

RENAISSANCE ACADEMIE COSMETOLOGY AND ESTHETICS

1460 N. MOON RIVER DRIVE, PROVO UTAH 84604

Renaissance Academie Cosmetology and Esthetics
will also be referenced
as RACE throughout the catalog.

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RACE
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Cosmetology and Esthetics

Mission

Our mission is to provide students with all the tools necessary to properly prepare them for employment upon graduation.

At Renaissance Academie Cosmetology and Esthetics, we focus on a comprehensive educational curriculum designed to give students the skills, experience, and confidence to unlock their potential and achieve their goals.





Renaissance Academie Cosmetology & Esthetics ("RACE") requires each applicant enrolling in any education program to provide the following prior to enrollment (as applicable):

Required Documentation
Proof of Secondary Education (High School Completion)
Provide one of the following (non-exhaustive list):

- High school diploma
- GED certificate
- Official high school transcript showing graduation/completion
- State-issued homeschool completion documentation/certification

Proof of Age / Identity

- Provide a government-issued form of identification, such as:
- Driver's license or state ID
- Birth certificate
- Other government-issued photo identification

High School Students (Training Agreement)

- High school students may only be enrolled through a Training Agreement established with the applicable high school and/or school district.
- Validation of High School Completion

If RACE has reason to believe a high school diploma (or equivalent) is not valid or was not obtained from an entity that provides secondary school education, RACE will follow an established validation process, which may include:

- Requesting documentation directly from the secondary school confirming validity; and/or
- Requesting documentation from the relevant state department/agency where the school is located to confirm the school is recognized as a provider of secondary education.

Foreign Diploma
If an applicant provides a foreign secondary school credential, the student must obtain:

- An English translation (if needed), and
- A credential evaluation confirming the education is equivalent to a U.S. high school diploma.

This documentation must be completed by a qualified independent credential evaluation service (for example, an evaluator affiliated with a recognized credential-evaluation association).

Non-Discrimination and Non-Recruitment

In compliance with applicable federal, state, and local requirements, RACE does not discriminate on the basis of race, color, religion, sex, age, national or ethnic origin, disability, sexual orientation, or any other status protected by law in the administration of its educational programs, school-administered activities, publications, or employment practices.

RACE also does not recruit students who are already attending or admitted to another school offering similar programs of study.

Transfer Policy

RACE accepts transfer students and evaluates each applicant's prior training to determine the number of hours (if any) that may be accepted toward graduation. Transfer hours accepted are based on an assessment of the student's documented training and level of competency.

Required Documentation
Students must submit an official transcript from the prior school showing hours completed (and, when available, the program title and dates of attendance).
RACE will review the transcript and determine the remaining contracted hours based on the applicable state-required course hours.

Contracted Hours
Approved transfer hours will be deducted from the state-required program hours.
The remaining hour balance will be the number of hours RACE may contract to provide.

Tuition, Fees, and Required Supplies
Tuition is calculated using the current hourly rate at the time of transfer multiplied by the remaining contracted hours.
Any required tools, kits, books, or equipment not already owned (or not meeting program requirements) may be added to the student's enrollment costs.

Financial Arrangements
Students must finalize financial arrangements (financial aid eligibility, payment plan, or other payment method) and complete all required enrollment paperwork before beginning training.

Re-Entry
Students who withdraw and later re-enroll may be subject to updated tuition rates.
Tuition for re-entry is determined using rates current at the time of re-entry and applies to the remaining balance of training hours needed for completion.

This policy applies to students who re-enroll more than 30 days after the formal withdrawal date, unless mitigating circumstances apply.

2024 STUDENT OUTCOME RATES

PROGRAM	GRADUATION	PLACEMENT	LICENSING
OVERALL INSTITUTIONAL RATES	**90.23%**	**79.07%**	**93.71%**
Cosmetology	69.23%	85.71%	88.89%
Cosmetology Distance Education	78.38%	73.08%	96.43%
Hair Design Distance Education	100.00%	100.00%	100.00%
Master Esthetics Distance Education	90.00%	80.00%	71.43%
Basic Esthetics (Campus)	100.00%	N/A	N/A
Basic Esthetics Distance Education	92.00%	68.75%	94.74%
Nail Technology Distance Education	97.62%	81.69%	94.74%

Lash & Brow Technology was not offered during this reporting range.
Basic Esthetics was included in RACE's 2024 NACCAS reporting but is no longer offered as of 2026. These historical outcomes do not indicate current enrollment availability.
N/A indicates that no students in the 2024 Basic Esthetics Campus cohort were included in the applicable placement or licensing rate denominator.

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Methods of Payment

RACE offers multiple payment options to help students fund tuition and required charges. Availability and eligibility vary by student and funding source. Students must have a payment plan in place before starting training.

Private Lending (Private Education Loans)
Students may choose to apply for private educational loans through a bank, credit union, or other lender. Loan approval, interest rates, repayment terms, and eligibility requirements are determined by the lender. Students using a private education loan may be required to complete a Private Education Loan Applicant Self-Certification form. RACE does not have arrangements with a preferred lender and does not endorse any specific lender.

Vocational Rehabilitation (USOR)
RACE may certify enrollment for eligible students who receive training support through the Utah State Office of Rehabilitation (USOR) – Vocational Rehabilitation. Eligibility, required documentation, and approved costs are determined by USOR.

Personal Payment Plan
Students may pay through a personal payment plan. Students using personal payments will pay their student kit upon enrollment and make monthly tuition payments. Tuition may be divided over the duration of the student's enrollment, but must be paid in full before a formal release of student hours.
Accepted payment types for personal payment plans may include cash, check, and credit/debit card.

Private Scholarships
RACE accepts private scholarships awarded by outside organizations. Students who receive a private scholarship should contact RACE Student Accounts to provide award documentation and coordinate payment. Scholarship eligibility, award amounts, restrictions, and disbursement timing are determined by the awarding organization. RACE does not guarantee scholarship availability or awards.

RACE participates in Federal Student Aid (Title IV) for eligible students enrolled in approved programs. The three currently approved programs are listed below. Aid is available only to students who meet federal eligibility requirements; awards are not guaranteed. Nail Technology and Lash & Brow Technology do not participate in Federal Student Aid. Contact the Financial Aid Office for program-specific guidance.

RACE's currently approved Title IV programs are:
Cosmetology
Hair Design
Master Esthetics

How to apply: Students must complete the FAFSA each award year to be considered for federal aid. (FAFSA uses the Student Aid Index (SAI)—which replaced the Expected Family Contribution (EFC)—to help determine eligibility.)

Federal Pell Grant
The Federal Pell Grant is typically the first source of federal aid awarded to eligible students and does not have to be repaid unless required by federal regulations (e.g., certain withdrawals/overpayments).
To be considered for a Pell Grant, a student must:

- Complete the FAFSA each award year; and
- Complete any additional required items (which may include verification), if applicable.

Pell Grant amounts are determined under federal eligibility rules using FAFSA information, the Student Aid Index (SAI), and the applicable Cost of Attendance (COA). Because RACE offers clock-hour programs, Pell Grants are calculated using federal Formula 4 and paid by payment period. Formula 4 uses the full-time Scheduled Award even when a student attends less than full time; attendance below half time can affect the COA used and the resulting award.

Continued Pell eligibility requires the student to:

- Maintain Satisfactory Academic Progress (SAP) (see the SAP policy section of this catalog); and
- Continue to meet all other federal eligibility requirements.

Federal Direct Loans
Federal Direct Loans are low-interest loans offered through the William D. Ford Federal Direct Loan Program. Eligible students (and, for Parent PLUS, eligible parents) borrow directly from the U.S. Department of Education, and repayment is managed through an assigned loan servicer.
Direct Loan types include:

- Direct Subsidized Loan (eligible undergraduate students with financial need)
- Direct Unsubsidized Loan (eligible undergraduate students; not need-based)
- Direct PLUS Loan (for parents of dependent undergraduate students—Parent PLUS)

Steps to Receive Direct Loans

To be considered for Direct Loans, a student must:

- Complete the FAFSA each award year (and any required follow-up items, including verification if selected);
- Accept offered loan amounts (Parent PLUS requires a separate parent application/approval); and
- Complete required federal loan requirements, which may include:
- Master Promissory Note (MPN), if required; and
- Entrance Counseling, if required.

Enrollment Requirement for Loan Disbursement

To receive Federal Direct Loan disbursements, students must be enrolled at least half time for Title IV purposes and meet all other federal eligibility requirements. For clock-hour programs, the federal minimum full-time workload is 24 clock hours per week; half-time status is based on at least half the applicable full-time workload, with 12 hours per week as the federal minimum benchmark. RACE separately describes academic schedules of 20 or 25 clock hours per week as part time and 30 or more as full time. The Financial Aid Office determines loan eligibility under RACE's consistently applied Title IV enrollment standards.

Canceling or Reducing a Direct Loan

Students and parent PLUS borrowers may request cancellation or reduction of all or part of a Direct Loan. RACE provides written notice of the applicable procedures and deadlines. Requests received within the federally required cancellation period will be honored; later requests may be considered under federal rules.

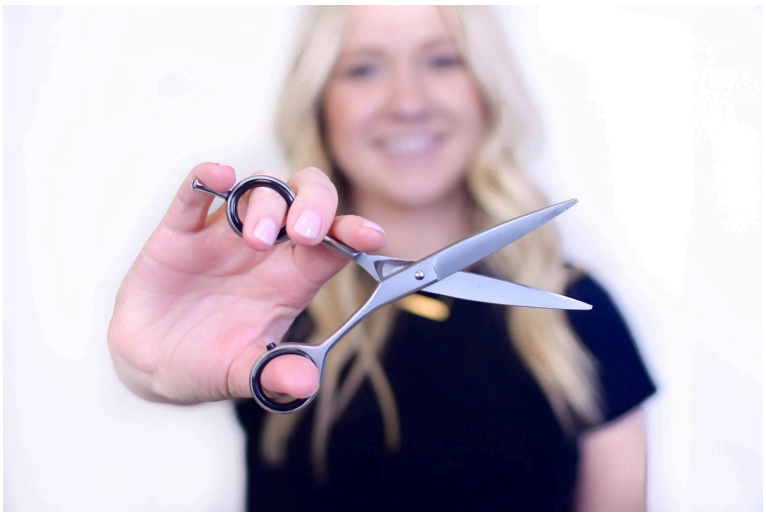
- Before disbursement: Contact the Financial Aid Office as soon as possible to request a reduction or cancellation.
- After disbursement: Direct Loan funds returned by RACE or the borrower within 120 days of disbursement are generally treated as a cancellation, with applicable adjustments to loan fees and interest. After that period, borrowers should contact their loan servicer about returning funds or repayment.

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Cosmetology

COSMETOLOGY
COSMETOLOGY DISTANCE EDUCATION
1250 Hours

This program provides training in the theory and practical application of cosmetology, including haircutting, styling, barbering fundamentals, hair coloring, chemical texture services, basic skincare, nail care, makeup, and hair extensions. Instruction is delivered through distance education for designated coursework, with required hands-on training completed according to school policy and applicable licensing requirements.



Tuition $17,500.00

Textbook & Supplies $2,498.00

Application Fee $75.00

Total Investment (incl. $75 fee) $20,073.00
Total investment is subject to change; current costs at the time of the student's actual start date will be applied to the enrollment agreement.
This program is approved for Federal Student Aid (Title IV) participation. Financial Aid options are available for students who qualify; individual eligibility and awards are not guaranteed. Contact the Financial Aid Office for details.

PROGRAM LENGTH
Full Time 35 hrs. per week

Minimum Time Frame	Maximum Time Frames
36 weeks 1250 Hours	54 weeks or 1875 Hours

30 hours per week

Minimum Time Frame	Maximum Time Frame
42 weeks 1250 Hours	62.5 weeks or 1875 Hours

Part-Time 20 hrs. per week

Minimum Time Frame	Maximum Time Frame
62.5 weeks 1250 Hours	94 weeks or 1875 Hours

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Hair Design

HAIR DESIGN DISTANCE EDUCATION
1000 Hours

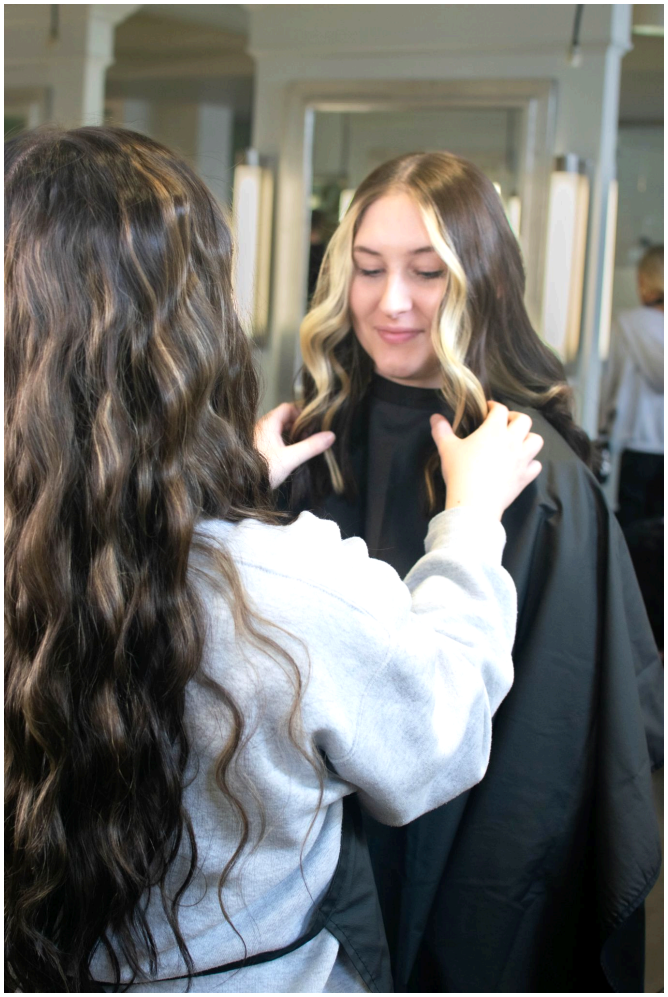
This program provides training in the theory and practical application of hair design, including color, haircutting, chemical texture services, and formal styling. Instruction is delivered through distance education for designated coursework, with required hands-on training completed according to school policy and applicable licensing requirements.

Tuition $14,500.00

Textbook & Supplies $1,800.00

Application Fee $75.00

Total Investment (incl. $75 fee) $16,375.00
Total investment is subject to change; current costs at the time of the student's actual start date will be applied to the enrollment agreement.



PROGRAM LENGTH

Full Time 35 hrs. per week

Minimum Time Frame	Maximum Time Frame
28.5 weeks 1000 Hours	43 weeks or 1500 Hours

30 hours per week

Minimum Time Frame	Maximum Time Frame
33.5 weeks 1000 Hours	50 weeks or 1500 Hours

Part-Time 20 hrs. per week

Minimum Time Frame	Maximum Time Frame
50 weeks 1000 Hours	75 weeks or 1500 Hours

This program is approved for Federal Student Aid (Title IV) participation. Financial Aid options are available for students who qualify; individual eligibility and awards are not guaranteed. Contact the Financial Aid Office for details.

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Master Esthetics

MASTER ESTHETICS
MASTER ESTHETICS DISTANCE EDUCATION
1200 Hours

Study advanced esthetics techniques designed to enhance the health and appearance of the skin, including advanced exfoliation methods (such as microdermabrasion) and laser/light-based concepts and procedures as permitted by state scope of practice and school policy.

Tuition $15,688.00

Textbook and Supplies $2,880.00

Application Fee $75.00

Total Investment (incl. $75 fee) $18,643.00
Total investment is subject to change; current costs at the time of the student's actual start date will be applied to the enrollment agreement.



PROGRAM LENGTH

Full Time 35 hrs. per week

Minimum Time Frame	Maximum Time Frames
35 weeks 1200 Hours	52 weeks or 1800 Hours

30 hours per week

Minimum Time Frame	Maximum Time Frame
40 weeks 1200 Hours	60 weeks or 1800 Hours

Part-Time 20 hrs. per week

Minimum Time Frame	Maximum Time Frame
60 weeks 1200 Hours	90 weeks or 1800 Hours

This program is approved for Federal Student Aid (Title IV) participation. Financial Aid options are available for students who qualify; individual eligibility and awards are not guaranteed. Contact the Financial Aid Office for details.

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Lash & Brow Technology

LASH & BROW TECHNOLOGY DISTANCE EDUCATION

270 Hours

Explore the craft of lash and brow technology, including techniques that enhance the natural appearance of eyelashes and eyebrows. Learn advanced techniques in lash extensions, brow shaping, and tinting to create stunning looks tailored to each client's preferences. The 270-hour program includes 162 hours of practical training on campus and 108 hours of distance education.

Tuition $3,995.00

Textbook and Supplies $1,500.00

Application Fee $75.00

Total Investment (incl. $75 fee) $5,570.00

Total investment is subject to change; current costs at the time of the student's actual start date will be applied to the enrollment agreement.

Personal payment plans are available for students enrolled in this program—please contact us for details. Federal Student Aid (Title IV) is not available for the Lash & Brow Technology program.

Payment processing fees: Card payments are subject to a 3% processing fee. Bank-transfer payments are subject to a 1% processing fee. These fees depend on the payment method used and are not included in the Total Investment listed above.

Part-Time 25 hrs. per week

Minimum Time Frame	Maximum Time Frame
11 weeks 270 Hours	16.5 weeks or 405 Hours

20 hrs. per week

Minimum Time Frame	Maximum Time Frame
13.5 weeks 270 Hours	20.5 weeks or 405 Hours





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Nail Technology

NAIL TECHNOLOGY
NAIL TECHNOLOGY DISTANCE EDUCATION
300 Hours

Master the art of manicures and pedicures, including hand, arm, and foot massage techniques. Students also study nail design and artistry, along with essential professional standards for safety, infection control, sterilization, and sanitation.

Tuition $3,995.00

Textbook and Supplies $1,850.00

Application Fee $75.00



Total Investment (incl. $75 fee) $5,920.00
Total investment is subject to change; current costs at the time of the student's actual start date will be applied to the enrollment agreement.

Personal payment plans are available for students enrolled in this program—please contact us for details. Federal Student Aid (Title IV) is not available for the Nail Technology program.
Payment processing fees: Card payments are subject to a 3% processing fee. Bank-transfer payments are subject to a 1% processing fee. These fees depend on the payment method used and are not included in the Total Investment listed above.

PROGRAM LENGTH

Part-Time 25 hours per week

Minimum Time Frame	Maximum Time Frame
12 weeks 300 Hours	18 weeks or 450 Hours

Part-Time 20 hrs. per week

Minimum Time Frame	Maximum Time Frame
15 weeks 300 Hours	22.5 weeks or 450 Hours

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Prerequisites

The following knowledge, skills, and abilities are commonly expected for entry-level employment in the beauty industry. These are general workforce expectations and may vary by employer and job role.

Cosmetology (On-Campus and Distance Education)

Hair Design (Distance Education)

Knowledge

Customer & Personal Service: Understanding how to assess client needs, deliver quality services, and support client satisfaction.

English Language: Understanding basic communication, spelling, grammar, and written instructions.

Chemistry: Understanding basic chemical properties and safe handling related to professional products, including hazard awareness and proper disposal.

Skills

Active Listening: Fully focusing on client needs and instructions.

Service Orientation: Consistently looking for ways to help and support clients.

Critical Thinking: Using logic to choose safe and effective service approaches.

Active Learning: Applying new information to improve services and outcomes.

Judgment & Decision-Making: Choosing appropriate actions based on safety and desired results.

Social Perceptiveness: Recognizing client comfort, preferences, and reactions.

Problem Solving: Identifying concerns and selecting solutions.

Coordination: Adjusting actions in relation to others in a fast-paced setting.

Master Esthetics (On-Campus and Distance Education)

Lash & Brow Technology (Distance Education)

Knowledge

Customer & Personal Service: Assessing client needs, meeting service standards, and supporting satisfaction.

English Language: Understanding written and verbal instructions and basic communication.

Sales & Marketing: Understanding basic retail, product knowledge, promotions, and service recommendations.

Skills

Speaking: Communicating clearly with clients and team members.

Active Listening: Listening carefully and confirming client goals and comfort.

Service Orientation: Actively supporting client needs and experience.

Monitoring: Evaluating your own performance to improve outcomes and safety.

Active Learning: Applying new techniques and information to practice.

Reading Comprehension: Understanding written instructions, policies, and product directions.

Coordination: Working efficiently with proper timing and sequencing.

Critical Thinking: Using reasoning to choose safe, effective techniques.

Social Perceptiveness: Understanding client reactions and adjusting accordingly.

Nail Technology (On-Campus and Distance Education)

Knowledge

Customer & Personal Service: Assessing client needs, meeting service standards, and supporting client satisfaction.

Skills

Active Listening
Service Orientation
Social Perceptiveness

Abilities

Near Vision: Seeing details at close range.
Arm-Hand Steadiness: Keeping the hand and arm steady during services.
Finger Dexterity: Precise finger movements to manipulate small tools and details.
Manual Dexterity: Coordinated hand movement for service efficiency and accuracy.
Oral Expression: Communicating information clearly.
Speech Recognition: Understanding and accurately following spoken directions.
Career Opportunities

Graduates may pursue employment opportunities in a variety of settings depending on the program completed, state licensing requirements, and individual career goals. Examples include:

- Hair Stylist
- Hair Color Specialist
- Permanent Waving / Chemical Texture Specialist
- Esthetician
- Paramedical Esthetics (where permitted)
- Makeup Artist
- Lash Technician
- Manicurist / Nail Technician
- Nail Artist
- Salon/Spa Manager
- Salon/Spa Owner
- Sales Representative / Brand Ambassador
- Consultant / Trainer
- Industry Educator
- School Owner
- State Board Member or Inspector (where eligible and appointed/approved)
- Freelance Artist

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COSMETOLOGY PROGRAM OUTLINE (Campus Only)

1250 Hours

Program Description

The Cosmetology Program consists of **1250 clock hours** of instruction and is designed to prepare students to meet the requirements to **sit for applicable state licensure examinations**. The program includes training in a broad range of cosmetology services and professional practices, including (but not limited to) **shampooing and scalp care, hairstyling, precision haircutting and clipper cutting, chemical texture services (permanent waving/relaxing), hair coloring and lightening, hair and scalp treatments, manicuring, basic skincare/facials, and makeup application**, along with additional skills commonly required for entry-level cosmetology practice.

Program Objectives

Upon successful completion of program requirements, graduates will be able to:

- Demonstrate a professional attitude, personal integrity, self-confidence, and appropriate appearance.
- Practice effective communication and client consultation skills.
- Demonstrate professionalism in employer/employee relationships and an understanding of delivering quality service for value received.
- Perform core cosmetology skills, including **hairstyling, haircutting, clipper cutting, barbering fundamentals (as applicable), chemical texture services, hair coloring/lightening, hair and scalp conditioning/treatments, manicuring, and hair extension fundamentals** (as applicable).
- Apply basic analysis skills to recommend appropriate **makeup, hairstyle, and hair color** based on client needs and desired outcomes.
- Apply theory and technical knowledge to support safe decision-making, proper procedures, and professional judgment.
- Demonstrate awareness of current techniques, trends, and professional development practices within cosmetology and related fields.

Instructional Methods

RACE uses a variety of instructional methods to support student learning throughout the program, including:

- **Discussion:** Structured classroom conversations that allow students to evaluate concepts and explore solutions.
- **Question and Answer:** Ongoing comprehension checks that encourage participation and recall.
- **Demonstration:** Instructor-led demonstrations to model correct procedures and techniques.
- **Cooperative Learning:** Guided teamwork and peer learning to strengthen collaboration and mentoring.
- **Brainstorming:** Facilitated idea-building to support creativity and problem-solving.
- **Interactive Lecture:** Organized concept instruction with built-in opportunities for student interaction.
- **Individual Instruction:** One-on-one coaching, commonly used during clinic and practical work.

- **Class Presentations:** Student-led presentations that build confidence and reinforce learning (often used for peer-to-peer teaching).
- **Guest Speakers:** Industry presentations that support professional awareness and networking.
- **Worksheets/Independent Activities:** Individual practice that encourages critical thinking and later discussion.
- **Role-Playing:** Practice for professional communication and handling common client scenarios.

Course Grading and Evaluation Procedures

Academic progress is measured through a combination of **theory (academic) assessments** and **practical skill evaluation**.

Academic Evaluation

- Students complete assigned academic learning, which is evaluated throughout the program and typically assessed **at the end of each unit of study**.

Practical Evaluation

- Practical assignments are evaluated as completed and are counted toward completion **only when rated satisfactory by a qualified instructor**.
- If performance does not meet satisfactory requirements, it will **not** be counted and the student must repeat the performance until standards are met.
- Students complete at least **two comprehensive practical skills evaluations** during the program.

Practical skills are evaluated according to the school's adopted procedures and practical evaluation criteria. Students are responsible to make up missed or failed tests and incomplete assignments in accordance with school policy.

Grading Scale

90%–100% = A (Excellent)
80%–89% = B (Good)
70%–79% = C (Satisfactory)
60%–69% = D (Unsatisfactory)
Below 60% = F (Failing)

Students must maintain a **cumulative 70% (C average)** in academics to meet satisfactory progress standards.

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COSMETOLOGY PROGRAM OUTLINE
1250 Campus Hours

On Campus	SUBJECT/UNIT
4	**Course Orientation and Curriculum Overview**
	FOUNDATIONS (General Education Units)
8	**Life Skills**
13	**Professional Image** Professional Ethics Professional Associations Public Relations
24	**Communicating for Success**
18	**The Healthy Professional**
112	**Infection Control** Bacteriology Personal, Client & Salon Safety Sanitation, Disinfection & Sterilization Methods & Procedures First Aid CPR
25	**Chemistry & Chemical Safety** Chemistry of Cosmetics
25	**Electricity & Electrical Safety** Electrical & Light Therapy High Frequency, Galvanic & Heat Lamps
15	**Career Planning** Developing a Clientele
15	**On the Job**
17	**The Beauty Business** Advertising Legal & Malpractice Liability Regulatory Agencies Tax Laws
	Cosmetology (Fundamental Education Units)
10	**History & Career Opportunities** Cosmetology Esthetics Nail Technology Lash & Brow Technology

On Campus	SUBJECT/UNIT
75	**Hairstyling** Implements & Tools Thermal Straightening & Styling Wet Hairstyling
8	**Braiding & Braid Extensions**
25	**Wigs & Hair Additions**
50	**Chemical Texture Services** Chemical Hair Relaxing Implements & Tools Permanent Waving
85	**Hair Coloring** Implements & Tools
50	**Hair Removal** Implements & Tools Tweezing & Waxing
107	**Facials & Skin Care Treatments** Aroma Therapy Implements & Tools Intro to Chemical Exfoliation & Chemical Reactions Intro to Medical Devices Masks & Packs Massage of the Face & Neck
45	**Makeup** Application Cosmetic Products Implement & Tools Lash & Brows Brow Lamination Lash Extensions Lash Lifts Tinting Lash & Brows
35	**Manicuring** Implement & Tools Massage for Hand & Arms Natural Manicures Nail Art

25	**General Anatomy & Physiology** Human Immune System
15	**Skin Structure & Growth** Skin Analysis
15	**Skin Disorders & Diseases**
15	**Nail Structure & Growth** Nail Analysis
15	**Nail Diseases & Disorders**
40	**Hair & Scalp Properties** Scalp Analysis
15	**Hair & Scalp Disorders & Diseases**
18	**Principles of Hair Design** Implements & Tools
55	**Hair Service Preparation** Draping & Client Protection Implements & Tools
150	**Haircutting** Barbering, Shaving, Mustache & Beard Design Clipper Cutting Scissor Cutting
30	**Pedicuring** Natural Pedicures Massage for Legs & Feet
15	**Nail Extensions & Resin Systems** Implement & Tools Nail Tips Nail Wraps
15	**Liquid & Powder Nail Enhancements** Acrylic Nails implement & Tools
15	**Light Cured Gels** Implement & Tools
16	**STATE BOARD & EMPLOYMENT PREP** Licensing Rules & Regulations Preparation for state board written and practical examinations
30	**PREPARING FOR EMPLOYMENT** Professionalism Resume Development Interview Preparation Job Search Skills

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COSMETOLOGY DISTANCE EDUCATION PROGRAM OUTLINE

1250 Hours
810 Practical on Campus
440 Remote/Distance Education

Program Description

The Cosmetology Program consists of **1250 clock hours** of instruction and is designed to prepare students to meet the requirements to **sit for applicable state licensure examinations**. The program includes training in a broad range of cosmetology services and professional practices, including (but not limited to) **shampooing and scalp care, hairstyling, precision haircutting and clipper cutting, chemical texture services (permanent waving/relaxing), hair coloring and lightening, hair and scalp treatments, manicuring, basic skincare/facials, and makeup application**, along with additional skills commonly required for entry-level cosmetology practice.

Program Objectives

Upon successful completion of program requirements, graduates will be able to:

- Demonstrate a professional attitude, personal integrity, self-confidence, and appropriate appearance.
- Practice effective communication and client consultation skills.
- Demonstrate professionalism in employer/employee relationships and an understanding of delivering quality service for value received.
- Perform core cosmetology skills, including **hairstyling, haircutting, clipper cutting, barbering fundamentals (as applicable), chemical texture services, hair coloring/lightening, hair and scalp conditioning/treatments, manicuring, and hair extension fundamentals** (as applicable).
- Apply basic analysis skills to recommend appropriate **makeup, hairstyle, and hair color** based on client needs and desired outcomes.
- Apply theory and technical knowledge to support safe decision-making, proper procedures, and professional judgment.
- Demonstrate awareness of current techniques, trends, and professional development practices within cosmetology and related fields.

Instructional Methods

RACE uses a variety of instructional methods to support student learning throughout the program, including:

- **Discussion:** Structured classroom conversations that allow students to evaluate concepts and explore solutions.
- **Question and Answer:** Ongoing comprehension checks that encourage participation and recall.
- **Demonstration:** Instructor-led demonstrations to model correct procedures and techniques.
- **Cooperative Learning:** Guided teamwork and peer learning to strengthen collaboration and mentoring.
- **Brainstorming:** Facilitated idea-building to support creativity and problem-solving.
- **Interactive Lecture:** Organized concept instruction with built-in opportunities for student interaction.

- **Individual Instruction:** One-on-one coaching, commonly used during clinic and practical work.
- **Class Presentations:** Student-led presentations that build confidence and reinforce learning (often used for peer-to-peer teaching).
- **Guest Speakers:** Industry presentations that support professional awareness and networking.
- **Worksheets/Independent Activities:** Individual practice that encourages critical thinking and later discussion.
- **Role-Playing:** Practice for professional communication and handling common client scenarios.

Course Grading and Evaluation Procedures

Academic progress is measured through a combination of **theory (academic) assessments** and **practical skill evaluation**.

Academic Evaluation

- Students complete assigned academic learning, which is evaluated throughout the program and typically assessed **at the end of each unit of study**.

Practical Evaluation

- Practical assignments are evaluated as completed and are counted toward completion **only when rated satisfactory by a qualified instructor**.
- If performance does not meet satisfactory requirements, it will **not** be counted and the student must repeat the performance until standards are met.
- Students complete at least **two comprehensive practical skills evaluations** during the program.

Practical skills are evaluated according to the school's adopted procedures and practical evaluation criteria. Students are responsible to make up missed or failed tests and incomplete assignments in accordance with school policy.

Grading Scale

90%–100% = A (Excellent)
80%–89% = B (Good)
70%–79% = C (Satisfactory)
60%–69% = D (Unsatisfactory)
Below 60% = F (Failing)

Students must maintain a **cumulative 70% (C average)** in academics to meet satisfactory progress standards.

RACE
Renaissance Academie
Cosmetology and Esthetics

COSMETOLOGY DISTANCE EDUCATION PROGRAM OUTLINE

On Campus	DISTANCE EDUCATION	SUBJECT/UNIT
4		**Course Orientation and Curriculum Overview**
FOUNDATIONS (General Education Units)		
2	6	**Life Skills**
8	5	**Professional Image** Professional Ethics Professional Associations Public Relations
18	6	**Communicating for Success**
8	10	**The Healthy Professional**
92	20	**Infection Control** Bacteriology Personal, Client & Salon Safety Sanitation, Disinfection & Sterilization Methods & Procedures First Aid CPR
10	15	**Chemistry & Chemical Safety** Chemistry of Cosmetics
10	15	**Electricity & Electrical Safety** Electrical & Light Therapy High Frequency, Galvanic & Heat Lamps
5	10	**Career Planning** Developing a Clientele
5	10	**On the Job**
5	12	**The Beauty Business** Advertising Legal & Malpractice Liability Regulatory Agencies Tax Laws
Cosmetology (Fundamental Education Units)		
2	8	**History & Career Opportunities** Cosmetology Esthetics Nail Technology Lash & Brow Technology
55	20	**Hairstyling** Implements & Tools Thermal Straightening & Styling Wet Hairstyling
	8	**Braiding & Braid Extensions**
17	8	**Wigs & Hair Additions**
30	20	**Chemical Texture Services** Chemical Hair Relaxing Implements & Tools Permanent Waving
60	25	**Hair Coloring** Implements & Tools
35	15	**Hair Removal** Implements & Tools Tweezing & Waxing
82	25	**Facials & Skin Care Treatments** Aroma Therapy Implements & Tools Intro to Chemical Exfoliation & Chemical Reactions Intro to Medical Devices Masks & Packs Massage of the Face & Neck
30	15	**Makeup** Application Cosmetic Products Implement & Tools Lash & Brows Brow Lamination Lash Extensions Lash Lifts Tinting Lash & Brows
20	15	**Manicuring** Implement & Tools Massage for Hand & Arms Natural Manicures Nail Art
20	10	**Pedicuring** Natural Pedicures Massage for Legs & Feet

10	15	**General Anatomy & Physiology** Human Immune System
5	10	**Skin Structure & Growth** Skin Analysis
5	10	**Skin Disorders & Diseases**
5	10	**Nail Structure & Growth** Nail Analysis
5	10	**Nail Diseases & Disorders**
30	10	**Hair & Scalp Properties** Scalp Analysis
30	10	**Hair & Scalp Disorders & Diseases**
10	8	**Principles of Hair Design** Implements & Tools
45	10	**Hair Service Preparation** Draping & Client Protection Implements & Tools
125	25	**Haircutting** Barbering, Shaving, Mustache & Beard Design Clipper Cutting Scissor Cutting
5	10	**Nail Extensions & Resin Systems** Implement & Tools Nail Tips Nail Wraps
5	10	**Liquid & Powder Nail Enhancements** Acrylic Nails implement & Tools
5	10	**Light Cured Gels** Implement & Tools
14	2	**STATE BOARD & EMPLOYMENT PREP** Licensing Rules & Regulations Preparation for state board written and practical examinations
20	10	**PREPARING FOR EMPLOYMENT** Professionalism Resume Development Interview Preparation Job Search Skills

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HAIR DESIGN DISTANCE EDUCATION PROGRAM OUTLINE

1000 Hours
650 Practical on Campus
350 Remote/Distance Education

Program Description

The Hair Design Distance Education Program consists of 1000 clock hours of instruction and is designed to prepare students to meet the requirements to sit for applicable state licensure examinations. The program includes training in core hair design theory and practical application, including (but not limited to) shampooing and scalp care, hairstyling, precision haircutting, chemical texture services (permanent waving/relaxing), hair coloring and lightening, scalp and hair treatments, and professional practices essential for entry-level employment as a Hair Designer.

Program Objectives

Upon successful completion of program requirements, graduates will be able to:

- Demonstrate professionalism, personal integrity, self-confidence, and a positive attitude.
- Practice effective communication and client consultation skills.
- Understand employer–employee relationships and the importance of delivering quality services for value received.
- Perform foundational hair design skills, including hairstyling, haircutting, clipper cutting (as applicable), chemical texture services, hair coloring/lightening, scalp and hair conditioning/treatments, and hair extension fundamentals (as applicable).
- Apply basic analysis skills to recommend appropriate haircutting, styling, and color approaches based on client needs and desired outcomes.
- Apply theory and technical knowledge to support safe practice, sound judgment, and proper procedures.
- Demonstrate awareness of current techniques, trends, and professional development practices within hair design and related fields.

Instructional Methods

- RACE uses a variety of instructional methods throughout the program. Methods may include:
- On-Campus Practical Instruction
- Discussion: Structured classroom learning to explore concepts and solutions.
- Question and Answer: Comprehension checks that promote participation and recall.
- Demonstration: Instructor-led modeling of correct procedures and techniques.
- Cooperative Learning: Guided teamwork and peer mentoring.
- Brainstorming: Facilitated creativity and problem-solving.
- Interactive Lecture: Organized concept instruction with engagement checks.
- Individual Instruction: One-on-one coaching, commonly used during clinic/practical work.
- Class Presentations: Student presentations that build confidence and reinforce learning.
- Guest Speakers: Industry education and networking opportunities.

- Worksheets/Independent Activities: Individual practice to support critical thinking.
- Role-Playing: Practice professional communication and common client scenarios.

Distance Education (Remote Learning)
Distance education students complete assigned theory and related learning through the Milady CIMA online learning platform. CIMA provides interactive, on-demand content and allows instructors to track student progress and performance.
CIMA learning activities may include:

- Digital textbook access for reading, note-taking, and research
- Reading assignments and focus questions
- Videos and step-by-step protocols
- Knowledge checks, quizzes, and unit exams
- Study slides and flashcards
- Written responses (e.g., short answers/essays) as assigned
- Technology Requirements for Distance Education

Students participating in distance education must have access to the technology needed to complete coursework successfully.

Hardware
A desktop/laptop computer or mobile device (smartphone/tablet) less than five (5) years old
Headphones/earbuds for audio and video content
Note: Chromebooks are not recommended and may not be compatible with all third-party education platforms.
Software
Google Chrome web browser
Adobe Acrobat Reader
Adobe Digital Editions (if required for digital course materials)

Internet
A stable internet connection is required. A minimum speed of 56K or greater is recommended.

Course Grading and Evaluation Procedures
Academic progress is measured using both qualitative (grades) and practical skill evaluation standards.

Academic Evaluation
Students complete assigned academic learning and theory requirements. Academic learning is evaluated throughout the program and typically assessed after each unit of study.

Practical Evaluation
Practical assignments are evaluated as completed and are counted toward completion only when rated satisfactory by a qualified instructor. If a performance does not meet satisfactory requirements, it will not be counted and must be repeated until standards are met.

Students complete at least two (2) comprehensive practical skills evaluations during the program. Practical skills are evaluated according to the school's adopted procedures and criteria. Students must make up missed or failed tests and incomplete assignments in accordance with school policy.

Grading Scale
90%–100% = A (Excellent)
80%–89% = B (Good)
70%–79% = C (Satisfactory)
60%–69% = D (Unsatisfactory)
Below 60% = F (Failing)

Students must maintain a cumulative 70% (C average) in academics to meet satisfactory progress standards.

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HAIR DESIGN DISTANCE EDUCATION PROGRAM OUTLINE

On Campus	DISTANCE EDUCATION	SUBJECT/UNIT
	4	**Course Orientation and Curriculum Overview**
FOUNDATIONS (General Education Units)		
2	6	**Life Skills**
8	5	**Professional Image** Professional Ethics Professional Associations Public Relations
18	6	**Communicating for Success**
8	10	**The Healthy Professional**
92	20	**Infection Control** Bacteriology Personal, Client & Salon Safety Sanitation, Disinfection & Sterilization Methods & Procedures First Aid CPR
10	15	**Chemistry & Chemical Safety** Chemistry of Cosmetics
10	15	**Electricity & Electrical Safety**
5	10	**Career Planning** Developing a Clientele
5	10	**On the Job**
5	12	**The Beauty Business** Advertising Legal & Malpractice Liability Regulatory Agencies Tax Laws
Cosmetology (Fundamental Education Units)		
2	8	**History & Career Opportunities** Hair Design
10	15	**General Anatomy & Physiology** Human Immune System
30	10	**Hair & Scalp Properties** Scalp Analysis
5	10	**Hair & Scalp Disorders & Diseases**
10	8	**Principles of Hair Design** Implements & Tools
45	10	**Hair Service Preparation** Draping & Client Protection Implements & Tools
100	25	**Haircutting** Barbering, Shaving, Mustache & Beard Design Clipper Cutting Scissor Cutting
55	20	**Hairstyling** Implements & Tools Thermal Straightening & Styling Wet Hairstyling
	8	**Braiding & Braid Extensions**
17	8	**Wigs & Hair Additions**
30	20	**Chemical Texture Services** Chemical Hair Relaxing Implements & Tools Permanent Waving
60	25	**Hair Coloring** Implements & Tools
10	8	**Principles of Hair Design** Implements & Tools
45	10	**Hair Service Preparation** Draping & Client Protection Implements & Tools
100	25	**Haircutting** Barbering, Shaving, Mustache & Beard Design Clipper Cutting Scissor Cutting
		STATE BOARD & EMPLOYMENT PREP
14	2	Licensing Rules & Regulations Preparation for state board written and practical examinations
		PREPARING FOR EMPLOYMENT
20	10	Professionalism Resume Development Interview Preparation Job Search Skills
		INSTRUCTOR DISCRETION
	147	To be applied by program leaders to strengthen student performance; supervised field trips; or other related training.

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MASTER ESTHETICS PROGRAM OUTLINE (On Campus)

1200 Hours

Program Description

The Master Esthetics Program consists of 1200 clock hours of instruction and is designed to prepare students to meet the requirements to sit for applicable state licensure examinations. The program provides advanced training in professional skin care and spa services, including (but not limited to) European facials, advanced skin treatments, facial and body waxing, chemical exfoliation/peels, advanced machines/modalities, spa manicures and advanced pedicures (as applicable), and laser/light-based procedures (as permitted by state scope of practice and school policy), along with the professional standards essential for success as a Master Esthetician.

Program Objectives

Upon successful completion of program requirements, graduates will be able to:

- Demonstrate professionalism, personal integrity, self-confidence, and a positive attitude.
- Practice effective communication and client consultation skills.
- Understand employer–employee relationships and the importance of delivering quality service for value received.
- Perform advanced esthetics skills, which may include advanced facials, microdermabrasion, advanced body waxing, advanced esthetics machines/modalities, chemical peeling, and laser/light-based procedures (as permitted by state scope of practice and school policy).
- Conduct advanced skin analysis and develop appropriate treatment plans and protocols to support the health and appearance of the skin.
- Apply theory and technical knowledge to support safe practice, sound judgment, and correct procedures.
- Demonstrate awareness of current techniques, professional products, and career-development practices within master esthetics and skin-related fields.

Instructional Methods

RACE uses a variety of instructional methods throughout the educational program, which may include:

- Discussion: Organized classroom exploration of concepts and problem-solving.
- Question and Answer: Comprehension checks that encourage participation and recall.
- Demonstration: Instructor-led demonstrations modeling correct procedures and techniques.
- Cooperative Learning: Guided teamwork and peer mentoring.
- Brainstorming: Facilitated idea generation to support creativity and solutions.
- Interactive Lecture: Structured concept instruction with engagement opportunities.
- Individual Instruction: One-on-one coaching, commonly used during practical/clinic training.
- Class Presentations: Student presentations that build confidence and reinforce learning.
- Guest Speakers: Industry education and networking opportunities.
- Worksheets/Independent Activities: Individual practice supporting critical thinking.
- Role-Playing: Practice professional communication and common client scenarios.

Course Grading and Evaluation Procedures

Academic progress is measured through theory (academic) evaluation and practical skill evaluation.

Academic Evaluation

Students complete assigned academic learning and theory requirements. Academic learning is evaluated throughout the program and typically assessed after each unit of study.

Practical Evaluation

Practical assignments are evaluated as completed and are counted toward completion only when rated satisfactory by a qualified instructor. If performance does not meet satisfactory requirements, it will not be counted and must be repeated until standards are met. Students complete at least two (2) comprehensive practical skills evaluations during the program.

Practical skills are evaluated according to the school's adopted procedures and practical evaluation criteria. Students must make up missed or failed tests and incomplete assignments in accordance with school policy.

Grading Scale

90%–100% = A (Excellent)
80%–89% = B (Good)
70%–79% = C (Satisfactory)
60%–69% = D (Unsatisfactory)
Below 60% = F (Failing)

Students must maintain a cumulative 70% (C average) in academics to meet satisfactory progress standards.

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MASTER ESTHETICS PROGRAM OUTLINE
1200 Campus Hours

On Campus	SUBJECT/UNIT
4	**Course Orientation and Curriculum Overview**
	FOUNDATIONS (General Education Units)
7	**Life Skills**
7	**Professional Image** Professional Ethics Professional Associations Public Relations
17	**Communicating for Success**
81	**The Healthy Professional**
165	**Infection Control** Bacteriology Personal, Client & Salon Safety Sanitation, Disinfection & Sterilization Methods & Procedures First Aid CPR
13	**Chemistry & Chemical Safety** Chemistry of Cosmetics
12	**Electricity & Electrical Safety** Electrical & Light Therapy High Frequency, Galvanic & Heat Lamps
12	**Career Planning** Developing a Clientele
12	**On the Job**
12	**The Beauty Business** Advertising Legal & Malpractice Liability Regulatory Agencies Tax Laws
	BASIC ESTHETICS (Education Units)
7.5	History & Career Opportunities Esthetics
14	General Anatomy & Physiology Human Immune System
14	Physiology & Histology of the Skin
15	Disorders & Diseases of the Skin
39	Skin Analysis
10	The Treatment Room
87	Facial & Body Treatments
26.5	Facial Massage
13	Facial Devices & Technology
38.5	Hair Removal
14	Makeup Essentials
55	Lash & Brows
15	Manicuring Pedicuring
24.5	Advanced Topics & Treatments

ADVANCED ESTHETICS (Education Units)

6	Changes in Esthetics
10	Advanced Histology of the Cell and the Skin
6	Hormones
10	Anatomy and Physiology: Muscles and Nerves
9	Anatomy and Physiology: The Cardiovascular and Lymphatic Systems
9	Chemistry and Biochemistry
35	Laser, Light Energy, and Radiofrequency Therapy
7	Wellness Management
9	Advanced Skin Disorders: Skin in Distress
15.5	Skin Typing and Aging Analysis
41.5	Skin Care Products: Chemistry, Ingredients, and Selection
7.5	Botanicals and Aromatherapy
9	Ingredients and Products for Skin Issues
10	Pharmacology for Estheticians
71	Advanced Facial Techniques
16	Advanced Skin Care Massage
25.5	Advanced Facial Devices
16.5	Advanced Hair Removal
8.5	Advanced Makeup
9.5	Spa Treatments
9.5	Complementary Wellness Therapies
9	Ayurveda and Treatments
9	Working in a Medical Setting
9	Medical Terminology
8	Medical Intervention
9	Plastic Surgery Procedures
7	The Esthetician's Role in Pre-and Post-Medical Treatments
15	Financial Business Skills
15	Marketing
10	State Board Exam Prep
8	State Board Practical Exam Prep

MASTER ESTHETICS DISTANCE EDUCATION

1200 Hours
780 Practical on Campus
420 Remote/Distance Education

Program Description

The Master Esthetics Distance Education Program consists of 1200 clock hours of instruction and is designed to prepare students to meet the requirements to sit for applicable state licensure examinations. The program provides advanced training in professional skin care and spa services, including (but not limited to) European facials, advanced skin treatments, facial and body waxing, chemical exfoliation/peels, advanced machines/modalities, spa manicures and advanced pedicures (as applicable), and laser/light-based procedures (as permitted by state scope of practice and school policy), along with the professional standards essential for success as a Master Esthetician.

Program Objectives

Upon successful completion of program requirements, graduates will be able to:

- Demonstrate professionalism, personal integrity, self-confidence, and a positive attitude.
- Practice effective communication and client consultation skills.
- Understand employer–employee relationships and the importance of delivering quality service for value received.
- Perform advanced esthetics skills, which may include advanced facials, microdermabrasion, advanced body waxing, advanced esthetics machines/modalities, chemical peeling, and laser/light-based procedures (as permitted by state scope of practice and school policy).
- Conduct advanced skin analysis and develop appropriate treatment plans and protocols to support the health and appearance of the skin.
- Apply theory and technical knowledge to support safe practice, sound judgment, and correct procedures.
- Demonstrate awareness of current techniques, professional products, and career-development practices within master esthetics and skin-related fields.

Instructional Methods

RACE uses a variety of instructional methods throughout the educational program, which may include:

- Discussion: Organized classroom exploration of concepts and problem-solving.
- Question and Answer: Comprehension checks that encourage participation and recall.
- Demonstration: Instructor-led demonstrations modeling correct procedures and techniques.
- Cooperative Learning: Guided teamwork and peer mentoring.
- Brainstorming: Facilitated idea generation to support creativity and solutions.
- Interactive Lecture: Structured concept instruction with engagement opportunities.
- Individual Instruction: One-on-one coaching, commonly used during practical/clinic training.
- Class Presentations: Student presentations that build confidence and reinforce learning.
- Guest Speakers: Industry education and networking opportunities.
- Worksheets/Independent Activities: Individual practice supporting critical thinking.

- Role-Playing: Practice professional communication and common client scenarios.

Distance Education (Remote Learning)

Distance education students complete assigned theory and related learning through the Milady CIMA online learning platform. CIMA provides interactive, on-demand content and enables instructors to monitor student progress and performance.

CIMA learning activities may include:

- Digital textbook access for reading, note-taking, and research
- Reading assignments and focus questions
- Short-answer/essay prompts and fill-in-the-blank activities
- Educational videos and step-by-step protocols
- Knowledge checks, quizzes, and unit exams
- Study slides and flashcards

Technology Requirements for Distance Education
Students participating in distance education must have access to the technology needed to complete coursework successfully.

Hardware
A desktop/laptop computer or mobile device (smartphone/tablet) less than five (5) years old
Headphones/earbuds for audio and video content

Note: Chromebooks are not recommended and may not be compatible with all third-party education platforms.

Software
Google Chrome web browser
Adobe Acrobat Reader
Adobe Digital Editions (if required for digital course materials)

Internet
A stable internet connection is required. A minimum speed of 56K or greater is recommended.

Course Grading and Evaluation Procedures

Academic progress is measured through theory (academic) evaluation and practical skill evaluation.
Academic Evaluation
Students complete assigned academic learning and theory requirements. Academic learning is evaluated throughout the program and typically assessed after each unit of study.

Practical Evaluation
Practical assignments are evaluated as completed and are counted toward completion only when rated satisfactory by a qualified instructor. If performance does not meet satisfactory requirements, it will not be counted and must be repeated until standards are met. Students complete at least two (2) comprehensive practical skills evaluations during the program.

Practical skills are evaluated according to the school's adopted procedures and practical evaluation criteria. Students must make up missed or failed tests and incomplete assignments in accordance with school policy.

Grading Scale
90%–100% = A (Excellent)
80%–89% = B (Good)
70%–79% = C (Satisfactory)
60%–69% = D (Unsatisfactory)
Below 60% = F (Failing)

Students must maintain a cumulative 70% (C average) in academics to meet satisfactory progress standards.

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MASTER ESTHETICS PROGRAM OUTLINE

1200 Hours

On Campus	Distance Education	SUBJECT/UNIT
4		**Course Orientation and Curriculum Overview**
FOUNDATIONS (General Education Units)		
2	5	**Life Skills**
2	5	**Professional Image** Professional Ethics Professional Associations Public Relations
12	5	**Communicating for Success**
75	6	**The Healthy Professional**
75	90	**Infection Control** Bacteriology Personal, Client & Salon Safety Sanitation, Disinfection & Sterilization Methods & Procedures First Aid CPR
6	7	**Chemistry & Chemical Safety** Chemistry of Cosmetics
6	6	**Electricity & Electrical Safety** Electrical & Light Therapy High Frequency, Galvanic & Heat Lamps
6	6	**Career Planning** Developing a Clientele
6	6	**On the Job**
6	6	**The Beauty Business** Advertising Legal & Malpractice Liability Regulatory Agencies Tax Laws
BASIC ESTHETICS (Education Units)		
2	5.5	History & Career Opportunities Esthetics
4	10	General Anatomy & Physiology Human Immune System
4	10	Physiology & Histology of the Skin
4	11	Disorders & Diseases of the Skin
30	9	Skin Analysis
2	8	The Treatment Room
80	7	Facial & Body Treatments
20	6.5	Facial Massage
4	9	Facial Devices & Technology
30	8.5	Hair Removal
2	12	Makeup Essentials
50	5	Lash & Brows
15		Manicuring Pedicuring
15	9.5	Advanced Topics & Treatments

ADVANCED ESTHETICS (Education Units)

On Campus	Distance Education	SUBJECT/UNIT
	6	Changes in Esthetics
2	8	Advanced Histology of the Cell and the Skin
2	6	Hormones
4	6	Anatomy and Physiology: Muscles and Nerves
4	5	Anatomy and Physiology: The Cardiovascular and Lymphatic Systems
4	5	Chemistry and Biochemistry
30	5	Laser, Light Energy, and Radiofrequency Therapy
2	5	Wellness Management
4	5	Advanced Skin Disorders: Skin in Distress
10	5.5	Skin Typing and Aging Analysis
35	6.5	Skin Care Products: Chemistry, Ingredients, and Selection
2	5.5	Botanicals and Aromatherapy
4	5	Ingredients and Products for Skin Issues
4	6	Pharmacology for Estheticians
65	6	Advanced Facial Techniques
10	6	Advanced Skin Care Massage
18	7.5	Advanced Facial Devices
10	6.5	Advanced Hair Removal
2	6.5	Advanced Makeup
4	5.5	Spa Treatments
4	5.5	Complementary Wellness Therapies
4	5	Ayurveda and Treatments
4	5	Working in a Medical Setting
4	5	Medical Terminology
2	6	Medical Intervention
2	7	Plastic Surgery Procedures
	5	The Esthetician's Role in Pre-and Post-Medical Treatments
10	5	Financial Business Skills
10	5	Marketing
	10	State Board Exam Prep
8		State Board Practical Exam Prep

Renaissance Academie
Cosmetology and Esthetics

LASH & BROW TECHNOLOGY DISTANCE EDUCATION PROGRAM OUTLINE

270 Hours
162 Practical on Campus
108 Remote/Distance Education

Program Description

The Lash & Brow Technology Distance Education Program consists of 270 clock hours of instruction and is designed to prepare students to meet the requirements to sit for applicable state licensure examinations. The program provides training in lash and brow services, including (but not limited to):

- Classic lash extensions
- Volume lash extensions
- Lash lifts and tints
- Eyebrow shaping
- Brow lamination and tinting

Program Objectives

Upon successful completion of program requirements, graduates will be able to:

- Demonstrate professionalism, personal integrity, self-confidence, and a positive attitude.
- Practice effective communication and client consultation skills.
- Understand employer–employee relationships and the importance of delivering quality services for value received.
- Perform entry-level lash and brow services, including classic and volume lash extensions, lash lifts and tints, brow shaping, brow lamination, and brow tinting, using proper sanitation, safety, and infection control procedures.
- Conduct client assessment and consultation to determine appropriate lash and brow service selection, mapping/design, product choice, and aftercare recommendations.
- Apply theory and technical knowledge to support safe practice, sound judgment, and correct procedures.
- Demonstrate awareness of current techniques, professional products, and career-development practices within the lash and brow industry.

Instructional Methods

RACE uses a variety of instructional methods throughout the educational program.

- Discussion: Organized classroom exploration of concepts and problem-solving.
- Question and Answer: Comprehension checks that encourage participation and recall.
- Demonstration: Instructor-led demonstrations modeling correct procedures and techniques.
- Cooperative Learning: Guided teamwork and peer mentoring.
- Brainstorming: Facilitated idea generation to support creativity and solutions.
- Interactive Lecture: Structured concept instruction with engagement opportunities.
- Individual Instruction: One-on-one coaching, commonly used during practical/clinic training.

- Class Presentations: Student presentations that build confidence and reinforce learning.
- Guest Speakers: Industry education and networking opportunities.
- Worksheets/Independent Activities: Individual practice supporting critical thinking.
- Role-Playing: Practice professional communication and common client scenarios.

Distance Education (Remote Learning)
Distance education students complete assigned theory and related learning through the Milady CIMA online learning platform. CIMA provides interactive, on-demand content and enables instructors to monitor student progress and performance.
CIMA learning activities may include:

- Digital textbook access for reading, note-taking, and research
- Reading assignments and focus questions
- Short-answer/essay prompts and fill-in-the-blank activities
- Educational videos and step-by-step protocols
- Knowledge checks, quizzes, and unit exams
- Study slides and flashcards

Technology Requirements for Distance Education
Hardware
A desktop/laptop computer or mobile device (smartphone/tablet) less than five (5) years old
Headphones/earbuds for audio and video content
Note: Chromebooks are not recommended and may not be compatible with all third-party education platforms.

Software
Google Chrome web browser
Adobe Acrobat Reader
Adobe Digital Editions (if required for digital course materials)

Internet
A stable internet connection is required. A minimum speed of 56K or greater is recommended.

Course Grading and Evaluation Procedures
Academic progress is measured through theory (academic) evaluation and practical skill evaluation.
Academic Evaluation
Students complete assigned academic learning and theory requirements. Academic learning is evaluated throughout the program and typically assessed after each unit of study.

Practical Evaluation
Practical assignments are evaluated as completed and are counted toward completion only when rated satisfactory by a qualified instructor. If performance does not meet satisfactory requirements, it will not be counted and must be repeated until standards are met.

Students complete at least two (2) comprehensive practical skills evaluations during the program. Practical skills are evaluated according to the school's adopted procedures and practical evaluation criteria. Students must make up missed or failed tests and incomplete assignments in accordance with school policy.

Grading Scale
90%–100% = A (Excellent)
80%–89% = B (Good)
70%–79% = C (Satisfactory)
60%–69% = D (Unsatisfactory)
Below 60% = F (Failing)

Students must maintain a cumulative 70% (C average) in academics to meet satisfactory progress standards.

LASH & BROW TECHNOLOGY DISTANCE EDUCATION PROGRAM OUTLINE
270 Hour Program

On Campus	DISTANCE EDUCATION	SUBJECT/UNIT
4		**Course Orientation and Curriculum Overview**
		FOUNDATIONS (General Education Units)
3	6	**Eyelash Extension History and Careers** Eyelash and brow industry Scope of practice for lash and brow technicians
4	12	**Eye and Eyelash Anatomy and Physiology** Understanding the eye, eyelash and brow anatomy and physiology Understand the structure of the eye Identify eyes and eyelid shapes Identify complementary brow shapes Identify eye spacing Recognize the growth stages of brow and lash hair
4	9	**Disorders, Diseases and Allergies of the Eye Area** Importance of understanding disorders, diseases and allergies of the eye area Recognize diseases and disorders of the eye, eyelid, eyelash, and eyebrows Identify allergies and sensitivities related to the eyelash extensions
30	20	**Client Safety and Infection Control** Client Safety and Infection Control Effective disinfection of tools and work surfaces Exposure protocols to protect yourself and clients
4	10	**Tools, Product and Ingredients** Eyelash tools, products and ingredients Eyelash adhesive ingredients: Proper use and storage Implements, tools and equipment for lash and brow services Types of lash extensions Professional products used during an eyelash or eyebrow service

On Campus	DISTANCE EDUCATION	SUBJECT/UNIT
42	15	**Eyelash Extension Applications** Client consultations Length and thickness selection Lash mapping Contraindications for lash application Applying temporary cluster or strip lashes Classic lash application Volume lash application Lash fill procedure Lash extension removal procedures Aftercare for lash extensions
35	9	**Eyelash and Eyebrow Chemical Services** Lash and brow chemical service options Contraindications to chemical services for lash and brows Chemical treatment aftercare Lash lift procedure Brow lamination procedure Lash tint procedure Brow tint procedure
25	9	**Brow Shaping and Arching** Brow Mapping Waxing of the Eyebrows Hair removal through use of tweezers Facial Waxing
3	8	**Building and Eyelash and Brow Business** How to build an eyelash business Professional image Business Ethics Product selection and retail sales Service pricing Marketing your business Social media best practices
6	7	**STATE BOARD & EMPLOYMENT PREP** Licensing Rules & Regulations Preparation for state board written and practical examinations
2	3	**PREPARING FOR EMPLOYMENT**

RACE
Renaissance Academie
Cosmetology and Esthetics

NAIL TECHNOLOGY PROGRAM OUTLINE

300 Hours

PROGRAM DESCRIPTION

The Nail Technology program offers 300 hours of instruction and prepares students to meet the requirements for taking state licensure exams. Master the art of manicures, pedicures, and massage techniques for hands, arms, and feet. Study nail design and artistry and the importance of safety, sterilization and sanitation

PROGRAM OBJECTIVES

Upon completion of course requirements program graduates shall:

- To provide a total experience that unlocks students' potential and aids them in achieving their goals
- To increase the students' understanding of the career opportunities available within the beauty industry
- To help students determine the principles that contribute to both personal and professional success
- Prepare students to make and meet short and long term goals
- Help students to learn to apply the technical skill in harmony with creative elements
- Learn new and current information related to techniques, professional products, and methods for career development within the field of nail technology.

INSTRUCTIONAL METHODS

RACE utilizes the following academic and learning methods throughout the course of the education program.

- **Discussion**- Provides opportunities for student consideration, examination, comment or to explore creative solutions in an organized classroom setting.
- **Question and Answer**- Great way to monitor that students recognize or recall information and a valuable way to check for general comprehension. Encourages class participation and feedback regarding topics at hand.
- **Demonstration**- Important to increase students' understanding of the proper practical application of a concept or technique being presented.
- **Cooperative Learning**- Improves teamwork and general student interaction. Provides students an opportunity to work as a group or one on one with students other than their immediate friends. Encourages peer mentoring.
- **Brainstorming**- Creative education exercise that allows for innovative thinking and new ideas. Encourages positive participation because all ideas are recognized equally
- **Interactive Lecture**- Useful when teaching concepts to a large group. Material is presented in a direct, logical manner, and interaction is encouraged to check for general understanding.
- **Individual Instruction**- Most often used on the clinic floor to check for students' level of understanding regarding the assigned task or client service.
- **Class Presentations**- This allows students the opportunity to study and prepare material to be presented to the class. Very effective when upper-level students present introductory information to Orientation students. Students seem to absorb the information at a faster rate when they are required

to present. Builds confidence in students presenting and camaraderie with basic and advanced students.

- **Guest Speakers**- Provides students with access to what is currently happening within the field and professional networking opportunities.
- **Worksheets**- This allows students to think for themselves without being influenced by others. Individual thoughts can then be shared in group discussions.
- **Role-Playing**- Introduces potential client situations and provides an opportunity for students to explore solutions and a chance to practice professional skills.

COURSE GRADING AND EVALUATION PROCEDURES

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study.

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactorily complete by a qualified instructor. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated.

Students must complete at least two comprehensive practical skills evaluations during their course of study.

Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must make up for failed or missed tests and incomplete assignments.
Numerical grades are considered according to the following scale:
90%-100% A Excellent
80%-89% B Good
70-79% C Satisfactory
60%-69% D Unsatisfactory
Below 60% F Failing
Students must maintain a cumulative C average or 70% in academics in order to be making satisfactory progress standards.

NAIL TECHNOLOGY PROGRAM OUTLINE

On Campus	SUBJECT/UNIT
4	**Course Orientation and Curriculum Overview**

Nail Technology (General Education Units)

On Campus	SUBJECT/UNIT
104	**Artificial and Natural Nail Care**
	Natural Manicures/Pedicures
	Care of the natural nail
	Gel and Acrylic Sculptured Nail Enhancements
	Massage
45	**Bacteriology, Sanitation, Sterilization, Safety, Disease and Infection Control** Safety and sanitation procedures to prevent injury and possible spread of disease
	Sanitation, sterilization, and decontamination
	Universal precautions and responsibilities of a salon professional
	First Aid
40	**Business of the Spa and Salon**
	Professional Image
	Professional Ethics
	Legal practices including: Malpractice liability, regulatory agencies and tax laws
	Types of Ownership and Salon/Spa Operation
	Business Records and Accounting
	Selling Products and Services
	Career Planning
	Effective Communication
9	**Introduction to Nail Technology**
	Course and Curriculum Overview
	History of Nails
35	**Nail Theory**
	Diseases and Disorders of the Nails and Skin
	Implements, Tools and Equipment for Nail Technology
45	**Science of Nails**
	Anatomy and Physiology of the Skin and Nail
	Chemistry
	Cosmetic Chemistry, Product Selection and Ingredients of Nail Products
	Basics of Electricity
10	**State Nail Technology Examination Preparation and Review**
	Preparing for and passing Utah state board exams
8	**Instructor Discretion**
	To be applied by program leaders to strengthen student performance; supervised field trips; or other related training.

NAIL TECHNOLOGY DISTANCE EDUCATION

300 Hours
180 Practical on Campus
120 Remote/Distance Education

PROGRAM DESCRIPTION

The Nail Technology Distance Education program offers 300 hours of instruction and prepares students to meet the requirements for taking state licensure exams. Master the art of manicures, pedicures, and massage techniques for hands, arms, and feet. Study nail design and artistry and the importance of safety, sterilization and sanitation

PROGRAM OBJECTIVES

Upon completion of course requirements program graduates shall:

- To provide a total experience that unlocks students' potential and aids them in achieving their goals
- To increase the students' understanding of the career opportunities available within the beauty industry
- To help students determine the principles that contribute to both personal and professional success
- Prepare students to make and meet short and long term goals
- Help students to learn to apply the technical skill in harmony with creative elements
- Learn new and current information related to techniques, professional products, and methods for career development within the field of nail technology.

INSTRUCTIONAL METHODS

RACE utilizes the following academic and learning methods throughout the course of the education program.

PRACTICAL ON CAMPUS

- **Discussion**- Provides opportunities for student consideration, examination, comment or to explore creative solutions in an organized classroom setting.
- **Question and Answer**- Great way to monitor that students recognize or recall information and a valuable way to check for general comprehension. Encourages class participation and feedback regarding topics at hand.
- **Demonstration**- Important to increase students' understanding of the proper practical application of a concept or technique being presented.
- **Cooperative Learning**- Improves teamwork and general student interaction. Provides students an opportunity to work as a group or one on one with students other than their immediate friends. Encourages peer mentoring.
- **Brainstorming**- Creative education exercise that allows for innovative thinking and new ideas. Encourages positive participation because all ideas are recognized equally
- **Interactive Lecture**- Useful when teaching concepts to a large group. Material is presented in a direct, logical manner, and interaction is encouraged to check for general understanding.
- **Individual Instruction**- Most often used on the clinic floor to check for students' level of understanding regarding the assigned task or client service.

- **Class Presentations**- This allows students the opportunity to study and prepare material to be presented to the class. Very effective when upper-level students present introductory information to Orientation students. Students seem to absorb the information at a faster rate when they are required to present. Builds confidence in students presenting and camaraderie with basic and advanced students.
- **Guest Speakers**- Provides students with access to what is currently happening within the field and professional networking opportunities.
- **Worksheets**- This allows students to think for themselves without being influenced by others. Individual thoughts can then be shared in group discussions.
- **Role-Playing**- Introduces potential client situations and provides an opportunity for students to explore solutions and a chance to practice professional skills.

REMOTE/DISTANCE EDUCATION

Hybrid students are enrolled within the Milady CIMA online learning platform. CIMA is interactive, personal, and available on-demand providing both instructors and students with current, contemporary content and measurable, relevant feedback.

CIMA employs the following learning activities to enhance engagement and to ensure student comprehension:

- Instant E-Book access for reading, note-taking, and research
- Reading assignments, focus questions, essay topics, fill in the blank, educational videos, step by step protocols, knowledge checks, study slides, flashcards quizzes, and detailed exams.

REMOTE LEARNING IT REQUIREMENTS

When participating in distance education courses, it is vital to consider the technology needed in order to support success within your course. Here are the minimum technical requirements for required software and hardware for your course:

HARDWARE

A computer desktop/laptop) or mobile device (smartphone/tablet) that is less than 5 years old.
NOTE: Chromebooks are not recommended and may not be compatible with all 3rd party education platforms.
Headphones/earbuds for listening to audio or videos presented in the course.

SOFTWARE

Google Chrome internet browser
Adobe Acrobat Reader
Adobe Digital Editions

INTERNET

A stable internet connection of 56K or greater is recommended.

COURSE GRADING AND EVALUATION PROCEDURES

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study.

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactorily complete by a qualified instructor. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated.

Students must complete at least two comprehensive practical skills evaluations during their course of study.

Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must make up for failed or missed tests and incomplete assignments.
Numerical grades are considered according to the following scale:
90%-100% A Excellent
80%-89% B Good
70-79% C Satisfactory
60%-69% D Unsatisfactory
Below 60% F Failing
Students must maintain a cumulative C average or 70% in academics in order to be making satisfactory progress standards.

NAIL TECHNOLOGY DISTANCE EDUCATION

On Campus	DISTANCE EDUCATION	SUBJECT/UNIT
	4	**Course Orientation and Curriculum Overview**

Nail Technology (General Education Units)

70	34	**Artificial and Natural Nail Care**
		Natural Manicures/Pedicures
		Care of the natural nail
		Gel and Acrylic Sculptured Nail Enhancements
		Massage
20	25	**Bacteriology, Sanitation, Sterilization, Safety, Disease and Infection Control**
		Safety and sanitation procedures to prevent injury and possible spread of disease
		Sanitation, sterilization, and decontamination
		Universal precautions and responsibilities of a salon professional
		First Aid
20	20	**Business of the Spa and Salon**
		Professional Image
		Professional Ethics
		Legal practices including: Malpractice liability, regulatory agencies and tax laws
		Types of Ownership and Salon/Spa Operation
		Business Records and Accounting
		Selling Products and Services
		Career Planning
		Effective Communication
5	4	**Introduction to Nail Technology**
		Course and Curriculum Overview
		History of Nails
20	15	**Nail Theory**
		Diseases and Disorders of the Nails and Skin
		Implements, Tools and Equipment for Nail Technology
25	20	**Science of Nails**
		Anatomy and Physiology of the Skin and Nail
		Chemistry
		Cosmetic Chemistry, Product Selection and Ingredients of Nail Products
		Basics of Electricity
10		**State Nail Technology Examination Preparation and Review**
		Preparing for and passing Utah state board exams
6	2	**Instructor Discretion**
		To be applied by program leaders to strengthen student performance; supervised field trips; or other related training.

GRADUATION REQUIREMENTS

- In conjunction with the completion of all curriculum requirements, the student must pass a comprehensive written academic and practical final exam to include any applicable competencies required by the State licensure agency.
- Obtain all course clock hours. (Or contracted hours to equal, in combination with other school hours, applicable hours within the program of study.
- Fulfill all financial obligations to RACE, or have an approved payment plan in place.
- A student who meets all graduation requirements will receive a personalized certificate of graduation.
- For those graduating from a program that incorporates Distance Education as a method of delivery: All transcripts or documents (official or unofficial) listing academic attainment received will identify the distance education component.

STATE TESTING

Each student is given materials and literature to aid in preparation for required Utah State Board examinations; however, RACE cannot guarantee the passing of the exam.
To receive a Utah state license, all students must pass the required state board exams.
RACE will aid the student in scheduling their applicable test dates. All fees related to state board testing and licensing are the student's direct responsibility.

STATE LICENSING

COSMETOLOGY & COSMETOLOGY DISTANCE EDUCATION

Submit an “Official Verification Form” provided by RACE to confirm 1250 clock hours have been acquired.
Obtain a passing score on both the National Interstate Council of State Boards of Cosmetology (NIC) Cosmetology Theory and Practical Examinations
Complete and submit an online application for licensure

ASSOCIATED FEES

$96.00 This fee is for each examination, whether written or practical
$50 kit deposit: refundable if the kit is returned with all supplies in good condition)
$60.00 State licensing fee

HAIR DESIGN DISTANCE EDUCATION

Submit an “Official Verification Form” provided by RACE to confirm 1000 clock hours have been acquired.
Obtain a passing score on both the National Interstate Council of State Boards of Cosmetology (NIC) Hair Design Theory and Practical Examinations
Complete and submit an online application for licensure

ASSOCIATED FEES

$96.00 This fee is for each examination, whether written or practical
$50 kit deposit: refundable if the kit is returned with all supplies in good condition)
$60.00 State licensing fee

MASTER ESTHETICS & MASTER ESTHETICS DISTANCE EDUCATION Submit an "Official Verification Form" provided by RACE to confirm 1200 clock hours have been acquired.
Obtain a passing score on both the National Interstate Council of State Boards of Cosmetology (NIC) Master Esthetics Theory and Practical Examinations
Complete and submit an online application for licensure

ASSOCIATED FEES

$96.00 State written exam. $98.00 State practical exam.
$50 kit deposit: refundable if the kit is returned with all supplies in good condition)
$85.00 State licensing fee for Master Esthetics.

Lash & Brow Technology

Submit an "Official Verification Form" provided by RACE to confirm 270 clock hours have been acquired.
Obtain a passing score on both the National Interstate Council of State Boards of Cosmetology (NIC) Eyelash and Brow Technology Theory and Practical Examinations
Complete and submit an online application for licensure

ASSOCIATED FEES

$96.00 This fee is for each examination, whether written or practical
$50.00 kit deposit: refundable if the kit is returned with all supplies in good condition)
$60.00 state licensing fee

NAIL TECHNOLOGY & NAIL TECHNOLOGY DISTANCE EDUCATION

Submit an "Official Verification Form" provided by RACE to confirm 300 clock hours have been acquired.
Obtain a passing score on both the National Interstate Council of State Boards of Cosmetology (NIC) Nail Technology Theory and Practical Examinations
Complete and submit an online application for licensure

ASSOCIATED FEES

$96.00 This fee is for each examination, whether written or practical
$50 kit fee: refundable if the kit is returned with all supplies and in good condition.
$60.00 State licensing fee for licensing.

STUDENT JOB PLACEMENT

RACE will assist students with future employment by providing networking opportunities for students with prominent salons and spas in the local area. RACE will provide students with a list of salons and spas seeking employment upon request. When notified, RACE will communicate notices of all job opportunities seeking qualified cosmetologists, estheticians, or nail technicians. RACE is not responsible or liable in any way to provide or guarantee student employment.

RACE
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Cosmetology and Esthetics

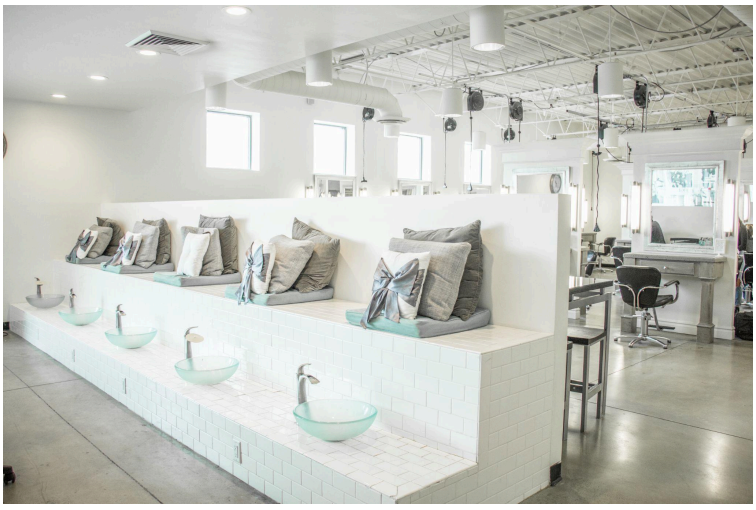
Campus

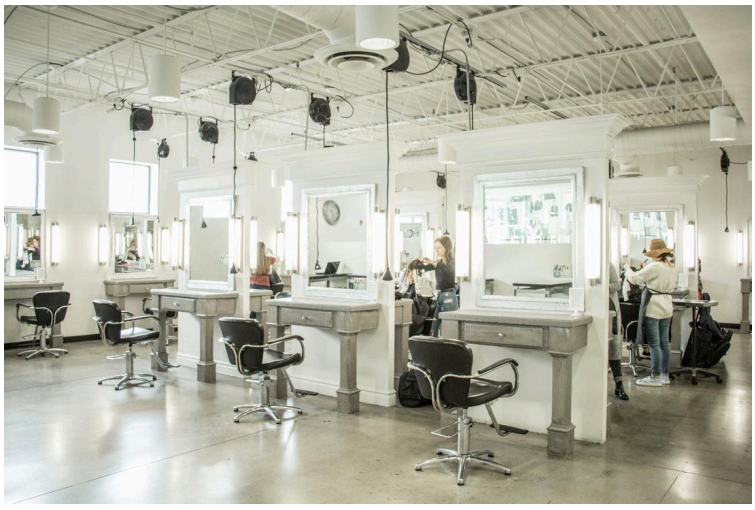
FACILITY
Our 12,800 square foot facility features six practical classrooms, a student study center, a breakroom, a skin spa, and a beautiful salon-inspired clinic floor.

CLINIC FLOOR
The clinic floor provides 20 working stations. Each station is complete with its own pull-down electrical unit and sleek leather hydraulic styling chair. As a student stylist, you will have the opportunity to perform a variety of guest services under the supervision of your education staff.

TREATMENT ROOMS
The clinic spa consists of 6 private fully-equipped spa rooms, a body treatment room for back treatments and full-body wraps as well as a room dedicated to laser hair removal.

CLASSROOMS
6 learning classrooms are equipped with state-of-the-art audio and visual equipment to enhance the learner's overall experience. Flat screens are available in each classroom for educational DVDs, slides, and interactive PowerPoint presentations.





RACE
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Cosmetology and Esthetics

Academic Calendar

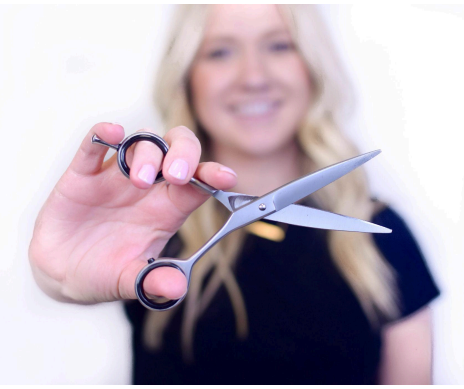
2026 CLASS START DATES

COSMETOLOGY, MASTER ESTHETICS **Fall** Monday, November 9, 2026	**HAIR DESIGN** **Fall** Monday, November 30, 2026
NAIL TECHNOLOGY (Day: 9:00-1:00 & Night: 4:00-8:00) **LASH & BROWS (Night: 4:00-8:00)** **Fall** Tuesday, November 10, 2026	

2026 HOLIDAYS & SCHOOL CLOSURES

Thursday, 11/26-Sunday, 11/29 Thanksgiving Break

Monday, 12/21/2026-Sunday, 1/3/2027 Winter Break


2027 CLASS START DATES

COSMETOLOGY, MASTER ESTHETICS **Winter** Monday, January 25, 2027 **Spring** Monday, March 22, 2027 Monday, May 17, 2027 **Summer** Monday, June 28, 2027 Monday, August 16, 2027	**HAIR DESIGN (DAY)** **Winter** Monday, February 8, 2027 **Spring** Monday, April 5, 2027 Wednesday, June 2, 2027 (due to Memorial Day) **Summer** Monday, July 12, 2027 Monday, August 30, 2027

Fall Monday, September 27, 2027 Monday, November 15, 2027	**Fall** Monday, October 11, 2027 Monday, November 29, 2027
NAIL TECHNOLOGY & LASH & BROW **Winter** Tuesday, January 26, 2027 **Spring** Tuesday, March 23, 2027 Tuesday, May 18, 2027 **Summer** Tuesday, June 29, 2027 Tuesday, August 17, 2027 **Fall** Tuesday, September 28, 2027 Tuesday, November 16, 2027	**NIGHT COSMETOLOGY & HAIR DESIGN** **Winter** Tuesday, February 9, 2027 **Spring** Tuesday, April 6, 2027 Tuesday, June 8, 2027 **Summer** Tuesday, July 13, 2027 Tuesday, August 31, 2027 **Fall** Tuesday, October 12, 2027 Tuesday, November 30, 2027 Night School: Tuesday–Thursday, 4–8 PM. Night starts follow each daytime Hair Design start date.

Start dates are subject to change; confirm current availability with Admissions.

2027 HOLIDAYS & SCHOOL CLOSURES (PROPOSED)
Monday, 2/15 Presidents Day
Saturday, 3/27-Monday, 3/29 Easter Break
Monday, 5/31 Memorial Day
Sunday, 7/4 Independence Day (observed)
Saturday, 7/24 Pioneer Day (observed)
Monday, 9/6 Labor Day
Thursday, 11/25-Sunday, 11/28 Thanksgiving Break
Monday, 12/20/2027-Sunday, 1/2/2028 Winter Break

Administration & Staff



ADMINISTRATION

Jay Taylor	Owner
Therese Taylor	CEO/Owner
Mandy Humphrey	School Director
Erika Blanchard	Admissions Coordinator
Therese Lauritzen	Federal Student Aid Coordinator
Emily Shurtleff	Student Accounts & Campus Admissions

Operational Administration

Ali Hair	Clinic Coordinator

EDUCATIONAL ADMINISTRATION

Hailey Howton	Student Engagement Coordinator
Liesje Summers	Campus Adviser
Sonya Berry	Nail Technology Campus Adviser & GE Coordinator
Natalie Seiler	Student Hour Engagement
Janelle Groneman	Nail Technology Admissions, Advisement & Student Hour Engagement

EDUCATIONAL LEADERSHIP

Kimmi Budding	Cosmetology & Hair Design GE Coordinator
Tawny Cieslak	Esthetics GE Coordinator

RACE
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Cosmetology and Esthetics

Academic Progress

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY
OVERVIEW
This Satisfactory Academic Progress (SAP) Policy is consistently applied to all students enrolled at RACE. Students receive a copy of this policy prior to enrollment and are evaluated at established intervals to ensure they are progressing toward program completion. This policy is designed to comply with NACCAS requirements and applicable federal (Title IV) regulations.

SAP measures progress using:
Quantitative standards (attendance/pace), and
Qualitative standards (academic grades),
both evaluated on a cumulative basis.

Students will be notified in writing when an evaluation result impacts eligibility for Title IV funding.

EVALUATION PERIODS (BY PROGRAM)
For Title IV-eligible programs, RACE conducts formal Satisfactory Academic Progress (SAP) evaluations at established payment-period checkpoints to determine eligibility for continued Federal Student Aid. RACE's Title IV academic year is 900 clock hours, together with the applicable instructional weeks. The established checkpoints are 450 and 900 hours, subject to the required instructional-week criteria. RACE separately verifies that each graduating student has actually completed all required program clock hours, academic requirements, and practical competencies before awarding a certificate of graduation.

Cosmetology (1250 hours): 450 hours and 900 hours
Hair Design (1000 hours): 450 hours and 900 hours
Master Esthetics (1200 hours): 450 hours and 900 hours
Lash & Brow Technology (270 hours): 135 hours
Nail Technology (300 hours): 150 hours

Transfer Students
Transfer students are evaluated at the earlier of (1) the midpoint of the contracted hours, or (2) the next scheduled evaluation period. The evaluation schedule ensures students have at least one evaluation by midpoint in the program.

QUANTITATIVE STANDARD (ATTENDANCE / PACE)
Students must maintain a minimum cumulative attendance/pace of 67% to be considered making satisfactory progress.
Cumulative Attendance/Pace % = (Total Hours Attended) ÷ (Total Hours Scheduled/Contracted)

At each evaluation point, RACE confirms the student's cumulative rate is at least 67%, indicating the student can complete the program within the maximum time frame if the same attendance rate continues.

MAXIMUM TIME FRAME
The maximum time frame for completion is 150% of the published program length (clock hours), expressed in calendar time based on the student's contracted schedule.

Maximum Allowable Hours (150%)
Cosmetology (1250 hours): 1875 hours
Hair Design (1000 hours): 1500 hours
Master Esthetics (1200 hours): 1800 hours
Lash & Brow Technology (270 hours): 405 hours
Nail Technology (300 hours): 450 hours

Students who exceed the maximum time frame may be terminated from enrollment. A student may apply to re-enroll on a cash-pay basis only, subject to school approval and any applicable policies.

QUALITATIVE STANDARD (ACADEMIC)
Students must maintain a cumulative academic average of 70% (C) or higher.
Grading Scale:
90–100% = A (Excellent)
80–89% = B (Good)
70–79% = C (Satisfactory)
60–69% = D (Unsatisfactory)
Below 60% = F (Failing)

Academic learning is evaluated throughout the program. Practical work is counted toward completion only when rated "satisfactory" by a qualified instructor. Students must complete at least two comprehensive practical skills evaluations during the program. Upon completion of all curriculum requirements, students must pass a comprehensive written academic final and a practical final, including any competencies required by the state licensing agency prior to graduation.

SAP STATUS AND NOTIFICATION
Students meeting minimum requirements for both quantitative and qualitative standards at the evaluation point are considered making SAP until the next scheduled evaluation. Students are provided a copy of their SAP evaluation results.

WARNING (TITLE IV)
An otherwise eligible student who initially fails to meet SAP standards may receive one Financial Aid Warning payment period, as permitted under applicable federal rules. During that Warning payment period, the student may continue receiving Title IV funds if otherwise eligible. RACE provides written notice of the SAP determination, Warning status, and requirements to regain SAP by the next evaluation. If the student does not

regain SAP by the end of that period, Title IV eligibility ends until SAP is re-established. A second consecutive Financial Aid Warning payment period is not permitted.

SAP APPEALS AND FINANCIAL AID PROBATION

RACE does not permit appeals of Satisfactory Academic Progress determinations. Because RACE does not offer an SAP appeals process, students cannot regain Title IV eligibility through an appeal. RACE does not offer appeal-based Financial Aid Probation. Academic advising may be provided, but advising does not override SAP requirements or reinstate Title IV eligibility.

RE-ESTABLISHMENT OF SAP

A student who loses Title IV eligibility for failure to meet SAP may regain eligibility by meeting RACE's minimum cumulative academic average of 70%, cumulative attendance standard of 67%, and applicable maximum-time-frame requirement at a subsequent official SAP evaluation, while satisfying all other Title IV eligibility requirements. The Financial Aid Office determines when eligibility is restored. Subject to school approval and satisfactory financial arrangements, a student may continue training without Title IV aid while working to re-establish SAP. Paying tuition without aid, withdrawing, or remaining out of school does not, by itself, restore SAP eligibility.

INTERRUPTIONS / LEAVE OF ABSENCE (LOA) / WITHDRAWALS

If enrollment is temporarily interrupted due to an approved Leave of Absence, the student returns in the same SAP status held prior to the LOA. Days elapsed during an LOA extend the student’s contract period and maximum time frame by the same number of days taken and are not included in the cumulative attendance/pace calculation. Students who withdraw and later re-enroll return to the SAP status held at the time of withdrawal.

NONCREDIT / REMEDIAL COURSES / REPETITIONS

Noncredit and remedial courses do not apply at this institution. Repetitions do not apply as separate coursework; however, unsatisfactory practical performances must be repeated until satisfactory for completion credit.

TRANSFER CREDITS

Accepted transfer hours are counted as both attempted and earned hours for purposes of SAP and are included when determining the student’s remaining allowable hours within the maximum time frame.

Student Access & Privacy

Student Access to Education Records (FERPA)

Renaissance Academie Cosmetology & Esthetics ("RACE") complies with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), a federal law that protects the privacy of student education records for schools that receive funds under applicable U.S. Department of Education programs.

FERPA Rights
FERPA gives parents certain rights regarding their child's education records. These rights transfer to the student when the student turns 18 or attends a postsecondary institution at any age. The student then becomes an "eligible student."

Eligible students have the right to:
Inspect and review their education records maintained by RACE.

- Request an amendment to records they believe are inaccurate, misleading, or otherwise in violation of privacy rights.
- Consent to disclosures of personally identifiable information from education records, except where FERPA permits disclosure without consent.
- File a complaint with the U.S. Department of Education regarding an alleged FERPA violation.

How to Request Access to Records
Students (and parents/guardians when permitted under FERPA—see "Parent/Guardian Access" below) may request access to education records by submitting a written request to RACE identifying the record(s) requested.
RACE will provide access to inspect and review requested records within a reasonable period of time, but not more than 45 days from receipt of the written request.
If an eligible student (or authorized parent/guardian) is unable to review records on campus due to distance, RACE may provide copies of records, as permitted by FERPA and school policy.
Request to Correct (Amend) Records
Eligible students (and parents/guardians of non-eligible students) may request that RACE correct records believed to be inaccurate or misleading. If RACE decides not to amend the record, the requester may request a formal hearing. If, after the hearing, RACE still declines to amend the record, the requester may submit a written statement to be maintained with the record explaining their view of the contested information.

Parent/Guardian Access (Postsecondary Students)
Because RACE is a postsecondary institution, FERPA rights generally belong to the eligible student. However, FERPA permits RACE to disclose education records to parents/guardians without the student's consent if the student is a dependent for federal tax purposes (IRS dependency rules).
RACE may request documentation of dependency (for example, a copy of the applicable portion of a parent/guardian tax return or other acceptable documentation) before releasing records.
Disclosures Without Consent (FERPA Exceptions)
FERPA permits RACE to disclose education records without written consent under certain conditions, including disclosures to:

- School officials with a legitimate educational interest
- Officials of another school where the student seeks or intends to enroll
- Authorized representatives for audit or evaluation of education programs
- Appropriate parties in connection with financial aid
- Organizations conducting certain studies on behalf of RACE
- Accrediting organizations
- Appropriate parties to comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities within a juvenile justice system pursuant to specific state law
- Record of Disclosures

RACE maintains a record of requests for access and disclosures of personally identifiable information from education records as required by FERPA.

Directory Information and Opt-Out

RACE may designate certain information as "directory information" and may disclose it without consent unless the eligible student (or parent/guardian, when applicable) submits a written request to opt out within the timeframe provided by the school.

RACE's directory information may include items such as: student name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. RACE provides notice of directory information and allows students 30 days from their start date to submit a written request that RACE not disclose directory information.

Filing a FERPA Complaint
A complaint may be filed with:
U.S. Department of Education, Student Privacy Policy Office
400 Maryland Ave, SW
Washington, DC 20202-8520
Email: FERPA.Complaints@ed.gov

Renaissance Academie
Cosmetology and Esthetics

Student Privacy and Information Protection Notice

RACE is committed to protecting the privacy and security of students' personal information. This notice explains how we collect, use, store, and share student information, and the rights students have under FERPA and other applicable laws.

1. Information We May Collect

- RACE may collect information such as:
- Full name, contact information, and date of birth
- Social Security number or other government-issued identification (when required)
- Academic records (grades, attendance, progress reports)
- Financial aid records and payment information
- Health-related information only when needed for enrollment requirements, clinic safety, or accommodations (as applicable)

2. How We Use Student Information

- RACE uses student information to:
- Support education and training
- Administer financial aid, scholarships, and billing
- Maintain accurate academic and attendance records

- Comply with federal and state requirements, accreditation standards, and licensing-related requirements
- Support safety in school and clinic settings

3. How We Protect Student Information

RACE uses reasonable administrative, technical, and physical safeguards to protect student information, which may include:

- Secure digital systems and password protection
- Limited access to records by authorized staff with a legitimate educational interest
- Staff training on privacy and data protection
- Physical safeguards for paper records

4. When We May Share Student Information

RACE does not sell student information. We may share information only when:

- Required or permitted by law, accreditation standards, or licensing-related requirements
- Necessary to work with trusted service providers (for example, financial aid processing or required reporting)
- The student provides written consent (when required)
- A health or safety concern requires appropriate disclosure as permitted by law

5. Student Rights
Students have the right to:

- Review their education records
- Request corrections to inaccurate information
- Limit disclosure of directory information (by submitting an opt-out request)
- File a complaint with the U.S. Department of Education if they believe FERPA rights have been violated
- To request access to records or ask questions, please contact the School Director.

6. Data Breach Notification
If RACE experiences a data breach involving student personal information, affected individuals will be notified as required by applicable federal and state laws. RACE will provide information about what occurred, what steps have been taken, and resources to help protect against misuse.

Questions or Concerns
Privacy & Information Security Contact:
Mandy Humphrey
mandy@race.edu

Grievance Policy

In accordance with RACE's mission, the school will make every reasonable effort to resolve student complaints promptly, fairly, and in good faith. Complaint procedures are reviewed during new student orientation to ensure students understand how to submit a concern at any time.

RACE maintains documentation of complaints and their final resolution in school files to help identify the frequency, nature, and patterns of complaints and to support continuous improvement.

Non-Retaliation
RACE prohibits retaliation against any student who submits a complaint or participates in a complaint review process.
Steps to File a Complaint

Step 1: Submit the Complaint in Writing
The student must submit the complaint in writing on the school's designated complaint form within 60 days of the event or action that is the subject of the complaint.
The completed complaint form must be submitted to the School Director.

Step 2: School Review and Written Response

School management will review the complaint and provide a written response within 30 days of receiving the complaint.
The initial response may or may not include final resolution. If additional investigation is needed, the student will be notified of the steps being taken and/or the expected next actions.

Step 3: Investigation (If Needed)
Depending on the nature of the complaint, RACE may conduct interviews with relevant staff and/or students and review related documentation to reach a resolution.

Step 4: Informal Hearing (If Necessary)
In cases involving significant conflict or unresolved issues, RACE may conduct an informal hearing.
A hearing committee may be appointed consisting of:
One member selected by the school who has had no involvement in the dispute (may be a corporate officer);
One member who is not related to the student filing the complaint (may be a student); and
One member who is not employed by the school and is not related to the school owners.
The hearing will occur within 90 days of committee appointment.
The hearing will be informal. The student will present their concerns, followed by the school's response.
Committee members may ask questions of all involved parties.
Within 15 days of the hearing, the committee will prepare a written report summarizing relevant testimony and providing a recommended resolution.
School management/corporate management will review the report and may accept, reject, or modify the recommendations.

Step 5: External Referral (When Applicable)
If the complaint is not within the school's authority to resolve, or if another agency has jurisdiction, the school may refer the complaint to the appropriate outside agency (as applicable).
Escalation Outside the School (After Internal Process)
Students must exhaust RACE's internal complaint process before submitting a complaint to the school's accrediting agency. NACCAS requires that student complainants show the school's internal process has been followed before NACCAS will review the complaint.

Accrediting Agency Contact (NACCAS)
If a student believes the matter remains unresolved after completing the school's internal process, the student may contact:
National Accrediting Commission of Career Arts & Sciences (NACCAS)
3015 Colvin Street, Alexandria, VA 22314
Phone: (703) 600-7600

Utah Complaint Contacts (Consumer/Regulatory)
Federal consumer-information rules also require schools to provide contact information for filing complaints with the accreditor and appropriate state entities.

Common Utah contacts include:
Utah Division of Consumer Protection (DCP) – (postsecondary school/consumer complaints)
Website: dcp.utah.gov (complaints portal available)

Utah Division of Professional Licensing (DOPL) – (occupational/professional licensing-related concerns)
Website: commerce.utah.gov/dopl/file-a-complaint/
Phone: (801) 530-6628 | Email: dopl@utah.gov

Withdrawal & Refund

Withdrawal & Refund Policy

For applicants who cancel enrollment, or students who withdraw or are terminated from enrollment, RACE will apply a fair and equitable settlement. This policy applies to all terminations for any reason, by either party, including student decision, course/program cancellation, or school closure. Any monies due to the applicant/student will be refunded within 45 days of the official cancellation or withdrawal date.

1. **Official Cancellation / Withdrawal Date**
An official cancellation or withdrawal occurs on the earliest of the following:

- Applicant is not accepted by the school → the applicant is entitled to a refund of all monies paid.
- Student cancels in writing during the applicable three-business-day cooling-off period → all monies paid are refunded, whether or not training has begun. The cooling-off period does not end before midnight on the third business day after the latest of: (1) signing the enrollment agreement; (2) paying RACE for services other than an application fee; (3) first attending RACE; or (4) first gaining access to RACE's services, consistent with Utah Code § 13-34-109.
- Student cancels after the applicable cooling-off period has expired but before starting classes → refund of all monies paid less the $75 application fee.
- Student provides written notice of withdrawal to the institution.
- Student on an approved Leave of Absence (LOA) notifies the school they will not return → withdrawal date is the earlier of the LOA expiration date or the date the student notifies the school they will not return.
- Student is terminated/expelled by the school. (RACE also identifies unofficial withdrawals by monitoring attendance and determining when a student has ceased attendance.)
- Written cancellation or withdrawal notice: Students may provide written notice to RACE administration by mail or hand delivery. For notices submitted by mail, RACE records the postmark date; for hand-delivered notices, RACE records the date received. Other withdrawal circumstances, including termination and unofficial withdrawal, are determined from the applicable attendance and school records. The last date of attendance is used for the institutional tuition-adjustment calculation, while applicable determination dates govern required refund and federal aid deadlines.

2. **Refunds Prior to Starting Classes**

- Not accepted: 100% refund of monies paid.
- Cancel during the applicable three-business-day cooling-off period: 100% refund of monies paid, whether or not training has begun.
- Cancel after the applicable cooling-off period has expired but before starting classes: 100% refund of monies paid minus the $75 application fee.

3. Refunds After Starting Classes (Tuition Adjustment Schedule)

For students who start classes and then withdraw or are terminated before completion after the applicable cooling-off period has expired, RACE applies the following minimum tuition adjustment schedule. The percentage of enrollment is based on scheduled hours through the student's last date of attendance, rather than only the hours actually clocked.

Percentage of enrollment = scheduled hours through the student's last date of attendance ÷ total scheduled program hours. The corresponding percentage determines the tuition RACE may retain.

% of scheduled hours	Tuition retained
0.01% – 4.9%	20%
5% – 9.9%	30%
10% – 14.9%	40%
15% – 24.9%	45%
25% – 49.9%	70%
50% or more	100%

Refund calculation basis: RACE uses the scheduled program hours through the student's last date of attendance (LDA), divided by the total scheduled program hours, to determine the applicable tuition-retention percentage. This calculation uses scheduled hours, not merely hours actually clocked. For unofficial withdrawals, any refund owed is issued within 45 days after RACE determines that the student withdrew.

Mitigating circumstances: In cases of disabling illness or injury, death in the student’s immediate family, or other documented mitigating circumstances, RACE may make a reasonable and fair refund settlement.

4. Fees, Charges, and School Property

A $125 administrative withdrawal or termination fee may be assessed when a student voluntarily withdraws or is terminated from enrollment after beginning training and after the applicable cancellation period has expired. No $125 withdrawal or termination fee will be assessed when a student exercises a cancellation right within the applicable three-business-day cooling-off period, even if training has begun. The fee is separate from the tuition adjustment calculation and must also be disclosed in the student's enrollment agreement. Any applicable refund is calculated under RACE's published Withdrawal and Refund Policy and applicable law.

This refund policy applies to tuition and fees identified in the enrollment agreement and catalog.

Student textbooks and required student kits are nonrefundable once provided to the student, including activated access to electronic textbooks, after training has begun and the applicable three-business-day cooling-off period has expired. This does not override the full-refund provisions during the cooling-off period, the refund provisions before classes begin, or applicable refunds required for program cancellation or school closure. The separate $50 state-examination kit fee or deposit listed under State Licensing remains subject to its stated refund and return conditions. Textbook and student-kit charges, including their nonrefundable status, must be clearly disclosed in the signed enrollment agreement and applicable program cost disclosures. RACE provides an itemized settlement showing charges for materials issued, other applicable supplies or equipment, unreturned school property, and fees. No undisclosed nonrefundable charge will be assessed; all charges and refunds remain subject to applicable law and the enrollment agreement.

5. Course Cancellation / School Closure / Teach-Out

- If the school is permanently closed after instruction has begun: RACE will provide a pro-rata refund or offer completion through a prearranged Teach-Out Agreement with another institution.
- If a course/program is canceled after enrollment but before instruction begins: RACE will provide a full refund of all monies paid or offer completion at a later time.
- If a course/program is canceled after instruction begins: RACE will provide a pro-rata refund for students transferring based on hours accepted by the receiving school, or provide completion of the course, or participate in a Teach-Out Agreement, or provide a full refund of all monies paid.

6. Financial Obligations and Collections

- Student hours, supplies, and/or equipment will not be released until the student satisfies all financial obligations to RACE or has an approved payment arrangement in place. When a student graduates, withdraws, or is terminated, any remaining balance becomes due immediately.
- Past-due balances may accrue interest at 1.5% per month and may be referred to collections. The student may be responsible for reasonable collection costs and attorney fees as permitted by law.
- RACE and any third-party collection agent will use fair and ethical collection practices and comply with applicable law. Any promissory notes or tuition contracts sold or assigned to a third party remain subject to RACE's published cancellation and settlement policy. RACE will not use its accreditor's name in collection efforts.

7. Return of Title IV Funds (Federal Financial Aid Recipients)

Purpose and applicability

RACE administers the return of federal Title IV grant and loan assistance in accordance with 34 CFR 668.22 and the applicable U.S. Department of Education Federal Student Aid Handbook. This policy applies when a student who began attendance in a Title IV-eligible program withdraws, ceases attendance, or otherwise must be treated as withdrawn during a payment period, and received or could have received applicable Title IV funds. RACE consistently determines earned and unearned Title IV funds on a PAYMENT-PERIOD basis for its nonterm clock-hour programs. It applies only to Title IV-eligible programs and eligible students. Nail Technology and Lash & Brow Technology are not Federal Student Aid-eligible programs. The federal R2T4 calculation is separate from RACE’s institutional refund and cancellation policy.

1. Withdrawal determination and attendance records

RACE is a clock-hour institution and uses its attendance records to establish a student's last date of academic attendance (LDA), including documented qualifying academic attendance. Students may notify the school of withdrawal through the Compliance or Financial Aid Office. RACE also monitors attendance to identify unofficial withdrawals. At an institution required to take attendance, the date RACE determines a student withdrew generally must be no later than 14 calendar days after the last date of attendance (unless the school's shorter published administrative-withdrawal period applies), subject to the limited exceptions allowed by federal guidance. The withdrawal date used to measure earned aid is the documented LDA; the date RACE determines the withdrawal is used to measure federal return and notification deadlines. For an approved leave of absence (LOA), RACE follows its separate LOA policy and 34 CFR 668.22(d). A student who fails to return from an approved LOA is treated as withdrawn using the required withdrawal-date and date-of-determination rules.

2. Determine whether an R2T4 calculation is required

Before calculating, RACE determines whether the student began attendance, received or could have received Title IV aid, and meets any applicable mandatory withdrawal exemption under federal regulations. As a nonterm clock-hour institution, RACE does not apply exemptions limited to programs offered in modules. RACE does not elect the optional Full Refund Withdrawal Exemption (treating a student as never having attended the payment period). RACE performs the normal R2T4 determination whenever required, even if an institutional refund is provided. RACE documents the withdrawal circumstances and the basis for any applicable federal exemption.

3. Period and Title IV aid included

RACE uses the PAYMENT PERIOD as the basis of each R2T4 calculation for its nonterm clock-hour programs. The Financial Aid Office identifies the applicable payment period, Title IV grants and loans actually disbursed, and Title IV aid that could have been disbursed under federal late-disbursement requirements. Institutional charges are attributed to the payment period according to federal rules, including appropriate proration when program charges were assessed for a longer enrollment period. Only eligible aid and relevant institutional charges are included. Verification restrictions and federal eligibility conditions are applied. Federal Work-Study earnings are not part of an R2T4 calculation.

4. Percentage of period completed and aid earned

For clock-hour programs, the percentage completed is determined by dividing the number of clock hours the student was scheduled to complete from the start of the applicable PAYMENT PERIOD through the withdrawal date by the total number of clock hours in that payment period. The scheduled hours must reflect the documented schedule established before the applicable period began or a permissible pre-withdrawal change unrelated to the withdrawal, consistent with state, accreditor, and published program requirements. RACE does not add unscheduled make-up hours or scheduled hours occurring during an approved LOA. If the resulting percentage is 60% or less, the earned aid percentage is that percentage. If the student was scheduled to complete more than 60%, 100% of the applicable Title IV aid is earned. RACE uses the Department of Education's R2T4 calculation tools or an equivalently compliant calculation method and retains the worksheet.

5. Calculate unearned aid and institution responsibility

RACE compares earned Title IV aid with the total eligible aid disbursed for the PAYMENT PERIOD to determine whether funds must be returned or a post-withdrawal disbursement (PWD) may be due. If disbursed aid exceeds earned aid, the difference is unearned aid. RACE calculates the institution's share as required by the federal worksheet, including the amount based on institutional charges for the payment period, and determines any remaining student responsibility. Institutional charges and the calculation method follow the federal rules, even when a different amount may be due under the separate RACE refund policy.

6. Return amounts, order, and deadline

RACE returns its share of unearned Title IV funds as soon as possible and no later than 45 calendar days after the date RACE determined the student withdrew. Funds are returned up to the applicable disbursed amounts in the federally prescribed order: (1) Direct Unsubsidized Loans, (2) Direct Subsidized Loans, (3) Direct PLUS Loans, (4) Federal Pell Grants, and then (5) other applicable Title IV grants in the order required by federal regulations, if RACE participates in those programs. RACE gives applicable borrower notices and maintains confirmation of returns, corrections, and reconciliation. The school does not defer a required return because a student may later re-enroll.

7. Post-withdrawal disbursements

If earned Title IV aid exceeds the amount disbursed and all late-disbursement eligibility conditions are satisfied, RACE determines the available PWD. Any eligible grant PWD not applied to allowable current charges is paid to the student as soon as possible, no later than 45 days after the date RACE determined the student withdrew; a grant PWD credited to the student's account for allowable charges follows the separate federal deadline (generally no later than 180 days). For an available loan PWD, RACE sends the required written notice offering the student (or parent borrower for Parent PLUS) the opportunity to accept all or part of the loan funds within 30 days after the date of determination. The recipient is allowed at least 14 days to respond. No loan PWD is made without the required confirmation, and accepted funds are disbursed as soon as possible, no later than 180 days after the date of determination. RACE follows federal authorization rules for account charges and records the notice, response, disbursement, or decision not to disburse.

8. Student grant overpayments and student responsibilities

If an R2T4 calculation results in a Title IV grant overpayment for which the student is responsible, RACE applies the federal grant-overpayment protection and de minimis rules, notifies the student within 30 days after the date of determination when required, and explains repayment options and consequences. Any referral to the U.S. Department of Education is handled under applicable federal rules. Unearned loan funds for which the student or parent is responsible are repaid under the terms of the applicable promissory note and loan program. RACE's separate refund calculation may also create a student balance or refund.

9. Re-entry, approved LOA, and records

For a student who returns to the same clock-hour program within 180 days of withdrawal, RACE evaluates the federal reinstatement and payment-period rules, including any restoration of Title IV funds previously returned, and documents the action. Students returning after 180 days or entering a different program are evaluated under the applicable federal rules. For each withdrawal, RACE retains the attendance record, period determination, schedule, exemption review, calculation, applicable institutional charges, aid records, student/parent notifications and responses, proof of returns or PWDs, and relevant student-account adjustments.

10. Timing and consumer information

RACE completes the withdrawal calculation within the federal timeframe and follows the relevant dates of determination. The school is generally expected to complete the R2T4 calculation no later than 30 days after determining withdrawal; required school returns are due no later than 45 days. RACE provides students with information about the implications of withdrawing, including the possible obligation to repay unearned aid, changes to loan repayment, outstanding institutional charges, and access to Financial Aid staff for individualized questions. The institutional refund policy is applied separately after required federal aid determinations and returns.

Federal reference

This policy is to be administered in accordance with 34 CFR 668.22 and the current 2026-2027 Federal Student Aid Handbook, Volume 5, Chapters 1 and 2, including changes effective July 1, 2026.
https://fsapartners.ed.gov/knowledge-center/fsa-handbook/2026-2027/vol5

8. Additional Fees

Programs are scheduled for completion within an established contract period. If a student does not graduate within the contract period (including any published grace period), additional training may be billed at $10 per hour, subject to the school's maximum time frame policies.

Students may also be assessed a $50 fee for each scheduled mandatory clinic shift that is not completed and not made up prior to graduation, as applicable.

9. Termination Policy

RACE may terminate a student's enrollment for reasons including (but not limited to):
Immoral, illegal, or improper conduct;

- Non-compliance with educational requirements, student guidelines, school policies, or the enrollment agreement.
- If termination occurs after training begins and the applicable cancellation period has expired, the student may be assessed the $125 termination fee described in Section 4. This fee does not override a student's cancellation rights during the cooling-off period.

10. Policy Updates and Refund Appeals

These policies are subject to change as permitted by law and accreditation standards. A student may appeal a refund calculation by submitting all relevant facts and documentation in writing within 10 days of termination to Academie Administration. A final determination will be made within 30 days. All decisions are final.

Leave of Absence

Leave of Absence Policy

A Leave of Absence (LOA) is a temporary interruption in a student's program of study during which the student is not in attendance but is expected to return. An LOA is not required for institutionally scheduled breaks. Scheduled breaks occurring during an approved LOA count toward the LOA period. For Title IV recipients, an LOA must meet the applicable requirements of 34 CFR 668.22(d) to avoid being treated as a withdrawal.

Reasons an LOA May Be Requested

RACE may approve a Leave of Absence for circumstances including a debilitating medical condition, death or serious illness of an immediate family member, military obligations, divorce or marital estrangement, or other documented circumstances warranting a temporary interruption of training.

Approval is determined by RACE administration based on the student's circumstances, the requirements of this policy, and a reasonable expectation that the student will return.

How to Request an LOA

Students must submit a written, signed, and dated LOA request before the requested leave begins. The request must include the reason for the leave and the anticipated start and return dates. RACE may request supporting documentation.

If unforeseen circumstances prevent the student from requesting leave in advance, RACE may approve the LOA if the school documents the reason for the exception and obtains the student's written, signed, and dated request as soon as reasonably possible afterward.

For an unforeseen absence, RACE determines the LOA start date based on the first date the student was unable to attend because of the documented circumstances.

LOA Limits, Charges, and Enrollment Status

The minimum LOA duration under RACE policy is two weeks.

The combined duration of all approved LOAs may not exceed 180 calendar days within a 12-month period beginning on the first day of the student's initial LOA.

No additional institutional charges will be assessed solely because a student takes an approved LOA.

An approved LOA that satisfies applicable federal requirements does not constitute a withdrawal, and no institutional refund or Return of Title IV Funds calculation is required solely because the approved leave begins.

RACE extends the student's enrollment contract and applicable maximum completion time frame by the number of calendar days in the approved LOA. A dated enrollment agreement addendum reflecting the revised completion date must be signed and dated by the student and an authorized school representative.

The student returns in the same Satisfactory Academic Progress status held before the LOA.

Financial Aid and Loan Repayment Considerations

No additional Federal Student Aid will be disbursed while a student is on an approved LOA. Additional aid may be disbursed after the student returns and satisfies applicable federal eligibility and payment-period requirements.

Before approving an LOA for a student with a federal student loan, RACE will explain how failure to return may affect loan repayment terms, including the possible expiration of some or all of the applicable loan grace period.

Failure to Return or Unapproved LOA

A student who fails to return by the end of an approved LOA, or whose absence does not qualify as an approved LOA under applicable federal requirements, will be treated as withdrawn for Title IV purposes.

RACE uses the student's documented last date of academic attendance as the withdrawal date and determines the applicable date of withdrawal determination under federal requirements.

RACE will complete any required Return of Title IV Funds calculation and institutional refund settlement and provide applicable financial aid notifications.

Attendance Policy

Communicating Attendance

Students who expect to be absent or tardy must notify the Front Desk through the designated front.desk Teams chat. Day School students must provide notice no later than 9:00 AM, and Night School students must provide notice no later than 1:00 PM on the day of the scheduled class, unless an extenuating circumstance prevents timely notice.

Attendance communication should include:

- Student name and program
- The reason for the tardy/absence (as applicable)
- **Estimated time of arrival**

Students are expected to arrive as communicated and to update the Front Desk if their estimated arrival time changes. Attendance records will reflect only qualifying instructional hours actually attended and verified. Failure to follow attendance communication procedures may result in corrective action under school policy.

Departing Campus

Students who need to leave **before the end of their scheduled hours** must:

1. Obtain approval from their direct leader; and
2. Notify the Front Desk **prior to clocking out and departing campus**.

Make-Up Work and Make-Up Hours

Make-up academic work: Students may submit missed work or assignments after established due dates; however, late work may be capped at a maximum earned credit of **80%**.

Make-up attendance hours: Students may miss up to 10% of their scheduled program hours and still be considered on track for their anticipated graduation date. However, this allowance does not reduce or waive any required program hours. All students must actually attend and clock the full number of hours required for their enrolled program before graduation. Students may make up missed hours outside their regularly scheduled attendance when approved in advance through the Front Desk. Students who have not completed all required program hours by their anticipated graduation date must continue attending until all required hours and graduation requirements have been satisfied. This attendance allowance does not change the school's Satisfactory Academic Progress (SAP) requirements or eliminate required academic and practical work**.**

Dress Code

Dress Code Standards: Cosmetology, Hair Design, Lash & Brow Technology, Nail Technology

(Applies to on-campus attendance and any required in-person or live instructional sessions for distance education programs.)

Standard: Business Professional

When dressing for school, students should wear clothing appropriate for a professional business environment. Clothing that reveals excessive cleavage, chest, stomach, underarms, underwear, or is otherwise not appropriate for a professional setting is not permitted.

Requirements

1. Arrive with hair and makeup in place and ready for the day (as applicable to program standards).
2. Denim/jeans may be worn if they are in good condition and free of excessive holes or distressing.
3. Leggings or tight-fitting pants must be worn with appropriate coverage (e.g., longer top/tunic).
4. Skirts and dresses must be no more than three (3) finger-widths above the knee.
5. Shirts must have straps at least one (1) inch wide.
6. Clothing with words, terms, or images that may be offensive to students, staff, or guests is not permitted.
7. **Not permitted:** shorts, loungewear, athletic wear, sweatpants/sweatshirts, gym shorts, beanies, or ball caps.

Dress Code Standards: Master Esthetics

(Applies to on-campus attendance and any required in-person or live instructional sessions for distance education programs.)

Standard: Medical Professional

Requirements

1. Arrive with hair and makeup in place and ready for the day (as applicable to program standards).
2. Pants must be **black**, provide full coverage, and have no sheer cutouts.
3. A **black medical scrub top** is required (style may be chosen by the student).
4. Closed-toed, clean, professional shoes are required.
5. **Not permitted:** loungewear, shorts, skirts, beanies, ball caps, or slide sandals.

RACE Campus Code of Conduct

The Student Code of Conduct outlines behavioral expectations and supports an environment conducive to learning, safety, professionalism, and student success. Students are responsible for their actions. Violations may result in coaching, corrective action, loss of privileges, or disciplinary action up to and including termination, consistent with school policy. Any monetary charges must be authorized by RACE's published policies and applicable enrollment agreement; no additional undisclosed disciplinary fees will be imposed.

Core Expectations

Be Accountable

- Take responsibility for decisions, actions, and responsibilities. Accountability builds trust and supports a strong learning community.

Be Considerate

- Be mindful of how your actions impact clients, classmates, staff, and the campus environment.

Be Inclusive

- RACE is committed to a welcoming and supportive environment. We respect and value individuals of all backgrounds and identities. This includes, but is not limited to: sexual orientation, gender identity/expression, race, ethnicity, culture, national origin, socioeconomic class, education level, color, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.

Be Respectful

- Disagreement is not an excuse for disrespect. Respect includes appropriate language, tone, privacy, physical space, property, and differing viewpoints.

Choose Words Carefully

- Always communicate professionally. Harassment, exclusionary behavior, and personal attacks are not acceptable.

Community Standards

- **Professional Communication:** Students are expected to communicate respectfully and avoid gossip, personal attacks, harassment, or intentionally disruptive behavior**.**

- **Constructive Resolution:** Students are encouraged to address concerns through appropriate school leadership and established complaint procedures. Deliberate intimidation, harassment, or attempts to disrupt the educational environment are prohibited. These expectations do not prevent students from raising concerns in good faith, discussing their educational experience, participating in an investigation, or using RACE's published complaint and grievance procedures. Retaliation for reporting concerns is prohibited.

Behavior Not Tolerated

The following behaviors are prohibited and may result in disciplinary action:

- Threats of violence or intimidation
- Insubordination
- Discriminatory jokes or language
- Sharing sexually explicit or violent material (in person or electronically)
- Personal insults (including racist or sexist terms)
- Unwelcome sexual attention
- Encouraging or advocating for prohibited behavior

Notice of Non-Discrimination, Sexual Harassment Policies, and Grievance Procedures

Policy Statement

Renaissance Academie Cosmetology & Esthetics ("RACE") is committed to maintaining an environment for students, faculty, administrators, staff, and visitors that is free from discrimination and harassment, including sexual harassment. RACE prohibits retaliation against any individual who reports concerns, participates in an investigation, or otherwise engages in a protected grievance process.

RACE does not discriminate on the basis of sex in its education programs or activities, including admissions and employment, as required by Title IX and applicable federal regulations. RACE also prohibits discrimination and harassment on the basis of race, color, national origin, disability, age, and other characteristics protected by applicable law. Questions about Title IX may be directed to RACE's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

Title IX Coordinator / Non-Discrimination Contact

Mandy Humphrey, Director / Title IX Coordinator
1460 N Moonriver Dr., Provo, UT 84604
Phone: (801) 373-2887
Email: mandy@race.edu

Office for Civil Rights (OCR)

Inquiries or complaints regarding Title IX or other federal civil rights laws may also be directed to the U.S. Department of Education, Office for Civil Rights (OCR). Individuals may file directly with OCR without first completing RACE's internal grievance process. OCR online complaint information is available at https://www.ed.gov/laws-and-policy/civil-rights-laws/file-complaint.

OCR – Denver Office (serving Utah)
Cesar E. Chavez Memorial Building
1244 Speer Blvd., Suite 310
Denver, CO 80204-3582
Phone: (303) 844-5695 | Fax: (303) 844-4303
Email: OCR.Denver@ed.gov

Sexual Harassment Grievance Procedure

Any person may report possible sex discrimination, including sexual harassment, to the Title IX Coordinator in person, by mail, by telephone, by email, or through any other means that results in the Coordinator receiving a verbal or written report. Reports may be submitted at any time, including outside school business hours. A report does not automatically constitute a formal Title IX complaint. Reports may also be made to school officials including the CEO, Education Director, Admissions Director, and Financial Aid Director, who will refer the matter to the Title IX Coordinator for appropriate action.

When RACE has actual knowledge of alleged sexual harassment in an education program or activity, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, explain how to request supportive measures (with or without filing a formal complaint), and explain the process for filing a formal complaint.

Formal complaints: Under the applicable Title IX regulations, a formal complaint is a document filed by a complainant or signed by the Title IX Coordinator that alleges sexual harassment against a respondent and requests an investigation. A complainant filing a formal complaint must be participating in or attempting to participate in RACE's education program or activity at the time of filing. A complaint may be delivered in person, by mail, or electronically, including by email. A physical signature, digital signature, or electronic submission that otherwise identifies the complainant as the person filing may satisfy the signature requirement. A particular school form is not required if the submission otherwise meets the applicable requirements.

RACE will respond to formal complaints under its Sexual Harassment Policies & Grievance Procedures and applicable 34 CFR 106.45 requirements. The formal Title IX process includes notice of allegations, an impartial investigation, equal opportunities to review relevant evidence, a live hearing with advisor-conducted questioning as required for postsecondary institutions, a written determination by an impartial decision-maker, and equal appeal rights for complainants and respondents. Informal resolution is available only when permitted by law and with the required voluntary written consent; it is not available to resolve allegations that an employee sexually harassed a student.

These Title IX appeal rights are separate from RACE's academic SAP policy, which does not permit SAP appeals. RACE's complete Sexual Harassment Policies & Grievance Procedures, including time frames and the standard of evidence, appear in the 2026-2027 Annual Security Report and may be requested from the Title IX Coordinator. Additional Title IX contact and reporting information is available at https://www.race.edu/title-ix/.

State Licensure Reciprocity Disclosure

RACE provides programs designed to meet the **minimum curriculum requirements for professional licensure in the State of Utah**. For licensure requirements outside Utah, RACE has **not made a determination** regarding whether its programs meet other states' educational and licensure requirements. Students who plan to seek licensure in another state are strongly encouraged to contact the licensing agency in that state to confirm requirements before enrolling.

RACE does not provide training or supervised activities out of state. All programs offered by RACE are intended to lead to professional licensure in Utah. RACE makes licensure information available to students and applicants and provides required disclosures consistent with applicable federal rules for professional licensure disclosures.

For questions about Utah licensing requirements, students may contact:
Utah Division of Professional Licensing (DOPL) – Cosmetology
Phone: (801) 530-6628 | Email: dopl@utah.gov

Transferability disclosure: RACE does not guarantee that hours/credits earned will transfer to another institution. (See the school's Transfer Policy.)