

# 2023 SCHOOL CATALOG

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## PROGRAMS OFFERED

Cosmetology | Barbering | Massage Therapy | Esthetics | Master Esthetics

### CANDLERS STATION

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***Welcome Prospective Student,***

We are excited about your interest in attending Sylvain Melloul International Hair Academy to obtain your beauty & wellness career education.

We have a passion for hair, beauty, wellness, fashion, style, people, and creativity that supports our work in the industry.

The needs and demands of this industry are growing every day. That is why we believe a quality education is essential in order to succeed. The methods and curriculum of our Academy address industry challenges by teaching strong basic fundamentals integrated with advanced methods through a practical approach. Our goal is to equip students with the knowledge, tools, and professionalism necessary to enter the field with confidence and the ability to thrive.

Our Academy is dedicated to helping you succeed through achieving your goals in this exciting and growing industry. We strive to work with students who are passionate and dedicated to provide the highest levels of service and professionalism.

We welcome you to Sylvain Melloul International Hair Academy and are pleased to provide you with a quality education that will enable you to join this rewarding profession.

Regards,



Sylvain Melloul

## THE SYLVAIN MELLOUL STORY

Sylvain Melloul's hairdressing career began over five decades ago in Paris, France where he started as an apprentice at 14 years of age. Soon after, Sylvain's professional career was launched when he joined the L'Oreal Professionnel Artistic Team. As a member of the team, Sylvain performed platform work, taught contemporary educational techniques, and developed his vision of leading the beauty industry.

In 1970 at 21 years old, L'Oreal Professionnel sent Sylvain Melloul to the Watergate Salon in Washington D.C. to teach the latest techniques. After what was only meant to be a three-month teaching period, Sylvain was given the opportunity to stay at the Watergate Salon as their lead stylist. Within weeks, speaking only a few words of English, Sylvain and his innovative French hairstyling methods swept the Nation's Capital. Sylvain quickly built his reputation through applying his European approach, which resulted in him building a clientele with an extensive waiting list.

In 1974, Sylvain opened his first salon on M street in Georgetown, Washington D.C. This salon became his flagship salon for over 30 years. Sylvain continued to open several different concept salons, including; *Mathew Sylvain*, *Visage*, *Visage Express* (chain of salons), and *Sylvain Melloul Salon*. Sylvain Melloul's brand reached locations in Beverly Hills, Paris, and of course the Washington D.C. metropolitan area.

Sylvain faced a continuous challenge while running his salons, and that difficulty was:

***"Finding hairdressers that met his quality standard in the United States. "***

Sylvain's quick solution to this problem was to import hairstylist from Europe. Throughout his career, Sylvain brought many stylists over from Europe to work in his salons. During this time, Sylvain would conduct a **training academy** for all of his stylists to bring them to the quality standard he expected. It was through this initial training academy that Sylvain discovered his passion for education.

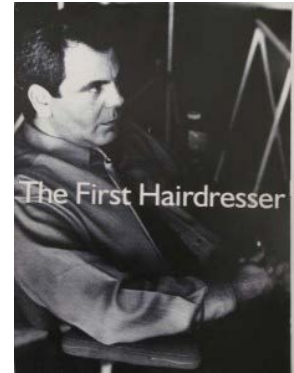
Today, Sylvain has taken a different approach to solving the problem he faced as a salon owner (and the same struggle most salon owners still face today): ***"better educate tomorrow's stylists by building the proper foundation today."***

Throughout his career, Sylvain Melloul was published in thousands of national and international publications, including; *Vogue*, *Harper's Bazaar*, *ELLE*, *Mademoiselle*, *American Salon*, *Salon News*, *The Washington Post*, and *New York Post*, among others. In fact, Sylvain brought the spotlight to Washington D.C. beauty & fashion by being the first Washington D.C. salon ever mentioned in *Vogue* magazine.

In 1992, **The First Lady, Hilary Rodham Clinton**, was seeking a new hairstylist after an unsuccessful haircut by a New York based stylist. Sylvain's reputation had reached the White House and the First Lady's national search for her new stylist ended at her doorstep.

For more than two years, **Sylvain was the personal hairstylist to the First Lady Hilary Rodham Clinton.** During this time, he traveled around the world with the President and First Lady Clinton aboard Air Force One. Sylvain Melloul’s success with First Lady Hilary Rodham Clinton led the media to appoint him **“The First Hairdresser.”**

Sylvain’s famous clients ranged from celebrities, political figures, musicians, and more throughout his career, including; **Sigourney Weaver, Michael Nouri, Paloma Picasso, Kelly McGillis, the Clinton Family, Senator and Mrs. Jacob Javitz, Senator and Mrs. John Heinz (of Heinz Ketchup), Susan Ford, Britney Spears, Art Garfunkel, and Sade,** to name a few.



Today, Sylvain’s vision, philosophy, and approach to hairdressing are the foundation of our education at the **Sylvain Melloul International Hair Academy.** Sylvain’s continued relationship with **L’Oreal Professionnel** remains an essential element in the Academy’s mission to educate, train, and inspire students with a high level of professionalism and skill that will foster employment opportunities in the beauty industry. Sylvain Melloul continues to lead the beauty industry through his experiences, knowledge, and passion. It is his goal to impact the global beauty industry through the influence and success of graduates from the Sylvain Melloul International Hair Academy.

## VISION

To develop and train world class beauty & wellness industry professionals who are knowledgeable, passionate, and creative.

## MISSION

To educate, train, and inspire students to complete the program with a high level of professionalism and skill that will foster employment opportunities in the beauty & wellness industry.

## PROGRAMS OFFERED

Sylvain Melloul International Hair Academy offers the following programs.

Program Name	Program Length	Program Duration	Program Graduates Receive	Program Format
Cosmetology	1500 clock hours	43 weeks (10 months)	Certificate of Completion	Traditional
Barbering	1100 clock hours	32 weeks (7.5 months) / 55 weeks (13 months)	Certificate of Completion	Traditional
Esthetics	600 clock hours	30 weeks (7 month)	Certificate of Completion	Hybrid
Master Esthetics	600 clock hours	30 weeks (7 months)	Certificate of Completion	Hybrid
Massage Therapy	900 hours	30 weeks (7 months)	Certificate of Completion	Hybrid

**Traditional Program Definition:** *A traditional program is one that is offered entirely on-campus.*

**Hybrid Program Definition:** *A hybrid program is one that offers less than 50% of its instructional hours via distance education combined with traditional, on-campus learning for the remainder of the program.*

## **OWNERSHIP & HISTORY**

The owners of Sylvain Melloul International Hair Academy have more than 50 years of combined experience in the beauty industry. The Academy is owned by Sylvain Melloul, Jonathan Melloul, and Joseph Melloul. The current ownership group took over control of the institution in July 2010. The Academy moved locations to its current facility in October 2012 at which time the school officially became Sylvain Melloul International Hair Academy. The institution was originally established in 1968. The current ownership group is also the governing Board of Directors of the Academy. The Board members have the following powers, duties, and responsibilities; Sylvain Melloul – CEO and Education Leader, Jonathan Melloul – COO and Operations Leader, Joseph Melloul – CMO and Admissions/Marketing Leader.

## **LOCATION**

Sylvain Melloul International Hair Academy is located in the Candler's Station Shopping Center, 3700 Candler's Mountain Road, #68, Lynchburg, Virginia. Candler's Station Center has a wide variety of retail stores, restaurants, and is located near several colleges & universities. The center provides great accessibility being located on public transit lines and off local highways. The center has ample parking with Liberty University Police located next to the facility providing a safe environment for the students, staff, and customers of Sylvain Melloul International Hair Academy.

## **FACILITIES AND EQUIPMENT**

Sylvain Melloul International Hair Academy believes that an exciting and motivating facility adds value to a students' education. The Academy boasts an impressive state-of-the-art 14,000+ square foot facility with large classrooms, student clinics, offices, and break areas. The classrooms provide a comfortable work area for students to learn theory and practical techniques while the student clinic allows students to gain practical experience in a professional environment. Each program has a designated clinic area where students practice their real-life skills on the public.

Sylvain Melloul International Hair Academy facilities include but are not limited to;

- Reception area with reception desk, waiting area, and retail displays
- Fully equipped Cosmetology Clinic / Salon Floor with shampoo chairs and full color bar
- Eight Barber stations in a dedicated barber shop clinic
- Five fully equipped classrooms with large flat screen televisions, desks, chairs and work stations
- Esthetics / Master Esthetics Spa Clinic with 14 fully equipped bays for waxing, facials, and skin treatments
- Massage Therapy Spa Clinic
- Nail room with manicure and pedicure stations

- Student break room with refrigerator, microwave, sink, and seating
- Restrooms and laundry facilities

## EDUCATIONAL PARTNERSHIPS

The Sylvain Melloul International Hair Academy has established partnerships with several industry leaders including:

- o **L’Oreal Professionnel**
- o **Mizani**
- o **Morgan Taylor**
- o **OFRA Makeup**
- o **Dermalogica**

These partners add value to students in a number of ways. In addition to providing brand name products for service applications and retail selling opportunities, these partners provide unique educational opportunities. The instructional staff at Sylvain Melloul International Hair Academy supplement and enhance the school’s core curriculum with additional training, educational lessons, and videos from these partners. These partnerships not only offer additional opportunities for students to explore, but also ensure that training is aligned with current trends in the industry.

## CAREER OPPORTUNITIES

The beauty and wellness industry has tremendous career opportunities for graduates of Sylvain Melloul International Hair Academy. Upon successful completion from the respective program of study, graduates will receive a certificate of completion and certified paperwork necessary to apply for the state board exam for licensure.

Career opportunities upon successful completion of the respective program and licensure, include, but are not limited to:

CAREER OPPORTUNITIES			
Cosmetology		Barbering	
<input type="checkbox"/> Professional Hairstylist	<input type="checkbox"/> Platform Artist / Educator	<input type="checkbox"/> Professional Barber	
<input type="checkbox"/> Celebrity/ TV/Motion Picture Hairstylist	<input type="checkbox"/> Professional Salon Sales Consultant	<input type="checkbox"/> Master Barber	
<input type="checkbox"/> Runway Stylist	<input type="checkbox"/> Cosmetology School Director / Owner	<input type="checkbox"/> Barber Shop Owner/Manager	
<input type="checkbox"/> Hair Colorist	<input type="checkbox"/> Cruise Ship Salon/Spa Personnel	<input type="checkbox"/> Barber Instructor	
<input type="checkbox"/> Texture Specialist	<input type="checkbox"/> Nail Technician	<input type="checkbox"/> Platform Artist / Educator	
<input type="checkbox"/> Make-up Artist	<input type="checkbox"/> Wax technician	<input type="checkbox"/> Beauty Product/Equipment Sales Consultant	
<input type="checkbox"/> Cosmetology Instructor	<input type="checkbox"/> Salon Owner / Manager	<input type="checkbox"/> Barber School Director / Owner	
Esthetics & Master Esthetics		Massage Therapy	

<input type="checkbox"/> Spa or salon Esthetician	<input type="checkbox"/> Medical Esthetician	<input type="checkbox"/> Salon or Spa Massage therapist
<input type="checkbox"/> Make-up Artist	<input type="checkbox"/> Brand representative	<input type="checkbox"/> Chiropractic office employment
<input type="checkbox"/> Lash Artist	<input type="checkbox"/> Cosmetics buyer	<input type="checkbox"/> Medical / health care -related settings
<input type="checkbox"/> Salon or spa manager	<input type="checkbox"/> Salon or spa owner	<input type="checkbox"/> Physical therapy & rehab facilities
<input type="checkbox"/> Wax technician	<input type="checkbox"/> Brand Trainer	<input type="checkbox"/> Careers within franchises
<input type="checkbox"/> Esthetics Instructor	<input type="checkbox"/> Master Esthetics Instructor	<input type="checkbox"/> Fitness & sports massage settings
	<input type="checkbox"/> Medical Spa Owner / Operator	<input type="checkbox"/> Modality specialties
		<input type="checkbox"/> Hotel, resorts, cruise ships
		<input type="checkbox"/> Self-employed practices

## INDUSTRY REQUIREMENTS

Students interested in a career in cosmetology, barbering, esthetics, master esthetic, & massage therapy should:

1. Have or develop finger dexterity and ability to use arms and hands
2. Have a passion and dedication towards their education and industry
3. Enjoy working with people
4. Be current on the latest beauty & wellness trends and techniques
5. Be aware of the physical demands of the industry (as mentioned below)
6. Understand that employment opportunities in the industry do require licensure for the following professions; Cosmetology, Barbering, Esthetics, Master Esthetics, and Massage Therapy

**Licensure Restrictions:** The state of Virginia’s DPOR’s BOARD FOR BARBERS AND COSMETOLOGY regulates the cosmetology, barbering, esthetics, and master esthetics professions and licensure. Applicants for licensure should be aware of the [restriction’s the board places on obtaining licensure](#), as stated below: The applicant shall not have been convicted in any jurisdiction of a misdemeanor or felony which directly relates to the profession of barbering, cosmetology, nail care, waxing, esthetics, or master esthetics. Furthermore, the licensure application will ask applicants: *“Have you been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any misdemeanor involving moral turpitude, sexual offense, drug distribution or physical injury within the last 2 years?”* Note that answering yes to this question does not necessary deny an applicant licensure, however additional documentation and a board hearing may be required. For more information on licensing restrictions with the state, please contact DPOR’s VIRGINIA BOARD FOR BARBERS AND COSMETOLOGY.

The Board of Nursing regulates the Massage Therapy licensure and profession. Please note, the below licensure application question may not necessarily keep you from licensure but you will be required to submit additional documentation and could be denied. *“Do you have a mental, physical or chemical dependency condition which could interfere with your current ability to practice as a massage therapist?”*

Criminal Background check are required by Virginia law for this profession; note that convicted sexual offenses will prohibit an applicant from licensure. The Board of Nursing shall require each applicant for licensure as a practical nurse, registered nurse or licensed massage therapist to submit fingerprints and provide personal descriptive information to be forwarded along with his fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information.



**Physical Requirements of Industry:** Students and professional cosmetologists, barbers, estheticians, master estheticians & massage therapists must be able to stand for long periods of time and use their upper body strength (arms) continuously to work on clients.

**Requirements of Employers:** Applicants to salons, barber shops, spas, medical offices, or other industry employers should be professional, possess a fundamental skill-set, have a positive attitude, and possess the proper licensure to be considered for employment in the respective field.

## STUDENT KITS

Students at Sylvain Melloul International Hair Academy receive student kit items at designated times throughout their education. The student kit varies by program, but generally student kits will include, but not limited to:

- Sylvain Melloul International Hair Academy uniform (t-shirts or scrubs)
- Program specific textbooks, applicable workbooks, and online resources
- Program specific equipment/tools (i.e. shears, buzzers, massage table, eye lash kit, etc.)
- Case to carry tools
- OPTIONAL: Chromebook available to students

For a detailed list of student kit items, please request a copy from the admissions office.

## HYBRID PROGRAMS – DISTANCE EDUCATION INFORMATION

Sylvain Melloul International Hair Academy offers hybrid programs, which are composed of online (distance education) theory classes mixed with on-campus practical training. Below is important information and requirements regarding the distance education components for all hybrid programs offered by the school:

The program length, content, faculty & resources available to students enrolled in hybrid programs are comparable to what is offered to students in programs that are traditional, including but not limited to; office hours with instructors (in-person or virtual), peer-to-peer discussions (in-person or via discussion board), instructor feedback and assessment, and media library (via LMS).

The **educational objectives** for each program are clearly defined, simply stated, and can be achieved through a hybrid education (delivering theory components online and practical education on campus). See the respective program course of study page for more information on program objectives and course of study.

**Instructional materials** used by Sylvain Melloul International Hair Academy, regardless of program delivery (traditional or hybrid), are appropriate to meeting the stated objectives of the program, and include a mix of print and multimedia materials.

**Hybrid Programs Requirements:** Students in hybrid programs are required to attend in-person classes on-campus for their hands-on practical training. Students will receive the bulk of their theory education via distance education with a mix of synchronous and asynchronous online learning; all synchronous learning will be conducted within the standard class schedule for the applicable program. The nature of on-campus instruction requires face-to-face interaction among students and instructors. In addition to on-campus interaction between students and faculty, students can interact with faculty via email, discussion boards, virtual meetings, and during live-online classes.

**Technology Requirements:** In order to receive the best possible online education, students should have access to reliable internet connection and a computer with webcam & audio. The school can assist students in need of a computer for classes; however not with internet. Cellphone service data will not support online learning. Student's may be eligible to use school facilities & infrastructure (i.e. school internet access & computers) to support distance learning components of their education.

*Notice of recommended minimum technology specifications for distance education:* A computer that; is at least 5 years old or newer with at least 1GB of RAM, supports most recent browser versions, has an operating system up-to-date with the latest recommended security updates, & recommended minimum Internet speed of 512kbps.

## **COSMETOLOGY PROGRAM COURSE OF STUDY**

Sylvain Melloul International Hair Academy offers a 1500-hour, 43 week Cosmetology program to individuals seeking to become licensed cosmetologists. Upon successful completion of the program, graduates will be awarded a certificate of completion enabling these individuals to take their state board examinations. The course is designed to offer students a wide range of educational opportunities through the different phases of the program.

Sylvain Melloul has designed the flow of its education, curriculum, and facility to promote a highly motivating and practical course of study. The curriculum is designed to develop our students into the best possible hairstylists during their 1500-hours. Students will receive approximately 500 hours of theory/class hours and 1000 hours of clinic work with mannequins and clients on the salon floor. Expectations are high for students while at the Academy, however, these expectations will produce tremendous results for those who attend the Academy with passion and dedication.

The overall educational objective of the cosmetology program is as follows: Students will develop a profound understanding of cosmetology technical skills and professional behavior necessary for careers in the beauty industry through theory instruction and practical experience working on mannequins and ultimately clients. Educational objectives upon successful completion of the program include:

- To understand that the profession is built around customer service to the client and to always be very attentive, polite, respectful, honest, and professional
- To identify what is best for each individual as a client and how to successfully verbally communicate this to the client
- To build a very strong foundation for technical application skills in styling, cutting, coloring, chemicals, makeup and spa services

- To build confidence within themselves as stylists and as people, and to project such confidence onto the client through their application, professionalism, and personal image
- To build their own brand and to understand how to market themselves as stylists in order to build a clientele
- To understand the business side of the industry and to know how to achieve their desired earnings through goal setting and planning
- To produce graduates who obtain licensure and employment and maintain such employment

<b>Cosmetology Program - Course of Study</b>		
Level	Areas of Study	Brief Description
<b>CORE</b> <b>420 hours</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Orientation &amp; History</li> <li><input type="checkbox"/> Professional Image &amp; Communication</li> <li><input type="checkbox"/> Infection Control &amp; Sanitation</li> <li><input type="checkbox"/> Shampooing &amp; Scalp Care/Treatment</li> <li><input type="checkbox"/> Client Consultation</li> <li><input type="checkbox"/> <b>Hair Styling</b> <ul style="list-style-type: none"> <li>o Blow-Drying</li> <li>o Updos</li> <li>o Facial Shapes &amp; Design</li> <li>o Fingerwaves &amp; pin curls</li> <li>o Roller-Setting</li> <li>o Thermal Styling</li> <li>o Hair braiding</li> </ul> </li> <li><input type="checkbox"/> Chemical Services           <ul style="list-style-type: none"> <li>o Permanent Waving</li> <li>o Relaxing</li> </ul> </li> <li><input type="checkbox"/> <b>Hair Cutting</b> <ul style="list-style-type: none"> <li>o <u><i>Sylvain Melloul Techniques</i></u></li> <li>o Layering</li> <li>o Short layers (pixie) &amp; men’s cuts</li> <li>o Blunt haircut (bob)</li> <li>o Texturizing</li> <li>o Bangs</li> <li>o Blending</li> </ul> </li> <li><input type="checkbox"/> <b>Hair Coloring</b> <ul style="list-style-type: none"> <li>o Chemistry</li> <li>o Color formulation &amp; application</li> <li>o Bleaching &amp; Highlighting</li> <li>o Fashion Colors</li> <li>o Balayage</li> </ul> </li> <li><input type="checkbox"/> <i>Milady Standard</i> theory work</li> </ul>	<p>CORE begins with an orientation designed to welcome and introduce new students to the Academy’s policies, expectations, and educational pathway.</p> <p>CORE combines theory education with practical skills training to build the foundation students need to be successful cosmetologists.</p> <p>The three main areas of emphasis in CORE are:</p> <ul style="list-style-type: none"> <li>• <b>Hair Styling</b></li> <li>• <b>Hair Cutting</b></li> <li>• <b>Hair Coloring</b></li> </ul>
<b>Ad va</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clinic (Salon) Floor Practical Education – Providing salon services to real-life clients</li> </ul>	<p>Advanced 1 students begin to apply the foundational skills they have just</p>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Manicuring &amp; Pedicuring</li> <li><input type="checkbox"/> Natural Hair Styling</li> <li><input type="checkbox"/> Social Media &amp; Branding / Marketing / Portfolio</li> <li><input type="checkbox"/> Skin disorders and diseases</li> <li><input type="checkbox"/> Structure of nail anatomy and growth</li> <li><input type="checkbox"/> Hair removal</li> <li><input type="checkbox"/> Makeup application</li> <li><input type="checkbox"/> General Anatomy and Physiology</li> <li><input type="checkbox"/> Haircutting &amp; Color Review</li> </ul>	<p>learned in CORE through their Clinic Floor practical education.</p> <p>The Student Clinic (Salon) Floor provides students the opportunity to provide salon services to real-life clients in a professional setting, under the direct supervision of licensed instructors.</p> <p>Students in this phase are also in class, learning new theory content and practical skills to use in the field.</p>
<p><b>Advanced 2</b> <b>520 hours</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clinic (Salon) Floor Practical Education – Providing salon services to real-life clients</li> <li><input type="checkbox"/> Artificial Nails and tips</li> <li><input type="checkbox"/> Hair additions and wigs</li> <li><input type="checkbox"/> Sculpted nails</li> <li><input type="checkbox"/> Licensure prep</li> <li><input type="checkbox"/> Facials</li> <li><input type="checkbox"/> Advanced Coloring Techniques</li> <li><input type="checkbox"/> Resume building &amp; Mock job interview</li> <li><input type="checkbox"/> Record keeping and appointment booking</li> <li><input type="checkbox"/> State Board Review Courses</li> <li><input type="checkbox"/> Mock State Board Practical &amp; Theory Tests</li> <li><input type="checkbox"/> State Board Application Process</li> </ul>	<p>Advanced 2 students continue to sharpen their skills and build confidence through their Clinic Floor practical Education, while building towards the professional standards set in the industry.</p> <p>Students in Advanced 2 are also in class, learning new theory concepts and advanced technical skills.</p> <p>Lastly, Advanced 2 prepares students for licensure (passing the state board exam) and placement (resumes, portfolio, interviewing).</p>

**COSMETOLOGY PROGRAM SCHEDULES & START DATES:**

The Academy’s cosmetology program requires a standard schedule for the CORE Phase of the program (420 hours) and utilizes two different student schedules for the Advanced 1 & 2 Phases (1180 hours). Students are to reserve their Advanced 1 & 2 schedule when starting the enrollment process. Students will sign an Enrollment Agreement before beginning classes, which will contract the student to their specific schedule. **Certain schedules are subject to availability.** Schedules are final once the Enrollment Agreement is signed, unless extenuating circumstances are presented. All schedules will receive the same course of education.

Sylvain Melloul International Hair Academy only offers full-time schedules, scheduling students to attend 35 hours per week for the cosmetology program.

CORE schedules are mandatory for the first 12 weeks of the program, as follows:

**Cosmetology Program Schedules**

<b>CORE Schedule</b>					
<b>Days of Week</b>	<b>Times</b>	<b>Lunch Break</b>	<b>Hours / Week</b>	<b>Hours / Day</b>	<b>Length</b>
Monday - Friday	9:00 am – 4:30 pm	30 min.	35	7	420 Scheduled hours (12 weeks)

Students will select **ONE** of the proposed schedules upon enrolling in the Academy, subject to availability:

<b>Advanced 1 &amp; 2 Schedules</b>					
<b>Available Schedules</b>					
<b>Days of Week</b>	<b>Times</b>	<b>Lunch Break</b>	<b>Hours / Week</b>	<b>Hours/Day</b>	<b>Length</b>
Tuesday – Saturday	9:00 am – 4:30 pm	30 min.	35	7	1080 scheduled hours (31 weeks)
*Monday – Friday	9:00 am – 4:30 pm	30 min.	35	7	1080 scheduled hours (31 weeks)

\*Subject to Availability

The cosmetology program has classes starting every 4 weeks. The program start dates are as follows:

<b>Cosmetology Program Class Start Dates</b>	
<b>Class Start Date</b>	<b>Scheduled Completion date</b>
Monday, January 23, 2023	Sunday, November 19, 2023
Monday, February 20, 2023	Sunday, December 17, 2023
Monday, March 20, 2023	Sunday, January 14, 2024
Monday, April 17, 2023	Sunday, February 11, 2024
Monday, May 15, 2023	Sunday, March 10, 2024
Monday, June 12, 2023	Sunday, April 7, 2024
Monday, July 10, 2023	Sunday, May 5, 2024
Monday, August 7, 2023	Sunday, June 2, 2024
Monday, September 4, 2023	Sunday, June 30, 2024
Monday, October 2, 2023	Sunday, July 28, 2024
Monday, October 30, 2023	Sunday, August 25, 2024
Monday, December 4, 2023	Sunday, September 29, 2024

*(Dates subject to change, please call Admissions Department to confirm dates)*

## GRADUATION REQUIREMENTS – COSMETOLOGY PROGRAM

Sylvain Melloul International Hair Academy students in the cosmetology program must complete the following requirements in order to graduate:

1. Complete the **1,500 clock hours** required by the State of Virginia within required length of time
2. Complete the below **525 service performances** required by the state:

<b>Graduation Performance Requirements</b>	
<b>Performance</b>	<b>Minimum Number Required to Complete</b>
Hair styling	320
Hair and scalp treatments	10
Tinting	15
Bleaching and frosting	10
Temporary rinses	10
Semi-permanent color	10
Cold permanent waving or chemical relaxing	25
Hair shaping	50
Wig care, styling, placing on model	5
Finger waving and thermal waving	30
Manicures/pedicures	15
Facials and waxings	5
Sculptured nails/nail tips/wraps	20
<b>TOTAL</b>	<b>525</b>

3. Complete and receive passing grades on all required practical evaluations and written exams
4. Complete State-Board review written and practical examinations in satisfactory manner (85% grade)
5. Make satisfactory arrangements for payment of all financial obligations

Upon satisfactory completion of all requirements, student will receive a certificate of completion and all necessary certified paperwork required to apply for state board examination & licensure. Students are to complete an exit interview and exit paperwork upon completion of the program.

## BARBERING PROGRAM COURSE OF STUDY

Sylvain Melloul International Hair Academy offers a 1100-hour, 32 week Barbering program to individuals seeking to become licensed barbers. Upon successful completion of the program, graduates will be awarded a certificate of completion enabling these individuals to take their state board examinations. The course is designed to offer students a wide range of educational opportunities through various phases.

The flow of education, curriculum, and facility promote a highly motivating and practical course of study. The curriculum is designed to develop our students into the best possible barbers during their 1100-hours. Students will receive approximately 300 hours of theory/class hours and 800 hours of clinic work with mannequins and clients on the barber shop floor. Expectations are high for students while at the Academy, however, these expectations will produce tremendous results for those who attend the Academy with passion and dedication.

The overall educational objective of the barber program is as follows: Students will develop a profound understanding of barbering technical skills and professional behavior necessary for careers in the beauty industry through theory instruction and practical experience working on mannequins and ultimately clients. Educational objectives upon successful completion of the program include:

- To understand that the profession is built around customer service to the client and to always be very attentive, polite, respectful, honest, and professional
- To identify what is best for each individual as a client and how to successfully verbally communicate this to the client
- To build a very strong foundation for technical application skills in styling, cutting, shaving & chemical services
- To build confidence within themselves as barbers and as people, and to project such confidence onto the client through their application, professionalism, and personal image
- To build their own brand and to understand how to market themselves as barbers in order to build a clientele
- To understand the business side of the industry and to know how to achieve their desired earnings through goal setting and planning
- To produce graduates whom obtain licensure and employment and maintain such employment

<b>Barbering Program - Course of Study</b>		
<b>Level</b>	<b>Areas of Study</b>	<b>Brief Description</b>
<b>Phase 1 525 hours</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Orientation</li> <li><input type="checkbox"/> The History of Barbering</li> <li><input type="checkbox"/> Professional Image</li> <li><input type="checkbox"/> Infection Control</li> <li><input type="checkbox"/> Tools and Equipment</li> <li><input type="checkbox"/> Disorders of hair and scalp</li> <li><input type="checkbox"/> Practical Assessments</li> <li><input type="checkbox"/> Life skills</li> <li><input type="checkbox"/> Electricity Basics</li> <li><input type="checkbox"/> Shaving/Facial Hair</li> <li><input type="checkbox"/> Men’s Haircutting/Styling</li> <li><input type="checkbox"/> Working behind the chair</li> <li><input type="checkbox"/> Practical Assessments</li> <li><input type="checkbox"/> Anatomy and Physiology</li> <li><input type="checkbox"/> Chemistry Basics</li> <li><input type="checkbox"/> Hair coloring and Lightening</li> <li><input type="checkbox"/> The business of barbering</li> <li><input type="checkbox"/> L’oreal Haircolor</li> <li><input type="checkbox"/> <i>Milady Standard</i> theory work</li> </ul>	<p>Phase 1 begins with an orientation designed to welcome and introduce new students to the Academy’s policies, expectations, and educational pathway.</p> <p>Phase 1 emphasizes theory work to prepare students for the heavy practical education to follow.</p> <p>Focus: Understanding the history , tools, and sanitation of barbering &amp; introduction to shaving</p>

<b>Phase 2</b> <b>575 hours</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> SMIHA hair cutting principles</li> <li><input type="checkbox"/> B5 technique</li> <li><input type="checkbox"/> Performing the GT</li> <li><input type="checkbox"/> L7 technique</li> <li><input type="checkbox"/> RB5 technique</li> <li><input type="checkbox"/> Performing the LLT</li> <li><input type="checkbox"/> Texturing the hair</li> <li><input type="checkbox"/> Bang trims</li> <li><input type="checkbox"/> Practical Assessments</li> <li><input type="checkbox"/> State board exam review and prep</li> <li><input type="checkbox"/> State board packing</li> <li><input type="checkbox"/> Mock state board practical exam</li> <li><input type="checkbox"/> State board theory practice/exam</li> <li><input type="checkbox"/> State board application process</li> </ul>	<p>Phase 2 continues the emphasis on practical education through mannequin work and barber shop orientation that introduces students to the barber shop floor.</p> <p>Focus: building foundations for Hair Cutting, Facial Shaving and Hair Coloring (dyeing). Developing and executing advanced barbering techniques by working with clients on the barber shop floor &amp; through advanced theory/practical classes.</p>
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**BARBERING PROGRAM SCHEDULES & START DATES**

Sylvain Melloul International Hair Academy offers a full-time day schedule (35 hours a week) and part-time evening schedule (20 hours a week) for the barbering program, requiring students to attend 35 hours per week. Students will be in the classroom for theory learning and in the barber clinic (shop) for hands-on practical application on mannequins and real-life clients (under the direct supervision of a licensed instructor).

<b>Barbering Full-Time Day Schedule</b>					
Days of Week	Times	Lunch Break	Hours/Day	Hours /Week	Length
Monday - Friday	9:00 am – 4:30 pm	30 min.	7	35	32 weeks

<b>Barbering Part-Time Evening Schedule</b>				
Days of Week	Times	Hours/Day	Hours /Week	Length
Monday - Thursday	4:30 pm – 9:30 pm	4	20	55 weeks



The Academy has classes starting every 4 weeks for the barbering program. Start dates are the same for day & evening schedules as follows:

<b>Barbering Program Class Start Dates</b>		
<b>Class Start Date</b>	<b>Scheduled Completion Date DAY Schedule</b>	<b>Scheduled Completion Date EVENING Schedule</b>
Tuesday, January 17, 2023	Friday, August 25, 2023	Tuesday, February 13, 2024
Monday, February 13, 2023	Thursday, September 21, 2023	Monday, March 11, 2024
Monday, March 13, 2023	Thursday, October 19, 2023	Monday, April 8, 2024
Monday, April 10, 2023	Thursday, November 16, 2023	Monday, May 6, 2024
Monday, May 8, 2023	Thursday, December 14, 2023	Monday, June 3, 2024
Monday, June 5, 2023	Thursday, January 11, 2024	Monday, July 1, 2024
Monday, July 10, 2023	Thursday, February 15, 2024	Monday, August 5, 2024
Monday, August 7, 2023	Thursday, March 14, 2024	Monday, September 2, 2024
Tuesday, September 5, 2023	Friday, April 12, 2024	Tuesday, October 1, 2024
Monday, October 2, 2023	Thursday, May 9, 2024	Monday, October 28, 2024
Monday, October 30, 2023	Thursday, June 6, 2024	Monday, November 25, 2024
Monday, November 27, 2023	Thursday, July 4, 2024	Monday, December 23, 2024

*(Dates subject to change, please call Admissions Department to confirm dates)*

## **GRADUATION REQUIREMENTS – BARBERING PROGRAM**

Sylvain Melloul International Hair Academy students in the barbering program must complete the following requirements in order to graduate:

1. Complete the **1,100 clock hours** required by the State of Virginia within required length of time
2. Complete the below **370 service performances** required by the state:

<b>Performance</b>	<b>Minimum Required</b>
Hair & Scalp Treatments	10
Hair Services	320
Tinting	15
Temporary Rinses	10
Semi-permanent color	10
Basic Facials	5
<b>Total</b>	<b>370</b>

3. Complete and receive passing grades on all required practical evaluations and written exams

4. Complete State-Board review written and practical examinations in satisfactory manner (85% grade)
5. Make satisfactory arrangements for payment of all financial obligations

Upon satisfactory completion of all requirements, student will receive a certificate of completion and all necessary certified paperwork required to apply for state board examination & licensure. Students are to complete an exit interview and exit paperwork upon completion of the program.

## **ESTHETICS PROGRAM COURSE OF STUDY**

Sylvain Melloul International Hair Academy offers a 600-hour, 30 week Esthetics program to individuals seeking to become licensed estheticians. Upon successful completion of the program, graduates will be awarded a certificate of completion enabling these individuals to take their state board examinations. The course is designed to offer students a wide range of educational opportunities.

The education, curriculum, and facility promote a highly motivating and practical course of study. The curriculum is designed to develop our students into the best possible estheticians during their 600 hours. Students will receive approximately 140 hours of theory instruction via distance education, 30 hours of theory on campus and 430 hours of hands-on practical/clinic work with mannequins, students and clients. Expectations are high for students while at the Academy, however, these expectations will produce tremendous results for those who attend the Academy with passion and dedication.

The overall educational objective of the esthetics program is as follows: Students will develop a profound understanding of esthetics technical skills and professional behavior necessary for careers in the beauty & wellness industry through theory instruction and practical experience working on mannequins and ultimately clients. Educational objectives upon successful completion of the program include:

- To understand that the profession is built around customer service to the client and to always be very attentive, polite, respectful, honest, and professional
- To identify what is best for each individual as a client and how to successfully verbally communicate this to the client
- To build a very strong foundation for technical application skills in skin care, including but not limited to proficiencies in facials, waxing, and make-up applications
- To build confidence within themselves as estheticians and as people, and to project such confidence onto the client through their application, professionalism, and personal image
- To build their own brand and to understand how to market themselves as estheticians in order to build a clientele
- To understand the business side of the industry and to know how to achieve their desired earnings through goal setting and planning
- To produce graduates whom obtain licensure and employment and maintain such employment

<b>Esthetics Program - Course of Study</b>		
<b>Level</b>	<b>Areas of Study</b> <i>*(DE) = Distance Education for theory portion)</i>	<b>Brief Description</b>
<b>CORE</b> <b>200 hours</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Orientation (DE)</li> <li><input type="checkbox"/> Skin analysis (DE)</li> <li><input type="checkbox"/> Facial Treatments</li> <li><input type="checkbox"/> Basic facials with massage               <ul style="list-style-type: none"> <li><input type="checkbox"/> Treatment notes</li> <li><input type="checkbox"/> Retailing</li> </ul> </li> <li><input type="checkbox"/> Hair Removal               <ul style="list-style-type: none"> <li><input type="checkbox"/> waxing</li> <li><input type="checkbox"/> tweezing</li> </ul> </li> <li><input type="checkbox"/> Basics of electricity (DE)</li> <li><input type="checkbox"/> Facial Machines</li> <li><input type="checkbox"/> Basic facials with machines</li> <li><input type="checkbox"/> Make-up Essentials</li> <li><input type="checkbox"/> Make-up applications               <ul style="list-style-type: none"> <li><input type="checkbox"/> Tinting</li> <li><input type="checkbox"/> Perming</li> <li><input type="checkbox"/> Lash extensions</li> </ul> </li> <li><input type="checkbox"/> <i>Milady Standard</i> theory work</li> <li><input type="checkbox"/> Practical Assessments</li> </ul>	<p>CORE begins with an orientation designed to welcome and introduce new students to the Academy's policies, expectations, and educational pathway.</p> <p>CORE builds the foundational theory and practical skills to build upon for a successful career in the industry.</p> <p>Students will learn the core practical skills on campus while learning theory concepts online (hybrid). Students will have the skills to practice on the student clinic (spa) in the next phase once they complete CORE.</p> <p><b>Note that this program offers a hybrid approach, offering distance education for the theory portions denoted.</b></p>
<b>ADVANCED</b> <b>400 hours</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Student Clinic (Spa) practical learning on real-life clients</li> <li><input type="checkbox"/> History &amp; career opportunities (DE)</li> <li><input type="checkbox"/> Professional Image (DE)</li> <li><input type="checkbox"/> Laws &amp; Regulations (DE)</li> <li><input type="checkbox"/> Communicating for success (DE_</li> <li><input type="checkbox"/> Life skills (DE)</li> <li><input type="checkbox"/> Professional Image (DE)</li> <li><input type="checkbox"/> Physiology and histology of the skin (DE)</li> <li><input type="checkbox"/> Anatomy and physiology (DE)</li> <li><input type="checkbox"/> Disorders and diseases of the skin (DE)</li> <li><input type="checkbox"/> Basics of chemistry (DE)</li> <li><input type="checkbox"/> Skin care products Infection Control (DE)</li> <li><input type="checkbox"/> Sanitation and disinfection techniques / room set-up</li> <li><input type="checkbox"/> Nutrition (DE)</li> </ul>	<p>ADVANCED builds upon the concepts learned in CORE, while also teaching new ones.</p> <p>Students gain valuable experience by servicing clients during this portion and will learn the more advanced esthetics practical applications.</p> <p>Students will also become prepared for licensure (state board prep) and placement in the field.</p> <p>Students will learn in the student clinic, designated esthetics classroom, and online (hybrid).</p>

	<input type="checkbox"/> The Treatment Room <input type="checkbox"/> Anatomy and physiology <input type="checkbox"/> Advanced Topics & Treatments <input type="checkbox"/> Body treatments <input type="checkbox"/> Selling products and services <input type="checkbox"/> Career planning <input type="checkbox"/> Skin care business <input type="checkbox"/> State board preparation <ul style="list-style-type: none"> <li><input type="checkbox"/> Review</li> <li><input type="checkbox"/> Mock exam (written &amp; practical)</li> </ul> <input type="checkbox"/> Licensing Application	
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### ESTHETICS PROGRAM SCHEDULES & START DATES

Sylvain Melloul International Hair Academy offer a hybrid, part-time schedule for the esthetics program. There are two schedules available for the esthetics program; a MORNING schedule and an AFTERNOON schedule. *All schedules will receive the same course of education.*

<b>Esthetics Program</b>					
<b>Available Part-Time Schedules</b>					
<b>Schedule</b>	<b>Days of Week</b>	<b>Times</b>	<b>Hours/Day</b>	<b>Hours/Week</b>	<b>Length</b>
<b>Morning: AM Schedule</b>	Monday - Friday	9:00 am – 1:00 pm	4	20	30 weeks
<b>Afternoon: PM Schedule</b>	Monday – Friday	1:00 pm – 5:00 pm	4	20	30 weeks

<b>Hybrid Weekly On-Campus / Online Schedule</b>						
		<b><u>Day:</u></b>	<b><u>Location:</u></b>			
<b><u>Weeks 1-10:</u></b>	<i>Monday:</i>		Online	<b><u>Weeks 11-30:</u></b>	<i>Monday:</i>	On-Campus
	<i>Tuesday:</i>		On-Campus		<i>Tuesday:</i>	On-Campus
	<i>Wednesday:</i>		Online		<i>Wednesday:</i>	On-Campus
	<i>Thursday:</i>		On-Campus		<i>Thursday:</i>	On-Campus
	<i>Friday:</i>		Online		<i>Friday:</i>	Online

*\*Note – online work can be completed on student’s time, as long as assignment due dates are met.*

The Academy starts students every 5 weeks in the Esthetics Program rotating between the AM/PM Schedules (*AM/PM Schedules start every 10 weeks*). The start dates are as follows:

<b>Esthetics Program Start Dates</b>		
<b>Class Start Date</b>	<b>Scheduled Completion Date</b>	<b>Schedule</b>
Monday, February 13, 2023	Monday, September 11, 2023	Afternoon (PM)
Monday, April 24, 2023	Monday, November 20, 2023	Afternoon (PM)
Wednesday, July 5, 2023	Monday, January 29, 2024	Afternoon (PM)
Monday, August 7, 2023	Monday, March 4, 2024	Morning (AM)
Monday, September 11, 2023	Monday, April 8, 2024	Afternoon (PM)
Monday, November 20, 2023	Monday, June 17, 2024	Afternoon (PM)

*(Dates subject to change, please call Admissions Department to confirm dates)*

## **GRADUATION REQUIREMENTS – ESTHETICS PROGRAM**

Sylvain Melloul International Hair Academy students in the Esthetics program must complete the following requirements in order to graduate:

1. Complete the **600 clock hours** required by the State of Virginia within required length of time
2. Complete the below **220 service performances** required by the state:

<b>Performance</b>	<b>Minimum Required</b>
Consultations, cleansings and analysis of face and body	35
Manual facials and treatments	65
Machine or electrical facials and treatments	50
Body treatments and back treatments	20
Makeup	25
Hair Removal	25
<b>Total Services</b>	<b>220</b>

3. Complete and receive passing grades on all required practical evaluations and written exams
4. Complete all required practical and clinic work with a passing evaluation
5. Complete State-Board mock written and practical examinations with a minimum grade of 85%
6. Make satisfactory arrangements for payment of all financial obligations

Upon satisfactory completion of all requirements, student will receive a certificate of completion and all necessary certified paperwork required to apply for state board examination & licensure. Students are to complete an exit interview and exit paperwork upon completion of the program.

## MASTER ESTHETICS PROGRAM COURSE OF STUDY

Sylvain Melloul International Hair Academy offers a 600-hour, 30 week Master Esthetics program to already licensed estheticians seeking their master esthetics license. Upon successful completion of the program, graduates will be awarded a certificate of completion enabling these individuals to take their state board examinations. The course is designed to offer students a wide range of educational opportunities.

The education, curriculum, and facility promote a highly motivating and practical course of study. The curriculum is designed to develop our students into the best possible estheticians during their 600 hours. Students will receive approximately 130 hours of theory online via distance education and 470 hours of hands-on practical/clinic work with mannequins, students and clients. Expectations are high for students while at the Academy, however, these expectations will produce tremendous results for those who attend the Academy with passion and dedication.

The overall educational objective of the master esthetics program is as follows: Students will build upon their existing understanding of esthetics technical skills and professional behavior necessary for careers advancement in the beauty & wellness industry through theory instruction and practical experience working on mannequins and ultimately clients. Educational objectives upon successful completion of the program include:

- To understand that the profession is built around customer service to the client and to always be very attentive, polite, respectful, honest, and professional
- To identify what is best for each individual as a client and how to successfully verbally communicate this to the client
- To build a very strong foundation for technical application skills in skin care, including but not limited to proficiencies in chemical exfoliation, advanced treatments, microdermabrasion, and lymphatic drainage treatments
- To build confidence within themselves as master estheticians and as people, and to project such confidence onto the client through their application, professionalism, and personal image
- To build their own brand and to understand how to market themselves as master estheticians in order to build a clientele
- To understand the business side of the industry and to know how to achieve their desired earnings through goal setting and planning
- To produce graduates whom obtain licensure and employment and maintain such employment

<b>Master Esthetics Program - Course of Study</b>		
<b>Level</b>	<b>Areas of Study</b> <small>*(DE) = Distance Education for theory portion)</small>	<b>Brief Description</b>
<b>CORE</b> <b>100</b> <b>hours</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Orientation &amp; Student Handbook (DE)</li> <li><input type="checkbox"/> Advanced facial techniques (DE)</li> <li><input type="checkbox"/> Advanced skin care massage (DE)</li> <li><input type="checkbox"/> Advanced facial devices</li> </ul>	CORE is delivered via a hybrid model, with a good portion being distance education. CORE begins with an orientation designed to welcome and introduce new students to the

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Practical learning on mannequins and students</li> <li><input type="checkbox"/> Practical Assessments</li> <li><input type="checkbox"/> <i>Milady Standard</i> theory work</li> </ul>	<p>Academy's policies, expectations, and educational pathway.</p> <p>CORE advanced the techniques and skills acquired in basic esthetics while building the foundation needed to succeed in the next phase and the industry.</p>
<p><b>ADVANCED</b> <b>500 hours</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Practical applications &amp; real-life experience on the student clinic</li> <li><input type="checkbox"/> Laws &amp; Regulations (DE)</li> <li><input type="checkbox"/> Infection control (DE)</li> <li><input type="checkbox"/> Advanced histology of the cell and the skin (DE)</li> <li><input type="checkbox"/> Anatomy and physiology; muscles and nerves ; cardiovascular and lymphatic systems (DE)</li> <li><input type="checkbox"/> Skin typing and aging analysis (DE)</li> <li><input type="checkbox"/> Advanced skin analysis &amp; consultations (DE)</li> <li><input type="checkbox"/> Wellness management (DE)</li> <li><input type="checkbox"/> Advanced skin disorders: skin in distress (DE)</li> <li><input type="checkbox"/> Lymphatic Drainage (DE)</li> <li><input type="checkbox"/> Chemistry &amp; biochemistry (DE)</li> <li><input type="checkbox"/> Skin care products; chemistry, ingredients and selection (DE)</li> <li><input type="checkbox"/> Ingredients and products for skin issues (DE)</li> <li><input type="checkbox"/> Pharmacology</li> <li><input type="checkbox"/> Botanicals &amp; Aromatherapy</li> <li><input type="checkbox"/> Chemical exfoliations</li> <li><input type="checkbox"/> Laser, light energy, and radio frequency treatments</li> <li><input type="checkbox"/> Advanced facial devices</li> <li><input type="checkbox"/> Galvanic current / Microdermabrasion / Dermaplaning / LED / Microcurrent/ Ultrasound</li> <li><input type="checkbox"/> Advanced Hair removal</li> <li><input type="checkbox"/> Advanced facial and waxing techniques</li> <li><input type="checkbox"/> Spa treatments</li> <li><input type="checkbox"/> Hormones</li> <li><input type="checkbox"/> Chemistry &amp; biochemistry / clinic</li> <li><input type="checkbox"/> Advanced Make-up applications &amp; techniques</li> </ul>	<p>ADVANCED students will begin servicing clients through the student clinic (spa) and will learn advanced esthetics theory concepts and practical skills training / applications.</p> <p>Students will learn valuable skills leading to successful careers field in the field, including but not limited to; Business skills (learn how to start your own business), marketing, working in a medical setting, licensure preparation (state board exam prep), and employment/placement preparation.</p>

	<input type="checkbox"/> Complementary wellness therapies <input type="checkbox"/> Ayurveda theory and treatments <input type="checkbox"/> Working in a medical setting <input type="checkbox"/> Laser, light energy and radio frequency/Clinic <input type="checkbox"/> Pharmacology for Estheticians/Clinic <input type="checkbox"/> Working in a medical setting/Clinic <input type="checkbox"/> Medical terminology/Clinic <input type="checkbox"/> Medical intervention/Clinic <input type="checkbox"/> Plastic surgery procedures <input type="checkbox"/> The esthetician role in pre/post medical treatments <input type="checkbox"/> Medical treatment terminology and documentation <input type="checkbox"/> Financial business skills (DE) <input type="checkbox"/> Marketing (DE) <input type="checkbox"/> State board preparation <ul style="list-style-type: none"> <li>o Review</li> <li>o Mock exam (written &amp; practical)</li> </ul>	
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**MASTER ESTHETICS PROGRAM SCHEDULES & START DATES**

Sylvain Melloul International Hair Academy offers a part-time schedule for the master esthetics program. Class start dates & class schedules for the Master Esthetics Program are subject to change. Contact the Admissions Department to confirm dates and schedules. Please note, enrollment is subject to availability.

<b>Master Esthetics Program</b>					
<b>Available Schedules</b>					
<b>Schedule</b>	<b>Days of Week</b>	<b>Times</b>	<b>Hours/Day</b>	<b>Hours/Week</b>	<b>Length</b>
Morning	Monday - Friday	8:30 am – 12:30 pm	4	20	30 weeks

<b>Hybrid Weekly On-Campus / Online Schedule</b>					
<b><u>Weeks 1-5:</u></b>	<b><u>Day:</u></b>	<b><u>Location:</u></b>	<b><u>Weeks 6-30:</u></b>	<b><u>Day:</u></b>	<b><u>Location:</u></b>
	Monday:	Online		Monday:	On-Campus
	Tuesday:	On-Campus		Tuesday:	On-Campus
	Wednesday:	Online		Wednesday:	On-Campus
	Thursday:	On-Campus		Thursday:	On-Campus
Friday:	Online	Friday:	Online		

*\*Note – online work can be completed on student’s time, as long as assignment due dates are met.*



The Academy starts students every 5 weeks in the Master Esthetics Program. The start dates are as follows:

<b>Master Esthetics Program Start Dates</b>		
<b>Class Start Date</b>	<b>Scheduled Completion Date</b>	<b>Schedule Enrolling</b>
Monday, January 9, 2023	Friday, August 11, 2023	Morning
Monday, February 13, 2023	Friday, September 15, 2023	Morning
Monday, March 20, 2023	Friday, October 20, 2023	Morning
Monday, April 24, 2023	Friday, November 24, 2023	Morning
Monday, May 29, 2023	Friday, December 29, 2023	Morning
Monday, July 10, 2023	Friday, February 9, 2024	Morning
Monday, August 14, 2023	Friday, March 15, 2024	Morning
Monday, September 18, 2023	Friday, April 19, 2024	Morning
Monday, October 23, 2023	Friday, May 24, 2024	Morning
Monday, November 27, 2023	Friday, June 28, 2024	Morning

*(Dates subject to change, please call Admissions Department to confirm dates)*

## **GRADUATION REQUIREMENTS – MASTER ESTHETICS PROGRAM**

To be eligible for graduation from the Master Esthetics Program, each student is required to:

1. Complete the **600 clock hours** required by the State of Virginia within required length of time
2. Complete the below **215 service performances** required by the state:

<b>Practical Performance</b>	<b>Minimum Required</b>
Advanced treatments	40
Microdermabrasion	50
Chemical Exfoliation	75
Lymphatic Drainage Treatments	50
<b>Total</b>	<b>215</b>

3. Complete and receive passing grades on all required practical evaluations and written exams
4. Complete all required practical and clinic work with a passing evaluation.
5. Complete State Board mock final written and practical exams with a minimum grade of 85%
6. Make satisfactory arrangements for payment of all financial obligations

Upon satisfactory completion of all requirements, student will receive a certificate of completion and all necessary certified paperwork required to apply for state board examination & licensure. Students are to complete an exit interview and exit paperwork upon completion of the program.

## **MASSAGE THERAPY PROGRAM COURSE OF STUDY**

Sylvain Melloul International Hair Academy offers a 900-hour, 30 week Massage Therapy program to individuals seeking to become licensed massage therapists. Upon successful completion of the program, graduates will be awarded a certificate of completion enabling these individuals to take their licensing / certification examinations [Massage & Bodywork Licensing Exam (MBLEx)]. The course is designed to offer students a wide range of educational opportunities.

The education, curriculum, and facility promote a highly motivating and practical course of study. The curriculum is designed to develop our students into the best possible massage therapists during their 900 hours. Students will receive approximately 400 hours of theory/class hours – with 240 of those hours delivered via distance education; 380 lab hours and 120 hours of hands-on practical/clinic work with students and clients. Expectations are high for students while at the Academy, however, these expectations will produce tremendous results for those who attend the Academy with passion and dedication.

The overall educational objective of the massage therapy program is as follows: Students will develop a profound understanding of massage therapy technical skills and professional behavior through theory instruction and practical experience working on classmates and ultimately clients. Educational objectives upon successful completion of the program include:

- To understand that the profession is built around customer service to the client and to always be very attentive, polite, respectful, honest, ethical and professional
- To identify what is best for each individual as a client and how to successfully verbally communicate this to the client and to properly, safely deliver a tailored service to satisfy client's needs
- To build a very strong foundation for technical massage application skills in various methods of delivery, including but not limited to proficiencies in Swedish, therapeutic, deep tissue, stone, sports, and hydrotherapy / aromatherapy
- To develop a profound understanding of the body's anatomy & physiology, kinesiology, energy modalities, and overall wellbeing
- To build confidence as massage therapists and as individuals; and to project such confidence onto the client through their application, professionalism, and personal conduct
- To understand how to market oneself as a massage therapist to build a clientele
- To understand the business of the industry and how to achieve one's desired earnings through goal setting and planning
- To produce graduates who obtain licensure and sustained employment in the field

<b>Massage Therapy Program - Course of Study</b>		
<b>Level</b>	<b>Areas of Study</b> <b>*(DE) = Distance Education for theory portion)</b>	<b>Brief Description</b>
<b>Core Theory</b> <b>350 hours</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Orientation (DE)</li> <li><input type="checkbox"/> History &amp; career opportunities (DE)</li> <li><input type="checkbox"/> Anatomy &amp; Physiology (DE)</li> <li><input type="checkbox"/> Pathology (DE)</li> <li><input type="checkbox"/> Massage Therapy Theory (DE)</li> <li><input type="checkbox"/> Somatic Psychology (DE)</li> <li><input type="checkbox"/> Business Law &amp; Ethics (DE)</li> <li><input type="checkbox"/> Kinesiology Upper/Lower (DE)</li> </ul>	<p>Core theory begins with an orientation designed to welcome and introduce new students to the Academy’s policies, expectations, and educational pathway.</p> <p>Core theory is comprised of three (3) sessions that emphasize core concepts about the body’s workings and introduces students to the practical concepts of Swedish massage. The core theory sets students up to perform their clinical massage work on the public.</p>
<b>Core Practical</b> <b>550 hours</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Swedish Massage</li> <li><input type="checkbox"/> Clinic Begins – Students will perform massages on clients</li> <li><input type="checkbox"/> Therapeutic I</li> <li><input type="checkbox"/> Hydrotherapy/Aromatherapy (essential oils)</li> <li><input type="checkbox"/> Clinical Review</li> <li><input type="checkbox"/> Real-life clinic</li> <li><input type="checkbox"/> Therapeutic II</li> <li><input type="checkbox"/> Accupressure</li> <li><input type="checkbox"/> Reflexology</li> <li><input type="checkbox"/> Hot Stone Therapy</li> <li><input type="checkbox"/> Cupping Therapy</li> <li><input type="checkbox"/> Energy Modalities (DE)</li> <li><input type="checkbox"/> Sports / Special Populations (i.e. prenatal)</li> <li><input type="checkbox"/> Spa Therapy</li> <li><input type="checkbox"/> Exam Review</li> </ul>	<p>Core Practical emphasizes the hands-on education of the program with theory still being taught throughout.</p> <p>Students will begin servicing clients during this portion and will learn the more practical massage applications.</p>

## MASSAGE THERAPY PROGRAM SCHEDULES & START DATES

Sylvain Melloul International Hair Academy only offers a full-time schedule (hybrid) for the massage therapy program. There is only one schedules available for the massage therapy program, as follows;

<b>Massage Therapy Standard Schedule</b>					
Days of Week	Times	Lunch Break	Hours/Day	Hours/Week	Length
Monday - Friday	9:00 am – 4:00 pm	60 min.	6	30	30 weeks

The Academy has classes starting every 15 weeks for the massage therapy program. The Start dates are as follows:

<b>Massage Therapy Program Start Dates</b>	
Class Start Date	Scheduled Completion Date
Monday, February 6, 2023	Monday, September 4, 2023
Monday, May 22, 2023	Monday, December 18, 2023
Monday, September 11, 2023	Monday, April 8, 2024
Monday, December 18, 2023	Monday, July 15, 2024

*(Dates subject to change, please call Admissions Department to confirm dates)*

## GRADUATION REQUIREMENTS – MASSAGE THERAPY PROGRAM

Sylvain Melloul International Hair Academy students in the Massage Therapy program must complete the following requirements in order to graduate:

1. Complete the **900 hours** approved by the State Council of Higher Education for Virginia within required length of time
2. Complete and receive passing grades on all required practical evaluations and written exams
3. Complete all required practical and clinic work with a passing evaluation
4. Make satisfactory arrangements for payment of all financial obligations

Upon satisfactory completion of all requirements, student will receive a certificate of completion and all necessary certified paperwork required to apply for state board examination & licensure. Students are to complete an exit interview and exit paperwork upon completion of the program.

## **ACADEMY CULTURE**

Sylvain Melloul International Hair Academy is committed to delivering an inspiring and motivating educational environment for its students. In order to prepare students for their careers, the Academy culture is based on a professional environment. All students, faculty, and staff are expected to actively engage in promoting:

- A professional environment & behavior
- An exciting, motivating, and inspiring atmosphere
- A high standard of excellence and positive learning attitudes
- A positive morale
- Excellent customer service

## **EXTRACURRICULAR ACTIVITIES**

Sylvain Melloul International Hair Academy provides extra-curricular opportunities to students who meet the required criteria. These activities are designed to give back to the community, expose students to different avenues of the industry, offer post-graduation employment opportunities, and provide additional educational experiences in various industry-related environments. Some of the extra-curricular activities provided to students include, but are not limited to:

- Community Events:** Students participate in events giving back to community by providing services to a variety of different groups and individuals
- Fashion Shows & Photo Shoots:** Students may be given the opportunity to do hair and make-up for Academy fashion shows and photo shoots, as well as for local fashion groups or photographers. These opportunities serve as great portfolio building experiences for students and photos may also be featured in media and publications
- Career Days:** Employers and hiring managers are invited to the Academy to recruit students for post-graduation employment

## ADMISSIONS

All applicants to Sylvain Melloul International Hair Academy must fulfill all admissions requirements to be considered for acceptance to the Academy. Please call the Admissions Department to schedule your information session and Academy tour.

### ADMISSIONS REQUIREMENTS

- Submit a high school diploma, G.E.D., or state-issued credential for secondary completion if homeschooled or other circumstances apply.
  - High school transcripts will be accepted if diploma cannot be accessed (transcripts must clearly indicate graduation date). Online diplomas subject to acceptance upon verification standards.
- Submit a copy of a legal form of identification
- Submit completed Application with a non-refundable \$25 Application Fee\*\*
- Complete the Admissions Interview
- Complete the Financial Planning Session
- Sign the completed Enrollment Agreement

For admittance to the **Master Esthetics Program only**, applicants must have and provide proof of:

- Current Virginia Esthetics License in good standing

\*See 'Hybrid Programs – Distance Education Information' section in this catalog to better understand the program & technology requirements before enrolling.

Sylvain Melloul International Hair Academy does not admit Ability-To-Benefit students. The Academy does not recruit students already attending or admitted to schools with similar programs. The Academy does not enroll students who are currently enrolled in elementary or secondary schools.

Sylvain Melloul International Hair Academy does not discriminate on the basis of sex, race, color, creed, ethnic origin, religion, or age.

Students who successfully complete the above requirements in satisfactory manner may be accepted to the Academy and notified of acceptance to the Academy. Sylvain Melloul International Hair Academy does not guarantee admittance and reserves the right to deny admittance to applicants who the school believes will not reasonably meet graduation requirements of the program and will not benefit from the training offered. Students who complete a program with SMIHA and enroll in subsequent programs with the school must have: prior account balance in good standing; and must be approved by administration, who reserves the right to deny admittance due to infractions incurred during prior enrollment.

Personal & Cashier's Check, Money Order, or Credit Card accepted. Please make payable to Sylvain Melloul International Hair Academy. Note: Cash is not accepted for admissions payments.

## **TRANSFER STUDENT POLICY**

Sylvain Melloul International Hair Academy has developed the following Transfer Student Policy. In congruence with the Board for Barbers and Cosmetology policy, the school permits transfer students from cosmetology, barbering, and esthetics schools, who meet the below conditions, to apply to the program with possible awarding of previous credit earned. The school also permits transfer students from Massage Therapy Schools that are certified to operate by the State Council of Higher Education for Virginia (SCHEV), in conjunction with this policy.

### Transfer from another Cosmetology, Barber, Esthetic, and Massage Therapy Schools:

In order for Sylvain Melloul International Hair Academy to award credit for transfer students, the former school must meet the following conditions:

- The former school must be licensed by the appropriate state licensing entity while the student was enrolled. The school's current curriculum must be approved by that entity.
- The hours earned at the originating school must have been earned no more than two years prior to enrolling in the new school
- Both the new and former school must be accredited by an accrediting agency recognized by the U.S. Department of Education
- The new school may only credit completed content, and must substantiate, based on the student's transcript, how hours are awarded towards each content area
- Satisfactory of the above must be shown by the transfer student when applying to the Board for exam application

If the former school meets the above conditions, then an Official Transcript must be provided in order to award previous hours, performance requirements, and exam grades earned from the former school. The Official Transcript must clearly indicate the course content completed in order for credit to be transferred. Hours earned from a program outside the state of Virginia are subject to being awarded depending on the state. The rules and hours of study for that state will be reviewed prior to accepting hours.

### Transfer Between Programs:

Students enrolled in Sylvain Melloul International Hair Academy are permitted to transfer eligible (defined below) credit between the following programs:

- Cosmetology and Barbering
- Cosmetology and Esthetics

There is no transfer of credit between the esthetics and barbering programs; master esthetics with any program, or massage therapy with any program.

Currently enrolled students at Sylvain Melloul International Hair Academy are permitted to transfer between eligible programs with no loss of credit for progress already completed that fall under the applicable curriculum requirements of the new program. Credit for transfer between programs will be assessed on a case by case basis. Credit earned for content that does not apply to the new program will not be awarded to the transferring student. Credit for all practical performances will be accepted, however various competency testing may be required before work-based activities are permitted.

Apprenticeship Programs:

The Virginia Department of Professional and Occupational Regulation (DPOR), Board for Barbers and Cosmetology does not permit apprentice hours to be awarded as credit towards school hours.

Transferring to Another School

Completed certificates, coursework and/or credit earned at Sylvain Melloul International Hair Academy are subject to acceptance by receiving school and state for students wishing to transfer out of the Academy.

**RE-ENROLLING STUDENT POLICY**

Students who have withdrawn from Sylvain Melloul International Hair Academy in good standing may apply for re-admission after waiting a minimum 60-day period. After three (3) years of being withdrawn from the program, re-enrolling students will not be eligible for any previous credit.

- Previous credit earned during the initial enrollment is not guaranteed. If the re-enrolling student re-enrolls within the below timeframes, they may receive the applicable credit. Timeframes are based on the time between the students last day of attendance of their initial enrollment and the date of the re-enrollment:
  - o Less than 3 years – 100% of hours & performances awarded
  - o After 3 years - no credit will be awarded
  
- A deposit of \$300.00 or 10% of the total re-entry costs may be required prior to re-enrollment.

The re-enrolling student will enter at the same level of progress they were making when they withdrew, according to their most recent Satisfactory Academic Progress determination before withdraw.

When Re-enter	Requirements for Re-entry to the Academy
<b>Within Six Months</b>	If a student re-enters <b><i>within six months</i></b> of withdrawal, then: <ul style="list-style-type: none"> <li><input type="checkbox"/> The student will be evaluated on Satisfactory Academic Progress according to the same attended hours the student had at time of withdraw                             <ul style="list-style-type: none"> <li>o <i>Example: If a cosmetology student withdrew with 600 attended hours, then the student’s next review point will be in 300 attended hours at the 900 hour cumulative SAP review point.</i></li> </ul> </li> </ul>
<b>After Six Months</b>	If a student re-enters <b><i>after six months</i></b> of withdrawal, then: <ul style="list-style-type: none"> <li><input type="checkbox"/> The student will be evaluated on Satisfactory Academic Progress according to the same attended hours as new students                             <ul style="list-style-type: none"> <li>o <i>Example: If a cosmetology student withdrew with 600 attended hours, then the student’s next review point will be in 450 attended hours as their first SAP review point (as is the case for new students).</i></li> </ul> </li> </ul>
<p><i>NOTE: A student may not be re-enrolled for a third time without extreme extenuating circumstances. *A student who is in school or scheduled to start school may withdraw or defer their enrollment with the school in order to serve the military; these students are entitled to reinstatement to the school without having to re-qualify for admission, given the student: returns to school after a cumulative absence of not more than 5 years and provides the school notice of intent to re-enroll with 3 years after completing the service period.</i></p>	



***Placement and Student Kits for Transfer or Re-enrolling students:***

A written and practical evaluation may be administered once a transfer or re-enrolling student has registered in order to determine at which level the student shall begin. A transfer or re-enrolling student will be required to have or purchase current textbooks, workbooks and any items required to bring their kit to the current standard. Students who withdraw or graduate from the program will have 30 days from their last day attended to collect all kits and personal belongings before they will be discarded.

**FINANCIAL AID**

Financial aid is available to those who qualify. Sylvain Melloul International Hair Academy participates in the following U.S. Department of Education programs:

- Federal Pell Grants
- Federal Direct Student Loans
  - o Subsidized loans
  - o Unsubsidized loans
- Parent PLUS Loans

Students can apply for federal financial aid by completing the Free Application for Federal Student Aid (FAFSA). Students can apply using the online submission form, found at:

[www.fafsa.ed.gov/](http://www.fafsa.ed.gov/)

**School Code: 011596**

Students interested in obtaining student loan through financial aid must submit the below confirmations:

1. FAFSA Submission Page: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
2. Entrance Counseling Completion: [www.studentloans.gov](http://www.studentloans.gov)
3. Master Promissory Note Completion: [www.studentloans.gov](http://www.studentloans.gov)

For additional information, please contact the Financial Aid Director. Flexible cash payment options are available; please make financial arrangements with the Campus Director.

*For more information on the school's federal financial aid participation, including but not limited to; the percentage of students receiving federal financial aid, and the average indebtedness at graduation, please visit the schools website at [www.smiha.edu](http://www.smiha.edu) financial aid page to access the Net Price Calculator, Federal Consumer Information Bulletin, and College Navigator Site.*

**VETERANS AFFAIRS GI BILL®**

Sylvain Melloul International Hair Academy is approved to offer GI Bill® educational benefits to eligible students by the Virginia State Approving Agency for the following traditional format programs: Cosmetology and Barbering (please note: Esthetics, Master Esthetics, and Massage Therapy programs are only offered via hybrid format and not eligible for this program).

“GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).”

Individuals seeking to utilize the Veterans Affairs GI Bill® Benefits may start and begin regularly scheduled classes upon providing the following:

- Submit a “Certificate of Eligibility” for entitlement to educational assistance no later than the first day of a course of education
- Submit a written request to use such entitlement
- Provide additional information necessary to the proper certification of enrollment
- Provide all prior credit and transcripts (including military if applicable)
- Have a sound plan with the financial aid office on covering the balance on any school related costs (tuition, kits/books/fees) not covered by the VA education benefits disbursement

Furthermore, the institution will not impose any penalty, including the assessment of late fees, the denial of access to classes or institutional facilities, or require the individual to borrow additional funds, for any covered individual due to the delayed disbursement funding from VA under chapter 31 or 33.

## STUDENT ORIENTATION

Students registered for class are required to attend orientation, typically held the Thursday before the class start date. Students will also be scheduled for pre-orientation to finalize paperwork for their enrollment.

**Technology Orientation:** During student orientation and on the first day of classes, all students will be given a technology orientation on the systems, software, hardware, and other technological aspects necessary for the student to succeed. Students enrolled in hybrid programs will receive an orientation to distance education that will provide students with information and training on basic online navigation of the learning management system (LMS) used to manage the online learning, along with policies, procedures, and other relevant information (like how to access support services) to help students succeed in their program.

## ACADEMY CLOSURE DATES

The Academy will be closed during the following dates. Make-up time may be scheduled around the time of closure. Enrollment Agreements will be extended for holiday closures. The Academy may also close for Educator Training days (dates will be posted in advance):

Academy Closure Dates	
Closure Reason	Dates Closed
MLK Jr. Day	Monday, January 16 <sup>th</sup> , 2023
Presidents Day	Monday, February 20 <sup>th</sup> , 2023
Memorial Day	Monday, May 29 <sup>th</sup> , 2023
Juneteenth	Monday, June 19 <sup>th</sup> , 2023
Independence Day	Monday, July 3 <sup>rd</sup> – Tuesday July 4 <sup>th</sup> , 2023
Labor Day	Monday, September 4 <sup>th</sup> , 2023
Thanksgiving	Closed at 1:00, Wednesday November 22 <sup>nd</sup> – Saturday, November 25 <sup>th</sup> , 2023
Holiday Break	Sunday, December 24 <sup>th</sup> 2023 – Monday, January 1 <sup>st</sup> , 2024

## GRADING SYSTEM

All students are tested in both theory and practical assessments. Students will be tested on every theory chapter. Students must take and pass all practical assessments before becoming eligible to perform the application on clients. If the student is absent or fails a test, it is the student’s responsibility to schedule and pass a makeup test. Sylvain Melloul International Hair Academy’s grading system is as follows:

Range	Grade	Description
100%-93%	A	Exemplary performance.
92%-87%	B	Excellent mastery of program content and excellent ability to apply program content concepts. The work displays initiative, independence and application. In some courses, originality may be required.
86%-81%	C	Good mastery of program content and an ability to apply program content concepts. Work reflects a thorough understanding of the application and inter-relationships of material covered.
80%-75%	D	Below average mastery of program. Needs improvement and review of materials covered and content concepts.
74% & below	F	Unsatisfactory progress in mastery of program content.

- Theory grades include scores earned on quizzes, tests, and oral exams.
- Practical grades are assigned by the instructor’s evaluation of clinic or mannequin work, based on satisfactory completion of all procedures assigned for each service performed.
- A minimum grade point average of 85% is required in order to maintain Satisfactory Academic Progress

## STUDENT ACADEMIC EVALUATIONS

All students will receive formal, documented academic evaluations, known as **Satisfactory Academic Progress** Evaluations, throughout their course of study at the following points:

Satisfactory Academic Progress Evaluation Review Points by Program			
Cosmetology Program	Barbering Program	Esthetics Programs (Basic & Master)	Massage Therapy
<input type="checkbox"/> 450 attended hours	<input type="checkbox"/> 450 attended hours	<input type="checkbox"/> 300 attended hours	<input type="checkbox"/> 450 attended hours
<input type="checkbox"/> 900 attended hours	<input type="checkbox"/> 900 attended hours		
<input type="checkbox"/> 1200 attended hours			

Students will be evaluated on both academic and attendance standards. Students must maintain averages of 85% in both attendance and grade point average to be considered making satisfactory progress.

Students failing to meet above minimum requirements for attendance or academic progress at the review point will be placed on Financial Aid Warning until the end of the next scheduled review or until re-

establishing Satisfactory Academic Progress, whichever occurs first. During the Financial Warning period, students are considered to be making Satisfactory Academic Progress and students who receive federal funds (Title IV funds and VA Benefits) may continue to be funded. If the student is meeting minimum requirements at the end of the Financial Aid Warning period, the student will be determined as making Satisfactory Academic Progress. If the student fails to meet requirements at the end of the Financial Aid Warning period, the student will be suspended from receiving Title IV funds and/or VA Benefits (if applicable) and may face termination, unless the student appeals the finding that they are not meeting the satisfactory academic Policy and prevails on the appeal. A student cannot have successive periods in Financial Aid Warning status.

The Satisfactory Academic Progress Policy can be found in its entirety in the Academy's *Federal Consumer Information* publication on the school website ([www.smiha.edu](http://www.smiha.edu)) under the Financial Aid tab.

## ACADEMY POLICIES

The Academy has established policies, procedures and guidelines to allow for a conducive learning environment while at the Academy. The below policies can be found in its entirety in the Academy's *Student Handbook*, and are applicable to all students, regardless of program of study.

**Attendance** — Students must maintain an **85% attendance rate**. Saturday attendance is required for scheduled students (unless permission for absence is granted in advance). Attendance is recorded using a biometric fingerprint time clock, set up with students to clock in and out on their first day of classes. Hybrid programs use a virtual student portal for capturing distance education hours attended.

**Excessive Absenteeism** — Sylvain Melloul International Hair Academy does not differentiate between excused and unexcused absences. Students who are excessively absent will not meet the minimum attendance average requirement and will ultimately be terminated from the Academy. Students who do not attend for seven (7) consecutive instructional days without prior written notification will be terminated from the program.

**Tardiness** — Students are expected to be present and prepared by their scheduled start time. The Academy does not permit tardy students to enter unless the student provides:

- A same-day note from a doctor's office, Court, social services, or child's school clearly dated and documented, excusing the student for the schedule start time OR
- First-person notification (before the scheduled start time) to an Academy Official of an extenuating circumstance causing the expected tardiness

Students will be permitted to enter at the time of arrival if providing one of the above. Tardiness adversely affects student's attended hours and attendance rates.

**Make-Up Testing Policy** — Any student with failed or incomplete tests must make those tests up before they can perform the services on clients. It is the student's responsibility to monitor their test grades, schedule their make-up test time, and retake the test. In the event of a re-test, as a result of an unacceptable grade, the re-tested grade will replace the prior grade.

**Professional Image Policy** — Students are expected to come to the Academy with professional image standards met everyday, including; hair, make-up, personal hygiene, and wearing the school issued uniform T-shirts or scrubs with solid black pants, solid black closed-toed shoes, and school issued name badges.

**Leave of Absence Policy** — Student's who require an extended Leave of Absence may be granted one in accordance with the school's policy. The full policy can be found in the school's Federal Consumer Information publication, which will be provided to students before enrollment through the Orientation session and can be found on the Academy's website ([www.smiha.edu](http://www.smiha.edu)) in the financial aid page.

## **CONDUCT**

Sylvain Melloul International Hair Academy educates and trains students to build the skills and professionalism necessary to succeed in the beauty & wellness industry. Behavioral conduct is a key focus in building professionalism and is expected among all students. Students who have behavioral misconduct may be subject to suspension or termination. The Sylvain Melloul International Hair Academy student expectations are detailed in the Student Handbook received by students at orientation.

**Corrective Action** - Sylvain Melloul International Hair Academy follows a corrective action procedure to discipline behavioral misconduct. The degree of misconduct will determine the level of corrective action taken. The standard corrective action procedure is as follows:

1. Verbal Warning
2. Written Warning & Performance Improvement Plan
3. In-School Suspension (students prohibited from performing services on clients or students)
4. Suspension
5. Termination

The school may elect to skip a progressive disciplinary action step(s) to appropriately address any behavioral misconduct (i.e. students in gross misconduct may be immediately suspended or terminated without any prior warnings).

Students may follow the complaint procedure to appeal any corrective action taken against student for behavioral misconduct. Students may be readmitted to the Academy or permitted to earn make up hours for any time missed if they prevail upon appeal.

## **OFFICIAL TRANSCRIPTS**

Students withdrawing from school will receive a copy of their Official Transcript if all balances due to the school are paid in full and a request is made in writing. Transcripts will be available for pick up within 10 business days of balances paid in full and written requests received. Students with balances due to the school may not receive their official transcripts.

## **EMPLOYMENT ASSISTANCE**

Sylvain Melloul International Hair Academy does not guarantee employment after graduation. The Academy does offer the following employment assistance: posting job listings on the designated virtual bulletin; providing professional development classes; resume writing & mock interview skills training; Career Fair with owners/employers & hiring managers to recruit students for employment in the industry.

## **OFFICE HOURS & COUNSELING**

The Academy Director, Financial Aid Director and other faculty have office hours available to students outside of the programs regularly scheduled class hours. Office hours are posted outside of the faculty member's respective offices to allow students to discuss any academic, administrative, or financial aid questions or concerns. Staff members are also available during office hours for students seeking career counseling, assistance, or academic support.

## **ACCESS TO FILES AND RIGHT TO PRIVACY**

The Family Educational Rights and Privacy Act of 1974 (FERPA) guarantees the student and parent or guardian of a dependent minor, the right to access their personal file and the student's rights to the privacy of that file. A third party would only be granted access to a student's file or information regarding that file by providing written permission from the student or parent or guardian of a dependent minor. Some third party agencies, such as governmental and legal agencies have a right to receive information for accrediting purposes. If a student wishes to view his/her file, an appointment must be made with the administrator. A student's records, including all admissions information, financial aid records, and satisfactory academic progress records will be maintained by the school for a minimum of five years after graduation or withdraw. Official transcripts will be held by the school indefinitely.

## **STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT**

Student Right-To Know information (student's rights, privileges, and responsibilities) and the Academy's Campus Security Act information are made available to students through the Academy's publication; *Federal Consumer Information*. The Federal Consumer Information publication will be provided to students before enrollment through the Orientation session and can be found on the Academy's website ([www.smih.edu](http://www.smih.edu)) in the financial aid page.

## **MEDIA (LIBRARY) RESOURCES & TRAINING PLAN FOR WORK-BASED ACTIVITIES.**

The school publishes an annual Media Services Plan & Training Plan for Work-Based Activities, which details the available media/library resources available to students and the training requirements, expected outcomes, and important information regarding applicable work-based training activities for student in their respective program. Active students are provided access to this plan. Prospective students may access this plan upon request.

## **PROGRAM SUCCESS**

The Academy measures program success through collecting feedback from current students, graduates, and the Academy's Advisory Committee as well as reviewing the Academy's completion, licensure, and employment rates annually. Outcome rates can be found on the Academy's website in the Federal Consumer Information publication ([http://smih.edu/financial-aid/.](http://smih.edu/financial-aid/))

## **STUDENT COMPLAINT PROCEDURE POLICY**

The Academy utilizes a policy and procedure for handling student complaints, and students are informed in writing of this policy and procedure. The Academy will make every attempt to resolve any student complaint that is not frivolous or without merit.

A student, instructor, or interested party may file a complaint against the Academy or related party under the following procedures:

- a) The complaint must be in writing to the Academy Director
- b) The complaint must outline the allegation or nature of the complaint within 30 days of the date that the act occurred.

An Academy representative will attempt to meet with the complainant within 30 days of receipt of the written complaint or will send a written response if meeting cannot be arranged. If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the Academy's complaint committee. Evidence of final resolution of all complaints will be retained in school files. Students will not be subject to unfair action or treatment as a result of the initiation of a complaint.

If the student complaint cannot be resolved after exhausting the Academy's complaint procedure, the student may file a complaint with the State Council of Higher Education for Virginia submitted to; State Council of Higher Education for Virginia, Private and Out-of-State Postsecondary Education, 101 N. 14<sup>th</sup> St., 9<sup>th</sup> Floor, James Monroe Building, Richmond, VA 23219. The student may also submit the complaint to the Academy's accrediting agency; Council on Occupational Education [800-917-2081, [council.org](http://council.org)] 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Veterans or other eligible persons may report a grievance against the school to the Virginia State Approving Agency and US Department of Veterans Affairs. The Virginia State Approving Agency (SAA) is the approving authority of education and training programs for Virginia. Their office investigates complaints of GI Bill® beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact the SAA office via email: [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov).

**INSTITUTIONAL REFUND POLICY**

1. If a student or legal guardian cancels his/her enrollment agreement and requests his/her money back in writing, within three (3) business days of the signing of the enrollment agreement or contract, all monies collected by the school shall be refunded except a non-refundable application fee of \$25. This policy applies regardless of whether or not the student has actually started training. The cancellation date will be determined either by the postmark on written notification or date said information is delivered to the school administration in person.
  
2. If a student cancels his/her enrollment after three (3) business days of signing the enrollment agreement up to withdrawing on the first day of classes, received by written notice, he/she shall be entitled to a refund of all monies paid to the school, except a non-refundable application fee of \$25, within 45 days of the planned start date.
  
3. An applicant not accepted by the school shall be entitled to a refund of all monies paid except a non-refundable application fee of \$25.
  
4. Any monies due the applicant or student shall be refunded within 45 days from date of formal cancellation or withdrawal by the student determined by postmark on written notification; or the date the student last attended classes, whichever is sooner. Sections 5 below details withdrawal circumstances.
  
5. A student will be terminated from the program once he/she has been absent from class for seven (7) consecutive instructional days from the last date of attendance as determined by weekly monitoring of attendance without prior written notification or communication making arrangements to return. Withdrawal may be effective earlier by written notice, in which case the effective withdrawal date will be the student's last day of attendance.
  
6. For students who enroll in and begin classes, a schedule of tuition adjustment is authorized based on scheduled hours per payment period. The institution must provide the student at least the following refund calculation:

<b>Refund Calculation</b>	
<b>Percentage Scheduled to Complete</b>	<b>Percentage of Tuition Refunded to Student</b>
0.01% - 10%	90%
10.01% - 25.00%	50%
25.01% - 50%	25%
50.01% - 100%	0%

Refund Calculations are calculated per the tuition charge for payment period the student has entered. Students are only financially obligated for tuition charges as they progress through the program and enter each payment period. The following three (3) payment periods and tuition charges are used for calculating the above Refund Calculation:

7. Scheduled Hours used for refund calculation purposes are defined as the number of hours student is scheduled to be in school between the actual starting date and the date of determination of withdrawal.
8. The refund policy will apply to tuition charged in the enrollment agreement, including student kit charges; student will not be charged for the kit items that have not been issued to them, and applicable charges will be adjusted accordingly. All other miscellaneous charges to the students' products, additional kit items, or other charges or debts to the school incurred by the student will be calculated separately at time of withdrawal. Kits that have been issued to the student may not be returned to the school for refund upon termination of enrollment.
9. The school reserves the right to reschedule, postpone, or cancel classes. If a course is rescheduled, postponed, or cancelled subsequent to a student's enrollment and before instruction in the course has begun, the school will provide a refund of all monies paid within 45 days of the planned class start date, without the need for the student to request said refund.
10. If the school discontinues a course or program of education during a period of time within which a student could have reasonably completed the same course or program, a pro-rata refund of tuition and fees will be made to the student; except that this provision shall not apply in the event that the school ceases operation.
11. If the school is permanently closed or no longer offering instruction, after a student has enrolled, the school will provide the student a reasonable opportunity to promptly resume and complete the cancelled course(s) of study, or receive a pro rata refund, or complete a substantially similar course of study at an institution(s) which offers similar educational programs, in the same geographic area as the original school. The teach-out school shall not charge students more than the original school has been charging and for which the student has not paid. Individual notice shall be provided to students.
12. A full refund of monies paid, less a non-refundable \$25 application fee, will be made to students who have not visited the school facility prior to enrollment and whom will be given the opportunity to withdraw without penalty within three days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment.
13. All refunds due in accordance with this policy will be refunded within 45 days of the date of determination of qualifying event; all refunds shall be issued by the school without the request of the student and/or guardian.



## ENROLLMENT AGREEMENT

An enrollment agreement between the academy and the student (or student’s parent or guardian if student is a minor) will be executed prior to starting classes. The above refund policy will be in said enrollment agreement, along with the obligations of both the school and the student. Students requiring training beyond the contract date may be considered “over contract.” Actual over contract hours will be calculated in the following manner: Number of hours attending school after contract date minus holidays, unscheduled closed school days. Over contract charges / facility fees will be assessed at the rate of tuition per hour. All balances due the school, including over contract charges, must be paid before the student receives their certificate of completion or paperwork required to apply for licensing.

## COSTS AND FEES

Sylvain Melloul International Hair Academy tuition, kits, books, and fee charges for the various programs are as follows:

<b>COSMETOLOGY PROGRAM - COSTS &amp; FEES</b> (2/1/2023 – 12/31/2023)	
Description of Charge	Cosmetology Program
<i>Tuition Cost by Payment Period (hours)</i>	
Application Fee ( <i>non-refundable</i> )	\$ 25.00
<b>Payment Period 1 (1 – 450 hours)</b>	
Registration Fee	\$ 75.00
Student Kits, Books, & Supplies ( <i>non-refundable</i> )	\$2,495.00
Tuition Charge	\$ 6,917.00
<b>Total Charges for Payment Period 1 (1 – 450 hours)</b>	<b>\$9,512.00</b>
<b>Total Charges for Payment Period 2 (451 – 900 hours)</b>	<b>\$ 5,539.00</b>
<b>Total Charges for Payment Period 3 (901 – 1200 hours)</b>	<b>\$ 3,487.00</b>
<b>Total Charges for Payment Period 4 (1201 – 1500 hours)</b>	<b>\$3,119.00</b>
<b>Total Investment</b>	<b>\$ 21,657.00</b>
<b>Optional Chromebook</b>	<b>+ \$350.00</b>

<b>BARBERING PROGRAM - COSTS &amp; FEES</b> (2/1/2023 – 12/31/2023)	
Description of Charge	Barbering Program
<i>Total Cost by Payment Period (hours)</i>	
Application Fee ( <i>non-refundable</i> )	\$ 25.00
<b>Payment Period 1 (1 – 450 hours)</b>	
Registration Fee	\$ 75.00
Student Kits, Books, & Supplies ( <i>non-refundable</i> )	\$ 2,195.00
Tuition Charge	\$ 7,905.00
<b>Total Charges for Payment Period 1 (1-450 hours)</b>	<b>\$10,200.00</b>
<b>Total Charges for Payment Period 2 (451 – 900 hours)</b>	<b>\$5,789.00</b>
<b>Total Charges Payment Period 3 (901 – 1100 hours)</b>	<b>\$2,461.00</b>
<b>Total Investment</b>	<b>\$ 18,450.00</b>
<b>Optional Chromebook</b>	<b>+ \$350.00</b>

<b>ESTHETICS PROGRAM - COSTS &amp; FEES</b> (2/15/2023 – 12/31/2023)	
Description of Charge	Esthetics Program
<i>Total Cost by Payment Period (hours)</i>	
Application Fee ( <i>non-refundable</i> )	\$ 25.00
<b>Payment Period 1 (1 – 300 hours)</b>	
Registration Fee	\$ 75.00
Student Kits, Books, & Supplies ( <i>non-refundable</i> )	\$ 1,445.00
Tuition Charge	\$ 4,693.00
<b>Total Charges for Payment Period 1 (1-300 hours)</b>	<b>\$6238.00</b>
<b>Total Charges for Payment Period 2 (301 – 600 hours)</b>	<b>\$4,542.00</b>
<b>Total Investment</b>	<b>\$ 10,780.00</b>
<b>Optional Chromebook</b>	<b>+ \$350.00</b>

<b>MASSAGE THERAPY PROGRAM - COSTS &amp; FEES</b> (2/15/2023 – 12/31/2023)	
Description of Charge	Massage Therapy Program
<i>Tuition Cost by Payment Period (hours)</i>	
Application Fee ( <i>non-refundable</i> )	\$ 25.00
<b>Payment Period 1 (1 – 450 hours)</b>	
Registration Fee	\$ 75.00
Student Kits, Books, & Supplies ( <i>non-refundable</i> )	\$ 2,145.00
Tuition Charge	\$ 6,580.00
<b>Total Charges for Payment Period 1 (1 – 450 hours)</b>	<b>\$ 8,825.00</b>
<b>Total Charges for Payment Period 2 (451 – 1200 hours)</b>	<b>\$ 6,580.00</b>
<b>Total Investment</b>	<b>\$ 15,405.00</b>
<b>Optional Chromebook</b>	<b>+ \$350.00</b>

<b>MASTER ESTHETICS PROGRAM - COSTS &amp; FEES</b> (2/15/2023 – 12/31/2023)	
Description of Charge	Master Esthetics Program
<i>Total Cost by Payment Period (hours)</i>	
Application Fee ( <i>non-refundable</i> )	\$ 25.00
<b>Payment Period 1 (1 – 300 hours)</b>	
Registration Fee	\$ 75.00
Student Kits, Books, & Supplies ( <i>non-refundable</i> )	\$1,275.00
Tuition Charge	\$ 4,693.00
<b>Total Charges for Payment Period 1 (1-300 hours)</b>	<b>\$6,068.00</b>
<b>Total Charges for Payment Period 2 (301 – 600 hours)</b>	<b>\$4,692.00</b>
<b>Total Investment</b>	<b>\$ 10,760.00</b>
<b>Optional Chromebook</b>	<b>+ \$350.00</b>
<b>Optional Mannequin</b>	<b>+ \$45.00</b>

Re-Enrolling and transfer students will be charged tuition at the rate per hour (dependent on program) for each hour needed to complete the program.

Students have a 15% absence allowance built into their enrollment agreement before over contract fees apply.

**Payment Plans:** Students have the following payment plan options available:

OPTION 1: The purchaser and/or guarantor agrees to pay the balance due in equal monthly installments of the balance due. The first payment is due the first day of class and all subsequent payments are due on the same day of each month until balance is paid in full.

OPTION 2: Any amount of the balance due may be paid, provided the amount is equal to or greater than the monthly installments of Option 1.

OPTION 3: Payments may be made through Title IV Funds or combination of Title IV Funds and Option 1 or 2, should the Title IV Award be insufficient to cover all charges.

**Facility Fees / Over Contract Charges**

*Additional facility charges may apply to a student's account if said student does not complete the training within 118% of the scheduled time in the respective payment period. The student may be charged an institutional facility fee equal to the number of hours over the scheduled time the student took to complete the training period. This fee is additional cost to be applied to the next training period and will be factored into any refund calculations at the hourly rate of tuition per hour. The rate of tuition per hour is calculated by taking the total tuition divided by the total hours of the program.*

**INCLEMENT WEATHER CLOSINGS**

Sylvain Melloul International Hair Academy closings for inclement weather will be aired on local media outlets, such as television and radio stations. More details are outlined in the Student Handbook. The academy often follows similar guidelines as the public schools districts.

**LICENSES, ACCREDITATION, AND CERTIFICATION**

**ACCREDITATION**

Sylvain Melloul International Hair Academy is accredited by:  
**THE COMMISSION OF THE COUNCIL ON OCCUPATIONAL EDUCATION**  
7840 Roswell Road  
Building 300, Suite 325  
770-396-3898

**LICENSING**

Sylvain Melloul International Hair Academy is licensed by:  
**DPOR's VIRGINIA BOARD FOR BARBERS AND COSMETOLOGY**  
9960 Mayland Drive, Suite 400,  
Richmond, Virginia 23233  
804-370-8500  
[www.dpor.virginia.gov](http://www.dpor.virginia.gov)

**CERTIFICATION**

Sylvain Melloul International Hair Academy is certified to operate by:  
**STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA**  
Private Postsecondary Education  
101 N. 14<sup>th</sup> St., 9<sup>th</sup> Floor, James Monroe Building  
Richmond, VA 23219  
(804) 225-2600      [www.schev.edu](http://www.schev.edu)

**ADMINISTRATIVE STAFF AND TEACHING TEAM**

<b>Position</b>	<b>Person</b>	<b>Highest Degree</b>	<b>Institution</b>
<b><i>Full-time Employees</i></b>			
Chief Operating Officer	Jonathan Melloul	B.S.B.A	Boston University
Chief Marketing Officer	Joseph Melloul	B.S.B.A	University of Hartford
Campus Director	Raymond Ada	M.B.A	University of Phoenix
Admissions Representative	John Gilmour	Cosmetology Certificate	Sylvain Melloul Int'l Hair Academy
Admissions Representative	Raven Crews	H.S. Diploma	Gretna High School
Financial Aid Officer	Linda Thach	H.S. Diploma	Jefferson Forest High School
Compliance	Lorna Ada	B.S in Human Dev. & Family Studies	Colorado State University
Cosmetology Program Director	Brandy Webb	Licensed Cosmetology Educator	Sylvain Melloul Int'l Hair Academy
Cosmetology Educator	Peter Eriks	Licensed Cosmetologist	Sylvain Melloul Int'l Hair Academy
Cosmetology Educator	Sharon Meyers	Licensed Cosmetology Educator	Sylvain Melloul Int'l Hair Academy
Barber Program Director/Educator	Wendy Ford-Brown	Licensed Master Barber Educator	Richmond Barber School
Esthetics / Master Esthetics Program Director	Jessie Jones	Licensed Master Esthetics Instructor; Bachelor of Arts	Bridgewater College, Les Cheveux Salon & Spa
Massage Therapy Program Director	Rhonda Eubank	Licensed Massage Therapist	Miller Motte Technical College
Front Desk Manager	JaNae Bohac-Elliot	Cosmetology Certificate	Paul Mitchell School
<b><i>Part-Time Employees</i></b>			
Cosmetology Educator	Erika Lundborg	Licensed Cosmetologist	O'Briens Aveda Institute
Teacher Assistant	Tara Lewis	Licensed Cosmetologist	Sylvain Melloul Int'l Hair Academy
Teacher Assistant	Tim Jones	Licensed Barber & Teacher Assistant	
Teacher Assistant	Brittany Tucker	Licensed Esthetician, Master Esthetician in Training	Sylvain Melloul Int'l Hair Academy
Compliance Specialist	Lorna Ada	B.S in Human Dev. & Family Studies	Colorado State University