

# EE ENTOURAGE INSTITUTE

of Beauty & Esthetics



Cosmetology | Esthetics | Nail Technology | Therapeutic Massage & Bodywork | Student Instructor



**2026-2027  
CATALOG  
AND  
STUDENT HANDBOOK**

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This catalog reflects the regulations, policies, procedures, programs, and fees for the Entourage Institute of Beauty and Esthetics as of July 1, 2026.

Entourage Institute of Beauty and Esthetics reserves the right to adopt, amend, and implement its policies, procedures, academic policies, and curriculum as it deems appropriate and necessary. Under certain circumstances, the institution may grant exceptions to its policies and procedures in individual cases when it is determined, in the sole and absolute discretion of the institution, that such action would be appropriate to further the mission and purposes of the institution.

The provisions of this catalog are not to be regarded as a contract between the student and the Entourage Institute of Beauty and Esthetics.

The institution also reserves the right to correct any clerical errors as necessary. Prospective students should contact Admissions for information regarding any such changes. Currently enrolled students should consult the appropriate campus administrators for additional information.

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# Welcome!

We are pleased to have you join our Entourage family. Our goal is to help you gain the skills needed to be successful while you attend school and beyond. We ask that you commit to a high standard of excellence as you learn the knowledge, attitude, and behaviors of a successful salon or spa professional.

We encourage you to allow us to guide you through this process. Challenge yourself to remain open to learning and being mentored throughout your experience with us.

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## Mission Statement

Our school's mission is to provide a quality educational system to prepare students to pass the state board examination and gain employment within their chosen field of study.

We are passionately committed to providing a solid educational foundation to empower our team in the pursuit of excellence. We strongly believe that when people come first, success will follow.

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## Location

Entourage Institute of Beauty and Esthetics  
12004 W. 95th Street  
Lenexa, KS 66215  
Phone: 913.888.2800  
[www.entouragebeauty.com](http://www.entouragebeauty.com)

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## Regulatory and Licensure

The following institutions license and regulate our school:

### **Kansas Board of Cosmetology**

714 SW Jackson Street, Suite 100  
Topeka, KS 66603  
(785) 296-3155

### **Therapeutic Massage and Bodywork Program:**

#### **Kansas Board of Regents**

1000 SW Jackson Street, Suite 520  
Topeka, KS 66612-1368  
(785) 430-4240

If you are interested in reviewing or receiving a copy of the school's state license/approval or accreditation documentation, please contact Campus Administration.

## Administration/Ownership

3 Pillars LLC, doing business as Entourage Institute of Beauty and Esthetics, is an independently owned and operated cosmetology and esthetics school.

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## School Administration

### **Ownership:**

3 Pillars LLC, dba Entourage Institute of Beauty and Esthetics  
Michaelle Holland — Co-Owner, Campus President  
Dr. Susan Wurtele — Co-Owner, Chief Operating Officer

### **Compliance Officer:**

Rebecca Clothier

### **Campus Director**

Serene Holland  
Esthetician License #200-96753 — Expiration Date: 07/31/2026  
Education — Entourage Institute of Beauty and Esthetics  
Esthetician Instructor License #206-85985 — Expiration Date: 02/28/2027

### **Admissions Coordinators:**

Dominique Bates  
Meghan Price

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## Educators

### **Katelyn Isabelle Gardner**

Direction of Education - Esthetics Instructor  
Esthetician License #200-98147 — Expiration Date: 08/31/2027  
Education — Entourage Institute of Beauty and Esthetics  
Esthetician Instructor License #206-86026 — Expiration Date: 08/31/2027

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### **Valeria Enriquez-Toscano**

Nail Technology Instructor  
Manicurist License #100-99578 — Expiration Date: 04/30/2027  
Education — Entourage Institute of Beauty and Esthetics  
Manicurist Instructor License #106-86764 — Expiration Date: 01/31/2027

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### **Sara Alvarado**

Nail Technology and Cosmetology Instructor  
Cosmetology License #000-86228 — Expiration Date: 01/31/2027  
Cosmetology Instructor License #006-86228 — Expiration Date: 12/31/2027

**Sharon Kay Alexander**

Cosmetology Instructor

Cosmetology License #000-1676 — Expiration Date: 09/30/2027

Education — Hays Hairdressing School

Cosmetology Instructor License #006-100196 — Expiration Date: 06/30/2027

Education — Entourage Institute of Beauty and Esthetics

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**Martha Turvey**

Cosmetology Instructor

Cosmetology License #000-88047 — Expiration Date: 05/31/2027

Cosmetology Instructor License #006-88047 — Expiration Date: 05/31/2027

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**Naomi Pritchett**

Therapeutic Massage and Bodywork Instructor

Education — Associate Degree of Occupational Studies in Therapeutic Massage

Heritage College, Kansas City, MO (2006–2007)

License #Masse23-36759IE — Expiration Date: 02/28/2027

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**Kayden Collette**

Esthetics License #200-98901 Expiration Date: 02/28/2027

Esthetics Instructor License #206-86052 Expiration Date: 08/31/2027

Education — Entourage Institute of Beauty and Esthetics

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**Shaunistay Burnett**

Esthetics Instructor

Esthetics License #200-98770 Expiration Date: 11/30/2026

Esthetics Instructor License #206-86065 Expiration Date: 05/31/2028

Education – Entourage Institute of Beauty and Esthetics

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**Regan Corby**

Esthetics Instructor

Esthetics License - #200-98901 Expiration Date: 02/28/2027

Esthetics Instructor License - #206-86052 Expiration Date 09/30/2027

Education - Entourage Institute of Beauty and Esthetics

## School Facilities

Our programs offer the challenge of a stimulating and rewarding career. Entourage Institute of Beauty and Esthetics is fully equipped to meet the demands of modern cosmetology and esthetics while providing a high-tech learning environment that supports progressive personal development.

The 12,000-square-foot facility includes:

- Student lounge and lockers
- Client reception and work areas
- Management offices
- Private classrooms
- Workstations and professional equipment

Accessible features include:

- Accessible stalls in both women’s and men’s restrooms
- Wheelchair-accessible drinking fountain
- Adjustable tables and chairs in classrooms
- Portable salon chairs to accommodate students or clients with disabilities

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## Performance Statistics / Job Outlook

Entourage Institute of Beauty and Esthetics tracks annual performance outcomes, including student completion, licensure rates, and employment placement.

For the year ending December 31, 2024, the following results were reported:

Category	Rate
Graduation	90%+
Placement	72%+
Licensure	99%+

# Programs of Study

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## Cosmetology Program – 1500 Clock Hours

### Description

The primary purpose of the Cosmetology Program is to train students in basic manipulative skills, safety judgment, proper work habits, and desirable attitudes necessary to pass the State Board examination and obtain entry-level employment in cosmetology or related fields.

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### Instructional Methods

Clock-hour education is delivered through a structured sequence of learning activities designed to prepare students for graduation, state board exams, and employment.

Instruction includes:

- Lecture (theory)
- Demonstration by instructors
- Practical application (graded using rubrics)
- Written examinations

Additional teaching methods include:

- Audio-visual tools
  - Guest speakers
  - Field trips
  - Interactive classroom participation
- 

### Objectives

Upon completion of the program, graduates will be able to:

- Demonstrate a positive attitude, personal integrity, and self-confidence
- Practice professional grooming, communication skills, and poise
- Understand employer–employee relationships and workplace expectations

Perform services including:

- Hair styling and shaping
- Hair coloring and chemical services
- Scalp and hair treatments
- Facials and skincare
- Manicures and pedicures
- Analyze client needs and recommend appropriate services
- Apply theoretical and technical knowledge to professional practice

Graduates are expected to continue learning current trends, techniques, and advancements in the cosmetology industry.

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## Curriculum / Clock Hour Distribution

### Student Needs and Orientation — 50 Hours

- School rules and regulations
  - Orientation and campus tour
  - Dress code
  - Course requirements
  - Clinic procedures
- 

### Scientific Concepts — 40 Hours

- Sanitation and infection control
  - Chemistry basics
  - Safety precautions
  - First aid
  - Equipment usage
- 

### Anatomy and Physiology

- Hair and Scalp — 35 Hours  
Structure, composition, growth, disorders
  - Skin — 20 Hours  
Structure, function, and conditions
  - Nails — 20 Hours  
Structure, growth, disorders, and diseases
- 

### Physical Services and Chemistry

- Shampoos and Rinses — 35 Hours  
Purpose, procedures, and safety
  - Scalp and Hair Care — 35 Hours  
Treatments, safety measures, and analysis
  - Facials and Makeup — 150 Hours  
Massage techniques, skin care procedures, makeup application
  - Manicuring — 180 Hours  
Nail care procedures, artificial nails, sanitation
- 

### Chemical Services

- Hair Coloring — 175 Hours  
Color theory, application, correction
  - Chemical Waving — 150 Hours  
Permanent waving techniques
  - Hair Relaxing — 125 Hours  
Chemical relaxation and safety
- 

### Hair Design

- Hair Shaping — 150 Hours  
Cutting techniques
- Hair Styling — 125 Hours  
Styling and finishing
- Thermal Techniques — 75 Hours  
Heat styling methods

---

**Additional Areas**

- Care and styling of hairpieces — 10 hours
- Business practices — 75 hours
- State laws and student needs - 50 hours

---

**Total: 1500 Clock Hours**

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**Program Standards**

The Cosmetology Program meets and exceeds the requirements established by the Kansas State Board of Cosmetology and upon completion of program will be able to sit for the licensure exam.

# Esthetics Program – 1000 Clock Hours

## Description

The primary purpose of the Esthetics Program is to train students in the basic manipulative skills, safety judgment, proper work habits, and professional attitudes necessary to pass the State Board examination and secure entry-level employment as a skincare specialist or in a related field.

---

## Instructional Methods

Instruction is provided through a structured sequence of learning activities designed to prepare students for graduation, licensure, and employment.

Methods include:

- Lecture (theory)
  - Demonstration by instructors
  - Practical application (graded using rubrics)
  - Written examinations
  - Additional learning methods include:
    - Audio-visual tools
    - Guest speakers
    - Field trips
    - Interactive participation
- 

## Objectives

Upon completion of the program, graduates will be able to:

- Demonstrate a professional attitude, integrity, and self-confidence
- Practice proper grooming, effective communication, and professional poise
- Understand employer–employee relationships and workplace expectations

Perform services including:

- Skin analysis
- Client consultation
- Facial treatments and procedures
- Apply theoretical and technical knowledge to professional practice

Graduates are expected to continue learning new techniques, trends, and innovations in the esthetics industry.

---

## Curriculum / Clock Hour Distribution

### **Infection Control — 60 Hours**

- Sanitation
  - Disinfection and sterilization
  - Universal precautions
  - Bloodborne pathogens
-

### **Skin Anatomy and Physiology — 200 Hours**

- Body systems
  - Muscles and nerves
  - Skin structure
  - Nutrition
  - Cosmetic chemistry
  - Dermatology
- 

### **Skin Analysis and Consultation — 120 Hours**

- Skin types and conditions
  - Disorders and contraindications
  - Consultation procedures
  - Home care recommendations
  - Equipment use
- 

### **Skin Treatments — 240 Hours**

- Cleansing and exfoliation
  - Extraction techniques
  - Facial massage
  - Mask therapy
  - Use of facial equipment
- 

### **Body Treatments — 40 Hours**

- Body exfoliation
  - Body wraps
  - Hydrotherapy
- 

### **Advanced Skin Treatments — 140 Hours**

- Microdermabrasion
  - Chemical exfoliation (AHAs, Jessner peels)
  - Light therapy
  - Electrical treatments
- 

### **Temporary Hair Removal — 40 Hours**

- Waxing
  - Tweezing
  - Sugaring
  - Threading
- 

### **Makeup — 60 Hours**

- Application techniques
  - Corrective and camouflage makeup
  - Eyebrow and eyelash services
- 

### **Business Practices — 30 Hours**

- Salon management
- Client records
- Sales and communications
- Professional ethics

---

**State Law — 20 Hours**

**Student-Specific Needs — 50 Hours**

---

**Total: 1000 Clock Hours**

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### Program Standards

Practical Requirements are subject to change based upon State Board Requirements and Industry Needs.

The Esthetics Program meets and exceeds the requirements established by the Kansas State Board of Cosmetology and upon completion of program will be able to sit for the licensure exam.

# Instructor Program – 300–450 Clock Hours

(Available for Cosmetology, Esthetics, and Nail Technology instructors)

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## Description

The Instructor Program prepares students with the educational skills, professional judgment, work habits, and attitudes necessary to pass the State Board examination and obtain entry-level employment as an instructor.

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## Instructional Methods

Students will participate in:

- Lecture (theory)
  - Demonstrations
  - Practical teaching experience
  - Classroom and clinic instruction
  - Students will gain hands-on experience assisting licensed instructors and teaching both theory and practical components.
- 

## Objectives

Graduates will be able to:

- Demonstrate professional integrity and confidence
- Exhibit effective communication and grooming standards
- Understand workplace expectations

Perform instructional duties including:

- Lesson planning
  - Classroom instruction
  - Student evaluation
  - Clinic supervision
  - Apply theoretical and technical knowledge
- 

## Curriculum / Clock Hour Distribution

### **Professional Teacher — 30 Hours**

- Teaching characteristics
  - Ethics
  - Course planning
- 

### **Student Motivation and Learning — 60 Hours**

- Learning principles
  - Student behaviors
  - Individual differences
-

### **Teaching Methods and Management — 225 Hours**

- Instructional techniques
  - Classroom management
  - Administrative requirements
  - Teaching materials
- 

### **Testing and Evaluation — 90 Hours**

- Written testing
  - Performance testing
  - Student assessment
- 

### **Evaluation — 45 Hours**

- Final written and practical exams
  - Academic advising
  - Student achievement
- 

## **Total: Up to 450 Clock Hours**

---

### **Instructor Practical Requirements**

Students must complete:

- Personal purpose statement
- Instructor notebook
- Teaching assignments
- Lesson plans
- Final exams
- Employment portfolio and résumé
- Student orientation participation
- Additional assignments as directed

All daily work must be documented and verified by an instructor.

Records are maintained for compliance and graduation eligibility.

---

### **Program Standards**

The Instructor Program meets and exceeds the requirements established by the Kansas State Board of Cosmetology and upon completion of program will be able to sit for the licensure exam.

# Nail Technology Program – 400 Clock Hours

---

## Description

The Nail Technology Program provides both theory and practical training to prepare students for the State Board examination and entry-level employment as a nail technician.

---

### Instructional Methods

Instruction includes:

- Interactive lectures
  - Demonstrations
  - Hands-on practice
  - Group projects
  - Audio-visual presentations
- 

## Objectives

Graduates will be able to:

- Demonstrate professionalism and self-confidence
- Practice effective communication and grooming
- Understand salon business fundamentals

Perform services including:

- Manicures and pedicures
  - Nail extensions
  - Nail art and maintenance
  - Apply theoretical and practical knowledge
- 

## Curriculum / Clock Hour Distribution

### **Scientific Concepts — 60 Hours**

- Sanitation
  - Chemistry
  - Nail structure and function
  - Skin and anatomy
- 

### **Manicuring — 75 Hours**

- Basic manicure procedures
  - Pedicures
  - Massage techniques
  - Nail repair
-

**Artificial Nails — 160 Hours**

- Sculpting
  - Tipping
  - Wrapping
  - Gel systems
- 

**Business Practices — 35 Hours**

- Salon operations
  - Client records
  - Sales
- 

**State Law — 20 Hours****Advanced Nail Technology — 50 Hours**

---

**Total: 400 Clock Hours**

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**Program Standards**

The Nail Technology Program meets and exceeds the requirements established by the Kansas State Board of Cosmetology and upon completion of program will be able to sit for the licensure exam.

# Therapeutic Massage and Bodywork Program -840 Clock Hours

---

## Description

The Therapeutic Massage and Bodywork Program prepares students with the knowledge and skills required for licensure and professional practice.

Students will learn:

- Manual techniques
- Applied sciences
- Client communication and documentation
- Ethics and professionalism

The program combines classroom instruction, online learning, and hands-on experience.

---

## Objectives

Graduates will be able to:

- Demonstrate professionalism and integrity
- Practice effective communication and hygiene
- Understand workplace expectations
- Perform massage techniques including:
  - Swedish massage
  - Deep tissue massage
  - Sports massage
  - Prenatal massage
  - Neuromuscular therapy
- Assess client needs and provide appropriate treatment
- Apply theory to professional practice

Graduates are expected to continue developing skills and knowledge throughout their careers.

---

## Curriculum / Clock Hour Distribution

### **Introduction to Massage — 80 Hours**

- Ethics
  - Body mechanics
  - Draping techniques
- 

### **Pathology and Terminology — 80 Hours**

- Diseases and contraindications
  - Medical terminology
- 

### **Anatomy and Physiology I & II — 160 Hours**

- Body systems
  - Treatment planning
-

**Massage Techniques — 80 Hours**

- Swedish
  - Deep tissue
  - Trigger point therapy
- 

**Special Populations — 80 Hours**

- Prenatal
  - Elderly
  - Sports massage
- 

**Kinesiology — 80 Hours**

- Muscle movement
  - Joint function
  - Therapeutic taping
- 

**Clinic / Practical — 80 Hours**

- Client treatments
  - Documentation
- 

**Exam Preparation — 80 Hours**

- MBLEx preparation
- 

**Total: 840 Clock Hours**

---

## Program Standards

The Massage Therapist Program prepares the student to sit for the Massage Bodywork Licensing Examination and apply for a license in most state, city, or other local regulatory agencies with approved accumulative clock hours of 840. Additional information available at this link:

[MBLEx Overview \(fsmtb.org\)](http://fsmtb.org)

# Admissions

Entourage Institute of Beauty and Esthetics believes in equal opportunity and welcomes all qualified candidates. The institution does not deny admission to any applicant on the basis of race, religion, color, gender, sexual orientation, genetic information, age, disability, ethnic origin, or national origin.

Applicants must be at least **17 years of age** by the date of graduation.

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## Admissions Requirements

All applicants must provide one of the following:

- An official high school transcript showing graduation
- A high school equivalency credential (HiSET or GED)
- Proof of a conferred associate's or bachelor's degree

The following will **not** be accepted:

- Special diplomas
  - Certificates of completion
- 

## Exceptions Due to Extraordinary Circumstances

In rare cases where documentation cannot be obtained (e.g., natural disasters or school closure), a student may be considered for admission by providing:

- A signed attestation confirming completion of high school or equivalent
  - Explanation of why documentation cannot be obtained
  - Supporting documentation from the state confirming loss of records
- 

## Ability-to-Benefit

Entourage Institute of Beauty and Esthetics does not accept Ability-to-Benefit (ATB) students.

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## Foreign Diplomas or Transcripts

Foreign educational credentials may be accepted if:

- They are equivalent to a U.S. high school diploma
- They are translated into English by a certified translator
- They are evaluated by a credential evaluation service

Translation and evaluation must be completed **prior to enrollment** and are the responsibility of the student. Please speak with your admissions representative for credential evaluation services if needed.

---

## Admissions Procedures and Policies

Applicants must provide:

### Identification (one required):

- Driver's license
  - State ID
  - Military ID
  - Passport
-

## Education Verification **(one required)**:

- Official high school transcript
  - Approved academic transcript meeting degree requirements
  - Official high school equivalency scores
- 

## Immunizations

The school does **not** require immunizations or vaccinations for enrollment.

---

## VA Prior Credit Requirement

Students with prior secondary education must submit transcripts for evaluation prior to enrollment certification for benefits.

---

## Transfer Hours Policy

Transfer hours accepted by the school:

- Apply toward total program hours
- Count as both attempted and completed hours
- Are included in Satisfactory Academic Progress (SAP) calculations

Please refer to the Transfer Policy for additional details.

---

## 'New Student Orientation

All new students are required to complete orientation prior to beginning their program.

Orientation includes:

- School policies and procedures
  - Campus tour
  - Expectations for student success
- 

## Re-Admission

Re-admission is granted at the sole discretion of the institution and may require specific conditions.

---

## Re-Admission Requirements

Students seeking re-admission must:

- Complete a personal interview with administration
- Undergo a 30-day evaluation period
- During the evaluation period, students must demonstrate compliance with:
  - Minimum attendance requirements
  - Academic performance standards

Failure to meet these requirements may result in termination.

---

## Re-Enrollment Within 180 Days

Students re-enrolling within 180 days must:

- Pay all outstanding tuition, fees, and overtime charges
- Pay a \$15 apprentice license reinstatement fee

- Maintain previous Satisfactory Academic Progress (SAP) status
  - Receive credit for prior payments
  - No additional excused absences will be granted if previously exhausted.
- 

## Re-Enrollment After 180 Days

Students re-enrolling after 180 days must:

- Pay all outstanding balances
  - Pay a \$200 registration fee
  - Pay a \$15 license reinstatement fee
  - Sign a new enrollment contract
  - Be subject to current tuition rates
  - Previously completed hours may transfer if earned within the last **three (3) years**.
  - Students may be required to purchase new kits or textbooks if needed.
- 

## Denial of Re-Admission

Re-admission may be denied for:

- Severe or repeated misconduct
  - Failure to meet academic standards
  - Outstanding financial obligations
  - Poor attendance history
- 

## Military Service Exception

The school does not deny re-admission to service members whose absence was due to military service. Eligible students will be re-admitted under their original contract terms.

---

## Applicants with Non-Immigrant Visas

Applicants must provide documentation confirming eligibility to enroll in a vocational or technical institution.

## Transfer Students

Transfer students may receive credit as follows:

- Maximum transfer: 50% of program hours
- Required completion: minimum 50% at Entourage
  - Cosmetology: up to 750 hours
  - Esthetics: up to 500 hours
  - Nail Technology: up to 200 hours
  - Massage: up to 420 hours

Transferability is determined by the receiving institution.

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## Graduates Re-Enrolling in a New Program

Students who graduate and enroll in another program must complete the full admissions process.

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## State Licensing Disclaimer

Students should be aware that:

- Licensure may be denied based on criminal history
  - Employment eligibility documentation may be required
  - Non-U.S. citizens must meet eligibility requirements
- 

## Safety Precautions for the Beauty Industry

Students must follow all safety guidelines, including:

- Proper sanitation and hygiene
  - Use of protective equipment
  - Safe handling of chemicals
  - Client protection procedures
- 

## Industry Requirements

- Students are expected to:
- Maintain professional appearance
- Follow sanitation standards
- Demonstrate ethical conduct
- Comply with licensing regulations

# Academics

## Education Goals

Entourage Institute of Beauty and Esthetics strives to provide a quality educational system that prepares students to pass the state board examination and gain employment within their chosen field of study. Our quality education system includes outstanding facilities, experienced and qualified educators, and a curriculum developed through years of experience and expertise. Our education goals are:

- To educate students to be professional, knowledgeable, and skilled in their field for marketability within the industry.
- To maintain an updated program that provides students with the knowledge needed to compete in their field of study.
- To promote the continuing educational growth of our faculty and students using current teaching methods and techniques.
- To teach courtesy and professionalism as the foundation for a successful career in their chosen field of study.
- To prepare students to successfully pass the state licensing exam for entry-level employment.
- To train and graduate students while empowering them to become confident and excited to enter a successful career within the salon and beauty industry.

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## Education Policies and Procedures

### Enrollment Periods:

Entourage Institute of Beauty and Esthetics begins new classes every four (4) weeks, depending upon space availability. Please refer to the Tuition and Registration Schedule supplement or contact our Admissions Coordinators for exact start dates.

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### Enrollment Contract:

Entourage Institute of Beauty and Esthetics clearly outlines the obligations of both the school and the student in the enrollment contract. A copy of the contract, along with information covering costs and payment plans, will be provided to the student before the start of class attendance.

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## Programs

Majors, degrees, second degrees, and summer terms do not apply to Entourage Institute of Beauty and Esthetics.

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## Student–Instructor Ratio

The student–instructor ratio is 25:1, in compliance with the Kansas State Board of Cosmetology.

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## Language of Instruction

All programs are taught in English.

## Leaves of Absence (LOA) Policy

An authorized Leave of Absence (LOA) is a temporary interruption in a student's program of study. It refers to a specific period during which a student is not in attendance. An LOA is not required for institutionally scheduled breaks, although a break may occur during an LOA.

LOAs are exceptions to the rule and are rarely approved outside of serious situations.

To qualify, students must meet certain conditions so the leave is considered a temporary interruption rather than a withdrawal requiring a refund calculation. A reasonable expectation must exist that the student will return.

Students who do not follow the proper procedures to request a leave of absence will be considered to have taken an unapproved LOA and will be withdrawn from the program.

LOAs are intended to ensure appropriate time off when absolutely necessary. Typically, no more than one LOA will be approved per student during a program.

### **Acceptable Reasons for LOA (documentation required):**

- Medical issues
- Homelessness
- Extreme financial distress
- Death of a child, significant other, parent, or sibling
- Extreme and unexpected personal issues
- Travel that cannot be changed or avoided (must be documented prior to the start of classes)

### **Key LOA Information:**

- Students on an approved LOA are not considered withdrawn.
- No additional charges will be assessed due to an LOA.
- The enrollment contract period will be extended by the number of days in the LOA.
- If the student does not return as scheduled, they will be withdrawn from the program, and the withdrawal date will be the last date of attendance.
- Students may take a maximum of 180 days of LOA within a 12-month period.

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## Termination Policy

Entourage Institute of Beauty and Esthetics may terminate a student's enrollment for immoral and/or improper conduct, including egregious acts that may cause harm to staff or other students. Termination may also occur after a student receives three (3) coaching sessions, fails to comply with educational requirements, or does not adhere to the terms agreed upon in the enrollment contract.

For more information, refer to the school's Student Advisory Form.

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## Graduation Requirements

To graduate from a program, students must:

- Complete the required number of clock hours of training.
- Complete all clinic practicals in their entirety to meet state requirements.
- Successfully pass all written and practical examinations.
- Complete all required theory hours.
- Pay all tuition costs or make satisfactory arrangements for payment of all monies owed to the school.

Once a student has met all requirements, he or she will receive a **Certificate of Completion**. The school will not release an official transcript until all graduation requirements have been met. A certified transcript may be provided to a student who withdraws. The transcript will include only the hours for which the school has been compensated. Hours will not be released for transfer or graduation until all tuition obligations are satisfied and all academic requirements associated with those hours are completed.

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## Satisfactory Academic Progress (SAP) Policy

Students enrolled in any program at Entourage Institute of Beauty and Esthetics must meet formal standards measuring satisfactory progress toward graduation.

The Satisfactory Academic Progress (SAP) Policy is provided to all students prior to enrollment and is applied consistently to all students. Evaluations are maintained in each student's file.

If a student fails to meet academic or attendance requirements, the school will develop an academic and/or attendance plan to address the student's needs.

A leave of absence will extend the student's contract period and maximum time frame by the number of days taken.

Students utilizing Veterans Education Benefits are held to the same SAP standards as all other students.

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## Quantitative and Qualitative Factors

Satisfactory academic progress is measured using the following criteria:

- A minimum cumulative academic average of **85% or higher**
- A minimum cumulative attendance rate of **80% of scheduled hours**

Theory and practical grades are combined to determine the cumulative academic average.

To calculate attendance, divide the total hours completed by the total hours scheduled.

### Note:

To meet state practical requirements for graduation, students must complete all clinic classroom practicals at 100%.

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## Evaluation Procedures and Required Achievement Levels

Formal evaluations of academic and attendance progress occur at specific milestones throughout each program.

### Example Evaluation Benchmarks:

- **Cosmetology (1500 hours):**
  - 1st Evaluation: 450 hours
  - 2nd Evaluation: 900 hours
  - 3rd Evaluation: 1200 hours
- **Esthetics (1000 hours):**
  - 1st Evaluation: 300 hours
  - 2nd Evaluation: 600 hours
  - 3rd Evaluation: 900 hours
- **Nail Technology (400 hours):**

- 1st Evaluation: 100 hours
- 2nd Evaluation: 200 hours
- 3rd Evaluation: 300 hours
- **Therapeutic Massage and Bodywork (840 hours):**
  - 1st Evaluation: 210 hours
  - 2nd Evaluation: 420 hours
  - 3rd Evaluation: 630 hours

Evaluations are completed within seven (7) days of reaching each milestone.

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## Grading System

The following grading scale is used for theory progress:

- **A:** 95% – 100%
- **B:** 90% – 94%
- **C:** 85% – 89%
- **D:** 70% – 84%
- **Failing:** Below 75%

Practical and clinical work is evaluated through instructor verification:

- An instructor's signature indicates a passing grade.
- A missing signature indicates that minimum standards were not met.

Students must repeat practical applications until a passing standard is achieved.

Students are also required to make up failed or missed tests and incomplete assignments.

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## Determination of Progress Status

Students who meet the minimum requirements for academics and attendance at each evaluation point are considered to be making satisfactory academic progress until the next evaluation.

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## Warning

Students who fail to meet minimum requirements for attendance or academic progress will be placed on **Warning**.

During the warning period, students are still considered to be making satisfactory progress. The warning period continues until the next evaluation.

If the student does not meet requirements by the end of the warning period, they may be placed on probation.

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## Probation

Students who fail to meet requirements after the warning period may be placed on **Probation**, but only if they successfully appeal their progress status.

Students placed on probation must meet specific conditions outlined in an academic plan to regain satisfactory progress.

While on probation:

- The student must follow the academic plan.

- The school must determine that the student can meet SAP standards by the next evaluation period or within the maximum time frame.

If the student fails to meet these conditions, they may be withdrawn from the program.

---

## Re-establishing Satisfactory Academic Progress

Students may re-establish satisfactory academic progress by meeting both academic and attendance requirements by the end of the warning or probationary period.

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## Appeal Procedure

Students may appeal a determination of unsatisfactory progress if they have a valid reason and supporting documentation.

Acceptable reasons may include:

- Death of a relative
- Illness or injury
- Disability
- Other mitigating circumstances

Appeals must:

- Be submitted in writing to the Director of Education
- Be submitted within ten (10) calendar days of notification
- Include documentation explaining both the cause of the issue and what has changed to allow future success

The school will review the appeal and notify the student of the decision within 30 calendar days.

If the appeal is approved, the student will be placed on probation for one evaluation period.

If the appeal is denied, the student may be terminated from the program.

---

## Student Withdrawals

Students who withdraw from the program are required to empty their lockers and collect all personal belongings.

Any items left behind will be stored for 30 days. After that time, the items become the property of Entourage Institute of Beauty and Esthetics.

Students wishing to transfer to another institution must pay all outstanding balances owed to the school. In addition, all applicable academic requirements must be met before transcripts will be released.

---

## Interruptions, Course Incompletes, and Withdrawals

If a student needs to be absent for more than the time allowed in the enrollment contract, or for more than fourteen (14) consecutive calendar days, the student must withdraw from the program and re-enroll at a later date.

Students who withdraw prior to completing the program and later re-enroll will return at the same satisfactory academic progress status they held at the time of withdrawal, provided re-enrollment occurs within 180 days.

The school does not grant arbitrary leaves of absence. If a student must be absent for more than fourteen consecutive calendar days, they must either:

- Request an approved Leave of Absence with proper documentation, or
- Withdraw from the program and re-enroll at a later time

If a student is called to active military duty, a Leave of Absence will be granted. Documentation, such as official orders, must be provided for the student's file.

A Leave of Absence may not exceed 180 days. If the leave extends beyond that timeframe, the student must withdraw and re-enroll upon return.

Students who re-enroll within 180 days of withdrawal will return in the same Satisfactory Academic Progress standing as when they left.

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## Transfer Hours

Transfer hours accepted by the school are applied toward the total number of hours required to complete the program. These hours are considered both attempted and completed for purposes of determining the maximum allowable time frame.

Satisfactory Academic Progress evaluations are based on the contracted hours at this institution.

For transfer students attending less than a full academic year, an evaluation will be conducted at the midpoint of the remaining contracted hours.

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## Attendance and Documentation of Time

The school records attendance in clock hours and awards credit only for actual time attended. Attendance is tracked using a virtual timekeeping system and does not round hours.

Full-time students are required to clock in and out four times per day:

- Upon arrival
- When leaving for lunch
- When returning from lunch
- At the end of the day

Failure to properly clock in or out may result in loss of credited hours.

If a student disputes recorded hours, they must provide supporting documentation, such as:

- Specialty class attendance records
  - Guest service documentation
- 

## Attendance Expectations

All programs require consistent and regular attendance.

- An **excused absence** is one that is pre-scheduled or reported according to school policy.
- An **unexcused absence** is any absence not properly reported and may result in disciplinary action.

Students must maintain their assigned attendance schedule each week.

Tardiness is strongly discouraged, as it disrupts the learning environment. Students arriving late to theory, specialty classes, or guest artist sessions may only enter with instructor approval.

Students are not excused from scheduled classes to perform clinic services.

---

## Attendance Requirements

Students are expected to maintain:

- A **minimum of 90% monthly attendance**
- No more than **10% absences** without incurring additional instructional charges

Students who exceed the allowable absence rate may be required to pay additional fees and may risk delayed program completion.

Students may not be absent for more than fourteen (14) consecutive calendar days without an approved Leave of Absence or withdrawal.

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## Reporting Absences

Students who will be absent or late must notify the school by **8:45 a.m.** Failure to do so may result in a formal write-up.

Requests for planned time off must be approved in advance by the Director of Education.

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## Holidays and Makeup Hours

Recognized holidays, including Thanksgiving, Christmas, and New Year's Day, are scheduled annually.

Students may have opportunities to make up missed hours. Refer to the Makeup Hours Policy for specific details.

Missed hours count toward absence totals and may result in additional instructional charges.

---

## Breaks and Meals

Students are provided scheduled breaks based on class length:

### **Full-Day (7–8 hours):**

- Two (2) 10-minute breaks
- One (1) 30-minute lunch

### **Half-Day (4–5 hours):**

- Two (2) 5-minute breaks
- One (1) 30-minute lunch

Lunch breaks are automatically deducted daily.

If students are participating in an off-site event where a lunch break is not feasible, lunch time will not be deducted.

Students must remain on school premises during scheduled hours unless they receive instructor permission to leave.

---

## Timekeeping and Conduct

Students may not clock in or out for another student under any circumstances.

Failure to accurately record time may result in disciplinary action, up to and including termination.

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## Student Classification

Each student at Entourage Institute of Beauty and Esthetics is classified based on their program and their progress within that program.

## **Phase 1**

Phase 1 is the foundational, pre-clinical level of training. During this phase, students focus on learning core theory concepts and developing basic practical skills required to perform client services.

Students will also begin identifying both short-term and long-term career goals and will start developing an action plan to achieve those goals.

Instruction during this phase is delivered through:

- Interactive lectures
- Demonstrations
- Technology-based learning
- Hands-on practice

Students remain in Phase 1 until they demonstrate sufficient comprehension and skill to advance to Phase 2.

### **Typical Phase 1 Hour Ranges:**

- Esthetics: up to approximately 300 hours
  - Therapeutic Massage and Bodywork: up to approximately 280 hours
  - Cosmetology: up to approximately 350 hours
- 

## **Phase 2**

Phase 2 is the advanced or “senior” level of training. In this phase, students begin refining their technical skills and continue to focus on mastering advanced techniques, developing creativity, and preparing for employment.

Students will:

- Perform services in the student salon or spa
- Build confidence in communication and client consultation
- Improve technical proficiency
- Build advanced technical and creative skills
- Learn essential business and professional development skills
- Participate in state board exam preparation
- Engage in career placement activities

Some students may also serve as mentors to newer students.

Instruction during this phase includes:

- Self-directed learning
- Demonstrations
- Advanced hands-on practice
- Guest speakers and workshops
- Skills assessments and evaluations

### **Typical Phase 2 Hour Ranges:**

- Esthetics: 300-100 hours
- Cosmetology: 351-1500 hours
- Therapeutic Massage and Bodywork: 281-840 hours

Successful completion of Phase 2 prepares students for entry-level employment in their chosen field.

---

## Maximum Time Frame

Students are required to complete their educational program within a maximum allowable time frame. This time frame is based on maintaining at least **80% attendance** throughout the program.

- Students may not exceed **150% of the scheduled program length** in order to graduate.

For example:

- A 1500-hour program must be completed within a maximum of 2250 hours.

Failure to complete the program within the maximum time frame may result in termination from the program.

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## Student Professional Development Guidelines

Students are expected to demonstrate commitment to their education and professional growth. The following guidelines are designed to ensure a safe, focused, and productive learning environment.

Students must:

- Maintain a professional attitude at all times
- Demonstrate respect toward instructors, staff, clients, and fellow students
- Adhere to all school policies and procedures
- Actively participate in all educational activities

Failure to meet these expectations may result in corrective action, including coaching sessions, suspension, or termination.

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## Learning Participation

Active participation is required for successful completion of the program.

Students are expected to:

- Engage in all classroom and clinic activities
- Complete all theory assignments and practical applications
- Participate in peer learning, including tutoring and collaborative work
- Maintain a minimum acceptable academic average on all assignments and tests

Cheating, falsifying records, or taking credit for another student's work is strictly prohibited and may result in immediate termination.

Students must remain engaged at all times during scheduled hours. If not assigned to a client, students should:

- Work on clinic practical worksheets
  - Complete theory assignments
  - Practice skills on mannequins or peers
  - Review educational materials or prepare for exams
- 

## Scheduling and Clinic Operations

All services must be scheduled through the designated school system.

- Only authorized staff may schedule client appointments
- Students may not accept or schedule clients independently
- Students must notify an educator before beginning any service

An instructor must:

- Approve all services performed
- Verify completion of services
- Sign all related documentation

Students are not permitted to perform services outside the school for compensation while enrolled in the program.

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## Equipment and Personal Responsibility

Students are responsible for maintaining their equipment, tools, and supplies.

- All equipment must be properly sanitized and maintained
- Personal items should be secured in assigned lockers
- The school is not responsible for lost or stolen items

Students may use clinic workstations only when assigned to a service or approved activity.

---

## Assignments and Progress Tracking

Students must:

- Complete all required clinic practical worksheets on a monthly basis
- Meet all deadlines for assignments and evaluations

Incomplete work may result in the student being placed on a “Back on Track” status, requiring corrective action.

Students who fail required core examinations after multiple attempts may be required to withdraw and restart the program, in accordance with school policy.

---

## Corrective Action and Disciplinary Policy

The school uses a progressive disciplinary process:

- **First and Second Coaching Sessions:** Documented corrective guidance
- **Third Coaching Session:** Termination from the program

However, certain violations—such as unsafe practices, misconduct, or policy violations—may result in **immediate termination**.

Examples include:

- Immoral or inappropriate conduct
  - Threats, harassment, or bullying
  - Academic dishonesty
  - Violation of safety or sanitation standards
- 

## Veterans and Military Policies

### Veterans Benefits and Transition Act of 2018 Policy for Veteran Students

#### Utilizing VA GI Bill® Education Benefits

Consistent with the Veterans Benefits and Transition Act of 2018, Section 3679 of Title 38, United States Code, Section 103, Entourage Institute of Beauty and Esthetics will not impose any penalties due to the

delayed disbursement of a payment by the U.S. Department of Veterans Affairs on recipients of Chapter 31 and Chapter 33 VA Benefits.

Entourage Institute of Beauty and Esthetics will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides the institution with a Certificate of Eligibility (COE) for entitlement to educational assistance under Chapter 31 or Chapter 33, and ending on the earlier of the following dates:

- The date on which payment from the VA is made to the institution; or
- Ninety (90) days after the date the institution certifies tuition and fees following receipt of the COE (Certificate of Eligibility).

Additionally, Entourage Institute of Beauty and Esthetics will not require a covered individual to borrow additional funds because of the individual's inability to meet financial obligations to the institution due to delayed disbursement of funding from the Department of Veterans Affairs under Chapter 31 or Chapter 33.

A **covered individual** is any individual who is entitled to educational assistance under Chapter 31 (Vocational Rehabilitation) or Chapter 33 (Post-9/11 GI Bill® benefits) and has been verified by the school certifying official as benefit-eligible. This requirement is limited to the portion of funds paid by the VA. "GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website:

**[www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill)**

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### **Leave of Absence (LOA) for Veteran Students and Military Personnel**

The school allows enrolled members of the Armed Forces, including reserve components and the National Guard, to be readmitted if such members are temporarily unavailable or must suspend enrollment due to service in the Armed Forces.

The school will accommodate absences resulting from military service.

---

### **Standards of Progress Policy – Veteran and Eligible Person Addendum**

A veteran and/or eligible person must make satisfactory progress toward an approved educational objective leading to employment.

A veteran and/or eligible person's standard of progress will be determined using the Satisfactory Academic Progress policy as outlined in the college catalog. This includes evaluation of:

- Overall grade point average
- Pace of progress
- Program length
- Maximum time for completion
- Attendance
- Conduct

All students, including veterans and eligible students, receive a written monthly progress report. This report is reviewed with the student by the Director of Education or an instructor on a monthly basis.

In addition:

- **Esthetics Program:** Students will receive written Academic Progress Reports at 150, 300, and 450 hours, in addition to the Satisfactory Academic Progress checkpoint at 300 hours.
- **Cosmetology Program:** Students will receive written Academic Progress Reports at Satisfactory

Academic Progress checkpoints of 450, 900, and 1,350 hours.

### **Maximum Time Frame Policy for Veteran Students and Eligible Individuals Utilizing GI Bill® VA Education Benefits**

In the event that a veteran and/or eligible person exceeds the maximum allowable training time frame (which cannot exceed 10% over the actual length of the program for VA education benefits purposes), the reason for the situation will be reviewed, documented, and reported to the VA in compliance with the minimum Standards of Progress policy.

Students who exceed the maximum time frame as specified above will be allowed to continue their enrollment; however:

- Eligibility for Veteran Education Benefits may be lost, and
- The student may be required to continue on a cash-pay basis for the remainder of tuition owed.

---

### **Completion Within Designated Time Frame**

Students must maintain satisfactory attendance and academic progress to complete their program within the allowed maximum time frame.

To remain in good standing:

- A minimum of **80% cumulative attendance** must be maintained
- Academic progress must meet or exceed required standards

Failure to meet these requirements may result in:

- Placement on warning or probation
- Loss of eligibility for graduation within the standard time frame
- Possible withdrawal from the program

---

### **Professional Conduct Standards**

Students are expected to maintain high standards of professionalism at all times.

This includes:

- Personal cleanliness and hygiene
- Appropriate dress and appearance
- Punctuality and reliability
- Respectful communication

Unprofessional behavior may result in disciplinary action.

---

### **General Student Responsibilities**

Students must:

- Follow all school policies and procedures
- Maintain assigned equipment and supplies
- Keep work areas clean and organized
- Comply with all safety and sanitation standards
- Complete all required coursework and training hours

Students who fail to meet these responsibilities may face disciplinary action up to and including termination.

## Student Finance

Prospective students and their parents are encouraged to visit with the Admissions Coordinator for detailed information about programs available. The primary responsibility for meeting the costs of education rests with the individual student and their families.

Students must inform Entourage Institute of Beauty and Esthetics if their personal information changes, such as:

- Address, phone number, and/or email
- Changes in financial circumstances (loss of job, decrease in salary, etc.)

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### Preferred Lender List and Private Education Loan Disclosures

Our school does not have a list of preferred lenders, and we do not offer private education loans. Promissory notes and contracts for tuition are not sold or discounted to third parties.

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### Scholarships

#### **Entourage Beauty Scholarship**

This scholarship is for first-time students enrolling at Entourage Institute of Beauty and Esthetics. Students may apply by filling out a short questionnaire that indicates their goals for attending school at Entourage Institute of Beauty and Esthetics.

- Institutional Scholarships are not awarded beyond the cost of tuition and fees. Students may not request the scholarship after enrollment has been completed.
- Scholarships are only offered after school review and at the school's discretion.
- There is a specific number of scholarships awarded each year, and they may not be offered at every start. Please check with the Admissions Coordinator for further information.

Entourage Institute of Beauty and Esthetics also accepts outside scholarships for students who wish to enroll and have received scholarship funds. There are numerous outside scholarships that students may apply for that are industry-specific. Please contact your Admissions Coordinator for more information.

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### Payment Options

Entourage Institute of Beauty and Esthetics offers a variety of monthly financial payment schedules to pay for tuition and books during attendance. See the Admissions Coordinator for details.

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### Late Payments

If a student fails to make a scheduled tuition payment, the student may receive a coaching session documented on the Student Advisory Form. If a student consistently fails to make scheduled payments, the student may be terminated from the program.



# Tuition Fees and Policies

The Tuition and Fee Schedule is located at the end of the catalog for the current year.

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## Institutional Refund/Drop Policy

### Official Cancellation or Withdrawal

Any money due to the applicant or student that was paid by the applicant or student shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the following dates:

- An applicant who is not accepted by the school shall be entitled to a refund of all monies paid.
- A student (or, in the case of a student under legal age, his/her parent or guardian) cancels his/her contract in writing within three (3) business days of signing the enrollment contract. In this case, all monies collected by the school shall be refunded, regardless of whether the student has started training.
- A student who cancels his/her contract after three (3) business days of signing the contract but prior to entering classes is entitled to a refund of all monies paid.
- A student notifies the institution of his/her official withdrawal in writing.

For official cancellations as defined above, the cancellation date will be determined by the postmark on written notification or the date the notification is delivered in person to the school administrator/owner. Money paid for the student kit is non-refundable unless the student cancels within three (3) business days of signing the enrollment contract or cancels prior to entering class and has not yet received the student kit. If the student kit and/or supplies were issued, money paid will not be refunded.

---

### Unofficial Withdrawal

Any monies due to a student who unofficially withdraws from the institution shall be refunded within 45 days of the institution's determination that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored weekly. A student who has been absent for fourteen (14) or more consecutive calendar days will be withdrawn. The withdrawal date used in this calculation is the student's last date of attendance.

---

### Additional Refund Policies

When mitigating circumstances are present, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is fair and reasonable to both parties.

All additional costs, such as books, equipment, graduation fees, application fees, rentals, and other charges, are not considered in tuition adjustment calculations if those charges are itemized separately in the enrollment contract. An estimate will be provided.

For students who are expelled prior to completion, the refund calculation will be applied, and the student will be responsible for any outstanding balance.

Money paid for the student kit is non-refundable.

---

## Cancellation of Course/Program

If a course and/or program is cancelled after a student's enrollment and before instruction has begun, the school shall either:

- Provide a full refund of all monies paid; or
- Provide completion of the course and/or program.

If a course and/or program is cancelled after enrollment and instruction has begun, the school shall either:

- Provide a full refund of all monies paid,
- Provide completion of the course/program, or
- Participate in a Teach-Out Agreement.

---

## Collections

A student's account may be sent to collections for nonpayment in accordance with ethical business practices. Any third parties representing the institution will be informed of and acknowledge the Withdrawal and Settlement Policy.

If the school closes permanently after a student has enrolled and instruction has begun, the school will provide a prorated refund of tuition or participate in a Teach-Out Agreement.

---

## Refund Calculation of Tuition

The following refund table distribution is used for all students due a refund. Upon withdrawal, drop, or termination, a student may owe tuition or be entitled to a refund based on scheduled hours to course completion:

Percentage of Program Completed	Amount of Tuition Owed
0.01% – 24.9%	50%
25% – 100%	100%

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## Military Benefits Refund Policies

The general tuition refund policy will be applied when calculating tuition charges for the payment period. In addition, if a student does not successfully complete the program and withdraws, Entourage Institute of Beauty and Esthetics may be required to return funds to the Veterans Administration, and the student will be responsible for any resulting outstanding balance.

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## Student Services

### Housing

Entourage Institute of Beauty and Esthetics maintains a file of information about housing in the surrounding areas.

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### Advising

Students are provided with academic advising and additional assistance as needed. If referral to professional assistance is necessary, the school maintains a record of such referrals.

Information and advice on financial assistance are available to students. The school also provides guidance on:

- Licensure requirements and reciprocity among jurisdictions
  - Employment opportunities in their field of study
  - Continuing education opportunities
- 

## Graduation, Placement, and Career Opportunities

Career opportunities for cosmetologists include, but are not limited to: Hair Stylist, Color Stylist, Makeup Artist, Educator, Salon Owner or Manager, Product Trainer, Platform Artist, and others.

Estheticians have opportunities in medical and health spas, beauty salons, waxing salons, as skin care specialists, and as spa owners.

Although Entourage Institute of Beauty and Esthetics does not guarantee employment upon graduation, the school informs students of job openings and opportunities and coordinates placement activities with local and national salons.

The curriculum includes professional development, interview preparation, mock interviews, resume development, and job search skills.

## Career Research Resources

Prospective students considering a career in the beauty industry are encouraged to research salary expectations, employment trends, and job outlook information before enrolling. Helpful resources are found at U.S. Bureau of Labor statistics : [U.S. Bureau of Labor Statistics : U.S. Bureau of Labor Statistics](#). You may research by career and region of the United States. These resources may provide additional information about cosmetology, skin care, nail care, waxing, therapeutic massage, and related career fields.

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# Student Records and School Policies

## Student Right of Access and Record Notification 2026-2027

The Family Educational Rights and Privacy Act (FERPA) sets a limit on the disclosure of personally identifiable information from school records and defines the rights of students to review and request changes to the records. FERPA gives postsecondary students the rights to:

- Review their education records,
- Seek to amend inaccurate information in their records, and
- Provide consent for the disclosure of their records.

Students (or parents or guardians, if the student is a dependent minor) are guaranteed access to their school records within 30 days from written request of the date of the request.

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## General Release of Information

Except under the special conditions described in this policy, a student must provide written consent before the school may disclose personally identifiable information from the student's education records.

The written consent must:

- State the purpose of the disclosure,
  - Specify the records that may be disclosed,
  - Identify the party or class of parties to whom the disclosure may be made, and
  - Be signed and dated.
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## FERPA Disclosures to Parents

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS rules.

For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

A school may disclose information from a student's education records to parents in the case of a health or safety emergency that involves the student, without needing the student's consent.

A school may let parents of students under age 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

A school official may share information with parents that is based on that official's personal knowledge or observation and that is not based on information contained in an education record.

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## Release of Information to Regulatory Agencies

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. “Authorized representatives” include employees of the Department, such as employees of the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics, as well as firms under contract to the Department to perform certain administrative functions or studies.

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## Disclosures in Response to Subpoenas or Court Orders

FERPA permits schools to disclose education records, without the student’s consent, to comply with a lawfully issued subpoena or court order.

In most cases, the school must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying so the student may seek protective action. However, the school does not have to notify the student if the court or issuing agency has prohibited such disclosure.

The school may also disclose information from education records, without the consent or knowledge of the student, to representatives of the U.S. Department of Justice in response to an ex parte order issued in connection with the investigation of crimes of terrorism.

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## Disclosures for Other Reasons

There are two FERPA provisions concerning the release of records relating to a crime of violence. One concerns the release to the victim of any outcome involving an alleged crime of violence (34 CFR 99.31[a][13]). A separate provision permits a school to disclose to anyone the results of any disciplinary hearing against an alleged perpetrator of a crime of violence where that student was found in violation of the school’s rules or policies with respect to such crime or offense (34 CFR 99.31[a][14]).

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## Directory Information

Entourage Institute of Beauty and Esthetics does not publish “directory information” on any student.

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## Record Maintenance

All requests for releases of information are maintained in the student’s file if the educational records themselves are kept. Student records are maintained for a minimum of six (6) years for withdrawn and graduate students; transcripts are kept indefinitely.

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## Amendment to Student Records

Students have the right to seek an amendment to their school records. To seek an amendment, students must meet with the Campus President and bring any supporting documentation to show that the record is incorrect.

A parent or eligible student may file a written complaint with the Family Policy Compliance Office regarding an alleged violation under FERPA. The Office's address is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

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## Student Civil Rights

### Non-Discrimination Policy

Entourage Institute of Beauty and Esthetics, in its admission, instruction, and graduation policies and practices, does not discriminate based on sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry.

The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses such conduct, he or she is required to report the matter immediately to the Campus President, Michaelle Holland, in person, by calling (913) 888-2800, or by mail at 12004 W. 95th St., Lenexa, KS 66215 so appropriate action can be taken.

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### Grievance Policy

In the event a student has a concern or grievance that cannot be resolved with the student's immediate educator, the student must file the concern in written form.

The complaint will then be referred to the school's Management Team, which consists of the Company President, Campus Director, Director of Education, and Compliance Coordinator.

The team will receive and attempt to resolve each complaint or concern within 21 days of receiving the written complaint. If more information is needed, a letter requesting additional information will be sent to the student. If no further information is needed, the team will make a resolution and notify the student in writing within fifteen (15) calendar days of the steps taken to correct the concern or provide an explanation as to why no action was required.

The school will maintain records of the complaint and response in accordance with the published record retention policy.

Students will not be subject to adverse actions by any school official because of initiating a complaint.

Students should follow the above process; however, the student may, at any time, file a complaint with:

Kansas Board of Cosmetology  
714 SW Jackson St #100  
Topeka, KS 66603  
(785) 296-3155

Or

Kansas Board of Regents  
1000 SW Jackson, Suite 520

Topeka, KS 66612-1368

(785) 430-4240

[https://kansasregents.org/academic\\_affairs/private\\_out\\_of\\_state/complaint\\_process](https://kansasregents.org/academic_affairs/private_out_of_state/complaint_process)

Students will not be subject to retribution for filing a complaint.

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## Student and Employee Anti-Harassment and Discrimination Policy

Entourage Institute of Beauty and Esthetics is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students are required to take mandatory Sexual Harassment Prevention Training upon starting school, and employees are required to complete this training annually.

School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth, or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information, or any other basis protected by federal, state, or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, Entourage Institute of Beauty and Esthetics prohibits discrimination based on sex, including sexual harassment and sexual violence, and has authority over Title IX complaints.

The anti-harassment policy applies to all persons involved in the operation of the School and prohibits unlawful harassment by any employee, student, customer, vendor, third party, or anyone doing business with the School. Any employee, student, or contract worker who violates this policy will be subject to disciplinary action. If a customer, vendor, or other individual engages in unlawful harassment or discrimination, the School will take appropriate corrective action.

This policy applies to discrimination in all academic, educational, extracurricular, athletic, or other programs operated, sponsored by, or related to the School, including on-campus, off-campus events, and school-sponsored activities.

The School will disseminate this policy through publications, the School's website, employee orientation, student orientation, and other appropriate communication channels. Training will be provided to key staff to ensure prompt and effective handling of complaints. The School will respond promptly to all reports and will take action to prevent recurrence and correct behavior.

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## Definitions

### Sex Discrimination

Sex discrimination is treating individuals differently based on sex in providing services, benefits, or opportunities, including:

- Treating a person differently in determining eligibility for aid, benefits, or services
- Providing different aid, benefits, or services
- Denying any person any aid, benefit, or service
- Applying different rules, sanctions, or treatment
- Assisting or perpetuating discrimination
- Limiting participation in opportunities

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## Sexual Harassment

Unwelcome conduct of a sexual nature, including sexual advances, requests for sexual favors, and verbal, nonverbal, or physical conduct that:

- Affects employment or education
  - Interferes with performance
  - Creates a hostile or offensive environment
- 

## Sexual Violence

Physical sexual acts conducted without consent, including sexual assault, coercion, domestic violence, dating violence, and stalking.

- Domestic Violence - Abuse committed by a spouse, former spouse, cohabitant, or someone in a dating or familial relationship.
  - Dating Violence - Abuse committed by a person in a romantic or intimate relationship.
  - Sexual Assault - Non-consensual sexual activity, including force, coercion, or incapacitation.
  - Stalking - Repeated conduct directed at a person that creates fear for safety.
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## Consent

Consent must be informed, voluntary, ongoing, and revocable. It must be given without coercion and can be withdrawn at any time.

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## Prohibited Conduct

This policy prohibits all unlawful harassment, discrimination, and sexual violence.

Conduct is prohibited when:

- Submission is a condition of employment or education
- Decisions are based on acceptance or rejection of conduct
- Conduct creates a hostile environment

Examples include:

- Racial slurs, jokes, or stereotypes
  - Sexual comments, gestures, or physical contact
  - Display of offensive materials
  - Gender-based harassment
- 

## Complaint/Grievance Procedure

Individuals who experience or witness harassment should report it to a Learning Leader, School Director, Owner, or Title IX Coordinator.

Complaints should include:

- Details of incidents
- Names of individuals involved
- Witnesses

Complaints should be filed within 180 days when possible. All complaints will be investigated, documented, and kept confidential.

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## Key Contacts

### **Campus President (Employee Complaints):**

Michaëlle Holland  
12004 W. 95th St., Lenexa, KS 66215  
mholland@entouragebeauty.com  
402-261-5322

### **Title IX Coordinator:**

Rebecca Clothier  
12004 W. 95th St., Lenexa, KS 66215  
rclothier@entouragebeauty.com  
402-261-5322

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## Investigation of Complaints

- Investigations are prompt, impartial, and completed within 60 days
- The *preponderance of evidence* standard is used
- Both parties receive written outcomes

Outcomes include:

- Findings
  - Sanctions (if applicable)
  - Corrective actions
- 

## Interim Measures

The School may implement:

- No-contact orders
  - Academic adjustments
  - Counseling services
  - Escort services
  - Schedule changes
-

## Disciplinary Action

Violations may result in:

- Corrective action
- Suspension or expulsion (students)
- Termination (employees)

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## Reporting and Law Enforcement

Reports of criminal conduct may be filed with law enforcement (911). Institutional processes are separate from criminal investigations.

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## Retaliation Prohibited

Retaliation against any individual involved in reporting or investigation is strictly prohibited.

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## Reporting Requirements

The School may issue safety warnings when necessary and will balance transparency with confidentiality. Parents/guardians of dependent students may be notified when appropriate.

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### Additional Information

- Conflicts of interest are prohibited
- Documentation of proceedings is maintained
- Students will be updated during investigations

For assistance:

U.S. Department of Education, Office for Civil Rights  
400 Maryland Ave SW, Washington, DC 20202  
(800) 421-3481  
OCR@ed.gov

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## Alcohol and Drug-Free Educational Facility Policy

The School is concerned about the use of alcohol and drugs in the educational facility. This concern is based upon the effect that those substances have on a person's judgment, performance, safety, and health. The School prohibits:

- Possession or use of illegal drugs or alcohol
- Being under the influence on campus

Applies to:

- School property
- School activities

Searches may be conducted on:

- Facilities
- Student and employee belongings

Violations may result in disciplinary action, including expulsion or termination.

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## Sexual Harassment Policy

Entourage Institute of Beauty and Esthetics is committed to maintaining a working and learning environment where all individuals are treated fairly and equitably, including an environment free from sexual harassment. This policy applies to anyone who engages in sexual harassment on school property or during school activities.

### Definition of Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any of the following conditions apply:

- Submission to the conduct or communication is made, either explicitly or implicitly, a term or condition of an individual's employment, work opportunity, education, or other benefit.
- Submission to or rejection of the conduct or communication is used as a factor in employment decisions or other school-related decisions affecting an individual.
- The conduct or communication has the purpose or effect of interfering with an individual's work or school performance or creating an intimidating, hostile, or offensive work or school environment.

### Scope and Response

Sexual harassment may occur between any individuals, including staff and students, students and staff, students and students, or staff and staff. It may occur regardless of the individuals' sex or gender.

Administration will take prompt, equitable, and remedial action on reports and complaints that come to the attention of school personnel, whether formally or informally. Allegations involving criminal misconduct will be reported to the appropriate law enforcement agency.

### Examples of Prohibited Conduct

Sexual harassment may include, but is not limited to, the following:

- Verbal harassment or abuse of a sexual nature
- Subtle pressure for sexual activity
- Inappropriate or unwelcome touching, patting, or pinching of a sexual nature
- Intentional brushing against a student's or employee's body
- Demanding sexual favors with implied or overt threats concerning an individual's employment or educational status
- Demanding sexual favors with implied or overt promises of preferential treatment regarding an individual's employment or educational status
- Use of sexually or gender-degrading words or comments, whether verbal or written, including graffiti

- Display of sexually suggestive pictures in the school, on school grounds, or at school-sponsored events
- Leering of a sexual nature
- Spreading sexual rumors

## Discipline and Sanctions

Students, staff, or contractors who engage in sexual harassment will be subject to appropriate discipline or other sanctions. Any other person who engages in sexual harassment on school property or at school activities may have access to school property and activities restricted or revoked, as appropriate.

## Confidentiality

The school will respect the confidentiality of the complainant and the individual against whom the complaint is filed to the greatest extent possible. Confidentiality will be maintained consistent with the school's legal obligations, the need to investigate allegations, and the responsibility to take appropriate disciplinary action when misconduct has occurred.

## Retaliation and False Reports

Retaliation is prohibited against any person who makes a complaint or serves as a witness under this policy. Anyone responsible for retaliation will be subject to appropriate disciplinary action. Individuals who knowingly report or corroborate false allegations will also be subject to appropriate disciplinary action.

## Staff Reporting Responsibilities

Each staff member is responsible for immediately reporting alleged discrimination or harassment to their supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violations of this policy may be subject to disciplinary action, up to and including termination.

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## Harassment, Intimidation, Bullying, Hazing and Discrimination Policy

Entourage Institute of Beauty and Esthetics is committed to maintaining a working and learning environment that promotes fair and equitable treatment for all individuals. The school prohibits bullying, harassment, intimidation, and discrimination of any kind.

This policy applies to conduct that occurs on school property, during school activities, or through electronic communication, including the use of cell phones, computers, personal communication devices, or electronic gaming devices.

Hazing is defined as **any activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers them, regardless of willingness to participate**. This includes acts such as physical abuse, sleep deprivation, exposure to elements, forced consumption of substances, sexual acts, or violations of local, state, or federal law, committed during initiation, affiliation, or maintenance of membership in a student organization

## Prohibited Conduct

Harassment, intimidation, bullying, and discrimination may take many forms, including conduct that is physically threatening, harmful, humiliating, or intended to create a hostile environment.

- Verbal aggression, name-calling, or threats
- Physical aggression or intimidation
- Relational aggression, exclusion, or humiliation
- Graphic, written, or electronic statements, including messages sent through phones, computers, or gaming systems
- Any other conduct that interferes with a person's work, school performance, participation, or access to School services, activities, or opportunities

Such conduct is typically directed at a specific person, may involve repeated incidents, and has the purpose or effect of creating an intimidating, hostile, or offensive work or school environment. It will not be tolerated.

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## Reporting and School Response

Administration will take prompt, equitable, and remedial action on all reports and complaints that come to the attention of school personnel, whether reported formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Anyone who engages in harassment, intimidation, bullying, or discrimination may be subject to appropriate discipline or other sanctions. Students, staff, contractors, or other individuals who engage in these behaviors on school property or at school activities may have their access to school property and activities restricted or revoked, as appropriate.

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## Confidentiality, Retaliation, and False Reports

The School will respect the confidentiality of the complainant and the individual(s) named in the complaint to the extent possible, consistent with legal obligations, state laws and policies, and the need to investigate allegations and take disciplinary and/or restorative action to resolve the matter.

Retaliation is prohibited against any person who makes a complaint or serves as a witness under this policy. Retaliation will result in appropriate disciplinary action against the person responsible. Individuals who knowingly report or corroborate false allegations may be subject to appropriate disciplinary and/or restorative action.

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## Staff Responsibilities

Each staff member is responsible for immediately reporting alleged harassment, intimidation, bullying, or discrimination to their supervisor or other appropriate school personnel. Staff

members who fail to take prompt action to report allegations or violations of this policy may be subject to disciplinary and/or restorative action, up to and including termination.

For a list of state anti-bullying laws and policies, please visit: [Laws, Policies & Regulations | StopBullying.gov](#). For a list of state anti-hazing laws and policies, please visit: [States with Anti-Hazing Laws | StopHazing | Hazing Prevention Resource](#)

# TUITION AND FEE SCHEDULE ADDENDUM

## Effective Date: 7/1/2026

Note: Because of inflationary cycles, and because we must occasionally change equipment to remain current, the school reserves the right for the following tuition information to be subject to change.

### TUITION 1500 CLOCK HOURS COSMETOLOGY

Registration Fee <i>(non-refundable)</i>	\$200.00
Apprentice License <i>(non-refundable)</i>	\$15.00
Tuition	\$15,000.00
E-Books <i>(non-refundable upon being issued to student)</i>	\$400.00
Student Kit <i>(non-refundable upon being issued to student)</i>	\$3,200.00
<b>TOTAL COST</b>	<b>\$18,815.00</b>

### TUITION 1000 CLOCK HOURS ESTHETICS

Registration Fee <i>(non-refundable)</i>	\$200.00
Apprentice License <i>(non-refundable)</i>	\$15.00
Tuition	\$12,500.00
E-Books <i>(non-refundable upon being issued to student)</i>	\$500.00
Student Kit <i>(non-refundable upon being issued to student)</i>	\$2,900.00
<b>TOTAL COST</b>	<b>\$16,115.00</b>

### TUITION 400 CLOCK HOURS NAIL TECHNOLOGY

Registration Fee <i>(non-refundable)</i>	\$200.00
Apprentice License <i>(non-refundable)</i>	\$15.00
Tuition	\$4,500.00
E-Books <i>(non-refundable upon being issued to student)</i>	\$350.00
Student Kit <i>(non-refundable upon being issued to student)</i>	\$1,900.00
<b>TOTAL COST</b>	<b>\$6,965.00</b>

## TUITION 840 CLOCK HOURS THERAPEUTIC MASSAGE AND BODYWORK

Registration Fee <i>(non-refundable)</i>	\$200.00
Tuition	\$10,000.00
E-Books <i>(non-refundable upon being issued to student)</i>	\$500.00
Student Kit <i>(non-refundable upon being issued to student)</i>	\$2,100.00
<b>TOTAL COST</b>	<b>\$12,800.00</b>

## TUITION INSTRUCTOR

Registration Fee <i>(non-refundable)</i>	\$200.00
Apprentice License <i>(non-refundable)</i>	\$15.00
Tuition	\$2,200.00
E-Books <i>(non-refundable upon being issued to student)</i>	\$600.00
<b>TOTAL COST</b>	<b>\$3,015</b>

Please contact the school's Admissions Coordinator for payment options. The school accepts cash, credit cards, personal check, and money orders. In extraordinary circumstances, the school may adjust tuition and kit fees for students that transfer from a school that has suddenly closed without notice.

### Other Fees:

- Returned Check Fee - \$50.00
- Stop Payment on Check - \$50.00
- Transcript Request - \$15.00 (Student receives 2 complimentary transcripts)
- Any withdrawal, re-enter, and overtime charges as applicable

Scrubs (Tops, Pants, Jackets) are required for all students (The color of the scrubs will be in accordance with the program selected). Tennis shoes (or similar type of shoe) must be worn – no sandals or flip flops.

Kit items that have been broken or lost and need to be replaced. (Kit inventories will occur occasionally. Students will be responsible for replacing all missing or non-functional items from their kit. Missing or non-functional kit items must be replaced within one week of loss.

A kit is provided to each student and is dispensed at various points in the program. The cost of this kit is included in the price of the program. However, if a student loses or breaks kit items or desires extra items, these will be at the expense of the student. Students are expected and required to use the items included in their kits during their training (during practical training, and with clients.

Unique or Specialty products (not normal type services) – Each department will provide a list of products that must be purchased by the student for use. These products are not expensive and must be paid for in cash or credit/debit card from the Spa Services Desk. Students receive services at a discounted charge while attending the Institute; however, products used for these services are not free. A price list is available at the Spa Services Desk and students will be required to prepay for their services.

Students receive services at a discounted charge while attending the Institute; however, products used for these services are not free. A price list is available at the Spa Services Desk and students will be required to prepay for their services.

Typically, student services will cost 25% of the listed spa and salon prices. Students may pick five (5) friends or family members who will receive a 50% discount off all services when the student is enrolled and actively attending.

Additional official transcript from Entourage Institute of Beauty & Esthetics: \$15.00. Note:

- one (1) copy is provided to State Board, and
- two (2) copies are provided to the student upon graduation and payment of all tuition, fees and other charges.

Replacement of Diploma (name change, lost diploma, etc.): \$25.00

Resource Center – any book, DVD or other resource material not returned will be the financial responsibility of the student to replace.

Equipment checked out – if equipment is checked out and not returned or, if pieces are missing upon return, the student will be responsible to replace or the equipment. If the equipment is purposefully broken, the student will bear the financial responsibility for repairs or replacement.

State Board Test Fee. The cost for the State Board test is \$150.00 (\$75 for the written exam and \$75 for the practical exam).

**Please note:** All fines and fees and tuition balance must be paid in full by the student's last day of attendance and before the exit exam is taken unless acceptable payment arrangements have been made.

## ACADEMIC CALENDAR – Start Dates: 2026-2027

### 2026

January 5  
February 2  
March 2  
March 30  
April 27  
May 25  
June 22  
July 20  
August 17  
September 14  
October 12  
November 9  
December 7

### 2027

January 4  
February 1  
March 1  
March 29  
April 26  
May 24  
June 21  
July 19  
August 16  
September 13  
October 11  
November 8  
December 6

*Student Instructor Programs – As Scheduled*

**Start Dates May Change with Notice – Please verify with your Admissions Representative if there is a change in the start date.**

### Holidays and school closures:

Entourage Institute of Beauty and Esthetics allows one day per month for staff professional development. Holidays such as Thanksgiving, Christmas, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, and New Year's Day will be set according to the calendar each year. Additional holidays may be added to the schedule at the discretion of the school administration. The school is open for business unless there is a declared State of Emergency. Unexpected closures and snow days will be reported via social media on Instagram and Facebook page.





## STUDENT HANDBOOK

# Student Handbook

## Parking

Students must abide by local (city and/or property owner) parking rules, which are announced during orientation. Entourage Institute of Beauty and Esthetics will not be responsible for parking violations and/or towing fees. Parking is within the parking lot in front of the school.

## Holidays and school closures

Entourage Institute of Beauty and Esthetics allows one day per month for staff professional development. Holidays such as Thanksgiving, Christmas, Memorial Day, 4th of July, Labor Day, and New Year's Day will be set according to the calendar each year. Additional holidays may be added to the schedule at the discretion of the school administration. The school is open for business unless there is a declared State of Emergency. Unexpected closures and snow days will be reported via the school's social media on Instagram and/or Facebook page.

## Makeup Hours

Students may make up missed hours by working at school approved events outside the normal school hours. These events include but are not limited to the Saturday clinic, Fashion Shows, Cut-A-Thons, etc. A School Official must be present for the Student to receive hours. Students must complete a Student Make-Up Request Form indicating the date, time, activity completed, and the name of the School Official who supervised the make-up time.

## Makeup Work

Students must complete all required assignments and tests. To accommodate students, makeup test days and worksheet periods are scheduled. Students must complete makeup work at the scheduled time. Monthly makeup test dates are available. Please speak with a Learning Leader.

## Communication Guidelines and Professional Conduct

- Visitors are allowed in the reception area only. Visitors are not allowed in the classrooms or the break room without permission.
- Only emergency calls are permitted on the business phone. Students may use the student phones for a limited time. Please keep your calls to three (3) minutes or less.
- Cell phones are permitted in assigned areas of the school. (Break Room). Students using cell phones in classrooms and clinic area will be asked to secure their phone and not use during class or clinic time.
- Students may not visit with another Student who is serving as a service guest.
- Students may not gather around the service desk, service reception area, or offices.

- Food, drinks, and water bottles are allowed only in the lunchroom. Spill proof drink containers are allowed in the classrooms. The school is a smoke-free campus which includes Vaping.
- Stealing or taking school property or another's personal property is unacceptable and grounds for termination.

The school administration has the right to access and inspect a student's locker at any time, refer to the Search Policy and the Locker Policy.

## Attendance and Documentation of Time

The school records attendance in clock hours and gives appropriate attendance credit for all hours attended. Attendance is calculated using a virtual time system and does not round hours. To ensure proper clock hours are credited, full-time students are required to clock in/out four times a day: when they arrive at school, when they leave for lunch, when they return from lunch, and when they leave at the end of the day. If a student fails to clock in or out for their schedule on the student time clock, the student may not receive hours. If the student wishes to dispute any hours they feel were earned, the student must provide documentation to verify attendance on the missing time form. The documentation would include the specialty class attendance role, and/or the guest service summary.

- The school opens at 8:45 am and closes at 9:45 pm
- All courses require continuous attendance. An excused absence is defined as an absence pre-scheduled or called in by the prescribed time. An unexcused absence is any absence not covered under excused absence and may result in a coaching session.
- The prescribed attendance schedule must be maintained each week.
- Students must be on time, as tardiness inhibits the learning process. Students who are late for theory, a specialty class or a guest artist class may attend the class but must be allowed in by an educator.
- Students are not excused from class to work in the clinic classroom.
- Students who attempt to falsify time will be subject to disciplinary action as determined by the administration including termination.

**Students who are going to be absent or tardy – please contact the front desk at (913) 888-2800. They will notify your instructor. It is your responsibility to let the school know if you are not going to be in or late.**

During the contracted enrollment period, applicant students must maintain a 90% attendance average each month to complete the program by the contracted end date. However, the student may not be out of school fourteen consecutive calendar days, or he or she may be terminated.

Please note that if a student misses more than fourteen consecutive calendar days, the student may be terminated from the program.

- Students who are late or cannot attend school must contact the school by 8:45 AM or it will result in a student write-up.
- Students must request time off from school from the Director of Education.

- Holidays such as Thanksgiving, Christmas, and New Year’s Day will be set according to the calendar each year. There may be opportunities for students to make up missed hours, refer to the makeup hours policy for specific details. Hours missed will count against hours allowed to miss.
- Lunch and breaks are scheduled for all students. Students will take 30 minutes for lunch between 12:00 noon and 1:30 PM, if possible, according to their appointments or schedules. Students should communicate with their instructor if they have not had lunch by 1:30 PM.

Documentation of time: Students may not leave the school premises during regular hours without an instructor's permission.

*Observe the appropriate breaks for your school schedule. Breaks are as follows:*

<b>Student Schedule</b>	<b>Breaks</b>	<b>Lunch</b>
<b>8- or 7-hour day</b>	<b>10min. In the morning &amp; 10min. In the afternoon</b>	<b>30min.</b>

Students' lunch will automatically be deducted each day for 30 minutes every day. If the school is participating in an event off the school premises, a 30-minute lunch may not be possible. If that situation occurs, you will not be docked 30 minutes for lunch.

Students may not clock in or out for another student.

## Completion of Course within Designated Period of Time

*Information regarding other course schedules is available upon inquiry. At the end of each evaluation period, the school will determine if the student has maintained at least 85% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum 150%-time frame allowed. Students who are not maintaining 85% cumulative attendance will be placed on Attendance Warning and attendance will be monitored weekly with student bringing attendance up to satisfactory levels by each evaluation period or student may be withdrawn.*

## Learning Participation Guidelines

1. Peer teaching and tutoring are encouraged. Taking credit for another’s work or cheating during exams is unacceptable and is grounds for termination.
2. Students will be expected to maintain an average of 85% on all theory tests and assignments.
3. Students may not be released from the required theory class to take a client.
4. Only service desk personnel may schedule or change client service appointments.
5. All services must be checked, and the service ticket initialed by a Learning Leader.
6. Students are expected to be continuously working on school-related projects, assignments, clinic practical worksheets, reading theory, or test preparation during school hours.
7. Students will receive clock hours during the times they fully participate in their learning experience.

8. When students are not scheduled with service appointments or are not scheduled to attend theory or a specialty class, they may focus on the following:
  - a. Completion of clinic practical worksheets
  - b. Completion of theory review worksheets
  - c. Performing a service on another student
  - d. Listening to or reading school resource center materials, including educational videos, and books
9. Students must comply with school personnel and Instructors assignments and requests as required by the curriculum and student guidelines and rules.
10. Students may not perform hair, skin, e s t h e t i c s, o r nail services outside of school unless authorized to do so by the school administration. Conducting unauthorized o u t s i d e o f school will be reported to the state board and may result in your inability to receive a professional license.
11. Students are responsible for their own kit and equipment and may use a clinic station only while working at that clinic station. All kit, equipment, tools, and personal items must be secured in the students assigned locker. The school is not responsible for any lost or stolen articles.
12. Parking is allowed in assigned parking areas only or cars may be towed at the owner's expense.
13. All clinic practical worksheets are due on the assigned day of each month by the end of the school day.
14. If a student fails to complete a worksheet 100%, the student will be placed on the Back on Track list and will remain on the list until the student is current on worksheets.
15. If a student fails to pass the Core written and/or practical exam on their second attempt, they may be asked to withdraw from the program and re- start in the next Core class start date.
16. The school requires a student to complete all theory hours as part of their graduation requirements. Refer to the graduation requirements.

## Coaching and Corrective Action

Part of the students' learning experience includes fine-tuning and mastering the skills and behaviors of a salon professional. The school team will coach all students to correct noncompliant or inappropriate behavior. The following actions may be inspected for noncompliance:

1. Attendance and Documentation of Time Guidelines: Attendance, promptness, and documentation of work are cornerstones of successful work practices. Students may be clocked out, released for the day, or suspended when they do not comply with guidelines.
2. Professional Image Standards: Professional image standards were created to provide guidance and direction to students as they develop their professional

image and personal professional image standards.

3. **Sanitation and Personal Service Procedures:** Sanitation and personal service procedures have been established to comply with state laws and to provide a safe and clean service environment. Students may be coached and receive an advisory when they do not follow sanitation and personal service procedures.
4. **Communication Guidelines and Professional Conduct:** It is the school's responsibility to provide a learning environment that is professional, positive, and conducive to learning. Staff and all contribute to a mutually respectful learning environment that fosters effective communication and professional conduct. Students who fail to follow communication guidelines and who do not conduct themselves in a respectful and professional manner may experience suspension or termination.
5. **Learning Participation Guidelines:** The learning participation guidelines have been established to provide a creative, fun, interactive, and collaborative learning environment that empowers students to act as future salon professionals and committed learners. Positive behavior is required to create a mutually beneficial learning environment for all students. Students who fail to meet the guidelines and create challenges for other students or staff may be released from school, suspended, or terminated.
6. **Corrective Action Steps:** Once a student has received two (2) coaching sessions, the student may be suspended from school for five (5) days. Suspended students will be required to pay the administrative re-entry fee. If a student receives one (1) more coaching session after re-admission from a five (5) day suspension, the student's attendance may be permanently terminated. A student may be terminated without prior coaching sessions for improper and/or **immoral conduct. Refer to the school Student Advisory form.**

*When monitoring students for unofficial withdrawals, the school is required to count any days that a student was out of school on suspension as a part of the 14 consecutive days of non-attendance used to determine whether the student will be returning to school.*

We believe in providing a quality environment with an exceptional educational program. This framework gives everyone the opportunity to enjoy the experience! The entire staff appreciates students' respect for these guidelines.

## Student Advisory and Coaching

Students who do not meet professional guidelines, attendance requirements, grades, or have other behavior which is detrimental to the educational process will receive a Student Advisory form which outlines the areas of non-compliance and next steps. The forms for review are located in the back of the handbook for student's review.

## Professional Image

All students must adhere to the following professional dress code while in attendance:

## Entourage Dress Code

Cosmetology Program: Black Scrubs (Tops, Bottoms & Jackets) with a black undershirt. Closed toes (no heels). Jeans and other professional attire will be allowed ONLY on specific days and be announced ahead of time. No fleece, yoga pants, spandex, or exercise clothing.

Esthetics and Therapeutic Massage and Bodywork Programs: Black Scrubs (Tops, Bottoms & Jackets) with a white undershirt. Closed toes (no heels). Jeans and other professional attire will be allowed ONLY on specific days and be announced ahead of time. No fleece, yoga pants, spandex, or exercise clothing.

Instructor Program: Business Professional attire. No short skirts, capris or low-cut shirts. Instructors should always look professional. Closed toes (no heels). Jeans and other attire will be allowed ONLY on specific days and be announced ahead of time. No fleece, yoga pants, spandex, or exercise clothing.

Nail Technology Program: Black Scrubs (Tops, and Bottoms & Jackets) with a navy blue or white undershirt. Closed toes (no heels). Jeans and other professional attire will be allowed ONLY on specific days and be announced ahead of time. No fleece, yoga pants, spandex or exercise clothing.

**Students who fail to comply with the Student dress code will be coached, sent home to change and will receive an advisory warning.**

## Sanitation and Personal Services

1. Students must keep workstations and classroom areas clean, sanitary, and clutter free at all times.
2. Students must clean their stations in the clinic classroom, including the floor, after each service.
3. Clinic stations and classrooms must be cleaned at the end of the day, prior to clocking out for the day.
4. To receive a service, students must do the following prior to starting the service:
  - a. Notify the Clinic instructor.
  - b. Be scheduled of the service books by a Learning Leader.
  - c. Pay for service supplies including perms, color, lightener, conditioning treatments, nails, etc.
  - d. Personal services are considered rewards and scheduled for students who are up to date with all practical's, exams, and clinic practical worksheets. School assignments and successful learning are the priority.

## Locker Policy

**Purpose** — Entourage Institute of Beauty and Esthetics makes lockers available for students to facilitate the daily storage of their learning materials and items related to their studies. The school manages lockers to ensure responsible use of property and for the health and safety of individuals.

**Agreement** — The School establishes rules, guidelines and procedures to ensure responsible use and to control the contents of its lockers. By utilizing our lockers, students acknowledge and agree that locker use is a privilege and subject to immediate termination without notice and to such rules, guidelines and procedures established by Entourage Professional Academy from time to time, at its discretion.

### Guidelines

- Lockers will be issued to all students requesting a locker. Assigned lockers may not be traded or changed unless approved by the school's administration.
- Locker assignments are valid from the beginning of enrollment until the day of graduation or withdrawal. At that time, all locker contents must be removed. After that time, any lockers that have not yet been vacated will be emptied, and the contents stored for 30 days, at which time they become the property of the school.
- Lockers are for individual use only and are not to be shared. Locker content is the sole responsibility of the registered occupant of the locker. To reduce the risk of theft, students are encouraged to keep their lockers locked. Students should not store money, wallets, jewelry, credit or debit cards, or any other personal item of high value.
- The School is not in any way responsible for a locker's contents or liable for the loss of or damage to items stored in lockers. Students are required to maintain their locker's interior and exterior in a clean, neat and undamaged condition. Marking, defacing or graffiti on lockers is not acceptable.
- No person shall store in a locker: weapons of any kind, explosives, prohibited drugs, illegal or illicit items or substances or other items deemed by Entourage Institute of Beauty and Esthetics to be harmful, offensive or inappropriate.
- The School may in its sole discretion conduct or authorize searches/inspections for any reason. The following is a partial listing of examples of when the School will exercise its discretion without notice:
  - a. Locker abandonment.
  - b. Suspected content that may be illegal, illicit or deemed by the school to be harmful, offensive or inappropriate.
  - c. At the request of or in cooperation with law enforcement authorities.
  - d. Investigative purposes related to suspected or alleged criminal, illegal, or inappropriate activities.
  - e. Risk to the general good of the school.
  - f. Risk to the general good of the student or student population.
  - g. Unregistered locker.
  - h. Physical damage to or defacing of the locker.
  - i. Odors (spoiled/rancid food, garbage or smelly contents)
  - j. Locker Maintenance

Entourage Institute of Beauty and Esthetics works with the local law enforcement authorities and maintains the right in the school's sole discretion to allow law enforcement to conduct specific and random searches/inspections of locker contents. Such searches/inspections may be conducted with or without notice to or in the presence of the locker's occupant. Such police activity may include but is not limited to random drug or weapon searches of lockers, backpacks, book bags, briefcases, containers, jackets, and winter coats.

## Search Policy

Lockers and stations furnished for student use belong to the school and are subject to search by the school or police officials at any time for any reason. By entering onto the premises of the school, students agree that they and any items, including handbags, briefcases, purses, and personal belongings they bring with them, are subject to reasonable search by school personnel at any time for any reason.

## Social Networking Policy

Entourage Institute of Beauty and Esthetics respects the rights of students to use social media during their personal time. Social media includes all forms of publicly accessible communications which include, but are not limited to, written and verbal communications (including podcast and video uploads) and all forms of electronic communication including discussion groups, forums, newsgroups, e-mail distribution, blog postings, and/or social networking sites (such as Facebook, Twitter, You Tube, Instagram, etc.). Students are personally responsible for the content they publish on social networking sites. Students are expected to treat each other with fairness and respect.

## Posting on Social Media – Client Pictures

Students who would like to post Client Results on Social Media for work done in the Entourage Clinic should adhere to the following policies:

- Pictures tying to Entourage may only be from the clinic floor.
- Must have approval from the client.
- Cannot post name or any other information in reference to client's identity.
- Please do not capture their face if possible.
- Any questions, Please see your Clinic instructor on the floor.

## Posting on Social Media – Student Interaction

The school does not permit ethnic slurs, personal insults, obscenity, and intimidation, cyber bullying or engaging in conduct that would be unbecoming of an Entourage Student. Entourage Institute of Beauty and Esthetics reserves the right to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate.

## Student Evacuation Procedures

1. Remain calm.
2. Do not panic.
3. Proceed to the nearest exit in an orderly manner. Review the map.
4. Leave all personal belongings behind — they can be replaced.
5. Congregate in the parking lot away from the building and any emergency vehicles and staff.
6. Do not return to the building under any circumstances until official authorization has been issued.
7. Evacuation plans should be followed in the event of a fire, fire hazard, bomb threat, gas leak, and other toxic leaks.
8. Evacuation procedures should not be followed in the event of an earthquake.
9. In the event of an earthquake, crawl under the station cabinets.
10. Be prepared for aftershocks in an earthquake. Do not drive under any circumstances.
11. Tune in your car radio for emergency information.
12. Keep all telephone lines free.
13. In emergency situations, please assist children and the elderly.
14. In all emergency situations, please help other students and service guests to remain

calm.

15. Following an evacuation, check for injuries to yourself and others. Seek medical attention as needed.

## Copyright Policy

The purpose of the Entourage Institute of Beauty and Esthetics Copyright Compliance Policy: Library and Classroom is to provide a summary of U.S. copyright law as it relates to the use of text-based copyright-protected works in the classroom, and to provide guidelines and procedures for obtaining copyright permission to use these works.

U.S. copyright law contains many gray areas, and the goal of this policy is to provide Entourage Institute of Beauty and Esthetics administrators, faculty, students, and staff, and others with a standard approach for addressing complex copyright issues. This policy covers classroom issues such as photocopying, online and distance education, and courseware. It also covers library uses for print and electronic reserves, ILL and document delivery.

This policy provides practical advice and procedures on copyright-related matters; however, it is not a substitute for legal advice, and proper legal advice should be obtained when necessary.

### WHAT IS COPYRIGHT?

Copyright is an area of law that provides creators and distributors of creative works with an incentive to share their works by granting them the right to be compensated when others use those works in certain ways. Specific rights are granted to the creators of creative works in the U.S. Copyright Act (title 17, U.S. Code). If you are not a copyright holder for a particular work, as determined by the law, you must ordinarily obtain copyright permission prior to reusing or reproducing that work. However, there are some specific exceptions in the Copyright Act for certain academic uses, and permission is never required for certain other actions, such as reading or borrowing original literary works or photographs from a library collection.

### WHAT IS PROTECTED BY COPYRIGHT?

The rights granted by the Copyright Act are intended to benefit "authors" of "original works of authorship", including literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural and audiovisual creations. This means that virtually any creative work that you may come across—including books, magazines, journals, newsletters, maps, charts, photographs, graphic materials, and other printed materials; unpublished materials, such as analysts' and consultants' reports; and non-print materials, including electronic content, computer programs and other software, sound recordings, motion pictures, video files, sculptures, and other artistic works—is almost certainly protected by copyright.

Among the exclusive rights granted to those "authors" are the rights to reproduce, distribute, publicly perform and publicly display their works.

These rights provide copyright holders control over the use of their creations and an ability to benefit, monetarily and otherwise, from the use of their works. Copyright also protects the right to "make a derivative work," such as a movie from a book; the right to include a work in a collective work, such as publishing an article in a book or journal; and the rights of attribution and integrity for "authors" of certain works of visual art. Copyright law does not protect ideas, data or facts.

In the U.S., the general rule of copyright duration for a work created on or after January 1, 1978 is the

author's life plus 70 years after the author's death. This is often referred to as "life-plus-70". Works created by companies or other types of organizations generally have a copyright term of 95 years. For more information on copyright duration, visit

<http://www.copyright.gov/circs/circ1.html#hlc>. <http://www.copyright.gov/circs/circ1.html#hlc>.

## FAIR USE

A provision for fair use is found in the Copyright Act at Section 107. Under the fair use provision, a reproduction of someone else's copyright-protected work is likely to be considered fair if it is used for one of the following purposes: criticism, comment, news reporting, teaching, scholarship and research. If the reproduction is for one of these purposes, a determination as to whether the reproduction is fair use must be made based upon four factors:

1. The purpose and character of use (principally, whether for commercial or nonprofit educational use);
2. The nature of the copyright-protected work;
3. The amount and substantiality of the portion used; and
4. The effect of the use being evaluated upon the potential market for or value of the copyright-protected work.

Fair use is an ambiguous concept and the law does not state exactly what uses of a copyrighted work will be considered fair uses under the law and may therefore be used without obtaining permission. As such, individuals who are not lawyers may often need to be interpreters of the law in everyday circumstances, and answers as to how much reproduction may be considered fair use often remain unclear. The bottom line is that fair use requires a very circumstance-specific analysis as to whether a particular use or reuse of a work may indeed be considered fair use.

To avoid confusion and minimize the risk of copyright infringement, Entourage interprets the following situations as fair use:

- Quotation of short passages in scholarly or technical work for illustration or clarification of the author's observations.
- Use in a parody of short portions of the work itself.
- A summary of an address or article, which may include quotations of short passages of the copyright-protected work.

If your use does not meet the above criteria and the work is protected by copyright, you probably need to obtain permission to use the work from the copyright holder or its agent.

## TYPES OF USE

### *Classroom Handouts*

Based on fair use analysis, classroom handouts, other than materials supplied from the textbook publisher in faculty supplements, must have copyright permission obtained to use the work.

### *Course-packs*

All articles, chapters and other individual works in any print or electronic course-pack require copyright permission. Copyright permission for course-packs is usually granted by the academic period. To reuse a course-pack in subsequent academic periods (e.g.; semester, quarter, trimester, etc.), you probably need to obtain permission again. Many copyright holders provide time-sensitive permission because their own rights may be time-sensitive and could be transferred to different copyright holders at any time.

When ordering course-packs it is important to clarify who will obtain permission for the course-pack—the copy shop or reprographic center, the faculty member or a member of the

administrative staff. Deferring responsibility for copyright permission will not provide you protection against a claim of copyright infringement.

## PHOTOCOPYING BY STUDENTS

Photocopying by students is subject to a fair use analysis as well. A single photocopy of a portion of a copyright-protected work, such as a copy of an article from a scientific journal made for research, may be made without permission. Photocopying all the assignments from a book recommended for purchase by the instructor, making multiple copies of articles or book chapters for distribution to classmates, or copying material from consumable workbooks, all require permission.

## Distance Education and Course Management Systems

In 2002, the Technology, Education and Copyright Harmonization (TEACH) Act became law and expanded the latitude universities, including Entourage, have for the performance and display of copyright-protected materials in a distance education environment, including through the use of Course Management Systems (CMS).

The copyright requirements for TEACH and CMS postings are similar to those of classroom handouts but extend the traditional rules for those handouts to the digital transmission of materials to distance education students. If the use is planned, repeated or involves works that have existed long enough that one could reasonably expect to receive a response to a request for copyright permission, you must obtain copyright permission.

### *Copyright and Foreign Works*

The U.S. is a member of the leading international copyright treaty, the Berne Convention. As such, when Entourage Institute of Beauty and Esthetics uses a copyright-protected work from another country, the protections provided to works by U.S. copyright law automatically apply to the use of that work as well (assuming the use takes place in the U.S.). Copyright Clearance Center has many reciprocal licenses to allow use of materials from other countries.

### HOW TO OBTAIN COPYRIGHT PERMISSION

Permission to use copyright-protected materials, when required, should be obtained prior to using those materials. It is best to obtain permission in writing (including e-mail) and to ensure that the Entourage Copyright Officer has a copy of each permission form or letter.

The time to obtain permission may vary and, where possible, it is recommended to start the permissions procedure at least six months prior to the time that you wish to use the materials. If you need quicker permission, let the copyright owner know this and he/she may be able to get back to you more quickly.

## CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted Work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A

court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at

[www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## Campus Safety and Security Policies

This document has been designed to inform all students and employees about the school's safety and security procedures and policies. The annual disclosure document is done each year by contacting the local police department and/or the building management to compile the statistics used in the report. All crimes are reported based on the calendar year in which the crime was reported to local police agencies or to the School Director/Campus Security Coordinator. The safety of our students and employees is an important concern of the school's administration. This document explains this school's policy regarding crime and accident prevention, public safety, criminal and accident reporting procedures, and fire safety. Read this document carefully and ask questions if you are confused or uncertain.

### DEFINITION OF CAMPUS

For the definition of the school's campus is:

Entourage Institute of Beauty and Esthetics campus is defined as the school building itself (not the surrounding businesses, the grassy area directly in front of the school, the sidewalk directly in front of the school, and the parking lot directly adjacent to the school.

### CRIME & ACCIDENT PREVENTION:

The school does not assume liability for stolen property. Therefore, students and employees should always keep their personal belongings locked in the student lockers, which have been provided. The school encourages students and staff not to bring expensive jewelry, money, or other valuables to the school. Such items should be left at home in order to reduce the chance of theft. The school reserves the right to prosecute any student or employee to the full extent of state and United States federal law for any criminal violation committed on the school premises. The school will take into consideration the specifics of any student who may be accused of a crime on a case-by-case basis, which may include suspension or termination from school. Criminal violations may include, but may not be limited to the following:

- Murder
  - Rape
  - Forcible sex offenses
  - Non-forcible sex offenses
- Campus Safety and Security Policy and
- Robbery/theft
  - Simple or aggravated assault
  - Unlawful consumption or possession of alcohol or other controlled or illegal substance
  - Hate crime including larceny-theft, simple assault, intimidation, or vandalism.
  - Burglary — There must be evidence of both trespass and intent to commit a felony or theft.
  - Larceny — Larceny is the illegal taking and carrying away of personal property belonging to another with the purpose of depriving the owner of its possession.

Further preventative measures include:

1. Students and/or employees shall not be permitted to consume illegal or controlled substances, including alcoholic beverages, during school hours or at school functions. The

possession, use, and sale of alcoholic beverages to an individual under the age of 21 is against state law. It is illegal for anyone to present false evidence of age to purchase any alcoholic beverage. It is illegal to sell or give alcoholic beverages to a person who is, actually or apparently, under 21 or intoxicated. If any such activity is found to occur on school premises, law enforcement will be notified, and the individual may be prosecuted.

2. Students and/or employees shall not be permitted to have any illegal or otherwise dangerous weapons in their possession or on school property. Such a violation will result in the confiscation of the weapon, possible prosecution, and possible termination from enrollment or employment.
3. Students and/or employees must keep their property securely locked in the designated areas in order to prevent theft.
4. Students and/or employees must park in the designated areas and should always keep their cars securely locked.

Students and/or employees must never remain alone within the facility after closing without administrative approval. If approval has been given, the outside door must remain locked at ALL times, and the student/ employee must not allow any unauthorized individual entrance.

5. All employees should make certain that the offices remain securely locked at all times. When leaving the office, employees must always check the door to ensure it is secure.
6. Employees should never lock the facility alone. Two people must always be present during locking procedures. The individuals should check to ensure that both have entered their vehicles safely upon leaving the school premises.
7. Students and/or employees shall report hazardous conditions (i.e., faulty or broken equipment, water leaks, chemical spills, exposed electrical wires, etc.) to the School Director for immediate attention.
8. The School Director shall handle all such hazards with appropriate caution and expedience. Proper procedures may require the School Director to notify the appropriate agencies (i.e., the poison control center, the fire department, the power company, etc.).
9. Students and/or employees shall not attempt to repair damaged electrical equipment or exposed wires. Instead, such problems should be reported to the administration.
10. Damaged or dangerous structural conditions shall be reported to the School Director immediately.
11. Students and/or employees should handle all equipment within the manufacturer's specifications. The school will not be responsible for accidents caused by the inappropriate or negligent use of any of its equipment.
12. Students and/or employees shall not be permitted to use unauthorized equipment.

The school will not accept liability for accidents involving unapproved equipment.

13. Students and/or employees with unusual or serious health conditions are encouraged to report such conditions upon admission or employment. Arrangements must be made with his or her physician for appropriate preventative measures. All such conditions will be kept confidential among school management.
14. Employees shall be required to attend a workshop on first-aid care. The workshop will be organized by the administration and will involve accepted professional organizations.

#### SECURITY AND ACCESS TO CAMPUS FACILITIES:

Only authorized individuals are permitted on the school premises, which includes students, staff, and service guests. Individuals who are not a part of the school or receiving a guest service will be considered trespassing and will be prosecuted. All students and staff have name badges that clearly identify who they are and their role. Service guests are permitted in the building; however, they must at all times be escorted by either a student or staff member and are limited to the clinic classroom and restroom facilities. Maintenance personnel wear identification badges and have access during normal school hours and in the evening to clean the school or conduct maintenance of the facility. All non-staff service providers must check in at the service desk and have a badge clearly indicating their purpose on school premises.

Entourage Institute of Beauty and Esthetics maintains its campus facilities in a manner that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated. Trees and shrubberies are trimmed away from the walkway and buildings. The school works closely with the facilities management to address burned out lights promptly as well as malfunctioning door locks or other physical conditions that are designed to enhance security.

#### CRIMINAL & ACCIDENT REPORTING PROCEDURES:

The school does not have individual campus security. All crimes are reported to the local police department for investigation and action. We encourage all students and employees to timely report all crimes to Serene Holland, Director of Education, who will promptly contact the local authorities to address the issue. Victims and witnesses are encouraged to report crimes, but it is solely on a voluntary basis. If you need to seek professional help after having been a victim of a crime, contact the following counseling center:

Johnson County Mental Health Department:

[Mental Health | Johnson County Kansas 913-715-5000](#)

1. In the event of a burglary or robbery:
  - a. Remain calm and agreeable with the culprit(s).
  - b. Do not attempt any heroic measures.
  - c. Report all burglaries to the local police.
  - d. When reporting a burglary or robbery:
    1. Indicate the name of the institution.
    2. Indicate your name.
    3. Indicate the date and time of the incident.
    4. Indicate any injuries if known.

5. Indicate the number of suspects involved.
  6. Indicate any descriptive information.
2. In the event of larceny:
- a. Remain calm and agreeable with those involved.
  - b. Do not attempt to determine if any person is innocent or guilty.
  - c. Report all larceny to the local police department for investigation.
    1. Indicate the name and address of the school.
    2. Indicate your name.
    3. Indicate the date and time of the incident.
    4. Indicate any injuries if known.
    5. Indicate the name(s) of those involved or any witnesses.
    6. Indicate any descriptive information.
3. In the event of an accident:
- a. Report on the event to the School Director or Director of Education.
  - b. The School Director or manager on duty will do the following:
    1. Determine if emergency help is needed. If so, he or she will call the appropriate agency.
    2. Complete an accident report. Include the cause, the name(s) of those involved, the date, the time, the circumstances, and the explanation of any witnesses.
  - c. Report all information to the management.
  - d. If necessary, notify parents and family of the victim(s).
  - e. In the event of a general emergency within the school's premises, please notify the school's administration immediately and remain calm. The school personnel are trained in emergencies.  
response and evacuation procedures.

The School Director will determine whether a significant emergency exists by evaluating the situation and consulting with local police authorities. If the School Director is not available, contact the Education Leader. If the Education Leader is not available, contact the Future Professional Advisor. If the Future Professional Advisor is not available, contact the Admissions Leader, or Operations Leader. If any of those individuals are not available, please contact the Learning Leader. The safety of our students and staff is of the utmost importance to us; if in the judgment of the police, it is better to postpone making the announcement in order to assist a victim, or to contain, respond to, or otherwise mitigate the emergency, we will do so until it is determined to be safe. Police authorities will be contacted for assistance. Do not exit the building unless you have been directly instructed to do so. It may be safer to stay in the school premises in a lockdown mode. The school will review its evacuation plans and procedures during the orientation on the first day of class or hire, as well as yearly with the student body and staff. The school will also conduct announced emergency response and evacuation tests annually in order for the staff and students to clearly understand the procedures. Students and staff are expected to be present on those days. Each test will be documented in the school's records as to the date, time, and whether it was an announced or unannounced test. The test will be conducted by the School Director with the assistance of the school's staff at a minimum of once per calendar year. The tests will be documented in the school's permanent record and will include an indication of whether the test was announced or unannounced, the date, the time, and the duration of the test.

### EMERGENCY PROCEDURES

In an emergency, evacuation of the school should proceed as rapidly and safely as possible. The plan accounts for two scenarios of evacuation, which are: 1. In-place evacuation: keeping students and staff members in place, but securing the location for the emergency at hand. 2. On-site

evacuation: movement of students and staff members out of the building affected and relocation to another area near the school

## FIRE

1. Evacuate the area of the fire. (Always stay low as smoke and heated gases collect near the ceiling first.)
2. Activate the fire alarm (if so equipped).
3. Call 911, indicating the need for assistance from the fire department and law enforcement. Other communication networks should be identified and utilized in the event that the fire has caused the telephone system to become out of order.
4. Evaluate the situation; determine quickly, if possible, the size, nature, and location of the fire within the facility.
5. Upon the arrival of the fire department, the School Director shall establish contact with the senior fire department official and coordinate subsequent activities with him or her.
6. Make certain that all students and staff members are accounted for and safe. Move to another location as required. A fire deemed in any way to be a threat to the safety of the students or the staff calls for evacuation to the outside area, away from the building.
7. Any of the steps above may be done simultaneously as the number of staff members on duty permits. The decision not to follow any of these steps is justifiable only when there is certainty that there is no imminent danger.
8. If the fire is small, any of the facility's fire extinguishers may be used to extinguish it, if the staff member has received proper training. Although there should be no hesitation regarding the use of fire extinguishers, the fighting of any fire by staff members should be undertaken only if there is no imminent danger.

## ILLNESS OR INJURY

### A. MINOR

1. Treat with medical supplies on hand.
2. Evaluate periodically to see if further medical attention is required.

### B. MAJOR

1. Employ first aid techniques as trained, if needed.
2. Contact 911 if immediate medical attention is required.
3. If an illness or an injury requires a doctor's care, but emergency services are not required, the staff members should then arrange for transportation to the emergency room, clinic, or hospital.

## BOMB THREATS

1. Any bomb threat should be treated as real until proven otherwise.
2. Unidentified or suspicious objects should be reported to the authorities.
3. Evacuation should be to an outdoor area as far from the building as safely possible. The area to be evacuated should be searched quickly before evacuation.
4. Upon arrival of law enforcement authorities, the facility director, or designee, will assist with the search (i.e., unlocking doors, identifying strange or suspicious objects, etc.)
5. The appropriate authorities should be consulted prior to reentry into the building.

## UTILITIES AND MAINTENANCE EMERGENCIES

### A. GAS LEAK

1. If any staff member or student smells gas, act quickly.
2. Open windows immediately.
3. Call 911 and report the possible gas leak.
4. Do not turn any electrical switches on OR off. Eliminate all flames.
5. Check all gas taps and turn them off.
6. If necessary, turn off the gas main. The shutoff valve is next to the meter.
7. If the gas odor remains strong, evacuate the area immediately.
8. Do not return to the building until the fire department announces it is safe.

### EMERGENCY EVACUATION

In the event of a fire, bomb threat, electrical, chemical, or other emergency that would require the evacuation of the building, all staff members should adhere to the following:

1. Call 911, indicating the need for assistance from the local fire department and law enforcement.
2. Make certain all students and staff members are accounted for and are safe.
3. Evacuate all students and staff members to an area as far from the building as safely practical.
  - a. Adhere to predetermined evacuation routes, if possible; however, do not hesitate to adjust these routes to avoid dangerous areas.
  - b. All students and staff members with special needs are to be assisted as needed.
4. Conduct a second head count for students and staff members.
5. Notify the School Director as soon as possible.
6. Do not approach or reenter the building until consultation with the proper authorities.

### TORNADO/SEVERE WEATHER WATCHES AND WARNING PROCEDURES

1. The safe place designated by the School Director:
  - a. All students and staff will be moved to the designated location.
  - b. Maintain flashlight and voice contact among staff members at all times.
2. After there is absolute certainty that the storm  
has passed:
  - a. The staff members should conduct a head  
count.
    - b. Provide any necessary first aid and call 911 for any necessary response agencies.
    - c. Check the entire building for any damages such as fire, water, or structural.
    - d. Turn on and test utilities.
3. Notify the School Director as soon as possible with an update of conditions.
4. Notify any agents that services are needed.

The school encourages pastoral counselors and professional counselors, in instances where the student may need assistance in dealing with a particular situation, when appropriate. To avail yourself of this service, please contact Katelyn Gardner, the Director of Education, for assistance in obtaining help. We encourage students who may have been the victim of a crime to seek help. The counsel sessions are voluntary and confidential.

# Student Advisory Form – Entourage Institute of Beauty and Esthetics

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

I understand that Entourage Institute of Beauty of Beauty and Business reserves the right to modify the rules and regulations of the Student Professional Development Guidelines at any time, and that I will be advised of any and all modifications. **Initial:** \_\_\_\_\_

I understand that I will be coached for noncompliance with any of the items listed below as coaching opportunities. I understand that upon receiving two (2) coaching sessions, I may receive a five-day suspension. On my second coaching session, the Student Advisor will create a plan of action to be followed. After I have received a five-school-day suspension, I may only receive one (1) more coaching session. On my third coaching session, I may be terminated from the school. **Initial:** \_\_\_\_\_

I understand I have the right to appeal my termination. Note: The student must submit a written appeal to the school administration within five (5) calendar days of termination. The student must include any supporting documentation of the reasons the determination should be reversed. If the Student fails to appeal against the decision, it will stand. An appeal hearing will occur within 15 business days of the receipt of the written appeal. The student, parent/guardian (if the student is a dependent minor), a school Instructor, the Student Advisor, and the School Director will attend this hearing. The School Director will make a decision on the student's appeal within three (3) business days, and it will be communicated to the Student in writing. This decision will be final. *Contact the Student Advisor to access the Student Advisory Termination Appeal Form.* **Initial:** \_\_\_\_\_

## COACHING OPPORTUNITIES:

Students may receive coaching sessions for the following items:

1. Lack of the correct uniform and/or dress code, which includes a missing name tag.
2. Malicious gossip.
3. Neglecting to call in when late or absent.
4. Failure to sign in on the attendance roll at the service desk.
5. Excessive tardiness to theory and/or specialty class.
6. Not attending school on the required mandatory school days. (Refer to the school attendance policy.)
7. Leaving the school without permission and/or not signing out for a break.
8. Beginning a guest service without a Instructor's permission.
9. Unfinished singles and/or the late submission of the practical Clinic Classroom Worksheet.
10. Being behind in theory attendance and/or theory exams.
11. Parking in an undesignated area.
12. Use of cell phones in non-permitted areas.
13. Smoking on the school campus. The school is a smoke-free campus.
14. Violation of the school's Internet and Social Networking Policy.
15. Violation of the standards in the Student Professional Development Guidelines. (Refer to the school catalog.)
16. Lack of tuition payments.
17. Falling below 80% in monthly attendance.
18. Technology used for non-educational purposes.

**Coached by:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Reason:** \_\_\_\_\_

**Student Acknowledgement:** \_\_\_\_\_

## Re-Admittance Policy

My readmittance into the school after a five-school-day suspension will be based upon the following:

- A. The student must be current on all theory exams and academic assignments.
- B. The student must conduct a personal interview with the School Director and/or Financial Aid Leader to determine the compliance for reentry.
- C. The student will be placed on probation for thirty (30) calendar days, during which time he or she must strictly abide by all policies, rules, and regulations.

**Five-School-Day Suspension: Begins \_\_\_\_\_ Ends \_\_\_\_\_**

*\*Attach the Five-School-Day Suspension/Reentry Form to the Student Advisory Form. Submit a copy to the financial aid team for the Enrollment Contract Addendum.*

I understand that after receiving five (5) coaching sessions, I may only receive two (2) additional coaching sessions and may be terminated. **Initial:** \_\_\_\_\_

**Coached By:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Reason:** \_\_\_\_\_

**Student Acknowledgement:** \_\_\_\_\_

**Termination Date:** \_\_\_\_\_ **Appeal Filed: Yes No Date:** \_\_\_\_\_

### TERMINATION

*(The Student Advisor and School Director should be involved in terminations.)*

Students may be terminated for the following and given no warnings or prior coaching sessions:

1. Use of drugs and/or alcohol, which includes prescription marijuana.
2. Possession of drugs and/or alcohol, which includes prescription marijuana.
3. Clocking in/out for another Student.
4. Cheating or stealing.
5. Cheating on the time clock and/or receiving unearned hours.
6. Insubordination.
7. Threatening statements made toward staff, service guests, or Students. No bullying.
8. Physical violence and/or altercations.
9. Entourage Schools, in its admission, instruction, and graduation policies and practices, does not discriminate on the basis of sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry. The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort toward staff, Students, and/or service guests.
10. Violation of the Title IX policy.

***If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, threats, and/or bullying, such termination is final and may not be appealed.*** **Initial:** \_\_\_\_\_

**Terminated By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reason:** \_\_\_\_\_

