

ESTHETICS STUDENT HANDBOOK



152 Laurel Hill Road
Northport, NY 11768
631/261-3600 x204
wsboces.org/fulltime

BOCES
Western Suffolk

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Western Suffolk BOCES Mission Statement

Western Suffolk BOCES provides career training and literacy programs to help adults meet their career goals by developing skills essential for gainful employment, job advancement and new career opportunities.

Welcome

Welcome to the Esthetics Program at Western Suffolk BOCES! This is one of many career and technical programs offered through Western Suffolk BOCES. The highly trained faculty of the Esthetics Program takes its educational responsibilities seriously and is committed to maintaining professional competency.

In our programs, students will acquire the concepts and skills necessary to practice the art and science of Esthetics. We provide an environment which is conducive to learning so the students can acquire the knowledge and develop the skills necessary to achieve success.

Description of Licensure Programs

The pre-licensing Esthetics programs offered by Western Suffolk BOCES are approved by the New York State Department of State, which issues Cosmetology and Esthetics licenses.

ESTHETICS - This program covers the field of skin care and make-up. In this 600-hour course, students learn anatomy and physiology, bacteriology, sterilization methods, structure and function of the skin, facial procedures, use of various machines, waxing methods, laser hair removal, basic make- up techniques and business practices. This program prepares students for the New York State licensing exam in Esthetics.

Admission Requirement

Students interested in enrolling in the Esthetics Program must meet with The Training Coordinator prior to registration. To be admitted, a student must meet one of the following criteria:

- a. proof of a U.S. high school diploma or equivalent
- b. if from a war-torn country, a self-certifying letter
- c. an authorized evaluation of credentials if credentials are from another country

Each applicant must schedule a meeting with a career counselor who will review documentation and determine eligibility for the program. After individual counseling

and review of the student's ability to succeed, the coordinator may recommend a period of remediation before entry into the program. Call 631-261-3600 x204 for a pre-admission interview.

Educational Objectives/Outcomes

The Esthetics Program provides an educational environment structured to develop a competent beauty professional who will:

- Recognize the basic principles of Esthetics and those disciplines upon which the fields are based.
- Function in entry-level Esthetics positions in private practice, salons, spas and other related institutions.
- Recognize the need for continuing education as an important mechanism to adapt to the changes and challenges within the Esthetics industry.
- Respect the privacy of the client in his/her relationships with the Esthetics practitioner and other members of the salon/ spa team.
- Demonstrate a thorough understanding of the Esthetician's role in relation to the function of other allied beauty industries.

ESTHETICS COURSES

Esthetics

600 Instructional Hours

Esthetics, the field of skin care and make-up, is a specialty requiring a NYS license. This 600-hour course will cover anatomy and physiology, bacteriology, sterilization, structure and function of the skin, facial procedures, use of various machines, waxing, basic make-up techniques, and business practices. Students will prepare for the New York State Department of State examinations.

Course Goals/Objectives:

Upon successful completion of this program, the student will have acquired the competencies necessary to perform the duties of an Esthetician, take and pass the New York State written and practical examinations for licensing and demonstrate competent professional entry-level skills.

Instructional Methods Used

Discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, student presentation. Appropriate training aids and audiovisual materials are used to supplement the instructional process.

Grading Procedures

Evaluation of the student's progress will be made through the use of quizzes, unit tests, practical examinations, class projects, assignment sheets and charts. The final grade will be based on $\frac{1}{3}$ written evaluation and $\frac{2}{3}$ practical evaluation

Satisfactory Academic Performance Policy, Esthetics Training Program

Students will have a formal evaluation of their academic progress at 300 scheduled hours. Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. Students who come under "Warning" status may come out from under that status by meeting minimum attendance and academic requirements by the time of the subsequent evaluation period. Title IV funding will continue until the next evaluation period following a first "Warning" issuance. If a student receives a subsequent warning status, he/she will no longer be eligible for Title IV funding.

Students may be granted a leave of absence from their program for reason deemed acceptable and necessary. If enrollment is temporarily interrupted for a leave of absence, the student will return to school in the same progress status as he or she had prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Being granted a leave of absence in no way reduces the obligation on the part of the student to complete his or her program in the allotted time frame. All programs must be completed within the 150% timeframe of the program's scheduled hours.

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal, assuming there is adequate time left to complete the program within the 150% timeframe. Noncredit, remedial, and repeated courses do not apply to the Satisfactory Academic Performance evaluation criteria at this institution.

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

Students in the Esthetics Training Program must maintain a minimum grade of 75%

and a minimum attendance record of 75%. All missed classes, modules and sections must be made up and they must be made up within the 150% time constraint.

Satisfactory Academic Progress

To earn a certificate of completion, Western Suffolk BOCES has established criteria for both attendance and academic progress that students must meet at www.wsboces.org/esthetics-sap.

Esthetics Curriculum

Orientation- 60hrs

Program Orientation· History & Career Opportunities· Life Skills· Your Professional Image· Communication for Success· Domestic Violence/Sexual Assault

Overview

The Orientation module is an introduction to the 600hr Esthetics program. History and career opportunities, life skills required, as well as the presentation of the Domestic Violence/Sexual assault video required for licensure in NYS.

Module Objectives/Learner Outcomes

Upon completion of this module the student will be able to:

Have the sufficient program background to complete the 600hr Esthetics program.

Understand proper professional attitude and presentation, as well as the business of the Esthetics profession. Completion of the required Domestic Violence/Sexual Assault video as required by NYS.

Laser (+practical)-60hrs

Safety· Hair removal· Wavelengths· Client Consultation· Anatomy

Overview

This module covers the required 60hr curriculum and safety requirements for the Laser Hair Removal Certification.

Module Objectives/Learner Outcomes

Upon completion of this module the student will be able to:

Safely operate laser equipment to service their client. Understand anatomy and structure of skin, hair, business practices and utilize the knowledge taught to ensure the health and safety of their client during laser hair removal treatment and post follow-up care.

Business Skills-60hrs

Career Planning· The Beauty Business· On the Job

Overview

Understanding the fundamentals of business, marketing, sales, and financial management. The module covers how to cultivate strong business, effectively promote services, manage expenses, and grow their client base, which will ensure the sustainability and success of their business in an ever-changing field.

Module Objectives/Learner Outcomes

Upon completion of this module the student will be able to:

Possess a strong understanding of the beauty business and profession of Esthetics. Students will get a good sense of what working in/owning a business will entail. Strong customer service skills, marketing, research, current industry trends, how to stay current and pursue continuing education. Making the client the priority, and strategies to ensure repeat clients.

General Sciences-84hrs

Infection Control: Principle & Practices· Chemistry & Chemical Safety· The Healthy Professional

Overview

Module covers infection control, general anatomy & physiology and basics of chemistry and nutrition.

Module Objectives/Learner Outcomes

Upon completion of this module the student will be able to:

Understand bacteriology & microorganisms, infection control, sterilization, OSHA requirements, MSDS sheets, general procedures and safety measures, cosmetic chemistry, product ingredients and nutrition.

Skin Sciences-90hrs

Physiology & Histology· Disorders & Diseases of the Skin· Skin Analysis· Skin Care Products: Chemistry, Ingredients & Selection

Overview

Module covers science behind skin and skin concerns as well as treatments and skin care products.

Module Objectives/Learner Outcomes

Upon completion of this module the student will be able to:

Recognize signs of compromised skin and how to treat using care and ingredients specific to the issues presented by the client.

Esthetics-246hrs

The Treatment Room· Facial Treatments· Facial Massage· Facial Devices & Technology· Hair Removal· Electricity & Electrical Safety· Makeup Essentials ·Advanced Topics & Treatments

Overview

The practice of esthetics covers a wide array of techniques that may include (but not limited to) steaming, waxing, extractions, chemical peels, and pore cleansing. Study of healthy skin and the practical application of treatments to improve the look and feel of the skin.

Module Objectives/Learner Outcomes

Upon completion of this module the student will be able to:

Perform a variety of specialized body and skin care treatments following correct procedures and precautions and supporting client needs. Use a range of specialized equipment and products, apply relevant knowledge of anatomy, physiology, pathology and histology to the provision of specialized esthetic treatments and services. Adhere to occupational health and safety, sanitation, and infection prevention and control best practice guidelines. Select and recommend the use of esthetic products and product ingredients to clients, considering health status and identified needs.

Esthetics

For the job title Skin Care Specialists (SOC code 39-5094), the Department

of Labor describes the nature of the work; training and other needed qualifications; employment levels; job outlook; potential earnings; and related occupations.

Program Cost (subject to change)

Tuition	Uniform & Supplies	Fees	TOTAL
\$11,025 includes books and \$100 non-refundable fee	\$450	\$80	\$11,555

Gainful Employment Information

To help prospective students make informed choices, details about tuition, graduation rates and more are available as required by the Higher Education Opportunity Act of 2008 at www.wsboces.org/esthetics-gainemploy.

INFORMATION, POLICIES AND REGULATIONS

Alcohol, Drugs and Other Substances

The Board of Cooperative Educational Services of Western Suffolk County, New York is committed to the prevention of alcohol, tobacco, and other substances use/abuse.

No person may use, possess, sell or distribute alcohol or other substances, nor may use or possess drug paraphernalia on school grounds or at school- sponsored events except drugs prescribed by a physician and dispensed in accordance with Western Suffolk BOCES policy. The terms “alcohol, tobacco and other substances shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, tobacco, inhalants, marijuana, cocaine, crack, LSD, PCP, amphetamines, heroin, steroids, look-alikes, and any of those substances commonly referred to as “designer drugs.” The inappropriate use of prescription and over-the-counter drugs shall also be prohibited.

Additionally, the following persons shall be prohibited from entering school grounds or school-sponsored events: A person exhibiting behavior, conduct or personal or physical characteristics indicative of having used or consumed alcohol or other substances.

Western Suffolk BOCES policy describes the philosophy of Western Suffolk BOCES and the program elements that will be used to promote healthy life styles for its students and staff and to inhibit the use/abuse of alcohol, tobacco and other substances. The entire policy is available online at: wsboces.org/aboutus/policies.cfm or by calling 631-

549-4900 x224.

Academic/Practical & Attendance Criteria Attendance Policy

Attendance and punctuality are of the utmost importance and are considered to be an integral part of performance. Students are expected to be present for all scheduled classes. Students are responsible for all material discussed in class as well as assignments given.

To remain in good standing, each module in the Esthetics Program must be completed with an academic grade average of 75% (C) and an attendance average of 90%.

Minimum hours of attendance needing to pass each module are 90% of scheduled hours. If this minimum is not met, an incomplete (Inc) or dismissal from the program may result.

A student will be dismissed from the Esthetics program if his/her final grade for any module is below 75% and/or attendance falls below 90%. A student may also be dismissed for behavior issues. If a student does not complete two modules due to grades or attendance, they are dismissed from the program and may reapply as a new student. Any dismissal may be appealed. Dismissed students may request a meeting with the Principal of adult programs, the Program Coordinator and the instructor to discuss a return to the program. If a student returns to the program, the student will be charged a \$2000 makeup fee for any repeated module.

Attendance is a vital part of the learning experience. For each 15 minutes of lateness, a student will be charged with a half hour of absence and for every half hour late, a student will be charged with one hour of absence. If a student is late or leaves early three times in a module, he/she will be required to forego the next full day of instruction and will be charged for an additional 6 hours of absence.

Adult Learners Statement

Western Suffolk BOCES is committed to the adult learner-instructor partnership. The adult learner must take an active role in that partnership. This can be demonstrated by meaningful class participation, reading assigned textbook chapters, completing homework as assigned and developing successful study habits, as well as scheduling ancillary time to practice skills without depending on prompts from the instructors. Adult learners must act as their own agents of knowledge and skill acquisition. It is essential that they be personally involved in their own success.

Self-direction will be required of you as you develop critical thinking skills and develop an interdependent learning relationship. This interdependent learning relationship will facilitate your ability to acquire the knowledge and professionalism necessary to become an integral part of the team.

Esthetics Technical Advisory Committee

The Esthetics program at Western Suffolk BOCES is supported by a Technical Advisory Committee which meets on a bi-annual basis. The committee is comprised of faculty members and representatives from the professional community. The purpose of the committee is to allow program and institutional personnel the opportunity to collaborate on shared experiences, goals, and outcomes. It assists in formulating and periodically reviewing learning domains, program needs, resources, and expectations that help foster responsiveness to change. The committee also discusses current issues and trends within the profession. Accomplishments and recommendations from committee members with regard to additions, deletions, revisions, equipment and curriculum objectives are reviewed.

Committee members provide input to help ensure that our program is compatible with employment opportunities and current technologies.

Building Facilities

Classes for the Esthetics program are held at Western Suffolk BOCES' Northport Campus.

Class Hours/ Dismissal Time

Daytime class hours are M-F, 8 am – 2:30 pm

Complaints and Grievances by Students in Adult Programs

Western Suffolk BOCES has developed these procedures for adults to follow in regard to disciplinary actions, suspensions, unfavorable evaluations and dismissals related to programs/services for adults. The goal is to secure as rapidly and equitably as possible a resolution to the "grievance."

DEFINITIONS:

- "GRIEVANCE" is an event or condition related to the student's classroom or practical achievement, disciplinary action and/or appeal requiring attention.
- "DAYS" refers to working school days.

GRIEVANCE PROCEDURE:

LEVEL I: The student will discuss the event with those directly involved in the problem. For example, if the problem is relevant to the adult's coursework, the student should speak to the instructor. Alternatively, evening students can discuss the issue with the evening Supervisor; day students can meet with a counselor in an attempt to resolve the problem; students in the health programs can speak to the appropriate administrator.

LEVEL II: If the problem is not resolved or the student is not satisfied with the disposition of the grievance at Level I the grievance may, within two days, be filed in writing. Request a Student Grievance Form from the Adult Education or Health Careers Offices. Complete the Grievance Form and return to the the appropriate administrator. An official grievance should state:

- a. Name of aggrieved party
- b. Reason(s) for grievance with statement of nature and facts of grievance including date concern first arose and events or conditions which constitute the grievance.
- c. Statement of redress sought by aggrieved party.
- d. School representative with whom the aggrieved party met and reason for dissatisfaction with the results of Level I.

The Principal shall within two days of receipt of the written grievance meet with the student in an effort to resolve the grievance. If the student is not satisfied with the disposition of the grievance at Level II or in the event that no decision has been rendered, the student shall forward the written grievance within two days to the Executive Director of Career and Technical Education.

LEVEL III: The Executive Director of Career and Technical Education shall within two days of receipt of the written grievance schedule a meeting of the Grievance Appeal Committee which is composed of the appropriate administrator, a member of the faculty and a student representative. The committee will meet with the student in an effort to resolve the grievance.

If the student is not satisfied with the disposition of the Grievance at Level III or in the event that no decision has been rendered, the student may file the grievance within two days in writing with the Senior Executive Director.

LEVEL IV: The Senior Executive Director or his representative shall, within four days of receipt of the written grievance, meet with the student in an effort to resolve the grievance. The Senior Executive Director has four days from the date of the meeting to render a decision.

LEVEL V: If the student deems the grievance is not resolved at the Senior Executive Director level, the written grievance and all decisions shall be forwarded to the Chief Operating Officer who will make a final decision within 15 school days.

LEVEL VI: If the student deems the grievance is not resolved at the Chief Operating Officer level, the student may contact the Council on Occupational Education (COE),

7840 Roswell Rd. Building 300, Suite 325, Atlanta, GA 30350. The telephone number is 770-396-3898, fax 770-396-3790 and website is www.council.org. The student should use the official Complaint Certification Form which is available from supervisors in the Adult Education or Health Careers Offices. After the complainant contacts the COE, he/she will receive a letter acknowledging receipt of complaint.

NOTE: At any point in the procedure, the student may request, in writing, the presence of one peer or an ombudsman of his or her choice. Western Suffolk BOCES will maintain written records of all complaints filed through two complete accreditation cycles.

Completion Policy

Criteria for successful completion of the Esthetics

Programs are:

1. Attainment of a transcript grade of 75% or better for each area of study and a 75% grade on the final practical evaluation.
2. Satisfaction of all financial obligations.
3. Fulfillment of attendance hours as shown in the handbook and curriculum requirements of the New York State Department of State
4. Certificates of Completion for the Esthetics Program will be issued upon successful course completion.

Damage to or Loss of Personal Property

Western Suffolk BOCES assumes no responsibility, either real or implied, for the personal property of any adult student. Students should review their own insurance coverage regarding personal property liability.

Dismissal Policy

The Administration reserves the right to terminate the attendance of students who fail to satisfy the requirements of academic, clinical, disciplinary, health and personal adaptability for the Esthetics field.

Reasons for Dismissal:

1. Failure to comply with attendance policies.
2. Conviction of a felony.
3. Failure to meet academic requirements.
4. Failure to meet the clinic education requirements.
5. Receiving written formal warning notices pertaining to the same problem.
6. Failure to comply with other rules, regulations and policies of the program.
7. Unprofessional/unethical behavior or insubordination.
8. Proven use of controlled substances (alcohol, drugs).

9. Any action or inaction which results in harm to a client.
10. If a student is absent for 5 consecutive days, he/she will be dropped from the program. The only exception is if a leave of absence is arranged with a counselor or administrator.

Grading System

Students will be graded on all quizzes, exams and clinic evaluation. A student must earn a grade of 75% to pass. Any grade below 75% will be a failing grade. No assignments will be accepted after the conclusion of each module, which may result in a failing grade. Certificates of completion will not be awarded until all modules are successfully completed.

Western Suffolk BOCES Adult Esthetics Program **Class Rules**

I will demonstrate respect for myself, my instructor and my fellow students at all times. Behavior deemed disruptive may result in dismissal from class.

I will follow all safety procedures in the laboratory/shop; I will not utilize or play with equipment/supplies without explicit consent and proper instruction. No tools, supplies, chemicals or class items may be removed from cabinets/closets/storage without permission.

The use, display, or possession of any legal or illegal weapon or item that could be used as a dangerous or deadly instrument is strictly prohibited on school premises. No such items are allowed to be brought into the school at any time. **Examples of prohibited items include, but are not limited to:** firearms, knives, or any sharp objects, explosives or explosive devices, clubs, batons, or any blunt instruments, chemicals or substances intended to harm or incapacitate others, any item that could be used to inflict bodily harm or create a dangerous situation. Failure to comply with this rule will result in suspension and/or dismissal from the program based on the severity of the infraction.

I will be in full uniform at the start of the day; 8:00am. I understand I will be sent home if I am not in proper uniform and not receive hours for the day.

I understand if I sleep in class, the time will be docked from my official record and I will be asked to leave.

I understand class begins at 8:00am and ends at 2:30pm. Class is Full-Time M-F.

Using profanity in the classroom is forbidden and any use of foul language may result in disciplinary action and/or dismissal and loss of hours.

I will not utilize ANY electronic equipment in the class or lab. Use or display of personal electronic equipment may result in dismissal from class and loss of hours for the day.

I understand I am not allowed to record/post any social media videos/photos while on school grounds.

I will abide by the attendance policy; students are expected to be present for all scheduled classes.

I understand that if I miss more than 10% of any module I will be dropped from that module and not receive a grade in that module. I will be permitted to return at the start of the next module available. The module in which I missed must be repeated in its entirety the next time it's offered and there will be a make-up fee of \$2000 payable in advance of that module to receive a WSB Certificate of completion.

If I do not complete two modules due to grades or attendance for any reason, I am dropped from the program and may reapply as a new student without advanced standing.

I understand if I return late from breaks/lunch, five minutes or more, I will be docked accordingly.

Unassigned hours are only used for hours missed in a module and may only be made up at the end of the program, nearing graduation. I understand all hours missed must be made up in order to graduate, and may change my graduation date.

All payments are due the 15th of each month. If they are not received by the 30th, there is a \$25 late fee. After two consecutive missed payments, there will be grounds for suspension.

If I am unable to attend class I can call my instructor at (631)261-3600 x200 or email them with the email address provided.

Federal Student Aid (FSA)

Financial Aid is available to those who qualify. Eligibility is determined by completing the FAFSA, Free Application for Federal Student Aid, online at <https://fafsa.ed.gov>. Financial Aid consists of the Federal Pell Grant and Federal Student Loans to those who are eligible.

To receive federal funds, a student must have a High School Diploma or equivalent and be a US Citizen or Eligible Non-Citizen.

Initial deposits are not covered by financial aid. If tuition is not fully covered by financial aid, a payment plan will be sent to you for the balance of tuition by the Bursar's Office. Students must maintain Satisfactory Academic Progress to remain eligible for federal funding.

FINANCIAL INFORMATION

Tuition:

Tuition payment is the responsibility of the student. The Bursar will provide a payment plan to each student. The payment plan must be strictly adhered to. Tuition payment procedures are as follows:

1. Visa, Master Card, Discover, Money Order or Check are accepted. The student's name, telephone number, and the program they are enrolled in must be written on the front of all checks and money orders. Checks and money orders are to be made payable to:
Western Suffolk BOCES
2. Payments may be submitted to the Bursar's Office as follows:
 - by phone at (631) 261-3600 ext. 314 Monday – Thursday or scheduled Fridays at (631) 752-1957
 - by mail at Western Suffolk BOCES – Bursar's Office 152 Laurel Hill Road Northport, NY 11768
 - in person at the Northport Campus – Room 214.

The Bursar's hours are Monday – Friday from 7:30am to 2:45 pm. The Bursar's office will be open two evenings a month. Dates and times will be posted on the door of room 214.

3. All payments are due on the 15th of the month. A \$25.00 late fee will be charged for payments not received by the 1st of the following month. Missing two consecutive payments is grounds for withdrawal from the program.
4. If you are having difficulty making payments, please contact the Bursar's Office.
5. Changes made to addresses, phone numbers and other demographic information must be reported to the Bursar's offices.

Health Requirements

The student is required to provide the State with proof of a complete physical examination before sitting for the New York State Licensing Examinations.

Special Note Regarding Illness/Absences

Any rash, fever, open or sutured wounds, or undiagnosed illness will preclude attendance in the clinic area. A physician's statement will be required in order to return to the clinic area after an extended illness, a communicable condition or any injury. The physician's statement must include that you can return to "full clinic duties."

Instructors

Vanessa Horn

Ms. Horn's experience in her own esthetics business and as an image consultant for many show business clients helped her realize her passion for and commitment to esthetics education. As a highly respected and successful esthetics instructor at Western Suffolk BOCES since 2001, she has seen 99 percent of her students pass the New York State licensing exam. Her strong belief in continuing education has been documented with certifications in microdermabrasion, chemical peels, laser therapy, acupuncture and microneedling and she shares her enthusiasm for the profession by teaching some of these advanced classes to others. Ms. Horn continues to practice her profession outside the classroom and stays current in the ever-changing skin care industry by learning about cutting edge technology and the latest ingredients and modalities.

Laura Gonzalez

Laura Gonzalez became a New York State Licensed Esthetician in 2017 and is now teaching Esthetics at the Northport campus of Wilson Tech. Mrs. Gonzalez has been a Lash Artist and Trainer for several years. She has a background in massage therapy and graduated from New York College where she studied Holistic Medicine. She is certified and trained in PCA Peels, Microneedling, Microdermabrasion and Sothy's Skincare and continues to advance her education in the ever-growing industry.

Leave of Absence

A Leave of Absence may be granted upon approval by the Program Administrator. To request a Leave of Absence, a student must submit a request in writing. The time requested must not exceed 180 days. If the Coordinator and the Principal decide to grant the leave, tuition and payments are put on hold. If the student returns on the agreed upon date, the tuition and payments would remain the same, unless there has been an increase in tuition. Former payments will be credited toward the new tuition. There can be no more than one Leave of Absence per academic year.

If the student does not return on the agreed date, the student will be dropped and asked to pay any outstanding charges. These charges must be satisfied before returning to the program. The student may apply for readmission at a later date.

Parking

All vehicles MUST park in designated regular parking areas. NO cars may be parked in designated fire zones, reserved parking or on the grass.

Smoking/Vaping Policy

New York State Law prohibits smoking on any school grounds. Western Suffolk BOCES is a smoke-free campus. Smoking and smoking simulated devices, including those used for vaping, are strictly prohibited anywhere on school property. Students who violate the smoking/vaping policy are subject to disciplinary action up to and including probation, suspension and/or dismissal.

STUDENT REQUESTS FOR REASONABLE ACCOMMODATIONS

Western Suffolk BOCES will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Western Suffolk BOCES will provide qualified Esthetics students with reasonable accommodations, unless those accommodations would fundamentally alter the technical standards or the essential features of the Esthetics curriculum, which includes the didactic, clinical and/or other educational experiences, or if the accommodations would impose upon Western Suffolk BOCES an undue hardship.

Students in the Esthetics program who would like to request a reasonable accommodation must submit the Request for Accommodations form available at www.wsboces.org/accommodation and review the process described on that website regarding requests for reasonable accommodations.

For non-testing accommodation requests: Esthetics program students requesting a reasonable accommodation other than a testing accommodation will

be contacted by the ADA Compliance Officer and/or Program Designee to review and discuss the details of the request.

For testing accommodation requests: Students requesting a reasonable testing accommodation for the Esthetics program will be contacted by the ADA Compliance Officer and/or Program Designee and will be required to submit the following documentation, as outlined by The New York State Department of State Division of Licensing Services:

- Supporting documentation from a physician or other qualified professional, or evidence of prior accommodations from a school or other institution.

Western Suffolk BOCES will make every effort to accommodate students with special academic requirements. Anybody requesting special accommodations must fill out and submit the form on <https://www.wsboces.org/accommodation/>. Our staff will make every effort to assist the student with any necessary arrangements.

Counseling Services

Counseling services (including drug and alcohol prevention/awareness) are available to all students in the program. Students may be referred to our Career Counselors by the instructor as well as self-referral by the onsite Training Coordinator. A referral to federal, state or private counseling service will be made if so desired. Individual services are not provided through Western Suffolk BOCES.

Student Review of Records

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records.

Adult students have the right to inspect and review the student's education records maintained by the school. If copies of records are requested, the school may charge a fee for copies.

Eligible students (adult students) have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school does not amend the record, the eligible student has the right to a formal hearing.

Generally, schools must have written permission from the eligible student in order to release any information from a student's education record.

For more detailed information on FERPA, go online to the U.S. Department of Education, www.ed.gov/offices/OI/fpco/ferpa/. Students may review their records by making an appointment with The Training Coordinator. Call 631-261-3600 for information.

Transcripts and Certificates

All students completing an Esthetics program successfully will receive a transcript and Certificate of Completion from Western Suffolk BOCES at no cost. There is a \$5 fee for duplicate copies of certificates and transcripts.

Transcripts being sent to third parties require a written request signed by the student. Requests should be sent to the Job Placement Office. For information, call 631-667-6000, ext. 114. All records will be maintained by the School for at least 3 years. Western Suffolk BOCES is in compliance with federal laws that govern student confidentiality e.g., FERPA.

Transfer of Credit from Other Schools

Courses taken by students at other schools outside of Western BOCES will be considered for transfer. Transferable courses or credit hours are determined on an individual basis. Students must have achieved a minimum grade of 80% or a "B" average in each subject area with attendance of 90% or better.

Students who have been enrolled in courses, or a program in another institution, relating to the program they wish to enroll in at Western Suffolk BOCES must submit a transcript to the Admissions Office. A course description and catalog from the institution attended by the student must accompany the transcript in order to be considered for Transfer of Credit. In addition, students must submit a letter requesting a Transfer of Credit to the Admissions Office of Western Suffolk BOCES, Adult Career and Technical Education, 152 Laurel Hill Road, Northport, NY 11768. The Admissions Counselor will inform the student of the number of hours that will be accepted for transfer by Western Suffolk BOCES. Evaluation of Transfer of Credit is at no cost to the student. There is no financial aid available for transfer students.

Transfer of Credit Within the Institution

Courses offered within the Western Suffolk BOCES setting will be considered for transfer if they are applicable to the program the student has requested.

Transferable course hours are determined on an individual basis. Students must have achieved a minimum grade of 80% or a "B" average in each subject area with attendance of 90% or better.

Students who have been enrolled in courses relating to the program they wish to sign up for at Western Suffolk BOCES must submit a transcript for evaluation to their Counselor. In addition, students must submit a letter requesting a Transfer of Credit. The Counselor will review the information and let the student know the number of hours that will be accepted for transfer. Evaluation of Transfer of

Credit is at no cost to the student. There is no financial aid available for transfer students.

Uniform Dress Code

Students are required to obtain the official school uniform (no knits permitted); white smock, white uniform pants, white shoes.

- Make-up should be natural looking
- No fragrance may be worn.
- Jewelry, if worn, may be only plain gold or silver band, or plain watch with a second hand
- Fingernails should be short and trim ($\frac{1}{4}$ inch). Nail polish, if worn, must be clear or a neutral tone.
- Hair is to be well-groomed, plainly styled and securely fastened off the collar.
- Male students must wear plain, white crew neck T-shirt under uniform.
- Beards and/or mustaches must be neatly trimmed.

Satisfaction of Financial Obligations

The payment of tuition is the responsibility of the student. The payment schedule must be strictly adhered to. Only students who have met all financial obligations will be recommended for graduation. The Principal has the option of terminating any student who has not met all financial obligations.

School Closings for Weather/Other Emergencies

In the event of weather or other emergencies, adult classes will not be held when Western Suffolk BOCES and Wilson Tech buildings are closed and programs are cancelled. Announcements regarding such closings will be forwarded to the following media sources: News 12 and Newsday.com.

You may also check the home page of the Western Suffolk BOCES website at www.wsboces.org.

FREQUENTLY ASKED QUESTIONS

How do I register for classes?

All potential students must meet with The Training Coordinator prior to enrollment. Call 631-261-3600 x204 to schedule an appointment.

What if I do not have a high school diploma?

Students must meet one of the following criteria:

- a. proof of a United States high school diploma or equivalent, or, if from a war-

- torn country, a self-certifying letter
- b. an authorized evaluation of credentials if from another country

Each applicant must schedule a meeting with the Training Coordinator who will review documentation and determine eligibility for the program. After individual counseling and review of the student's ability to succeed, a counselor may recommend a period of remediation before entry into the program. The telephone number to contact the coordinator for a pre-admission interview is 631-261-3600, x204.

Can I transfer credit?

The transferring student is scheduled to meet with an admissions counselor. The counselor then requests a formal transcript and when that is received, the counselor will ask the licensed Esthetics teacher to review the official document. The number of completed hours stated on the document is reassigned according to the teacher evaluation up to the date of student withdrawal.

How can I make up hours?

Approval of instructor and Coordinator is necessary to complete these arrangements. Call 631-261-3600, ext 204 for information.

Does Western Suffolk BOCES offer other services?

Admissions counselors are available to help you make the best possible class choices. Career counseling, high school equivalency programs, and English as a Second Language (ESL) classes are offered at Western Suffolk BOCES and community sites. Western Suffolk BOCES' job placement service offers lifetime assistance to graduates of our Career Certificate programs and our full-time programs. This is a service, not a guarantee of employment.

Does BOCES offer financial aid?

Yes. A student must complete a FAFSA to determine eligibility for federal aid including the Pell grant and federal student loans. We also offer convenient monthly payment plans for licensing and full-time programs. Call 631-261-3600 x314 or ask about this option when you register.

What can you tell me about Tax Credits for Higher Education?

An education credit may help with the cost of higher education by reducing the amount of federal tax owed on your federal tax return. If the credit reduces your tax to less than zero, you may get a refund. Learn more from the Internal Revenue Service about education credits at <https://www.irs.gov/credits-deductions/individuals/education-credits-questions-and-answers>.

Are there any additional costs?

We make every effort to include all costs, including books as part of course tuition. In limited

instances students are required to purchase personal protective equipment or personal tools. Your course description in this catalog will indicate any additional costs or requirements (state board supplies & state board licensing fees are not included).

Book Fee Charge—Books are usually included in the tuition. If a student drops the class, she/he will be expected to return the book(s) or the costs of books will be charged from any refunds due. NYS Licensing Exam fees will be made payable to the Department of State.

Will I receive a certificate?

Yes, you will! Certificates of Completion are issued to all career and technical education students who have successfully completed all course requirements.

Do courses qualify for Veteran's benefits?

Yes, veterans may qualify for free training at Western Suffolk BOCES through the Division of Veteran Affairs. Contact your local Veterans' representative or call 631-261-3600, x314 for more information

WESTERN SUFFOLK BOCES

152 LAUREL HILL ROAD

NORTHPORT, NY 11768

631-261-3600

ENROLLMENT AGREEMENT

Western Suffolk BOCES Adult Career & Technical Education hereby sells the undersigned applicant, known hereafter as the student, subject to the terms and conditions set out herein, the program(s) of study indicated below, consistent of academic, laboratory and clinic instruction, including all materials required for said student. Exceptions are those items which must be provided at the student's expense and are listed in the program materials given to students prior to the start of the program.

STUDENT DATA:

Name _____

Address _____

Phone _____

Date of Birth _____

Cell Phone _____

YES! I WANT TO OPT IN TO RECEIVE SMS TEXT MESSAGES FROM WESTERN SUFFOLK BOCES

PROGRAM OF STUDY

Program (Name)	Clock Hours	Number of Weeks and/or Months	Time of day	*Tuition \$
ESTHETICS	600		8AM-230pm	\$11, 025

***Non-refundable registration fee of \$100 is included in tuition.**

ENROLLMENT PERIOD

Start Date: _____ Projected Completion or Graduation Date: _____

If an applicant is accepted by the institution and cancels prior to the start of scheduled classes or never attends class (no-show), the institution will refund all monies paid, less a non-refundable registration fee of \$100 and any stated student expenses which are listed in the institutional catalog.

Student Initials _____ Date: _____

The purchaser hereby agrees to pay Western Suffolk BOCES Adult Career & Technical Education payments either in full or in installments as determined by the Bursar's Office.

I. CANCELLATION and REFUND POLICY

For a student to whom no state or federal or special program fund policy applies, and who chooses to cancel this agreement, the school shall apply the refund stated below.

If Western Suffolk BOCES closes, current students shall receive a pro-rata refund of tuition.

All additional expenses, such as uniforms, textbooks, supply kits, software, state licensing fees, Airman testing fees and program consumables, that are not included in the tuition price are non-refundable.

Refund Due Dates:

1. If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due will be made within forty-five (45) calendar days of the first scheduled day of class.
2. For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct or Satisfactory Academic Progress Policy.
3. A student on an approved leave of absence notifies the school that he or she will not be returning. The last date of the leave is used as the termination date.

Rejection and Cancellation before the start of class:

1. If an applicant is rejected for enrollment by an institution, a full refund of all tuition monies paid will be made to the applicant.
2. If an institution cancels a program subsequent to a student's enrollment, the institution will refund all monies paid by the applicant within 45 days of the planned start date.
3. If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no-show), the institution will refund all tuition monies paid, less a non-refundable registration fee of \$100 as noted on page 1 of this enrollment agreement.

Withdrawal or Termination after start of class

1. During the first week of classes, tuition charges withheld will not exceed ten percent (10%) of the stated tuition up to a maximum of \$500. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
2. After the first week and through fifty percent (50%) of the period of training and financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed.

Student Initials _____ Date: _____

3. After fifty percent (50%) of the period of financial obligation is completed, the institution retains the full tuition.

PERCENTAGE TIME TO TOTAL	AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL
First week of classes	10% of total stated tuition up to a maximum of \$500
Second week through 50% of course	Pro-rated portion of tuition for the period of time completed plus 10% of the balance due for the period of time that was not completed.
After 50% of the course is completed	Full tuition

4. All payments are due on the 15th of the month. A \$25.00 late fee will be charged for payments not received by the 1st of the following month. Missing two consecutive payments is grounds for withdrawal from the program.

II. GRADUATION REQUIREMENTS

Criteria for successful completion of the program(s) shown on page 1 are:

1. Recommendation by the instructor that you have successfully completed all Program requirements and met course objectives.
2. Satisfaction of all financial obligations.
3. Fulfillment of Program attendance requirements, the curriculum/completion requirements of the New York State Education Department and curriculum/completion requirements of the individual Program.

Upon successful completion of all of the above graduation requirements, the student will be awarded a certificate.

III. JOB PLACEMENT

Western Suffolk BOCES Adult Career & Technical Education’s job placement service offers lifetime assistance to graduates of our Career Certificate programs and our full-time programs. This is a service, not a guarantee of employment.

IV. STUDENT ABSENCES AND MAKEUP FEES

Any student who does not fulfill attendance requirements is subject to disciplinary action, up to and including dismissal from the program. The program administrator will review the attendance record of any student who exceeds the maximum allowable absences. The administrator will determine if the student is eligible for make-up time. If make-up time is scheduled, all fees must be paid in full in order for the student to begin any additional hours. The current make-up rate is \$2000 module/hour.

V. TITLE IV FUNDS

Students who receive Title IV Funds and withdraw from the program are subject to the rules and regulations of the Department of Education for returning aid. All monies may be returned to the Department of Education. In that case, the student may be responsible for all tuition due.

VI. BUYER’S RIGHT TO CANCEL

A student may cancel this agreement within three (3) business days of signing this agreement and receive a 100% refund of all tuition monies paid, less a non-refundable registration fee of \$100.00.

I acknowledge that I have read and received a copy of this enrollment agreement. I understand that this agreement is legal and binding and I agree to any and all stipulations and terms contained therein.

Student Signature

Date

Staff Signature

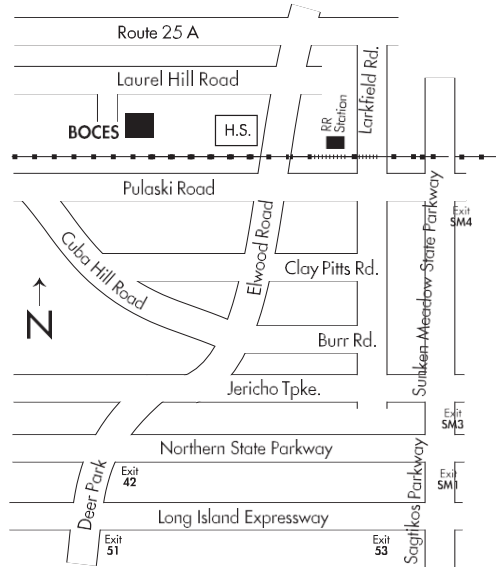
Date

Location

Western Suffolk BOCES

Wilson Tech's Northport Campus 152 Laurel Hill Road

Northport, NY 11768



Other Western Suffolk BOCES campuses:

Western Suffolk BOCES located at Wilson Tech Aviation Facility 7200 Republic Airport, Farmingdale, NY 11735 631/752-1957

Accredited by

Western Suffolk BOCES is accredited by the Commission of the Council on Occupational Education. They may be contacted at: 7840 Roswell Rd. Suite 325, Atlanta, GA 30350, 770-396- 3898, fax 770-396-3790, www.council.org.

Western Suffolk BOCES Board Members

Debbie Adams-Kaden	Ilene Herz, Esq.
Robert Scheid	Brian. J. Sales
Jeannette Santos	Peter Wunsch

Administration and Supervision

Michael Flynn, Chief Operating Officer
April E. Poprilo, District Superintendent
Diana Santiago, Executive Director, Career & Technical Education
Carolyn Reilly, Assistant Director, Career & Technical Education
Dr. Stephanie Engemann, Principal, Northport Campus
Kristine M. Shanteau, Training Coordinator, Northport Campus

Recruitment Policy

Western Suffolk BOCES does not recruit students already attending or admitted to another school offering a similar program of study.

Western Suffolk BOCES Non-Discrimination Notice

The Board of Cooperative Educational Services of Western Suffolk County, New York does not discriminate on the basis of age, religion, creed, ethnic origin, national origin, marital status, race, color, gender, sexual orientation, veteran status, weight, disability or handicap in the educational programs or activities it operates and provides equal access to the Boy Scouts and other designated youth groups. This policy of non-discrimination includes the recruitment, hiring and advancement of employees; salaries, pay and other benefits; counseling services to students; student access to course offerings; lawful political activities; educational programs and other activities; and the business activities of the Board. Inquiries concerning the application of regulations prohibiting discrimination may be referred to the Western Suffolk BOCES Compliance Officer Dr. Hugh Gigante who may be contacted at 507 Deer Park Rd., Dix Hills, NY 11746 or 631-549-4900 x204 or hgigante@wsboces.org. Or, inquiries may be made by contacting the Office for Civil Rights at NY Office for Civil Rights,

US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500 or call 646-428-3900, or fax 646-428-3843, or TDD 800-877-8339, or email OCR.NewYork@ed.gov or file form at <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

