

CATALOG

Glo Academy



www.flawlessglogj.com
200 W. Grand Ave., Unit 7B
Grand Junction, CO
970-644-5800

Volume I
2021

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

TABLE OF CONTENTS

Introduction	3
Attendance Requirements	5
Class Schedules.....	3
Conduct Policy	6
Dismissal	6
Educational Services	7
Enrollment Procedures	5
Entrance Requirements	5
Facilities	6
Grading System/Progress Reports	6
Placement Assistance	5
Postponement of Start Date	5
Previous Credits	7
Programs & Courses.....	3
Progress Policy	6
Refund Policy	7
Student Complaints	7
Student Grievance Procedure	7

Introduction

Glo Academy offers a private program for Permanent Makeup Certification. The school is owned by Theresa Lopez

Faculty Members

Course is taught by Theresa Lopez

Program Offered

The program is designed to teach the fundamentals of the permanent make-up industry, and the art of lips, eyebrows, and eyeliner application. Various techniques of color application will be taught throughout the class. Most materials, tools, and other educational materials will be provided by the academy. The program includes 92 hours (12 days) of in-class learning including orientation, a live demonstration, and hands-on training with a live model. Another 40 hours of remote learning will also be required, totaling 132 hours to receive Permanent Make-up Certification.

<u>Program Topics</u>	<u>Hours</u>
Cleaning, Disinfection, Sterilization and Safety	12
Skin Analysis	8
Equipment and Supplies	8
Color Theory and Effects	32
Client Consultation	8
Application of Pigment	64
TOTAL	132

Permanent Make-Up Program Cost

	<u>Tuition</u>	<u>Registration Fee</u>	<u>Books/Materials*</u>	<u>Total Tuition/Fees</u>
Program A:	\$4,800	\$2400	\$150	\$4,950

*Non-Refundable - Subject to Cost Change. Registration Fee includes half of the tuition payment, which will be due at the start of the program. The remaining \$2,550 can be paid at the end of the program.

Class Schedule

Full-Time Students: Monday through Friday 8:30am - 5:00pm with a one hour lunch break.

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone and/or radio, and/or TV who provide closure information as a public service. Classes are not held on the following holidays;

New Year's Eve	Labor Day
New Year's Day	Thanksgiving Day & the Friday following
Memorial Day	Christmas Eve
Independence Day	Christmas Day

Stand-Alone Courses Offered

If a student has already obtained their Permanent Make-up Certification, Esthetician or Cosmetologist License, or meet their state's requirements they are able to apply for any of the four advanced stand-alone courses offered by the School. Each stand-alone course focuses on one topic and will include hands-on, fast-paced training over the course of two, eight hour days. These courses are some of the few stepping stones available to advance a permanent make-up career. The courses offered are the following:

- **Classic Winged Eyeliner and Lash Enhancement Course**
- **Ombre Shading**
- **Digital Microblading**
- **Lip Blush**

Stand Alone Course Cost

<u>Tuition</u>	<u>Registration Fee</u>	<u>Materials*</u>	<u>Total Tuition/Fees</u>
\$1,800	\$1,000	\$150	\$1,950

*Non-Refundable - Subject to Cost Change. Registration Fee includes the tuition payment, which is due at the time the student registers for the course. The other \$950 will be due five days prior to the course start date.

Entrance Requirements

The school does not discriminate based on race, sex, religion, ethnic origin, or disability. Prospective students must be a Colorado Licensed Esthetician, Cosmetologist or meet your states requirements. If applicants are beyond the age of compulsory school attendance in Colorado and do not possess a diploma or equivalency diploma, they may complete an ability to benefit test approved by the Colorado Department of Higher Education. The school does not administer the test, but will provide information on availability when requested.

Enrollment

Prospective students may enroll anytime. Maximum of 4 Students per month.

Postponement of Start Date

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

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

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

Placement Assistance

Glo Academy does not offer employment assistance to graduates, consisting of job lead referrals and job skills development. We make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

Attendance Requirements

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 95% is required. Instructor may request your withdrawal from a course or program if absences or tardiness exceed 85%.

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

Progress Policy

Students must maintain an 85% grade average. Those who do not will be placed on probation for 30 days. During the probation period, students must raise their grade average to passing or higher.

The student may be terminated if grades are not satisfactory at the end of the probationary period. Termination shall be at the schools Director's discretion. The Director has final authority and shall notify the student of the final decision.

Grading System

90 - 100	= A	Excellent
80 - 89	= B	Above Average
70 - 79	= C	Average
>70	= D	Unsatisfactory

Progress reports with grades will be issued to students throughout the program. Students enrolled in short-term courses will be issued grades at course end.

Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school.

Dismissal

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

The Director may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The Director will review each case and decide upon re-admittance.

Facilities

The school is located at 200 W. Grand Ave., Unit 7B, Grand Junction, CO. Classroom is furnished with modem equipment. Computer programs, charts, books and videos are provided to enhance classroom activities are available.

Educational Services - Permanent Make-Up Certification Course includes 132 hours of classroom and hands-on training, (see Course Topic for breakdown of hours) Total cost is \$4,800. Make up hours are subject to student's and instructor's schedule, no additional cost for makeup hours within six weeks of start date.

Previous Credits

Credits from another institution will be evaluated on a case-by-case basis. Glo Academy does not guarantee transferability of hours to another institution unless there is a written agreement with another institution.

Student Grievance Procedure

Any grievance or complaint shall be submitted in writing to Theresa Lopez/Owner.

Student Complaints

Attempting to resolve any issue with the School first is strongly discouraged. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at any time prior to the commencement of training at <http://higher.colorado.gov/dpos>, 303-862-3001.

Refund Policy

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within ten (10) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after ten (10) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing from commencement of classes, the school will retain the cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contract hours attended in the Program/Stand Alone course, as described in the table below. The refund is based on the official date of termination or withdrawal.

REFUND TABLE

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

1. The student may cancel this contract at any time prior to midnight of the third business day after signing the contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the school receives notice of the student’s intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides for termination
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date
3. The student will receive a full refund of tuition & fees paid if the school discontinues a Program/Stand Alone Course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.