure. These are divided as follows:

- ❖ 1400 hours are dedicated to **hair care** training and services.
- ❖ 100 hours are dedicated to **manicuring** training and services.
- ❖ 100 hours are dedicated to **esthetics** training and services

**EMPLOYMENT:** OCCUPATIONAL INFORMATION NETWORK: O\*Net is the nation's primary source for occupational information and a tool to search potential career options and obtain valuable information about numerous occupations. You may visit O\*Net at <http://www.onetonline.org/crosswalk> / and enter the CIP (Classification of Instructional Programs) code listed above under "education" for more information related to the program.

**STANDARD OCCUPATIONAL CLASSIFICATIONS:** A Standard Occupational Classification or SOC code is a number that represents an occupational classification which links a particular area of study or educational program to a list of occupations. Occupation: The Hairstylist, following Colorist, SOC codes are related to ZORGANICS Institute: salon manager, salon owner, product sales rep.

SOC CODE: 39-5012.00

Occupation: Hairdressers, Hairstylists and Cosmetologists

**ESTIMATED COST FOR COSMETOLOGIST NOTE:** ZORGANICS Institute does not offer on-campus housing. The costs listed below are estimated figures of the total cost of attendance which includes expenses outside of tuition and fees. **Students who choose to do the Hybrid Program will receive 15% off of their tuition.**

### COSMETOLOGY-1600 HOURS

**Tuition:\$21,310.00**

**Materials & supplies:\$2,700.00**

**Books:\$700.00**

**Application Fee \$100;**

**processing fee for \$78 ;**

**enrollment fee for**

**\$150;Orientation fees: \$300.00**

**TOTAL:\$25,338.00**



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### COSMETOLOGIST - CAMPUS Course – Breakdown of State Required Hours

SUBJECT:	Theory Hours	Practical Hours	Total hours
<b><u>Esthetics - 100 HOURS</u></b>			
Facials	22.5	20	42.5
Temporary Hair Removal	15	2.5	17.5
Skin Structure, Diseases & Disorders	20	0	20
Make up	10	10	20
<b><u>Manicuring - 100 HOURS</u></b>			
Manicuring	8.25	28	36.25
Pedicuring	8.25	40	48.25
Nail Structure, Diseases & Disorders	15.5	0	15.5
<b><u>Hair Care - 1400 HOURS</u></b>			
Orientation	6	0	6
Shampooing/ conditioning	15	15	30
Properties of Hair/Scalp Structure & Analysis	15	15	30
Scalp/Hair Diseases & Disorders	10	0	10
Hair Cutting	25	225	250
Anatomy & Physiology	30	0	30
Cut/Trim Facial Hair	3	20	23
Principles of hair design	20	0	20
Thermal Style	20	105	125
Wet Style	20	140	160
Dry Style	3	137	140
Style Aids	12	0	12
Artificial Hair/ wig and addition	10	47	57
Safety, Sanitation & First Aid	16	120	136
Laws and Regulations	10	0	10
Hair Coloring /Bleach	20	125	145
Permanent Waving	30	80	110
Chemical texture services Relaxing,	25	18	43
Business Practices	20	0	20
Infection Control	15	0	15
Chemistry	8	0	8
Electricity	8	0	8
State Board Prep	2	10	12
<b>Grand Total Hours</b>	<b>442.5</b>	<b>1157.5</b>	<b>1600</b>



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### COSMETOLOGIST-HYBRID Course – Breakdown of State Required Hours

SUBJECT:	<u>Theory Hours</u> Campus	<u>Theory Hours</u> Online	<u>Practical Hours</u> Campus	<u>Practical Hours</u> Online	Total hours
<b><u>Esthetics - 100 HOURS</u></b>					
Facials	11.25	11.25	10	10	42.5
Temporary Hair Removal	7.5	7.5	1.25	1.25	17.5
Skin Structure, Diseases & Disorders	10	10	0	0	20
Make up	5	5	5	5	20
<b><u>Manicuring - 100 HOURS</u></b>					
Manicuring	4.25	4.25	14	14	36.5
Pedicuring	4	4	20	20	48.25
Nail Structure, Diseases & Disorders	7.75	7.75	0	0	15.5
<b><u>Hair Care - 1400 HOURS</u></b>					
Orientation	3	3	0	0	6
Shampooing/ conditioning	7.5	7.5	7.5	7.5	30
Properties of Hair/Scalp Structure & Analysis	7.5	7.5	7.5	7.5	30
Scalp/Hair Diseases & Disorders	5	5	0	0	10
Hair Cutting	12.5	12.5	112.5	112.5	250
Anatomy & Physiology	15	15	0	0	30
Cut/Trim Facial Hair	1.5	1.5	10	10	23
Principles of hair design	10	10	0	0	20
Thermal Style	10	10	52.5	52.5	125
Wet Style	10	10	120	120	160
Dry Style	1.5	1.5	68.5	68.5	140
Style Aids	6	6	0	0	12
Artificial Hair/ wig and addition	5	5	23.5	23.5	57
Safety, Sanitation & First Aid	8	8	60	60	136
Laws and Regulations	5	5	0	0	10
Hair Coloring /Bleach	10	10	62.5	62.5	145
Permanent Waving	15	15	40	40	120
Chemical texture services Relaxing,	12.5	12.5	9	9	43
Business Practices	10	10	0	0	20
Infection Control	7.5	7.5	0	0	15
Chemistry	4	4	0	0	8
Electricity	4	4	0	0	8
State Board Prep	1	1	5	5	12
<b>Grand Total Hours</b>	<b>221.25</b>	<b>221.25</b>	<b>578.75</b>	<b>578.75</b>	<b>1600</b>



# ZORGANICS INSTITUTE

## BEAUTY AND WELLNESS

### **ESTHETICIAN**

CIP CODE: 12.0409

SOC CODE: 39-5094.00

Certificate Program

Clock Hours:750

ZORGANICS Institute Esthetician program covers 750 hours of state- required instruction, and students will learn and practice varied techniques on mannequins, models, and customers to gain the speed, accuracy, and diversity of skill that is required as a professional Esthetician. Students will begin their training on mannequins during the phase 1 of the course, and progress to practical training on live models.

**PROGRAM OBJECTIVES:** To prepare students to an entry level position in the salon field performing all Esthetician services normally offered in the profession.

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

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming, poise, and effective communication skills.
- Understand employer/employee relationships and respect the need to deliver worthy service for value received.
- Perform the basic analytical and manipulative skills applicable to the program of study.
- Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures

**DESCRIPTION:** This course will train students in skin care with an emphasis on facials, makeup application, and waxing. Lectures, demonstrations, and lab work. Training will include a combination of live models and mannequins. The esthetician course consists of various topics and subjects related to the theoretical and practical (hands on) aspects of the care and beautification of the skin. Topics and/or subjects are designed to assist the future professional with a basic understanding of a wide variety of knowledge areas in the field. Because trends and tools within the field are constantly changing, ZORGANICS Institute updates the course content and the teaching methods to address those trends.

**PROGRAM LENGTH:** 750 hours Intended time to complete an Esthetician program attending full time is 6.25 months.

**ON-TIME COMPLETION RATE:** 100% licensure rate 100% and placement rate 100% in 2020. Less than 10 students completed the program in [2019]-[2020]. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

**EMPLOYMENT:** OCCUPATIONAL INFORMATION NETWORK: O\*Net is the nation's primary source for occupational information and a tool to search potential career options and obtain valuable information about numerous occupations. You may visit O\*Net at <http://www.onetonline.org/crosswalk> and enter the CIP (Classification of Instructional Programs) code listed above under "education" for more information related to the program.

**STANDARD OCCUPATIONAL CLASSIFICATIONS:** A Standard Occupational Classification or SOC code is a number that represents the occupational classification which links a particular area of study or educational program. CID codes 12-0490 are related to Esthetician:

SOC CODE: 39-5094.00 CIP CODE: 12.0409

OCCUPATION: Esthetician Skin Care Specialists, salon and spa owners, salon managers.



# ZORGANICS INSTITUTE

## BEAUTY AND WELLNESS

**PLACEMENT RATES:** Per our reporting requirements with the National Accrediting Commission of Career Arts and Sciences (NACCAS) Agency for the Calendar Year [2019], our rate is as follows: Placement 100%. The placement rate represents students who completed the Esthetician program between (June 2019) and (November 25, 2019) and were employed by (November 2019).

**MEDIAN LOAN DEBT:** There was no loan debt. The median debt listed below is the median amount of loans borrowed for students who completed the Esthetician program and graduated between [2018] and [2020] N/A

**ESTIMATED COST FOR ESTHETICIAN:** The costs listed below are estimated figures of the total cost of attendance which includes expenses outside of tuition and fees. **Students who choose to do the Hybrid Program will receive 15% off of their tuition.**

**Esthetician:750 Clock Hours**

**Tuition:\$12,630.00**

**Materials & supplies and books:\$1,965.00**

**Application Fee \$100; processing fee for \$78 ; enrollment fee for \$150;Orientation Fee:\$300.00**

**TOTAL:\$15,223.00**

### ESTHETICIAN- CAMPUS Course – Breakdown of State Required Hours

SUBJECT:	Theory Hours	Practical Hours	Total Hours
Orientation	6	0	6
Career Opportunities and History of Esthetics	3	0	3
Anatomy and Physiology	15	0	15
Physiology and histology of the Skin	17	0	17
Disorders and Diseases of the Skin	10	0	10
Skin Analysis	29	34	63
Skin Care Products: Chemistry, Ingredients and Selection	15	0	15
Manual and Machine Facials	108	215	323
Hair Removal	16	70	86
Makeup Essentials	5	10	15
Advanced Topics and Treatments	5	0	5
Body Treatments	5	28	33
Sanitation	15	40	55
First Aid	2	5	7
Infection Control	3	0	3
Chemistry & Chemical Safety	11	0	11
Electricity & Electrical Safety	11	0	11
Safety	20	5	25
Business Practices	10	20	30
State Board Preparation	2	10	12
<b>Grand Total Hours</b>	<b>308</b>	<b>437</b>	<b>750</b>



# ZORGANICS INSTITUTE

## BEAUTY AND WELLNESS

### ESTHETICIAN- HYBRID Course – Breakdown of State Required Hours

SUBJECT:	<u>Theory Hours</u> Campus	<u>Theory Hours</u> Online	<u>Practical Hours</u> Campus	<u>Practical Hours</u> Online	Total Hours
Orientation	3	3	0	0	6
Career Opportunities and History of Esthetics	1.5	1.5	0	0	3
Anatomy and Physiology	7.5	7.5	0	0	15
Physiology and histology of the Skin	8.5	8.5	0	0	17
Disorders and Diseases of the Skin	5	5	0	0	10
Skin Analysis	14.5	14.5	17	17	63
Skin Care Products: Chemistry, Ingredients and Selection	7.5	7.5	0	0	15
Manual and Machine Facials	54	54	107.5	107.5	323
Hair Removal	8	8	35	35	86
Makeup Essentials	2.5	2.5	5	5	15
Advanced Topics and Treatments	2.5	2.5	0	0	5
Body Treatments	2.5	2.5	14	14	33
Sanitation	7.5	7.5	20	20	55
First Aid	1	1	2.5	2.5	7
Infection Control	1.5	1.5	0	0	3
Chemistry & Chemical Safety	5.5	5.5	0	0	11
Electricity & Electrical Safety	5.5	5.5	0	0	11
Safety	10	10	2.5	2.5	25
Business Practices	5	5	10	10	30
State Board Preparation	1	1	5	5	12
<b>Grand Total Hours</b>	<b>154</b>	<b>154</b>	<b>218.5</b>	<b>218.5</b>	<b>750</b>

## MASTER ESTHETICIAN

CIP CODE: 12.0404

SOC CODE: 39-5094

Certificate Program

Clock Hours:1200

ZORGANICS Institute Master Esthetician program covers 1200 hours of state- required instruction, and students will learn and practice varied techniques on mannequins, models, and customers to gain the speed, accuracy, and diversity of skill that is required as a professional Master Esthetician. Students will begin their training on mannequins during the phase 1 of the course, and progress to practical training on live models.

**PROGRAM OBJECTIVES:** To prepare students to an entry level position in the salon field performing all Master Esthetician services normally offered in the profession.

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





## ZORGANICS INSTITUTE

### BEAUTY AND WELLNESS

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming, poise, and effective communication skills.
- Understand employer/employee relationships and respect the need to deliver worthy service for value received.
- Perform the basic analytical and manipulative skills applicable to the program of study.
- Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

**DESCRIPTION:** This advanced course will train students and graduates in skin care with an emphasis on facials, makeup application, and waxing. In addition, it will provide instruction and master- level training. Lectures, demonstrations, and lab work. Training will include a combination of live models and mannequins. The master esthetician course consists of various topics and subjects related to the theoretical and practical (hands on) aspects of the care and beautification of the skin, including advanced techniques as may be needed in a semi-medical and other advanced skilled environment within the field. Topics and/or subjects are designed to assist the future professional with a basic understanding of a wide variety of knowledge areas in the field. Because trends and tools within the field are constantly changing, ZORGANICS Institute updates the course content and the teaching methods to address those trends. .

**PROGRAM LENGTH:** 1200 hours Intended time to complete a Master Esthetician program attending full time is 10 months.

**ON-TIME COMPLETION RATE:** First class in progress and will graduate in 2020 [here] of graduates completed their program according to the time frame on the contract between 2019] and [2020] as compared to the total number of graduates who completed their program in the same time frame.

**EMPLOYMENT:** OCCUPATIONAL INFORMATION NETWORK: O\*Net is the nation's primary source for occupational information and a tool to search potential career options and obtain valuable information about numerous occupations. You may visit O\*Net at <http://www.onetonline.org/crosswalk> and enter the CIP (Classification of Instructional Programs) code listed above under "education" for more information related to the program.

**STANDARD OCCUPATIONAL CLASSIFICATIONS:** A Standard Occupational Classification or SOC code is a number that represents an occupational classification which links a particular area of study or educational program to a list of occupations. The following SOC codes are related to ZORGANICS Institute:

SOC: 39-5094 CIP: 12.0404 OCCUPATION: Master Esthetician, medical spa director/ manager, spa owner, physician assistant.

**PLACEMENT RATES:** Per our reporting requirements with the National Accrediting Commission of Career Arts and Sciences (NACCAS) Agency for the Calendar Year [2020], our rate is as follows: Placement 0.

**ESTIMATED COST FOR MASTER ESTHETICIAN:** The costs listed below are estimated figures of the total cost of attendance which includes expenses outside of tuition and fees. Students who choose to do the Hybrid Program will receive 15% off of their tuition.

**Master Esthetician:1200 Clock Hours**

**Tuition:\$18,366.00**

**Materials & Supplies: \$1,837.00**

**Books:\$700.00**

**Application Fee \$100; processing fee for \$78 ; enrollment fee for \$150 ;Orientation fee:\$300.00**

**Total: \$21,531.00**



# ZORGANICS INSTITUTE

## BEAUTY AND WELLNESS

### MASTER ESTHETICIAN- CAMPUS Course– Breakdown of State Required Hours

SUBJECT:	Theory Hours	Practical Hours	Total Hours
Orientation	6	0	6
Changes in Esthetics	5	0	5
Infection Control	13	27	40
Advanced Histology of The Cell and The Skin	37	0	37
Hormones	10	0	10
Anatomy and Physiology: Muscles and Nerves	20	0	20
Anatomy and Physiology: The Cardiovascular and Lymphatic Systems	20	0	20
Chemistry and Biochemistry	25	0	25
Laser, Light Energy and Radiofrequency Therapy	15	25	40
Advanced Skin Disorders: Skin in Distress	37	20	57
Skin Typing and Aging Analysis	5	105	110
Skin Care Products: Chemistry, Ingredients, and Selection	20	30	50
Botanicals and Aromatherapy	8	15	23
Ingredients and Products for Skin Issues	10	20	30
Pharmacology for Estheticians	30	0	30
Advanced Facial Techniques	20	25	45
Advanced Skin Care Massage	10	15	25
Advanced Facial Devices	30	50	80
Advanced Hair Removal	15	80	95
Advanced Makeup	15	30	45
Spa Treatments	13	37	50
Complementary Wellness Therapies	5	10	15
Ayurveda Theory and Treatments	34	51	85
Working In a Medical Setting	20	20	40
Medical Terminology	30	10	40
Medical Intervention	30	10	40
Plastic Surgery Procedures	30	0	30
The Esthetician's Role in Pre- and Post- Medical Treatments	20	15	35
Financial Business Skills	5	5	10
Marketing	5	5	10
The Healthy Professional	5	0	5
Chemistry & Chemical Safety	11	5	16
Electricity & Electrical Safety	11	5	16
Career Planning	10	5	15
<b>Grand Total Hours</b>	<b>580</b>	<b>620</b>	<b>1200</b>



# ZORGANICS INSTITUTE

## BEAUTY AND WELLNESS

### MASTER ESTHETICIAN- HYBRID Course– Breakdown of State Required Hours

SUBJECT:	<u>TheoryHours</u> Campus	<u>TheoryHours</u> Online	<u>PracticalHours</u> Campus	<u>Practical Hours</u> Online	Total Hours
Orientation	3	3	0	0	6
Changes in Esthetics	2.5	2.5	0	0	5
Infection Control	6.5	6.5	13.5	13.5	40
Advanced Histology of The Cell and The Skin	18.5	18.5	0	0	37
Hormones	5	5	0	0	10
Anatomy and Physiology: Muscles and Nerves	10	10	0	0	20
Anatomy and Physiology: The Cardiovascular and Lymphatic Systems	10	10	0	0	20
Chemistry and Biochemistry	12.5	12.5	0	0	25
Laser, Light Energy and Radiofrequency Therapy	7.5	7.5	12.5	12.5	40
Advanced Skin Disorders: Skin in Distress	18.5	18.5	10	10	57
Skin Typing and Aging Analysis	2.5	2.5	52.5	52.5	110
Skin Care Products: Chemistry, Ingredients, and Selection	10	10	15	15	50
Botanicals and Aromatherapy	4	4	7.5	7.5	23
Ingredients and Products for Skin Issues	5	5	10	10	30
Pharmacology for Estheticians	15	15	0	0	30
Advanced Facial Techniques	10	10	12.5	12.5	45
Advanced Skin Care Massage	5	5	7.5	7.5	25
Advanced Facial Devices	15	15	25	25	80
Advanced Hair Removal	7.5	7.5	40	40	95
Advanced Makeup	7.5	7.5	15	15	45
Spa Treatments	6.5	6.5	18.5	18.5	50
Complementary Wellness Therapies	2.5	2.5	5	5	15
Ayurveda Theory and Treatments	17	17	25.5	25.5	85
Working In a Medical Setting	10	10	10	10	40
Medical Terminology	15	15	5	5	40
Medical Intervention	15	15	5	5	40
Plastic Surgery Procedures	15	15	0	0	30
The Esthetician's Role in Pre- and Post-Medical Treatments	10	10	7.5	7.5	35
Financial Business Skills	2.5	2.5	2.5	2.5	10
Marketing	2.5	2.5	2.5	2.5	10
The Healthy Professional	2.5	2.5	0	0	5
Chemistry & Chemical Safety	5.5	5.5	2.5	2.5	16
Electricity & Electrical Safety	5.5	5.5	2.5	2.5	16
Career Planning	5	5	2.5	2.5	15
<b>Grand Total Hours</b>	<b>290</b>	<b>290</b>	<b>310</b>	<b>310</b>	<b>1200</b>



# ZORGANICS INSTITUTE

## BEAUTY AND WELLNESS

### **MANICURIST**

CIP CODE: 12.0410

SOC CODE: 35-5092.00

Certificate Program

Clock Hours:600

ZORGANICS Institute Manicurist program covers 600 hours of state- required instruction, and students will learn and practice varied techniques on mannequins, models, and customers to gain the speed, accuracy, and diversity of skill that is required as a professional Manicurist. Students will begin their training on mannequins during the phase 1 of the course, and progress to practical training on live models.

**PROGRAM OBJECTIVES:** To prepare students to an entry level position in the salon field performing all Manicurist services normally offered in the profession.

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

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming, poise, and effective communication skills.
- Understand employer/employee relationships and respect the need to deliver worthy service for value received.
- Perform the basic analytical and manipulative skills applicable to the program of study.
- Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

**DESCRIPTION:** This manicurist course will train students and graduates in manicurist with an emphasis on nail care and hands and feet spa treatments. The manicurist course consists of various topics and subjects related to the theoretical and practical (hands on) aspects of the care and beautification of nails, hands, and feet. Topics and/or subjects are designed to assist the future professional with a basic understanding of a wide variety of knowledge areas in the field. Because trends and tools within the field are constantly changing, ZORGANICS Institute updates the course content and the teaching methods to address new trends..

**PROGRAM LENGTH:** 600 hours Intended time to complete a Manicurist program attending full time is 5 months.

**ON-TIME COMPLETION RATE:** This class has not been offered yet. students completed the program in [year]-[year]. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

**EMPLOYMENT:** OCCUPATIONAL INFORMATION NETWORK: O\*Net is the nation's primary source for occupational information and a tool to search potential career options and obtain valuable information about numerous occupations. You may visit O\*Net at <http://www.onetonline.org/crosswalk> and enter the CIP (Classification of Instructional Programs) code listed above under "education" for more information related to the program.

**STANDARD OCCUPATIONAL CLASSIFICATIONS:** A Standard Occupational Classification or SOC code is a number that represents an occupational classification which links a particular area of study or educational program to a list of occupations. The following SOC codes are related to ZORGANICS Institute.

SOC:35-5092.00 CIP CODE:12.0410

OCCUPATION: Manicurists salon owner, salon manager.

**ESTIMATED COST FOR MANICURIST:** The costs listed below are estimated figures of the total cost of attendance which includes expenses outside of tuition and fees. **Students who choose to do the Hybrid Program will receive 15% off of their tuition.**



# ZORGANICS INSTITUTE

## BEAUTY AND WELLNESS

**Manicurist:600 Clock Hours Tuition: \$6,514.00**  
**Materials & Supplies: \$1,665.00 Books:\$600.00**  
**Application Fee \$100; processing fee for \$78 ;**  
**enrollment fee for \$150 ;Orientation fee:\$300.00**  
**Total:\$9,404.00**

### MANICURIST- CAMPUS Course – Breakdown of State Required Hours

SUBJECT:	Theory Hours	Practical Hours	Total Hours
Orientation	6	0	6
History and Career Opportunities	5	0	5
General Anatomy and Physiology	24	0	24
Skin Structure, Disorders and Diseases	20	0	20
Nail Structure, Disorders and Diseases	20	0	20
Nail Product Chemistry	10	0	10
Manicuring	10	45	55
Pedicuring	10	50	60
Electric Filing	0	45	45
Nail Tips and Forms	5	50	55
Nail Resin Systems	10	40	50
Monomer Liquid and Polymer Powder Nail Enhancements	5	50	55
Gel Nail Enhancements	5	45	50
Nail Art	5	25	30
Life Skills	5	0	5
Professional Image	5	0	5
Communicating For Success	5	0	5
The Healthy Professional	3	0	3
Infection Control	10	10	20
Chemistry & Chemical Safety	10	10	20
Electricity & Electrical Safety	10	10	20
Career Planning	10	0	10
On the Job	10	0	10
The Beauty Business	5	0	5
State Board Preparation	2	10	12
<b>Grand Total Hours</b>	<b>210</b>	<b>390</b>	<b>600</b>



# ZORGANICS INSTITUTE

## BEAUTY AND WELLNESS

### MANICURIST- HYBRID Course – Breakdown of State Required Hours

SUBJECT:	<u>Theory Hours</u> Campus	<u>Theory Hours</u> Online	<u>Practical Hours</u> Campus	<u>Practical Hours</u> Online	Total Hours
Orientation	3	3	0	0	6
History and Career Opportunities	2.5	2.5	0	0	5
General Anatomy and Physiology	12	12	0	0	24
Skin Structure, Disorders & Diseases	10	10	0	0	20
Nail Structure, Disorders and Diseases	10	10	0	0	20
Nail Product Chemistry	5	5	0	0	10
Manicuring	5	5	22.5	22.5	55
Pedicuring	5	5	25	25	60
Electric Filing	0	0	22.5	22.5	45
Nail Tips and Forms	2.5	2.5	25	25	55
Nail Resin Systems	5	5	20	20	50
Monomer Liquid and Polymer Powder Nail Enhancements	2.5	2.5	25	25	55
Gel Nail Enhancements	2.5	2.5	22.5	22.5	50
Nail Art	2.5	2.5	12.5	12.5	30
Life Skills	2.5	2.5	0	0	5
Professional Image	2.5	2.5	0	0	5
Communicating For Success	2.5	2.5	0	0	5
The Healthy Professional	1.5	1.5	0	0	3
Infection Control	5	5	5	5	20
Chemistry & Chemical Safety	5	5	5	5	20
Electricity & Electrical Safety	5	5	5	5	20
Career Planning	5	5	0	0	10
On the Job	5	5	0	0	10
The Beauty Business	2.5	2.5	0	0	5
State Board Preparation	1	1	5	5	12
<b>Grand Total Hours</b>	<b>105</b>	<b>105</b>	<b>195</b>	<b>195</b>	<b>600</b>



# ZORGANICS INSTITUTE

## BEAUTY AND WELLNESS

### **MESSAGE THERAPY**

CIP CODE: 51.3501

SOC CODE: 31-9011

Certificate Program

Clock Hours:750

ZORGANICS Institute Massage Therapy program covers 750 hours of state- required instruction, and students will learn and practice varied techniques on mannequins, models, and customers to gain the speed, accuracy, and diversity of skill that is required as a professional Massage Therapist. Students will begin their training on mannequins during the phase 1 of the course, and progress to practical training on live models.

**PROGRAM OBJECTIVES:** To prepare students to an entry level position in the salon field performing all massage therapy services normally offered in the profession.

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

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming, poise, and effective communication skills.
- Understand employer/employee relationships and respect the need to deliver worthy service for value received.
- Perform the basic analytical and manipulative skills applicable to the program of study.
- Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures

**DESCRIPTION:** This massage therapy program will train students in massage therapy and therapeutic spa body treatments Lectures, demonstrations, and lab work. Training will include a combination of live models and mannequins. Instructional Method: Lectures, demonstrations, and lab work. Overview: The Massage Therapy course consists of various topics and subjects related to the theoretical and practical (hands on) aspects of massage therapy. Topics and/or subjects are designed to assist the future professional massage therapist to identify and demonstrate a wide variety of techniques. ZORGANICS Institute updates the course content and the teaching methods to address new trends.

**PROGRAM LENGTH:** 750 hours Intended time to complete an Massage Therapy program attending full time is 7.5 months.

**ON-TIME COMPLETION RATE:** This program has not been offered yet [here] of Massage therapy graduates completed their program according to the time frame on the contract between [date] and [date] as compared to the total number of graduates who completed their program in the same time frame.

**EMPLOYMENT:** OCCUPATIONAL INFORMATION NETWORK: O\*Net is the nation's primary source for occupational information and a tool to search potential career options and obtain valuable information about numerous occupations. You may visit O\*Net at <http://www.onetonline.org/crosswalk> and enter the CIP (Classification of Instructional Programs) code listed above under "education" for more information related to the program.

**STANDARD OCCUPATIONAL CLASSIFICATIONS:** A Standard Occupational Classification or SOC code is a number that represents an occupational classification which links a particular area of study or educational program to a list of occupations. The following SOC codes are related to ZORGANICS Institute.

SOC:31-9011    CIP: 51.3501



# ZORGANICS INSTITUTE

## BEAUTY AND WELLNESS

**ESTIMATED COST FOR MASSAGE THERAPIST:** The costs listed below are estimated figures of the total cost of attendance which includes expenses outside of tuition and fees. **Students who choose to do the Hybrid Program will receive 15% off of their tuition.**

**Massage Therapy: 750 Clock Hours**

**Tuition: \$12,310.00**

**Materials & Supplies: \$2,290.00**

**Books: \$650.00**

**Application Fee \$100; processing fee for \$78 ; enrollment fee for \$150; Orientation fee: \$300.00**

**Total: \$15,878.00**

### MASSAGE THERAPY- CAMPUS Course – Breakdown of State Required Hours

SUBJECT:	Theory Hours	Practical Hours	Total hours
Orientation	6	0	6
Historical Overview of Massage	10	0	10
Requirements for the Practice of Therapeutic Massage	3	0	3
Professional Ethics for Massage Practitioners	5	0	5
Medical Terminology	5	0	5
Kinesiology	20	30	50
Human Anatomy and Physiology	74	0	74
Effects, Benefits, Indications, and Contraindications of Massage	20	0	20
Equipment and Products	10	0	10
Infection Control and Safety Practices	5	25	30
Consultation and Documentation	2	20	22
Classification of Massage Movements	10	10	20
Preparations for the Practitioner	5	0	5
Procedures for Complete Body Massages	5	35	40
Cold, Heat, and Hydrotherapies	10	30	40
Massage in the Spa Setting	2	38	40
Clinical Massage Techniques	20	40	60
Lymph Massage	15	30	45
Therapeutic Procedure	20	30	50
Athletic/ Sports Massage	15	30	45
Massage for Special Populations	15	20	35
Massage in Medicine	20	30	50
Other Therapeutic Techniques	15	40	55
Business Practices	25	0	25
State Board Preparation	5	0	5
<b>Grand Total Hours</b>	<b>342</b>	<b>408</b>	<b>750</b>





# ZORGANICS INSTITUTE

## BEAUTY AND WELLNESS

### MASSAGE THERAPY- HYBRID Course – Breakdown of State Required Hours

SUBJECT:	<u>Theory Hours</u> Campus	<u>Theory Hours</u> Online	<u>Practical Hours</u> Campus	<u>Practical Hours</u> Online	Total hours
Orientation	3	3	0	0	6
Historical Overview of Massage	5	5	0	0	10
Requirements for the Practice of Therapeutic Massage	1.5	1.5	0	0	3
Professional Ethics for Massage Practitioners	2.5	2.5	0	0	5
Medical Terminology	2.5	2.5	0	0	5
Kinesiology	10	10	15	15	50
Human Anatomy and Physiology	37	37	0	0	74
Effects, Benefits, Indications, and Contraindications of Massage	10	10	0	0	20
Equipment and Products	5	5	0	0	10
Infection Control and Safety Practices	2.5	2.5	12.5	12.5	30
Consultation and Documentation	1	1	10	10	22
Classification of Massage Movements	5	5	5	5	20
Preparations for the Practitioner	2.5	2.5	0	0	5
Procedures for Complete Body Massages	2.5	2.5	17.5	17.5	40
Cold, Heat, and Hydrotherapies	5	5	15	15	40
Massage in the Spa Setting	1	1	19	19	40
Clinical Massage Techniques	10	10	20	20	60
Lymph Massage	7.5	7.5	15	15	45
Therapeutic Procedure	10	10	15	15	50
Athletic/ Sports Massage	7.5	7.5	15	15	45
Massage for Special Populations	7.5	7.5	10	10	35
Massage in Medicine	10	10	15	15	50
Other Therapeutic Techniques	7.5	7.5	20	20	55
Business Practices	12.5	12.5	0	0	25
State Board Preparation	2.5	2.5	0	0	5
<b>Grand Total Hours</b>	<b>171</b>	<b>171</b>	<b>204</b>	<b>204</b>	<b>750</b>



# ZORGANICS INSTITUTE

## BEAUTY AND WELLNESS

### **HAIR DESIGN**

CIP CODE: 12.0407

Certificate Program

Clock Hours:1400

ZORGANICS Institute Hair Design program covers 1400 hours of state- required instruction, and students will learn and practice varied techniques on mannequins, models, and customers to gain the speed, accuracy, and diversity of skill that is required as a professional Hair Designer. Students will begin their training on mannequins during the phase 1 of the course, and progress to practical training on live models.

**PROGRAM OBJECTIVES:** To prepare students to an entry level position in the salon field performing all Hair Design services normally offered in the profession.

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

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming, poise, and effective communication skills.
- Understand employer/employee relationships and respect the need to deliver worthy service for value received.
- Perform the basic analytical and manipulative skills applicable to the program of study.
- Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

**DESCRIPTION:** This course will train students in cutting, styling, and chemical processing of the hair, and hair additions Lectures, demonstrations, and lab work. Training will include a combination of live models and mannequins. The Hair design course consists of various topics and subjects related to the theoretical and practical (hands on) aspects of the care and beautification of the hair, skin and nails. Topics and/or subjects are designed to assist the future professional with a basic understanding of a wide variety of knowledge areas in the field. To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in Hair Design and related fields.

**PROGRAM LENGTH:** 1400 hours Intended time to complete a Hair Design program attending full time is 11 months.

**ON-TIME COMPLETION RATE:** This program is now being offered. Hair design graduates will complete their program according to the time frame on the contract between [January 2021] and [December2021] as compared to the total number of graduates who completed their program in the same time frame.

**EMPLOYMENT:** OCCUPATIONAL INFORMATION NETWORK: O\*Net is the nation's primary source for occupational information and a tool to search potential career options and obtain valuable information about numerous occupations. You may visit O\*Net at <http://www.onetonline.org/crosswalk> / and enter the CIP (Classification of Instructional Programs) code listed above under "education" for more information related to the program.

**STANDARD OCCUPATIONAL CLASSIFICATIONS:** A Standard Occupational Classification or SOC code is a number that represents an occupational classification which links a particular area of study or educational program to a list of occupations. Occupation: The Hairstylist, following Colorist, SOC codes are related to ZORGANICS Institute: salon manager, salon owner, product sales rep.

CIP CODE: 12.0407

Occupation: Hairdressers, Hair Stylists and Hair Designers



# ZORGANICS INSTITUTE

## BEAUTY AND WELLNESS

**ESTIMATED COST FOR HAIR DESIGN NOTE:** ZORGANICS Institute does not offer on-campus housing. The costs listed below are estimated figures of the total cost of attendance which includes expenses outside of tuition and fees.

**Students who choose to do the Hybrid Program will receive 15% off of their tuition.**

**HAIR DESIGN:1400 HOURS**

**Tuition:\$17,995.00**

**Materials & Supplies:\$2,200.00**

**Books\$600.00**

**Application Fee \$100; processing fee for \$78 ; enrollment fee for \$150; Orientation Fee:\$300.00**

**TOTAL:\$21,423.00**

### HAIR DESIGN-CAMPUS Course – Breakdown of State Required Hours

SUBJECT:	Theory Hours	Practical Hours	Total hours
Shampooing	15	15	30
Scalp/Hair Structure & Analysis	15	15	30
Scalp/Hair Diseases & Disorders	10	0	10
Hair Cutting	25	225	250
Anatomy & Physiology	30	0	30
Cut/Trim Facial Hair	3	20	23
Design Principles	20	0	20
Thermal Style	20	105	125
Wet Style	20	150	170
Dry Style	3	137	140
Style Aids	12	0	12
Artificial Hair	10	17	27
Safety, Sanitation & First Aid	16	120	136
Laws and Regulations	10	0	10
Hair Color/Bleach	20	125	145
Permanent Waving	30	100	130
Chemical Relaxing	25	18	43
Business Practices	20	0	20
Bacteriology	15	0	15
Chemistry	11	0	11
Electricity	11	0	11
State Board Prep	2	10	12
<b>Grand Total Hours</b>	<b>343</b>	<b>1057</b>	<b>1400</b>



# ZORGANICS INSTITUTE

## BEAUTY AND WELLNESS

### HAIR DESIGN-HYBRID Course – Breakdown of State Required Hours

SUBJECT:	<u>Theory Hours</u> Campus	<u>Theory Hours</u> Online	<u>Practical Hours</u> Campus	<u>Practical Hours</u> Online	Total hours
Orientation	3	3	0	0	6
Shampooing	7.5	7.5	7.5	7.5	30
Scalp/Hair Structure & Analysis	7.5	7.5	7.5	7.5	30
Scalp/Hair Diseases & Disorders	5	5	0	0	10
Hair Cutting	12.5	12.5	112.5	112.5	250
Anatomy & Physiology	15	15	0	0	30
Cut/Trim Facial Hair	1.5	1.5	10	10	23
Design Principles	10	10	0	0	20
Thermal Style	10	10	52.5	52.5	125
Wet Style	7	7	75	75	164
Dry Style	1.5	1.5	68.5	68.5	140
Style Aids	6	6	0	0	12
Artificial Hair	5	5	8.5	8.5	27
Safety, Sanitation & First Aid	8	8	60	60	136
Laws and Regulations	5	5	0	0	10
Hair Color/Bleach	10	10	62.5	62.5	145
Permanent Waving	15	15	50	50	130
Chemical Relaxing	12.5	12.5	9	9	43
Business Practices	10	10	0	0	20
Infection Control	7.5	7.5	0	0	15
Chemistry	5.5	5.5	0	0	11
Electricity	5.5	5.5	0	0	11
State Board Prep	1	1	5	5	12
<b>Grand Total Hours</b>	<b>171.5</b>	<b>171.5</b>	<b>528.5</b>	<b>528.5</b>	<b>1400</b>

## **INSTRUCTOR**

CIP CODE:13.1019

SOC CODE: 25-1194.00

Certificate Program

Clock Hours:600

ZORGANICS Institute Instructor program course will train the instructor in basic instructional methods needed to teach in the cosmetologist, barber, manicurist, esthetician , master esthetician, massage therapy .The state mandated hours are 600 hours and this program was designed greater than the required hours to include personal development.



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## BEAUTY AND WELLNESS

**PROGRAM OBJECTIVES:** To prepare students to an entry level position in the field of teaching for subject matters related to the beauty industry.

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

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming, poise, and effective communication skills.
- Understand employer/employee relationships and respect the need to deliver worthy service for value received.
- Perform the basic analytical and manipulative skills applicable to the program of study.
- Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

**DESCRIPTION:** The Instructor course consists of various topics and subjects related to the theoretical and practical (hands on) aspects needed to prepare a person to teach in the field of cosmetology or related field in which they intend to teach. The prerequisite for the course is that the enrollee be currently licensed as a cosmetologist, hair designer, barber, manicurist, esthetician, or master esthetician. Topics and/or subjects are designed to assist the future professional with a basic understanding of a wide variety of knowledge areas in the field. Because trends and tools within the field are constantly changing, ZORGANICS Institute updates the course content and the teaching methods to address those trends.

**PROGRAM LENGTH:** 600 hours Intended time to complete a Instructor program attending full time is 5 months.

**EMPLOYMENT:** OCCUPATIONAL INFORMATION NETWORK: O\*Net is the nation's primary source for occupational information and a tool to search potential career options and obtain valuable information about numerous occupations. You may visit O\*Net at <http://www.onetonline.org/crosswalk> / and enter the CIP (Classification of Instructional Programs) code listed above under "education" for more information related to the program.

**STANDARD OCCUPATIONAL CLASSIFICATIONS:** A Standard Occupational Classification or SOC code is a number that represents an occupational classification which links a particular area of study or educational program to a list of occupations. Occupation: The Hairstylist, following Colorist, SOC codes are related to ZORGANICS Institute: salon manager, salon owner, product sales rep.

SOC CODE: 25-1194.00 CIP CODE: 12.0407 Occupation: Vocational Education Teachers, Postsecondary

**PLACEMENT RATES:** Per our reporting requirements with the National Accrediting Commission of Career Arts and Sciences (NACCAS) Agency for the Calendar Year [2018], our rate is as follows: 0 The placement rate represents students who completed the teacher training program between [2018 and [2019] and were employed by [date].

**MEDIAN LOAN DEBT:** The median debt listed below is the median amount of loans borrowed for students who completed the teacher training program and graduated between [2018] and [2019]. Institutional Financing 0.

**ESTIMATED COST FOR INSTRUCTOR PROGRAM NOTE:** ZORGANICS Institute does not offer on-campus housing. The costs listed below are estimated figures of the total cost of attendance which includes expenses outside of tuition and fees. **Students who choose to do the Hybrid Program will receive 15% off of their tuition.**

INSTRUCTOR: 600 HOURS

Tuition: \$7,404.00

Materials & Supplies: \$770.00

Application Fee \$100; processing fee for \$78 ; enrollment fee for \$150 ; Orientation Fees: \$300.00

TOTAL: \$8,802.00



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### INSTRUCTOR- CAMPUS Course – Breakdown of State Required Hours

SUBJECT:	Theory Hours	Practical Hours	Total Hours
Orientation	6	0	6
The Career Education Instructor	10	0	10
The Teaching Plan and Learning Environment	10	0	10
Teaching Study and Testing Skills	25	0	25
Basic Learning Styles and Principles	24	0	24
Basic Methods of Teaching and Learning	20	0	20
Communicating Confidently	10	0	10
Effective Presentations	10	0	10
Effective Classroom Management and Supervision	5	0	5
Achieving Learner Results	12	0	12
Program Development and Lesson Planning	10	0	10
Educational Aids and Technology in the Classroom	10	0	10
Assessing Progress and Advising Students	20	0	20
Making the Student Salon an Adventure	10	0	10
Career and Employment Preparation	10	0	10
The Art of Retaining Students	5	0	5
Educator Relationships	5	0	5
Learning is a Laughing Matter	5	0	5
Teaching Success Strategies for a Winning Career	10	0	10
Teams at Work	8	0	8
Evaluating Professional Performance	10	0	10
Career Planning	3	0	3
On the Job	10	0	10
The Beauty Business	10	0	10
Direction of classroom practical and clinic services, dispensary management, inventory organization and maintenance, practical assessments	0	340	340
State Board Preparation	2	0	2
<b>Grand Total Hours</b>	<b>260</b>	<b>340</b>	<b>600</b>



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Payment Method: Credit/Debit card, Cashier's check, Scholarship, Grants, State, Federal

### INSTRUCTOR- HYBRID Course – Breakdown of State Required Hours

SUBJECT:	<u>Theory Hours</u> Campus	<u>Theory Hours</u> Online	<u>Practical Hours</u> Campus	<u>Practical Hours</u> Campus	Total Hours
Orientation	3	3	0	0	6
The Career Education Instructor	5	5	0	0	10
The Teaching Plan and Learning Environment	5	5	0	0	10
Teaching Study and Testing Skills	12.5	12.5	0	0	25
Basic Learning Styles and Principles	12	12	0	0	24
Basic Methods of Teaching and Learning	10	10	0	0	20
Communicating Confidently	5	5	0	0	10
Effective Presentations	5	5	0	0	10
Effective Classroom Management and Supervision	2.5	2.5	0	0	5
Achieving Learner Results	6	6	0	0	12
Program Development and Lesson Planning	5	5	0	0	10
Educational Aids and Technology in the Classroom	5	5	0	0	10
Assessing Progress and Advising Students	10	10	0	0	20
Making the Student Salon an Adventure	5	5	0	0	10
Career and Employment Preparation	5	5	0	0	10
The Art of Retaining Students	2.5	2.5	0	0	5
Educator Relationships	2.5	2.5	0	0	5
Learning is a Laughing Matter	2.5	2.5	0	0	5
Teaching Success Strategies for a Winning Career	5	5	0	0	10
Teams at Work	4	4	0	0	8
Evaluating Professional Performance	5	5	0	0	10
Career Planning	1.5	1.5	0	0	3
On the Job	5	5	0	0	10
The Beauty Business	5	5	0	0	10
Direction of classroom practical and clinic services, dispensary management, inventory organization and maintenance, practical assessments	0	0	170	170	340
State Board Preparation	1	1	0	0	2
<b>Grand Total Hours</b>	<b>130</b>	<b>130</b>	<b>170</b>	<b>170</b>	<b>600</b>



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### POLICIES

**Note:** should the student complete the program earlier than the estimated time frame stated in the contract, the student's financial aid package may be recalculated and that this may result in liabilities owed by the student and/or the institution, if applicable.

ZORGANICS Institute may update its policies at any time without notice, in accordance with regulations. Policies are written in accordance with state, federal and accredited regulations by the Institute Director. Policies are adopted by the Management and Owner of ZORGANICS Institute and distributed in writing via the Employee Handbook, Student Catalog and other related documents. Copies of current policies are available from the Institute Director

### DISTANCE LEARNING POLICY

**Barber, Cosmetologist, Manicurist, Esthetician, Master Esthetician, Instructor, Massage Therapy, and Hair Design**

**Please Note: Zorganics Institute of Beauty and Wellness is not currently offering Distance Learning.**

DUE TO CORONAVIRUS PANDEMIC, THE ONLINE DISTANCE LEARNING POLICY MAY BE DIFFERENT TO MEET SAFETY GUIDELINES ONLINE DISTANCE LEARNING STUDENT

### **ACCOUNT'S LOG IN**

Each student will have a unique access code to log into the student's distance learning account. Students must not share this information or allow others to use or access a student's distance learning account.

**DEVICE REQUIREMENTS** Students must have access to the internet and devices that are capable of access to distance learning accounts such as iPad, table, laptop etc....

**ONLINE DISTANCE LEARNING HOURS:** The interaction with the instructor will be validated by measurable participation in clock hour through student's hour report . Students are scheduled to complete 15 hours of theory and practical from a distance learning account per week or a total of 60 hours of online learning per month. Students may earn more than 60 hours of online learning per month for make up.

The online hours will be rounded to the nearest quarter as this is a state's requirement. Students will have from the 1st day to 12pm PST of the last day of each month to complete a total of 60 hours for the month through online learning.

The theory sections are completed before the practicals sections. Students must complete the online and campus studies and in addition the practical residency, 3 days maximum of 30 hours per week as outlined in their enrollment agreement. The distance learning practicals applications will not be delivered online on live models. All practical applications on live models must be delivered while on campus.

Once the month passes, and if the student's online hour report shows that the student has not completed the online hours of the month then the student will not earn the online hours for the month.

**For graduation date calculation** purposes, the online hours of the month will be credited on the day a student is not scheduled to be on campus unless another situation is noted on the student file. *For example:* If a student's online hour report shows the total hours a student spent for online activities this week is 9.53 hours, the hour will be rounded up to 10 hours and this will be the hours posted to the student's attendance report. If a student's online hours report shows the total hours a student spent for online activities this week are 16.75 hours, the hours will be posted to student's attendance is 15 hours (Since a student is only allowed to earn a maximum of 15 hours of online learning per week.)

**ASSESSMENTS & TESTS:** Once students are enrolled in a course, students are provided with learning objectives to complete the training. Zorganics Institute evaluates students' qualitative academic performance for each 10% of the distance education to answer questions showing that students understand the material, can complete the objectives and demonstrate practical knowledge. Upon completion of all curriculum requirements, the student must pass a comprehensive theory and practical final exam to satisfy all graduation requirements as outlined in the enrollment agreement prior to graduation from the program.

**ONLINE DISTANCE LEARNING HOUR TRANSCRIPT:** The unit of study hours that student earned as online learning will be showed on student's transcript as distance education; The academic achievement earned via distance education may not be accepted for reciprocity or eligible for license in other states.





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### ADMISSION REQUIREMENTS

**FOR BARBER, COSMETOLOGIST, ESTHETICIAN, MASTER ESTHETICIAN, MANICURIST, INSTRUCTOR, HAIR DESIGN and MASSAGE THERAPY**

Enrollment at ZORGANICS Institute is open to career-minded individuals who would be able to benefit from and utilize the skills taught for gainful employment. To enroll in school, an applicant must complete an application and interview with an admissions staff person.

1. Students must be at least 16 years of age, must provide a copy of government issued photo identification, proof of a high school diploma or its equivalent, and have completed the IPEDs questionnaire. Acceptable documentation that is recognized equivalent to a high school diploma include the following:

In the case a prospective student was home-schooled, that said student must provide a home-school credential recognized by the state of WASHINGTON as equivalent to a high school diploma.

A GED or HISET certificate.

A high school transcript must be presented indicating that the student excelled in high school and the student must satisfy the ZORGANICS INSTITUTE'S written policy for admitting such students prior to the first day of class.

**ZORGANICS INSTITUTE accepts Ability-to-Benefit students**

**Definition:** A student who is beyond the age of compulsory education, lacks a high school education or its equivalent, and has the ability to benefit from the education or training offered at an institution In order to be admitted on the basis of his or her ability to benefit, a student shall complete either: prior to admission, complete an Ability To Benefit test (Accuplacer) from Zorganics Institute that measures the applicant's aptitude to successfully complete the program with a score of 76% of higher for the course to which he or she has applied, or for courses and/or programs of 600 hours or more, after enrollment, satisfactorily complete 225 clock hours, as applicable.

2. Students must complete a personal interview with an admissions representative. Candidates are asked questions about goals and expected outcomes of study. This interview is typically conducted during a visit and/or tour of the school or may be completed by telephone in extenuating circumstances.

3. A completed application must be submitted and approved prior to acceptance. Upon acceptance, the student must provide a complete and signed enrollment agreement contract and designated monetary deposit to confirm attendance. Students must also acknowledge that they possess the physical mobility and dexterity necessary for performing the services in their chosen field.

4. A valid Alien Registration card is required for all eligible non-citizens. Prospective students awaiting receipt of a valid Alien Registration card should refrain from scheduling an appointment for an interview until the Alien Registration card is received. We cannot admit students without this documentation

5. International students may apply for and must obtain an M-1 Visa to attend school. Obtaining a vocational student Visa (M-1) takes approximately 4-8 weeks. Students should file their application well in advance. Contact the U.S. Department of State to obtain the information needed to file for a student Visa. Applicants must demonstrate that they meet M-1 Visa requirements including having a residence abroad with no immediate intention of abandoning that residence; intend to depart the United States upon completion of the course of study; and possess sufficient funds to pursue the proposed course of study. ZORGANICS INSTITUTE registers all international students with SEVIS and the U.S. Department of Homeland Security.



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6. The foreign high school diploma must be translated into English and has been performed by an outside agency that is qualified to translate documents into English and qualified to confirm the academic equivalence to a US high school diploma.

7. If attending under a training agreement with a government agency, i.e. U.S. Veterans Administration, WA Rehabilitation Commission, or WA Department WORKFORCE and Training, the student must meet the admissions requirements set out in the training agreement and/or applicable state licensing or certification regulations.

8. Students must possess a minimum proficiency in the English language including the ability to read, write, and speak.

9. All programs are taught using English and all educational and other materials pertaining to the school are written in English.

10. To your interview, please bring:

- a) Letter of Recommendation: Find a person who is willing to tell us your strengths and how you would make a great cosmetologist, master Esthetician, barber, Esthetician, massage therapy, manicurist, instructor, etc.
- b) Financial Plan Letter: \*How will you be paying for school? \*How will you balance it with your living expenses?
- c) Copy of your government-issued ID (driver's license, passport, etc.) & proof of US citizenship/legal residency (US passport, etc.)
- d) Copy of your Social Security card \*Proof of HS/GED, or its equivalent (diploma or official transcript) completion.
- e) Non-refundable application fee of \$100 and \$78 processing fee payable by debit/credit card, money order or cashier's check.
- f) For the instructor program the student must hold a current practitioner license for the barber, manicurist, Esthetician, cosmetologist, or master Esthetician program

### **TRANSFER Policy**

#### **TRANSFER STUDENTS**

Transfer hours for unlicensed individuals

As of the date of this catalog, ZORGANICS Institute does not accept transfer hours or credits from any currently operating institution from which a student has withdrawn without completing the program. This includes transferring hours from one program at ZORGANICS Institute to another related program.

For example, a student who starts the Master Esthetician program but does not complete may not transfer hours to the Esthetician program, or a student who does not complete the Cosmetologist program may not transfer hours to the Barber program.

A student who is enrolled in a program and wishes to switch to a different program must first drop from the current program. Then, that student may apply to enroll in another program, and start on a regular start date when an opening is available. Fees related to tuition, books and material and supplies may apply and financial aid/options eligibility may be affected.

ZORGANICS INSTITUTE does not recruit students already attending another school offering a similar program of study.

Exceptions may be made for Military Veterans who wish to transfer applicable hours, as required by law. Veteran applicants who wish to have their prior education and training reviewed for possible credit for any courses that they have taken in the past that may apply at ZORGANICS Institute should present appropriate materials, including transcripts or certifications, during the enrollment process.

Exceptions may be made for applicants wishing to transfer hours from an institution that is no longer in operation. This will be done on a case by case basis and documentation and practical tests may be required. Accrued hours expire after three years, according to the regulations of the State of Washington.

Students may request to change schedules within the same program. ZORGANICS Institute will transfer the student's completed hours from their original contracted program schedule towards the completion of the same program within



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a new schedule. Student's transferring to a new schedule will begin at the same point at which they left with consideration to attendance and academic progress to date. Students are required to complete and sign a *Transfer Form* as an amendment to their contract. The Transfer Form includes the number of hours completed to date and credited towards the student's new program schedule.

Upon receipt of a signed Transfer Form, the student is withdrawn from their current program and re-enrolled in their new program schedule, per their Transfer Form. ZORGANICS INSTITUTE does not accept transfer hours from other institutions. Non-credit remedial courses, in completes, and repetitions have no effect upon the ZORGANICS Institute's Satisfactory Academic Progress.

#### **Withdrawal, Re-entry, and Repetition**

A student who wishes to withdraw from their respective program should provide written notice to ZORGANICS INSTITUTE Administration. A student absent for fourteen (14) consecutive days without notice or documentation will automatically be withdrawn from the program.

#### **Temporary Interruption**

Students re-entering the institute will re-enter the same progress status as when they left. Any student who withdraws from the program may be given the opportunity to re-apply, re-enroll, and re-enter on a date provided by the Admissions Department. A student making Satisfactory Academic Progress (SAP) at the point of withdrawal may apply for re-enrollment at ZORGANICS INSTITUTE and will be considered to be making SAP at the point of re-entry. All hours completed prior to withdrawal will be credited to students, upon re-entry, who completed those hours within three calendar years of the date of re-entry and who withdrew making Satisfactory Academic Progress. Students not making SAP at the point of withdrawal may apply for re-enrollment at ZORGANICS INSTITUTE and if accepted will re-enter with the same SAP status in which they left. All incomplete requirements must be completed upon re-entry. Students deemed unable to come into SAP will be required to repeat all or part of the program. Students who completed hours more than 3 calendar years prior to the point of re-entry may be required to complete all or part of the program.

#### **Transfer Hours for Licensed Individuals**

ZORGANICS Institute may take applicable transfer hours for licensed individuals who wish to complete additional programs. These individuals must provide appropriate documentation of the completed hours and credits, proof of licensure, and complete a "test out" to review transferable skills. For example, a cosmetologist who is licensed in Washington state may be able to transfer the applicable Esthetician hours from their Cosmetology program training towards an Esthetician or Master Esthetician program.

Up to a maximum of 300 clock hours may be credited. Credit is based on providing prior licensed experience(s) as a licensed Cosmetologist, Barber, Manicurist, Esthetician or Master Esthetician, instructor, Hair Design .... Hours may be credited based on the formula:

At least 1-2 year of industry experience 100 -150 hours

At least 2+ years of industry experience 150-300 hours

A maximum of 300 hours may be credited. Industry experience will need supporting documentation which may include state license, pay stub, tax return, etc.

#### **Transferring form an accredited institute**

Students must have proof of transcript. Up to 50% clock hours will be delivered by ZORGANICS Institute

#### **EVALUATION OF HIGH SCHOOL DIPLOMA/GED**

ZORGANICS Institute requires any person wishing to begin classes to provide proof of high school graduation or receipt of a GED or equivalency thereof to the Director of Admissions. Proof is defined as: • A legible copy of a high school diploma from a public or private high school with date • A legible copy of transcript from a public or private high school showing graduation/completion with date



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- a) For home schooled students, a copy of a diploma or transcripts showing graduation/completion with date
- b) Documentation indicating successful completion of the equivalent of 12th grade (GED).
- c) For students who graduated high school or the equivalent in a foreign country, the documentation must be provided in English or translated and notarized by a third party service

The school reserves the right to verify the validity of any provided documents or the institution they are from. Should the Director of Admissions or her designee question the validity of an applicant's high school graduation or equivalency, the Director of Operations will review the provided documentation and will determine if further proof is necessary. The applicant may be asked to provide:

- e) The original document used to verify high completion or equivalency, rather than a copy, a second form of verification (such as a diploma and transcripts)
  - f) A description of the mode of education, timeline for education, and/or content of education
- The admissions and/or the operations may review the following about the documenting institution:

- a) State licensing or regional/national accreditation
- b) Availability of information via the institution's website
- c) Actions by the Federal Trade Commission or other authorities
- d) Other information indicating the validity of the institution

In case the admissions and operations determine that the documentations of graduation from high school or equivalency are not valid or that the documenting institution is not legitimate, the applicant's application will be declined. The applicant will be notified by phone, in person, or by email. The decision will be final and an appeal will not be an option in this case.

#### **EVALUATION OF IDENTITY**

All applicants wishing to enroll at ZORGANICS Institute must provide current, unexpired proof of identity. A valid state issued identification card, driver's license, or passport can serve as identification. A valid social security card with the same name as the document used to assure identity is also required.

#### **EVALUATION OF CITIZENSHIP**

Applicants may be asked to provide proof of citizenship or proof of legal residency. Documentation may include:

- a) A copy of the student's birth certificate showing that he or she was born in the United States
- b) A current (not expired) U.S. passport or passport card provided by the U.S. State Department
- c) A Certificate of Citizenship or a Certificate of Naturalization
- d) A valid Permanent Resident Card

#### **RE-ENTRY**

A re-enrollment, one who has either terminated or withdrawn prior to completion of the program, may be re-admitted into the same program typically within 12 months of his or her last date of attendance and at the discretion of Institute Management. Re-enrollment is not guaranteed and will be determined on a case-by-case basis.

#### **RE-ENTRY PROCEDURE**

In order to be readmitted to ZORGANICS Institute, the student must apply for re-enrollment. The application for re-enrollment may be found by contacting the Admissions department during regular business hours. Re-enrollment applications are reviewed by Institute Management. Decisions are final. Additional charges apply and include a \$150 re-enrollment registration fee and all applicable tuition charges, which are calculated with the tuition rate



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corresponding with the new start date. Educational material needs will be assessed upon acceptance as a re-enrollment. Appropriate charges and taxes will apply.

### RE-ENTRY DISCLOSURES

Space is limited. Re-enrollments will only be accepted when space is available. Full course starts are granted priority. ZORGANICS Institute has the right to deny re-enrollment.

A student will only be considered for re-enrollment typically within 12 months of his or her last date of attendance. The Institute strongly recommends that the student re-apply as soon as possible following termination/leave of absence, etc. Failure to do so may result in a significant waiting period prior to a new class start.

A student who failed to complete Phase 1 of his or her course and who is re-enrolling must contact the admissions office, as he or she is considered a new student for the purpose of placement in the class.

A student who previously enrolled, but who did not re-enroll within one year of his or her last date attended, may be required to apply with the Admissions office and be considered a new enrollment. No prior credit will be granted.

All prior balances and/or payment plans with ZORGANICS Institute must be in good standing in order to be considered for re-enrollment.

All requests for re-enrollment must include a detailed description of how the student's situation has improved since the prior enrollment period.

Re-enrollments will typically return to the beginning of the phase/course segment in which they are previously enrolled.

Students may be re-admitted typically only one time regardless of termination (Institute-initiated) or withdrawal (student-initiated).

Upon re-enrollment the student's expected graduation date will be calculated based on 100% attendance rate which will include any remaining personal time not used during previous enrollment period and as compiles with maximum time frame (125%) of his or her new enrollment period (contracted hours/credits) only.

It may take up to 90 days for a decision to be made regarding re-admittance. Actual start dates for re-enrolling students are determined as space availability allows.

#### Re-Enrollment Disclosures for Returning Service Members

ZORGANICS Institute complies with the following in regard to Uniformed Service Members; whether voluntary or involuntary, in the Armed Forces, including service by a member of the National Guard or Reserve, on active duty for training, or full-time National Guard Duty under Federal Authority, for a period of more than thirty (30) consecutive days under a call or order to active duty of more than thirty days:

Re-admit returning Service Member with the same academic status meaning, in the next available class within the same program he or she was enrolled in prior to service

Same number of completed clock hours with the same SAP standing.

If returning Service Member is re-admitting to the same program of study, first year tuition and fees are the same that would have been assessed for the academic year in which the student left; same as other students for that year, if VA or other benefits will cover beyond what the student would have been assessed.

If a returning Service Member is re-admitting to a different program of study, first year tuition and fees are assessed no more than other students. ZORGANICS Institute will make reasonable efforts to help returning Service Members prepare to resume or complete a program and will be at no extra cost to the student.

"Reasonable Efforts" means no undue hardship to the institution.

Student is entitled to readmission if:

He or she gives oral or written notice of the service

The cumulative length of absence and all previous absences for service is less than or equal to five (3) years.

He or she gives oral or written notice of intent to return

Notice of intent to return must be no later than three (3) years after completion of period of service;

OR No later than two (2) years after the end of the period necessary for recovery from service-related illness or injury.

Student must provide documentation to establish that:

Student has not exceeded limitation on the cumulative length of absence

Student's eligibility for re-admission has not been terminated including but not limited to a Certificate of Release or Discharge from Active Duty.

Students who withdraws from a Program in accordance with the school's withdrawal policy, the school shall:

Treat the withdrawal as a termination of the enrollment contract, effective immediately;



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complete a refund calculation for the student, including all fees and payments, in a form acceptable to the WA DOL; and provide the calculation and any refund to the student within 30 days of the effective date of the termination.

Student who stops attending School but does not withdraw in accordance with the school's withdrawal policy, the school shall:

For purposes of any payments due from the student or refund due to the student, treat the student's nonattendance as a termination of the enrollment contract, effective no later than the last date of attendance or last participation in an instructional activity;

e) determine the effective date of the termination within 30 days after the end of the period of enrollment, the term, or the program, whichever is earliest;

f) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the WA State. and provide the calculation and any refund to the student within 30 days from the date the school determines the effective date of termination.

### TRANSPORTATION

The school is accessible by public transportation and is convenient to West Baker view road.

### VACCINATION POLICY

As of this date of this catalog, ZORGANICS Institute does not require vaccinations for enrollment.

### STUDENTS WITH PRIOR FELONY CONVICTIONS

Anyone wishing to enroll in a program at ZORGANICS Institute must complete the Notice Regarding Conviction of a Crime. Providing false or incomplete information on this form may be grounds for non-enrollment, rescinding of acceptance, or expulsion.

A prior felony conviction may not preclude someone from enrollment, but additional information may be required. ZORGANICS Institute may not accept someone who would violate their conditions of release by being on campus.

A student who is on supervision related to their felony conviction should remain in compliance with their terms of supervision in order to remain in school. Neglecting to do so may result in suspension or termination. Contact information for Case Managers, Community Corrections Officers, or other individuals officially assigned for a student's supervision should be provided to Zorganics Institute during the enrollment process so that staff members may act as third party/collateral contacts.

Zorganics institute is committed to educating students who can achieve licensure in Washington State. The Department of Licensing reserves the right to delay or deny licensure of anyone with a felony conviction, pending investigation. ZORGANICS Institute cannot influence the decision of the Department of Licensing nor is the Institute responsible for the decision of the Department of Licensing. Should an applicant have questions about licensure with a felony conviction, he/she should contact the Department of Licensing directly.

Certain types of felonies may limit a student's eligibility for federal financial aid/ and other financial options. These include drug related felonies that occurred while a student received federal aid and sex offenses that led to involuntary civil commitment.

### **SCHOOL CALENDAR: January 1, 2021-December 31, 2021**

#### New class start dates:

- March 10, 2021
- April 12, 2021
- June 25, 2021
- August 25, 2021
- September, 15, 2021
- November 15, 2021
- June 7, 2021, October 8, 2001, teacher's day

#### Holidays:

- Martin Luther King Jr. Day- 1/18/2021
- President's Day- 2/15/2021
- Tax Day



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- Easter- 4/5/2021
- Memorial Day- 6/31/2021
- Labor Day- 9/6/2021
- Columbus Day- 10/11/2021

### School Breaks:

- Spring Break: 4/26-4/30
- Summer Break: 7/5-7/23
- Fall Break: 11/24-11/29
- Winter Break: 12/20-1/5/2022

### **ORIENTATION**

All new students are required to attend an orientation prior to beginning their program. The purpose is to inform, welcome and introduce new students to ZORGANICS Institute policies and procedures. The orientation has many topics discussed, including: institute rules and state regulations, state board exams, grading, attendance, theory classes, clinic floor work, satisfactory academic progress, student characteristics, safety and first aid and project completions. Students are also given the opportunity to meet instructors, school staff, and other students and to ask questions about their training programs.

### **TUITION AND FEES**

At ZORGANICS Institute tuition and fees are due by payment period as outlined in the student's contract and book and/or materials and supplies purchase agreements. In most instances, payment and/or financial aid/ payment arrangements must be made at or before the time a student enrolls. For those students who are eligible for financial aid, payments are due on the date the funds are processed from the government and received at the institute.

All students with balances not covered by financial aid may be offered a monthly payment plan. Monthly payments are due on the first day of each month. Payments received after that date may be charged a **\$15 late fee**. payments should be received no more than 30 days after the student's start date.

All documentation required for financial aid should be submitted prior to the student's start date. Should financial aid arrangements change or become incomplete after a student's start date, new arrangements should be made within 30 calendar days of the student's start date. If financial aid is unavailable at or after that time, the student may be offered a payment plan based on the total amount due to the school. Prices are subject to change.

### **FINANCIAL DISCLOSURES**

#### Over-Exit Charges

The enrollment agreement contract is based on a standard of regular attendance and includes regularly scheduled holidays, and a reasonable amount of personal time. A student who exceeds the end date on the enrollment agreement/contract will incur over-exit fees of **\$30.00** per hour, as stipulated in the enrollment agreement, for every additional hour needed to complete the program requirements. In situations of mitigating circumstances, a student may appeal.

All documentation required for financial aid should be submitted prior to the student's start date. Should financial aid arrangements change or become incomplete after a student's start date, new arrangements should be made within 30 calendar days of the student's start date. If financial aid is unavailable at or after that time, the student may be offered a payment plan based on the total amount due to the institute. Prices are subject to change.

### **DELINQUENT TUITION**

Any student more than 30 days delinquent in payments to the institute may be suspended from school until payments are made. Any student more than 60 days delinquent in payments to the school may be terminated.

Any student account more than 60 days delinquent may be turned over to the institution collection agency. The student will be responsible for all costs associated with collections.



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Should a student graduate or otherwise exit ZORGANIC Institute with a balance due to the school, that balance must be paid in full or a payment plan acceptable to the school must be in place within 30 days of the date of graduation or of withdrawal, in accordance with the withdrawal definition policy. If there is no payment, payment plan, or if the payment plan is not followed, the account may be turned over to the institution collection agency. The graduated or exited student will be responsible for any fees or accumulated interest associated with collections.

### **METHODS OF PAYMENT**

Payments to ZORGANICS Institute for tuition and related expenses may be made in a number of ways, including:

- i) Title IV disbursement
- ii) State Funding Program disbursements
- iii) Cash
- iv) Check
- v) Credit card
- vi) Money order/ cashier check
- vii) Grants and scholarships
- viii) Private loans.

### **ZORGANICS SCHOLARSHIP**

The ZORGANICS Scholarship is a special fund that has been established for current and future ZORGANICS Institute students who are in excellent standing who require additional funds in order to meet their financial obligations. ZORGANICS Institute offers several scholarship programs. Please contact the admissions representative for more details.

### **GRANTS**

While ZORGANICS Institute cannot directly offer Grants, the Institute can provide counseling and services towards acquiring from outside sources. Please contact the Admissions representative for more details.

### **PRIVATE LOANS**

Students who choose to take a private loan should be aware of the following:

1. Private loans differ from lender to lender. It's important to ask questions when seeking a private student loan, so the borrower can compare loans and choose the one that best fits his or her needs.
2. Private loans are credit based; some students may need a cosigner to qualify. A co-signer is a person who agrees to assume responsibility for repaying the loan if the student fails to repay.
3. Students should plan ahead; know how much to budget for repayment.
4. The lender will send the borrower disclosure statement for the loan is disbursed. Students should review the disclosure statement for the loan to estimate what the monthly payments will be. Lenders will provide students with a repayment schedule.
5. ETPL (Federal Funds through Work Force) Workforce development, tuition and funding assistance is available for those who are eligible.

Once a student has been credit-approved for a private student loan, the lender will send the student borrower the following:

1. Application for Solicitation Disclosure - This will provide information about the range of rates, fees, and





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other terms that apply

2. Approval Disclosure - this notice contains the terms specific to the approved loan. The borrower has 30 calendar days to accept the offer. Upon loan acceptance, the borrower will be directed to complete a master promissory note.

3. Private Education Loan Applicant Self Certification Form - The applicant is required to complete a self-certification form and submit to the lender. Before submitting to the lender, the institution must provide information on the costs of attendance and the amount of financial aid available to the student.

4. Final Disclosure - Presented to the borrower after the loan is accepted and all required documentation is on file with the lender. This disclosure is made 3 business days before the loan is disbursed. The loan will not be disbursed until the 3 business days have elapsed. The borrower may cancel the loan within this 3 day period.

Note: ZORGANICS Institute does not have a "Preferred Lender List" of private loan lenders that we recommend to students. ZORGANICS Institute may, on the other hand, make suggestions towards students, graduates and their guardians/parents on how to obtain private loans.

### **LOAN COUNSELING**

Prior to loan disbursement, all student loan applicants will be advised of their rights and responsibilities with regard to loans (and other financial aid funds) including but not limited to repayment requirements, sample repayment schedules, repayment options, and default counseling.

Students have the right to:

- Cancel the loan(s).
- Obtain a copy of the Master Promissory Note; this is a legal agreement to repay your loan under the terms stated.
- A notification of loan sale or transfer; your lender must notify you if your loan is sold or transferred to another organization. In the notification, you should have the new organization's name, address, and contact information.
- Know the cost of the program chosen.
- Understand what criteria ZORGANICS Institute uses to award student financial options.
- Know the types of financial assistance that are available, including information on all federal, private, and institutional financial aid programs.
- Understand the criteria for meeting Satisfactory Academic Progress and maintaining financial aid eligibility.

### **Loan Repayment Requirements**

All loans require repayment by the borrower according to the terms of the Master Promissory Note. Repayment options may include deferment and forbearance options. Borrowers should contact their lender as needed.

### **Additional Financial Assistance Issues**

ZORGANICS Institute participates in alternative funding options along with scholarships to qualifying students. For more eligibility details, application forms and deadlines, contact the Admissions representative during regular business hours.



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### **CONTINUED ELIGIBILITY**

All students must remain eligible for aid at all times; this includes but is not limited to Satisfactory Academic Progress standards. Changes in the student's status and other eligibility requirements will result in recalculation of the aid package, which may lead to a reduction or loss of awards. In the event the aid package is reduced or terminated, the student and/or guarantors will be responsible for all financial obligations to the Institute. This responsibility is assumed by the student and his or her guarantors regardless of the reason for the reduction or loss of eligibility.

### **FRAUD**

It is illegal to falsify documents in an effort to secure federal or state funds for educational or other purposes. Intentional misreporting or misrepresentation of information on application forms and/or other documents is a violation of the law, is considered a criminal offense and will subject all parties involved to penalties under the U.S. Criminal Code. Tampering with grades and/or clocking in/out of another student and/or other time clock misuse is considered a misrepresentation of information and therefore may be considered fraud. Disciplinary action up to and including termination will result. ZORGANICS Institute will, in the case of fraud, suspected fraud or other criminal misconduct, make a referral to the U.S. Department of Education's Office of the Inspector General.

### **FINANCIAL AID**

**Zorganics institute does not currently offer financial aid.**

Student financial aid is money that helps students pay the cost of education. Funds for this aid may be provided from several sources including federal and state government and local lending institutions. Most financial aid recipients receive their aid in a combination "package" composed of more than one type of aid program. U.S. citizens and eligible non-citizens who show financial need may be eligible for financial aid.

Eligible students who demonstrate they need financial assistance may be offered a combination of grants and/or loans. Grants are awards that students may not have to pay back as long as they remain in and complete school; however if a student withdraws, that student may be responsible to pay grant money back to the U.S. Department of Education. Loans are borrowed money that must be repaid with interest. To apply for financial aid, students must complete a Free Application for Federal Student Aid (FAFSA) as the primary needs analysis document. Any student interested in obtaining financial aid should visit or call the Financial Aid department.

ZORGANICS Institute, participates in the Title IV Federal Financial Aid Program. The U.S. Department of Education and the Office of Student Financial Assistance authorize this participation. Eligible students at ZORGANICS Institute, may apply for financial aid to assist in meeting their educational expenses. Programs include Federal Pell Grant and Federal Direct Loans.

ZORGANICS Institute, makes no representation that a student will receive any financial assistance. Individual need determines program eligibility. This need determination will comply with all Title IV Federal Financial Aid regulations. The regulations governing all federal financial assistance programs are subject to change. The Financial Aid department will have information regarding available programs and consumer information.

### **FINANCIAL AID COUNSELING**

Electing to take on the debt of a student loan is an important decision. Prior to taking out a student loan, students must complete Entrance Counseling. This can be completed in person in the Financial Aid department or online through the U.S. Department of Education's studentaid.gov website.

Upon completing or exiting a program, students must also complete student loan Exit Counseling. This can also be completed in person in the Financial Aid department or online at studentaid.gov.

### **METHODS OF DISBURSEMENT**

All Federal financial assistance awarded by the school is disbursed according to Federal regulations.

Financial aid is disbursed based on payment period as outlined in the student's contract. Financial aid is first credited to the student's account balance. Should the amount of the disbursement exceed the balance on the student's account, the student may be refunded that amount by check. Refund checks may be signed for in person in the Financial Aid office or mailed to the address on file at the school. If the student prefers to leave a credit on the account, they must provide a voluntary authorization to do so. The Financial Aid department can provide the form to



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authorize the holding of a credit balance. The authorization will show how much the student wishes to hold and for what time period. The student has the right to cancel such authorization at any time.

Refunds will be issued within 14 days of the creation of the credit balance. Checks will be held in the Financial Aid office for 21 days, after which the check will be mailed the address on file. Refund checks are valid for 90 days. Should a check remain uncleared for more than 90 days, that check is considered void. A new check can be reissued at the request of the student up to 180 days after the issuance of the original check. After 180 days, if a check remains uncleared, the unclaimed funds will be returned to the U.S. Department of Education.

#### **UPDATES TO THE FAFSA**

Changes made to the FAFSA after enrollment may change student eligibility for federal financial aid. Before making changes to the FAFSA, a student should check with the Financial Aid Office.

#### **DEPENDENCY STATUS**

Should a student have a change in dependency status during an academic year, updates to their FAFSA may be necessary.

The FAFSA may be updated if:

- a) The student acquires a dependent child or children, either through birth, adoption or foster care.
- b) The student no longer has custody of a dependent child or children.
- c) The student is dependent and both parents pass away during the academic year.
- d) The FAFSA may not be updated for dependency status change due to marriage or divorce.

If a student re-enters a program after withdrawing, the student's dependency status must be updated.

#### **VERIFICATION**

The Department of Education reserves the right to ask for additional information to confirm data provided by the student or the parent on the FAFSA. This information must be provided to the Financial Aid Office at ZORGANICS Institute by the student or parent. Data to be verified can include income information, household size, number of family members in college, and other items. Documentation may include a verification worksheet, tax transcripts, W2 forms, proof of living arrangements, and may include other items.

If a student's FAFSA indicates that they are required to provide verification documentation, they should do so within 30 calendar days of the student's start date or the student may not be eligible to receive federal aid. A payment plan based on the total amount due to the school may be offered at that point.

Verification documents will be reviewed by Financial Aid staff members. Items in the FAFSA that do not match the information provided in the verification documents must be updated. Student eligibility for federal aid may be impacted by changes made due to the verification process.

#### **PROFESSIONAL JUDGMENT**

Occasionally, a student's current circumstances vary from those reported on the FAFSA, usually because income documentation relies on tax information from prior years and not from the student's or family's current situation. Under certain special conditions, the Financial Aid Director may perform a Professional Judgment to better align the FAFSA's data with the student's or family's ability to pay for their education. Special circumstances may include unemployment or change of employment that impacts income, divorce, death of a wage-earner such as spouse or parent of dependent student, change in child support arrangements, additional family members in college, legal proceedings, foreclosure, bankruptcy, extreme medical expenses, or other circumstances beyond the student's or family's control.

The use of professional judgment requires documentation such as a written budget from the student or family, income documentation, third party confirmation of legal proceedings, copies of bills, documents supporting education enrollment, signed statements of other parties, or other documents as requested.



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Professional judgement extends only to one award year or to a specific period of time as designated by the Financial Aid Director. Should professional judgment be required for subsequent award years or periods of time, additional documentation may be required. The use of professional judgment is at the sole discretion of the Financial Aid Director.

### REFUND POLICY

a) If a student is not accepted by the school, the student shall be entitled to a refund of all monies paid.

b) A student or legal guardian cancels the contract and demands his/her money back in writing within 3 business days of signing but prior to entering classes, but before instructor has began. In this case, the student is entitled to a refund of all monies paid to the school less an application fee and registration fee of

-Barber: \$100

-Cosmetologist: \$100

-Esthetician: \$100

-Hair Design \$100

-Instructor: \$100

-Master Esthetician: \$100

-Massage Therapy: \$100

-Manicurist: \$100

and processing fee \$78, and enrollment fee \$150

orientation fee of \$300

- Cost of books and equipment become the property of the student upon receipt. The full cost of the books, materials and supplies are the student's responsibility upon receipt. However, the student will receive a credit for any non-disbursed portion of student Books/material and supplies.

- If ZORGANICS Institute is permanently closed and instructions has begun or no longer offers instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition.

- If a Zorganics Institute cancels a course or program and ceases to offer instruction after students has enrolled and instruction has began the school shall at its options.

- Provide a pro rata refund for all students transferring to another institution based on hours accepted by the receiving school; or a provide a full refund of all monies paid or

ii) Provide completion of the course and/or program; or

iii) Participate in a teach-out agreement; or

iv) Provide a full refund of money paid.

- All refunds shall be based on scheduled class hours, not hours attended. Refunds will be calculated based on the student's last date of attendance.

- If the amount that the student has paid is more than the amount that the student owes for the time he/she has attended, then a refund will be made within 30 days. If a student has received Title IV,, the school will allocate the refund in the following order: Direct Loan Program, Federal Parent Loan for Undergraduate Study (PLUS), Federal Pell Grant, State Funding, any other Title IV assistance, other federal, state, institutional, or private assistance, to the student. If there is a balance due, the student is responsible for paying it.

- Should a student withdraw or be terminated prior to graduation, an administrative fee of \$150.00, will be charged.

In case of a major illness or other life-altering circumstance, the Institute may make a settlement, which is reasonable and fair to both.

This catalog complies with NACCAS policy.

Collection procedures shall reflect ethical business practices.

The name of the National Accrediting Commission of Career Arts and Sciences is not used in the institution's refund policy nor in any of its collection efforts. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of the Withdrawal and Settlement Policy. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the institution



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## ENROLLMENT TIME

Enrollment time is defined as scheduled clock hours spent between the actual starting date and the date of the student's last day of physical attendance in school. Any monies due the applicant or student shall be refunded within thirty (30) days from the withdrawal date, or in the case of a leave of absence, the earlier of the documented date of scheduled return or the date the student notifies the institution that he/she will not be returning.

## RETURN OF FUNDS

The Return Funds policy is based on "scheduled hours" and "Unearned" aid at the time of withdrawal from a program. "Unearned" aid must be returned by the ZORGANICS Institute and by the student. For students who enroll and begin classes, the following schedule of tuition adjustments is authorized, less the \$100 registration fee and orientation fee of \$300, processing fee \$78 and enrollment fee of \$150.

Percentage of scheduled enrollment time at notice of cancellation compared to total time of course:	Percentage of tuition and other instructional charges which the Institute may retain:
0.1% - 4.9%	20% of tuition Retained
5% - 9.9%	30% of tuition Retained
10% - 14.9%	40% of tuition Retained
15% - 24.9%	45% of tuition Retained
25% - 49.9%	70% of tuition Retained
50% or over	100% of tuition Retained

## WITHDRAWAL DEFINITION

For the purpose of determining a refund, a student is deemed to have withdrawn from a course of instruction when any of the following occur:

- i) the student notifies the college of withdrawal or of the date of withdrawal, whichever is later;
- ii) the school withdraws enrollment as provided in the Enrollment Agreement;
- iii) after fourteen consecutive calendar days of unexcused absence;
- iv) the student is expelled for behavior outlined in this catalog;
- v) the student does not return from leave of absence or notifies the school that he or she will not be returning from leave of absence.

Attendance is monitored on a regular basis. Review for withdrawal due to lack of attendance occurs at least once every calendar month.

Students requesting to withdraw from enrollment should do so in writing or in person. The date of withdrawal will be determined by the postmark or date of presentation to the Institute Director. Students who withdraw from enrollment prior to program completion may pay an additional \$150 administration / withdrawal fee.

Any student withdrawing from ZORGANICS Institute must remove all of their Material and supplies and personal items from the institute premises, including items in their locker. ZORGANICS Institute will not be responsible for any items left on premise and reserves the right to dispose of any items, both material and supplies and personal, left more than 10 days.

Any unpaid tuition or fee balance remains upon withdrawal, official transcripts may not be released



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A student who wishes to re-enroll after withdrawal, that student may be required to re-apply. Any student re-entering a program will enter at the same Satisfactory Academic Progress status at which they withdrew. Accrued hours expire after three years.

### **SATISFACTORY ACADEMIC PROGRESS POLICIES**

#### **Definition of Satisfactory Academic Progress (SAP)**

Students must satisfactorily complete a minimum number of hours (cumulative attendance percentage) toward their educational goals, must maintain a minimum grade average (cumulative grade average) based on time increments, and complete their program of study within 132% of the normal time frame of the program. This school defines its academic year as 900 hours and 30 weeks for cosmetologist, esthetician, barber, manicurist, instructor, massage therapy, master esthetician /all it's programs of study. A student's SAP in a program is reviewed and evaluated to determine if a student is progressing toward graduation.

### **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

Satisfactory Academic Progress measures a student's progress in academics and attendance. ZORGANICS INSTITUTE satisfactory Academic Progress (SAP) Policy is consistently applied to all students enrolled in a specific NACCAS (National Accreditation Commission of Career Arts and Sciences) approved program and scheduled for a particular category of attendance (part-time, and full- time). The policy complies with the guidelines established by NACCAS and the federal regulations established by the U.S. Department of Education.

ZORGANICS Institute has specific standards students are expected to achieve to maintain SAP in their programs of study and to assure student progress toward graduation within a maximum time frame of 132%.This policy outlines the criteria and procedures for the implementation of objective standards by which all future professionals shall be consistently evaluated to determine if they are making Satisfactory Academic Progress. The SAP policy is printed in the school catalog to ensure that all students receive a copy prior to enrollment. This policy applies to all students enrolled in the Barber, Cosmetologist, Massage Therapy, Esthetician, Manicurist, Master Esthetician, Hair Design and Instructor programs. This includes full-time or part-time students.

A student must maintain SAP in both attendance and academics (theory and practical) for continued enrollment in this institute. This policy will be applied uniformly for all future professionals regardless of program, schedule or payment plan. Students receiving funds under any Federal Title IV financial aid assistance programs or State funding must maintain satisfactory progress in order to continue eligibility for such funds.

ZORGANICS Institute Satisfactory Academic Progress policies adhere to the regulations defined by the United States Department of Education, 34 CFR 668.34.

Each student is required to maintain a minimum grade point average of 76% (the "qualitative" average) and a minimum attendance percentage of 76% (the "quantitative" average). SAP will be calculated for each evaluation period as listed on the table below. The qualitative average is the average grade, as a percentage, that the student received for theory and practical work attempted from the student's start date to the end of that evaluation period. The quantitative average (attendance percentage) is calculated by dividing the total number of hours completed by the student from their start date to the end of that evaluation period by the number of possible hours that the student could have completed according to their course and schedule. This applies to all students in all programs and schedules.

An approved leave of absence will suspend the evaluation period until the student returns. The student contract period and maximum time frame will be extended for the same number of days taken in the leave of absence. A student returning from leave of absence will return in the same progress status at which they left. Temporary interruptions in education in the form of approved and excused planned time off lasting 3 days or more, as indicated in the Attendance Policies, may also not impact the evaluation period.

Any student who withdraws from the institute during any evaluation period and then returns at a later time will enter the institute at the same progress status at which they left.

### **Satisfactory Progress Report examples:**

Example one.

Student ONE has the following grades at 450

hours: Test 1= 86%

Test 2=79%



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Overall Practical Grade: 91%

QUALITATIVE AVERAGE=85%

Student A has the following attendance record at 450 hours:

Hours Attempted=450

Possible Hours=470

QUANTITATIVE AVERAGE ( attendance percentage)=96%

This student has achieved satisfactory academic progress. The student is passing until the next evaluation period.

Example two:

Student TWO has the following grades at 900 hours:

Test 1= 76%

Test 2= 90%

Overall Practical Percentage: 76%

QUALITATIVE AVERAGE=87%

Student ONE has the following attendance record at 900 hours:

Hours Attempted=900

Possible Hours=1150

QUANTITATIVE AVERAGE ( attendance percentage)=78%

This student has not achieved satisfactory academic progress for the quantitative average because the student's attendance percentage is below 76%. The student has failed SAP until the next evaluation period.

### Measurement of Satisfactory Academic Progress:

**GRADING:** Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each chapter of study. Practical assignments are evaluated as completed. Practical skills are evaluated according to the text or taught procedures and performance standards established by the state licensing agency and set forth in the practical skills evaluation criteria. Students must maintain a cumulative grade average at a minimum of 76% (C grade average) in order to be considered for making SAP and pass a final written and practical exam to graduate. Students must make up failed or missed tests and incomplete assignments.

### SATISFACTORY ACADEMIC PROGRESS REGARDING ACADEMIC PERFORMANCE

Qualitative factors determine academic performance using grades, and/or work projects completed, and/or comparable factors measured against the norm. The following factors are measured to determine academic progress in all ZORGANICS INSTITUTE approved programs:

- Written Test Grades
- Assigned Project Grades
- WorkBook assignment
- Practical Assessment
- Professionalism

Assigned work will be evaluated and graded according to the following scale:

- 76 and above -Satisfactory
- 75 % and below-Unsatisfactory



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### Satisfactory Academic Progress Regarding Attendance

#### SAP MONITORING PERIODS

Quantitatively, students are evaluated on attendance. A student must maintain an attendance rate no lower than 76% to be considered making SAP. In the case a negative SAP finding is due to absences because of mitigating circumstances such as death of a family member, illness, or injury, a student may appeal ZORGANICS INSTITUTE's decision. If the student prevails upon appeal, the student is placed on probation and the student is considered to be making SAP.

Evaluation and Determination of Satisfactory Academic Progress. One or two Satisfactory Academic Progress Evaluation Reports are given during the student's respective program.

Satisfactory Academic Progress Reports include the student's cumulative grade average and rate of attendance. The first evaluation will occur no later than midpoint of the respective programs' scheduled hours. The second might occur at 3/4 point of the scheduled hours. It is not necessary to do a SAP at the completion of the program. All evaluations will be completed within seven (7) institute business days following the evaluation point. Students who meet minimum requirements are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Copies of evaluations are provided to the student if they are not making the SAP and will also remain on file.

Satisfactory Academic Progress is monitored at the end of each student's evaluation period, based on the hours the student has attempted, as outlined below:

Establishes the total length measured in clock hours or competencies and corresponding academic year for each course or program offered by Zorganics Institute

programs	Total hours	First payment period	Weeks evaluation period	Second payment	Weeks evaluation period	Third payment period	Weeks evaluation period	Four payment period	Weeks Evaluation on period
Barber	1000	450	15	900	30	1000	33	N/A	N/A
Cosmetologist	1600	450	15	900	30	1200	40	1600	53
Esthetician	750	300	10	600	20	750	25	N/A	N/A
Master esthetician	1200	450	15	900	30	1200	40	N/A	N/A
Manicurist	600	300	10	600	20	N/A	N/A	N/A	N/A
Massage therapy	750	300	10	600	20	750	N/A	N/A	N/A
instructor	600	300	10	600	20	N/A	N/A	N/A	N/A
Hair design	1400	450	15	900	30	1400	46	N/A	N/A

Course incompletes, repetitions, and Non-credit remedial courses, has no effect on the Zorganics Institute SAP standards and policy. For transfer students, SAP evaluation periods are based on scheduled, contracted hours.

#### SAP OUTCOMES

If a student achieves SAP in both the Qualitative and Quantitative averages, then that student is considered passing until the next scheduled evaluation. If a student does not achieve SAP in either the Qualitative and Quantitative average, the student is considered to have failed SAP until the next scheduled evaluation. SAP evaluation results are delivered to students during the SAP evaluation period by the School Director or Assistant Director. The student will be notified of any evaluation that could impact eligibility for federal aid. Copies are kept in the student's financial aid file and are available to the student by request.





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### **PASSING**

A student who achieves satisfactory academic progress may remain eligible for Title IV financial aid for that evaluation period.

### **FAILING**

A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

#### Failing SAP, First Time:

A student who fails SAP for the first time may be put on warning status. Students who receive this status will continue on this status until their next SAP evaluation period. The student may remain eligible for Title IV financial aid.

A student may re-establish Satisfactory Academic Progress by achieving 76% grade point average and an 76% attendance average by the next evaluation period. The Institute Director or Assistant Director will work with students to determine what action must be taken to achieve these goals. Options may include attending school on unscheduled days to attain additional hours or having additional tutoring or test-skill assistance.

#### Failing SAP, Second or Third Time:

Should a student fail SAP for an additional time, he or she may be placed on probation or may be deemed eligible to receiving funding.

### **WARNING**

Students who do not meet the minimum Satisfactory Academic Progress standards during an official evaluation period shall be placed on warning. During the warning period, a student is considered to be making satisfactory academic progress and will continue to be eligible for financial options if applicable. The student will be advised in writing that they are in warning along with the actions that are required to obtain Satisfactory Academic Progress by the next evaluation period.

If at any time of the next official evaluation period (end of warning period), the student has still not met both the academic and attendance requirements, he or she may be placed on probation or may be deemed ineligible to receive funding.

### **PROBATION**

a) Students not making SAP at the point of withdrawal may apply for re-enrollment at ZORGANICS INSTITUTE and if accepted Students re-entering the institute will re-enter the same progress status as when they left.

b) The institute evaluates the student's progress and determines that the student did not make satisfactory progress during the warning or previous evaluation period; and

c) The student prevails upon appeal of a negative progress determination prior to being placed on probation; and

d) The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period.

This institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period and the student prevails upon appeal of a negative progress determination prior to being placed on probation.

This institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student.

Students who fail to meet the minimum Satisfactory Academic Progress after a warning period, may be placed on probation and considered to be making satisfactory academic progress during the probation period, providing the student appeals the decision and the appeal is successful.

### **Satisfactory Academic Progress Regarding:**

#### **APPEAL**

Students are allowed to appeal a satisfactory academic progress determination

a) Students may re-establish eligibility for financial options( if applicable)

b) The reason for which the student may appeal, such as the death of a relative, an injury or illness of the student, or other allowable special circumstances.



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- c) Students must submit documentation regarding why the student failed to make satisfactory academic progress at the next evaluation and what has changed in the student's situation.
- d) All appeals results are documented in the student's file.

In addition, only students that have the ability to meet the Satisfactory Academic Progress requirements by the end of the next evaluation period may be placed on probation and also must adhere to an academic plan implemented by the institution. Students who are on probation and progressing according to their specific academic plan will be considered making Satisfactory Academic Progress by the next evaluation. The student will be advised in writing of the actions required to achieve Satisfactory Academic Progress by the next evaluation.

If at the end of the probation period, the student has NOT met both the attendance and academic requirements to achieve Satisfactory Academic Progress or by the academic plan implemented, he or she will be determined as not making Satisfactory Academic Progress and will be deemed ineligible to receive funding.

To appeal a negative progress evaluation, the student should submit a letter to the Institute Director detailing the circumstances that lead to the negative progress evaluation and what has changed that will allow the student to achieve a positive progress evaluation by the end of the next evaluation period. Circumstances could include illness, injury or other medical concern, death or serious illness of a relative, family or legal concerns, or other special circumstances.

#### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Phase Requirements:

To pass a phase of the course, a student must complete all exams and assignments in said phase as applicable to the course. The student must also achieve a minimum cumulative grade average in that phase/segment of at least 76% practical and 76% theory. Failure to pass a phase/segment of the course may result in termination from the course. All exams and assignments are required to be completed by the end of the phase in which the exam and assignments are scheduled, as applicable. Failure to make up an exam by the end of the phase/segment may result in termination due to failure to pass the phase. In case of mitigating circumstances, a student may request an extension from Institute Management. Documentation is required and must be submitted with a request for extension typically within 48 hours of notification of failure.

#### **EXAM MAKE-UP**

If a student is absent on the day of an exam (written or practical), he or she should work with the educator to schedule a make-up exam. Make-up exams should typically be completed within three scheduled school days of his or her return to class and during times established by his or her educator. In order to maintain the credibility of the exam, the Institute may use an alternate exam for a make-up attempt. If the student has provided documentation to Institute administration, which determines the absence to be considered "valid" due to mitigating circumstances, the make-up exam will be considered a first attempt (i.e., the same grading scale and criteria will be used as were used during the original exam sitting).

Should the student fail to provide valid documentation, or should the absence be determined to be "invalid," the student will be able to take the exam; however, a maximum score of 76% shall be recorded.

Make-up exams will count toward the student's cumulative grade average and therefore will impact the student's satisfactory progress determination. Failure to make up an exam in accordance with the make-up policy

#### **STUDENTS EXCEEDING MAXIMUM TIME FRAME**

The maximum time frame for completion is 132% of the course length.

The Institute requires a student to progress through the program toward graduation within an established time frame. Based on the Institute's requirement for 76% attendance, the maximum time frame during which students are to complete any course is 132% of the published course length. ZORGANICS Institute students are monitored and advised monthly regarding their attendance and academic achievements. A student who reaches the Maximum Time Frame for their program (132% of course length) will be withdrawn from the program. Students requiring additional time beyond the maximum time frame will be charged \$30.00 per clock hour to make up additional absent hours. Transferred students, accepted hours are assumed to be both attempted and completed for the purposes of determining maximum time frame.



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Course	weeks	maximum time frame	Scheduled hours	Maximum time scheduled
Cosmetologist Full Time (30 hours/week)	54 weeks	67.5 weeks	1600	2025
Cosmetologist Part Time (23 hours/week)	92 weeks	115 weeks	2116	2645
Master Esthetician Full Time (30hours/week)	40 weeks	50 weeks	1200	1500
Master Esthetician Part Time (23 hours/week)	69 weeks	86 weeks	1587	1983
Esthetician FullTime (30hours/week)	25 weeks	55 weeks	750	937
Esthetician Part Time (23 hours/week)	35 weeks	44 weeks	1012	1265
Manicurist Full Time (23 hours/week)	22 weeks	25 weeks	600	750
Manicurist Part Time (23 hours/week)	35 weeks	44 weeks	805	1006
Massage Therapy Full Time (30 hours/week)	30 weeks	38 weeks	900	1125
Massage Therapy Part Time (23 hours/week)	35 weeks	65 weeks	1196	1495
Barber Full Time (30 hours/week)	34 weeks	43 weeks	1020	1275
Barber Part Time (23 hours/week)	58 weeks	73 weeks	1334	1667
Instructor Full Time (30 hours/week)	20 weeks	25 weeks	600	750
Instructor PartTime (23 hours/week)	35 weeks	44 weeks	805	1006
Hair Design full time(30 hours/ weeks	44 weeks	56 weeks	1400	1750
Hair Design Part time( 23hours/weeks	60 weeks	76 weeks	1750	2187
)				

**Graduates students are awarded a certificate from ZORGANICS Institute**

### GRADING PROCEDURES

Students are assigned theory study and a number of practical experiences. Theory is evaluated after each unit of study. Students must maintain a practical and theory grade average of 76% and pass a final written and practical exam to be considered graduated.

#### Practical Grades

Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency and set forth in the Practical Skills Evaluation Criteria.

Practical exams are graded using a rubric. Each section of the exam is passed or not passed. The overall grade is determined by dividing the total number of passed sections by the total number of sections. For example, if there are 10 sections of the test and the student passes 8 sections, the overall test grade will be 76%.

Services performed in the student clinic or spa will be assigned a pass-or-fail at the time that the service is



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performed. In order to earn a pass, the student must

1. Consult with Educator before beginning the service.
2. Perform the service.
3. Demonstrate proper safety and sanitation (including cleaning up after the service).
4. Consult with Educator after the service is complete.

There is no partial credit given on practical services. Educators are encouraged to comment on the quality of the practical work, but the quality of the work is not considered for passing or failing the service.

The student's overall practical grade for clinic services will be calculated by taking the total number of passed services out of the total number of services performed. For example, if a student has performed a total of 100 services and was assigned a pass for 94 and a fail for 6, that student will have a practical clinic grade of 94%. This in combination with the student's practical exam grades will equate to the student's total practical grade.

### TEST GRADES

The theory test is graded at 95% and the homework grade at 5%, combined and a student can achieve 100% on a test. Any theory test may be taken up to three times if the test is not passed on the first attempt. The highest grade that may be recorded on additional attempts on a test is 76% (passing), even if a higher percentage is earned. If a student does not pass a test by the third attempt, then the highest non-passing grade may be the grade entered. If a student passes a theory test on the first attempt, a higher grade may not be entered unless the chapter is re-taught in theory class at a later date prior to that student's graduation.

Some theory chapters may be taught more than once during a student's education depending on the length of the program. Should that happen, the student should still participate in theory class and take any related test. Should the student pass the test on both times that the chapter is taught, the higher of the two grades will be recorded. Should the student pass the test the first time but fail the second time the chapter is taught, the original grade may be omitted and a passing grade of 76 will be recorded. Additional attempts to improve the score may not be permitted.

### MAKEUP TESTS

Test be may be made up within 30 calendar days if a student has an unscheduled absence at the time a test is given. The highest grade that may be recorded on a makeup test is 76% (passing), even if a higher percentage is earned. If the test is not taken within 30 days of the original test date, the student may receive a "0" for that test. Exceptions may be made for students who were on an approved leave of absence when a test was offered. Tests may not be taken in advance of a leave of absence or scheduled absence. In the event a student fails the school's final examination, portions of the examination failed may be retaken after a required 7-day waiting period. A reexamination fee of **\$30.00** for each written or practical exam retake will be charged. Students who wants to record a higher grade achieved on a makeup test, they may do so for up to two tests if they meet the following criteria:

- attendance percentage above 92%
- theory grade average above 87%
- practical grade score above 92%

*Once all criteria have been met, the student will need to submit to the Institute Director or Instructor a high-quality, typed, 250 (minimum) word essay describing how the topic of the missed chapter will relate to them in the Salon/Spa/ Med Spa/ Barber Shop.*

### HOMEWORK

Review questions or other assignments will be worth 5% of any test grade and are due on the day the original test is given.

### MIDTERM AND FINAL EXAMS

Prior to taking the midterm exam, all theory subject tests offered to that point should be completed. All chapter tests must be completed before the final exam may be taken. A student who does not attend their scheduled midterm and final exam date, a **\$30.00** fee will be charged

### TRANSITION FROM PHASE 1 TO PHASE 2



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Students are required to complete a practical and written exam in order to transition from Phase 1 to Phase 2 and perform services on members of the public. If a student is unable to pass these exams, he or she may be required to complete additional training or return to Phase 1. Should a student be unable to pass the Phase 1 exams after completing Phase 1 a second time, that student may be recommended for termination. Prior to taking the Phase 1 written exam, all theory subject tests offered to that point should be completed.

### REQUIREMENT SHEETS

Requirement sheets must be filled out and signed by an instructor each day. Once requirements are entered into the computer, they may not be changed. If requirements sheets are not filled out or signed, any requirements completed that day may not be counted or entered into the system. This may result in additional required time in order for the student to complete all requirements.

### COMPLETION OF ASSIGNMENTS

Students are assigned project sheets as they progress through learning to help encourage and improve practical skills. It is important that students consistently complete these assignments throughout the program.

At 80 clock hours prior to completion of the program, students may be referred to testing therefore, students are required to show that all requirement sheets, project sheets and portfolio projects have been completed. If these are not complete at that time, the student may be suspended for up to one week per requirement sheet or project sheet or until the requirement or project sheets are completed, whichever comes first. If the student is suspended, these hours may not be made up. Over-contract fees may apply. Should the student be unable to complete the requirement or project sheets during the suspension, the student may be terminated.

### LEAVE OF ABSENCE POLICY

A request for leave of absence must be submitted in writing and must include the specific reason for the leave of absence and the student's signature. A reason for "personal" will not be accepted. The request must be received in advance in writing of the commencement of the leave of absence, unless:

- Unforeseen circumstances prevent the student from requesting the leave of absence in advance; and
- The student must follow Zorganics Institute in requesting LOA. The leave of absence must be requested within 14 calendar days of the last date of attendance. In this instance, the first day of the leave of absence will be the first day that the student is unable to attend school because of the related circumstances. The student must disclose reason for a Leave of Absence and the request must include the student's signature.

A student may request a Leave of Absence (LOA) for a maximum of one hundred eighty (180) calendar days, which must be first approved by the Institute director. A student who wishes to request a LOA must follow the requirements of this policy, or it can not be approved. The institute reserves the right to accept or deny any leave of absence request. Leaves of Absence are intended to be utilized for the purpose of covering extenuating or unforeseen circumstances beyond the student's control and therefore, requests due to a desired vacation are not considered acceptable.

Acceptable circumstances for which an LOA may be granted include but may not be limited to: Financial or family emergencies, lack of child care, lack of transportation, debilitating injury or illness, death or serious illness in the student's family, or other mitigating circumstances as determined by management.

1. If enrollment is temporarily interrupted for a leave of absence, the student will return to the institute in the same satisfactory academic progress status as prior to the leave of absence.
2. A leave of absence extends the student's contract period and maximum time frame by the number of days taken in the leave of absence.
3. A student on an approved leave of absence will not incur any additional charges as a result of that LOA, and will not be included in the student's cumulative attendance percentage calculation. For example if a student



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was on a leave of absence for 60 days, the contract period and maximum time frame will be extended for 60 days.

4. A student returning from leave will return under the same progress under which they left. If a student does not return from leave of absence, that student will be considered to have withdrawn from enrollment on their last date of attendance, in accordance with institute policies.
5. Any changes to a student's contract period caused by a leave of absence will be confirmed by all necessary parties signing an addendum to the student's enrollment agreement, detailing the change in contract period and reason for the change.
6. A leave of absence requested due to a student's medically determinable condition will be approved for up to the maximum allowable number of days (*180 calendar days in a 12-month period*), upon receiving a recommendation from a doctor, in accordance with federal regulations for extenuating circumstances (*i.e. pregnancy, surgery, etc.*).
7. A student who is granted a leave of absence that meets the criteria in this policy will not be considered to have withdrawn from their enrollment, and no refund calculations will be required at that time.

If a leave of absence is granted to a student by ZORGANICS Institute *prior* to receiving a request which fulfills the guidelines in this policy, the reason for the decision will be documented in the student's file, and the required written request will be collected from the student at the closest available date. In this case, the approved leave of absence will be scheduled to begin on the first date the student was unable to attend based on the extenuating or unforeseen circumstances documented.

A personal leave of absence may not be granted to any student who is still in phase 1 or who has been enrolled for fewer than 30 days. Should a student need to leave school this early in their education, this student may be required to withdraw. Withdrawn students may apply for reinstatement at a later date in accordance with institute policies. If a medical leave of absence is approved during phase 1, the student may be asked to repeat Phase 1 upon returning from the leave of absence. Leaves of absence may not be granted to students enrolled in the *Master Esthetician* program prior to or during. Due to the nature of the course work, it is important the students in this program remain on schedule.

If the student takes an unapproved leave of absence, student will be considered to have withdrawn from enrollment. Refunds will be calculated depending on whether the institution takes attendance.

1. Institution requiring attendance - The student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.
2. Institutions not requiring attendance - The student's withdrawal date for the purpose of calculating a refund will be the date the student began the LOA.

### **ATTENDANCE POLICIES**

ZORGANICS Institute expects all students to attend classes at their scheduled times. Training demands the same work ethics required by employers and the self-employed. Students must maintain a cumulative average attendance level of at least 76%. While "make-up time" is limited to only a very few special circumstances, students should keep in mind that there is time built into every student agreement that allows for the occasional missed day.

### **PLANNED TIME OFF**

Should a student know in advance that he or she will need to miss a day of class, she or he can request that time off using the proper documentation. Under certain medical, legal or family-related circumstances, and with formal written documentation (such as a doctor's note for surgery or a letter from a lawyer for legal proceedings), the student may be able to complete these hours at a later date or have these days be considered unscheduled. This is not guaranteed and will be at the discretion of the administration. Documentation must be provided on the day that the student returns to school.

Examples of absences that may be made up or considered unscheduled days with appropriate documentation and management approval:



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- Medical procedure, such as surgery, that will require 3 or more consecutive days absent
- Legal proceedings that will require 3 or more consecutive days absent
- Death/funeral of an immediate family member that will require 3 or more consecutive days absent
- Serious medical emergency of an immediate family member that will require 3 or more consecutive days absent

Examples of absences that may not be made up or unscheduled:

- Vacation
- Sick Day
- Doctor's Appointment
- Family events (reunions, weddings, vacations, etc.)
- Family illness
- Lack of childcare
- Participation in elective education not part of the enrolled course

### **EXCUSED ABSENCES**

If a student is sick or cannot attend school one day for another reason, that student must call in on that day 15 minutes before the start of class schedule. This will be considered an excused absence. This time may not be made up.

### **UNEXCUSED ABSENCE/NO SHOW/ NO CALL**

If a student misses school and does not call by 8:00 am, the student may be suspended from the institute for up to 3 days upon returning to school.

### **ABSENCES AND GRADES DURING PHASE 1**

During the first phase of education, it is important that students limit the amount of school that is missed. Each subject is only covered once during Phase 1; absences during this time may preclude a student from learning entire subjects. If a student misses a subject (or multiple days when a subject is taught) during Phase 1, he or she may have to repeat that subject in order to test into Phase 2. If a student misses two or more subjects during Phase 1, he or she may be asked to retake Phase 1 in its entirety.

Students may be required to achieve a minimum 76% average of attendance and a 76% average of theory and practical grades to graduate from Phase 1 to Phase 2. Any student not achieving these averages may be required to repeat Phase 1. A student who does not achieve minimum averages during his or her second rotation in Phase 1 may be recommended for termination.

### **ABSENCES DURING MASTER ESTHETICIAN COURSES**

Due to the nature of the Master Esthetician course, it is necessary that students remain on schedule. Students are not to miss more than three class days during this portion of the course. Any absence should be made up during the same week as the missed day. Self-study of any missed coursework may be required. Students who miss more than three days during this portion of the course may be terminated from the program.

On-site days in the medical spa may not be made up, and as such, may not be missed. Students who miss on-site medical spa days may be terminated from the program.

### **EARLY DISMISSAL**

Early dismissal may be allowed under certain circumstances and by approval by the Institute director or manager. Before early dismissal is approved, the front desk must also sign off. Students must complete the Early Dismissal form.

### **ADDITIONAL TIME**

Under certain special circumstances, and with management approval, students may accrue additional hours on days that they are not regularly scheduled. This may be available to students who wish to finish their education in advance.



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of their scheduled graduation date and who have maintained satisfactory academic progress. It may also be available to students who have fallen below satisfactory academic progress and need to improve attendance percentages. Approval for additional time will be determined on a case-by case basis, is at the discretion of the administration, and may require specific documentation substantiating the reason the student should be permitted to accrue additional hours. Circumstances that may be considered include, but are not limited to, military commitments, employment opportunities that require an earlier graduation date, moving out of the area, or medical considerations. Students are not permitted to accumulate more than 100% attendance until their final payment period.

### LATE ARRIVAL

On days that theory class is offered, roll call will begin at 8:00 AM. If a student will arrive late, she or he must call the director or manager on duty by 8:00 AM and must arrive by 10:15 AM unless otherwise approved by the school director. When he or she calls, a time of arrival and reason for tardiness must be provided. Speaking to or leaving a message with the front desk or an instructor may not constitute calling in. Late students may not be allowed to join in the theory class and may be given another project to complete by the director or an instructor.

### PLANNED AND UNPLANNED SCHOOL CLOSURE

Any planned school closures, such as closures for holidays, are built into student contracts. Unplanned closures, such as those for inclement weather, may be taken into account before over-contract fees are assessed. No make-up time may be granted for unplanned closures. For inclement weather purposes only, ZORGANICS Institute follows the guidelines of the Bellingham School District

### RECORD OF ATTENDANCE TIME CLOCK POLICY

ZORGANICS Institute expects students to be punctual and prepared to begin class on time. The student is required to clock in and out in order to receive hours for the day. The student must be in uniform to clock in upon arrival and is expected to physically be in his or her classroom or student salon and spa assignment prior to its start time. After the student is dismissed by his or her educator at the end of the day, the student is required to clock out at the time clock. Students will not earn hours for periods in which they do not both clock in and out. Exceptions to this rule may occur at the discretion of Institute Management. Each student is required to use the time clock system in a responsible manner. The standard time clock thumbprint scanning is used for attendance records. It is the student responsibility to ensure through proper use of time clock as well as communication with the records department or management, that each clock entry accurately reflects their attendance hours.

As required by Washington state law (WAC 308-20-040) ZORGANICS Institute measures student time in quarter hour increments. Students must clock in and out according to ZORGANICS Institute policies, and all hours will be recorded in quarter hour increments.

**1. Students are required to clock out whenever leaving campus or taking breaks** and should clock back in only upon their return to training. Hours are only creditable to students when under supervision by their instructor.

**2. Students are not permitted to perform any personal activity while clocked in**—including but not limited to: Eating lunch, making phone calls, playing games that are not school related, or any other activity which is not directly involved in their training.

**3 .Clocking hours while not under supervision of an instructor is considered “time clock fraud”.** If ZORGANICS Institute management discovers that a student has willingly clocked hours that are not creditable, that student may be suspended or expelled as a result.

**4. If a student needs to leave the ZORGANIC Institute campus** for any reason other than their scheduled breaks, they must first be released by their instructor or the Institute Director, and notify the front desk.

**5. Our time clock utilizes a fingerprint scanning system to record entries.** If a student finds that their fingerprint is not being accepted by the scanner after multiple tries, it should be immediately reported to their instructor and communicated to the administrative department.

**6. Adjustments to Clock Entries:**

Students who wish to report a time clock discrepancy should either contact the institute director, or fill out a “Time Clock Adjustment Request” using the log at the front desk. However, students are advised that a consistent failure to properly record their time will result in disciplinary action

### LUNCH BREAK POLICY





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1. All student lunches are scheduled as half-hour (30 minutes) lunch periods. Students must always clock out at the beginning of their lunch period, and clock back in upon returning from lunch.
2. Lunch breaks are not optional, meaning all students who are scheduled for a lunch period MUST clock out for a 30 minute lunch, regardless of how the student utilizes those 30 minutes.
3. In the event that a student cannot complete a scheduled service in time for their scheduled lunch period, that student will be required to take their lunch immediately after that appointment is completed. If not possible refer to the compensation time policy

### COMPENSATION TIME POLICY

1. Compensation time may be granted to a student who is unable to take their lunch period, or is unable to leave at their normal scheduled time, when it is specifically due to performing a client service.
2. In order to receive compensation time, students should immediately report the need for comp time to their instructor during the same day that compensation time was earned. All compensation time must be approved by the instructor before it can be considered valid.
3. A student who is granted compensation time will be scheduled for an early departure, either on the same day or next scheduled day. The time of that early departure depends on the amount of time being compensated for.

**For Example:-** approved compensation time for a missed lunch period will result in the student being scheduled to leave 30 minutes early.

### ABSENCE POLICY

Reporting absences is required for any and all absences, whether a student is absent for a full day or partial day, and the absence must be reported in advance. Any absence which is not reported using one of the methods listed below is considered unreported.

Unreported absences may result in disciplinary action.

Absentee fees can be incurred whether an absence is reported or unreported.

### AN ABSENCE IS CONSIDERED REPORTED OR UNREPORTED:

Reported:

1. If a student will not be attending class, the students must notify the institute by calling (360) 392-8243 at least 15 minutes before scheduled class start time to let the staff know that they will not be attending class that day.
2. The absence is scheduled ahead of time using a "Request for Time Off" form (also known as "Prior Outs").
3. If a student must depart while already in attendance, the student notifies their instructor and the front desk that they are leaving for the day
4. Absentee fees can be incurred whether an absence is reported or unreported. Unreported absences may result in disciplinary action
5. To Waive student's absentee fees, the student can by providing documentation supporting the reason that caused the student to miss school.

Reasons which documentation may be accepted include but may not be limited to: Illness/hospitalization, required conferences or counseling, child safety concerns, closed daycare/child's school, court dates, probation appointments, DSHS appointments, veterinary appointments, collisions, arrests, or other documented circumstances\* which makes it clear that the student was unable to attend due to the result.

1. Documentation must be submitted in person, or email within 7 days of the relevant absence. At the discretion of the Director, documentation which is not submitted within 7 days may still be considered.
2. Accepted notes will waive absentee fees for the applicable date or date range indicated by the



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documentation. In order to be accepted, a note **must include all of the following**:

- a. The student's full name
- b. A statement or other notation of the circumstances
- c. The date or date range that the student should be excused
- d. The name and signature of the employee **providing** the note, and contact information for the company/organization.

3. For any circumstances that fall outside of the listed policy above, the School Director will solely determine if the circumstance warrants waiving absentee fees.

#### **NO CHARGE HOUR POLICY:**

**ZORGANICS Institute** is a clock-hour institution which expects **all students** to be in attendance according to their schedule, as will be expected of them when they enter their chosen field of employment. Students are also charged for absences which are not covered by a documented circumstance.

However, we also understand that regardless of a student's efforts to be in attendance, students may sometimes be absent for an unforeseen or personal circumstance that they cannot provide documentation for. For this reason, a safety net is provided to students in the form of "No-Charge Hours".

Each student begins their enrollment with five (5) days' worth of No-Charge Hours, to be determined according to the amount of hours scheduled for that student each day. **No charge hours** are automatically applied in increments of 15 minutes, to negate absence fees when the student would otherwise be charged.

#### **STUDENT CONDUCT**

1. Interaction and communication with school administration, faculty, and student body shall be mature, professional, and courteous at all times. Profane language, inappropriate conversation, and rude behavior are strictly prohibited.
2. Respect of others and their belongings is expected. Vandalism or theft of school or others' personal belongings will result in immediate expulsion.
3. Creativity is encouraged. Cheating and plagiarism is strictly prohibited and will result in dismissal from the program.
4. All students must participate fully in practical and make-up classes unless by express written orders by the student's personal physician. This includes acting as both the student and the client and growing facial and body hair for training of waxing services, hair cuts, blowouts, massages, manicure, pedicure... Students are required to be worked on by other students for all practical exercises.
5. All students must contribute to daily sanitation duties and classes will not be dismissed until all duties are complete.
6. Health and wellness is an important part of the beauty professions. Use of drugs or alcohol or being under the influence of these substances is strictly prohibited and basis for immediate dismissal.
7. Students are permitted to use offices and practical classrooms when an instructor is present or with permission to do so. instructor's offices are by appointment only.
8. All students are assigned a locker.
9. Students are allowed only one book bag during theory class. No additional bags or personal belongings are allowed in the classroom. These items must be stored in the student's locker. Students are required to remove all of their belongings from the classroom when class is not in session. This includes books, water bottles, or any trash items.
10. Breaks are given during each class period. During this time students may use the restroom, replenish water, make any necessary phone calls... Students are not allowed to leave the room during class time unless it is absolutely necessary. Any abuse of this policy can result in dismissal.
11. Smoking is prohibited on the premises of 410 West Baker view road Suite 112. This includes anywhere in the building as well as the parking lot and adjoining sidewalks. Failure to comply with this policy may result in expulsion.
12. Chewing gum is not permitted. Use of breath mints is encouraged.



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13. Textbooks are provided. All students are expected to provide their own stationery items for classroom use.
14. Students must provide the school with written permission to release any information regarding the student's progress or to make any recommendation.
15. All concerns regarding a student's education including, but not limited to: attendance, academics, financial help, and personal situations should be brought to the attention of the appropriate instructor or administrator by the student. No calls from any other party will be entertained except in the case of a minor student and parent or guardian.
16. No photographs or video is allowed to be taken in, on, or around school premises without the consent of the school.
17. Students are prohibited from bringing children or guests with them during scheduled class time hours except on designated guest days that are announced in advance.
18. Food and drink other than water is prohibited in the classrooms. Regular breaks are provided whereby students may have a snack or meal in designated break room space.

### COPYRIGHT INFRINGEMENT

It is unlawful to download or distribute copyrighted material, including through peer-to-peer file sharing, without the permission of the copyright owner, is against the law. Illegal downloading or distribution of copyrighted materials can result in prosecution in criminal court and/or liability for damages in civil court. Criminal penalties for first-time offenders can be as high as five years in prison and \$250,000 in fines. If sued in civil court, offenders may be responsible for monetary damages, attorney's fees and civil penalties up to \$150,000 per work distributed.

Use of ZORGANICS Institute computers, network or other technology for unauthorized distribution of copyrighted materials is forbidden. The ZORGANICS Institute Rules of Conduct specifically prohibit illegal copyright infringement. Disciplinary action, including loss of use of the institute information technology systems up to and including expulsion from the institute could result from violations of this policy.

ZORGANICS Institute will accept and respond to any notice regarding the Digital Millennium Copyright Act (DMCA).

The [Higher Education Opportunity Act](#) requires institutions of higher education to offer legal alternatives to unauthorized downloading. The link below is from Educause and includes all of the legitimate online services that they are currently aware of. No endorsement or evaluation is intended. <http://www.educause.edu/legalcontent>

### OTHER SCHOOL POLICIES

1. **For security reasons, students are only authorized to enter or exit the school through the Student Entrance.** Students **MAY NOT** enter or exit the building through the front door of the school or the security door in the Administration building, unless specifically authorized by staff, or while visiting outside of scheduled hours. Students found to be using these entrances without authorization may be issued an infraction.
2. **Tobacco and/or electronic cigarette use of any kind is STRICTLY PROHIBITED** anywhere on the school campus, including the parking lot and sidewalks surrounding the campus. Use of such products on campus may result in immediate suspension.
3. **Recording of Conversations on School Grounds: Pursuant to Washington State Law RCW 9.73.030, it is illegal for any person to intercept or record any private communications unless all parties involved provide consent.** It is expressly implied herein that no ZORGANICS Institute staff member provides verbal or written consent to be recorded. Therefore, *without express consent*, it is illegal to record any conversation or record video anywhere on the ZORGANICS INSTITUTE campus.

Types of communications which apply include: In-person conversations, telephone calls, electronic communications, as well as communications utilizing a device of any sort (electronic or otherwise) which is designed to record and/or



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transmit said communication, regardless of how the device is operated.

#### 4. **Cell Phone Policy:**

To ensure the privacy of our students, faculty, staff, and clients, cell phone use is prohibited in the classrooms, bathrooms, and hallways during scheduled class time, clinic, and makeup hours unless otherwise authorized by an instructor.

1. Students may use their cell phones for personal use during break periods or lunch, but must clock out and exit the building, unless otherwise allowed by an instructor for an educational purpose

2. Text messaging or emailing is not allowed during class time. Students may NOT use their cell phones on the clinic floor or within view of clients at any time.

3. An instructor or staff member reserves the right to remove any personal electronic devices that cause an interruption, distraction, and/or invade the privacy of others.

4. In extenuating circumstances (i.e. sick family member or child, important and necessary phone call, etc.), a student shall communicate with her/his instructor prior to class to start her/his need to keep phone on and in her/his possession.

5. The school does not provide a telephone for student use. In an emergency whereby a student must be reached by an outside party, the party may phone the school at 360.318-6411

6. The school will not verify to any outside party a student's status or verify whether or not they are in attendance without written permission by the student unless a student's health and safety are in question.

7. **The school is not responsible for lost or stolen student equipment or personal property.** Lockers are provided to students for the purpose of securing their personal property, and should be kept locked at all times. Please inform friends and family members of this policy

8. All packages, bags and purses are subject to searches at any time it is deemed necessary.

9. The school requires that all areas be maintained in a clean and sanitary way. Students are required to perform sanitation duties on a regular rotating basis, which are overseen and confirmed by instructors.

10. The parking lot is not to be used as a break area—students should avoid congregating in the parking lot at all times.

11. A **zero tolerance** policy is observed in regard to weapons and/or theft of any kind. Any objects that could be used in such a way as to harm or threaten others may be considered weapons, depending upon the circumstances.

12. Students with weapons and/or stolen property in their possession **may be suspended or expelled as a result.**

13. Students must have instant hand sanitizer at their clinic station at all times.

students **must hand in all financial aid paperwork on time** to the Financial Aid Director or they may be suspended until the paperwork is completed.

#### **14. Students may be sent home for the day (suspended) for the following reasons:**

- a. Disruptive or aggressive behavior;
- b. Refusal to follow directions given by staff or otherwise being combative ("Insubordination")
- c. Refusing to take a client;
- d. Taking unauthorized breaks;
- e. Failure to meet student appearance guidelines, or;
- f. Any continuous or severe policy violations which cause a disruption to the learning environment, or cause harm to the business, according to the discretion of staff.

#### **GUEST APPOINTMENTS**

ZORGANICS Institute keeps an electronic appointment book to best manage guest services. Appointments will be scheduled at the request of guests by Guest Services staff members. Appointments may be moved at the discretion of the Guest Services staff, with the exception of requests. When a stylist or esthetician is requested, the appointment may not be moved to another student unless changed at the request of the guest or by ZORGANICS Institute director with guest permission.

Students may not request that appointments be moved to other students.



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### **STUDENT DISCOUNTS**

Products and services:

Library: Our library books and videos will be shared with you during class time. Books are never to be removed from the school without written permission from the Institute Director. All books, magazines, and videos must be returned. If the student does not return the book, magazine, or video, he/she will be charged full retail price.

Products can be purchased at a 25% discounted price through ZORGANICS Institute Store. Students are expected to use ZORGANICS products as recommended by their Practical instructor.

### **“TOP TEN” DISCOUNT**

At the beginning of the second phase of the program, each student can select up to ten people to put on their “Top ten” list who will receive a 50% discount on most services performed by that student. Certain services, microdermabrasion services, relaxers and Keratin blowout services are not included in the Top Ten discount. Once someone is added to a student’s list, that person may not be removed. Once a list is full (has ten people on it), no additional people may be added, nor can people be exchanged for different people. Top Ten discounts may be extended to services outside of the student’s area of expertise at the discretion of the educator.

### **RELIGIOUS ACCOMMODATION**

ZORGANICS Institute will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work.

Examples of religious accommodations may include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student’s presentation; allowing extra-credit assignments to substitute for missed class work or arranging for an increased flexibility in assignment due dates; and releasing a graduate assistant from teaching or research responsibilities on a given day.

### **CLASS PARTICIPATION**

Unless contrary to the express written orders of the student’s personal physician, all students must fully participate in all classes.

### **APPEARANCE/HYGIENE**

#### **1. Uniforms- Female Students**

Students are required to wear ZORGANICS Institute uniform supplies and stockings or socks. All socks should be plain with no logo. Pants must be appropriately hemmed and not rolled-up. Uniforms must always be clean and neat. The only acceptable pieces of clothing that may be worn in addition to the uniform are a white or Black ZORGANICS Institute T- shirt with a logo. Additionally, appropriate undergarments are required. Shoes must be crepe or rubber sole and must be limited to indoor use only. Please refrain from purchasing a shoe with a colored logo, stripes, or design.

Additional ZORGANICS Institute uniform pieces can be purchased in the School Store.

#### **2. Uniforms- Male Students**

Male students are provided two white lab coats. In addition to the lab coat, black pants should be worn with a black, white, or black T- shirt. Lab coats and clothing must always be clean and neatly pressed. Clothing that may be worn in addition to the uniform are ZORGANICS Institute T-shirt or long sleeve black T-shirt. Shoes must be brown or black with a crepe or rubber sole and must be limited to indoor use only. Please refrain from purchasing a shoe with a colored logo, stripes, or design.

3. Jewelry should be kept to a minimum, a watch and earrings are acceptable. (Earrings no longer than the earlobe).

No rings shall be permitted due to sanitation concerns and the potential damage to the client’s or classmate’s skin.

ZORGANICS Institute encourages all valuables to be left at home, especially jewelry that is consistently removed.

Additionally, no visual facial or body piercings. Facial piercings are required to be removed while in class.



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4. Each student must present herself/himself in complete uniform before entering the class. For female students, this includes wearing makeup daily: ZORGANICS foundation, lipstick, lip liner, blush, eye shadow, eyeliner, and mascara.
5. Properly groomed hair is also required. If the hair is longer than chin length, a low ponytail, braid, or up-do is acceptable. If the hair is chin length and/or tends to fall toward the face, a headband is necessary. Hair ornamentation should be limited to black, white, or neutral ponytail holders or headbands. Hair is always required to be back: during Theory, Practical, and Makeup.
6. Nails must be no longer than fingertip length and neatly manicured. Clear or light natural tones are permitted for nail polish; however, polish is not required.
7. The strictest body and oral hygiene must be observed. Frequent bathing, the use of deodorants/antiperspirants, and regular oral hygiene (brushing teeth, mouthwash, breath mints) is fundamental.
8. ZORGANICS Institute requires no less than the appropriate attire and hygiene outlined in this form. Instructors will perform regular grooming checks to ensure adherence to this policy. Instructors will request any student not in full uniform to excuse himself/herself and return as directed. Any time missed will be required to be made up.

#### **PROFESSIONALISM**

1. A student's professionalism is evaluated and constitutes a portion of their grade.
2. Maintaining a professional environment at ZORGANICS Institute is imperative. Unprofessional behavior or failure to comply with school policies has its consequences. You may be excused from class, prohibited from attending graduation, or be dismissed from the program. ZORGANICS Institute reserves the right to take any necessary measures to ensure the maintenance of a professional and appropriate by school administration.

#### **STUDENT BENEFITS**

Students may also receive 25% discounts on regularly priced retail products and services purchased from ZORGANICS Institute; see Institute Management for the current discount rate.

#### **POST-GRADUATION LICENSURE**

A copy of Laws Relating to Cosmetologists, Barbers, Manicurists, Advanced Esthetics, Hair Design, Estheticians and massage therapy is available for future professional access in the office and shall be kept in our records for fifty (50) years or can also be accessed online at [www.dol.wa.gov](http://www.dol.wa.gov). This outlines the requirements for licensure in the State of Washington. ZORGANICS Institute makes no statement of reciprocity of your license after graduation as most states regulate the profession under state statutes. If you are considering practicing your trade in a different state, it is highly encouraged that you contact the respective governing agency in the respective state regarding reciprocity of your intended license.

In all cases persons must take and pass an examination authorized by the Department of Licensing to determine their fitness to receive a license as a Cosmetologist, Esthetician, Manicurist, Massage Therapist, Barber, Advanced esthetics , Hair design or Instructor professional.

All examinees are required to provide proof that they have completed a minimum of 1600 hours (Cosmetologist student), 1000 hours (Barber student), 750 hours (Esthetician student), 1200 hours (Master Esthetician student), 600 hours (Manicurist student), or 600 hours (Instructor student) and 1400 hours in the hair design Students) in a course of instruction and proof that they have passed a final examination that tests the students' theoretical and practical knowledge of the curriculum studied. The state requires a passing score of at least 75% or greater on both the theoretical and/or practical portions of the state board examination. The Washington Department of Licensing requires the following for licensure as an instructor (Cosmetologist, Esthetician or manicurist): submission of all pertinent forms and payment of all monies. Examinees must be at least 18 years of age, have a high school diploma (or its equivalent), and a current license as a cosmetologist, Esthetician, or manicurist

#### **POLICY REGARDING EXTERNSHIP OR INTERNSHIP PROGRAMS**

Zorganics Institute offers students the opportunity to participate in internship programs determined by the Director and which does not exceed 10% of the total program clock hours. Prior to entering into the internship phase students must have passed all unit tests and academic finals, maintained attendance at or above 76%, satisfied all financial



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obligations including any fees and/or approved by the Director prior to entering into an approved contract with a salon/shop. All state mandated requirements regarding internships are required prior to accepting the documented clock hours through the internship program.

### STATE LAW REGARDING EXTERNSHIP

*WAC 308-20-091 Student credit for training in a licensed salon/shop. (1) A maximum ten percent of the total curriculum hours re- quired may be earned by a student in a licensed salon/shop under a contract approved by the department signed by the student, the school owner, and the salon/shop manager. (2) A copy of the signed contract shall be kept in the student file, kept on file at the salon shop and given to the student and shall be made available to the department on request. (3) Only those hours of instruction a student is given under the direction of a licensed operator in the contracted salon/shop and in the subjects agreed to in the con- tract shall be credited towards completion of the course of study required in RCW 18.16.100. (4) Students will not receive any wag- es or commission for hours of credit earned in a salon/shop. (5) Salon/shops shall provide weekly reports to the school and student with hours the student earned in each area of agreed training. (6) Weekly reports provided by salon/shops verifying hours student earns in salon training must be included in student's records and recorded on student's monthly and final reports. (7) Licensed operators must be physically present where students are training. (8) Students in training must wear identification visible to the public that states that they are students in training. (9) Certified training hours expire three years after the last day of attendance. Any hours earned by a student that are more than three years old are considered by the department to be expired and will not be considered valid towards initial licensure*

### CLASS / CLINIC FLOOR STUDENT SUPERVISION REQUIREMENT POLICY:

Zorganics Institute is committed to providing a learning environment in which students and instructors attend together to ensure theory and practical hands - on skills are comprehend and attained in a timely manner. All students and instructors must be in attendance according to the classroom and clinic floor schedule. In the event an instructor is not able to attend to a student, **the instructor should notify the institute director** and the Institute director will attend to the student.

Only those classroom (theory) / clinic floor (practical) hours of instructions a student is given under the **direct supervision of an instructor**/substitute teacher will be counted as credible hours and recorded on the student's **monthly report** (day sheet)

All theory and practical studies attended and services provided by students must be supervised at all times by instructors or substitute teachers while on campus..

Students must follow the schedule for theory (8am - 12 pm) and practical ( 1pm - 6pm) studies in order to earn the full credit hours on that day.

Students will be credited course hours only when they follow and attend the classroom /clinic floor hours as scheduled while on campus.

If a student does not attend a theory or practical lesson while on campus, the student will be marked as absent from class.

Students must notify the school before the start of class in the absence to be excused.

If a student is absent from class and the absent was not previously excused. Example for excused absences includes:- sickness, death in the family, accident, or jury duties, the student will be charged for unexcused absences. The fee for unexcused absences is thirty dollars (\$30) per hour for the instructor to repeat instruction of the lesson. This amount must be paid before the student can attend to make-up for the missed lesson.

Per the signed contract agreement, when a student exceeds the contracted hours (maximum time frame); the student will be charged an over exit fee for \$30 an hour.

A student who violates this policy will be considered disruptive and insubordinate. The student might be suspended for a maximum of two weeks.

If the student is suspended, the student must present to the Institute director in writing



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(a minimum of 275 words) an acknowledgment and explanation of how the policy was violated.

In the acknowledgment, the student will need to assure the Institute director the reasons leading to the violation have been resolved and such violation will not occur again in the future.

### **DRUG AND ALCOHOL POLICY**

Health, beauty and wellness are an important part of the estheticians, cosmetologist, manicurist and massage therapy, barber, master Esthetician, Hair Design and instructor programs.

Use of drugs or alcohol or being under the influence of these substances is strictly prohibited and basis for immediate dismissal. Substance abuse has many physical, psychological, and behavioral symptoms and side effects.

Drug and alcohol addiction affects not only the user but also the user's family and friends. Addiction and substance abuse can also affect the work environment and potential for professional success. ZORGANICS Institute is supportive of students who pursue professional support and treatment for drug and/or alcohol abuse and addiction. Professional resources can be found in the ZORGANICS institute Campus Safety Handbook. ZORGANICS Institute prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or a part of the school's activities. The ZORGANICS Institute will abide by all local, state, or federal laws governing the unlawful possession, use, or distribution of illicit drugs and alcohol. A student who shows signs of impairment or substance abuse may be required to do an observed drug test within the hour. The cost of the test will be at the student's expense (\$50-\$100). If the result of the test confirms alcohol intoxication, or any amount of marijuana, amphetamines, cocaine, opiates, hallucinogens, intoxication inhalants or any other drug which is federally illegal or is not proven to be prescribed to the student, a substance abuse counseling program may be required before the student can return to the school. In the case of prescription drugs, due to reasons of safety, ZORGANICS Institute maintains the right to evaluate whether or not the student's condition is appropriate for training, regardless of physician's release. As in any case where a potential risk to safety is determined by staff, students whose prescriptions are clearly impairing them may be temporarily restricted from practical training or sent home for the day.

### **EXPULSION POLICY – CONDUCT VIOLATION**

Students who may be expelled from their course for any action or conduct in which, according to the discretion of management is disruptive to the school environment or otherwise reflects in any unfavorable way upon the institution.

Students who are expelled for conduct violations will not be allowed to re-enroll unless the institute Administration can be assured that the issue which resulted in the expulsion has been and will remain corrected.

The reasons for dismissal may include, but are not limited to, the following situations/behaviors:

but is not limited to:- habitual absenteeism, repeated insubordination, repeated appearance violations, five or more consecutive unreported absences, repeatedly hazardous practical performance, highly disruptive or aggressive behavior, harassment of students or staff, not following instructions for service procedure, making threats **of any kind** toward students or staff, making defamatory statements about the business in a public setting, alcohol possession or consumption on campus, gossiping, substance-induced intoxication of any kind on campus, possession or use of illegal substances, not wearing a facial mask during covid-19, consistent emotional instability which results in disruption to the course delivery, possession of weapons or stolen property, and other extreme or repeated policy violations.

- 30 days consecutive days of absence
- Failure to meet satisfactory progress standards and/or requirements and standards outlined by the Institute
- Failure to return from a leave of absence on or prior to the scheduled return date
- Failure to successfully progress through the program according to the standards set forth in the maximum time frame policy
- Violation(s) of the law or unlawful acts while on Institute property and/or Institute-sponsored events or violations of the Institute's rules and regulations including, but not limited to, those listed in the conduct section of this catalog.
- Failure to make payment according to enrollment agreement, addendum(s), payment agreement, and/or other financial agreements with Zorganics Institute.





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- Other violations of rules and/or regulations of the Institute as deemed necessary and for the good of the Institute or as otherwise deemed appropriate by Institute Management.

### **SOCIAL MEDIA CONDUCT POLICY**

The rules of conduct as outlined in this catalog also apply to social networking activity.

Zorganics Institute students are expected to conduct themselves in a professional manner, as they will be expected to be when entering the professional world. Students are expected to show respect for the school, its employees, its ownership, fellow students, clients, guests, vendors and all competitors at all times no exception.

The institute and its students must be committed to standing as an example of the best industry practices in social networking by being responsible citizens and community members, by listening and responding to feedback, and by always communicating in a courteous and professional manner.

Behavior and content that may be deemed disrespectful, dishonest, offensive, harassing or otherwise damaging to the school's interests or reputation is not permitted. The use of social media on company time for personal purposes is prohibited. Pictures, video recording, and audio recording on campus are also prohibited without prior approval and supervision by the management of the school.

ZORGANICS Institute employees maintain the right to monitor any student activity in social networks which references the school. Violation of these guidelines will result in disciplinary action and may include expulsion.

### **STUDENT SANITATION DUTIES**

ZORGANICS Institute position is to ensure all students actively participate and adhere to all safety, sanitation and disinfection standards set forth by the Washington State Cosmetology Board within the Washington State Law section: WAC 308-20-110 and the Department of Health. Each department has a specified list of sanitation and disinfection duties that are specified to their scope of practice and department to keep our school in compliance at all times. All students are required to participate in daily sanitation duties.

Daily Sanitation Duties include the following areas and equipment, but may not be limited to:

- Laundry – Washing, drying, folding, storing
- Vacuuming / Mopping floors
- Cleaning mirrors
- Disinfecting stations
- Disinfecting all dispense areas
- Disinfecting all classrooms, door nobs
- Sanitizing carts, trays
- Cleaning wax pots
- Cleaning shampoo bowl / countertops
- Cleaning Facial beds
- Cupboards
- Emptying trash cans and disinfecting
- Laundry baskets
- Sanitizing all chairs
- Disinfecting all containers
- Ensuring all containers are properly labeled
- Having hand sanitizer at every station
- Empty all disinfectant containers

### **GRADUATION REQUIREMENTS**

**Upon graduation, students will receive a Certificate**, the following are required in order to graduate.

- Complete a minimum of the documented hours for the contracted course of study as required by the State of Washington and/or ZORGANICS Institute, whichever is higher.
- Complete all examinations, both written and practical and complete all assignments as outlined in the course description.
- Achieve a minimum cumulative average of 76% in practical and in theory.
- Fulfill all financial obligations to the Institute as stipulated in the enrollment agreement (contract), payment schedules, and addendums and/or as outlined by satisfactory payment agreement.

Upon graduation, a Graduate Survey will be distributed. All students are required to complete the Graduate Survey, prior to filing for the state board exam. It is the student's responsibility to ensure that all of his or her exams, curriculum, and other assignments are completed and to ensure that his or her financial obligations have been met prior to the completion of hours and exams. Failure to comply with payment agreement will deem the student in default and subject to all reasonable collection charges and/or attorney fees.



# ZORGANICS INSTITUTE

## BEAUTY AND WELLNESS

### **NAME TAGS**

All students are required to wear the ZORGANICS Institute designated name tag and uniform at all times. Educators and Administration have the discretion to determine what is appropriate and may ask students to remedy their appearance and/or may send students home for the day when it is determined that attire is inappropriate. Students who have a specific medical or religious need to alter the dress code must seek approval and documentation from the Institute's Representative. For additional information and to request referral to the Institute Representative, students should see an Admissions Representative

### **CAMPUS CRIME AND SAFETY REPORT and RECEIPT:**

ZORGANICS Institute wants to ensure that students, staff, and clients/guests of our campus are safe and protected at all times. The doors to our business will remain unlocked during regular business hours. Therefore, all occupants are advised to alert campus management of anything or any person they feel may be a threat or may hinder the protective work/educational environment. All students and staff have a duty to warn the school's campus manager (or an available administrator) of any violation of the school's policies and procedures which would in any way place the students, staff and/or customers in harm's way.

ZORGANICS Institute is equipped with fire safety equipment including but not limited to fire extinguishers and fire alarms. Smoke detectors, sprinklers and/or security alarm systems are also present. In our effort to provide a safe and protective environment, ZORGANICS Institute students and staff are encouraged to educate themselves on basic safety and crime prevention practices. Students and/or staff found to be engaging in any kind of criminal activity, including violations of the Drug Free Schools and Communities Act of 1989 will be subject to disciplinary action up to and including expulsion or termination. Crimes will be recorded on the crime report log, which is available for review upon request.

There have not been any crimes on the campus since 2018 when the school opened.

Reporting of Crime Information

In case of emergency call 911

Institute Director

Frida Emalange. 360.746-9609

[fridaemalange@yahoo.com](mailto:fridaemalange@yahoo.com)

Emergency and fire evacuation procedures:

Stay calm and quiet.

Listen for orders from your instructors.

Form a single-file line.

In case of heavy smoke, crouch to knee level.

Exit signs are located throughout the school and hallways.

Exit the building through stairwells and out, away from the building.

Winter storm and closings

We are aware that many of our students travel from various places to attend school. It is important that student safety extend beyond the perimeter of our campus and that students use their best judgment when choosing to travel to and from school during inclement weather conditions.

Any cancellation can be access on the website [www.ZORGANICSinstitute.com/new](http://www.ZORGANICSinstitute.com/new)

### **TRADE NAME**

ZORGANICS® is a registered trademark. The use of the name, logo or other representation of ZORGANICS Institute or ZORGANICS, LLC is strictly prohibited without written authorization. ZORGANICS Institute and/or ZORGANICS, LLC will enforce its intellectual property rights to the fullest extent of the law.

### **WEAPONS**

The use or possession of any item(s) that is, or bears resemblance to a weapon, firearm, or explosive, is prohibited



## ZORGANICS INSTITUTE BEAUTY AND WELLNESS

and will result in immediate termination. This policy applies to all persons on Institute property or at Institute-sponsored events and activities (including off-site educational events/field trips).

Any person threatening (verbally or otherwise) the use of a weapon against any person related to the Institute is subject to disciplinary action up to and including expulsion from the program. Violators of this policy are also subject to persecution under the law.

Any person with knowledge of weapons on Institute property shall inform an appropriate authority immediately. See the duty to warn policy.

### **CAMPUS COUNSELING-** Mental Health, and Other Student/Staff Services for Victims

ZORGANICS Institute does not offer on-campus counseling or mental health services; however, in the event a student is having difficulty with regard to a personal issue, Zorganics Institute staff may provide referral information. The institute is required by its accreditation agencies to maintain a record of professional referrals made. Such records are kept confidential and are maintained with the student's right to privacy in mind. Students and staff needing assistance are encouraged to contact one or more of the following agencies

### **MENTAL HEALTH / EMERGENCY HOTLINES:**

National Suicide Prevention Lifeline:

Call 1-800-273-8255

Available 24 hours every day

Whatcom Behavioral Health Advisory:

Crisis hotline 1-800-584-3578

Triage center 1-800-584-3578

Compass Health Crisis Prevention:

1-360-752-4545

National Suicide Prevention Hotline:

1-800-273-8255 (Espanol) 1-888-628-9454

Hearing/ Speech Impaired (TTY)

1-800-799-4889

Washington Recovery Helpline:

1-866-789-1511

TTY 1-206-461-3219

Rape Abuse and Incest National Network:

[www.rainn.org](http://www.rainn.org)

1.800.656.HOPE

WA Warm Line:

[1-877-500-9276](tel:1-877-500-9276)

Wed, Fri, Sat, 5-9 PM

Your Life Your Voice

Teen and Young Adult Hotline:

1-800-448-3000

Teen Link:

1-866-833-6546

-a confidential helpline for teens (evenings 6-10 PM)

Planned Parenthood:

[www.plannedparenthood.org](http://www.plannedparenthood.org)

National Domestic Violence Hotline:

[www.ndvh.org](http://www.ndvh.org)

1-800-799-7233

National Mental Health Association

[www.nmha.org](http://www.nmha.org)

1-800-969-6642

### **INTERNAL GRIEVANCE PROCEDURE**

*Note: Nothing in this policy prevents the student from contacting the Department of Licensing at any time with a concern or complaint.*

ZORGANICS INSTITUTE strives to meet the needs of its students as well as to create an environment that is



## ZORGANICS INSTITUTE

### BEAUTY AND WELLNESS

educational, professional and student oriented and honest communication. The Institute encourages students to go directly to the instructor who oversees the program module in which they may have a concern. However, we understand that students may need additional support in resolving conflict. Therefore, if students require additional support, they should go directly to the INSTITUTE director, explain their concern, and the director will facilitate a prompt and unbiased resolution.

A student reserves the right to submit a complaint in writing to the attention of the school director.

ZORGANICS INSTITUTE shall respond to written student complaints in writing within ten - 10 days from when the complaint was submitted.

Zorganics Institute will do its utmost to reach a positive conclusion to any and all complaints over which it has control. All students have the right to make complaints with the state of Washington and or accreditation body. However, it is requested that all students over afford the institute the opportunity prior to taking action . A separate copy of this policy is available upon request, See institute management during business hours.

Students and staff are encouraged to try to resolve any matters of dispute by discussing them with the student(s) and staff member(s) involved. If the matter cannot be resolved in this way, those with complaints may then file a grievance form or written complaint with the Institute Director or owners of ZORGANICS Institute. No grievance will be considered by management unless presented in this manner.

#### **FORMAL GRIEVANCES SHOULD INCLUDE**

1. A brief description of the situation, including dates, times, and all pertinent information pertaining to the onset of circumstances.
2. A list of actions taken by the student/staff member to deal with the situation, including dates, times, individuals involved and the outcome.
3. Any steps the complainant is willing to take to resolve the situation.
4. The specific resolution/s that the complainant is seeking or recommending.

The school manager will meet with the complainant within 10 days of receipt of the written complaint. This meeting will be documented in the student's counseling record, and a copy given to the parties involved at the time of the meeting. If the grievance cannot be resolved by this process, it will then be referred to the school's grievance committee. In the event this is necessary:

- The school's grievance committee will meet within three (3) business days of receipt of the grievance and review the allegations.
- If more information is required from the complainant, a written letter outlining the additional information needed will be sent out.
- If no further information is needed, the grievance committee should act on the allegations and send a response letter to the complainant within fifteen (15) calendar days. The letter will address the steps taken to correct the problem, or information to show that the allegations were not warranted or based in fact.

*If all other avenues have been exhausted and no solution has been reached, the grievance can be filed with the National Accrediting Commission of Career Arts and Sciences (NACCAS), whose contact information is listed below.*

NACCAS

Address: 3015 Colvin  
Street, Alexandria, VA  
22314

Phone (703) 600-7600

[www.naccas.org](http://www.naccas.org)

#### **DISABILITIES AND ACCOMMODATION**

ZORGANICS Institute is committed that no qualified handicapped person, by reason of his or her handicap, will be excluded from enrolling in a course of instruction or be subjected to discrimination based upon disability. Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the



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Rehabilitation Act of 1973, may apply for admittance into the program. However, all prospective students must meet standard admissions requirements.

ZORGANICS Institute does not formally assess students under the standards of a traditional 504 plan (IEP/other). If an applicant for enrollment believes he or she may need an accommodation during his or her program, he or she should advise an Admissions Associate prior to class start and must submit a written request for specific accommodation(s). The written request must include documentation of the student's official assessment (for example, an Individual Education Program (IEP) from the student's high school) and outline the specific accommodations requested.

Should a student fail to request accommodation prior to the program start, he or she may submit a written request to the Institute Director at his or her Institute at any time; however, all requests should be made at least four weeks in advance of the date needed. Accommodation plans determined after the fact program start will be effective from the date determined moving forward.

All requests for accommodation will be reviewed by the Institute's Accommodation Coordinator and a determination of reasonable accommodations (if applicable) will be provided in writing prior to the start of the student's program and/or within two weeks of the official request for currently enrolled students.

Students requesting reconsideration of the decision regarding the request should contact Institute Management within one week of the date of the response. The student must provide a statement of why and how he or she believes the response should be modified.

Due to state licensing requirements and rigorous industry standards that are in place to protect the public, all students are required to meet the academic standards outlined in this catalog and/or as amended hereafter.

### **NON - DISCRIMINATION POLICY**

Non-Discrimination Policy/Equal Opportunity Statement

ZORGANICS Institute does not discriminate and expressly prohibits any form of student or staff harassment based on ethnic origin, race, color, religion, sex, national origin, age, handicap or status as a military veteran. This policy applies to all aspects of operation including but not limited to educational opportunity, admissions and/or employment opportunities and benefits pursuant to the requirements of Title IX of the Educational Amendments of 1972, Public Law 92-318; the Rehabilitation Act of 1973, section 504, Public Law 93-112 and Title III of the Americans with Disabilities Act of 1990.

### **ACADEMIC**

1. You must score a minimum of 76% in each course module (Theory, Practical,) in order to successfully complete and graduate from the program.

2. All course projects must be completed successfully to graduate.

3. Course examinations, written, oral, and practical, will be given frequently. A final exam will also be given at the end of each module. A \$30.00 fee will be attached if the student is absent on the day of an exam due to additional expense for a teacher having to make up the exam with the student outside of regularly scheduled class time. Any missed exams must be made up and paid for within 7 days or the student will forfeit the opportunity.

4. Graduates will receive a certificate upon successful course completion for each course.

5. Assistance is available to students experiencing challenges academically. Students should notify their respective instructor(s) so that ZORGANICS Institute staff is aware of the challenges and can support the student in making Satisfactory Academic Progress.

6. A Satisfactory Academic Progress report and student evaluations will be given to each class during the course. These include a rating of regular class attendance, academics, and completion of course requirements.

Right to Privacy and Access policy:

ZORGANICS INSTITUTE will not disclose any information pertaining to the student without written permission from the student to do so. If a student wishes information to be released for any reason, a release form must be signed by the student on each occasion that information is released. This record will be maintained as long as the student record is active per FERPA 99.32.

If a student is a dependent minor, the ZORGANICS INSTITUTE will disclose information to the student's parents or



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## BEAUTY AND WELLNESS

legal guardian. The ZORGANICS INSTITUTE guarantees the right of a student and/or parents, if a student is a dependent minor, to have access to and receive an interpretation of student records at the time of review. Students should speak with or call the school director to schedule an appointment for this purpose.

ZORGANICS INSTITUTE is required to provide access to student records to the National Accrediting Commission of Career Arts and Sciences and to other agencies in relationship to school accreditation and licensing.

### **FERPA policy**

Family Educational Rights and Privacy Act of 1974 The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all institutions 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 an institution beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the institution. Institutions 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. The Institute will charge a fee of \$10 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 institute 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. The Institute must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

The institute may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the Institute will inform parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. The Institute notifies parents and eligible students of their rights under FERPA. If a student wishes to see his/her records, he/she should contact the school for the procedure to follow. Any questions under this act should be the office at (360) 392-8243.

### **DIRECTORY INFORMATION POLICY**

Zorganics Institute reserves the right to publish honors and awards received by students on public media in compliance with FERPA.



# ZORGANICS INSTITUTE

BEAUTY AND WELLNESS

410 West Bakerview road suite 112 Bellingham, Wa. 98226

## ENROLLMENT AGREEMENT

This Enrollment Agreement is between the above-named school and:

Student's Legal Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

The school agrees to provide the following training: All programs are offered in English

Course or program title (please circle one): **Cosmetologist, Barber, Esthetician, Hair Design.**  
**Master Esthetician, Manicurist, Instructor, Massage Therapy.**

**Class schedule: Full Time \_\_\_\_\_ or Part time \_\_\_\_\_**

CAMPUS-- Length of program is \_\_\_\_\_ weeks. Clock hours per week = \_\_\_\_\_ total hours \_\_\_\_\_

\_\_\_\_\_ Clock hours accepted by ZORGANICS Institute as transfer or re-entry (if

\_\_\_\_\_ applicable) Clock hours being contracted

\_\_\_\_\_ Weeks/months required completion of the clock hours being contracted with a student Start

date \_\_\_\_\_ Calculated completion date \_\_\_\_\_



# ZORGANICS INSTITUTE

## BEAUTY AND WELLNESS

**Tuition and cost of program\_** .....

Application Fee	Á \$
Processing Fee	\$
V	Á
Ó	Á
T	Á
V	Á
F	Á
Ò	Á
V	Á
Enrollment	Á
Total Tuition	Á
Down payment \$ ___ paid in full _____ Yes _____ NO Discount amount _____	Á
Balance Due	Á
T	Á
i)Title IV disbursement ; ii)State Funding Program disbursements; iii) Cash; iv)Check ;v)Credit card vi)Money order/ cashier check; vii)Grants and scholarships; viii)Private loans.	Á
Uc@:	





# ZORGANICS INSTITUTE

## BEAUTY AND WELLNESS

### **TERMINATION**

Termination by the ZORGANICS INSTITUTE BEAUTY AND WELLNESS: Notwithstanding the forgoing, if this contract is terminated by ZORGANICS INSTITUTE BEAUTY AND WELLNESS due to willful misconduct and/or the inability to maintain Satisfactory Academic Progress (SAP) in accordance with ZORGANICS INSTITUTE BEAUTY AND WELLNESS'S policies, the student will be refunded monies according to the WA Refund Policy, numbers 1-9 per WA. A student absent for fourteen (14) consecutive days without notice or documentation will automatically be withdrawn from the program. Termination by institute and applicable administrative fee does not exceed \$150.

Once a student begins classes, books and uniforms become property of the student. If the student terminates enrollment, books and uniforms become non-refundable. Product charges will be prorated as applicable.

### **CONTRACT COSTS AND PAYMENT TERMS**

Students and sponsors (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent students from attending class until any applicable unpaid balance of payments are satisfied. School will charge additional tuition for hours remaining after the contract ending date at the rate of \$350 per week or \$30 per hour whichever is greater, or any part thereof, payable in advance until graduation. The school may charge a \$10.00 transcript fee for transcript requests. The school will charge a re- entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$150. The tuition rates currently at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. Prior to registering for classes, the school requires students to pay \$300 for orientation and attend the orientation after entering into an Enrollment Agreement. Methods of payment include full payment at time of signing the Enrollment Agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest. \$100 application fee and \$78 of processing and enrollment fee \$150 is non-refundable and charged by the institute.

#### **Agreement is Binding:**

This agreement will be binding only when it has been fully completed, signed, and dated by the student and an authorized representative of the school prior to the time instruction begins.

#### **Changes in the Agreement:**

Any changes in the agreement will not be binding on either the student or the school unless such changes are acknowledged in writing by an authorized representative of the school and by the student or the student's parent or guardian if he/she is a minor.

#### **Effective Date of Acceptance:**

I certify that I have read and understand the cancellation and refund policy and the complaint procedure; I have received a copy of the school catalog or brochure; and I am entitled to an exact copy of this Enrollment Agreement, school catalog, and any other papers I sign.

#### **Cancellation of Classes:**

The school reserves the right to cancel a starting class if the number of students enrolling is insufficient. Such a cancellation will be considered a rejection by the school and will entitle the student to a full refund of all money paid with the exception of the non-refundable \$100 application fee and processing fees for \$78. If cancellation of classes occurs before the start of the program (classes), the student is entitled to a full refund of the \$300 orientation fee only if the student has not attended orientation.

#### **Cancellation and Refund Policy for Student Programs:**

1. If an applicant is not accepted by the school, the student is entitled to a full refund of all monies with the exception of the non-refundable \$100 application fee and processing fee of \$78 and \$150 for enrollment fee
2. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.



# ZORGANICS INSTITUTE

## BEAUTY AND WELLNESS

Percentage of scheduled enrollment time at notice of cancellation compared to total time of course:	Percentage of tuition and other instructional charges which the Institute may retain:
0.01-4.9%	20% of tuition
5% - 9.9%	30% of tuition
10% - 14.9%	40% of tuition
15% - 24.9%	45% of tuition
25% - 49.9%	70% of tuition
50% and over	100% of tuition

3. The school may retain an established orientation fee equal to ten percent of the total tuition cost, or three hundred dollars, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment.
4. If training is terminated after the student enters classes, the school may retain the orientation fee established under (3) of this subsection, plus a percentage of the total tuition as described in the following table:
5. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:
  - (a) When the school receives notice of the student's intention to discontinue the training program; or,
  - (b) When the student is terminated for a violation of a published school policy which provides for termination; or,
  - (c) When a student, without notice, fails to attend classes for thirty calendar days.
6. All refunds must be paid within thirty calendar days of the student's official termination date.

### NOTICE TO STUDENT

Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal document. All pages of this agreement are binding. Read both sides of all pages before signing. You are entitled to an exact copy of the agreement, school catalog, and any other papers you may sign and are required to sign a statement acknowledging receipt of those.

#### **Cancellation of Contract:**

If you have not started training, you may cancel this contract by submitting written notice of such cancellation to the school at its address shown on the contract, which notice shall be submitted not later than midnight of the fifth business day (excluding Sundays and holidays) following your signing this contract or the written notice may be personally or otherwise delivered to the school within that time. In event of dispute over timely notice, the burden to prove service rests on the sender.

#### **Unfair Business Practices:**

It is an unfair business practice for the school to sell, discount, or otherwise transfer this contract or promissory note without the signed written consent of the student or his/her parent or guardian if he/she is a minor and a written statement notifying all parties that the cancellation and refund policy continues to apply.

### GRADUATION REQUIREMENTS

To graduate and receive a Certificate from ZORGANICS Institute, the following are required:

- Complete a minimum of the documented hours for the contracted course of study as required by the State of Washington and/or ZORGANICS Institute, whichever is higher.



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## BEAUTY AND WELLNESS

- Complete all examinations, both written and practical and complete all assignments as outlined in the course description.
- Achieve a minimum cumulative average of 76% in practical and in theory.
- Fulfill all financial obligations to the Institute as stipulated in the enrollment agreement (contract), payment schedules, and addendums and/or as outlined by a satisfactory payment agreement.

### EMPLOYMENT ASSISTANCE

ZORGANICS INSTITUTE will assist in resume preparation, job interviewing skills, and job placement. ZORGANICS INSTITUTE does not guarantee employment. However, ZORGANICS INSTITUTE will maintain ongoing available jobs listings for graduates and alumni.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

As the authorized representative of the school, I hereby agree to the conditions set forth herein:

Signature of Authorized School Representative \_\_\_\_\_

Print Name \_\_\_\_\_

### Notice – RCW 28C.10

Washington law requires the following information to be supplied to each student enrolling in a private vocational school licensed under RCW 28C.10. One copy of this notice bearing original signatures must be attached by the school as addenda to that individual's enrollment agreement and a copy must be provided to the enrollee by the school.

### ACKNOWLEDGMENT BY ENROLLEE

1. I understand and accept that any contract for training I enter into with the above- named school contains legally binding obligations and responsibilities.
2. I understand and accept that repayment obligations will be placed upon me by any loans or other financing arrangements I enter as a means to pay for my training.
3. I understand that any enrollment contract I enter into will not be binding or take effect for at least five days, excluding Sundays and holidays, following the last date such a contract is signed by the school and myself if I have not entered classes sooner.
4. I have read and received a copy of the signed enrollment agreement contract (please initial)

Name (please print) \_\_\_\_\_

Signed: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

### ACKNOWLEDGMENT BY SCHOOL

Prior to being enrolled in this school, the applicant whose name and signature appears below has been made aware of the legal obligations he/she takes on by entering into a contract for training. Those discussions included cautions by the school about acquiring an excessive debt burden that might become difficult to repay given employment opportunities and average starting salaries in his/her chosen occupation.

Signed: \_\_\_\_\_ Name \_\_\_\_\_

Title: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

This school is licensed under Chapter 18.16 RCW. Inquiries concerns or complaints regarding this school may be made to the:

<p>Department of Licensing, PO Box 9026, Olympia, Washington 98507-9026 Email: <a href="mailto:plssunit@dol.wa.gov">plssunit@dol.wa.gov</a> Phone: (360)664-6626</p>	<p>WORKFORCE BOARD 128-10<sup>th</sup> Ave SW Box 43105 Olympia, WA 98504 Web: <a href="http://www.wfb.wa.gov">www.wfb.wa.gov</a> Phone: (360)753-5662</p>	<p>NACCAS 3015 Colvin Street, Alexandria, VA 22314 Web: <a href="http://www.naccas.org">www.naccas.org</a> Phone 703-600-7600</p>
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**ZORGANICS INSTITUTE**  
BEAUTY AND WELLNESS



**Zorganics Institute**  
**Beauty & Wellness**

**"A Holistic Approach To Beauty & Wellness Through Science & Art"**

**OPEN ORIENTATION EVERY SATURDAY BETWEEN 1-3PM**

Zorganics institute offers the following programs : Barber, Cosmetologist, Esthetician, master Esthetician, Instructor, Manicurist and Massage Therapist.

Classes are Mondays , Wednesdays and Fridays from 8-6:30Pm



**Contact us for more information at:**  
**Info@zorganicsinstitute.com**

**OR Call us at: 360.318.6411 & 360.392.8243**

**www.zorganicsinstitute.com**

410 W Bakerview Rd, Suite 112, Bellingham, WA 98226



**ZORGANICS INSTITUTE**  
BEAUTY AND WELLNESS



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[www.zorganicsinstitute.edu](http://www.zorganicsinstitute.edu)