

COURSE CATALOG V.1: 01.01.2024

APPROVED AND REGULATED BY THE DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS



**IGNITE  
YOUR  
AESTHETIC  
PASSION!**

1360 PORTER STREET, DEARBORN, MI | (303) 330-4969

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# Lash and Company Owner *and* Officials

## OWNED BY:

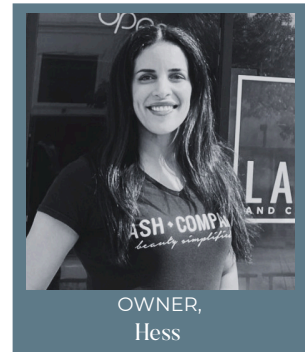
Bailey Ames | (970)420-2118  
Lash and Company  
16621 N. Washington Street, Thornton, CO 80023  
bailey@lashandcompany.com



OWNER, INSTRUCTOR  
Bailey Ames

## OWNED BY:

Jess | (970)420-2118  
Lash and Company  
1360 Porter St, Dearborn, MI 48124, United States  
jess@lashandcompany.com



OWNER,  
Hess

## ADMISSIONS:

Liz Carnival | 303.330.4969  
education@lashandcompany.com



IN-STATE AGENT  
Liz Carnival



# Mission Statement

Lash and Company Education is committed to improving the esthetic industry now and into the future, through our Esthetic Program dedicated to excellence, knowledgeable teaching, and leadership development.

## STATEMENT OF NON - DISCRIMINATION

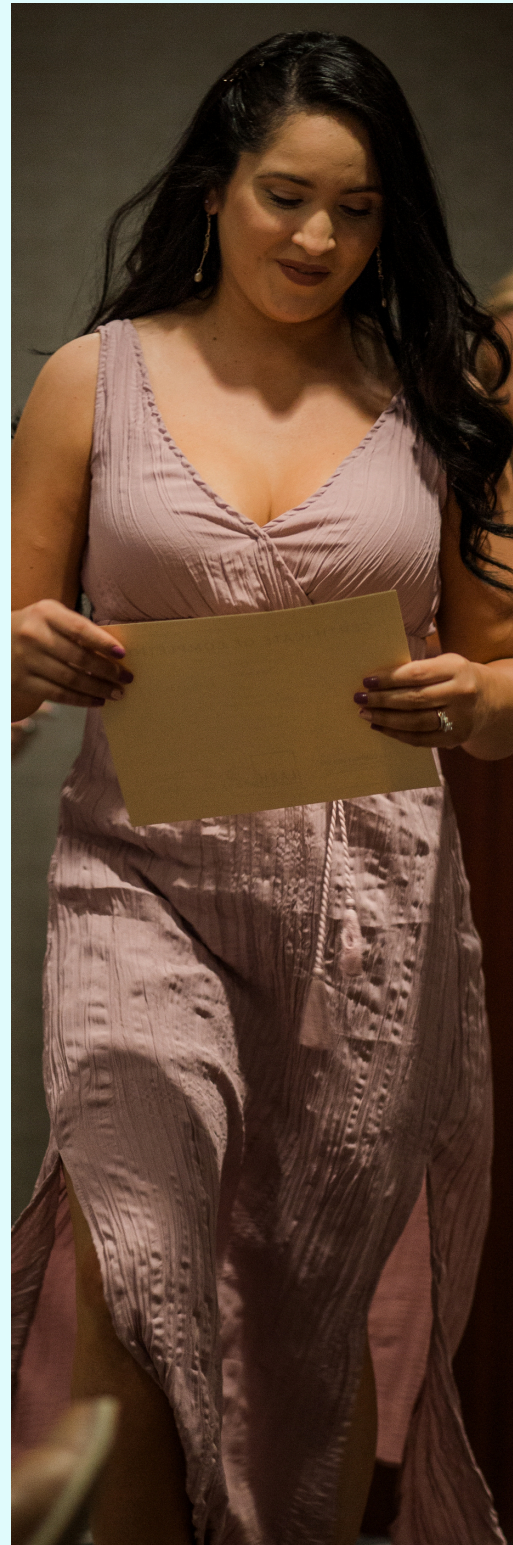
Lash and Company practices NO discrimination on the basis of age, race, sex, color, creed, religion, financial status, nationality, ethnic origin or area of residence in any of its practices and policies on Admissions, Instruction, or Graduation.

## SCHOOL CALENDAR

Classes start every month and are limited to 14 students maximum per lab (in person instruction) to ensure the best learning environment. Reservations for class spots are available only when deposit is made and an Enrollment Agreement is completed. The school also may be closed during a student's enrollment for unexpected reasons. In the event of inclement weather, school may be canceled. Lash and Company will "mirror" the high schools in the city/ town they are located in. If the high school is closed, Lash and Company will also be closed. The School Director will provide all students with this information. The anticipated graduation date will be extended accordingly.

## SCHOOLS WILL BE CLOSED ON THE FOLLOWING HOLIDAYS:

New Year's Day  
Martin Luther King Jr Day  
Washington's Birthday  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving  
Christmas





# Education AT LASH + COMPANY

Education at Lash+Company is one of the only two schools in Colorado accredited for advanced esthetics training.



## A Note

Welcome to Lash and Company Education! I am honored for Lash and Company to join you on your learning journey. Since 2006, I was inspired by my grandmother (who is in her 80s and still practicing esthetics in Santa Barbara, CA today) to become an esthetician to help pay my way through college. I fell in love with the industry, the innovation, technology, and the clients. We are privileged to work with clients that are happy, healthy and excited to see us. It's very rewarding to nurture and care for one another.

Hello students! As the owner and an advanced practice nurse at Lash and Company Dearborn, I'm thrilled to welcome you to our institution. Our team's passion for esthetics and commitment to self-growth has driven us to create a world-class learning experience for you. We're dedicated to providing exceptional education

The learning never ends. I value growth and development above all else. I believe pursuing the best version of myself is a purposeful and successful life. I believe in abundance. I believe that I am the equivalent of the value I add to the world.

With Gratitude,

A handwritten signature in black ink that reads "Bailey".

BAILEY AMES  
FOUNDER, OWNER, INSTRUCTOR

and mentorship in esthetics, and I'm proud to be a part of your journey. Thank you for choosing Lash and Company Education Dearborn – let's grow together!

Best regards,

A handwritten signature in black ink that reads "jessica" in a lowercase, cursive style.

JJESSICA MEYERS  
FOUNDER, OWNER, INSTRUCTOR



PROGRAM:

Esthetics

## OBJECTIVE FOR ESTHETICS

*Upon successful completion the graduate will be able to:*

1. Respect the need to deliver clear communication and worthy service of fair market value.
2. Perform the basic manipulative skills in the areas of: Facials and Skincare, Facial Makeup, Hair Removal, Disinfection, Cleaning, and Safe Work Practices.
3. Perform the basic analytical skills to understand: Laws, Rules, and Regulations, Management Ethics, Interpersonal Skills, Salesmanship, Disinfection, Cleaning, and Safe Work Practices.
4. Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.
5. To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in esthetics and related career positions.
6. Sit for the PSI Esthetics Examination.

## HOURS AND REQUIREMENTS FOR ESTHETICS

400 Hours provided in a Hybrid method of delivery consisting of a combination of both in person and remote learning.

**METHOD OF DELIVERY:** Theory hours delivery via distance Education, Lab hours delivered in person. The 400 Hours are completed over the course of 15 hours per week for 20 weeks through both distance education and classroom delivery. All 200 theory hours will be completed via distance education and all 200 lab hours will be completed in person, in the classroom. Labs are limited to 14 people per lab.

## COST OF ATTENDANCE AND REQUIRED MATERIALS FOR ESTHETICS

Price: \$7500

\$260 for textbook

Required materials: Milady Standard Esthetics Fundamentals 12th Edition and Cengage CIMA Reference Materials: LARA Rules and Regulations, PSI Guidelines and Requirements

Fees for textbooks and supplies are nonrefundable

## ENTRANCE REQUIREMENTS FOR ESTHETICS

Lash and Company requires that an applicant for the Esthetics program class must:

- a. Be at least 17 years of age and have documented proof



COURSE:

*Classic Eyelash Extensions*

#### OBJECTIVE FOR CLASSIC EYELASH EXTENSIONS

Upon successful completion of the Eyelash Extension Training the student will be certified with the skills to isolate, apply, remove, and maintain high quality eyelash extensions. Upon successful completion of the Eyelash Extension Training the student will receive a certificate of completion.

#### HOURS AND REQUIREMENTS FOR EYELASH EXTENSIONS

8 Classroom Hours

#### COST OF ATTENDANCE AND REQUIRED MATERIALS FOR EYELASH EXTENSIONS

Fees for textbooks and supplies are nonrefundable

Price: \$500

#### ENTRANCE REQUIREMENTS FOR EYELASH EXTENSIONS

Lash and Company requires that an applicant for the class must:

- a. Be 17 years of age and have documented proof
- b. Be a currently licensed Cosmetologist or Esthetician





COURSE:

*Volume Eyelash Extensions*

#### OBJECTIVE FOR VOLUME EYELASH EXTENSIONS

Upon successful completion the student will be certified with the skills to isolate, apply, remove, and maintain high quality eyelash extensions.

#### HOURS AND REQUIREMENTS FOR VOLUME EYELASH EXTENSIONS

6 Hours Classroom training

#### COST OF ATTENDANCE AND REQUIRED MATERIALS FOR VOLUME EYELASH EXTENSIONS

Fees for textbooks and supplies are nonrefundable (included in cost of course)

Price: \$750

#### ENTRANCE REQUIREMENTS FOR VOLUME EYELASH EXTENSIONS

Lash and Company requires that an applicant for the class must:

- a. Be 17 years of age and have documented proof
- b. Be a currently licensed Cosmetologist or Esthetician



COURSE:

*Dermaplaning*

#### OBJECTIVE FOR DERMAPLANING

Upon successful completion of the student will receive a certificate of completion.

#### HOURS AND REQUIREMENTS FOR DERMAPLANING

14 Classroom Hours

#### COST OF ATTENDANCE AND REQUIRED MATERIALS FOR DERMAPLANING

Price: \$300 for class

Fees for textbooks and kits are nonrefundable

#### ENTRANCE REQUIREMENTS FOR DERMAPLANING

Lash and Company requires that an applicant for class must:

- a. Be 17 years of age and have documented proof
- b. Be a currently licensed Cosmetologist, Esthetician, or Registered Nurse



COURSE:

# Chemical Peels

## OBJECTIVE FOR CHEMICAL PEELS

Upon successful completion of the student will receive a certificate of completion.

## HOURS AND REQUIREMENTS FOR CHEMICAL PEELS

24 Classroom Hours

## COST OF ATTENDANCE AND REQUIRED MATERIALS FOR CHEMICAL PEELS

Price: \$600 for class

Required Materials: N/A

Fees for textbooks and kits are nonrefundable

## ENTRANCE REQUIREMENTS FOR CHEMICAL PEELS

Lash and Company requires that an applicant for CHEMICAL PEELS class must:

- a. Be 17 years of age and have documented proof
- b. Be a currently licensed Cosmetologist, Esthetician or Registered Nurse





COURSE:

*Microdermabrasion*

#### OBJECTIVE FOR MICRODERMABRASION

Upon successful completion the student will receive a certificate of completion.

#### HOURS AND REQUIREMENTS FOR MICRODERMABRASION

14 Classroom Hours

#### COST OF ATTENDANCE AND REQUIRED MATERIALS FOR MICRODERMABRASION

Fees for textbooks and supplies are nonrefundable

Price: \$300 for class

#### ENTRANCE REQUIREMENTS FOR MICRODERMABRASION

Lash and Company requires that an applicant for the class must:

- a. Be 17 years of age and have documented proof
- b. b. Have completed at least the 9th grade and have documented proof
- b. Be a currently licensed Cosmetologist, Esthetician or Registered Nurse



COURSE:

*Manual Resurfacing Exfoliation*

#### OBJECTIVE FOR MANUAL RESURFACING EXFOLIATION

Upon successful completion of the course students will possess the skills and knowledge to provide manual resurfacing exfoliation services safely and effectively and will receive a certificate of completion.

#### HOURS AND REQUIREMENTS FOR MICRONEEDLING

14 Classroom Hours

#### COST OF ATTENDANCE AND REQUIRED MATERIALS FOR MICRONEEDLING

Fees for textbooks and supplies are nonrefundable

Price: \$600

Required materials: NA

#### ENTRANCE REQUIREMENTS FOR MICRONEEDLING

Lash and Company requires that an applicant for the class must:

- a. Be 17 years of age and have documented proof
- b. b. Have completed at least the 9th grade and have documented proof
- b. Be a currently licensed Cosmetologist, Esthetician or Registered Nurse



COURSE:

*Chemical Peels*

#### OBJECTIVE FOR CHEMICAL PEELS

Upon successful completion the student will receive a certificate of completion.

#### HOURS AND REQUIREMENTS FOR MICRONEEDLING

24 Classroom Hours

#### COST OF ATTENDANCE AND REQUIRED MATERIALS FOR MICRONEEDLING

Price: \$600 for class

Required materials: NA

Fees for textbooks and kits are nonrefundable

#### ENTRANCE REQUIREMENTS FOR MICRONEEDLING

Lash and Company requires that an applicant for the class must:

- a. Be 17 years of age and have documented proof
- b. Have completed at least the 9th grade and have documented proof
- c. Be a currently licensed Cosmetologist, Esthetician or Registered Nurse





COURSE:

*Microneedling*

#### OBJECTIVE FOR MICRONEEDLING

Upon successful completion the student will receive a certificate of completion.

#### HOURS AND REQUIREMENTS FOR MICRONEEDLING

6 Classroom Hours

#### COST OF ATTENDANCE AND REQUIRED MATERIALS FOR MICRONEEDLING

Fees for textbooks and supplies are nonrefundable

Price: \$300 for class

#### ENTRANCE REQUIREMENTS FOR MICRONEEDLING

Lash and Company requires that an applicant for the class must:

- a. Be 17 years of age and have documented proof
- b. b. Have completed at least the 9th grade and have documented proof
- b. Be a currently licensed Cosmetologist, Esthetician or Registered Nurse



COURSE:

# Cosmetic Laser

## OBJECTIVE FOR COSMETIC LASERS

Upon successful completion of COSMETIC LASERS the student will receive a certificate of completion.

## HOURS AND REQUIREMENT

50 Classroom Hours

## COST OF ATTENDANCE AND REQUIRED MATERIALS

Course Price: \$6000

Required Textbook: A Practical Guide to Laser Procedures

Fees for textbooks and kits are nonrefundable

## ENTRANCE REQUIREMENT

Lash and Company requires that an applicant for the Cosmetic Lasers class must:

- a. Be 17 years of age and have documented proof
- b. Be a currently licensed Cosmetologist, Esthetician, Registered Nurse, Nurse Practitioner, or Physician's Assistant



COURSE:

*Intro to Botulinum Toxin*

#### OBJECTIVE FOR INTRO TO BOTULINUM TOXIN

Upon successful completion of the course, the student will receive a certificate of completion for the training completed.

#### HOURS AND REQUIREMENTS FOR INTRO TO BOTULINUM TOXIN

8 Classroom Hours

#### COST OF ATTENDANCE AND REQUIRED MATERIALS FOR INTRO TO BOTULINUM TOXIN

Course Price: \$1500

Required Textbook: 'A Practical Guide to Botulinum Toxin Procedures' by Rebecca Small and 'A Practical Guide to Dermal Filler Procedures' by Rebecca Small

Fees for textbooks and kits are nonrefundable

#### ENTRANCE REQUIREMENTS FOR INTRO TO BOTULINUM TOXIN

Lash and Company requires that an applicant for the Cosmetic Injectables class must:

- a. Be 17 years of age and have documented proof
- b. Be a currently licensed Cosmetologist, Esthetician, Registered Nurse, Nurse Practitioner, or Physician's Assistant



COURSE:

*Advanced Botulinum Toxin*

#### OBJECTIVE FOR INTRO TO BOTULINUM TOXIN

Upon successful completion of the course, the student will receive a certificate of completion for the training completed.

#### HOURS AND REQUIREMENTS FOR INTRO TO BOTULINUM TOXIN

8 Classroom Hours

#### COST OF ATTENDANCE AND REQUIRED MATERIALS FOR INTRO TO BOTULINUM TOXIN

Course Price: \$1500

Required Textbook: "A Practical Guide to Botulinum Toxin Procedures" by Rebecca Small

Fees for textbooks and kits are nonrefundable

#### ENTRANCE REQUIREMENTS FOR INTRO TO BOTULINUM TOXIN

Lash and Company requires that an applicant for the Cosmetic Injectables class must:

- a. Be 17 years of age and have documented proof
- b. Be a currently licensed Cosmetologist, Esthetician, Registered Nurse, Nurse Practitioner, or Physician's Assistant



COURSE:

*Intro to Dermal Fillers*

#### OBJECTIVE FOR INTRO TO DERMAL FILLERS

Upon successful completion of the course the student will receive a certificate of completion.

#### HOURS AND REQUIREMENTS FOR INTRO TO DERMAL FILLERS

8 Classroom Hours offered in Thornton and Centennial

#### COST OF ATTENDANCE AND REQUIRED MATERIALS FOR INTRO TO DERMAL FILLERS

Course Price: \$1500

Required Textbook: 'Guide to Dermal Filler Procedures' by Rebecca Small

Fees for textbooks and kits are nonrefundable

#### ENTRANCE REQUIREMENTS FOR INTRO TO DERMAL FILLERS

Lash and Company requires that an applicant for the Cosmetic Injectables class must:

- a. Be 17 years of age and have documented proof
- b. Be a currently licensed Cosmetologist, Esthetician, Nurse, Nurse Practitioner, or Physician's Assistant



COURSE:

*Advanced Dermal Fillers*

#### OBJECTIVE FOR ADVANCED DERMAL FILLERS

Upon successful completion of the course the student will receive a certificate of completion.

#### HOURS AND REQUIREMENTS FOR ADVANCED DERMAL FILLERS

8 Classroom Hours offered in Centennial

#### COST OF ATTENDANCE AND REQUIRED MATERIALS FOR ADVANCED DERMAL FILLERS

Course Price: \$1500

Required Textbook: 'Guide to Dermal Filler Procedures' by Rebecca Small

Fees for textbooks and kits are nonrefundable

#### ENTRANCE REQUIREMENTS FOR ADVANCED DERMAL FILLERS

Lash and Company requires that an applicant for the Cosmetic Injectables class must:

- a. Be 17 years of age and have documented proof
- b. Be a currently licensed Cosmetologist, Esthetician, Nurse, Nurse Practitioner, or Physician's Assistant





It's a beautiful thing when your passion and career come together.

## ENROLLMENT PROCEDURES

Contact [education@lashandcompany.com](mailto:education@lashandcompany.com) to enroll. Lash and Company does not recruit students attending or admitted to other schools offering similar programs of study.

## PREVIOUS CREDITS

Credits from another institution will be evaluated on a case-by-case basis. Lash and Company does not guarantee transferability of our credits to another institution unless there is a written agreement with another institution.

### *Postponement of Start Date*

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

- a. whether the postponement is for the convenience of the school or the student; and,
- b. the deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline in accordance with the school's refund policy and all applicable laws and Rules concerning the Private Occupational Education Act of 1981.

**Program Cancellation Policy** If the start of a program needs to be delayed or canceled, the School will work with the Student to arrange a new start date. Should a refund be required, it will be done in accordance with the refund policy contained within this catalog.

## LEAVE OF ABSENCE POLICY

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

## PROGRESS POLICY

The student must meet both attendance and academic requirements. Students will be tested on the previous weeks material at the beginning of each week and must pass the test with a 75% or better. If the student's cumulative grade average is 75% or above, and attendance is 66.67% of the hours required, the student will be determined as making satisfactory progress. At the completion of each quarter of training the student must demonstrate the ability to complete all program requirements within the allotted time frame by scheduled attendance/make-up work.

## PROBATION

Students who do not have an average grade of 75% and/or 66.67% of the hours required at 450 hours will be placed on academic/attendance probation. The student on probation will be given a period of 30 school days to improve performance. If the student during this time improves on their % and is not yet in Satisfactory Progress they may be given an additional 14 days. However, if the student doesn't meet the minimum of Satisfactory Progress at the end of 45 days they will be terminated from their program. At any time during the probationary period if the student fails to improve they may be terminated from the school at any time.

## DISMISSAL

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

The Director of Education may dismiss students whose conduct is disruptive or unacceptable to the academic setting.

- Disruptive is defined as: Preventing class from commencing as normal or taking attention away from the lesson/planned class materials to be covered. Not allowing the instructor to stay on time and on schedule relative to the lesson plan.
- Unacceptable is defined as: Not satisfactory or allowable pertaining to the Student L+C Handbook.

After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

## CONDUCT POLICY

### *Standards and Codes of Conduct:*

We firmly believe that a strong foundation of general standards and codes of conduct are essential for every student's success. These guiding principles serve as a compass, immediately shaping the experience of students as they embark on their educational journey with Lash and Company. Some important aspects include:

- *Attendance and Punctuality:*  
*Recognizing the significance of time, our classrooms open their doors at 8:45 am, providing students with ample opportunity for study and exam preparation. Lab starts promptly at 9:00 am or 4:00 pm, adhering to a disciplined schedule that fosters a culture of dedication and punctuality. For specific hours of operation, please refer to the syllabus of your designated location.*

*The contracted date of graduation may be changed throughout your program because of unexpected school closures. Once a student has used all time allotted for absenteeism, they will be required to purchase additional training hours, at the current hourly tuition rate. Payment arrangements must be made with the Instate Agent at that time. Students are required to call in if not attending school for the day. When calling in, you must speak with a School Official.*

- *Commitment to Lab Assignments:*  
*To maximize the learning experience, students are expected to remain in their assigned labs for the duration of the semester. Should any unique circumstances necessitate accommodations, we encourage open communication with your instructor to ensure a seamless journey. At Lash and Company, we strive to create an environment where excellence thrives and students flourish, guided by our shared values of integrity, dedication, and a relentless pursuit of knowledge. Welcome to a transformative educational experience unlike any other.*

## EXEMPLARY STANDARDS ELEVATING YOUR EXPERIENCE:

Lash and Company EDU places utmost importance on maintaining a culture of excellence through the implementation of comprehensive policies that enhance your educational journey. Together, let's explore some pivotal aspects that contribute to the exceptional experience we offer:

### *Effective Communication:*

We believe that open and transparent communication is the key to success. In the event that you are unable to attend a class or find yourself running late, we kindly request that you promptly inform your instructor via email. By prioritizing communication, we can ensure a smooth flow of information and address any necessary adjustments to accommodate your unique circumstances.

## Cell Phone Policy for Students during Exams and Instructor Demonstrations:

### Purpose

The purpose of this cell phone policy is to ensure a distraction-free environment during exams and instructor demonstrations. By minimizing the use of cellphones, students can focus on their assessments and engage actively in the learning process.

### Policy Guidelines

#### 2.1. Cell Phone Usage During Exams

2.1.1. All students must turn off their cell phones and keep them stored away in bags, backpacks, or any designated storage area provided by the institution.

2.1.2. Cellphones are not allowed on desks, in pockets, or visible during exams.

2.1.3. Students are prohibited from using cellphones for any purpose, including texting, calling, or accessing the internet, unless explicitly permitted by the exam instructions.

2.1.4. In case of emergencies, students may leave their cellphones with the invigilator, who will handle any urgent situations appropriately.

#### 2.2. Cell Phone Usage During Instructor Demonstrations

2.2.1. During instructor-led demonstrations, students must keep their cellphones stored away and refrain from using them unless instructed otherwise by the instructor.

2.2.2. Cell Phones should be switched off or set to silent mode to prevent disturbances and maintain a focused learning environment.

2.2.3. Students should actively participate and pay attention to the instructor's demonstration rather than being engrossed in their cellphones.

### Consequences of Non-Compliance:

3.1. In case of non-compliance with this cell phone policy, the following consequences may apply:

3.1.1. Warning: The student will receive a verbal warning for the first offense, reminding them of the policy and its importance.

3.1.2. Confiscation: In the event of repeated offenses, the cellphone may be confiscated for the duration of the exam or demonstration. The cellphone will be returned afterward.

3.1.3. Disciplinary Action: For severe or persistent violations, the institution may take further disciplinary measures, which may include academic penalties or additional consequences as outlined in the institution's code of conduct.

### Exceptions:

4.1. The cell phone policy may be temporarily relaxed or modified in specific situations as authorized by the institution, such as emergency notifications, medical conditions, or special accommodations.

4.2. Any exceptions to the cell phone policy must be communicated to the relevant authorities and documented appropriately.

## FRATERNIZATION POLICY

1. Definition: Fraternization refers to the development of personal relationships between students and instructors beyond the scope of the educational environment.
2. Professional Boundaries: At Lash and Company Edu, we prioritize maintaining a professional and respectful learning environment. To ensure fairness, equality, and ethical conduct, it is important to establish appropriate boundaries between students and instructors.
3. Social Media Interaction: Instructors are advised to exercise caution when engaging with students on personal social media platforms. To maintain professional boundaries, instructors should refrain from accepting friend requests or following current students on personal accounts. Instructors are encouraged to wait until after graduation to establish connections on personal platforms, if desired. However, instructors may create and maintain professional social media accounts or pages that are accessible to students for academic or course-related communication.
4. Communication Channels: Students and instructors should primarily use official communication channels provided by Lash and Company Edu, such as email or learning management systems, for academic matters, coursework, or related topics. Personal communication channels, including social media messaging, should be used sparingly and only when necessary for specific academic purposes.
5. Personal Meetings and Relationships: Personal meetings between students and instructors outside of the educational environment are discouraged. Instructors should avoid socializing or engaging in activities with students that could compromise the professional relationship. Any potential conflicts of interest arising from

1. personal relationships, including familial or romantic relationships, between students and instructors should be disclosed promptly to the appropriate authority within Lash and Company Edu.
2. Reporting Concerns: If any student or instructor believes that the fraternization policy has been violated or observes behavior that may compromise the integrity of the learning environment, they are encouraged to report the concern to the designated authority within Lash and Company Edu. All reports will be treated with confidentiality, and appropriate action will be taken to address the issue.

### PRIORITIZING WELL-BEING AND HEALTH

At Lash and Company, we deeply care about your well-being. If you find yourself experiencing symptoms such as vomiting, diarrhea, jaundice, sore throat with fever, or a medically diagnosed communicable disease, we kindly request that you notify your instructor via email in advance. By doing so, you allow us to support you and make necessary arrangements for missed material, ensuring your educational progress remains uninterrupted.

### DRESS CODE AND PERSONAL APPEARANCE

We understand that your appearance and personal hygiene are not only a reflection of yourself but also have a significant impact on your peers and clients. To maintain an environment of professionalism and ensure a cohesive experience, we have established a comprehensive dress code and personal appearance policy:

Aesthetic professionalism starts with a clean, neat, and professional appearance appropriate for a spa setting. As a Lash and Company student, you are expected to adhere to reasonable grooming standards, including regular bathing and the use of deodorant.

Attire: You are required to wear a black scrubs set that is clean, wrinkle-free, and in good repair.

Footwear should be clean, well-maintained, and closed-toed. When wearing scrubs, athletic shoes or sneakers are mandatory.

Additional Considerations: We kindly request that you refrain from wearing hooded sweatshirts. For a cohesive appearance, please ensure your scrub top matches your scrub bottom (black).

The official date of termination or withdrawal of a student shall be determined in the following manner: a. The date on which the school receives notice of the student's intention to discontinue the training program; or b. The date on which the student violates published school policy, which provides for termination. c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date. 3. The student will receive a full refund of tuition & fees paid if the school discontinues a Program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation. 4. The policy for granting credit for previous training shall not impact the refund policy.

Layering with a solid black or Lash and Company branded jacket, crewneck, or collared pullover is permissible when necessary. To ensure safety and professionalism during services, please tie back your hair securely.

Hair: We believe that well-groomed hair is a crucial element of professional appearance. Your hair should be clean, brushed, and styled in a manner that exudes professionalism.

We encourage students to maintain naturally groomed nails of sport length, sans any visible free edge or artificial enhancements.

By adhering to these guidelines, you not only present yourself in the best possible light, but also contribute to an atmosphere of excellence and professionalism, both within the classroom and in interactions with clients.

At Lash and Company EDU, we strive to provide an unparalleled educational experience that prepares you for success in the aesthetic industry. Through our comprehensive policies, we cultivate an environment of professionalism, respect, and growth.

### A PROFESSIONALLY POISED PERSONA

Lash and Company students are prohibited to use alcohol, drugs, or any substance that may impair

their performance or tarnish the professional image of Lash and Company EDU. We hold firm in our stand against the presence of alcohol or drugs, forbidding their use, sale, possession, or distribution within the premises of our EDU Center. Students are further prohibited from attending school while under the influence of alcohol, illegal substances, or controlled medications that deviate from valid prescriptions. Students are encouraged to consult their instructors in advance if they are prescribed any medication that may affect their performance.

#### A BREATH OF FRESH AIR

In alignment with our dedication to upholding an environment of purity and focus, the use and possession of vape pens and electronic cigarettes are strictly prohibited within Lash and Company Education.

#### ACCEPTABLE EATING LOCATIONS

Students may eat in our designated break areas. Please do not consume food in the classroom and/or the practical rooms.

#### GRATUITY AS A TOKEN OF APPRECIATION

Students may eat in our designated break areas. Please do not consume food in the classroom and/or the practical rooms.

#### A HAVEN FREE FROM HARASSMENT

At Lash and Company EDU, discrimination, sexual harassment, and any form of intimidation are forbidden. Our institution stands against any mistreatment based on race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, marital status, veteran status, gender identity or expression, genetic information, or any other characteristic protected by law. This policy extends to encompass all students, vendors, and clients. No student should ever endure any conduct that transgresses this policy while at Lash and Company or in association with Lash and Company EDU. Sexual harassment is expressly prohibited, encompassing unwanted advances, requests for favors, or any visual, verbal, or physical actions of a sexual nature. The list of unacceptable behavior includes unwelcome advances, suggestive gestures or displays, derogatory comments,

obscene communications, and any form of physical contact without consent. Retaliation against those who refuse advances or report harassment is also strictly prohibited. In the event that a student finds themselves subject to behavior in violation of our sexual harassment policy, we encourage them to communicate their feelings to the offending party, if comfortable doing so. Additionally, the student is required to promptly report the incident, preferably in writing, to the Assistant Director of Education. We value every student's voice and expect them to treat others with respect, offering sincere apologies when they have caused offense.

#### SAFETY AS A SHARED RESPONSIBILITY

We hold the safety and security of our students in the highest regard during their time at Lash and Company. We believe that safety is a collective effort, achievable through the consistent implementation of sound practices, swift identification and reporting of hazards, and an unwavering focus on safety awareness. By upholding these principles, we foster an environment where incidents and injuries are minimized, allowing our students to thrive.

#### VISUAL VIGILANCE

To ensure the well-being of all, video cameras are discreetly installed within our education centers. These measures serve not only to enhance student and customer safety but also to monitor activities involving financial transactions. Students should be aware that these security cameras capture both video and audio recordings, reinforcing the sanctuary we provide.

#### UPHOLDING THE SANCTITY OF SPACE

We entrust our students with the care and preservation of their workspace, imploring them to treat it with the utmost consideration. Intentional damage to spa property is strictly prohibited, and in the event of any unintentional damage, students must report the incident immediately to the spa manager or supervisor on duty. Failure to cooperate during security checks may result in corrective action, including expulsion without refund from Lash and Company EDU.

## PROTECTING PERSONAL POSSESSIONS

To minimize the risk of loss or damage, students are strongly advised not to carry large sums of money or valuable items to class. While we endeavor to provide a secure environment, Lash and Company cannot assume liability for personal possessions. Consequently, we urge students not to leave any belongings unattended within the education center.

## A CULTURE OF OPEN COMMUNICATION

The cornerstone of a student's journey at Lash and Company lies in the relationships forged with their instructors and assistant directors of education. These pillars of support are here to address concerns, provide guidance, and foster an atmosphere of mutual respect. To further enhance our educational offerings, we may periodically request students to participate in questionnaires or surveys, allowing us to fine-tune their experience at Lash and Company EDU. Our aim is to provide comprehensive development and support, empowering each student to reach their full potential and prepare for their future roles.

## A WORLD OF LEARNING

As part of our commitment to education, students enjoy the privilege of receiving complimentary services from their peers. By embracing the opportunity to both give and receive all services taught at Lash and Company EDU, students cultivate a well-rounded skill set, elevating their capabilities.

## A SANCTUM OF FOCUS

At Lash and Company EDU, only students, their models receiving services, and EDU staff are allowed in the building. We kindly request that no other guests or children accompany students during their time at our EDU Center.

## A SEAMLESS RECORD OF ACHIEVEMENT

To ensure accurate academic records, students are required to inform their instructor when retaking an exam on CIMA. This will guarantee the recording of their new exam grade, preserving the integrity of their achievements.

## CIMA ACCESS

Access to the online learning portal, CIMA, is available to students for two years after their graduation date. It is essential for students to manage their time effectively and make the most of this valuable resource before their access expires.

## EMBRACING THE TOOLS OF THE TRADE

While performing services at Lash and Company EDU, students are obliged to utilize the supplies provided by Lash and Company, with the exception of personal eyelash extension tweezers. This ensures uniformity and maintains our commitment to delivering consistent quality.

## FACILITIES

The facility is a spa, with open concept training rooms and a classroom. There is no charge for materials used on skin or for assigned activities in the spa.

## PLACEMENT ASSISTANCE

While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

## REFUND POLICY

Students not accepted to the school are entitled to all monies paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid. In the case of students withdrawing after commencement of classes, a percentage of tuition and fees, which is based on the percentage of contact hours attended in the Program/Stand Alone Course, as described in the table below. The refund is based on the official date of termination or withdrawal. Refund Table:

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination.



The official date of termination or withdrawal of a student shall be determined in the following manner:

- a. The date on which the school receives notice of the student's intention to discontinue the training program; or
- b. The date on which the student violates published school policy, which provides for termination.
- c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
- 3. The student will receive a full refund of tuition & fees paid if the school discontinues a Program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
- 4. The policy for granting credit for previous training shall not impact the refund policy.

***Student is entitled to upon withdrawal/termination\* refund:***

|   |           |
|---|-----------|
| Within first 10% of program               | 90%       |
| After 10% but within first 25% of program | 75%       |
| After 25% but within first 50% of program | 50%       |
| After 50% but within first 75% of program | 25%       |
| After 75%                                 | NO Refund |

**Lash and Company Edu Student Payment Policy:**

- Cost of the Aesthetic 5-Month Course:
- a. The cost of the Aesthetic 5-month course is \$7,500 plus books (\$260, nonrefundable)
  - b. Late enrollment fee: If enrolling after the specified enrollment period of two weeks after the first day of class, the cost increases to \$8,000.

**Deposit:**

- a. A deposit of \$1,000 is required upon enrollment to secure a spot in the program. This includes a nonrefundable enrollment fee \$150.00
- b. The deposit is deducted from the total amount payable.

**Monthly Payments:**

- a. The remaining balance of \$6,500 (or \$7,000 for late enrollment) is divided into equal monthly payments over the course of six (6) months.

- b. A PAYMENT OF \$1,083 IS DUE ON THE 1ST OF EACH MONTH.
- c. Payments must be made no later than the 5th of each month.
- d. Accepted payment methods include cash, check, or credit/debit card.

**Failure to Pay:**

- a. IF A PAYMENT IS NOT RECEIVED IN FULL BY THE 5TH OF THE MONTH, THE STUDENT WILL BE REMOVED FROM THE PROGRAM.

**ENROLLMENT IN THE NEXT PROGRAM**

- a. If a student is unable to complete the current Aesthetic course due to non-payment, their remaining balance will be carried over to the next program.
- b. To enroll in the upcoming Aesthetic course, the student must pay their remaining balance in full before the enrollment deadline.
- c. Failure to pay the remaining balance by the enrollment deadline will result in the forfeiture of the student's spot in the program.

We would like to remind all students that detailed information regarding our payment policy can also be found in the Enrollment Agreement. The Enrollment Agreement provides a comprehensive overview of our payment procedures, including tuition fees, installment options, and any additional charges. We encourage all students to familiarize themselves with the Enrollment Agreement and the Student Hand Guide to ensure a clear understanding of our policies and to avoid any potential misunderstandings. Should you have any further questions or require additional clarification, please do not hesitate to reach out to our administrative team for assistance

**STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

Attempting to resolve any issue with the school first is strongly encouraged. Complaints may be filed by a student or guardian. In the event that a student finds themselves subject to behavior in violation of our policy, we encourage them to communicate their feelings to the offending party, if comfortable doing so. Additionally, the student is required to promptly report the incident, preferably in writing, to the Assistant Director of Education.

We value every student's voice and expect them to treat others with respect, offering sincere apologies when they have caused offense.

NEVER STOP LEARNING BECAUSE LIFE NEVER  
STOPS TEACHING.

*YOUR FUTURE LOOKS BEAUTIFUL*