



# MERAKI

## ESTHETICS INSTITUTE

*Beauty and Success Starts Here*

**Course Catalog**  
**Meraki Esthetics Institute, LLC**  
**375 N. State Road 434. Ste 1002**  
**Altamonte Springs, FL. 32714**  
**407-840-5775**

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**Volume: Insert #005**

A Private, Post-Secondary Vocational School  
Providing Education Training in Aesthetics

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## **About Meraki Esthetics Institute**

### **Background**

Meraki Esthetics Institute has been created for the sole purpose of educating and preparing estheticians for the evolving aesthetic industry, with specific emphasis on the medical environment.

At Meraki Esthetics Institute, students will be meticulously trained in the art and skill of beauty. Students will learn the fundamentals, principles and hands-on coaching that is needed to take on the role of an esthetician. Students will not only acquire the essential knowledge and training of aesthetics but also the confidence that could encourage themselves to be entrepreneurs. Students will have an equal opportunity to experience the highest quality of aesthetic education at an affordable and competitive fee.

### **Licensure**

Licensed by the Florida Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at the following address:

325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
(850) 245-3200 Main Line  
(888) 224-6684 Toll Free  
Institutional Data ID No.: 11483  
Name: Meraki Esthetics Institute

### **Mission Statement**

At Meraki Esthetics Institute, our mission is to help prepare budding professionals to reach their highest potential. With a strong emphasis on the medi-spa and medical aesthetics world, Meraki Esthetics Institute is on a mission to provide the best career-oriented education and hands-on experience skills to ensure the ambitious student is prepared for a career in the esthetics industry.

## Faculty

Institutional Data	ID No: 11483
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Name: Meraki Esthetics Institute
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			Type:	License Number:	Expiration Date:
<b>Educator:</b>					
Phillips, Brandi	Facial Specialty and Advanced Esthetics	Diploma - Licensed Esthetician - Aveda Institute Orlando	Full Specialist	FS921797	10/31/2023

<b>Administration:</b>
------------------------

Petersen, Pamela	CEO/Director President	Diploma – Master’s in Health Administration - Rollins College, Winter Park FL	Master’s		
Petersen, Pamela	School Administrator	Diploma – Master’s in Health Administration - Rollins College, Winter Park FL			
Petersen, Pamela	Student Affairs	Diploma – Master’s in Health Administration - Rollins College, Winter Park FL			

## **Campus Facility**

Meraki Esthetics Institute is located in the CSS building next to San Sebastian Square Plaza in the fast-growing city of Altamonte Springs, Florida. The school's 1,600-square-foot facility features modern instructional and training space. A parking lot behind the building allows for 40 plus two handicap parking spots. There are two entrances to the educational facility. The main entrance is located in the front of the building which has access to the training and clinical facility. Students may also enter from the rear parking lot to obtain entrance to the 500 square feet training facility and also the 1100 square feet clinical training site. There are two bathrooms located in and near the suites. The clinical space, used for hands-on training, is owned by Meraki Wellness and Med Spa and is a functioning 1,100 square foot medical spa with five fully equipped treatment rooms, a waiting area, and a beauty bar for makeup demonstrations.

## **Drug-Free/Smoke-Free Policy**

Meraki Esthetics Institute is a drug-free, smoke-free environment. Smoking on campus will not be tolerated. Furthermore, the school has zero tolerance for drugs and alcohol. No student or employee may be on the school site under the influence of alcohol or drugs. Use of drugs or other illegal substances on site is grounds for termination/dismissal. The school is in compliance with federal government regulations for a drug-free workplace for students and employees. Any student or employee caught possessing, using, or distributing any illegal substances or paraphernalia will be dismissed and/or referred to the appropriate agency for arrest.

## **Campus Security**

Meraki Esthetics Institute has designated Pamela Petersen, Director/Owner, as the contact person for any issues relating to campus security. Meraki Esthetics Institute refers all campus law enforcement issues to the Seminole County Sheriff's office as the school does not have private campus security personnel. If any crime listed below is observed or if any person reveals that they learned of or was the victim of, perpetrator of, or witness to any crime listed below, immediately inform any staff member; an incident report should be completed. This applies to crimes in the building or in the parking lot of the school.

If you are in doubt as to whether a crime should be reported, please report the matter. For purposes of your reporting, please assume that a hate crime is any crime manifesting evidence that the victim was selected because of the victim's actual or perceived race, religion, sexual orientation, gender, ethnicity/national origin, or disability. It is important that any crime is reported in a timely fashion. Never hesitate to report a crime.

## **Weapons Policy**

Possession of a weapon of any kind for any reason by anyone on Meraki Esthetics Institute campus is strictly prohibited. No knives, guns (pistols or rifles), bomb materials, bows and arrows, bazookas, stun guns, fireworks, or anything that could be deemed a weapon by legal authorities are permitted on campus, and campus is defined as parking lot and buildings. Violation of this rule will result in immediate termination and notification of the appropriate authorities. Any student, faculty, or staff member who sees or hears of anyone on campus with a weapon is urged to notify the office immediately.

## **Hate Crime Reporting**

Current federal regulations require institutions to report as a hate crime any occurrence of criminal homicide; sex offense; robbery; aggravated assault; burglary; motor vehicle theft; arson, larceny-theft; simple assault; intimidation (bullying); destruction, damage, or vandalism of property; and any other crime involving bodily injury to local law enforcement agencies that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Students are encouraged to report crimes that fall into this category to their instructor(s) or directly to the administration as soon as possible. All faculty and staff hearing of any such crimes are to report them immediately to the director.

Meraki Esthetics Institute believes that persons willing to apply themselves, work hard, and learn new techniques can achieve success in any field. Our curriculum is provided in a format that promotes student success in the classroom and the workforce. To support this vision, Meraki Esthetics Institute strives to:

- Ensure that all students reach graduate status and find employment in their field of study.
- Provide an atmosphere where learning is the focus of all activities.
- Create desire in students and graduates to become life-long learners.
- Improve the community served by creating a desire in students and graduates to respond to community needs by giving back as members of society and ambassadors of their profession.

## **Discrimination**

Meraki Esthetics Institute does not discriminate based on race, creed, color, sex, age, pregnancy, parental status, disability, or national origin.

## **Sexual Harassment/Hazing**

The school will not tolerate harassment or hazing of any sort. Sexual harassment includes unwelcome sexual advances, offensive comments, gestures, or physical contact of a sexual nature by students or staff. Harassment based on age, race, color, religion, national origin, pregnancy, parental status, or disability also will not be tolerated, nor will hazing (defined as harassment, abuse, or humiliation of any other sort). Harassment or hazing may result in dismissal. Anyone believing they have suffered harassment or hazing should report the offense immediately to school administration. Students who are terminated for harassment or hazing will not receive a tuition refund.

## **Admissions**

### **Basic Admission Requirements**

Individuals requesting admission to Meraki Esthetics Institute must meet the following minimum requirements:

- Must be at least 18 years old
- Must possess a high school diploma, GED, or college degree.
- Must demonstrate good manual dexterity (full use of hands and fingers).
- Must have good communications skills and demonstrate basic English proficiency.

**Acceptance will be based upon successful submission and review of requested documents and having met all admission requirements and Director approval.**

Before being accepted into a program, prospective students are advised of all program and ancillary costs, personally interviewed by administration, and must submit a signed Enrollment Agreement with program fees.

All high school diplomas/transcripts or GED's must be in English if its contents are in another language, translation and verification from an approved organization will be required before admission. All students enrolling in the Facials Specialty or Advanced Esthetics programs must have high school diplomas/transcripts translated and evaluated by an approved organization if not originally obtained in the US.

- Pregnancy will limit the student's ability to participate in certain modalities during the lab.
- If a student has any condition(s) knowingly or unknowingly that may adversely affect their education or ability to participate in certain modalities, they understand that they are enrolling at their own discretion.
- Meraki Esthetics Institute does not discriminate based on race, creed, color, sex, age, disability, or national origin.

**The catalog and enrollment agreement constitute a binding contract between the student and Meraki Esthetics Institute. Please read both carefully prior to signing the enrollment agreement.**

## **Enrollment Process**

**The first step in the enrollment process is to tour the institution and meet with an admissions representative for a personal interview.**

We encourage applicants to bring their friends and family members to the interview. Both the applicant and the family have the opportunity to learn about the training programs. The personal interview gives the institution an opportunity to evaluate the applicant.

**A Catalog is made available to each applicant on our website and in a follow-up email sent after any tour. The applicant will be directed to the Institute's website to review the consumer information packet. If the applicant does not have access to a computer one will be provided during the interview to review the information.**

### **How to get started:**

- Complete the enrollment application and pay the \$50.00 non-refundable application fee
- Submit all documentation required for enrollment to the Admissions Department

## **Financial Requirements**

Students must submit a completed and signed Enrollment Agreement and pay all fees prior to being accepted into any program. Unfortunately, financial assistance is not available. Students are financially responsible for the entire program.

## **Denial of Admissions**

The school reserves the right to deny admission to a prospective student if one or more of the admissions requirements are not met: student is under the age of 18 or cannot submit proof of high school completion. If an applicant is denied admission to the school, the school will fully inform the applicant of the nature of the denial. Applicants who are denied admission to the school may appeal that decision in writing to school administration. The school administration will make the final judgment as to the denial based on the school's published policies. The school will maintain a record of any applicant for at least 12 months.

**Meraki Esthetics Institute is committed to ensuring a safe educational environment and reserves the right to deny admission to applicants with a criminal record. Factors to be considered include**



**the nature and severity of the offense, the relationship of the offense to the program of study, time since arrest/conviction, and any mitigating circumstances.**

### **Class Size**

The average class size is eight (8) students to one (1) instructor, with one (1) student assigned to each workstation.

### **Open Enrollment**

The school does have an open enrollment policy with specific start dates for each program. The programs are semester based for both the full time and part time schedules.

### **Start Dates**

New students can submit a request to change their start date no later than 2 weeks prior to the start of class. If approved by administration, it will result in an additional \$25 registration fee charge. If a student is going to miss any days during the first week of class, they will need to be re-enrolled for another semester. Please refer to the website for class start dates.

### **Program Changes**

If a student is enrolled in a program and decides to change to another program, a re-registration fee of \$25 will apply.

### **Withdrawal Policy (Prior to Starting)**

After the first class session, or three (3) days after enrollment, student is entitled to full refund of moneys paid with exception to application fee. Meraki Esthetics Institute cannot guarantee that there will be availability in the next semester.

### **In Person/Online “Hybrid” Status**

- On-Campus Classes: Two (2) classes each week for eight (8) clock hours per class = sixteen (16) clock hours per week.
- Online “Hybrid” Classes: One (1) class each week for four (4) clock hours per class = four (4) clock hours per week.

Student is responsible for at home learning for four (4) hours out of every week – this means student is required to complete all modules and be prepared for in person classes. Student is required to find their own internet connection to complete aforementioned modules.

## **Graduation Requirements**

Once a student has met all the below requirements, they will receive a diploma from Meraki Esthetics Institute as proof of completion of the program. To be eligible for graduation, a student must:

- Complete all the required clock hours in the program – Facial Specialty at 300 hours and Advanced Esthetics at 600 hours.
- Pass all written and practical exams.
- Meet all state requirements by completing all clinic services.
- Pay all tuition costs or make satisfactory arrangements for payment of all monies owed to the school.

## **Academic Calendar, Observed Holidays, and Hours of Operations**

The academic calendar follows the calendar year (January through December).

### **Observed Holidays:**

New Year's Day	Good Friday	Columbus Day
Martin Luther King, Jr. Day	Memorial Day	Veteran's Day
President's Day	Fourth of July	Thanksgiving Break
Spring Break	Labor Day	Christmas Break

**\*\*Other/Additional holidays may be announced\*\***

### **School Hours of Operation**

**Office Hours | Monday – Friday 9:00 AM to 5:00 PM**

**Make Up Classes | Monday – Thursday – 5:30 PM to 9:00 PM**

**Saturday & Sunday | 9:00 AM to 6:00 PM**

Note: The school reserves the right to alter class schedules, change instructors, change the sequence of instruction, change to include hybrid learning (online distance learning), change class hours, graduation

requirements, change any fees, or to make other changes deemed necessary or desirable, giving a notice of change when possible.

## **Transfer Policy**

### **Transferring Credits to Other Institutions**

The transfer of credits from Meraki Esthetics Institute to other schools is at the sole discretion of the receiving institution. Students should confirm in advance whether credits will be accepted by another institution in the event they plan to continue their education after leaving Meraki Esthetics Institute.

### **Transferring Credits From Other Institutions**

At this time, Meraki Esthetics Institute is unable to accept transfer credits, or hours, from other institutions.

### **Transferring License to Other States**

Students seeking to obtain licensure from another State during or after completing their education at the Meraki Esthetics Institute must do their own research regarding their desired state requirements. Meraki Esthetics Institute will not be responsible for consulting students on the license requirements for other states.

## **Tuition & Fees**

### **Facials Specialty Program – 300 Clock Hours**

Tuition	\$3,800
Non-refundable Application Fee	\$50
License Registration Fee	\$75

Books & Materials (Text, Supplies, Kit)	\$450
Total Program-Cost	\$4,375

### **Advanced Esthetics Program – 600 Clock Hours**

Tuition	\$10,000
Non-refundable Application Fee	\$50
License Registration Fee	\$75
Books & Materials (Text, Kit, Supplies)	\$875
Total Program Cost	\$11,000

### **Replacement Books and Material Fees**

Milady Standard Esthetics: Fundamentals, Workbook for Professional Estheticians, & ZO Facial Skin Care Tool Kit	\$350
Advanced Esthetics Tool Kit, including Milady Standard Esthetics: Fundamentals Workbook for Professional Estheticians	\$800

### **Financial Aid**

Title IV financial aid is currently not available.

### **Payment Options**

All tuition and fees must be paid prior to start of class as Meraki Esthetics Institute does not accept payment plans at this time. Payments may be made via cash or by credit card.

### **Educational Programs**

### **Program Identification and Prefixes**

Each program is identified by an alpha prefix and courses within that program are identified by the same prefix. The school does not participate in the Florida Common Course Numbering System. The alpha prefixes and course identification numbers used by the school are not meant to indicate that the programs and courses we offer are transferable within the Florida Common Course Numbering System.

<b><u>Programs</u></b>	<b><u>Prefix</u></b>	<b><u>Total Clock Hours</u></b>
Facials Specialty	FAC	300
Advanced Esthetics	AE	600

### **Facials Specialty – 300 Clock Hours – Diploma Program**

#### **Program Description & Objectives**

The objective of the Facials Specialty Program is to prepare students for licensure and entry-level positions in the medi-spa environment.

The Facials Specialty course is focused on teaching broad, transferable skills focused on facials and skincare. Students will be able to demonstrate a clear understanding of the basics of skincare, including hair removal and makeup.

Upon completion of the program, students will have completed 300 hours, which will exceed Florida state's 220 hour requirement for licensure.

The program blends theory with practical training in a simulated medical spa setting under the supervision of qualified instructors licensed by the state of Florida. Clinical and simulated laboratory learning is correlated with didactic instruction.

The program includes but is not limited to human relations and employability, legal and ethical responsibilities, principles of infection control (HIV/AIDS and hepatitis), first aid, verbal and written communications, principles of office management, client physical comfort, sanitation and safety functions, anatomy and physiology, biology of hair growth, understanding and following clients plan of care, principles of client assessment, and a review for the state licensing requirements.

Students will also learn FL cosmetology law and rules, safety/sanitation, chemistry, bacteriology, art of makeup, and will be able to perform manipulative and electrical techniques required in the practice of a facial/skincare specialist.

Meraki Esthetics Institute will assist the graduating student in contacting the appropriate credentialing agency to complete the necessary forms required for application for licensure. The school will provide a diploma as proof of completing the program with the required number of clock hours.

**Facials Specialty Program Breakdown by Course**

	<b>Meraki Esthetics Institute Facials Specialty Course (300 hours)</b>	<b>Hours</b>
<b>FAC-101</b>	Florida Laws and Rules	<b>4</b>
<b>FAC-102</b>	Sanitation	<b>10</b>
<b>FAC-103</b>	Ethics	<b>2</b>
<b>FAC-104</b>	Basics of Electricity	<b>10</b>
<b>FAC-105</b>	Facial Technique and Contraindications	<b>78</b>
<b>FAC-106</b>	Product Chemistry	<b>24</b>
<b>FAC-107</b>	Hair Removal	<b>15</b>
<b>FAC-108</b>	Make-Up	<b>25</b>
<b>FAC-109</b>	Skin Theory, Diseases, and Disorders	<b>76</b>
<b>FAC-201</b>	Clinic	<b>56</b>
	<b>TOTAL CLOCK HOURS</b>	<b>300</b>

**Facials Specialty Standards**

Meraki Esthetics Institute offers a Facials Specialty program that prepares students to meet the educational requirements for licensure as a Facials Specialist. The classes, lab training, and services are under the supervision of an esthetician licensed in the state of Florida.

**Advanced Esthetics – 600 Clock Hours – Diploma Program**

**Program Description & Objectives**

The objective of the Advanced Esthetics Program is to prepare students for licensure and entry-level positions in the medi-spa environment, with a more advanced skincare education.

The Advanced Esthetics Program dives deeper into the skills taught in the Facials Specialty program, and creates a more well-rounded student with the addition of nail care. The additional hours required in this program allow a student to gain a more detailed understanding.

Upon completion of the program, students will have completed 600 clock hours and will have met the criteria to apply for state licensure for Full Specialist and will be able to demonstrate advanced knowledge of skin, perform facial services on all skin types, as well as perform manicures and pedicures.

The program blends theory with skills in a simulated medical spa setting under the supervision of qualified instructors licensed by the state of Florida. Clinical and simulated laboratory learning is correlated with didactic instruction.

The program includes but is not limited to human relations and employability, legal and ethical responsibilities, principles of infection control (HIV/AIDS and hepatitis), first aid, verbal and written communications, principles of office management, client physical comfort, sanitation and safety functions, anatomy and physiology, biology of hair growth, understanding and following clients plan of care, principles of client assessment, and a review for the state licensing requirements.

Students will also learn FL cosmetology law and rules, safety/sanitation, chemistry, bacteriology, art of makeup, basic manicuring and pedicuring, and will be able to perform manipulative and electrical techniques required in the practice of a facial/skincare specialist.

Meraki Esthetics Institute will assist the graduating student in contacting the appropriate credentialing agency to complete the necessary forms required for application for licensure. The school will provide a diploma as proof of completing the program with the required number of clock hours.

### **Advanced Esthetics Program Breakdown by Course**

	<b>Meraki Esthetics Institute Advanced Esthetics Course (600 hours)</b>	<b>Total Clock Hours</b>
<b>AE-101</b>	Florida Laws and Rules	<b>8</b>
<b>AE-102</b>	Sanitation	<b>18</b>
<b>AE-103</b>	Ethics	<b>4</b>
<b>AE-104</b>	Basics of Electricity	<b>39.75</b>
<b>AE-105</b>	Facial Technique and Contraindications	<b>107.75</b>
<b>AE-106</b>	Product Chemistry	<b>24</b>
<b>AE-107</b>	Hair Removal	<b>15</b>
<b>AE-108</b>	Make-Up	<b>25</b>
<b>AE-109</b>	Skin Theory, Diseases, and Disorders	<b>106.75</b>

<b>AE-110</b>	Clinic	<b>85.75</b>
<b>AE-111</b>	Nail Theory	<b>76</b>
<b>AE-112</b>	Nail Practice	<b>90</b>
	<b>TOTAL CLOCK HOURS</b>	<b>600</b>

### **Advanced Esthetics Standards**

Meraki Esthetics Institute offers an Advanced Esthetics program that prepares students to meet the educational requirements for licensure as a Full Specialist. The classes, lab training, and services are under the supervision of an esthetician licensed in the state of Florida

### **General Student Policies**

#### **Student Code of Conduct**

The following code of conduct has been adopted by Meraki Esthetics Institute to provide its students a pleasant and professional educational environment. The following are reasons that a student may be placed on probation or terminated.

- Noncompliance or failure to abide by school rules & student regulations (i.e. dress code)
- Unbecoming conduct / Use of abusive language or profanity
- Excessive absences / Tardiness / Leaving early / Not making up hours / Not abiding by appropriate break times
- Unprofessional conduct which might discredit the school
- Cheating / Stealing / Theft
- Bringing a firearm to school
- Harassment / Discrimination / Intimidation (of any kind)
- Willful destruction of school property or another student's property
- Smoking on school property
- Personal use of telephone during class (unless authorized by the staff)
- Verbal, physical, or mental abuse causing tension among students
- Not utilizing time to the fullest in class (i.e. sleeping, talking)



- Failure to maintain sanitary and proper sterilization procedures
- Disturbance that interferes with the concentration of other students
- Lack of respect for the instructors, employees, and/or other students
- Failure to follow directions given by instructor and/or staff
- Failure to pay tuition/fees
- Possession, use, or sale, of any illegal substance or alcohol on school property
- Lack of knowledge or ability to be taught minimum requirements
- Failure to comply with decision or action of management regarding the Student Code of Conduct

## **Zero Tolerance**

Meraki Esthetics Institute has zero tolerance for any forms of violence or threats, offensive language or aggressive behavior, bullying, use of or possession of illegal substances or alcohol, possession of firearms, ammunition, explosives, fireworks, or any other dangerous weapon (any instrument that may be used to inflict bodily harm), theft and fraud. If anyone is suspected of any of these types of violations they will be immediately suspended from school during an investigation. Once the investigation is complete and if the suspected party has been found to be in violation of the policy they will be terminated from the program. Future enrollments at any Meraki Esthetics Institute location will not be approved.

## **Student Responsibilities**

Students are responsible for the care of school equipment and property.

Students are responsible for professionally representing the Meraki Esthetics Institute.

Any Books or materials that are lost or need to be replaced will be at the student's expense.

## **Dress Code and Hygiene (Hair & Nails)**

Students are expected to abide by all school, county, and State of Florida rules pertaining to hygiene and sanitation and should always be well groomed. Nails should be kept short and clean to allow students to participate in hands-on training. Hair should be worn up or back from the face while students are performing services.

Students must wear the appropriate uniform during class. The required uniform is medical scrubs and closed toe shoes. The guidelines for medical scrubs are:

- Must wear navy blue scrubs
- The top and bottom scrubs must match
- Meraki Esthetics Institute logo must be on the scrubs
- Shoes must be closed toe, comfortable, and white in color

## **Cell Phone Policy**

The possession and use of a cell phone or other electronic devices are welcomed at Meraki Esthetics Institute according to the following guidelines:

- Electronic devices are welcomed on breaks
- Should be set to “silent” and kept out of sight in an inconspicuous location
- Only used in the classroom when part of the instructor’s lesson activities

## **Attendance Policy**

Students are required to complete 100% of the total hours in the program. Attendance is taken daily. At all times, students must maintain 87% attendance on average. Students who are absent for legitimate reasons must provide appropriate documentation. Students are responsible for keeping track of their own hours. Students are only able to miss a certain amount of days for each program. The number of days that a student can be absent is based on the average number of makeup days per month. If a student has planned time off, they should sign up for makeup hours immediately. The days available to makeup decrease each month.

All classes are hybrid, with the understanding that each student will spend four (4) hours each week completing modules on their own time. Content will be reviewed during on-campus classes during the 16 on-campus hours each week. All testing will be completed on-campus.

## **Campus Schedule**

<b>Program</b>	<b>Program Length</b>	<b>Maximum Days Absent</b>	<b>Maximum Hours Absent</b>
Facials Specialty	15 weeks	4 days	24 hours
Advanced Esthetics	30 weeks	6 days	48 hours

## **Online Class Schedule**

<b>Program</b>	<b>Program Length</b>	<b>Maximum Days Absent</b>	<b>Maximum Hours Absent</b>
Facials Specialty	15 weeks	2 days	8 hours
Advanced Esthetics	30 weeks	4 days	16 hours

## **Clocking In & Out Policy**

All programs are based on clock hours as opposed to credit hours. One clock hour is 50 minutes in the presence of a qualified instructor. If you clock in early, it will not result in additional time being counted. The hours toward your program will start at the commencement of class. Clocking in early will automatically round your time to the class start time.

## **Tardiness / Truancy / Leaving Class Early**

Students are expected to be in class for the full length of class. There is a 15 minute grace period, however this does not mean the time is counted toward their program. It only means that it will not be considered tardy. Students who are over 15 minutes late to class will be reported as tardy. Students who leave class before the scheduled class time has been completed will be reported as truant. Anytime a student arrives to class late or leaves class early, it should be approved by the instructor or Administration. The minutes/hours missed are expected to be made up by signing up for makeup classes. Unexcused absences will be subject to the makeup hour fee. Students are expected to sign up for the next available makeup class with the instructor.

**\*\*\*Students must complete 100% of the clock hours of the program they are scheduled in. Any missed minutes or hours will need to be made up in order to graduate from the program.\*\*\***

Excessive tardiness or truancy (more than 2 days in the Facials Specialty program and more than 4 days in the Advanced Esthetics program) will result in the student being formally written up and Administration will require a written explanation from the student by email or mail. The student will also receive a formal warning letter that any further tardiness will result in additional disciplinary action and/or dismissal. Administration has the discretion regarding student probation or dismissal.

## **Leave of Absence (LOA) & Absent Days**

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to a specific time period during an ongoing program when a student is not in academic attendance. Student's may not arbitrarily decide to "take" a leave of absence. A Leave of Absence can be granted in cases of emergency or medical problems with doctor notification, which causes attendance to be impossible or impractical. Leaves of Absence will be granted in the case of pregnancy or new mothers. A leave of absence for a medical reason will only be permitted with a letter from the student's doctor. If a student is called into active duty for the military the school will grant a leave of absence.

A student is required to fill out the Leave of Absence form on the Meraki Esthetics Insitute website anytime they will be absent from school. This form is used to notify Administration that a student will not be present for their scheduled class. The student must e-sign the LOA request. No Leave of Absence will be approved without the student's e-signature unless the student is medically unable to provide it. In such cases the student will be required to sign the LOA document upon returning to school.

- An excused absence is defined as: Medical, Military, Legal/Criminal, Death
- An unexcused absence is defined as: Any undocumented time missed

If the absence is excused, students must provide documentation to attend makeup days at no additional cost. The student's scheduled hours will also stop while the student is on LOA that has been approved by Administration. If the absence is unexcused, the student will be subject to a \$16.67 per hour

(Advanced Esthetics Program) or \$12.67 (Facial Specialty Program) makeup fee for every hour absent. All hours missed that are unexcused will count against the student's attendance and scheduled hours.

### **Failure to Return from LOA**

Failure to return from an approved LOA will result in the student's withdrawal from the program at any time within a two (2) week period without incurring a financial charge for reentry.

Students must provide Meraki Esthetics Institute any applicable documentation in writing for the appeal to be considered. The student may appeal to an owner within five (5) business days of the dismissal date. The owner will make a determination within five (5) business days of receipt of the appeal and will respond to the dismissed student in writing.

### **Major Medical Reasons / Pregnancy**

If a student has a major documented medical reason or any other extenuating circumstances that has been discussed with and approved by school administration, the student may be placed on an extended Leave of Absence. In such circumstances, the school will address each issue on an individual basis. The student will be required to sign an enrollment addendum and may be re-enrolled in another semester. Upon the student's return, the student will resume the same payment period and course work.

### **Program Interruptions / Incompletion**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to Meraki Esthetics Institute in the same progress status as 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. 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.

### **No Call/No Show Policy**

When a student is absent from school for three (3) or more consecutive calendar days (excluding holidays and scheduled breaks), the school administration will attempt to contact the student to see if the student plans to return to the program or has withdrawn.

The determination must follow these guidelines:

- All students who state they will not return to school shall be promptly withdrawn. They must subsequently send the notice of withdrawal in writing.

- If the school attempts to contact the student, relatives, and /or emergency contact, and the student does not respond within ten (10) business days, the student will be considered as withdrawn.
- All students who state they will return must:
  - o Attend the next scheduled class after the violation and post positive attendance thereafter
  - o File an appeal within five (5) business days after the date of violation
  - o Have perfect attendance while the appeal is pending
  - o May be charged an additional \$16.67 per hour (Advanced Esthetics Program) or \$12.67 (Facial Specialty Program) per clock hour for the additional faculty time required to allow the student to makeup the missed hours of training and complete the clock hours required for graduation
  - o May be charged a \$25 re-registration fee and enrolled in the next semester based on availability and on how much time was missed
  - o Will be required to meet with School Administration to discuss corrective action

## **Makeup Hours Policy**

All Meraki Esthetics Institute's programs are semester based. Students are provided with a graduation date stated in their signed contract. The date given is the official end of semester/program and is the student's last day of attendance. The student must complete 100% of the program's clock hours to graduate. If all required hours are not completed by the given graduation date, students will not be issued a certificate of completion. Students are responsible for keeping track of their own hours. Additional days after the graduation date will not be provided (unless deemed necessary by Administration). Students must complete all necessary hours during their assigned semester.

If any hours are missed (which includes tardiness/leaving early), students must register for makeup hours. Meraki Esthetics Institute provides 2 makeup days on average per month. The makeup days are only on Saturdays. The available makeup dates vary and will be posted on the Meraki Esthetics Institute website. Students are required to submit a request for makeup hours with their instructor. Unexcused absences will be subject to a fee of \$16.67 per hour (Advanced Esthetics Program) or \$12.67 (Facial Specialty Program) per hour that is missed. The makeup fee is waived if the student can upload the appropriate documentation when requesting makeup hours. The documentation must be dated for the time you were out of school.

- An excused absence is defined as: Medical, Legal/Criminal, Obituary
- An unexcused absence is defined as: Any undocumented time missed

If the student is unsure what is considered excused or unexcused time, the student should contact Administration for clarification and to see if makeup fee is applicable.

### **Makeup Hour Rules**

- Students are only required to stay for the number of hours that they missed.
- Students must clock in and out on Saturday.
- Students must participate in the class they are making up hours in.
- Students must follow all normal school policies and procedures.
- Students must pay again for makeup hours if they do not show up on scheduled day.
- Any students not abiding by the rules will be sent home.

**Abuse of the makeup policy may result in disciplinary action and/or termination from the program.**

### **Maximum Time Frame**

All program requirements must be completed within a maximum time frame. All Meraki Esthetics Institute's Programs are semester based. Students are provided with an official start date and expected graduation date stated in their signed contract. The date given is the official end of semester/program and is the last attendance date allowed. Students who have not completed their hours or required coursework by their expected graduation date, will not be issued a diploma for the program. If a student has not completed the required hours by the graduation date, the student will be subject to a fee of \$16.67 per hour (Advanced Esthetics Program) or \$12.67 (Facial Specialty Program) for making up hours. Maximum Time Frame allowed cannot exceed more than 25% passed the expected graduation date.

### **School Closed**

If the school is closed due to an event beyond the school's control, such as a hurricane, tornado, or power outage, opportunities for making up for lost time will be provided at no additional cost.

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

The Satisfactory Academic Progress policy is consistently applied to all students enrolled at Meraki Esthetics Institute. It is printed in the catalog to ensure that all students have access online to a copy prior to enrollment.

Satisfactory Academic Progress is measured by:

- The student's cumulative grade point average (CGPA).
- The student's rate of progress toward completion (ROP); and
- The maximum time frame (MTF) allowed to complete the academic program. Standard Academic Progress (SAP) requirements must be met. SAP is calculated at mid-point of the program.

Students who fail to meet minimum requirements for attendance or academic progress, at the next checkpoint after the warning period, will be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making SAP. The student will be advised in writing of the actions required to attain SAP by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for SAP or by the academic plan, they will be determined as NOT making SAP.

### **Determination of Progress Status**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making SAP until the next scheduled evaluation. Students will receive a hard copy of their SAP determination at the time of each of the evaluations. Students deemed not maintaining SAP, will be placed on warning unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

### **Evaluation Period**

Students are evaluated for Satisfactory Academic Progress as follows:

<b><u>Program</u></b>	<b><u>Total Program Clock Hours</u></b>	<b><u>Evaluation Periods for SAP</u></b>
Facials Specialty	300	150
Advanced Esthetics	600	300

### **Attendance Progress Evaluations**

Students are required to attend a minimum of 87% of the hours possible based on the applicable attendance schedule, to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, The Meraki Esthetics Institute will determine if the student has maintained at least 87% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### **Academic Progress Evaluations**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum

number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by The Meraki Esthetics Institute. Students must maintain a written grade average of 70% and pass a final written and practical exam prior to graduation. Students must make up for missed tests and incomplete assignments. The following grade scale is utilized for theory and practical skill evaluation which utilizes a 100-point grading scale:

**Grading System:**

A	100 to 90	Excellent
B	89 to 80	Very Good
C	79 to 70	Good/Acceptable
F	69 or Below	Failing
I	Incomplete	F if not made up within 30 days

A student is permitted to retake any failed exam once with the second grade substituting for the first, even if the second grade is lower. An Incomplete will convert to an F if the student does not make up their work within 10 days.

**Disciplinary Policies**

**Warning Letters & Probation**

Students who fail to meet minimum requirements for attendance, academic progress, or any other violation listed on the Student Code of Conduct are subject to receiving warning letters. The student will be advised in writing of the violation(s) resulting in the warning letter.

Once a student has received the first warning letter, they begin a period of probation. During the probationary period, the student has five (5) scheduled school days to resolve the issue. If the violation is not resolved within a 5 day probationary period and if any other rules are violated, the student will receive a second warning letter. A student is only able to receive up to three (3) warning letters total per program before they are subject to being dismissed from the school.

If a student is placed on probation due to excessive tardiness or absenteeism and, after the probation period has passed, has met all of the school’s requirements (as determined by Administration), the student will be allowed to continue training. If after the probation period has passed the student has not met all the school’s requirements, the student will receive another warning letter. A student can only have three (3) warning letters total for the entire program.



## **Dismissal Policy**

Any student, who is dismissed from Meraki Esthetics Institute due to unsatisfactory progress, may appeal the dismissal to Administration in writing within five (5) business days of the dismissal date. Administration will make a determination within 5 business days of receipt of the appeal and will respond to the dismissed student in writing. If the appeal is approved, the student will be readmitted to Meraki Esthetics Institute; however, the student will follow the same Warning and Probation policies if applicable, upon re-entry. The student must achieve cumulative SAP by the next checkpoint to be eligible and to remain enrolled at The Meraki Esthetics Institute.

### **General Grounds for Dismissal**

Unprofessional conduct that discredits the individual or MERAKI ESTHETICS INSTITUTE will be subject to termination. Students must conduct themselves so they do not interfere with other students or educators.

A student may be dismissed for any one or more of the following reasons:

- Failure to maintain satisfactory academic progress after being placed on academic probation
- Excessive absenteeism/tardiness as defined in this catalog under Attendance Policy
- Unprofessional conduct as defined in this catalog under Student Conduct, including failure to observe the school's drug and smoking policy
- Failure to pay tuition or fees as set forth in the enrollment Agreement Students terminated for any of these reasons will not receive a tuition refund

### **Dismissal for Poor Attendance**

If a student is dismissed for poor attendance, they have the right to appeal the dismissal in writing. Students must provide any applicable documentation in writing for the appeal to be considered. The student may appeal to school administration within five (5) business days of the dismissal date. School Administration will make a determination within five (5) business days of receipt of the appeal and will respond to the dismissed student in writing.

Meraki Esthetics Institute will consider serious mitigating circumstances such as:

- Death of a relative
- Medical reason(s)
- Criminal/Legal

## **Suspension**

A student may be suspended for up to 30 days for nonpayment of fees or failure to abide by the rules as stated in the Student Code of Conduct. The Student Code of Conduct can be found in the Catalog.

## **Withdrawal Policy**

Students who withdraw must submit the notice in writing by mail or by email. After the first class session, or three (3) days after enrollment, student is entitled to full refund of moneys paid with exception to application fee.

Students that withdraw in good academic standing and attendance will be withdrawing with satisfactory progress. These students shall have up to one year (12 months) from the date of withdrawal to request reentry into a program of study.

Students who withdraw with failing grades and want to return to the school will be placed on a reentry probationary period of one month (30 days), after which time the student must have attained a grade average of a C or at least 70% to remain in the program.

Students who withdraw with poor attendance and want to return to the school will be placed on a reentry probationary period of one month (30 days), after which time the student must have 87% attendance to remain in the program.

**Cancellation after attendance has begun, through 40% completion of the program will result in a Pro Rata refund computed on the number of hours completed to the total program hours. Withdrawal/cancellation after completing more than 40% of the program will result in no refund.**

## **Reentry Policies**

### **Dismissal and Reentry**

A student who has been dismissed due to violation of school policies may request reentry to a program by contacting the school administration in writing after a period of six (6) months. The school administration will determine whether the student qualifies for reentry. If a student qualifies for reentry, they must adhere to the Student Code of Conduct upon returning to school. If there are any other Attendance policy violations or Student Code of Conduct violations, the student will be dismissed again without being able to reenter. Furthermore, all the outstanding financial charges will apply and will have to be paid in full upfront together with re-registration fees. Books and material fees may re-apply.

### **Withdrawal and Reentry**

A student who was withdrawn due to personal request in the event of special circumstances qualifies for the reentry within a year of the withdrawal date. A student must contact the school administration to find out the outstanding financial charges and remaining program hours. If a student re-enrolls and their original program has changed, the new enrollment agreement must be signed. The student must also agree to any change in tuition, attendance policies, etc. Application fee will re-apply. Books/materials fees may re-apply.

## **Refund Policy**

### **General Refund Policy**

Meraki Esthetics Institute will issue refunds based on the amount paid to the school. Refunds will be made within 30 days of the termination date. Any balance owed to the school is due immediately. Additionally, any remaining unpaid balance from the student will be considered due immediately, and the student will be held contractually responsible for paying that amount to Meraki Esthetics Institute regardless of initial payment method. Students acknowledge and accept the refund policy and terms when they sign an enrollment agreement. When a student requests a refund, it will be made according to the following terms:

- Withdrawals must be made in writing by email or mail.
- All payments will be refunded if the school does not accept the applicant.
- All monies paid will be refunded if the student withdraws within three (3) business days after signing the Enrollment Agreement.
- After the first class session, or three (3) days after enrollment, student is entitled to full refund of moneys paid with exception to application fee.

**Cancellation after attendance has begun, through 40% completion of the program will result in a Pro Rata refund computed on the number of hours completed to the total program hours. Withdrawal/Cancellations after completing more than 40% of the program will result in no refund.**

### **Program Cancellations**

Program Postponements & Cancellations: If the school cancels or postpones a program, while the student has a signed enrollment agreement with the school, then the school will do one of the below:

1. Attempt to make other arrangements for the student by offering another program start date and credit amount paid toward that program.
2. Refund all monies paid by the student.

## **Grievance/Complaint Policy**

### **Appeal Procedure**

Students have the right to appeal a negative progress determination within five (5) business days of receipt. Students must submit their appeal in writing to Meraki Esthetics Institute and state reasons why the determination should be reversed. They should also include any supporting documentation such as death of a relative, an injury or illness of the student, or any other mitigating circumstance.

The appeal should also state what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within five (5) business days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed.

Meraki Esthetics Institute utilizes a progressive three-step approach to address and resolve complaints and grievances, focusing first on early resolution.

### **Early Resolution**

Meraki Esthetics Institute utilizes a progressive three-step approach to address and resolve complaints and grievances, focusing first on early resolution. A student with grievances or complaints shall first attempt to resolve minor issues with the instructor or individual(s) involved. If the student is not satisfied with the outcome, or if the student is uncomfortable talking with the staff member or party involved, they are encouraged to contact the school administrator. The student shall initiate action to address the issue within 30 calendar days of the matter giving rise to the complaint.

The school administrator will investigate the complaint, counsel the student and parties involved, and attempt to resolve the matter. The school administrator shall provide a written report of his or her recommendations to all parties involved within ten (10) business days of receiving the student complaint. Every effort will be made to resolve the issue without moving beyond early resolution.

### **Involving the Director**

If a complaint cannot be resolved through early resolution, it shall be presented to the director, who will attempt to resolve the matter after talking with the school administrator and parties involved in

the complaint. The director shall provide a written report of their recommendations to all parties involved within ten (10) business days of initial notification.

### **Hearing Request**

In rare circumstances where the director's recommendation does not satisfy the complainant, the student may request a hearing by Meraki Esthetics Institute's board of directors after submitting a written letter with a request for a hearing to the director. This request must include a specific statement of the student's complaint, an explanation of the remedy sought, and a copy of the director's recommended resolution. A special meeting of the board will be convened within 30 working days to address the grievance.

### **Unresolved Disputes**

If a dispute cannot be resolved utilizing the means outlined above, the student may contact the Commission for Independent Education.

Executive Director  
Commission for Independent Education  
325 West Gaines Street, Ste 1414  
Tallahassee, Florida 32399-0400  
(850)245-3200 Toll Free (888) 224-6684

## **Student Services**

### **Student Folder and Class Syllabus**

New students receive a student folder with pertinent information and a program syllabus on the first day of class. An additional copy of syllabus is provided to all students at no additional cost.

### **Job Placement Advising**

The school provides job placement assistance to students in the form of employment leads and referrals generated through ongoing contact with area employers in the beauty and health industry. Students and graduates can access job openings through the student portal. Please note that Meraki Esthetics Institute does not guarantee employment.

### **Student Advising**

Student advising is available to all students upon request for financial, personal, and academic concerns.

## **Student Records/Transcripts**

Student records are maintained on site at the school in a fireproof cabinet and digitally stored off campus as part of nightly back-up procedures. Records are available to students upon written request. Student records will be provided to potential employers only after a written release has been submitted by the student. Transcripts are provided free of charge at graduation. Additional or replacement copies of transcripts are available at a cost of \$25 each. Additional charges will apply for mailing outside of the country. All student records are held in the strictest confidence. Meraki Esthetics Institute reserves the right to withhold transcripts and certificates, and refuse enrollment for future terms, if any tuition or other fees or charges owed to the school are not paid when due.

## **Program Diplomas**

At graduation, students will receive a diploma for the program they have completed. Program completion means all services and hours are met. The program completion diplomas are included in the cost of tuition. Meraki Esthetics Institute reserves the right to withhold transcripts and diplomas, and refuse enrollment for future terms, if any tuition or other fees or charges owed to the school are not paid when due.

## **Replacement Diploma**

Any diploma replacements will be a cost of \$30 each.

## **Applications for License**

Students will be provided with all the paperwork needed for license application(s) upon the completion of the program in which they are enrolled in, in its entirety AND only if there is no outstanding balance.

Licensing fees are included in tuition, and Meraki Esthetics Institute will assist students with submitting their applications for licensure.

## **Student Printing on Campus**

Students may use the school copier to print for \$0.15 per page. Students can pay at the front desk for how many pages they want to copy.

## **Student Scanning**

Students may fill out a request to have any class material scanned to their email at no charge. Students can leave the material and fill out a request at the front desk to have the material scanned within 24-48 hours and sent to their personal email.

## **Transportation & Housing**

Public transportation is available to and from the school site. All students are responsible for arriving to class on time.

### **Parking**

The school offers free parking for all students. The parking lot is located behind the building and includes 40 regular parking spots and two (2) handicap spots.

### **Childcare & Housing**

The school does not offer childcare or housing, however a list of locations near the school is kept on hand for student reference.

### **Children & Pets**

Students should not bring children or animals inside the school. No children under 16 years of age are allowed to receive Facial Services.