



**UNITED COLLEGE
OF HEALTH AND BEAUTY**

UNITED COLLEGE OF HEALTH AND BEAUTY

**4219 South Broadway
Englewood, Colorado 80113
Phone: (303) 798-5555
Fax: (303) 703-1313
www.unitedcollegeofhealthandbeauty.com**

Volume 7, March 2018

**Approved and Regulated by the Colorado
Department of Higher Education,
Private Occupational School Board.**

Table of Contents

1. Mission Statement	Page 3
2. Purpose	Page 3
3. Objectives	Page 4
4. School History	Page 4
5. Non-Discrimination Policy	Page 5
6. Confidentiality	Page 5
7. Faculty and Staff	Page 5
8. Admission	Page 6
9. Admission Process	Page 6
10. Previous Education and Training	Page 7
11. Acceptance to United College of Health and Beauty	Page 7
12. Conduct	Page 8
13. Personal Appearance	Page 8
14. Drug & Alcohol Abuse Prevention	Page 9
15. Student Interaction	Page 9
16. Academic Freedoms/ Student Responsibilities	Page 9
17. Standards of Disciplinary Proceedings	Page 10
18. Facilities and Equipment	Page 10
19. Grievance Procedures	Page 10
20. Standards of Satisfactory Progress	Page 11
21. Grades	Page 11
22. Grade Scale	Page 11
23. Course Repetition	Page 11
24. Required Study Time	Page 11
25. Attendance/ Tardiness Policy	Page 12
26. Leave of Absence	Page 12
27. Makeup Standards	Page 12
28. Externship/ Clinical Education	Page 13
29. Withdrawing from United College	Page 13
30. Tuition and Fees Policy	Page 14
31. Tuition Refund Policy	Page 14
32. Transfer of Credits	Page 15
33. Suspension and Dismissal	Page 15
34. Certification, State Board, National Exam	Page 16
35. Graduation Requirements	Page 16
36. Placement Assistance	Page 16
37. Academic Calendar	Page 17
38. Changes in Programs or Policies	Page 17
39. Description of Programs Offered	Pages 18-33

Mission

United College of Health and Beauty promises to ensure that our students are prepared and possess the highest possible skill set and most desirable qualities in their chosen field to ensure their future success, through use of the most advanced teaching methods and technology available. United College of Health and Beauty promises our staff is dedicated to leading by passion and continually updating our programs and curriculum to keep up with the rapidly changing fields of health and beauty. United College of Health and Beauty is committed to living up to our mission statement as well as our organizational core values, as we instill them in our students for their continued lifelong success.

Purpose

United College of Health and Beauty, through its journey and involvement within the health and spa industry, understands what it takes to be successful. United College of Health and Beauty will incorporate this understanding throughout educational training programs and courses.

United College of Health and Beauty employs instructional methods based on adult learning theory, and clinical applications. We are committed to the development of each student's intellectual, analytical, and commitment to pursuing lifelong personal and professional development.

There are high expectations of proficiency, excellence, skills and professionalism in the fields our students will be entering, therefore a wide array of knowledge is necessary for them to customize service to the individual needs of each client or patient.

The vocational learning outcomes for our programs encompass codes of ethics and conduct, use of specialized equipment and products, and technical instruction pertaining to specialized treatments. As well as training in business and customer service skills, and sales techniques necessary for an entry level position in these industries.

All courses offered at United College of Health and Beauty exceed the state requirements for the number of hours dedicated to each subject. We believe this will benefit the students to accomplish training based on our philosophy and expertise.

Objectives

To fulfill our mission, United College of Health and Beauty is committed to achieving the following goals and objectives:

- Developing a stimulating and caring educational environment that will facilitate students' academic achievement and clinical competence.
- Engaging professional role models for all disciplines.
- Offering student opportunities which facilitate their success.
- Providing learning resources to enhance the students' academic and professional development.
- Provide educational opportunities that enable students to remain current in and across disciplines by offering advanced education.
- Assist students to reach their educational goals by providing them with the communication skills necessary to work successfully with clients, patients and other professionals.
- Prepare students for entry-level positions in their chosen profession by providing opportunities for the students to:
 - Demonstrate competencies in knowledge, skills, and attitudes for their chosen profession.
 - Develop caring, ethical, and professional behaviors.
 - Participate in diverse educational experiences in the health and beauty industry.
 - Interact with professional role models in selected health and beauty industry.
 - Display their ability through participation in services.

School History

United College of Health and Beauty was the brainchild and dream of Russian born Doctor Sofiya Pylova. Pylova who came to the US in 1997, was an acclaimed doctor in Moscow. After spending her early career working as leading practitioner, researcher and scientist, Pylova made the decision to pursue her love for the science behind the art of beauty when she started her new life here in the United States.

Pylova states, "When I was on that long flight coming here, I thought about what I would have done, had I not decided on medicine. I came to realization that I wanted to use science to create beauty, and I wanted to teach. Because of my experiences, I want to offer to others the one thing that no one can ever take away – education."

She began by becoming licensed as an aesthetician. In 2008 she and her husband and partner, Marty Sedig built Exquisite Salon and Spa in Littleton, but her love for education and desire to share her experience and expertise with others drove her to open Exquisite College of Health and Beauty in 2009. In late 2010, the school grew from a school of aesthetics and beauty, to include medical classes.

United College of Health and Beauty was the next step in their plan to expand the opportunities to a larger group, so in 2015 they renovated and opened a new campus, centrally located on Broadway in Englewood.

Non-Discrimination Policy

It is United College of Health and Beauty policy to conduct academic and business activities in a manner that is free from discrimination and to provide equal opportunity and treatment for students regardless of race, color, creed, religion, sex, age, origin, or disability.

Information pertaining to an applicant's disability is voluntary and confidential; if supplied, it will be used to overcome the effects of conditions that limit the participation of qualified disabled students.

Reasonable accommodations will be made on an individual basis. However, it is the responsibility of the person with disabilities to seek available assistance and make their needs known.

Confidentiality

United College of Health and Beauty complies with the Family Educational Rights and Privacy Act (FERPA) of 1974, which governs access to and release of information contained in student records. United College of Health and Beauty respects the confidentiality of student records and shall not release information without the written consent of the student or, if the student is a minor, his/her family.

Faculty and Staff

United College of Health and Beauty is proud of its carefully selected staff and faculty members who bring varied educational and professional experiences from their fields to the school. Many are involved on a day-to-day basis in their profession and contribute knowledge and skills that reflect the current trends and requirements of their respective fields.

Marty Sedig, Dean

Sofiya Pylova, Co-owner, Director

United College of Health and Beauty has an active advisory board comprised of qualified individuals who are working in the health and beauty fields. The function of the board is to keep United College of Health and Beauty programs current with innovation in the industry and to make recommendations regarding curriculum, equipment, and the clinical application.

Admission

United College of Health and Beauty is offering educational opportunities to anyone who has the interest, desire, and ability to pursue any program. United College of Health and Beauty seeks a wide range of information to evaluate applicants. This information included past and present academic performance, level of education, attitude, and ability to communicate with people.

United College of Health and Beauty seeks individuals who demonstrate qualities of scholarship, motivation, and commitment to academic, professional, and personal growth.

Qualified applicants are admitted in compliance with federal and state non-discrimination status and the Americans with Disabilities Act.

Each Program Director retains the rights to set applicant deadlines and limit the enrollment. Eligibility for professional licensure/registration may be restricted by Cosmetology licensing boards if a person has been convicted of a felony. If question arise, students should contact the Director of United College of Health and Beauty prior to the beginning of class.

Admission Process

All applicants must be a high school graduate or possess General Education Development Certificate (GED).

If applicant is currently enrolled in high school they must pass a qualifying interview with United College of Health and Beauty's Director.

Evidence of any high school graduation, original high school diploma/GED certification, or a college transcript showing the date of high school graduation must be presented to United College of Health and Beauty.

If applicants who attended high school/college in foreign countries are unable to produce the required documents, evidence may include certification from other official sources.

Listed below are the general and specific requirements that United College of Health and Beauty has established for admissions.

All Applicants Must:

- Complete an application for admission.
- Complete an informational interview.
- Submit all necessary educational documentation.
- Complete an Enrollment Agreement and make financial arrangement prior to admission.
- Applicant must sign waiver verifying all immunizations are up to date and that they are responsible for the up keep of their personal health.
- Applicants seeking credit for previous education, work experience, or training received at foreign educational institutions may need to be evaluated for U.S. equivalency by an approved evaluating agency.
- All applicants enrolling into Medical Assistant, Dental Assistant, Phlebotomy Technician, and Pharmacy Technician programs will be required to present a current background check prior to enrollment.

All courses are taught in English. Student must be able to speak, read, and write English fluently. No accommodations will be made for students that are not fluent in English.

Previous Education and Training

United College of Health and Beauty will consider awarding credit from accredited post secondary institutions or foreign training and experience. When evaluation is made of the student's transcript credits may be awarded for successfully completed courses. Transcripts from foreign institutions must meet the same criteria as domestic institutions, and must be translated.

United College of Health and Beauty will consider awarding credit for experiential learning (previous work experience). Equivalency to related course work may be determined by submission of supporting documentation such a job description, equipment use, work environment, verification of employment on the employer's letterhead, or other various forms or documentation verifying previous work experiences. Documentation will be evaluated by the Director of Education.

Students applying for credit in any of the categories must complete a "Credit for Previous Education" and Training, Work Experience, or "CLEP" form and submit official transcript, course descriptions, and other supporting documents.

Acceptance to United College of Health and Beauty

Upon completion of all admission requirements, United College of Health and Beauty administration will review the information and inform the applicant in writing whether they have been accepted for enrollment.

Postponement of Start Date

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

- a. Whether the postponement is for the convenience of the school or student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and applicable laws and rules concerning the Private Occupational Education Act of 1981.

Student Information

Conduct

In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job and therefore is a very important piece in maintaining academic standards of the school. Emphasis is continually placed on regular attendance, promptness, honesty, and attitude. Students will be held accountable for the following violations while on College property and during externships. There is no probation for violation of the code of conduct, unsatisfactory attendance or academic progress.

- All forms of dishonesty including cheating, forgery, alteration, and intent to defraud through falsification, or misuse of College documents.
- Theft, or deliberate destruction, damage, abuse of College property.
- Inappropriate or profane behavior that may cause a disruption of teaching, research, administration, or disciplinary proceedings, or other College or Spa activities.
- Disorderly, indecent, or obscene conduct.
- Physical, verbal, psychological abuse against a College, Spa or staff member, clients, or other students.
- The use of alcohol, or controlled substances, in United College of Health and Beauty.
- Condoning any act by another student that violates College policy. Any student witnessing such acts are required to report them to the proper authorities. Confidentiality and of the identity of the student reporting violations will be maintained.
- There is no smoking in United College of Health and Beauty buildings, classrooms, labs and clinical sites, other than in designated areas.
- Guests and children will not be permitted in any class, without prior permission from the instructor. Exception will be granted for assistants of disabled students.
- No food or drink (except water) is to be brought into any of the teaching/ laboratory areas.

A student committing any of the violations will receive written warning concerning the misconduct and receive disciplinary action up to and including immediate suspension or dismissal without re-admission.

Personal Appearance

Students are required to dress in assigned uniform. Professional appearance is as important as the development of professional skills. Students are expected to practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times. Administration and faculty are responsible for enforcing the dress code. Inappropriately dressed student will be sent home, and the time missed will be recorded as an absence.

Drug and Alcohol Abuse Prevention

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 101-690), and the Drug-Free Schools and Communities Act Amendments (Public Law 101-266), United College of Health and Beauty provides a drug and alcohol-free environment to each student.

Student Interaction

Student interaction is considered to be an important component of the academic experience at United College of Health and Beauty. Both the faculty and class organization are designed to encourage opportunities for student communication. Class assignments may include group work and cooperative learning activities. Students are encouraged to contact their instructors or Director of Education if they wish to start, or join, study or special interest groups.

Academic Freedoms and Student Responsibilities

The students accepted into the program have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is the access to an environment free from interference in the learning process.

- Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating process toward, and achievement of, course goals and objectives.
- Students will be treated in a manner which maintains their worth and dignity, be free from acts of threats of intimidation, harassment, insult, or aggression.
- Students will be free from the imposition of disciplinary sanctions without proper regard for due process.
- When confronted with injustices, students may seek redress through grievance procedures established in accordance with United College of Health and Beauty's non-discrimination policy.
- Students may take reasonable exception to the data or views offered in any course of study and may form their own judgment. But they are responsible for learning the academic content of any course they are enrolled in.
- Students will be given full disclosure and explanation of all fees and financial obligation to United College of Health and Beauty.
- Students have rights and responsibility to participate in course and instructor evaluations and give constructive criticism of the services provided by United College of Health and Beauty.
- Students have the rights to a quality education: quality programs, appropriate instructional methodologies and content; instructors who have sufficient educational qualifications, adequate materials, resources, and facilities to promote the practice and application of theory.
- Students have the responsibility to conduct themselves in a professional manner that complies with the Conduct Codes established by United College of Health and Beauty.
- Students are encouraged to apply creativity in their own learning process while striving for academic excellence. To share their knowledge and learning experience with fellow students in the greater learning and better practice of the future profession.

Standards of Disciplinary Proceeding

In developing responsible student conduct; disciplinary proceedings play a large role. Counseling and guidance will be offered to a student with minor disciplinary infractions. At the same time, United College of Health and Beauty has a duty and disciplinary powers to protect their purpose by setting standards of conduct for students. The administration of discipline must guarantee procedural fairness to accused student.

Facilities and Equipment

United College of Health and Beauty is located on Broadway, in Englewood, Colorado. Our 3000 square foot, free standing building was originally built around 1900, with additions done in 1979 and a complete remodel to turn it into the campus it is today in 2015.

The 2015 renovations included the creation of classrooms, a library, laboratories and meeting spaces. Along with United's campus, a unique partnership with Exquisite Salon and Spa, a full service salon and spa located just 3 miles away, with dedicated space for our students, provides the opportunity for them to practice vital, career skills and to receive additional tutoring and practical, hands on experience to support class work in academic and lab subjects, in a real working environment and around seasoned professionals.

United College of Health and Beauty, and its satellite labs at Exquisite Salon and Spa, provide students with the most up to date equipment, materials and supplies available for demonstrations, use and operation of professional equipment and practice of techniques necessary to build a student's knowledge and skill set.

Grievance Procedures: Problem Resolution, Student Complaints

Many questions or concerns that students may have can be resolved simply through discussion. Students with concerns should observe the following steps in seeking a resolution:

- Talk with the appropriate Instructor
- Talk to United College of Health and Beauty's Director / Director of Education .
- Attempting to resolve any issue with the school first, is strongly encouraged. Student Complaints may be brought to the attention of the Division of Private Occupational Schools online at <http://higher.ed.colorado.gov/dpos> or by calling (303)862-3001. There is a two year statute of limitations from student's late date of attendance for a student to file a complaint with the Division.

Academic Information

Standards of Satisfactory Progress

A student's performance in each course listed in catalog will be considered in the evaluation of the student's progress. The timeframe for completion of may not exceed more than 150% of the total program length. A student must meet the following minimum standards of academic and manual skills achievement while enrolled at United College of Health and Beauty.

On the first day of class, students will be administered a pretest so teachers can have an understanding on previous knowledge. Every chapter will include a final chapter test in which staff will use to inform students of their academic progress. Tests will be graded by the following two days, and a passing score for all tests is a 70% or higher. At the end of the program, each student will be required to pass a final in order to receive documentation for licensing or certification.

All students must successfully complete a program with grade point average (GPA) of 3.0 or higher.

The benchmarks that are used for evaluating student progress and what grade or level of work the school requires will be the pretest, chapter tests, and the final exam.

Pass/Fail Grades

Grades will be determined by the benchmarks received and reported accordingly. Grades are given for assignments, class participation, tests, lab, and development of techniques. All grades are: Pass/Fail, with a passing score being a 70% or 3.0 GPA or higher. If a student does not complete a test assignment on the scheduled day, it may be retaken with the grade reduced by 5 points. Instructors at United College of Health and Beauty reserve the right to request that a student repeat an assignment, test, or lab if they received a failing score/grade. The re-take must be taken within two weeks of the original date of the test.

College maintains confidential grades for each student. All graduates will receive an official transcript of grades for all courses.

Grade Scale

- A- 90% - 100%
- B- 80% - 89%
- C- 70% - 79%
- D- 60% - 69%
- F- 0% - 59%

Course Repetition

A student receiving a letter grade of "F" in any academic course will be allowed to repeat that course one time only. If a student achieves a grade of "D" or better for one course during this single repeat, the new grade will replace the original grade of "F" on the student's official transcript. Any student receiving a second letter grade of "F" in any academic course will be terminated.

Satisfactory progress standards apply to all students enrolled in any program.

Required Study Time

Outside study, apart from regular classroom work is required to successfully complete the required course assignments. The amount of time will vary according to the individual student's abilities and assignment. All assignments must be turned in at the designated time. Students are responsible for reading and study materials issued by the instructors. Students study time does not apply to their hours.

Attendance/ Tardiness Policy

United College of Health and Beauty Students are expected to attend classes consistently. Classroom attendance is the most necessary and important means of learning and, in many classes, is essential to the educational objectives of the course. All classes will have attendance as a portion of their grade, as participation is a requirement and is not possible without consistent attendance.

It is each students' responsibility to review all attendance policies and ask questions if needed. All students will have timesheets that need to be filled out before and after every class. Signed timesheets will be submitted monthly and kept in their file in order to uphold attendance policies. All hours logged on timesheets must be performed at the school, and will include hours spent filling out the workbook, answering tests, and hands on activities. All chapter reading needs to be done at home and completed before the deadline in class.

A students' failure to comply with these policies and procedures will result administrative consequences. The director will have a meeting with the student and further action will be taken if needed.

The United College of Health and Beauty attendance policies conform to Federal and State regulations.

The specific requirements for attendance are:

- If a student misses over 20% of the total hours per course, they must repeat the course unless they have a grade of "C" or better.
- Students who are absent from United College of Health and Beauty twenty consecutive calendar days will be terminated from the program.
- Students dismissed due to attendance may be readmitted one time only (there is not a charge) at the discretion of the Director of Education or Director of College and no sooner than the beginning of the next grading period.
- Any student arriving late for the class/ lab or leaving early is considered tardy. Tardiness exceeding thirty minutes from the start of class, is considered an unexcused tardy and the student will not be permitted to attend class on that day.
- Tardiness is a disruption of the learning environment and is discouraged. Students who are not in attendance for at least 50% of any daily scheduled class will be considered absent for the class.

- Faculty members may drop students who fail to attend class during the first week of the semester. However, students should not presume that they will be dropped by the faculty member. Students who have registered for a class, but never attended, should verify whether or not they are officially enrolled. It is the student's responsibility to withdraw officially from the class.

- Students may have a valid reason to miss a class. When any of the following reasons directly conflict with class meeting times, students are responsible for informing faculty members of the reason for the absence and for arranging to make up missed assignments, tests, quizzes, and class work insofar as this is possible. Excused absences include, but are not limited to:

Leave Of Absence

In case of serious medical condition or short-term military obligation, a student may apply for a leave of absence. The Education Director and Director of United College of Health and Beauty must approve the request.

- Any LOA must be requested in writing with supportive documentation attached.
- Any LOA may not exceed sixty calendar days.
- A student may take only one LOA during any 12-month period.
- If a student fails to return to class on the scheduled date they will be dropped from the program.

Make-Up Standards

Students are encouraged to be in class every day and on time. It is the student's responsibility to learn the material covered while absent and to see that all missed work is made up in compliance with United College of Health and Beauty guidelines.

Hours of make-up work cannot be accepted as hours of class attendance. If testing procedure is missed, there will be deduction of 5 points on the make-up test.

Externship/Internship

The final phase for some programs is an externship, or clinical experience, that is typically without compensation. Students will be placed in the facilities to continue education under direct supervision of clinical professionals, a designated school instructor with appropriate qualifications. For any extra details regarding what programs this is offered with, please see curriculum programs.

- All externships or clinical sites are carefully selected based on an evaluation of personnel, facilities, location, availability, and type of learning experience provided.
- During externship/ clinical training, students are expected to perform in an ethical, professional manner, and to assist the professional in all areas appropriate to the scope of practice.
- The student may arrange the days and times of the clinical training with the written permission from the Director of Education or the Director of United College of Health and Beauty. If a student is absent from externship, both site and United College of Health and Beauty must be notified.

- Clinical facility will submit evaluations of the student's performance based on the standards set by United College of Health and Beauty. Student must complete satisfactory externship assignment and submit an approved verification of the time completed in order to graduate.
- Failing the externship or demonstrating unprofessional or unethical behavior can result in failure to graduate.

Withdrawing from United College of Health and Beauty

Conditions or circumstances beyond control of the student and United College of Health and Beauty may require that a student withdraw from United College of Health and Beauty. A student may voluntarily terminate at any time upon written notification to United College of Hair and Beauty. Students who determine the need to withdraw must complete the following steps:

- Meet with or give written notice of intent to withdraw to the Director of Education. United College of Health and Beauty will make every effort to assist a student in continuing their education whenever possible.
- Meet with the financial aid and discuss financial obligation/loan repayment to United College of Health and Beauty.
- The official date of withdrawal will be determined as follows:
 - a. The date on which the school receives notice of the student's intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides for termination.
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
- Refunds will be disbursed within 30 days. Students who withdraw their entire program will receive refunds as described in the refund policy.

Tuition and Fees Policy

Please refer to the "Description of Programs Offered" in the program catalog for the current tuition and fees. Tuition and fees will vary depending on the course. Tuition payment plans are therefore tailored to the individual student's needs. The student is responsible for the purchase of necessary textbooks and supplies. All students must provide a deposit of 10% of total course cost on the starting date of class. If monthly payment arrangements have been made payments are due on the 1st of each month. Tuition must be paid for in full by the end of the course. It is the responsibility of the student to have tuition payments in by the due date. The office does not send out invoices. If tuition is more than one week late a late fee of \$25 will be charged to the student.

Prior to enrolling at the United College of Health and Beauty all applicants are encouraged to explore the availability of financial aid/ student loan through state agencies/ financial institutions. Students who receive loans must realize their responsibility to repay the full amount of the loan, plus interest.

Tuition Rates do not included additional tools and materials that may be required. Course curriculums will specify all additional costs please refer to the "Description of Programs Offered" in the program catalog section for the current tuition and fees.

Tuition Refund Policy

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price which ever is less. In the case of students withdrawing after commencement of classes, the school will retain the cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended (*if training is offered as distance education*: "based on the percentage of number of lessons completed")* in the Program/Stand Alone Course, as described in the table below. The refund is based on the official date of termination or withdrawal.

Refund Table

Student is entitled to upon withdrawal/termination*	Refund
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% [if paid in full, cancellation charge is not applicable]	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the school receives notice of the student's intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides for termination.

c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.

3. The student will receive a full refund of tuition & fees paid if the school discontinues a course/ program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.

4. The policy for granting credit for previous training shall not impact the refund policy.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Transfer of Credit

United College of Health and Beauty does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution.

Suspension and Dismissal

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. United College of Health and Beauty reserves the right to suspend or dismiss any student who:

- Exhibit conduct, which is found by the administration to be detrimental to fellow students, other individuals, the community, or United College of Health and Beauty.
- Fails to maintain satisfactory academic progress.
- Fails to meet attendance standards, or financial obligation to United College of Health and Beauty.

Certification, State Board, National Exam

National Certification and Licensing Examination are the individual student's responsibility.

All graduates of the different cosmetology programs will be eligible to sit for the State Licensure Examination offered by the Colorado Office of Barber and Cosmetology.

Beginning April 1, 2009 all graduates must apply for professional certification through the Colorado Department of Regulatory Agencies (DORA).

Students should be aware that all test fees are at their expense.

United College of Health and Beauty will provide accurate information on test dates and fees for examination. No student is automatically licensed in any way upon completion of the program.

As of December 2009, the Colorado State Board does not require any additional certification or testing for any of the medical programs offered by United College of Health and Beauty. Graduates of these programs will be prepared enter into the fields they have studied.

Graduation Requirements

To be eligible to graduate a student must:

- Complete all requirements for the programs of study and attain a GPA of 2.0 or better.
- Return all property belonging to United College of Health and Beauty.
- Fulfill all financial obligations to United College of Health and Beauty prior to graduation.

Placement Assistance

The United College of Health and Beauty will offer placement assistance in the form of resume preparation, practice interviews, and lessons on professional conduct in the workplace to help facilitate job placement. For students in the Cosmetology, Aesthetician, Nail Technician, Massage Therapist, Hair Stylist, Permanent Make-up and/or Hair Extension programs we may offer a position in Exquisite Salon and Spa.

Academic Calendar

Day-time Classes: Monday – Friday 9:00 am -1:00 pm

Evening Classes: Monday – Friday 4:30 pm - 8:30 pm

Classes will not be held on the following holidays:

- New Years Eve
- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas (12 days)

United College of Health and Beauty has open enrollment throughout the calendar year. There are no late enrollments since The United College of Health and Beauty accepts students throughout the year. Each program offered at The United College of Health and Beauty starts and ends based on the enrollment date and the length of the program. Start dates will vary depending on the course and the student.

Changes in Programs or Policies

The United College of Health and Beauty has the right, at its discretion to make reasonable changes in program content, materials, schedules, sequences of the courses in programs where deemed necessary due to the industry changes, academic scheduling, or professional requirements.

United College of Health and Beauty is required to make changes in programs or policies when ongoing federal, state, or accrediting changes take place that affect the students currently in attendance.

Description of Programs Offered

ESTHETICIAN PROGRAM CURRICULUM (640 HRS – 21.33 CREDIT HOURS)

The curriculum of the Esthetician Program includes six hundred and forty (640) contact hours or 21.33 credits of technical instruction and practical operations covering all aspects of aesthetics. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person.

Total length of program 42 weeks

ESTHETICIAN PROGRAM OBJECTIVES:

- To successfully acquire the knowledge of the Laws and Rules regulating Colorado Cosmetology Establishment practice;
- To successfully acquire the knowledge of disinfections and sterilization procedures;
- To successfully acquire knowledge of the general theory relative to an Aesthetician, including but not limited to anatomy, physiology, chemistry, and theory relative to practical procedures performed;
- To successfully acquire business management techniques which are common to the Aesthetician

ESTHETICIAN PROGRAM TUITION AND FEES:

Tuition =	= \$6,500
Registration Fee	= \$50
Kit Fee (Included book and uniform) =	\$500
<hr/>	
TOTAL	= \$7,050

Courses Description	Credit Hours	Clock/Contact Hours
Facials and Skin Care	7	210
Facial Makeup	1	30
Hair Removal	3	90
Law, Rules, and Regulations	1	30
Management, Ethics, Interpersonal Skills & Salesmanship	1	30
Disinfection, Cleaning and Safe Work Practices	7	210
Externship	1.3	40
Total	21.33	640

* United College of Health and Beauty partners with Exquisite Salon and Spa to offer an Aesthetics externships/internships.

NAIL TECHNICIAN PROGRAM (640 Hours – 21.33 Credits)

The Curriculum of the Nail Technician Program includes six hundred and forty (640) Contact hours or 21.33 Credits of technical instructions and practical operations covering all practice of a Manicuring / Pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person

Total program length: 42 weeks

NAIL TECHNICIAN PROGRAM OBJECTIVES:

- To successfully acquire the knowledge of the Laws and Rules regulating Colorado Cosmetology Establishment practice;
- To successfully acquire the knowledge of disinfections and sterilization procedures;
- To successfully acquire knowledge of the general theory relative to Nail Technician, including Anatomy, physiology, chemistry, and theory relative to practical procedures performed;
- To successfully acquire business management techniques which are common to the Nail Technician

NAIL TECHNICIAN PROGRAM TUITION AND FEES:

Tuition = \$3,550

Registration Fee = \$50

Kit Fee (Included book and uniform) = \$500

TOTAL = \$4,100

Courses Description	Credit Hours	Clock/Contact Hours
Manicuring and Pedicuring	7	210
Application of Artificial Nails	5	150
Law, Rules, and Regulations	1	30
Management, Ethics, Interpersonal Skills & Salesmanship	1	30
Disinfection, Cleaning & Safe Work	6	180

Registration Fee = \$50

Kit Fee (Included book and uniform) = \$1,200

TOTAL = \$10,050

Courses Description	Credit Hours	Clock/Contact Hours
1. Shampooing, Rinsing & Conditioning	2	60
2. Hair Coloring or Hair Tinting & Bleaching	8	240
3. Hair Cutting	8	240
4. Hair Styling	7	210
5. Chemical Texture Services	4	120
6. Laws Rules and Regulations	1	30
7. Management, Ethics, Interpersonal Skills & Salesmanship	1	30
8. Disinfection, Sanitation, and Safe Work Practices	9	270
Externship/Internship*	1.3	40
TOTAL	41.3	1240

* United College of Health and Beauty partners with Exquisite Salon and Spa to offer a Hair Styling externships/internships.

FULL COSMETOLOGIST

(1540 Hours -- 51.33 Credit Hours)

FULL COSMETOLOGIST COURSE OBJECTIVES

The objective of the Full Cosmetologist Program is to prepare the student by providing the occupation education, training and skills for entry-level employment opportunity or advanced-level employment opportunity and/or continuing education credit required for a renewal of license.

Total program length: 104 weeks

Subject Area	Credit Hours	Clock/ Contact Hours
Scalp Care (Shampoo, rinsing & conditioning)	1.3	50
Hair Coloring or Hair Tinting & Bleaching	6.6	200
Haircutting	6.5	200
Hair Styling	5.8	175
Chemical Texture Services	3.5	100
Manicuring & Pedicuring	5.8	175
Application of Artificial Nails	4.2	125
Facials & Skin Care	5.8	175
Hair Removal	2.5	75
Law, Rules, and Regulations	1	25
Management, Ethics, Interpersonal skills & Salesmanship	1	25
Disinfection, Cleaning, & Safe Work Practices	5	150
Externship	1.3	40
Total	51.3	1540

FULL COSMETOLOGIST TUITION AND FEES

Tuition = = \$14,995
Registration Fee = \$50
Kit Fee (Included book and uniform) = \$1,800

TOTAL = \$16,845

*United College of Health and Beauty partners with Exquisite Salon and Spa to offer a Full Cosmetology externships/internships.

PERMANENT MAKE-UP (132 Hours)

PERMANENT MAKE-UP COURSE OBJECTIVES

The objective of the Permanent Make-Up program is to prepare the student by providing the occupational education, training and skills for an entry level employment in the field of permanent make-up application. Students will also be prepared for advanced level employment opportunity and or continuing education credits required for renewal of a license.

Total program length: 8 weeks

PERMANENT MAKE-UP TUITION AND FEES

Tuition =	= \$3,950
Registration Fee	= \$50
Kit Fee (Included book and uniform)	= \$n/a
<hr/>	
TOTAL	= \$4,000

Course Description	Theory Hrs	Lab Hrs	Total Hrs
1. Cleaning, Disinfection, Sterilization, and Safety	3	9	12
2. Skin Analysis	2	6	8
3. Equipment and Supplies	2	6	8
4. Color Therapy and Effects	8	24	32
5. Client Consultation	2	6	8
6. Application of Pigment	16	48	64
TOTALS:	33	99	132

MASSAGE THERAPIST PROGRAM (725 Hours)

The curriculum of the Massage Therapist Program includes seven hundred and twenty five (725) Contact Hours or 24 Credits of technical instruction and practical operations covering all aspects of massage therapy. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person.

Total program length: 36 weeks

MASSAGE THERAPIST PROGRAM OBJECTIVES:

- To successfully acquire the knowledge of the Laws and Rules regulating Colorado Department of Regulatory Agencies, Health Services Section;
- To successfully acquire knowledge of the general theory relative to massage, including but not limited to anatomy, physiology, chemistry, and theory relative to practical procedures performed;
- To successfully acquire business management techniques which are common to the massage therapy field.

MASSAGE THERAPIST PROGRAM TUITION AND FEES:

Tuition = \$5,600
 Registration Fee = \$50
 Kit Fee (Included book and uniform) = \$500

TOTAL = \$6,150

Courses Description	Theory Hrs	Lab Hrs	Total Hrs
1. Professional Image	6	24	30
2. Anatomy and Physiology	15	60	75
3. Swedish Massage	16	64	80
4. Deep Tissue Massage	24	96	120
5. Neuromuscular Theory	8	32	40
6. Sports Massage	12	48	60
7. Integrative Massage	12	48	60
8. Palpation	24	96	120
9. Aroma Therapy	12	48	60
10. Management, Ethics, Interpersonal Skills & Sales Course	8	32	40
11. Externship/Internship*		40	40
TOTAL	145	580	725

*United College of Health and Beauty partners with Exquisite Salon and Spa to offer a Massage Therapy externships/internships.

MEDICAL ASSISTANT PROGRAM (600 Hours)

MEDICAL ASSISTANT COURSE

The objective of the Medical Assistant Program is to prepare the student by providing the occupational education, training, and skills for an entry-level employment opportunity in general medical assisting. Students will be provided with the knowledge; skills and work habits required for the entry level position in medical assisting.

Total program length: 37 weeks

MEDICAL ASSISTANT PROGRAM TUITION AND FEES

Tuition = \$6,500
 Registration Fee = \$50
 Kit Fee (Included book and uniform) = \$n/a

TOTAL = \$6,550

Course Description	Theory Hrs	Lab Hrs	Total Hrs
1. Intro to Medical Assisting and Health Professions	10		10
2. The Therapeutic Approach	30		30
3. Responsible Medical Practice	30		30
4. Integrated Administrative Procedures	60	10	70
5. Managing Facility Finances	40		40
6. Integrated Clinical Procedures	20	20	40
7. Assisting with Specialty Examinations and Procedures	20	20	40
8. Advanced Techniques and Procedures	60	20	80
9. Laboratory Procedures	40	20	60
10. Office and Human Resource Management	20		20
11. Entry into the Profession	10	10	20
12. Externship/Internship		160	160
TOTAL	340	260	600

DENTAL ASSISTANT (600 Hours)

DENTAL ASSISTANT COURSE OBJECTIVES

The objective of the Dental Assistant Program is to prepare the student by providing the occupational education, training and skills for an entry-level employment opportunity in general dental assisting. Student will be provided with the knowledge; technical skills and work habits required for an entry level position in the dental assistant field.

Total program length: 37 weeks

DENTAL ASSISTANT TUITION AND FEES

Tuition = = \$3,500

Registration Fee = \$50

Kit Fee (Included book and uniform) = \$n/a

TOTAL = \$3,550

Course Description	Theory Hrs	Lab Hrs	Total Hrs
1. Intro to Dental Sciences and Dental Professions	20		20
2. Dental Practice Management	20		20
3. Infection Control, Universal Precautions	20	10	30
4. Preventive Dentistry	15	15	30
5. Human Anatomy & Physiology Review	20	10	30
6. Oral Anatomy and Pathology	16	14	30
7. Pre-clinical Skills	30	30	60
8. Dental Instrumentation	10	12	22
9. Dental Roentgenography	15	15	30
10. Clinical Skills/ Chair side Assistance	50	50	100
11. Restorative and Laboratory Techniques	20	20	40
12. Emergencies in the Dental Office	10		10
13. CPR/First Aid	4	4	8
14. Clinical Practicum		160	160
TOTAL	250	350	600

PHLEBOTOMY TECHNICIAN (98 Hours)

PHLEBOTOMY TECHNICIAN COURSE OBJECTIVES

The objective of the Phlebotomy Technician Program is to prepare the student by providing the occupational education, training and skills an entry-level employment opportunity for the phlebotomists in all aspects of phlebotomy.

Total program length: 8 weeks

PHLEBOTOMY TECHNICIAN COURSE TUITION AND FEES

Tuition =	= \$1,200
Registration Fee	= \$50
Kit Fee (Included book and uniform)	= \$n/a

TOTAL	= \$1,250
--------------	------------------

Course Description	Theory Hrs	Lab Hrs	Total Hrs
1. Health Care Setting	6	1	7
2. Overview of the Human Body	6	2	8
3. Blood Collection Procedures and Equipment	12	5	17
4. Special Procedures, Point of Care, Non-blood specimen test and LIS	12	4	16
TOTAL	86	12	98

PHARMACY TECHNICIAN

(500 Hours)

PHARMACY TECHNICIAN COURSE OBJECTIVES

The objective of the Pharmacy Technician Program is to prepare the student by providing the occupational education, training and skills for an entry level employment opportunity in the fields of pharmacology and pharmacy operation.

Total program length: 36 weeks

PHARMACY TECHNICIAN TUITION AND FEES

Tuition = = \$3,500

Registration Fee = \$50

Kit Fee (Included book and uniform) = \$n/a

TOTAL = \$3,550

Course Program	Theory Hrs.	Lab Hrs.	Total Hrs.
1. Fundamentals of Pharmacy Technician	40		40
2. Basic Anatomy, Physiology and Medical Terminology	20	10	30
3. Infection Control and Standard Precautions	10	10	20
4. Applied Pharmacology	80	20	100
5. Pharmacy Math, Calculation	20	20	40
6. Pharmacy Practice, Operation and Management	40	20	60
7. Pharmaceutical Compounding	10	10	20
8. Institutional Pharmacy	30	10	40
9. Non- Prescription Drugs and Devices	20		20
10. Clinical Practicum		140	
TOTAL	260	240	500

STAND ALONE COURSES

COSMETIC RESURFACING EXFOLIATION

COSMETIC RESURFACING EXFOLIATION COURSE OBJECTIVES

The objective of the Cosmetic Resurfacing Exfoliation Program is to prepare the student by providing the occupational education, training and skills for an advanced level employment opportunity in the fields of aesthetics and full cosmetology.

Total program length: 24 Hours

COSMETIC RESURFACING EXFOLIATION TUITION AND FEES

Tuition = = \$960

TOTAL = \$960

Course Program	Contact Hours
1. Skin Analysis, Conditions, Contraindications, and Aftercare	8
2. Product Ingredients of Cosmetic Resurfacing Exfoliating Substances	8
3. Chemical Peel Treatment Procedures and Treatment of Reactions	8
TOTAL	24

MICRODERMABRASION

MICRODERMABRASION COURSE OBJECTIVES

The objective of the Microdermabrasion Program is to prepare the student by providing the occupational education, training and skills for an advanced level employment opportunity in the fields of aesthetics and full cosmetology.

Total program length: 14 Hours

MICRODERMABRASION TUITION AND FEES

Tuition = = \$560

TOTAL = \$560

Course Program	Contact Hours
1. Skin	1
2. Skin Type/ Conditions	1
3. Microexfoliation	2
4. Treatment Procedures	5
5. Cleaning, Disinfection, Sterilization, and Safety	2
6. Law, Rules, and Regulations,	1
7. Salesmanship	1
8. Occupational Safety and Health	1
TOTAL	14

ELECTRIC FILES

ELECTRIC FILES COURSE OBJECTIVES

The objective of the Electric Files Program is to prepare the student by providing the occupational education, training and skills for an advanced level employment opportunity in the fields of nail technician and full cosmetology.

Total program length: 8 Hours

ELECTRIC FILES TUITION AND FEES

Tuition = = \$320

TOTAL = \$320

Course Program	Contact Hours
1. Cleaning and Disinfection	2.5
2. Client Protection During Filing	1
3. Bit Selection and Use	0.5
4. Machine Specifications and Uses	0.5
5. Natural Nail Procedures	0.5
6. Artificial Enhancements	2
7. Pedicure Procedures	1
TOTAL	8

HAIR REMOVAL BY WAXING

HAIR REMOVAL BY WAXING COURSE OBJECTIVES

The objective of the Hair Removal by Waxing Program is to prepare the student by providing the occupational education, training and skills for an advanced level employment opportunity in the field of nail technician.

Total program length: 6 Hours

ELECTRIC FILES TUITION AND FEES

Tuition = = \$320

TOTAL = \$320

Course Program	Contact Hours
1. Skin Histology -Anatomy of Skin -Functions of Skin -Disorders of Skin	1
2. Client Safety and Protection -Client Consultation -Contraindications of Hair Removal: -Minor Contraindications: sensitive skin, sunburn, pustules and papules, chemical peels, botox or collagen injection, surgery -Major Contraindications: Retin-A, Renova, Hydroquinone, blood-thinning medications, topical or cortisone medication, Accutane -Release Forms -Product Testing	1
3. Types of Products for Hair Removal & Application -Tweezing -Depilatories -Waxing: Sugaring, Hard and Soft Waxes	3
4. Disinfection, Sanitation, State Rules & Safe Work Practices	1
TOTAL	6

United College of Health and Beauty

**4219 South Broadway
Englewood, Colorado 80113**

Phone: (303) 798-5555

Fax: (303) 703-1313

www.UnitedCollegeOfHealthAndBeauty.com