



**UNITED COLLEGE
OF HEALTH AND BEAUTY**

UNITED COLLEGE OF HEALTH AND BEAUTY

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**Catalog
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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. Student Records Retention Policy	Page 7
13. Conduct	Page 8
14. Personal Appearance	Page 8
15. Drug & Alcohol Abuse Prevention	Page 8
16. Student Interaction	Page 9
17. Academic Freedoms/ Student Responsibilities	Page 9
18. Standards of Disciplinary Proceedings	Page 10
19. Facilities and Equipment	Page 10
20. Grievance Procedures	Page 10
21. Standards of Satisfactory Progress and Grading	Page 11
22. Grade Scale and Conversion to GPA	Page 11
23. Course Repetition	Page 12
24. Required Study Time And Learning Resource System	Page 12
25. Attendance/ Tardiness Policy	Page 13
26. Leave of Absence	Page 13
27. Makeup Standards	Page 14
28. Externship/ Clinical Education	Page 14
29. Withdrawing from United College	Page 14
30. Tuition and Fees Policy	Page 15
31. Tuition Refund Policy	Page 15
32. Transfer of Credits	Page 16
33. Suspension and Dismissal	Page 16
34. Certification, State Board, National Exam	Page 17
35. Graduation Requirements	Page 17
36. Placement Assistance	Page 17
37. Academic Calendar	Page 18
38. Changes in Programs or Policies	Page 18
39. Description of Programs Offered	Pages 19-32

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, beauty and spa industry, understands what it takes to be successful, and incorporates this understanding throughout its educational courses and training programs.

United College of Health and Beauty employs instructional methods based on adult learning theory, and clinical applications to fulfill our commitment to each student's intellectual and analytical growth. Our educational strategies are well thought out and presented with the hope that these methods will instill, in our graduates, a dedication to pursuing lifelong personal and professional development.

There are high expectations, and standards, of proficiency and excellence, both in the skills and professionalism in the fields our graduates will be entering, therefore a wide array of knowledge is necessary for them to customize and personalize service for the people they will work with through the course of their careers. The vocational training received through our programs encompass codes of ethics and conduct, training in basic business theory, sales and customer service; As well as practice with the use of specialized equipment and products, technical instruction and hands on clinical experience. This combination of education through both theory and practice enables our students to reach beyond the courses' learning outcomes, instilling confidence and competence in our graduates and truly preparing them to secure and maintain employment in their chosen field. All courses offered at United College of Health and Beauty meet or exceed the state of Colorado requirements for the number of hours necessary for certification, or licensure, in the program's title.

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

Applicant must be 17 years or older and have graduated from high school or have a General Education Diploma (GED)

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

Applicant must submit his Driver's License or another government-issued picture ID and Social Security Card.

Background check through CBI, at student's expense (Where Applicable)

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 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:

- Complete an application for admission.
- Complete an informational interview with a United College Of Health and Beauty Representative.
- Submit all necessary educational documentation.
- Complete an Enrollment Agreement and make financial arrangements 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. (Where Applicable.)
- Applicants seeking credit for previous education, work experience, or training received at foreign educational institutions may need to be evaluated for United States equivalency by an approved evaluating agency.
- All applicants enrolling in and medical, dental or massage programs will be required to present a current background check (CBI), at student's expense, 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.

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 during a scheduled interview 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 RECORDS RETENTION POLICY

- United College of Health and Beauty maintains a permanent educational record for all students that consists of all admissions, academic, and financial records and information upon which a student's enrollment is based. These records are kept both physically and electronically, and secured against loss or damage through security measures and the use of an offsite server.
- UCHB maintains a permanent digital official transcript for all formerly enrolled students, including graduates and terminated or withdrawn student. The transcript includes the –program of study, the date of program entry, date of graduation/termination/withdrawal, the clock or credit hours and grades earned.
- An official transcript is available to students upon request.

CONDUCT

In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job and therefore maintaining academic standards is critical. 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. 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.

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 PROCEEDINGS

In developing responsible student conduct; 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 location 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://higherred.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.

STANDARDS OF SATSIFACTORY PROGRESS AND GRADING

United College of Health and Beauty maintains a policy and process to assess student academic progress throughout the program, via test scores and grading of practical skills.

UCHB informs students of their academic progress at established and program specific intervals.

UCHB establishes cumulative 70% average grade requirement at specific intervals throughout each program based on the curriculum examinations, which are determined either by chapter, module, unit or other means of delineation in theoretical and/or practical skills, as reflected on the "Grade Record" section in the Official Student Transcript. The specific intervals are determined by the program length and length of time that materials are presented, through mastery of skills/information, with average time periods being available either in the program curriculum, or available from the individual program instructor.

United College of Health and Beauty requires that students attain a minimum cumulative grade average of 70% in order to be eligible for graduation.

At each interval of assessment, UCHB determines the likelihood that the student will be able to attain the minimum cumulative grade average required for graduation through averaging the total scores attained.

In those instances when United College of Health and Beauty determines that a student has not met minimum cumulative grade average requirements, the student may be placed on academic probation or terminated, based on the school's policy.

GRADE SCALE AND CONVERSION TO GPA

70% cumulative grade average is the equivalent of 2.0 in GPA scoring, with grading conversion as follows.

<i>4.33 - 4.0 - 3.66%</i>	<i>3.33 - 3.0 - 2.66%</i>	<i>2.33 - 2.0 - 1.66%</i>	<i>1.33 - 1.0 - 0.66</i>	<i>0.0</i>
<i>100 - 90%</i>	<i>90-80%</i>	<i>70-60%</i>	<i>60 – 50%</i>	<i><50%</i>

COURSE REPETITION

A student receiving less than 70% cumulative grade average in any course will be allowed to repeat that course one time only. If a student achieves a grade average of above 70% for one course during this single repeat, the new grade will replace the original grade on the student's official transcript. Any student receiving less than 70% twice, in any course, will be terminated.

Satisfactory progress standards apply to all students enrolled in all programs.

REQUIRED STUDY TIME AND LEARNING RESOURCE SYSTEM (LRS)

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 outside of the classroom does not apply to their hours.

At times, it may be necessary for students to use home study materials acquired from UCHB's Learning Resource System (LRS). This may include periodicals, digital media and other materials and/or equipment, used to enhance the learning experience. Materials to augment students' studies are available from the main Learning Resource System (LRS) located in the Broadway campus, or one of several, satellite collections of LRS materials held by each instructor. Students will learn about UCHB's Learning Resource System (LRS) materials, their use and how they fit into their particular program goals during orientation. Instructors may also provide a list of suggested, or required, materials designed for at home and/or independent study which will be available either online or through the LRS. Materials available through the LRS for student use, or to check out for individual use off campus, include, but are not limited to, audio visual, hard copy and digital resources that are updated and added to on a constant basis. Please see Student Services, or the class instructor, to check out any instructional materials. A student ID, or driver's license, will be required to check any educational materials from the LRS.

ATTENDANCE/TARDINESS POLICY

United College of Health and Beauty Students are expected to attend classes consistently. Classroom attendance is a 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 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 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 on activities such as text and workbook assignments, tests, and hands on activities.

A students' failure to comply with these policies 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 70% or above cumulative grade average.
- Students dismissed due to attendance issues may be readmitted one time only, at the discretion of the Director of Education, and no sooner than the beginning of the next grading period.
- Any student missing 30 minutes or more of class will not get credit for that class.

LEAVE OF ABSENCE

United College of Health and Beauty may allow students to take a leave of absence, when emergency or emergent situations arise.

- Reasons such as medical reasons affecting the student or a member of student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period.
- The period of the leave of absence may not begin until the student has submitted and the school has approved a written and signed request for an approved leave of absence except in those cases where unforeseen circumstances would prevent a student from submitting a request in advance.
- If the student does not return following the leave of absence, the UCHB will terminate the student and apply the school's refund policy in accordance with applicable and published requirements.

MAKE-UP STANDARDS

Students are encouraged to be in class every day and on time.

Students will be responsible for material missed during absences or tardiness and must do make up work in a timely manner or as directed by the program instructor.

EXTERNSHIP/INTERNSHIP

United College of Health and Beauty's programs include a clinical practicum/externship/internship/clinical experience as the final phase of the student's education from all programs. As academic credit is awarded and this work experience is included as part of each program and its completion is required for graduation.

- The purpose of a clinical practicum/externship/internship is to better prepare the student for entry into the work force by giving them real world, hands on experience, and allowing them to work in the professional setting of their chosen field before graduation.
- Each program has a different set of requirements for completion, which is included in the curriculum.

WITHDRAWAL FROM UNITED COLLEGE OF HEALTH AND BEAUTY

Students may voluntarily terminate, at any time. 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 United College of Health and Beauty
- Resolve financial obligations with United College of Health and Beauty, per tuition fees/refund policy.
- The official date of withdrawal will be determined as follows:
 - a. The date on which the school receives notice of the student's intent to withdraw; or
 - b. The date on which the school terminates the student violation of published school policy.
 - c. The date on which UCHB is notified that a student will not be returning from an approved leave of absence, or the day following the expected return date, whichever is earlier.

Tuition refunds will be disbursed within 30 days of withdrawal.

TUITION AND FEES POLICY

Current tuition and fees are published in the "Description of Programs Offered".

Students must provide a 10% deposit and \$50 registration fee on the date of enrollment.

If student enters into a payment agreement with UCHB, payments must be made on a monthly basis.

All moneys due to UCHB must be paid before student can graduate or receive official transcripts.

Prior to enrolling at the United College of Health and Beauty all applicants are encouraged to explore the availability of financial help or student loans available through financial institutions. Students who receive loans must realize their responsibility to repay the full amount of the loan, plus interest per their agreement with the financial institution.

TUITION REFUND POLICY

Students not accepted to the school are entitled to all moneys paid.

Students who cancel their Enrollment Agreement, by notifying the school within three (3) business days of its execution are entitled to a full refund, minus the \$50 registration fee.

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

Tuition Refund Policy Continued

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 CREDITS

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:

- Exhibits 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 certifications and licensing examinations are the individual student's responsibility.

All graduates of the cosmetology related programs will be eligible to sit for the State Licensure Examinations 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).

All tests, licensure, certifications and other associated fees are at the graduate's expense.

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 maintain a 70% cumulative grade average.
- Return all property belonging to United College of Health and Beauty.
- Fulfill all financial obligations to United College of Health and Beauty.

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.

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 HOURS – 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

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	1.33	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 Credit Hours)

The Curriculum of the Nail Technician Program includes six hundred and forty (640) Contact hours or 21.33 Credits Hours 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
6. Externship/Internship*	1.33	40
TOTAL	21.33	640

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

HAIR STYLIST PROGRAM

(1,240 Hours -- 41.33 Credit Hours)

The curriculum of the Hair Stylist Program includes twelve hundred and forty (1,240) Contact Hours or 41.33 Credits of technical instruction and practical operations covering all aspects of hair styling. 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: 84 weeks

PROGRAM OBJECTIVES:

- To successfully master training requirements needed to make application for the Colorado State Office of Barber and Cosmetology Licensure Examination;
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others, as is relative to having a successful career as a Hair Stylist;
- To graduate from educational institution and possessing those skills and knowledge necessary to be eligible to sit for the Colorado State Licensure Examination and secure entry-level employment.

HAIR STYLIST PROGRAM TUITION AND FEES:

Tuition = \$8,800

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*	1.33	40
TOTAL	41.33	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

FULL COSMETOLOGIST TUITION AND FEES

Tuition = = \$14,995

Registration Fee = \$50

Kit Fee (Included book and uniform) = \$1,800

TOTAL = \$16,845

Subject Area	Credit Hours	Clock/Contact Hours
Scalp Care (Shampooing, rinsing, conditioning)	1.3	50
Hair Coloring or Hair Tinting & Bleaching	6.6	200
Haircutting	6.5	200
Hairstyling	5.8	175
Chemical Texture Services	3.5	125
Manicuring and Pedicuring	5.8	175
Application of Artificial Nails	4.2	125
Facials and Skin Care	5.8	175
Facial Makeup	1	25
Hair Removal	2.5	75
Laws, Rules and Regulations	1	25
Management, Ethics, Interpersonal skills and salesmanship, Internship	2.33	65
Disinfection, cleaning and safe work practices	5	150
TOTAL	51.33	1540

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

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	20		20

Professions			
2. Dental Practice Management	20		20
3. Infection Control, Universal Precautions	20	10	30
4. Preventive Dentistry	15	25	40
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 or surgery	1

-Major Contraindications: Retin-A, Renova, Hydroquinone, blood-thinning medications, topical or cortisone medication, Accutane -Release Forms -Product Testing	
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