

230 Wells Street Suite 214,  
Milwaukee WI 53203  
414-635-4300

[www.ilashandaesthetics.com](http://www.ilashandaesthetics.com)

# *iLash & Aesthetics* **PRO INSTITUTE**

## Course Catalog



*"Always  
deliver more than*

*expected."*

*-- Larry Page.*

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# OUR MISSION STATEMENT

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Our mission at iLash & Esthetics Pro Institute is to prep our students with the knowledge and pro skills in the art and science of Esthetics needed to prepare them for State licensure, achieving personal and professional goals, and their jump-starts in the beauty industry. We believe anything is possible with the right mindset, knowledge, skill, and dedication.

## About iLash & Aesthetics Pro Institute

iLash & Aesthetics was founded by Lexi Watkins in 2021. The Institute specializes in esthetic training like; Esthiology, Makeup, Lash Extension, and Microblading. Our skilled team of experienced instructors are experts in both classic and contemporary techniques. Instructors have met program licensing requirements and are trained in all aspects of beauty.

iLash & Aesthetics was founded to train and develop the most successful entrepreneurs in the beauty industry. Our students are educated by the top instructors, using innovative curriculums that blend professional, business-building, retail, and mindset training skills. iLash & Aesthetic Pro Institute emphasizes personal well-being, we believe that mindset training is an important step in being successful. At iLash & Aesthetics Pro Institute, you'll utilize the latest techniques in Esthetics to get the best hands-on experience you need to graduate and start a career you'll love.

In addition to great beauty and skincare education, iLash & Aesthetics offers a full range of guest services to those looking for a salon experience at a discounted rate. Under the supervision of licensed instructors, our students will ensure their expectations are achieved. Students get a real life salon floor experience with our sister brand, iLashout Beauty Co. Visit our guest services page for more information and pricing.

### Meet The Owner - **Lexi Watkins**



Welcome to iLash & Aesthetics Pro Institute; I am truly pleased to give you the tools you need to be a successful aesthetician. I have been in the industry for over ten years now. I currently service clients part time at iLashout Beauty and work closely in the Institute. I have always loved beauty, but my true passion is helping others become the best version of themselves they can be. You will learn both theory and practical techniques to help you thrive in the beauty industry during your journey. But in addition, we also offer esthetics workshops also in Spanish, financial literacy workshops and beauty business help which sets us apart for our competitors. If you develop yourself personally, it will also help you professionally. Once the course ends, you will have access to iLash & Aesthetics Pro alumni services, including interactive support, beauty business consulting, discounts on services, future classes, and products. To help you prepare for your training course, I have outlined your next steps below and more information on our training institute.



*Feel free to contact our admissions department if you have any questions via text or phone at 414.635.4300.*



# Student Experience at iLash & Aesthetics Pro Institute

At iLash & Aesthetics Pro Institute, we provide a lively learning environment and are recognized for our engaging and practical learning model. Students get access to the most up-to-date equipment and a stimulating learning environment. iLash & Aesthetics Pro Institute is an exciting environment where you can feel encouraged and supported, from our directors and instructors to your teammates and friends.

## OBJECTIVES

- To educate individuals so they can succeed in the esthetics industry.
- To set the highest standards for our students so that they meet the requirements of the Cosmetology/ Barbering Examining Board for licensing.
- To encourage our students to develop a professional manner and personal code of ethics in relationship to their vocation in Esthology.
- To instill in our students the importance of continuing education, i.e. learning new techniques to keep them abreast of the changing times.
- To maintain the overall school student/teacher ratio to approximately 12 to 1.
- To alert students to the possibility of becoming a salon manager or owner of their own business.

Every member of the iLash & Aesthetics Pro Institute community is devoted to fostering an inclusive living and learning environment. We give the finest learning experience possible through various activities in which you will meet new people, develop your passions, and broaden your knowledge of the industry.

## Staff

Director/ Lead Instructor : Lexi Watkins

Instructor: Lourdes Hernandez

Instructor: Rachel Luis

Admissions: Ana Uriegas

[admissions@ilashandaesthetics.com](mailto:admissions@ilashandaesthetics.com)

[www.ilashandaesthetics.com](http://www.ilashandaesthetics.com)

Class Location: 230 Wells Street Suite 214,  
Milwaukee WI 53203

414-635-4300 ext. 2



# Academics

## Programs Summary

### ESTHETICS



Skincare, cosmetics application, hair removal, lash extensions, and body treatments are all covered in this course. Overall, you will develop the skills necessary to establish a long-term career as an aesthetician.

Duration: 500 hours Fees: Tuition \$7,500  
Bilingual: 500 hours Fees: Tuition \$8,500  
Starting January 2023, hours to change to 600 hours and tuition price increase.

### ADVANCE LASH TRAINING

You'll learn how to apply several extensions to each natural lash in this advanced training course. This course will help you improve your present abilities while also teaching you new ways to help you expand your business.

Duration: 14 hours

Fees: Tuition \$900



### DERMAPLANING TRAINING

In this course, you will learn how to safely and correctly perform dermaplaning for your clients. This is an advanced class available for licensed estheticians only.

Duration: 4 hours

Fees: Tuition \$350





## MICROBLADING TRAINING

With this three day workshop, learn how to perform the procedure of microblading safely and professionally. You will gain knowledge of every aspect of the procedure such as hair strokes application skills, pigment selection, sterilization and skin structure to proper application, aftercare and touch ups.

Duration: 24 hours Fees: Tuition \$2,500

## BROW WAX & TINTING

This workshop is designed to teach you the skills to be able to perform both brow shaping, and tinting eyebrows. The course covers brow shaping using wax and tweezers, brow tinting to equip you with the skills and confidence to offer these brow wax & tint treatments, desired by many.

Duration: 4 hours

Fees: Tuition \$350



**To register for our esthetics program, please contact our admissions department at 414-635-4300.**

**For all of our advance training workshops, please register at <https://ilashandaesthetics.as.me/schedule.php>**

## Program Details

### Esthetic Program

Our 500-hour Esthiology program will teach you trends and specialized techniques on cleansing, toning and revitalizing skin, as well as techniques in makeup application. Our hands-on training will also teach you to perform facials, waxing, body treatments, and makeup application techniques. What's even better is that our focus is on providing you with extensive personal, professional, and business- building skills, giving you the foundation, you need for a career as a licensed skin esthetician.

iLash & Aesthetic Pro Institute is a Pivot Point member school and proudly uses their innovative L.A.B., Learn About Beauty, the curriculum in our facilities. L.A.B. is an integrated social learning environment built specifically for those wanting to start a career in the beauty industry.

#### ESTHETICS COURSE SYLLABUS

The 500 hour course is instructed on a minimum of 23 hours per week, included as individual needs, under the WI syllabus.

Subjects and Hours	Theory	Practical
Introduction, law and code, bookkeeping Business management, history and ethics	26	0
Safety and sanitation and sterilization	30	20
Anatomy & Physiology	30	0
Chemistry, treatments and process	24	0
Treatment, products, and techniques	52	101
Electricity, machines and equipment	10	40
Makeup and color analysis	17	45
Individual student needs and lash extensions	15	140
<b>Total hours =. 500 hours</b>	<b>204</b>	<b>296</b>

Upon completing the program, you will be prepared to sit for the Wisconsin State aesthetics practitioner licensing exam.

A large, solid pink shape on the left side of the page, resembling a vertical bar with a rounded top-left corner.

**YOUR  
JOURNEY  
STARTS  
HERE!**

## Graduation requirements

To receive a certificate from iLash & Aesthetics Pro Institute, a student must:

- Complete the program's requisite number of hours.
- Finish all of your projects.
- Satisfactory progress is defined as an 75% or higher G.P.A. and a 90% or higher attendance rate.
- Complete the program's course of study, including all examinations and projects, with a grade point average of 75%.
- Ensure that all financial commitments to the school are met at least 30 days before the expected completion date.
- Finish the exit interview.
- Students who complete the program will get an iLash & Aesthetics Pro Institute Certificate.

To be qualified to take the state licensure test, students must complete the curriculum.

Note: Please be aware that some states may demand extra hours of training to qualify for a license. Please make an appointment with admissions to obtain the necessary information.

## Instructional Method

All iLash & Aesthetics Pro Institute programs are taught in practical and applicable methods. Highlighted below are the instructional methods used in all programs.

Instructional methods include:

- Lecture
- Demonstration
- Hands-On Practical's
- White Boards
- Hybrid Learning
- Presentation Slides
- Internet
- Clinical Application and Guest Service

## Grading system

Students must have an academic grade point average of at least 75%. When students enroll in one of our programs, they acknowledge that they must meet the set requirements and produce results to graduate. Attendance, collaboration, attitude, professionalism, and complete required assignments, projects, and assessments are required. The following criteria are used to assess academic progress:

75% - 100% = Passing Below

75% is Not Passing

## ATTENDANCE

Students have to have a minimum record of attendance of 90%. For flawless attendance, the start and finish dates of classes are determined. After that, the student also must pursue their study until they have completed the entire number of clock hours required. The maximum time to finish the course is 120% of the allocated time. The following are the maximum time limits for completing each course:

- ✔ Esthetics | 500 scheduled hours
- ✔ Advance Lash | 14 scheduled hours
- ✔ Microblading | 24 scheduled hours
- ✔ Dermaplaning | 4 scheduled hours
- ✔ Brow Wax & Tint | 4 scheduled hours

# Why Join Us?

We're more than just an institution; we're a culture and a community of creatives. We are on a mission. Join our tribe.



Over 400 Qualified Trained



5 Professional  
Courses



*91% Program  
Completion Rate*

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# Admission

Our students come from a variety of backgrounds. Showcasing a wide range of experiences, origins, and cultures. So are you ready to get started? If the possibility of training at iLash & Aesthetics Pro Institute has piqued your interest, apply now.

## Requirements for Esthetics Program

1. Arrange facility visit.
2. Meet with a representative from the admissions office.
3. Apply for admission and submit application fee.
4. Submit formal proof of education (high school diploma, comparable high school diploma, official high school transcript, or transcript proving successful completion of at least a two-year course that is appropriate for full credit toward a bachelor's degree).
5. If any of the following apply, take an admission assessment\*:
  - A GPA of 2.0 or below
  - G.P.A. is not verified by a copy of a diploma or G.E.D.
  - A foreign credential or a home-schooled diploma
6. Show evidence of age with a driver's license, government-issued identity, birth certificate, passport, or other official documents.

## Transfer students

Applicants for transfer are considered on an individual basis. iLash & Aesthetics Pro Institute reserves the right to refuse admission to any student who has attended other Wisconsin Cosmetology schools. The Institute may, at its discretion, refuse transfer students if its admission requirements cannot be met. Transfer hours are accepted on an individual basis. The transfer student may be required to take a proficiency/practical exam to determine student's placement in the program and/or the distribution of hours earned by subject. It is the iLash & Aesthetics Pro Institute sole discretion to accept whatever hours the student has provided through documentation. If the Institute agrees to credit the transfer student's hours, it will shorten the length of that student's course of study.

Tuition is prorated based on the remaining hours needed to complete the program at iLash & Aesthetics Pro Institute and hours are based on acquired knowledge in comparison to iLash & Aesthetics Pro Institute curriculum. There may be an additional cost for necessary materials or items needed to complete the course of study. Transfer hours that are accepted are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted.

## Re-entry students

Students who may have dropped out or been dismissed from school may request re-entry. The student must meet all past financial commitments to the Institution. In addition, a letter of intent should be written to the school detailing why students want to continue their studies. Finally, if the student is accepted, they must finish the whole application procedure and pay all costs.

## Class Sizes

For a better educational experience, we keep class sizes small in all of our courses. However, class sizes vary depending on start dates and the best placement choice for each student, so enrolling early is recommended.

## School Hours of Operation:

The school is open four days a week for all students Monday - Thursday 9:30am- 6:00pm and within the hours of student allocated class times.

## Weather Closings:

Notice of school closings due to snow or natural disaster will be aired on local television stations and television websites in the surrounding area of ILash & Aesthetics Pro Institute location. Closing will also be posted on each campus location's Facebook page by 8:00am. If public schools are closed so is the Institute.



## Important Dates

### Esthetic Program Schedule

Class Start Dates	Anticipate Completion Date	Contract Expiration Date
August 21, 2023	Jan 31st, 2023/ Feb 8th, 2023	Feb 21st , 2024/ Feb 29th
Nov 6th, 2023	April 17th, 2023	May 8th, 2023

Monday – Wednesday 9:00 am - 4:30 pm

Monday – Thursday 4:30 pm -9:30pm

Operating hours and schedules are subject to change.

### Application Procedure

- ✓ Schedule tour
- ✓ Application & \$50 application fee Proof
- ✓ of education
- ✓ Proof of age
- ✓ Entrance assessment ( if applicable)
- ✓ Financial assistance or payment plan

# FALL 2023 PROGRAM DATES

## Esthetics Programs

M - W 9am- 4:30pm; 22 weeks

August 21st, 2023 – January 31st, 2024

November 6th, 2023 - April 17th, 2023

M - TH EVENINGS 4:30-9:30pm; 24 weeks

August 21st, 2023 – February 8th, 2024

(Starting January 2024, hours increase to 600 hours and pricing increase.)

First program of 2024: January 8th (more details coming soon)

## Lash Extensions Training Programs

F-S 11am-6pm, 1 or 2 days

August 18th, 2023 Beginner Lash Workshop

August 18th, 2023 - August 19th, 2023 Advanced Lash Workshop

October 21st, 2023 Beginner Lash Workshop

October 21st - 22nd, 2023 Advanced Lash Workshop

## Microblading Training Programs

F-S 11am-6pm, 3 day

September 1st-3rd, 2023

October 26th-28th, 2023

December 2-4th, 2023

## Brow Wax & Tint Workshop (Estheticians Only)

Saturdays 12-4pm, 1 day

July 29th, 2023

September 23rd, 2023

November 11th, 2023

## Dermaplaning Training (Estheticians Only)

Saturdays 12-4pm, 1 day

August 5th , 2023

October 7th, 2023

# Tuition

## FEES, CHARGES, AND EXPENSE

The total cost of the program for this enrollment period: \$7500

Includes the cost of the state board, registration fees, supplies, material, etc.

We accept the following forms of payment: cash, check, credit card, Department of Workforce Development Financial Assistance

Students can prepay the program's cost for this enrollment period, choose to pay on a payment plan, or use financial assistance. If a payment plan is chosen, the terms are as follows: At least 100% down for materials and equipment is required plus 1st monthly payment of \$2724.74 followed by three payments of \$1591.75 due each month.

A co-signer may be required. An identification card and Social Security Number are required.

Full program payment is required to be eligible for your state exam.

Full Payment of Program Costs is expected on or before your first scheduled day of class. This policy pertains to all students, including those eligible to receive state funds. Full payment of all school fees must be paid not less than thirty days before the contract anticipated graduation date. If not paid, the student may be subject to suspension and termination. Institute will not submit licensing requirements until student account is paid in full.

### Monthly Interest Charge

If full payment is not made on or before your first scheduled day of class, a 1% interest charge is assessed each month on the unpaid balance due to the school. This charge will be added to your account every month when you start your program.

### Late Payment

If a student fails to make any payment within one (1) week after it is due, then a) the total tuition may become automatically due and payable, and b) the school may suspend the student's attendance and certificate until the balance is paid in full.

### Policy on Extra Instructional Charges

iLash & Aesthetics Pro Institute's policy allows students below 100% attendance, avoids overtime charges, and makes up any lost hours after completing 60% of their program. However, suppose a student does not complete the required hours for a program before their estimated contracted graduation date. In that case, the student must pay a fee for each clock hour of instruction after their estimated graduation date. The current fee is \$10/hour.

**Student Tuition Accounts**

Students will generally receive a monthly statement of their account; however, students may request a copy of their account statement at any time. Students typically receive a copy of their account and a payment receipt when tuition payments are received. Payments should be made to the School Administrator or Financial Services promptly to ensure that your enrollment will not be interrupted due to non-payment.

Students with a delinquent account of 30 days or more will be placed on financial probation. They will not be eligible for future registration privileges, certificates, transcripts, and other academic information until the account is settled in full. Payments should be made to iLash & Aesthetics Pro Institute, L.L.C. Payments can be made by check, money order, credit card, or cash. There is a \$10.00 Convenience Fee for using Credit and Debit Cards.

The student must pay the following charges. Those charges that are non-refundable are clearly labeled "Not Refundable."

**TOTAL CHARGES TO BE PAID UPON ENROLLMENT**

Tuition	\$5499.00
Registration Fee (not refundable)*	\$100.00
Kit, Textbooks & Supplies (not refundable)*	\$1300.00
WI State Board Fee	\$401.00
Class/Lab Fee (not refundable)	\$200.00
Estimated Total Cost of Program	\$7500.00
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT *	\$2724.74
Credit Card Fee	\$10

*\*not refundable charges after the first class session or the seventh day after the enrollment, whichever is later.*

# Financial Aid

## Scholarships

Incoming and current students admitted into a certain program of study may be eligible for a scholarship from iLash & Aesthetics Pro Institute. iLash & Aesthetics Pro Institute establishes criteria for awarding funds. When iLash & Aesthetics Pro Institute offers a scholarship, any eligible candidate who meets the criteria can apply.

## Grants

Only in exceptional situations can iLash & Aesthetics Pro Institute give institutional subsidies, which are granted at the discretion of the Financial Services office with final approval from the Chief Financial Officer. The entry costs at iLash & Aesthetics Pro Institute are not waived.

## Federal Grant Programs - Not Applicable Yet


### Federal Student Financial Aid Programs

You must fill out a Free Application for Federal Student Financial Aid (FAFSA) form to see whether you are eligible for any of the following Federal Student Financial Aid Programs. You can submit your FAFSA electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or get a print copy from the Financial Services department or your Enrollment Representative. Payment intervals of 1-300 hours and 301-600 hours are used to distribute funds.

### Federal Pell Grant

Unlike a loan, a Federal Pell Grant does not require repayment if the program is completed. Only undergraduate students without a bachelor's or professional degree are eligible for Pell Grants (some degree programs are not considered professional for financial aid purposes).

The information you give on your FAFSA form is evaluated using a methodology set by the U.S. Congress to determine eligibility. The algorithm generates an Expected Family Contribution (EFC) number, which is used to determine if you are qualified and, if so, what amount you can receive.



## Federal Supplemental Education Opportunity Grant (FSEOG)

An FSEOG is for undergraduates with outstanding financial needs, defined as individuals with the least Family Contribution (EFC), and gives Federal Pell Grant recipients preference. If the program is completed, an FSEOG does not need to be repaid. There is no assurance that every qualifying student will get an FSEOG; students are given FSEOGs at their respective schools based on the finances available. (Awards of financial help are subject to change.)

## Financial Aid Programs Coming Winter 2024

Financial Aid Programs information has been provided to describe iLash & Aesthetics Pro Institute programs and should not be applied to programs at other institutions.

## Student Services

### Client Service Areas

All students at iLash & Aesthetics Pro Institute have the opportunity to work with a wide range of clients. We provide a professional salon and spa environment where students can learn how to provide hair, skin, nail, and body services supervised by licensed instructors.

### Student Classrooms

Classrooms have been built to give the ideal setting for various learning and other activities.

### Equipment

There is a range of equipment accessible for student usage at the iLash & Aesthetics Pro Institute, including hydraulic chairs, massage, hot towel cabbies, wax warmers and esthetic tables, and fully equipped skincare stations and steamers at each station.

### Transcripts

Currently, enrolled students (or, in the event of a dependent juvenile, their parent or guardian) have the right to access their records at iLash & Aesthetics Pro Institute. Student records are only available for viewing by appointment and under the supervision of a member of the administrative staff. Without the approval of a school owner or administrator, no part of a file may be removed or replicated. Because iLash & Aesthetics Pro Institute owns student records, examining and removing any documents from a student file without authorization may cause instant enrollment cancellation.

### Housing


The Institute does not provide accommodation or help in finding lodgings.

### Child Care

There is no childcare available at the school. Therefore, the student should find a dependable childcare facility.

### Parking / Public Transportation

The school provides no transportation to or from the facilities. The school is near a public bus stop. Campuses have abundant parking; however, parking is paid. Please expect to pay a minimum of \$5 for parking daily or see local parking lot monthly rentals.



*Let's take your career to the NEXT level. Your journey starts here!*

## Career Opportunities

- Body Care Specialist
- Spa Therapist
- Spa Director
- Spa Owner
- Sales Representative
- Makeup Artist
- Sales Representative
- Salon Manager
- Salon Owner

## OTHER FIELDS

- Instructor
- Wellness Counselor
- State Board Member or Inspector
- Consultant/ Trainer
- Medical Esthetician
- School Owner
- Freelance Makeup Artist
- Stylist or Makeup Artist for film, theatre, fashion, or print

*Career Opportunities Are Endless*



## Student Policies

License Is Required: The state requires practical and theory hours and is part of your academic program. The student must complete the required clock hours for Esthetics to be licensed in Wisconsin. Once completing the course, you may sign up for the state board exam; once you successfully pass the written and practical portions, the State of Wisconsin will issue a valid license.. Licenses expire every two years in the "odd" year. Your license will be honored anywhere in the state you examined and successfully passed and through the reciprocity act in many states. Please check with the individual state you wish to work in. In WI, it is the Department of Safety and Professional Services, 4822 Madison Yards Way., Madison, WI 53705 \* 608-266-2112.

### STUDENT'S RIGHT TO CANCEL:

Any student has the right to cancel this enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the third business day after enrollment, whichever is later.

You may cancel this agreement by mailing or delivering notice to (iLash & Aesthetics Pro Institute, 230 W Wells Street, Suite 214 Milwaukee WI, 53203) before midnight of the third business day after you signed this agreement. "Business day" means any calendar day except Saturday or Sunday, and except the following business holidays: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving and Christmas.

You are responsible for these amounts. If you get a student loan, you are responsible for repaying the loan amount plus any interest, less the amount of any determined refund.

### School Rules

If you cannot attend a school or be late, you must call (414) 635-4300 by 9:30 am. It would help if you clocked in on your timecard before 9:30 am; we begin our class at 9:30 am. You must attend theory to be given credit. You may not be on the clinic floor during theory unless the Instructor permits you.

No cell phones and NO texting are allowed on the clinic floor. NO EXCEPTIONS. If you need to make a call, please step outside. EMERGENCY CALLS ONLY with the Instructor's approval.

### Disciplinary Actions:

First offense -verbal warning

Second offense -written warning, and we will clock you out for the day

Third offense -suspension for a day.

If you take a break of more than 15 minutes, you must clock out; if you are not seen on school premises for more than 10 minutes and are not clocked out, you will automatically be clocked out by instructor/school official and written up.

When not busy, all students are expected to clean their stations, sweep floors, and share towels/laundry duties.

PLEASE TAKE THE INITIATIVE ON whatever needs to be done and when asked by an instructor or school official.

Only school overhead music or instructor-approved music is allowed to be played.

Only students and paying customers are allowed on school premises. If friends or family visit, they will be met out in the reception lobby area or outside the school or elsewhere. NOT ON THE SCHOOL TRAINING FLOOR OR CLASSROOMS. YOU MUST CLOCK OUT IF THE VISIT IS MORE THAN 10 MINUTES.

PLEASE DO NOT USE PROFANITY OR VULGAR LANGUAGE ON THE FLOOR; if a school official or Instructor overhears you using non-appropriate language, you will be getting a warning. This school is open to the public, and we must be professional to the public and among ourselves. It would be best to respect every staff member, not use profanity or vulgar language to your Instructors or gossip behind their backs; it will result in disciplinary action.

SMOKING OR USING ILLICIT DRUGS DRINKING ALCOHOL ARE PROHIBITED; IF CAUGHT, YOU WILL GET A SUSPENSION FOR ONE WEEK

NO SMOKING within 20 feet of school entrances or premises. STUDENTS to use FRONT DOOR to iLashout Beauty or Wells Street entrance.

THE DRESS CODE MUST BE FOLLOWED

- Wear the appropriate all-black school uniform attire or approved shirts with the school logo only. -
- Pants, shorts, and skirts are OK; one inch above the knee
- NO sleeveless, tank tops, see-through or cropped tops, no midriff or underarms exposed.
- No opened toed shoes; no sandals, no crocs or flip flops (prohibited on clinic floor)

## Tardiness

Clients do not want to be kept waiting. Thus punctuality is a must in this sector. The first tardy in any given month will receive a verbal warning; the second tardy will receive a written warning; the third tardy will receive probation, and each consecutive tardy will receive a one-day suspension. Suspensions are considered as a missed class. A student's Satisfactory Progress may be jeopardized, and financial aid may be lost due to accumulated absences. Termination may occur if Satisfactory Progress is not met. Please phone the school to let them know you're running late if at all feasible. Late students must report to the School Administrator.

## Missing days

Students must report an absence before their planned start time, or even within 30 mins of their scheduled time, whichever comes first. Suspension may be imposed if an absence is not reported. You do not need to phone in if your absence is pre-excused.

When you return after a leave of absence, you must complete a Time Off Form. This document must be submitted to the school administration with any doctor's or dentist's excuse. You must complete a Time Off Form and submit it to the school administration for approval.

If you ask for time off for a half-day, full-day, or many days. For example, if a student is on probation in attendance and requests time off, the application may be refused.

Any doctor's medical reasons, court hearings, social service agency visits, and so on must be accompanied by a Time Off Request Form and submitted to the school administration to be filed in the student's file.

For a pre-excused absence, students must offer one week's notice. For a pre-excused absence, clinic students must offer two (2) weeks' notice. Please visit the school administration or administrative assistant if you have an emergency that requires a day off.

Students who are missing on two days regularly may risk suspension or termination.

Students who are absent for three consecutive days at school and have not turned in to report their absence to the school authorities, or students who are absent for fourteen (14) continuous calendar days, shall have their enrollment canceled or terminated. In this situation, you will get a letter from the school indicating that the school has not heard from you and that you have been dismissed. At this stage, the student must contact the school administration as soon as possible to submit the relevant papers.

## Emergencies

In the case of an emergency (fire, bomb threat, tornado, etc. ), the school will promptly contact the local police/fire department for help. If an emergency scenario arises, students, employees, and customers must:

1. Evacuate the building as soon as possible in a safe and orderly manner.
2. Assist any consumers that require assistance.
3. Make your way to the furthest corners of the parking lot.
4. DO NOT TRY TO GET YOUR ITEMS. GET OUT OF HERE.
5. DO NOT attempt to re-enter the building unless staff member or fire/police personnel has permission.

The school may perform fire drills from time to time. However, according to standard protocols, everyone must evacuate the building during a fire practice.

REMEMBER TO BE CALM, COURTEOUS, AND LISTEN TO INSTRUCTIONS IN AN EMERGENCY SITUATION.

## BREAKS ARE AS FOLLOWS

- Take 30 minutes for lunch off the clock if you are attend classes for 8 hours or more; if you don't clock out for your lunch, the administration will deduct your lunch automatically unless you have approval from the Instructor. The Instructor will assign breaks and lunches. You will receive 15-minute breaks throughout the day as prescribed by the Instructor.

Students must get permission from an instructor before going on a break, clocking out for lunch, or leaving early for the day.

To receive student services, students must obtain approval from the Instructor. In addition, we need to schedule your services to make sure there is no conflict with clients' appointments.

All students must respect that they will be booked with clients on the appointment book. Under no circumstances may you refuse or transfer a client unless you have instructor approval due to other reasons. You must also be aware that other students might be absent on any given day; therefore, there are booking changes that the clinic floor Instructor must make. Refusing a client will be written up, clocked out, and sent home for the day. Students are expected to be ready to perform client services by 10:00 am. Therefore, they must have all their tools and implements available and sanitized.

Part of your training includes front desk training and salon shadowing and this is an important part of your training. it will help to build your communication skills, telephone and appointment protocol and procedures, interacting with others in a salon environment, understanding product knowledge, pricing, stocking, and display, general public relations and much more. In addition, you may work on your mannequin and or book assignments in the desk area for additional credits.

Clean-up assignments are part of students' daily routine related to their station clean-up duties from the school's clean-up list. Each student will be given a cleaning assignment daily and be responsible for cleaning their station.

iLash & Aesthetic Pro Institute is not responsible for lost or stolen equipment or implements. However, you are responsible for your personal property and workstations; lockers are available to all students. Keep your lockers and stations locked at all times. In addition, you must take good care of all your equipment and keep it in a sanitary condition.

IF RULES ARE NOT BEING FOLLOWED, YOU WILL GET:

FIRST TIME - VERBAL WARNING; WRITTEN IN STUDENT FILE

SECOND TIME - WRITTEN WARNING AND CLOCK OUT FOR THE DAY

THIRD TIME - DOCUMENTATION AND ONE WEEK SUSPENSION,

FOURTH TIME -WITHDRAWAL FROM PROGRAM & TERMINATION.

#### HOLIDAYS

The iLash & Aesthetics Pro Institute recognizes the following days as legal holidays:

- Martin Luther King Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas/New Year's (December 24-25 and December 31, and January 1)

When it comes to closure, the administration will exercise caution. Additional closure days before and after holidays are up to the administration's discretion and vary from year to year. However, days off for legal holidays, school closings, and class cancellations are documented as such, extending the enrollment contract's expected completion date.

#### WITHDRAWAL AND ATTENDANCE

If a student wishes to withdraw from the Institution or a course of instruction, they must explain why they are withdrawing. The withdrawal must be sent to the iLash & Aesthetics Pro Institute, 230 WEST WELLS STREET SUITE 214, MILWAUKEE WI 53203. You have the right to withdraw from a course of instruction at any time with a written notice of withdrawal made to the address of the school shown on the first page of this agreement. Be advised that the school may also make a constructive withdrawal of a student.

Students must maintain successful attendance.

Students will be expected to arrive no less than ten minutes before starting a class. If a student is late, it will be the Instructor's prerogative about whether the student may participate in the class. Students will be expected to register their time by clocking in and out using a time clock at the beginning of a class, for a 30-minute lunch break, and at the end of the class. Students clocking in after their scheduled start time or taking longer than a 30-minute lunch break will have 15 minutes deducted from their hours for every minute missed after each quarter-hour. In addition, students must call the school a minimum of 15 minutes before a scheduled start time and notify the school of each day of absence. Failure to abide by this requirement will result in a no-show or absence for the day. Students who have three or more unexcused absences in one month will receive a written warning notice and may be withdrawn depending on prior absences and their attendance percentage. Three or more written warnings will qualify a student for discharge. Students who have three or more no-shows or absences during their training will be dismissed without a doctor's note. During the Schloar phase (6 weeks) for Esthetician, three absences of any kind may result in discharge.

## PROBATION AND DISMISSAL

iLash & Aesthetics Pro Institute reserves the right to suspend or terminate any student whose conduct is deemed inappropriate and disruptive to instruction. Students will be expected to fully observe policies and rules of conduct of iLash & Aesthetics Pro Institute and all requirements of the W.I. Board of Barbering and Cosmetology. Such conduct includes excessive absences or tardiness; failure to maintain satisfactory progress; inappropriate behavior toward another student or staff member; failure to abide by school rules and regulations; failure to meet financial obligations; any other conduct deemed sufficiently disruptive of instruction so that, in the estimation of the Instructor, Associate Director, and Director, continued instruction is not a reasonable or constructive proposition.

Students suspended or terminated may request reinstatement in writing to the Director after thirty days. Decisions on reinstatement will be at the sole discretion of iLash & Aesthetics Pro Institute.

## Student Grievance/Complaint Procedure

The complaint procedure is provided to the student prior to enrollment. The procedure will outline the steps to file a complaint and will state that the complainant is required to try and resolve the problem through the schools' complaint process, prior to filing a complaint with the schools' accrediting agency. The school will maintain written records of all complaints filed through two complete accreditation cycles.

Procedure:

- A student, teacher or interested party may file a complaint against the school. The complaint must be in writing to the school owner/director and must outline the allegations or nature of the complaint. No adverse action will be taken against a student for filing a formal complaint.
- The school's complaint committee will meet within 21 calendar days of receipt of the complaint and review the allegations.
- If more information from the complainant is needed, a letter will be written outlining the additional information requested.
- If no further information is needed, the complaint committee will act on the allegations. A letter will be sent to the complainant within 15 calendar days stating the steps taken to correct the

problem, or information to show that the allegations were not warranted. The complainant is required to try and resolve the problem through the school's complaint process prior to filing a complaint with the State of Wisconsin, Department of Safety and Professional Services.

Department of Safety and Professional Services  
4822 Madison Yards Way  
Madison, WI 53705  
608-266-2112

#### Surety Bond

ILash & Aesthetic Pro Institute has a surety bond to ensure it can meet financial and economic considerations. Information regarding claims can be obtained through the records office or The Hartford Financial Services Group, Inc

Claims can be made [www.thehartford.com](http://www.thehartford.com)

The Hartford, One Hartford Plaza, Hartford, CT 06155, United States

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The conditions of this bond are:

- Fraud or misrepresentation by the school or specialty school.
- Violation of any state administrative rule, statute, or school policy relating to the licensing operation of a school or a specialty school.
- A student or enrollee's inability to complete the course or courses of instruction due to the school's or specialty school's failure to perform its contractual obligations to the student or enrollee.
- A student or enrollee being refused a tuition refund to which he/she is entitled.

A student may make a claim on the bond by contacting the Department of Safety and Professionals Services, 1400 E. Washington Ave., PO Box 8935, Madison, WI. 53703.

## Refund Policy

### Full Refund

A full refund of all monies paid by the student under the enrollment contract shall be made if: 1. You decide to cancel your enrollment by mailing or delivering a written notice to the iLash & Aesthetics Pro Institute within three business days of signing the enrollment contract. The postmark on your written notification will determine the cancellation date or the date it is delivered in person to the address above.

This policy applies regardless of whether or not you have started your training.

If you were accepted for enrollment but were unqualified for entrance.

If any written or the school made oral misrepresentations.

### Partial Refund

For all students whose enrollment ends before your first day of class, If you withdraw or are dismissed by the school before starting classes, all monies paid by the student under the enrollment contract shall be refunded except for the student kit, registration fee, and \$200.00 withdrawal fee.

For all students whose enrollment ends on or after your first day of class and before graduation:

1. By federal, state, and accrediting commission regulations, a refund/repayment calculation will be performed within 30 days of your termination to determine whether the school must return (refund) federal funds to the federal student aid program on your behalf; whether you must repay the federal government for a federal aid awarded to you which you received as a cash payment, but were not eligible for as a result of your termination, or whether you owe the school a balance for unpaid charges accrued during your enrollment.

2. Percentage of Enrollment Time means the number of class days elapsed from the start of the student's attendance until the student's last date of attendance divided by the total number of class days to complete the course of instruction.

3. Institutional charges are tuition, registration, and class/lab fees. Non-institutional charges are defined as, but not limited to, kit fee, sales tax, interest charges, etc.

4. A \$200.00 withdrawal/termination fee will be assessed to students whose enrollment has been terminated or who voluntarily withdrew.

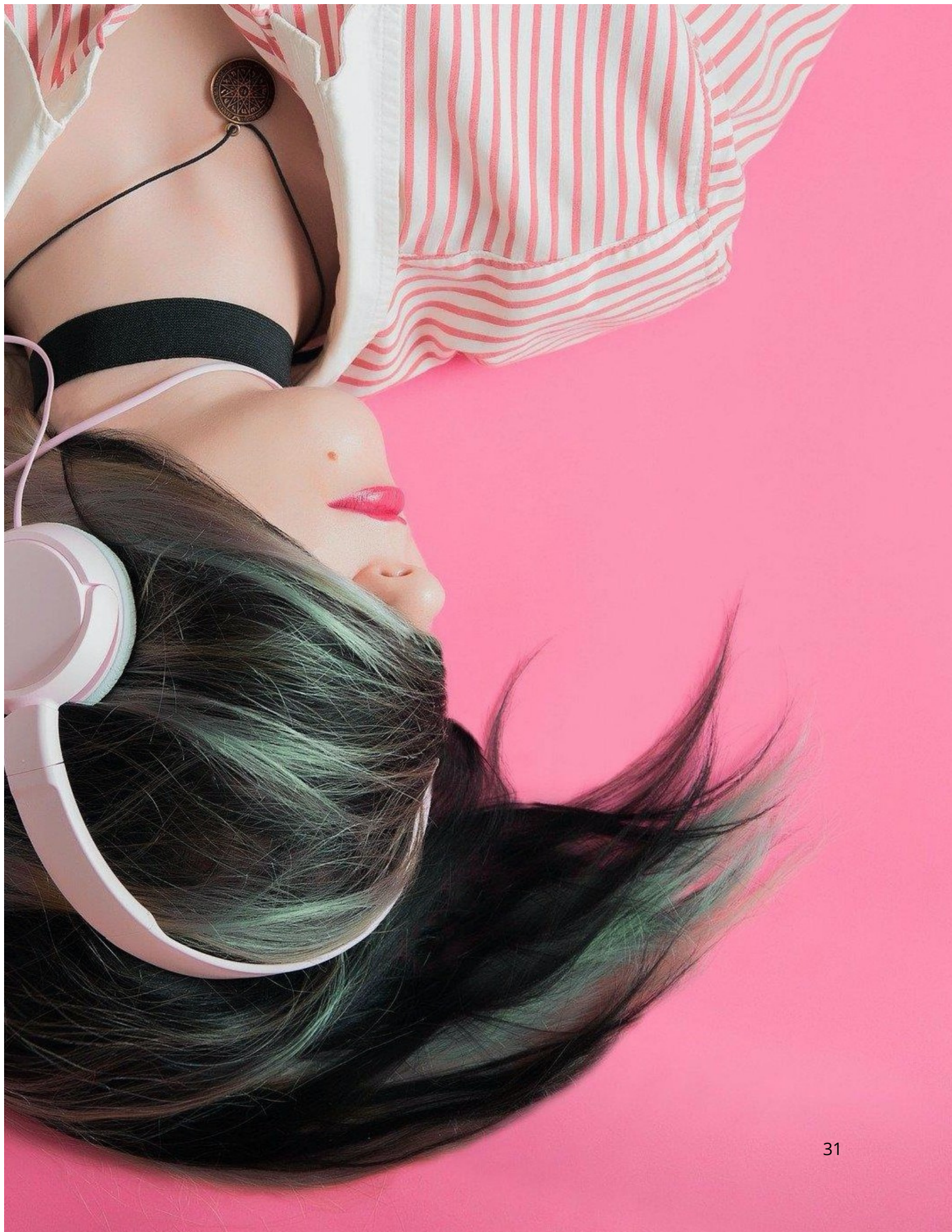


The calculation for Tuition Reimbursement

\*iLash & Aesthetics Pro Institute follows the State of Wisconsin's Administrative Code Refund Standards (SPS 62.07) as its refund policy.

\*NOTE: "PERCENTAGE OF ENROLLMENT TIME" means the time elapsed between the start of the student's attendance until the student's last day of physical attendance, divided by the total number of class days required to complete the course of instruction. Consequently, our refund policy is calculated based upon hours scheduled to complete from the last date of attendance and not actual hours completed from the last date of attendance.

Maximum Percentage of Total Cost of Course of Instruction May Be Charged	Percentage of Enrollment Time	
	Greater Than	Less Than or Equal to
20%	5%	0%
30%	10%	5%
40%	15%	10%
45%	25%	15%
70%	50%	25%
100%	100%	50%



## Clinic Floor Services

### Waxing

Brow \$5

Lip/chin \$5

Bikini \$20

Underarm \$10

Brazilian \$35

Back/Chest \$25

Half Leg \$25

Half Arm \$20

Full Leg \$35

Full Arm \$30

### Makeup

Lash application \$5

Basic makeup application \$30

### Facials

Express facial \$15

Basic facial \$30

Bro facial \$30

Dermaplaning facial \$35

Acne detox \$40

Vit C Brightening facial \$35

### Other Services

Body Scrubs \$40

Ear candling \$20

## ADDITIONAL INFORMATION WAXING SERVICES

Please allow 4-6 weeks of outgrowth before waxing services. Waxing may cause redness, swelling, sensitivity, irritation, and skin loss. It is recommended that you not tan within 24 hours before or after a wax service or wear makeup for 1-2 hours after any facial waxing. Suppose you have used any of the following topical products within 24 hours before the service. In that case, we will not proceed with Accutane, Retin-A, Alpha-Beta Hydroxy, or a chemical peel.

## SKIN SERVICES

Please refrain from shaving 24 hours before anybody's treatment or facial service. Exfoliations performed in these services may be irritating to freshly shaven skin.



# Contact Us

iLash & Aesthetics Pro Institute

[Admissions@ilashandaesthetics.com](mailto:Admissions@ilashandaesthetics.com)

[www.ilashandaesthetics.com](http://www.ilashandaesthetics.com)

230 Wells Street Suite 214, Milwaukee WI 53203

414-635-4300