



# DERMAL SCIENCE INTERNATIONAL AESTHETICS & NAIL ACADEMY

11425 Isaac Newton Square, Suite 200  
Reston, Virginia 20190  
Telephone: (703) 910-2323 Fax: (703) 988-2411

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## STUDENT HANDBOOK CONSUMER INFORMATION DISCLOSURES

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Visit our website at: <http://dsiacademy.edu>

Licensed by DPOR - Accredited by NACCAS - Certified to Operate by SCHEV  
Approved by the U.S. Department of Education

This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency



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Last revised December 1, 2020

## A MESSAGE FROM THE DIRECTOR



*It is my pleasure to welcome you to Dermal Science International Aesthetics & Nail Academy! This catalog is an introduction to some of the great features and competitive advantages of DSI Academy. At DSI Academy beauty is more than our business . . . it is our passion.*

*State-of-the art tools and treatments may be utilized in procedures, but it is the clinician who makes the difference. We prepare our students to be ready to enter the workforce with the sharpest skills and knowledge possible.*

*The programs at DSI Academy are fit for both beginners and seasoned professionals looking to update their techniques. DSI Academy provides an inside look at the treatments used at the finest European Salons and Spas. Our students train on cutting edge equipment and use all professional grade products during practical study.*

*DSI Academy offers individualized attention for students and all the resources necessary to succeed beyond graduation. We know you'll make the right decision for your future, and take the first step towards a bright and successful career.*

*Cordially,*

*Shiva Vahid  
Director*

*“The Esthetician is the artist and the skin is the medium. Using the proper tools and training, skin can be transformed into a work of art.”*

## ABOUT DSI ACADEMY

DSI Academy is owned by Dermal Science International LLC, is accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS), is certified to operate by the State Council of Higher Education for Virginia (SCHEV), and is licensed by Virginia Department of Professional and Occupational Regulation (DPOR) to provide esthetic education classes in Virginia. DSI Academy is a member of ASCP (Associated Skin Care Professionals) and NCEA (National Coalition of Aestheticians, Manufacturers/Distributors and Associations). DSI Academy works to develop product knowledge and enhance training with our partners dermalogica and PCA

DSI Academy has all of the spaces you'd expect in a leading institution including lockers, classrooms, lab settings, social areas, and student lounge spaces. DSI Academy provides the most up-to-date books/educational reference materials, state of the art tools and technology. The academy offers a community for those interested in the field to meet, exchange ideas, and network. We are easily accessible to students in Maryland, Northern Virginia and the District of Columbia via Metro, public transit and major highways.

### SCHOOL CALENDAR - HOLIDAYS AND BREAKS

- Winter Break: Dec. 23, 2019 – Jan 2, 2020
- Spring Break: May 25 - 29, 2020
- Labor Day: September 7, 2020
- Thanksgiving Holiday: November 25 - 27, 2020
- Winter Holiday: Dec. 24 – 25, 2020
- New Years Day: Dec. 31 – Jan. 1, 2021

The school reserves the right to close additional days with posted notice.

### CLASS START DATES

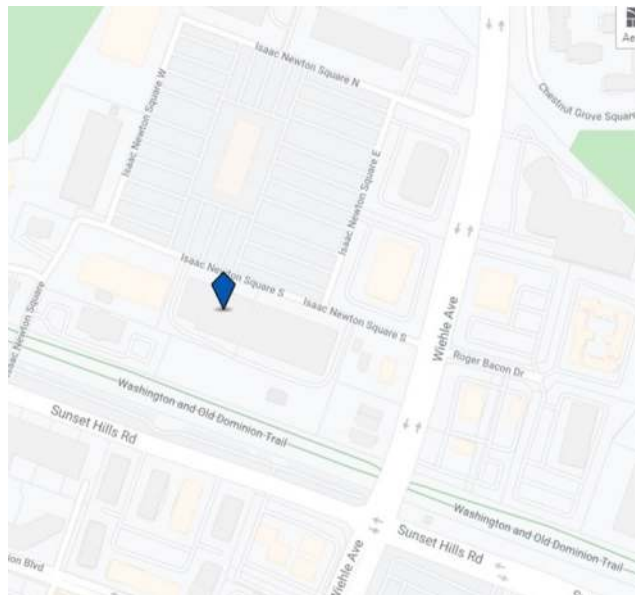
DSI Academy has classes start on the following schedule:

- Master Aesthetics program (Full Time): every five (5) weeks
- Basic Aesthetics program (Full Time): four (4) times per year, or as on demand
- Instructor program (Part Time): twice (2) a year, or as on demand
- Nail Technician I program (Part-Time): four (4) times a year, or as on demand
- Massage Therapy Program (Part-time & Full-time): twice (2) a year, or as on demand
- For exact start dates please speak with the Director.

### SCHOOL CLOSINGS

DSI Academy may cancel classes for inclement weather, natural disasters and any other emergency.

DSI Academy may determine to close the school or cancel specific classes for any natural disaster, emergency, instructor absence, etc. The safety of the students and staff is the utmost priority and DSI Academy reserves the right to close the school if safety is in jeopardy. A notice on DSI Academy's Facebook page, text alert, email alert or telephone call will be used to communicate the school closing and any special instructions to students and staff.



### OUR LOCATION

DSI Academy  
11425 Isaac Newton Square, Suite 200  
Reston, VA 20190

### CORE BUSINESS OFFICE HOURS

Monday through Friday – 9 am to 5 pm

### SCHOOL HOURS

Monday through Wednesday – 9 am to 9:30 pm  
Thursday/Friday – 9 am to 5 pm  
Select Saturdays – 9 am to 4 pm

## **MISSION STATEMENT AND PHILOSOPHY**

Dermal Science International Aesthetics & Nail Academy is an organization dedicated to excellence in comprehensive training services for the Aesthetics, Massage Therapy and Nail Technician Industries. The school's philosophy encompasses the delivery of premium quality training to all students as well as a first-class customer service experience.

The DSI Academy staff has extensive experience in all aspects of the Aesthetics and Nail Technician Industries and is here to support students throughout the entire training program. Our goal is to provide a quality classroom and hands-on clinical training so students may go on to pass their State Board exams for licensure, enabling the graduates to begin a rewarding career in their chosen field.

DSI Academy teaches to the industry standards to bring out the innate passions, gifts, and abilities of each student to develop caring, creative, ethical thinking and successful professionals.

## **OUR PROGRAMS**

DSI Academy offers a curriculum suitable for both industry beginner and experienced industry professionals. With state licensing curriculums available, certificate programs, and elective courses aimed at professional development, students at DSI Academy can choose the educational program that is right for them.

Throughout the course of the program we may utilize multiple instructors, guest speakers, field trips for outside seminars and education depending on the particular focus of learning.

## **BEGINNERS**

Beginners will be taught fundamentals and cutting edge techniques in the same course, ensuring they start their careers with the most current skills but have a strong background of tried and true techniques.

## **WELL-ROUNDED EDUCATION**

DSI Academy offers students teaching methods and educational material designed to aid in the training of students to become leading industry experts. Each program's combination of lecture, written assignment and a focus on clinical experience provided throughout the training that allows any student to become successful within the industry. The esthetic, Massage Therapy and Nail Technician Industries demand knowledge of the latest technologies, such as highly sought-after skin therapy treatments. With the professional skills, client service techniques, and business expertise developed in this program, students will graduate knowing they are able to work in any industry setting.

## **COURSES**

Courses at DSI Academy have been designed to engage students of all levels, from a novice interested in learning the basics to more advanced applicants seeking to enhance their professional practices. DSI Academy is able to guide students new to the industry from the first step, and to bring new concepts to accomplished Aestheticians, nail technicians, Massage Therapy therapist, spa owners, and other top tier Aesthetics and nail professionals enrolled in the programs.

## **PROGRAMS OFFERED**

- Basic Aesthetics Program – Graduates receive a Basic Aesthetics Diploma
- Master Aesthetics Program (prerequisite Basic Aesthetics Program) - Graduates receive a Master Aesthetics Diploma
- Instructor Program – Graduates receive an Instructor Diploma
- Nail Technician Program – Graduates receive a Nail Technician Diploma
- Massage Therapy Program – Graduates receive a Massage Therapy Program Diploma
- Make Up Artistry – Graduate receives Certificate of completion
- Eye Lash Extension – Graduate receives Certificate of Completion

## ADMISSIONS

### **DSI Academy offers five (5) programs of study towards State licensing requirements:**

750 clock hour Massage Therapy Course  
600 clock hour Basic Aesthetics Course  
600 clock hour Master Aesthetics Course  
400 clock hour Instructor Course  
150 clock hour Nail Technician Course

### **DSI Academy offers two (3) certificate programs:**

Make Up Artistry Program  
Eyelash Extension Program  
Eyebrow Extension Program

To be considered for admission as a student to the Dermal Science International Aesthetics & Nail Academy, the student must be accepted and fulfill the following:

### **ADMISSION REQUIREMENTS:**

DSI Academy requires each student to meet the published admissions requirements prior to enrolling in, and beginning, their desired program of study. DSI Academy maintains the required documents in each student's file.

All applicants are required to provide one of the following:

- a. Have a high school diploma, or its equivalent such as a GED certificate, a transcript showing high school completion, or a certificate of attainment (only applicable for non-Title IV recipients);
- b. Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or
- c. Have the ability-to-benefit from the training, according to the NACCAS Accreditation Ability-To-Benefit Policy; or
- d. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

Ability to Benefit (ATB) – For those students who are enrolling in the Master Aesthetics or Basic Aesthetics ONLY and are not able to provide evidence of US high school graduation or its equivalent - In the absence of the above documentation, the applicant must enroll in and successfully complete at least 225 clock hours of the program. However, if the student does not successfully pass and complete an evaluation at 225 clock hours, they will be terminated from the program. ATB students are not eligible for Title IV funding. If DSI Academy has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education, DSI Academy may require transcripts for all courses taken and may verify student's attendance and graduation with the state department of education in which the high school is located.

Provide one of the following as proof of identification:

Valid state identification from any state.  
Valid state driver's license.  
Valid military identification.  
Valid passport

Must be at least 17 years of age. If the proof of identification above does not specify birth date, provide a birth certificate.  
Must complete the enrollment agreement and pay the registration fee.

Applicants for the Instructor program must hold a current Virginian Esthetic license in addition to the above. If the enrollment form is mailed in, and once the enrollment form including any supplementary materials have been received, a DSI Academy admissions representative will contact the prospective student to guide them through the next steps of the admissions process.

### **SPECIFIC ADMISSIONS POLICY CONCERNING VA BENEFITS AND POST 9/11 GI BILL FUNDED STUDENTS:**

DSI Academy will enroll students who provide a certificate of eligibility (COE) under chapter 33 or 35, provided all other admission requirements have been met. Student will be allowed to begin class on the date the COE is provided. There will be no penalty, no late fee, no denial of access to class/school facility, and student will not be required to borrow additional funds due to the inability to meet financial obligations to the institution as a result of delayed payments for education assistance under Chapter 33 or 35, unless the student is less than 100% covered.

### **CREDIT FOR PREVIOUS TRAINING:**

DSI Academy will accept transfer hours with a maximum approval of 300 clock hours for previous education if the presented earned clock hours are in alignment with DSI Academy program guidelines. Qualifying hours for an individual student may vary based on hour and grade transcripts submitted. DSI Academy will not process a request for credit for previous training at another institution without the appropriate documentation. Requests for credit should be included on initial entry application. As a clock hour-based school, DSI Academy must use clock hours to determine status for graduation. Start dates for transfer students vary based on accepted transfer hours. Transfer hours are not accepted for students enrolling in the Instructor or Nail Technician programs. DSI Academy does not recruit students already attending or admitted to another school offering a similar program of study.

### **RE-ENTRY STUDENTS:**

Former students of the DSI Academy who wish to re-enter, must request approval from the school administration. Students who re-enter **within 30 days** will be charged for hours remaining. Student will be responsible for any balance owed for the former enrollment. Students who re-enter after 30 calendar days but before 180 calendar days are required to be evaluated scholastically in order to determine the proper class assignment. Tuition rates current at the time of re-entry will apply. Arrangement for satisfactory payment of any applicable balance owed under the previous enrollment(s) must be made prior to re-entry. Contract periods will be calculated based on hours remaining in the re-entry contract. All students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. DSI Academy will charge a re-entry fee to students who have withdrawn and wish to re-enter after termination of \$100.

### **TRANSFER OF COURSEWORK:**

Clock hours earned at DSI Academy are transferable to another institution at the sole discretion of the accepting institution.

### **FLEX SCHEDULING:**

Flexible scheduling is available at the discretion of the school. Schedules may be designed with the individual student to assist in meeting their educational needs as well as to ensure curriculum development. If students have special attendance needs, this must be discussed with an admissions representative so that these arrangements may be considered and agreed upon in the student enrollment agreement. Flex schedule students are required to attend 18 per hours per week and will have a contract that defines the number of weeks it takes to fulfill the program requirements.

### **LANGUAGE AND LITERACY:**

All programs offered by the DSI Academy are provided in the English language only. However, the institution aims to provide a positive and rewarding learning experience for all of its students. The enrollment form requires notification of student's individual requirements or any other special learning needs. Any student with language and literacy issue must discuss with the administration staff any concerns they may have about the capacity to participate actively. Although the English language and literacy competency is essential for all students, DSI Academy will make every effort to ensure that students are adequately supported to complete training.

### **ORIENTATION IS REQUIRED FOR ALL STUDENTS**

Orientation takes place prior to the first instructional hours of the program required. Orientation does **not** count towards the required hours of the contracted program. Shiva Vahid and the staff of instructors conduct orientation. The content of orientation is the following criteria that is contained within the DSI Academy Catalog:

- School Rules and Regulations
- SAP Policy

- Attendance
- Clocking Procedures
- Emergency Evacuation Plan
- Curriculum Overview
- Safety
- Dress Code
- Explanation of the Students right and responsibilities
- Record keeping and access to files
- Training and Assessment Procedures
- Qualifications to be issued
- Complaints, Grievance and Appeals Procedure
- Required Student behavior
- Contact details for absenteeism or other issues

**NON-DISCRIMINATION**

DSI Academy does not discriminate in its employment, admission, instruction, or graduation policies on the basis of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal or state law. The following person has been designated to handle inquiries regarding non-discrimination policies: Shiva Vahid, Director – DSI Academy – Telephone: (703)910-2323 – Address: 11425 Isaac Newton Square, Suite 200, Reston, VA 20190.

**SATISFACTORY ACADEMIC PROGRESS**

**SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. The institution operates all programs according to a schedule of 900 hours per academic year of instruction.

**EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress at the point where the student has completed half [1/2] of the clock hours of the program as listed:

**Quantitative Measure Evaluation Points**

Massage Therapy	375 actual clocked hours
Master Aesthetics	300 actual clocked hours
Basic Aesthetics	300 actual clocked hours
Instructor	200 actual clocked hours
Nail Technician	75 actual clocked hours

A student’s quantitative evaluation compares the student’s performance [attendance] vs the program scheduled hours at the date where the student earned the clock hours required. A student must meet the 95% earned rate at the time of the evaluation to be considered meet progress standards.

**\*Transfer Students-** Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress, the frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.



## MAXIMUM TIME FRAME

The maximum time (defined as 105% of the course length) requires that students complete their program course requirements within a satisfactory academic progress completion time is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Massage Therapy (Full Time, 24 hrs/wk) – 750 Hours	33 Weeks	787.5
Massage Therapy (Part Time, 16 hrs/wk) – 750 Hours	48 Weeks	787.5
Master Aesthetician (Full time, 31.5 hrs/wk) – 600 hours	20 Weeks	630
Master Aesthetician (Full time, 26 hrs/wk) – 600 hours	24 Weeks	630
Master Aesthetician (Part time, 13 hrs/wk) – 600 hours	48 Weeks	630
Basic Aesthetics (Full time, 31.5 hrs/wk) - 600 Hours	20 Weeks	630
Basic Aesthetics (Full time, 26 hrs/wk) - 600 Hours	24 Weeks	630
Basic Aesthetics (Part time, 14 hrs/wk) – 600 Hours	45 Weeks	630
Instructor (Part time, 12 hrs/wk) – 400 Hours	35 Weeks	420
Nail Technician (Part-time, 12 hrs/wk) – 150 Hours	13 Weeks	157.5

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 95% of the scheduled hours. Student who are on an approved LOA will have their contract period and maximum program length extended the number of days taken. Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis and may be considered complete when they have earned the required hours. Students who complete the program outside the Maximum Time Frame will be considered completers.

## ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed. All attempts at assignments will be counted toward course completion, however, students are required to satisfy the requirements prior to being permitted a passing grade. If the performance does not meet satisfactory requirements, it is noted as attempted but will not be calculated in the final grade for the discipline. All failed attempts in performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75%. Students must make up failed or missed tests and incomplete assignments within 7 days of the due date.

**Numerical grades are considered the qualitative academic performance according to the following scale:**

A	90 - 100	Excellent
B	80 - 89	Very Good
C	75 - 79	Satisfactory
F	74 or below	Unsatisfactory/ Failing

## ATTENDANCE PROGRESS EVALUATIONS

Evaluations are conducted at regular intervals to determine if the student is on track for meeting the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 95% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress will be placed on SAP – FA Warning and may have their Title IV Funding interrupted. Students on SAP – FA Warning are required to have an academic plan to provide an opportunity to improve their performance and meet the progress standards by the end of the warning period, unless the student is on warning.

## **GRADUATION REQUIREMENTS**

DSI Academy will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and has paid all monies due to DSI Academy or made satisfactory arrangements for payment of all debts owed to the school.

## **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress, will be deemed ineligible to receive Title IV funds, as applicable, and will be terminated from the program unless financial arrangements are made with the school.

## **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

## **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or next scheduled evaluation period.

## **SPECIFIC SAP POLICY CONCERNING POST 9/11 GI BILL FUNDED STUDENTS:**

The law requires that educational assistance benefits to Veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completion of his or her training objective. Benefits can be resumed if the student reenrolls in the same educational institution and in the same program. DSI Academy is, by law, required to have and enforce standards of progress and conduct in order for programs to be approved for VA benefits.

Students who fail to meet minimum requirements for attendance or academic progress at the specific SAP interval (midway point in the program) will no longer be certified to receive funding under Chapter 35 and 33, as applicable, and will be terminated from the program unless financial arrangements are made with the school.

## **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

## **TRANSFER HOURS**

All prior training hours accepted by DSI Academy will be included in the Satisfactory Academic Progress completion review for program length as a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluations periods for determination of progress are based on actual contracted hours at the institution.

## RIGHTS & RESPONSIBILITIES

### STUDENTS' RIGHTS

DSI Academy recognizes that students have the right to:

- Expect DSI Academy will provide high quality training with lessons tailored to their individual learning styles and needs.
- Have access to all the DSI Academy services regardless of educational background, gender, marital status, sexual preference, race, color, pregnancy, national origin, ethnic or socio-economic background, physical or intellectual impairment, and religious or political affiliation. DSI Academy is an equal opportunity environment.
- Have their prior learning, acquired skills, and experience determine specific requirements for training.
- Be advised of the course expectations for the training program of their choice prior to its commencement.
- Appeal for a review of the results of an assessment or examination.
- Expect to gain the published skills from their training program by devoting the necessary time and diligence to it.
- Learn from fully qualified, competent and diligent educators who support students to achieve real results and provide valuable guidance.
- Learn in an appropriately appointed, safe and clean learning environment, free of all forms of harassment and discrimination.
- Be treated with dignity and fairness.
- Expect that DSI Academy will be ethical and open in all communications both personal and public.
- Efficient handling of administrative matters including the processing of fees.
- Privacy, confidentiality, and secure storage of records in accordance with DSI Academy policies to the extent permitted by law.
- Receive the required education, equipment and hours of training set by the state board.
- Use up to date resources adequate for delivery and assessment of the unit(s) that are delivered.
- Learn in a classroom adequate for the course's necessities.
- 

### STUDENTS' RESPONSIBILITIES

Students are responsible for:

- Understanding and accepting the enrollment conditions for the courses they undertake.
- Providing accurate personal information and advising DSI Academy of any changes to contact information.
- Paying of all fees and charges associated with their courses and providing their own course materials where notified of necessity.
- Treating the staff and other students with dignity and fairness and behaving in an appropriate and acceptable manner towards them.
- Regular and punctual attendance.
- Ensuring they attend classes sober and drug free, and smoke only in open areas away from other people.
- Monitoring their personal possessions while attending a course. DSI Academy is not responsible for lost or stolen property.
- Promptly reporting all incidents of harassment or injury to the administration office.
- Respecting the DSI Academy property and observing policy guidelines and instructions for the use of equipment.
- Seeking clarification of their rights and responsibilities when in doubt.
- Understand the nature of Aesthetics Industry and the importance of hands on experience and practice on a partner.
- Recognizing that all student training is hands-on practical application of skills. Students are responsible to perform treatments during their program and allow treatments done on them.
- Understanding that, while enrolled, students must avoid any topical treatment such as, Retin A therapy, abrasive laser treatments or any other treatments that might interfere with having facial treatments at the school.
- Students may opt out of receiving treatments on a case-by-case basis. Students who opt out of receiving treatments must get approval from the director and must bring in a student-model for their practical hands-on treatment session.

## TEACHERS' RESPONSIBILITIES

- Must ensure teaching qualifications are current and relevant to their courses.
- Prepared and distribute teaching material as per guidelines in this manual, the state board requirements and any other relevant document.
- Must ensure any information passed on to students is accurate.
- Must ensure that any advice given is done so consistent with the state board requirements and The DSI Academy Code of Practice.
- Assist each student to complete the course(s) for which they have enrolled.
- Ensure that all student attendance is recorded accurately and all absences are recorded for each session. Attendance and absence information must be passed on to the registrars.
- Encourage student to focus on their studies. At no time are students to be advised that they are not required to study full-time.
- Cannot change class schedules without discussion. Classes are held as scheduled by DSI Academy and any change must be reported immediately to ensure continued compliance.

## STUDENT CONDUCT

### DISCIPLINE

DSI Academy will make all attempts to provide training and assessment services in a spirit of co-operation and mutual respect. There are times, however, when a disciplinary action must be taken to ensure the safety and wellbeing of all students and staff. Students should make themselves aware of the procedures, should they become necessary to implement.

### BEHAVIOR THAT MAY RESULT IN DISCIPLINARY ACTION:

- Possession or consumption of alcohol or drugs on school premises, with the exception of drugs prescribed by a qualified medical practitioner.
- Disorderly conduct as a result of the consumption of drugs or alcohol.
- Vandalizing or theft of any property or resource of DSI Academy.
- Assault (physical or verbal) of any person or persons on DSI Academy premises or any training venue hired by DSI Academy.
- Failure to comply with any instructions given by a member of staff relating to the safety of any person or persons on DSI Academy premises.
- Exhibiting any form of conduct considered to be aggressive, disorderly and disruptive, harassing or interferes with the comfort, safety or convenience of any person who is acting lawfully and entitled to be present while on our premises.
- Entering any part of DSI Academy premises when not entitled to do so, or after having entered, refuses to leave said premises.

### STUDENT NOTIFICATION

- A verbal warning will be given to the student and documented on the student's individual file.
- If behavior continues after the verbal warning, the director will counsel the student and a written warning will be provided to the student. A copy of this warning will be noted and kept on the student's individual file.
- In the event that the behavior continues beyond the written warning, the student will be removed from the training program. Notification of their removal will be made in writing and a noted copy will be placed on the student's individual file.

### IMMEDIATE DISMISSAL

- When the student's behavior is abusive and threatening, a decision may be made to immediately expel the student from the school. The student will be asked to immediately remove their belonging and leave school grounds.

## **DRESS CODE**

Students should come to the DSI Academy and attend class wearing the uniform/ lab coats, including covered footwear.

- Pants are to be black/dark uniform material – no denim. Pants should be of a length not to drag on the floor.
- Plan to wear layers for changes in the weather, however, no sweatshirts, hoodies or outdoor jackets.
- No jeans. No leggings. No halters, no cleavage, no bare midriffs, no buttocks showing.
- Colored long sleeved shirts may be worn under uniform tops to keep you comfortable. Uniforms must be kept clean and professional at all times.
- Hair and makeup should be groomed BEFORE arrival and styled in a way as to be out of your way to work and look professional.
- Personal attire (such as jewelry) may not in any way interfere with the student's ability to perform services or to receive services during student practice sessions.
- Nails should be short, manicured, and with no color polish. Failure to do so may result in the student being turned away from class.

## **BEHAVIOR ON CAMPUS**

Students are expected to reflect the ideals and code of behavior of DSI Academy at all times. All students are expected to adhere to the rules to maintain the prestige of DSI Academy.

We strive to achieve the following "basic principles" of interpersonal behavior:

- To be focused on the situation, issue or behavior, not on the person.
- To assist in maintaining the self-confidence and self-esteem of others.
- To maintain constructive relationships with all staff and fellow students.
- To take the initiative to ameliorate situations.
- To always lead by example.
- To always respect the property of DSI Academy, staff, and fellow students.
- To never use inappropriate language.
- To always turn off cell phones during classes.
- To never consume food or drinks in non-designated areas.

Every staff member and student should hold every other staff member and fellow student responsible for living up to these principles at all times.

## **CHEATING**

Cheating on assignments, class assessments or examinations will not be tolerated. Students who are proven to be involved in such activities will not be permitted to continue their course and may face immediate termination.

## **THEFT**

As the premises of the DSI Academy are open to the public, students are advised not to leave their valuables unsupervised. DSI Academy cannot be held responsible for anything, which may be stolen, from its premises.

## **SMOKING**

The DSI Academy building (including classrooms, clinic rooms, toilets, and general office and library areas) are smoke free zones. If students wish to smoke, they should do so outside and away from the building.

## **CHANGE OF ADDRESS**

Students are required to promptly notify the director of changes to their addresses and telephone numbers. This can be accomplished via email, telephone or in person at the school with the director.

## **INTELLECTUAL PROPERTY**

All audio and/or video recording of demonstrations, classroom instruction or any educational activity is prohibited. DSI Academy demonstrations, presentations, instructional handouts, etc. are the Intellectual Property of DSI Academy and may not be copied or used outside of the classroom setting.

## **HARASSMENT AND DISCRIMINATION**

At all times, DSI Academy will provide an environment that is free from all forms of harassment and discrimination, including victimization and bullying. All members of the school community, regardless of whether they are a student, lecturer, administration or support staff, are entitled to expect these rights:

- The right to learn, to teach or to carry out their duties.
- The right to be treated with respect and treated fairly.
- The right to feel safe in the workplace emotionally and physically.
- The right to have all reports of harassment and discrimination to be treated seriously, impartially and sensitively. Harassment and discrimination, including victimization and bullying, is unwelcome, uninvited and unacceptable behavior that will not be tolerated.
- The right to inform the DSI Academy management of any harassment or discrimination and management has the responsibility to take immediate and appropriate action to address it.
- The right to confidentiality and discretion when initiating or becoming involved in an appeal or grievance.
- The right for all complaints to be resolved by a process of discussion, cooperation and conciliation.

### **STUDENTS HAVE THE RESPONSIBILITY TO:**

- Allow other to learn.
- Agree not to threaten, bully, or hurt others in any way.
- Make the classroom safe by obeying instructions.
- Make our premises safe by not bringing illegal substances or weapons onto our premises.
- Not steal, damage, or destroy the belongings of others.

## **WITHDRAWAL & DISMISSAL**

### **TERMINATION POLICY**

DSI Academy may terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act. The student may appeal termination by following the process noted below.

### **COURSE INCOMPLETES, WITHDRAWALS**

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### **WITHDRAWAL PROCEDURE:**

- A student choosing to withdraw from the school after the start of classes must provide a written notice to the Director of the school. The notice must include the expected last date of attendance and be signed and dated by the student.
- A student will be withdrawn from the institution if the student misses fourteen (14) consecutive calendar days without notifying the school.
- Complete all required exit paperwork and attend an exit interview;
- Satisfy all debts owed to the school or make satisfactory arrangements for debts to the school as approved by the director.
- Only upon completion of the withdrawal requirements will a certified Final Transcript of Hours be forwarded to the state board. Upon payment of the \$25.00 transcript fee, a certified Final Transcript of Hours will be given to the student. If withdrawal requirements are not met, no transcript will be released.

## APPEALS & GRIEVANCE PROCEDURE

### OVERVIEW

Students may appeal negative decisions about enrollment, grades or general academic policies in the school according to the procedures that follow. Students should submit all appeals timely per the policy stated here.

### ADDS, DROPS & COURSE ENROLLMENT DEADLINES

Students who wish to appeal penalties attached to missed deadlines must see the school's director.

### GRADING & CLASSROOM ISSUES

Students who wish to appeal a grade must first attempt to resolve the issue with the instructor of the course. Absent a satisfactory outcome, the student will consult with the director.

### PROCESS TO INITIATE AN APPEAL OR GRIEVANCE

1. The student should register the appeal/grievance in writing on the designated form that can be obtained from the school's director, Shiva Vahid. Contact information for Shiva Vahid, DSI Academy, 11425 Isaac Newton Square, Suite 200, Reston, Virginia 20190 Telephone (703)910-2323.
2. This form should be completed and returned to the director within 60 days of the date the appeal/grievance occurred.
3. The director will review the appeal/grievance and a response will be sent to the student within 30 days of received the appeal/grievance form from the student.
4. The student should follow the above process and may contact the following regulatory agencies as a last resort.

<b>State Council for Higher Education for Virginia</b>	<b>NACCAS</b>
<b>ATTN: Private Postsecondary School Certification</b>	<b>3015 Colvin Street</b>
<b>James Monroe Building, 9<sup>th</sup> Floor</b>	<b>Alexandria, VA 22302</b>
<b>101 North Fourteenth Street</b>	<b>703) 600-7600 OR</b>
<b>Richmond, Virginia 23219</b>	<b><a href="http://www.naccas.org">www.naccas.org</a></b>
5. For students who are Veterans or are receiving Post-9/11 GI Bill Benefits please read and follow the following directive issued by SAA. **The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. Our 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 our office via email [ssa@dvs.virginia.gov](mailto:ssa@dvs.virginia.gov).**

*Please note that students will not be subject to adverse actions by any school officials as a result of initiating an appeal or grievance.*

## ATTENDANCE POLICIES

### ATTENDANCE AND PUNCTUALITY

While DSI Academy recognizes that there are some exceptions for absences, missed classes counts as an unexcused absence. Students are required to notify the office if they will be absent or late. If a student is suspended due to a violation of rules and policies, the time missed will be counted as absent time. Very limited opportunity for extra hours is available during the program period. Any student with attendance issues may contact us at any time to arrange an interview in relation to attendance. The purpose of this interview is to ensure that the student is fully aware of their responsibilities regarding attendance while also providing the student with the opportunity to discuss and determine a solution to any issues or circumstances that are affecting their attendance.

### TARDINESS

Because of the intensive nature of the classes, tardiness is not acceptable. Students who are 15 minutes late will not be allowed to enter the classroom until the class takes its break. Student will not be considered present and accumulating hours for the day until permitted to attend class. A student wishing for permission for an excused lateness or absence must notify DSI Academy in advance.

### 95% CUMULATIVE ATTENDANCE REQUIREMENT

***All students are required to maintain a level of 95% cumulative attendance average.*** All students are required to clock in and out on the biometric clock. The time clock records the student's punch in and out time and data is transmitted directly to the students attendance profile in the SMART database. Students have a portal available on-line that allows student to view attendance, grades and other pertinent data.

***For a 600-hour program, the 95% cumulative attendance requirement means the student cannot miss more than 30 clock hours of scheduled program time. If a student does not graduate within the contract period additional training will be billed at the rate of \$35 per hour, or any part thereof, payable in advance, until graduation.***

### LEAVE OF ABSENCE

A student may be granted a LOA for any of the following reasons and where there is a reasonable expectation that the student will return from the LOA: in case of illness, death in the immediate family or other cases where DSI Academy approves the absence.

The following is the criteria for a leave of absence:

- The student must follow the DSI Academy policy in requesting a leave of absence.
- The leave of absence must be requested in writing and approved by director in advance of the LOA being taken. The LOA form may be obtained from the director. In addition, the student is required to list the reason for the LOA and their signature on the LOA form.
- A leave of absence must be at least 15 calendar days and cannot exceed 180 calendar days. If a student uses less than the maximum time (180 calendar days) permitted, the remaining hours of would expires once the student returns to school. The student may return early if desired. Students may request a subsequent leave of absence if the conditions merit another leave. The student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceeds a total of 180 days in any 12 month period.
- A student who is granted a LOA that meets the above-mentioned criteria is not considered to have withdrawn from the Academy and a refund calculation is not required. The student will not be assessed any additional charges while being on an approved LOA.
- An LOA may be granted to a student who did not provide the request prior to the LOA due to unforeseen circumstances providing DSI Academy documents the reason for this decision. The approved LOA start date will be the first date the student is unable to attend.
- Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to the school via mail or in person within reasonable resolution of the emergency.
- The student will return from the leave of absence in the same satisfactory academic progress status as prior leave.
- On the day the student returns from a LOA the student is required to complete an enrollment agreement addendum. The student's contract and maximum time frame will be extended for the same number of days the student was on



LOA without any additional institutional charges or penalty to the student. Upon return the student and DSI Academy will review the changes in contract period due to the LOA. Changes to the enrollment agreement will be initialed by all parties or an addendum to the enrollment agreement must be signed by all parties.

- When the student returns from Leave of Absence, they will be at the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.
- A student who takes an unapproved LOA or does not return by the expiration of an approved LOA will be withdrawn from DSI Academy effective the last date of documented attendance and subject to the refund policy. For the purposes of calculating a refund the withdrawal date will be the student's last day of attendance.
- If the student does not return from the LOA upon the expiration date, the student will be dropped from the Academy. The Academy is required to take attendance and therefore the date of determination for withdrawal will be the expiration of the LOA, and, for the purpose of calculating a refund, the student's last date of attendance will be used in the calculations. Additionally, the student's loans will go into repayment after 180 days from the last date of attendance.
- Multiple LOAs cannot exceed 180 days total.

#### **MISSED CLASSES POLICY**

If a student misses a lecture on a topic, it is their responsibility to get notes from fellow students, complete their workbook and prepare themselves to take any quizzes or tests that may follow. They may be able to sit in on that chapter in a different course section but private tutoring due to absenteeism is not part of the instructional package. The school does not offer private tutoring.

#### **STUDENTS WITHDRAWN FOR FAILURE TO ATTEND**

In the case that a student does not report to class and does not contact the school for fourteen (14) calendar days, they will be withdrawn on the 15<sup>th</sup> calendar day.

## STUDENT RECORDS

DSI Academy has in place a policy and procedure for the collection, storage and protection of all training records of individual students to meet training and assessment activity requirements.

### STUDENT RECORDS

Student should be aware that, our lecturing staff is required to:

- Supply in a timely manner accurate records of student(s) academic performance for each requirement of the course for which the lecturer delivers and/or assesses.
- Supply in a timely manner as per our procedures accurate attendance records of student(s) for each session they deliver.
- Sign and verify attendance records for each and every session for which they deliver or supervise.
- Notify management if aware that a student has been absent for more than five consecutive days

### RECORD SECURITY

DSI Academy is committed to maintaining and safeguarding the confidentiality and privacy of its individual student's information.

- Documentation and implementation procedures assure the integrity, accuracy and currency of all student records.
- Hardcopy student records are stored in a secure premises requiring key access.
- Student files will be archived for a period of no less than 5 years to include enrollment agreement and all admission documents, student's transcript of academic coursework, SAP documents, advising forms, graduation forms, financial transactions, and all documents pertaining to the student while enrolled at the school.
- Training records other than student results will be collected and stored for a period of at least five years unless otherwise required.

### PRIVACY AND FILE ACCESS POLICY

In compliance with the Family Educational Rights and Privacy Act of 1974 the school follows policies that:

- Guarantee each student (or parent or guardian if the student is a dependent minor) access to that student's records;
- Require written consent from the student or guardian for release of records in response to each third party request unless otherwise required by law;
- Do not allow publication of "directory information" about students;
- Provide and permit access to student and other school records as required for any accreditation process initiated by the institution

Access to records must be arranged previously and a staff member must be present while the records are being reviewed. Copies of file documents may be obtained. Cumulative education records are maintained for a minimum of five (5) years after graduation or termination. The school must make its student files available to accrediting, regulatory and other governing agency representatives who have the legal right to examine such files for compliance reviews. No portion of a file may be removed or reproduced without the permission of the owner of the school as all material and records contained therein are property of the school.

## TUITION AND FEES

### TOTAL FEES, PURCHASES & TUITION EFFECTIVE FEBRUARY 1, 2020

PROGRAMS	TOTAL
Basic Aesthetics	\$11,850
Master Aesthetics	\$12,750
Instructor	\$4,300
Nail Technician	\$2,950
Make Up Artistry	\$1,300
Eyelash Extension Certification	\$ 950
Massage Therapy Program	\$10,700

### BREAKDOWN OF COSTS

PROGRAMS	REGISTRATION FEE	BOOKS/SUPPLIES	LAB FEES	TUITION
Basic Aesthetics	\$100	\$350	\$600	\$10,800
Master Aesthetics	\$100	\$350	\$600	\$11,700
Instructor	\$100	\$300	\$0	\$3900
Nail Technician	\$100	\$400	\$100	\$2350
Make Up Artistry	\$100	\$200	\$0	\$1000
Eyelash Extensions	\$100	\$200	\$0	\$650
Massage Therapy Program	\$100	\$450	\$250	\$9900

**PLEASE NOTE:** State exams, certification and licenses are in addition to the above stated fees.

**ALL TUITION RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE. THE CHANGED RATES WILL BE APPLIED TO NEWLY SIGNED CONTRACTS AND WILL NOT AFFECT EXISTING CONTRACTS.**

#### FINANCIAL AID & FINANCING OPTIONS

- Federal Financial Aid (Title IV) is available for those who qualify for programs of at least 400 hours in length. You can get started by clicking on this link: <https://studentaid.ed.gov/sa/types>
- Post 911 GI Bill is accepted for those individuals or family members that qualify. Click this link for more information and to apply: <https://www.benefits.va.gov/BENEFITS/Applying.asp>
- DSI Academy also offers 0% Interest on monthly installment payments that can be paid over the duration of program.

#### DISCOUNTS

There will be a \$500.00 discount for Basic Aesthetics students that also enroll for the Master Aesthetics Program. In addition, students that have demonstrated high degree of skill, academics and good attendance may also be eligible for additional discount.

## **PAYMENT METHODS**

Payments may be made by cash, check, money order, credit card or through federal agency or loan programs. Students are responsible for paying the total tuition and fees. There is a 3% service fee charged on all credit card payments.

## **FEES**

There is a \$25.00 Fee for each transcript requested. The school may charge a \$50 fee per copy for extra copies of verification of hours, contract documents and loan agreements. There is a \$50.00 fee for checks that have been returned due to insufficient funds or stopped payments. Late fee of \$75 applies to all payments received after 5<sup>th</sup> of the month.

## **SCHOLARSHIPS**

A Merit Award may be available to students who show evidence of motivation to successfully complete the program but who are unable to enter classes or continue in the program without additional financial assistance. To be considered, the student must be a student of DSI Academy, have a high school diploma/GED, and complete the necessary financial aid forms and accept all aid offered. There will be a \$500.00 discount for Basic Aesthetics students that enroll for the Master Aesthetics Program. Students that have demonstrated high degree of skill, academics and/or good attendance may also be eligible for additional institutional scholarships. More information is available from the Director or Financial Aid Rep.

## **PAYMENT TERMS AND EXTRA INSTRUCTIONAL CHARGES**

The registration fee, required purchases and tuition are required to be paid at enrollment OR a payment plan may be instituted per the enrollment agreement. In cases where a student has become unable to pay tuition the school may, at its option and without notice, prevent the student from attending class until the applicable unpaid balance is satisfied.

Each course has been scheduled for completion within an allotted time frame. ***If a student does not graduate within the contract period additional training will be billed at the rate of \$35 per hour, or any part thereof, payable in advance, until graduation.***

## **REFUND POLICY – NOTICE OF CANCELLATION**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school except non-refundable registration fee in the amount of \$100.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 calendar days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

8. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

<b>PERCENTAGE OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM</b>	<b>TOTAL TUITION THE SCHOOL SHALL RECEIVE/RETAIN</b>
0.01% - 4.99%	20%
5.0% - 24.99%	25%
25% - 49.9 %	50%
50% - 74.9%	75%
75% AND OVER	100%

9. All refunds will be calculated based on the students last date of attendance. Calculations will be completed within 30 days of the date of determination of a student’s withdrawal. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled and instruction has begun, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment and before instruction has begun, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
10. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: kit materials, kits & books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
11. If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

**RETURN OF TITLE IV FUNDS**

The Office of Financial Aid is required by federal statute to recalculate federal financial aid eligibility for students who withdraw or are dismissed prior to completing 60% of the program. The federal Title IV financial aid programs must be recalculated in these situations. Students desiring to withdraw from the school must complete the withdrawal form available from the school’s Director.

Earned Title IV Funds are federal Title IV funds used to cover education costs according to the length of time the student was enrolled before withdrawing. The amount of funds earned is directly proportional to the time enrolled, through 60% of the program. After 60%, the student is considered to have earned all aid. Unearned Title IV Funds are the amount of grant and loan assistance awarded under Title IV that has not been earned by the student and must be returned to the programs.

If a student leaves the school prior to completing 60% of the program, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

- Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:
- Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, DSI Academy would be required to return a portion of the funds and the student would be required to return a portion of the funds. **Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.** If a student earned more aid than was disbursed to him/her, DSI Academy would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

DSI Academy must return the amount of Title IV funds for which it is responsible no later than 30 days after the date of the determination of the date of the student's withdrawal.

## PROGRAM INFORMATION

**MASSAGE THERAPY PROGRAM – 750 CLOCK HOURS**  
**FULL-TIME 31.25 WEEKS – 24 HOURS PER WEEK**  
**PART-TIME 46 WEEKS – 16 HOURS PER WEEK**

**CIP CODE 51.3501**

Students will be fully prepared to perform a basic, full-body Massage Therapy, from intake to completion. Additionally topics include body systems, anatomy, physiology, chair Massage Therapy, and documentation. This level concludes with the first round of clinic rotations and a practical test.

This program covers the 750 clock hours of necessary coursework and practical requirements for passing either the National Certification Exam for Therapeutic Massage (NCETM) or the National Certification Exam for Therapeutic Massage and Bodywork (NCETMB). Certification must then be obtained through the Virginia Board of Nursing in order to practice Massage Therapy in the Commonwealth of Virginia.

**DESCRIPTION:** Through theory and clinical practice, students develop the skills and knowledge that are necessary to obtain licensure and be a successful Massage therapist, with particular emphasis on ethics, client protection, safety, hygiene, anatomy and science topics.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence, practice good communication skills, a professional attitude, proper grooming and personal and public health and hygiene.
2. To develop entry-level competency in Massage Therapy.
3. To focus on best practices and tools utilized in the field of Massage Therapy.
4. To apply all understandings in real-world situations through analysis and simulation exercises.
5. To provide students, with the knowledge to pass the Virginia Board of Nursing examination and National exam for licensing.
6. Apply the theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

### REFERENCES:

- *Essentials of Therapeutic Massage* by Sandy Fritz, 4<sup>th</sup> edition
- *Fundamentals of Therapeutic Massage* by Sandy Fritz, 5<sup>th</sup> edition
- *Trail Guide to the Body* by Andrew Biel, 5<sup>th</sup> edition
- *Trail Guide Workbooks and Flash Cards*
- *Kinesiology for Manual Therapists* by Nancy Dahl, Timothy Agnew, RT Floyd, 1<sup>st</sup> edition
- *Business Mastery* by Cherie Sohnen-Moe, 4<sup>th</sup> edition
- *Exam Review Guide* – the most current version containing industry testing changes
- *The Complete Spa Book for Massage Therapists* by Steve Cappelini (Milady's 1<sup>st</sup> edition) – OR – *Spa Bodywork: A Guide for Massage Therapists* by Anne Williams, 2<sup>nd</sup> edition (subject to change based on industry trends)
- *Clinical/Medical Based Therapies* – text and resources will be current and will change to offer students the most current approach to topics of clinical/medical based Massage therapies
- *Ethics for Massage Therapists* by Terrie Yardley-Nohr
- *Ethics* by Cherie Sohnen-Moe & Ben Benjamin

**TEACHING METHODS:** The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Student treatment room equipment, implements, and products are comparable to those used in the industry.

This course is presented through:

1. A variety of techniques used to foster a positive learning environment.
2. To maximize learning, students MUST read the assigned material. The ability to learn the material and grades will significantly depend on student understanding of the assigned readings and hands on experiences.
3. Class lectures will utilize a combination of the lecture method, to foster discussions, and hands on experiences.

**GRADING PROCEDURES:** Students are assigned academic learning units and a minimum number of practical experiences required for course completion. A student's progress is measured by various tests, practical applications in LAB, projects and final exams. The tests are done on a regular basis throughout the program. Students are required to achieve at least a 75% passing score on their final written and practical exams. Numerical grades are considered according to the following scale:

90-100	EXCELLENT
80-89	VERY GOOD
75-79	SATISFACTORY
0-74	UNSATISFACTORY/FAILING

**Level 1 (Foundations/Core Learning) – 178 total hours (100 lecture/78 hands-on)**

This is the first of four levels in the Massage Therapy program and lays the foundation for students in basic, fundamental knowledge. Prior to the end, students will be fully prepared to perform a basic, full-body Massage Therapy, from intake to completion. Additionally topics include body systems, anatomy, physiology, chair Massage Therapy, and documentation. This level concludes with the first round of clinic rotations and a practical test.

Pre-requisites – one professional Massage Therapy session from faculty member (at students cost, not included in tuition.)

- **Intro/Foundations/History-to-Present – 6 hours (6/0)**  
Introduces students to the school, Massage Therapy as an art and science and provides background information.
- **Body Mechanics – 6 hours (3/3)**  
Here, students learn the importance of, and techniques for, proper body mechanics.
- **Anatomy I, Physiology I – 20 hours (16/4)**  
This course covers the first of three, introducing students to anatomy and physiology basics, as well as the relation to Massage Therapy. Muscular and skeletal system are introduced.
- **Contraindications I & Intake Procedures – 5 hours (4/1)**  
This course teaches when to avoid Massage Therapy and/or how to proceed in special circumstances. Proper interviewing of clients, and necessary steps to begin a Massage Therapy treatment are learned and practiced.
- **Medical Terminology & Charting – 8 hours (7/1)**  
This course teaches basic medical terminology, how it relates to Massage Therapy, as well as how to document Sessions and information properly.
- **Systems of the Body (40) & Intro to Pathology (10) – 50 hours (50/0)**  
This course fully covers all 11 systems of the body, their effect on the person, and introduces pathology and its relation to Massage Therapy. Basic concepts are covered such as disease and transmission.
- **Massage Therapy Prepping, Set-up, Supplies – 15 hours (12/3)**  
Here, students learn how to prepare for providing a Massage Therapy session and what they need to successfully complete one. Topics on alternatives are addressed.
- **Swedish Massage Therapy I – 50 hours (1/49)**  
Students learn a full protocol for a basic, full-body Swedish Massage Therapy, and practice it to proficiency.
- **Chair Massage Therapy I – 6 hours (1/5)**  
Students learn how to conduct a 10-20+ minute chair Massage Therapy safely and effectively, and practice.
- **Clinic Rotations I – 12 hours (0/12)**  
Here, students are charged with implementing their learned techniques of full-body standard Swedish Massage Therapy on the general public within the student clinic.

**Level 2 (Sciences & Advanced Body Work) – 194 total hours (112 lecture/82 hands-on)**

This is the second level of the Massage Therapy program and expands upon the introductory topic. Much focus is given to the sciences related to Massage Therapy such as more advanced anatomy and physiology, and pathology. Additional core topics are introduced such as career and business planning, other aspects related to Massage Therapy and new techniques. Students will also leave this level with the groundwork knowledge of ethics and related topics. This level concludes with the second round of clinic rotations and another practical test. Students are expected to begin to adapt Massage Therapy to the individual in this level based on contraindications and/or preferences.



Pre-requisites – Level 1 and successful completion of Swedish Massage Therapy practical exam #1. Two additional professional Massage Therapy sessions from (max of one per therapist counted), at least one must be from practitioner outside of school (one may be same as used previously, other faculty member or outside school).

- **Anatomy II, Physiology II (Muscle & Skeletal System) – 50 hours (45/5)**
- **Pathology I (20) & Contraindications II (4) – 24 hours (24/0)**
- **Swedish Massage Therapy II – 41 hours (1/40)**
- **Intro to Deep Tissue Massage Therapy – 10 hours (2/8)**
- **Intro to Movement/Kinesiology – 10 hours (8/2)**
- **Professionalism/Ethics (8)/Boundaries/Psychology – 14 hours (14/0)**
- **Eastern Systems – 10 hours (8/2)**
- **Business I – 10 hours (10/0)**
- **Chair Massage Therapy II (includes field work) – 9 hours (0/9)**  
This second course in chair Massage Therapy includes refinement of skill and practice on general public through special organized events.
- **Clinic Rotations II – 16 hours (0/16)**  
Students continue to practice, on the general public, the general Swedish Massage Therapy techniques for full-body. Additional emphasis is placed on individual needs/requests, and adjustment of pressure and areas.

**Level 3 (Advanced Sciences & Specialized Body Work) – 191 total hours (98 lecture/93 hands-on)**

Pre-requisites – Level 1 and 2 and successful completion of Swedish Massage Therapy practical exam #2. One additional professional Massage Therapy session (must be different therapist than those used previously).

- **Pathology II – 15 hours (15/0)**
- **Deep Tissue Massage Therapy – 15 hours (2/13)**
- **Swedish Massage Therapy III & Focused Work – 13 hours (2/11)**
- **Anatomy III & Physiology III – 10 hours (9/1)**
- **Movement/Kinesiology – 35 hours (20/15)**
- **Assessments – 35 hours (20/15)**
- **Business II (Planning, Interview, Ownership/Self) – 10 hours (10/0)**
- **Special Topics/Other Modalities (Spa, Medical, Sports, Asian, Energy, Stretching, Myofascial) – 40 hours (20/20)**
- **Clinic Rotations III – 18 hours (0/18)**

**Level 4 (Selective Topics & Culmination) - 187 total hours (66 lecture/121 hands-on)**

Pre-requisites – Level 1, 2 and 3 and successful completion of Swedish Massage Therapy practical exam #3. One additional professional Massage Therapy session (must be different therapist than those used previously).

- **Elective: Specialization - 80 hours (40/40)**  
Spa:  
Sports:
- **CPR & First Aid & Bloodborne Pathogens (Red Cross) – 12 hours (12/0)**  
Basic life saving skills are learned, and certification achieved for cardiopulmonary resuscitation, first aid and blood borne pathogens. Students are required to pass the training and achieve certification prior to completion of Level 4 and graduation.
- **Business Planning III (Goal Setting, Planning for your Future) – 5 (5/0)**
- **Exam Review – 10 hours (9/1)**
- **Clinic Rotations IV – 80 hours (must include 10-15 hours hands-on using specialization focus) (0/80)**

The Basic Aesthetics Licensing Program covers the 600 hours of course work and practical requirements necessary for passing the Virginia State Board examination that may allow you to obtain licensure and practice in Virginia or many other states. This licensing program covers all fundamentals of skin care therapy, and topics covered on the State Board Licensing exam. Graduates of the Basic Aesthetics program will receive Basic Aesthetics Diploma, and be prepared to take the Virginia board licensing exam. The Basic Aesthetics Licensing Exam, given by the State Board includes both practical and theoretical sections. Completing all coursework successfully at DSI Academy should adequately prepare the graduate for passing the Licensing Exam and beginning a career in Aesthetics.

**REQUIRED COURSEWORK:**

- ORIENTATION AND BUSINESS TOPICS – An Introduction to school policies and the beauty industry.
- LAWS AND REGULATIONS – An introduction to industry laws and regulations that one must adhere to in a variety of business environments.
- GENERAL SCIENCES – This course of study provides an overview of industry relevant biological topics and health information.
- APPLIED SCIENCES – This course of study provides an in-depth overview of the sciences of the human body. Applied sciences are necessary to teach students why certain procedures are effective.
- SKIN CARE – This course of study prepares students for practical skills sought after in the Skin Care Therapy industry.
- MAKE-UP – An introduction to the application of cosmetics.
- BODY AND OTHER TREATMENTS – An introduction to various Aesthetics and therapeutic treatments
- HAIR REMOVAL – An introduction to several hair removal techniques.

**DESCRIPTION:**

Through theory and clinical practice, students develop the skills and knowledge that are necessary to obtain licensure and be a successful Aesthetician, with particular emphasis on client protection, safety, hygiene, anatomy and science topics.

**OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence, practice good communication skills, a professional attitude, proper grooming and personal and public health and hygiene.
- To develop entry-level competency in Aesthetics.
- To focus on best practices and tools utilized in the field of Aesthetics.
- To apply all understandings in real-world situations through analysis and simulation exercises
- To provide students, with the knowledge to pass the Virginia state board examination for licensing.
- Apply the theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

**REFERENCES:**

*Milady's Standard Fundamental Textbook* by Joel Gerson

*Milady's Standard Workbook*

**TEACHING METHODS:**

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Student treatment room equipment, implements, and products are comparable to those used in the industry.

This course is presented through:

- A variety of techniques used to foster a positive learning environment.
- To maximize learning, students MUST read the assigned material. The ability to learn the material and grades will significantly depend on student understanding of the assigned readings and hands on experiences.
- Class lectures will utilize a combination of the lecture method, to foster discussions, and hands on experiences.

**GRADING PROCEDURES:** Students are assigned academic learning units and a minimum number of practical experiences required for course completion. A student's progress is measured by various tests, practical applications in LAB, projects and final exams. The tests are done on a regular basis throughout the program. Students are required to achieve at least a 75% passing score on their final written and practical exams. Numerical grades are considered according to the following scale:

90-100	EXCELLENT
80-89	VERY GOOD
75-79	SATISFACTORY
0-74	UNSATISFACTORY/FAILING

**HOURS SUBJECT-UNIT**

25	ORIENTATION AND BUSINESS TOPICS School policies; Management; Sales, inventory and retailing; Taxes and payroll; Insurance; Client records and confidentiality; Professional ethics and practices;
10	LAWS AND REGULATIONS
80	GENERAL SCIENCES Bacteriology; Microorganisms; Infection Control, disinfection, sterilization; Occupational Safety and Health Administration (OSHA) requirements; Material Safety Data Sheet (MSDS); General procedures and safety measures; Cosmetic chemistry; Products and ingredients; and Nutrition
95	APPLIED SCIENCES Anatomy and Physiology; Skin structure and function; Skin types; Skin conditions; Diseases and disorders of the skin;
255	SKIN CARE Health screenings; Skin analysis and consultation; Effleurage and related movements and manipulations of the face and body; Cleansing procedures; Masks; Extraction techniques; Machines, equipment and electricity; Manual facials and treatments; Machine electrical facials and treatments; General procedures and safety measures.
65	MAKEUP Setup, supplies and implements; Color theory; Consultation; General and special occasion application; Camouflage; Application of false lashes; Lash and tinting; Lash perming;
20	BODY AND OTHER TREATMENTS Body treatments; Body wraps; Body masks; Body scrubs; General procedures and safety measures
50	HAIR REMOVAL Types of hair removal; Wax types; Tweezing; Mechanical hair removal; General procedures and safety measures;
<b>600</b>	<b>TOTAL HOURS</b>

**MASTER AESTHETICS PROGRAM – 600 CLOCK HOURS****CIP CODE 12.0414****FULL-TIME 19 WEEKS – 31.5 HOURS PER WEEK****FULL-TIME 23 WEEKS – 26 HOURS PER WEEK****PART-TIME 46 WEEKS – 13 HOURS PER WEEK**

The Master Aesthetics Licensing Program covers the 600 hours of course work and practical requirements necessary for passing the Virginia State Board examination that may allow you to obtain licensure and practice in Virginia or many other states. Completion of the Basic Esthetics Program is a prerequisite for enrollment in this program. This licensing program covers advanced topics including, chemical peels, microdermabrasion, and other intricate procedures. Graduates of the Master Aesthetics program will receive Master Aesthetics Diploma, and prepare to take the state board-licensing exam. The Master Aesthetics Licensing Exam, given by the State Board, is similar to the Basic Aesthetics Licensing Exam; however, it includes more information. This is to cover the added coursework studied by those pursuing this license. The licensing exam will include both practical and theoretical sections.

**REQUIRED COURSEWORK**

ORIENTATION, ADVANCED BUSINESS SUBJECTS, AND INFECTION CONTROL – An introduction to the policies, curriculum and expectations at DSI Academy. Students will learn business topics beyond those of introductory courses. This course of study will cover general science topics related to the control of spreadable diseases.

STATE LAWS, RULES AND REGULATIONS - An overview of codes, procedures, and practices that every licensed industry professional must adhere to.

ADVANCED ANATOMY AND PHYSIOLOGY – A focused course on the human body’s structure and function.

ADVANCED SKIN CARE AND ADVANCED MODALITIES – This course covers advanced skin treatment techniques and the application of therapeutic agents, including microdermabrasion.

ADVANCED PROCEDURES AND CHEMICAL EXFOLIATION - This course explores specialized treatment techniques utilizing chemical agents and equipment, including light treatments, peels, manual, machine, and electric treatments.

LYMPHATIC DRAINAGE – This course covers the therapeutic method that uses Massage Therapy techniques to stimulate lymph movement to aid in self-cleansing of waste and cellulite removal.

**DESCRIPTION:**

Through theory and clinical practice, students develop the skills and knowledge that is necessary to obtain licensure and be a successful Aesthetician, with particular emphasis on Client protection, safety, hygiene, anatomy and science topics.

**OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence, practice good communication skills, a professional attitude, proper grooming and personal and public health and hygiene.
2. To develop advanced competency in Aesthetics.
3. To focus on best practices and tools utilized in the field of Aesthetics.
4. To apply all understandings in real-world situations through analysis and simulation exercises
5. To provide students, with the knowledge to pass the Virginia state board examination for licensing.
6. Apply the theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

**REFERENCES:** *Milady’s Standard Esthetics: Advanced*  
*Milady’s Standard Esthetics: Advanced Student Workbook*

**TEACHING METHODS:**

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and securing advanced positions in the Aesthetics industry. Student treatment room equipment, implements, and products are comparable to those used in the industry. This course is presented through:

1. A variety of techniques used to foster a positive learning environment.
2. To maximize learning, students MUST read the assigned material. The ability to learn the material and grades will significantly depend on student understanding of the assigned readings and hands on experiences.
3. Class lectures will utilize a combination of the lecture method, to foster discussions, and hands on experiences.

**GRADING PROCEDURES:** Students are assigned academic learning units and a minimum number of practical experiences required for course completion. A student’s progress is measured by various tests, practical applications in Lab, projects and final exams. The tests are done on a regular basis throughout the program. Students are required to achieve at least an 75% passing score on their final written and practical exams. Numerical grades are considered according to the following scale:

90-100	EXCELLENT
80-89	VERY GOOD
75-79	SATISFACTORY
0-74	UNSATISFACTORY/FAILING

**HOURS SUBJECT – UNIT**

45	ORIENTATION, ADVANCED BUSINESS SUBJECTS AND INFECTION CONTROL: School policies and procedures; Professional ethics and practices; Ethics and professional conduct; Insurance and liability issues; Confidentiality and Health Insurance Portability and Accountability
10	STATE LAWS, RULES, AND REGULATIONS
65	ADVANCED ANATOMY AND PHYSIOLOGY: Advanced anatomy and physiology; Advanced skin structure and functions; Advanced skin typing; and conditions; Advanced disease and disorders; Advanced cosmetic ingredients; Pharmacology; and Advanced homecare.
90	ADVANCED SKIN CARE AND MODALITIES: Microdermabrasion and dermaplaning; Indications/Contraindications for crystal microdermabrasion; General procedures and safety measures; Equipment safety; Waste disposal and OSHA; Techniques and proper protocols; Machine parts, operation, protocols, care, waste disposal and safety; Application and consultation for crystal microdermabrasion; Application and consultation for crystal-free microdermabrasion and dermaplaning; Pretreatment and post treatment for microdermabrasion;
270	ADVANCED PROCEDURES AND CHEMICAL EXFOLIATION: Advanced skin analysis and consultation; Health screening and documentation; Advanced procedures; Light treatments; Light-emitting Diode (LED); Intense Pulsed Light Device (IPL); Advanced manual, machine and electric treatments, microcurrent and ultrasound; Chemical exfoliation and peels of the epidermis; Skin care fundamentals; Pretreatment and post treatment for chemical exfoliation and peels; Assessing suitability/efficacy of chemical exfoliation; Application and Consultation protocols; Enzymes, Herbal Exfoliations and Vitamin-Based Peels; Indications/Contraindications for Enzymes, Herbal Exfoliations and Vitamin-Based Peels; Enzymes, Herbal Exfoliations and Vitamin-Based Peels procedures and safety; Enzymes, Herbal Exfoliations and Vitamin-Based Peels pre and post treatments; Alpha Hydroxy Peels; Alpha Hydroxy Peels Indications/Contraindications; Alpha Hydroxy Peels procedures and safety; Alpha Hydroxy Peels pre and post treatment; Beta Hydroxy Peels application and consultation; Beta Hydroxy Peels indications and contraindications; Beta hydroxy peels procedures and safety; Beta hydroxyl peels pre and post treatment; Jessner and Modified Jessner Peels application and consultation; Modified Jessner Peels indications and contraindications; Jessner and Modified Jessner Peels general procedures and safety; Modified Jessner Peels pre and post treatment.
120	LYMPHATIC DRAINAGE: Introduction to lymphatic drainage; Tissues and organs of the lymphatic system; Functions of the lymphatic system; Immunity; Etiology of edema; Indications and contraindications for lymphatic drainage; Manipulations and movements; Face and neck treatment sequence;

**600 TOTAL HOURS**

The Instructor Program covers the 400 hours of course work and practical requirements necessary for passing the Virginia State Board examination that may allow you to obtain licensure and practice in Virginia or many other states. This training program thoroughly covers teaching methods and other fundamentals as deemed appropriate by State Board Regulations. Graduates of the Instructor program will receive an Instructor Diploma, and prepare to take the state board-licensing exam.

The Instructor Licensing Exam, given by the State Board, includes both practical and theoretical sections. Successful graduates of DSI Academy should leave the program prepared to pass this exam.

## **REQUIRED COURSEWORK**

ORIENTATION, LAWS & REGULATIONS – An introduction to DSI Academy policies and expectations with an overview of course requirements, instruction laws and educational policies

CURRICULUM & SCHOOL ADMINISTRATION – An introductory course covering the requirements that must be fulfilled in preparing a course of study to obtain a license in beauty therapy. These courses also provide an introduction to the operations management of an Aesthetics program.

COURSE OUTLINE, DEVELOPMENT & LESSON PLANNING – This course will prepare instructors to create their own teaching methods and learn to divide coursework into lecture and assignments.

CLASSROOM MANAGEMENT, TEACHING TECHNIQUES & METHODS OF INSTRUCTION - An introduction to the rules and regulations of a successful learning environment. Trainees will learn to create their own unique methods of reaching students.

LEARNING STYLES, LEARNING DISABILITIES, & TEACHING AIDES – Introduction to the various ways information can be absorbed and of challenges any students may face in the classroom setting. Students will review an overview of textbooks and practical instruments to aid in lessons.

DEVELOPING, ADMINISTERING AND GRADING EXAMINATIONS & RECORDKEEPING- Trainees will create and score tests based on a collection of prepared lessons and manage grade books.

PRESENTATION OF THEORETICAL SUBJECT & PRACTICAL SUBJECTS – An advanced course covering teaching methods for subjects without and with practical demonstration.

SUPERVISION OF CLINIC FLOOR & PRACTICUM TEACHING – Trainees will monitor the progress of students currently enrolled at DSI Academy during practical exercises and each instructor trainee will be required to participate in student teaching.

### **DESCRIPTION:**

Prepare student with skills and knowledge necessary for the instruction of esthetic students. At the completion of this course, the student will be qualified to teach any phase of Aesthetics in an Esthetic School and will be familiar with procedures for creating lesson plans and curriculum.

### **OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Teach principles, plan lessons and curriculum, prepare course outlines, use established teaching methods, teaching aids, testing and evaluation.
2. Psychology, Effects of personality on teaching, teacher evaluation, counseling, laws of learning and speech.
3. Business experience and management, classroom management, record keeping, buying, inventory supplies and State Law
4. Practice Teaching in both theory and practical

## GRADING PROCEDURES:

Students are assigned academic learning units and a minimum number of practical experiences required for course completion. A student's progress is measured by exams, assignments, projects, practical skills, competencies and attendance. Students are required to achieve at least a 75% passing score on their final written and practical exams.

Numerical grades are considered according to the following scale:

90-100	EXCELLENT
80-89	VERY GOOD
75-79	SATISFACTORY
0-74	UNSATISFACTORY/FAILING

## HOURS SUBJECT – UNIT

25	ORIENTATION: Skills and knowledge necessary for instruction; Instructional goals; Rules and regulations of institution and state
75	CURRICULUM, COURSE OUTLINE AND DEVELOPMENT AND LESSON PLANNING: The learning environment; Learning styles and principles; Effective classroom management; Teaching methods; Learning disabilities; Educational aids and technology; Effective presentations; Assessing progress and grading; Student Clinic Management; School Administration / Management; Laws and Regulations; Electricity; Cosmetic Chemistry;
15	CLASSROOM MANAGEMENT: Principles of Classroom Management; Techniques for dealing with misbehavior; Counseling students; Barriers to learning;
15	TEACHING TECHNIQUES: Interactive lecture; Demos and practice; Group discussion and discovery; Role-playing; Window Paning; Mind mapping; Peer coaching; Field trip and guest speakers; Projects; Field trip and guest speakers; Projects; Workbooks partially complete handouts; Case studies; Concept connectors; Visualization; Stories and anecdotes; Mnemonics; Energizers; Characterizations; Experiments; Humor;
15	METHODS OF INSTRUCTION
15	LEARNING STYLES: Learning style importance; Steps to learning; Distinct intelligences;
15	LEARNING DISABILITIES: Creating a support environment for all students; Symptoms of chronic behavior; Accommodations for special needs students;
10	TEACHING AIDS: Advantages of educational aids; Choosing and preparing aids; Categories of instructional materials; Non-projected print materials; Multipurpose boards and flip charts; Use of transparencies; Guidelines for use of projected materials; Integrating technology into educational programs;
10	DEVELOPING, ADMINISTERING AND GRADING EXAMINATIONS: Purpose of grading; What should be graded and when; Grading styles; Test Plan; Types of evaluation; Likert scales; Rating scales; Performance checklist; Multiple category grading; Rubrics and Point Grading;
25	SCHOOL ADMINISTRATION AND RECORDKEEPING: Running a successful school; Managing personnel; Role of the front desk and client booking; Importance of Recordkeeping; Inventory records; Service records;
10	LAWS AND REGULATIONS: Virginia Department of Licensing and Regulations (DPOR); Safety and sanitary measures; Types of business ownership;
20	PRESENTATION OF THEORETICAL AND PRACTICAL SUBJECTS
50	SUPERVISION OF CLINIC FLOOR: Importance of clinic's role in maximizing profit; Role of team members; Assisting students to build client base; School Image; Front Desk standards of operation; Importance of Recordkeeping;
100	PRACTICUM TEACHING
<b>400</b>	<b>TOTAL HOURS</b>

The Nail Technician Licensing Program covers the 150 hours of course work and practical requirements necessary for passing the Virginia State Board examination that may allow you to obtain licensure and practice in Virginia or many other states. This program covers all fundamentals of Nail Technician I, and topics covered on the Virginia State Board Licensing exam. Graduates of the Nail Technician program will receive Nail Technician Diploma, and be prepared to take the state board-licensing exam.

### **REQUIRED COURSEWORK**

ORIENTATION – An Introduction to school policies and the beauty industry.

INFECTION CONTROL – An introduction to sterilization, sanitation, health and safety procedures and precautions.

STATE LAWS, RULES AND REGULATIONS – An introduction to industry laws and regulations that one must adhere to in a variety of business environments.

ANATOMY AND PHYSIOLOGY – An introduction to the composition of the nail, nail growth, diseases and disorders.

ELECTRICITY – An introduction to electricity fundamentals.

CHEMISTRY – An introduction to chemistry fundamentals.

EQUIPMENT AND IMPLEMENTS

MANICURING (INCLUDING NAIL TIPS/SCULPTURED NAILS/INDIVIDUAL WRAP) – An introduction to basic manicures, paraffin wax treatments, nail tips and wraps and nail maintenance.

PEDICURING - An introduction to pedicure products, tools and techniques.

MANAGEMENT/ BUSINESS (INCLUDING LAWS AND RULES) - An introduction to the fundamentals of business management, policies and procedures.

MASSAGING THE HANDS AND FEET

### **DESCRIPTION:**

The primary purpose of this nail technician course is to train the student in the basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in cosmetology or related career field.

### **OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice effective communication skills, visual poise and proper grooming.
3. Respect the need to deliver worthy service for value received in a employer-employee relationship
4. Perform basic manipulative skills in the areas of manicures, pedicures and nail tips and nail enhancements
5. Perform the basic analytical skills to determine proper nail services and nail shaping for the client's overall image and needs.
6. Apply learned theory, technical information and related matter to ensure sound judgments, decision and procedures.  
To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends and methods for career development in Nail Technician I and related fields.

### **REFERENCES:**

*Milady's Nail Technology I – 6<sup>th</sup> edition*

### **FORMAT:**

The clock hour education is provided through sequential learning steps that address specific tasks necessary for state board preparation, graduation and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

### **GRADING PROCEDURES:**



Students are assigned theory study and a minimum of practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures, must maintain a theory grade average of 75% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

For written and practical work, numerical grades are considered according to the following scale:

90-100	EXCELLENT
80-89	VERY GOOD
75-79	SATISFACTORY
0-74	UNSATISFACTORY/FAILING

**NAIL CARE MINIMUM PERFORMANCE**

- Manicures – 30
- Pedicures – 15
- Individual sculptured nails/nail tips – 200
- Individual removals – 10
- Individual nail wraps – 20
- TOTAL - 275

**Course Syllabus by Subject/Unit**

- 5 ORIENTATION: Academy rules and regulations; Code of ethics; Career opportunities;
- 10 INFECTION CONTROL: Sterilization; Sanitation methods; Health and safety; Precautions; Procedures;
- 2 STATE LAWS, RULES AND REGULATIONS: State Aesthetics practice;
- 15 ANATOMY AND PHYSIOLOGY: Composition of the nail; Nail growth; Nail diseases and disorders;
- 6 ELECTRICITY: Electricity fundamentals; Electrical Equipment Safety;
- 5 CHEMISTRY: Chemistry fundamentals; Matter; Potential hydrogen; Understanding chemicals; Adhesives; Adhesions; Primers;
- 4 EQUIPMENT AND IMPLEMENTS
- 65 MANICURING (INCLUDING NAIL TIPS/SCULPTURED NAILS/INDIVIDUAL WRAP): Basic manicure; Massage Therapy; Paraffin wax treatments; Nail tips; Nail wraps; Maintenance and removal;
- 23 PEDICURING: Tools; Pedicure Products; Disinfection; Types of Pedicures;
- 5 MANAGEMENT / BUSINESS (INCLUDING LAWS AND RULES): Job-seeking, fundamentals of business management, opening a salon, business plan, written agreements, licensing requirements and regulations, laws, salon operations, policies, practices, compensation packages, telephone use, advertising, sales, communication, public/human relations, insurance, salon safety
- 10 MASSAGING THE HANDS AND FEET
- 150 TOTAL HOURS**

Students will be provided with the practical demonstration and training in order to acquire the skill necessary for successfully applying eyelash extensions. This program is consistent with the institution's stated purpose of providing top quality education to ensure students can go on to a rewarding career in the esthetics industry.

Students will be trained in:

- History
- Health
- Safety
- Products
- Client Consultation
- Assessments
- Techniques of Applying Eyelash Extensions

DSI Academy has partnered with *Sexycils™* products for this two-day training program, designed to teach and certify individuals in the fundamentals of both theory and technique of eyelash extensions. It is ideal for individuals desiring to be part of this rapidly growing industry.

Our commitment to excellence in training includes two days of hands-on instruction from Master instructors, small class size to insure personal attention to each student, hands-on instruction that enables each student to excel in the application of exceptional quality products and practice time with “live” models so you can fine-tune your skills.

These seven in-depth modules are designed to give you a thorough understanding of:

- the history of eyelash extensions
- the natural lash purpose and growth cycle
- safety and sanitation
- contra-indications
- contra-actions
- allergies
- choosing the right product for your client and tips and tricks for perfect lash extensions

Eyelash extensions is one of the fastest growing trends in the beauty industry. Significant advancements in adhesive technology and the manufacturing of eyelash extensions has resulted in big demand for highly trained eyelash extension experts. Our coursework will give you the theory and hands-on instruction you need to be confident in your skill.

Regulations vary from state to state – licensing in cosmetology or esthetics may be required to practice lash extensions.

**MAKEUP 101**

For anyone looking to start a career in Makeup!

Our Makeup Artistry course provides instruction that will teach you the basic & advanced techniques of becoming a makeup artist. In this class you will learn to custom color match foundation, color correction, contouring, false lash application, smoky eye effects, eyebrow shaping, hygiene and best practices. You will learn how to work with different skin tones, the right products to use, and how to work with brides & other special occasion clients.

You will learn the secrets of achieving beauty through makeup artistry. In this course, you will learn:

- Color Theory
- Highlighting
- Color Contouring
- Precision Eye Makeup
- Brow Shaping
- Artificial Eyelash Application
- Color Blending
- Lip Enhancement
- Corrective Application
- Hands-on Makeup Applications
- The Use of Natural and Synthetic Brush Types
- Sanitation techniques

**EDITORIAL 201**

For anyone wanting to build their portfolio and expand their creative talents!

In this class you will learn how to airbrush, HD, photo shoot, and Avant Garde makeup style techniques. In this class you will also learn to create makeup looks for runway, work with face charts and the class will end with a professional photo shoot for your portfolio.

## ABOUT OUR FOUNDER & STAFF

Shiva Vahid founded DSI Academy as a means of sharing the expertise she has developed over many years in the beauty industry. By handpicking instructional material, training all instructors to DSI Academy policy, and overseeing the curriculum and class scheduling, Shiva strives to be one of the leading Aesthetician, Massage Therapy and nail programs in Virginia.

### BACKGROUND

Shiva started her career as a beauty therapist in the world renowned Gleneagles Club in London, followed by taking a position at another 5-star health and beauty center in London Dolphin Square. With experience working on the most elite clients from royals to celebrities to heads of businesses, Shiva became the Beauty Therapy Manager at Steiner Salon's flagship center in May Fair and began teaching in the Steiner Beauty School.

### EXPERTISE

Shiva began studying beauty therapy in England and graduated with a diploma in International Beauty Therapy from the International Health and Beauty Council, and a certificate from the City and Guilds of London in Beauty Therapy. Shiva holds a Teacher Training diploma from Hammersmith College in London. She is a licensed Master Aesthetician and Master Instructor in Virginia, and is trained and certified in many procedures and products worldwide, including laser hair removal and skin rejuvenation.

### STARTING DSI ACADEMY

DSI Academy was established overseas, where Shiva developed the Aesthetics curriculum and syllabus. Coming to the USA in 1999, Shiva worked and taught in various spas and schools before opening DSI Academy's Virginia location in April 2011. Her years of hands-on experience throughout the world's beauty industry have helped DSI Academy become a one-of-a-kind academy. Shiva established a school aiming to raise the bar on training standards, using her experience of 27 years in the beauty industry and over a decade in the finest European spas and salons.

### DSI ACADEMY STAFF

- Shiva Vahid, Director
- Peter Vahid, COO
- Gwen Sully, Student Services
- Gulzar Motani, Administrative Assistant/Instructor
- Renee' Hilzendager, Master Esthetics Instructor
- Lourdes Garzan, Master Esthetics Instructor
- Gudelia Margarita Bonilla, Master Esthetics Instructor
- Dawn Elaine Heishman, Master Esthetics Instructor
- Samina Zara Neels, Master Esthetics Instructor

### CODE OF ETHICS

It is the responsibility of the DSI Academy to educate all students in professional conduct at all times.

**The school has established the following guidelines for students and faculty. One must:**

- Maintain high professional standards as a clinical Aesthetician at all times.
- Professionally represent the Aesthetics industry by refraining from immoral & unethical practices.
- Only engage in fair business relationships with other colleagues, clients and employers.
- Use only reputable equipment, vendors with adequate theory and hands-on training.
- Never mislead the public with guarantees, false advertising or over-rated statements for the results expected of a procedure.
- Follow all federal, city and state cosmetology board guide lines and laws at all times.
- Maintain infection control and client safety procedures at all times.
- Follow compliance with OSHA, CDC, HIPPA, DPOR, DOE and SCHEV guidelines at all times.
- Continue education on an annual basis by joining associations, taking extra classes and/or attending trade conferences.
- Keep all licenses current.

## DSI ACADEMY CREDENTIALS

### **DSI Academy is licensed by:**

Department of Professional and Occupational Regulation (DPOR), Board of Barbers and Cosmetology  
Perimeter Center  
9960 Maryland Drive, Suite 102 (first floor)  
Richmond VA 23233  
(804) 367-8500

### **DSI Academy is accredited by:**

National Accrediting Commission of Career Arts and Sciences (NACCAS)  
3015 Colvin Street  
Alexandria VA 22314  
(703) 600-7600

### **DSI Academy is certified by:**

State Council for Higher Education for Virginia  
101 North Fourteenth Street  
Richmond, VA 23219  
(804)225-2604

### **DSI Academy is approved to offer GI BILL educational benefits by:**

Department of Veterans Services  
Virginia State Approving Agency  
101 N. 14<sup>th</sup> Street, 17<sup>th</sup> floor  
Richmond, VA 23219  
(804) 225-2298

## GRADUATION, LICENSURE, AND EMPLOYMENT

### **GRADUATION REQUIREMENTS**

DSI Academy will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and has paid all monies due to DSI Academy or made satisfactory arrangements for payment of all debts owed to the school.

### **LICENSURE**

The requirements listed under each program description must be met by each student, in each category, in order for the earned hours to be accepted by the state licensing board for examination. The generous portion of miscellaneous hours will be applied as needed in curriculum-related areas or if the student desires to specialize in a specific area.

**LICENSURE REQUIREMENTS ALL PROGRAMS** - A person is eligible to receive a license as a Massage Therapist, Master Aesthetician, Basic Aesthetician, Nail Technician or Instructor if they have completed the required clock hours in an approved school for the applicable course. They must also pay the required fees, and pass the examination conducted by the Board, which determines his/her fitness to receive a license.

**INSTRUCTIONAL METHODS** - The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, projects, activities, and other related learning methods are used for course delivery.

**REFERENCES** - A comprehensive resource of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

**REQUIRED PRACTICAL EXPERIENCES** - Policy and Regulatory agencies require students to complete an established number of practical experiences for satisfactory skills development and graduation. Practices may be completed on manikins, models, or clients. The requirements must successfully be completed prior to graduation. All assignments must be completed by each student as agreed upon in the Enrollment Agreement. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. As practical experiences are satisfactorily completed, they will be entered into a tracking sheet to determine minimum requirements are met prior to graduation.

**OCCUPATIONS** – You are at the threshold of opportunity. Enter the classroom with an open mind as you begin your course of study. The following vocations are options you may want to consider upon graduation:

- Massage Therapy: *Massage Therapist, Masseur, Masseuse*
- Master Aesthetics: *Master Skin Care Specialist, Product Representative, Makeup Technician, Spa Owner or Manager, State Board Member/Examiner*
- Basic Aesthetics: *Skin Care Specialist, Product Representative, Makeup Technician, Spa Owner or Manager, State Board Member/Examiner*
- Instructor: *Private School Instructor*
- Nail Technician: *Nail Technician, Manicurist, Nail Salon Owner, Nail Salon Manger, Nail Artist, or Nail Consultant*

TRAINING is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have the aptitude for the field, an Aesthetics education may be your pathway to a secure income and a solid future.

## OCCUPATIONAL HEALTH & SAFETY

### Students should expect:

- A workplace that is safe to work in, with working procedures that are safe to use.
- Adequate staff training including topics such as safe work procedures, infection control procedures and appropriate hygiene.
- Properly maintained facilities and equipment, including the provision of personal protective equipment such as gloves, eye protection and sharps containers where required
- A clean and suitably designed work place with the safe storage of goods such as cleaning chemicals.

### The following procedures and standards must be observed to achieve a safe working and learning environment:

- Maintain a safe, clean and efficient, working environment
- Implement procedures and practices, in a variety of situation, in accordance with State and Local Government Health regulations
- Store and dispose of waste according to health regulations
- Clean walls, floor and working surfaces to meet health and safety standards without causing damage
- Check all equipment for maintenance requirements
- Refer equipment for repair as required
- Store equipment safely

- Identify fire hazards and take precautions to prevent fire
- Safe lifting and carrying techniques maintained
- Ensure Student safety at all times
- Ensure procedures for operator safety are followed at all times
- All unsafe situations recognized and reported
- Display first aid and safety procedures for all staff and Students to see
- Report any identified occupational safety and health hazard to the appropriate staff member as required.

## CAREER PATHS & COUNSELING

The fields of Aesthetics, Massage Therapy and Nail Technician are booming. As the industry grows, the need for highly trained and specialized professionals is at an all-time high. According to the Bureau of Labor Statistics, employment of Aestheticians will grow a whopping 34 percent between 2006 and 2016. A graduate of DSI Academy will possess expertise in the following to take with them into the workforce:

**SKIN CARE PROCEDURES:** While procedure expertise will vary between Master and Basic Aesthetics program, graduates will be able to perform a detailed skin evaluation, by use of magnifying lamps and specialized equipment to evaluate the skin's condition and appearance. Graduates will be able to perform chemical peels, facials, extractions and other procedures.

**MAKEUP ARTISTRY:** Both Master and Basic Aesthetics graduates will be able to provide full cosmetic consultation and application.

**BUSINESS SKILLS AND RESPONSIBILITIES:** Graduates of DSI Academy will possess basic administrative skills, and advanced skills such as record keeping, payment collection, customer service technique development, and merchandise sales training.

At DSI Academy, Industry experts are available to coach students to succeed in the beauty industry, whether it is as an instructor, within a salon or spa environment, or in running your own business. DSI Academy students are prepared to become industry leaders with both the technical skills and savvy business wherewithal to excel in any environment.

DSI Academy does not make any guarantees of employment or salary upon graduation. As an industry standard, many esthetic, Massage Therapy and nail tech professionals are self-employed but we seek to maintain a list of employment opportunities for graduates. Professionals, including medical offices, spas and nail salons, looking for Aestheticians and nail technicians frequently contact us. Guidelines will be provided during the course to assist students in preparing for employment or self-employment. The institution offers career assistance counseling that includes professionalism, resume development, job interview preparation, job search skills, business location selection, operations, lease negotiation and variations in set-up of practices. The instructors are available to post-graduate students for support and problem solving by phone or email. As a part of career development, students are encouraged to visit salons, spas and clinics.

### **STUDENT SUPPORT, WELFARE AND GUIDANCE**

DSI Academy wishes to ensure that all students are supported in their studies to the full extent possible, thus any student who is experiencing any difficulties with their studies should see their lecturer, or another member of DSI Academy staff. The staff member will ensure that the full resources of DSI Academy are made available to ensure that the student achieves the required level of competency in all courses. Furthermore, students seeking advice on welfare or guidance on other matters may make an appointment at any time to see the Principal who can help with time management, setting and achieving goals, motivation, study methods and coping with assessments.

### **EVALUATIONS AND ACADEMIC ADVISING**

Students are periodically advised regarding progress and achievement. Evaluations include how the student is performing with regard to attendance, theory grades, and practical skills as well as their professionalism. Student strengths and areas

needing improvement are identified and plans for needed improvement are discussed. Information and advice regarding licensing regulations, reciprocity, employment, continuing education opportunities, and financial assistance is available to students, as it is needed.

### **CAREER CONSIDERATIONS**

DSI Academy wants to ensure that students interested in pursuing a career in Aesthetics, Massage Therapy or as an Instructor considers all aspects of such a decision.

Persons who want to become professionals in this field must:

- Have finger dexterity and a sense of form and artistry
- Enjoy dealing with the public and be able to follow a client's direction
- Keep abreast of the latest Aesthetics techniques and technological innovations
- Work long hours while building a personal clientele in order to earn the desired income
- Make a strong commitment to the educational process and complete the course of study
- Learn the skills necessary to operate a personal business

Applicants and students should be aware that:

- The work can be arduous and physically demanding because of long hours standing over an Aesthetician's treatment bed.
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and infection control is essential for effective and successful performance within the industry.
- Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon or spa).
- As per the Virginia Administrative Code - 18VAC41-70-280. Grounds for license revocation, probation, or suspension; denial of application, renewal or reinstatement; or imposition of a monetary penalty. The board may, in considering the totality of the circumstances, fine any licensee, certificate holder, or temporary license holder, and suspend, place on probation, or revoke or refuse to renew or reinstate any license, certificate, or temporary license, or deny any application issued under the provisions of Chapter 7 (§ 54.1-700 et seq.) of Title 54.1 of the Code of Virginia and the regulations of the board, and would therefore preclude an individual from obtaining employment in the field for which training is provided.



## CONSUMER DISCLOSURES

### ENROLLMENT AND GRADUATION RATES – JULY 1, 2019 – JUNE 30, 2020

TOTAL ENROLLED & GRADUATED	PROGRAM	FEMALE	MALE	FEDERAL AID RECEIVED	GRADUATION RATE	RETENTION RATE
39	Basic Aesthetics	100%	0%	28	100%	85%
41	Master Aesthetics	100%	0%	23	100%	93%

### NACCAS ANNUAL REPORT – TIME PERIOD 1/1/2018 THROUGH 12/31/2018, REPORTED NOVEMBER 2019

The National Accrediting Commission of Career Arts and Sciences requires yearly reporting on graduation, employment and licensure.

#### AESTHETICS PROGRAMS AVERAGES

<b>COMPLETION RATE</b>	93.86%
<b>PLACEMENT RATE</b>	60.87%
<b>LICENSURE RATE</b>	100%

### MISREPRESENTATION

DSI Academy's representatives are strictly prohibited from making misleading statements in marketing, advertising, recruiting, or admissions services that has the likelihood or tendency to deceive or confuse a prospective student. Areas covered by the misrepresentation prohibition include the nature of academic programs, the nature of financial charges, the employability of graduates, and the institution's relationship with the US Department of Education.

### F.E.R.P.A.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the

parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice).

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## **DRUG FREE CAMPUS POLICY**

It is the responsibility of the DSI Academy to provide a safe and healthy educational/work environment and we believe a motivated and healthy work force/student body is the school's greatest asset. It is essential that all employees/students report to work/class both mentally and physically able to perform their duties/learning in a satisfactory manner.

### **The following is a message from the Surgeon General's office:**

Preventing drug abuse and excessive alcohol use increases people's chances of living long, healthy, and productive lives. Excessive alcohol use includes binge drinking (i.e., five or more drinks during a single occasion for men, four or more drinks during a single occasion for women), underage drinking, drinking while pregnant, and alcohol impaired driving. Drug abuse includes any inappropriate use of pharmaceuticals (both prescription and over-the counter drugs) and any use of illicit drugs. Alcohol and other drug use can impede judgment and lead to harmful risk-taking behavior. Preventing drug abuse and excessive alcohol use improves quality of life, academic performance, workplace productivity, and military preparedness; reduces crime and criminal justice expenses; reduces motor vehicle crashes and fatalities; and lowers health care costs for acute and chronic conditions.

### ***What Can Businesses and Employers Do?***

- Implement policies that facilitate the provision of SBIRT or offer alcohol and substance abuse counseling through employee assistance programs.
- Include substance use disorder benefits in health coverage and encourage employees to use these services as needed.
- Implement training programs for owners, managers, and staff that build knowledge and skills related to responsible beverage service.

### ***What Can Health Care Systems, Insurers, and Clinicians Do?***

- Identify and screen patients for excessive drinking using SBIRT, implement provider reminder systems for SBIRT (e.g., electronic medical record clinical reminders) and evaluate the effectiveness of alternative methods for providing SBIRT (e.g., by phone or via the internet).
- Identify, track, and prevent inappropriate patterns of prescribing and use of prescription drugs and integrate prescription drug monitoring into electronic health record systems.
- Develop and adopt evidence-based guidelines for prescribing opioids in emergency departments, including restrictions on the use of long-acting or extended-release opioids for acute pain.
- Train prescribers on safe opioid prescription practices and institute accountability mechanisms to ensure compliance. For example, the use of long-acting opioids for acute pain or in opioid-naïve patients could be minimized.

### ***What Can Early Learning Centers, Schools, Colleges, and Universities Do?***

- Adopt policies and programs to decrease the use of alcohol or other drugs on campuses.
- Implement programs for reducing drug abuse and excessive alcohol use (e.g., student assistance programs, parent networking, or peer-to-peer support groups).

### ***What Can Community, Non-Profit, and Faith-Based Organizations Do?***

- Support implementation and enforcement of alcohol and drug control policies.
- Educate youth and adults about the risks of drug abuse (including prescription misuse) and excessive drinking.
- Work with media outlets and retailers to reduce alcohol marketing to youth.
- Increase awareness on the proper storage and disposal of prescription medications.

### ***What Can Individuals and Families Do?***

- Avoid binge drinking, use of illicit drugs, or the misuse of prescription medications and, as needed, seek help from their clinician for substance abuse disorders.
- Safely store and properly dispose of prescription medications and not share prescription drugs with others.
- Avoid driving if drinking alcohol or after taking any drug (illicit, prescription, or over-the-counter) that can alter their ability to operate a motor vehicle.
- Refrain from supplying underage youth with alcohol and ensure that youth cannot access alcohol in their home.

### **The following policy is declared for DSI Academy for the maintenance of a drug-free campus:**

- All employees/students who report to work/class must be in a condition fit to perform their duties/learning, unimpaired due to the use of alcohol or other drugs.
- The unlawful use, possession, delivery, dispensation, distribution, manufacture or sale of drugs on school property is prohibited. Documented evidence of illegal drug involvement will be given to law enforcement agencies.
- The possession of alcohol by an employee or student is prohibited on school property.
- Employees taking physician-prescribed or over-the-counter medications, if there is a substantial likelihood that such medication will affect job safety, must notify the Director of the fact that they are taking a medication and the side effects of the medication.
- Any employee or student found in violation of this policy will be subject to formal disciplinary action, which could include completion of an appropriate rehabilitation program up to and/or including dismissal/expulsion.
- Employees and students needing assistance with problems related to alcohol or drug abuse are encouraged to seek assistance utilizing their personal medical insurance programs. Also, services available by calling Community Services Board Emergency Service for Fairfax County at (703) 573-5679 – Loudoun County (703)771-5100 – Prince William County (703) 792-7800.

DSI Academy will continue to comply with the Federal Drug-Free Work Place Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

1. Employees must, as a condition of continued employment, notify the Director of any criminal drug statute conviction for a violation occurring during the course of the employee's work duties no later than five (5) days after such conviction.
2. Students must report any such conviction to the Director within five (5) days after such conviction. Students may lose federal funding as well as be subject to the student disciplinary process.

3. DSI Academy will report the conviction to the appropriate federal or state agency within ten (10) days after having received notice that a person employed under a federally funded grant or contract or receiving grant funds has any drug statute conviction occurring on the campus.

All employees and students, regardless of status, shall comply with this policy regarding a Drug-Free Campus.

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### **INFORMATION SECURITY PLAN**

This Information Security Plan ("Plan") describes DSI Academy's safeguards to protect information and data in compliance with the Financial Services Modernization Act of 1999, also known as the Gramm Leach Bliley Act, 15 U.S.C. Section 6801. The Federal Trade Commission (FTC) ruled that GLB applies to institutions of higher education. Compliance with GLB involves compliance with 1) the privacy provisions of the act and 2) provisions regarding the safeguarding of customer information.

These safeguards are intended to:

- Ensure the security and confidentiality of covered data and information;
- Protect against anticipated threats or hazards to the security or integrity of such information; and
- Protect against unauthorized access to or use of covered data and information that could result in substantial harm or inconvenience to any customer.

The FTC has said that colleges are deemed in compliance with the privacy provisions of GLB if they are in compliance with the Family Educational Rights and Privacy Act (FERPA). With respect to colleges being able to safeguard non-public customer information, such as family financial information and social security and identification numbers, the FTC recognizes compliance by having an institutional security program and security plans in specific offices of the college that handle such information.

For purposes of FERPA and GLB, the school considers students, employees, and alumni or any other third party engaged in a financial transaction with DSI Academy as "customers". Customer information that must be safeguarded is "any record containing nonpublic personal information about a customer, whether in paper, electronic, or other form." It includes financial information, academic and employment information, and other private paper and electronic records.

With respect to the privacy provisions of the GLB Act, DSI Academy is in compliance with FERPA. All information is restricted or confidential, or "non-public." Under FERPA, restricted information (for example, academic or financial records) is released outside the college only with the student's written consent. Designated school officials, including faculty, key employees and occasionally outside service providers, have access to restricted, "non-public" information on a need-to-know basis only. Confidential information is even more protected than restricted information, and released only in certain unusual circumstances as outlined in FERPA. Although FERPA if narrowly construed only applies to enrolled students and past students, in compliance with GLB and long standing good practice, the school extends FERPA privacy protections to all customers of the DSI Academy.

The DSI Academy Information Security Plan includes the following:

1. Designation of an Information Security Program Coordinator
2. A risk assessment of likely security and privacy risks
3. Design and implementation of safeguards including a training program for all employees who have access to student and employee information
4. Guidelines for service providers and contracts

### **Information Security Program Coordinator**

The designated Information Security Program Coordinator for DSI Academy is Peter Vahid, COO. All correspondence and inquiries about the DSI Academy Information Security Plan should be directed to him.

DSI Academy has addressed the physical security of Covered Data and Information by limiting access to only those employees who have a business reason to know such information. For example, personal customer information, accounts, balances and transactional information are available only to school employees with an appropriate business need for such information. Whether the information is stored in paper form or any electronically accessible format, departmental non-public information is maintained, stored, transmitted and otherwise handled under the direct personal control of an authorized employee of the school.

Financial aid records, account information and other paper documents are kept in file cabinets or rooms that are locked at the end of each business day. Confidential material is kept secure. Offices have locked doors with key restricted access. When offices are open for business, confidential information is kept out of sight from visitors. Offices and/or computers are shut down when the office will be vacant for an extended length of time. Paper documents that contain covered data and information are shredded at time of disposal.

Access to covered data and information on company computers is limited to those employees who have a business reason to know such information. Departmental desktop computers also require use of the user login credential and password for access.

Network security, including firewall technology, has been implemented to protect administrative servers and workstations from unauthorized access through the Internet. Staff in administrative and faculty offices connect to secured servers.

DSI Academy takes reasonable and appropriate steps consistent with current technological developments to ensure that all covered data and information is secure and to safeguard the integrity of records in storage and transmission. The ISP Coordinator maintains the operating system and applications, including application of appropriate patches and updates in a timely fashion. User and system passwords are also required to comply with the Password Policy.

This Information Security Plan will be subject to periodic review and adjustment. The most frequent of these reviews will occur within Information Technology Services, where constantly changing technology and evolving risks mandate increased vigilance. Continued administration of the development, implementation and maintenance of the program will be the responsibility of the Information Security Plan Coordinator. This individual will review the standards set forth in this policy and recommend updates and revisions as necessary. It may be necessary to adjust the plan to reflect changes in technology, the sensitivity of student/customer data and internal or external threats to information security.

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## **CAMPUS SAFETY & SECURITY**

The following information is intended to provide a general description of DSI Academy's campus safety policies. The information has been prepared to increase the community's awareness of current programs that exist to protect its students and staff safety and well-being. In addition, DSI Academy will disseminate and publicize crime statistics from the most recent completed calendar year.

The school is strongly committed to crime prevention and considers the personal physical safety of its students and employees necessary for a successful learning environment. Students, employees, and staff are expected to obey not only the laws of their state but also the rules and regulations of the school.

Students are encouraged to take personal responsibility for their conduct and safety. The cooperation and involvement of students and employees in campus safety is essential to minimize criminal activity.

### **Reporting and Disclosure of Campus Safety Policies and Annual Crime Statistics**

- DSI Academy is required to disclose certain policies, information and statistics in accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*.

- All current students, employees and staff will be provided, through printed and/or electronic publications, a notice that contains a brief description of the school's Campus Safety Policies and Annual Crime Statistics.
- The notice will disclose that the school's annual crime statistics are available via electronic and hard copy publications at the campus upon request.
- The notice will contain the exact electronic website address and the method to obtain a copy of the current published hard copy.
- The notice will also disclose that anyone is entitled to a paper copy of the crime information upon request. DSI Academy's Annual Security Report includes statistics for the previous year concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the school, and on public property within, or immediately adjacent to and accessible from, the campus. The report includes institutional policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other related matters.

### **Campus Personnel**

DSI Academy has two designated Campus Security Personnel:

PRIMARY - Shiva Vahid, COO ([shiva@dsiacademy.com](mailto:shiva@dsiacademy.com))

SECONDARY – Peter Vahid, Safety Coordinator ([peter@dsiacademy.com](mailto:peter@dsiacademy.com))

Campus Map can be found on Addendum 2

Please report any incidents to these personnel as soon as possible.

The Campus Security Personnel, upon receiving notification of a crime incident on the campus, will verify the circumstances and create an incident report. The data is used in the reporting of the Annual Security Report. DSI Academy suggests the following crime prevention measures, which can contribute to the safety and security of our community.

- Lock your car.
- Take and keep your car keys with you at all times.
- At night, travel in well-lighted areas, and in pairs if possible. Avoid short cuts and deserted areas.
- Do not leave valuable items in your car, including personal items and school related materials such as textbooks.
- Do not park in isolated areas.
- Leave items of high monetary value at home.
- Do not leave personal property unattended.
- Do not carry more cash than necessary and certainly do not advertise what you have.
- Keep your purse, backpack or briefcase close to your body.
- Mark personal items that you bring on campus.
- Do not bring any kind of weapon onto campus.
- The carrying of weapons on campus or when meeting with campus personnel is prohibited and subject to disciplinary action.
- If anything makes you feel unsafe or threatened – speak with campus personnel or dial 911.

DSI Academy will post advisements when there has been a known systematic pattern of crime or series of crimes that may pose a threat to the safety or welfare of the campus community. These reports will be made available through staff and campus bulletin boards and will be posted in visible and accessible areas in the facility. All members of the campus community are encouraged to report any known problems or hazards to the Safety Personnel. Prompt reporting enhances campus safety for all concerned.

### **Reporting Criminal Activities**

DSI Academy encourages students, employees, and staff to report all criminal activity and emergencies that have occurred on the campus.

## 1. Reporting Emergency Criminal Activities

- In emergency situations, first dial 911 to report to police.
- Then report the criminal offense to the Campus Security Personnel

## 2. Reporting Non-Emergency Criminal Activities

- In non-emergency situations, report criminal offenses to the Campus Security Personnel.

### **Access to the Campus**

The campus buildings and facilities are not only accessible to students, but also to the public during normal business hours.

### **Sexual Assault Prevention Program**

The definition of "sexual assault" includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

1. In the event of a sexual assault dial – 911 and make report to Police
2. Contact the Campus Safety Personnel to report the incident
3. When reporting the sexual assault to your local police, request medical treatment. Preserving the evidence from the assault is important. The following is a listing offered regarding the preservation of evidence:
  - Do not change clothes until you have received medical attention. Do not touch anything the suspect may have touched.
  - Do not bathe until your have received medical attention.
  - The survivor of a sexual assault is urged to seek counseling shortly after the sexual assault has occurred.
  - Victims of sexual assault may receive free confidential 24 hour counseling by calling the Rape Abuse Incest National Network Hotline 1-800-656-4673 extension 1 or through their email, at RAINNmail@aol.com
  - Sex Offenders Registry provides the tracking of convicted sex offenders. The website for the registry is <http://az.gov/webapp/offender/main.do>

### **Reported Offenses**

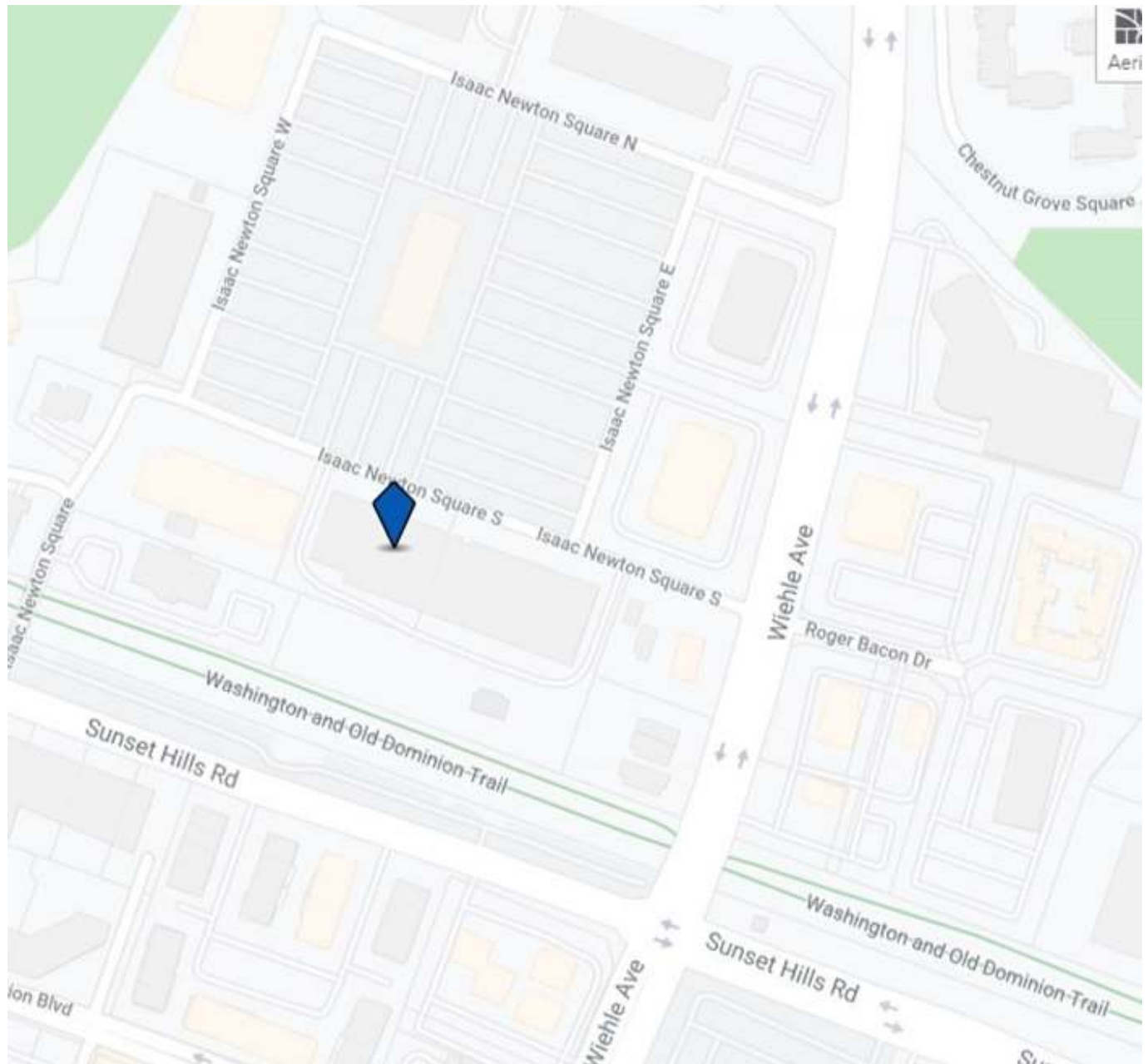
The following list of crimes is compiled and disclosed in accordance with *Jeanne Clery Campus Safety and Security Act* and can be found in Addendum 1:

- Murder
- Non-negligent Manslaughter
- Negligent Manslaughter
- Sex offenses-forcible (i.e., forcible rape, forcible sodomy, sexual assault with an object and forcible fondling)
- Sex offenses-non-forcible (i.e., statutory rape and incest)
- Robbery, Burglary, Aggravated, Assault, Motor Vehicle Theft, Arson
- Hate crimes
- Larceny-theft
- Simple assault, intimidation, or destruction/damage/vandalism of property that were classified as hate crimes
- Category of bias for each hate crime according to the six categories we are required to report: race, gender, religion, sexual orientation, ethnicity/national origin, and disability
- Liquor Law Violations
- Drug Abuse Violations
- Weapons: Carrying, Possessing, Etc

A copy of DSI Academy's Campus Crime Statistics Report (Addendum 1) is available in the office of the Safety Coordinator. You can request a printed or electronic copy.

ADDENDUM 2 CAMPUS MAP

11425 ISAAC NEWTON SQUARE, SUITE 200, RESTON, VA 20190





**ADDENDUM 1 – CRIME STATISTICS PROVIDED BY FAIRFAX COUNTY POLICE DEPT.**

<b>CRIMES AGAINST PERSONS</b>	<b>2019</b>
Murder and Non-negligent Manslaughter	0
Negligent Manslaughter	0
Robbery	1
Aggravated Assault	0
Non-aggravated Assault	0
Forcible Sex Offenses	0
Non-Forcible Sex Offenses	0
<b>TOTAL</b>	<b>0</b>
<b>CRIMES AGAINST PROPERTY</b>	<b>2019</b>
Larceny	0
Motor Vehicle Thefts	0
Burglary of Vehicle	0
<b>TOTAL</b>	<b>0</b>
<b>OTHER CRIMES</b>	<b>2019</b>
Drug Law Violations	0
Weapons Law Violations	0
Liquor Law Violations	0
<b>TOTAL</b>	<b>0</b>

<b>2019 HATE CRIMES</b>	<b>RACE</b>	<b>GENDER</b>	<b>RELIGION</b>	<b>SEXUAL ORIENTATION</b>	<b>ETHNICITY NAT'L ORIGIN</b>	<b>DISABILITY</b>
Criminal Homicide	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Other Bodily Injury	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

STATISTICS COLLECTED IN ACCORDANCE WITH THE JEANNE CLERY CAMPUS SAFETY & SECURITY ACT. STATISTICS PROVIDED BY THE FAIRFAX COUNTY POLICE DEPT.

# GETTING STARTED WITH FINANCIAL AID

*To apply for financial aid, you need to follow a series of steps as listed below. Performing each step on-time helps ensure you receive as much financial aid as possible.*

*The FAFSA is used by the Department of Education to determine how much financial assistance a student is eligible to receive in order to attend school. After the form is completed, the results are submitted electronically to each school the student intends to apply to and a student aid report is sent to the student.*

## 1. APPLY FOR ADMISSION TO SCHOOLS

The school will offer financial aid award packages after you are accepted for admission.

## 2. APPLY FOR A PIN

As you read below, you must submit the Free Application for Federal Student aid (FAFSA) in order to receive any federal financial aid. To sign the FAFSA online, you will need a PIN from the Department of Education. Please go to <https://pin.ed.gov>. Please note that students and parents will each need their own PIN.

## 3. SUBMIT YOUR COMPLETED FAFSA

The FAFSA is the application you must complete and submit in order to receive any federal financial aid. You can submit the FAFSA online at <https://fafsa.ed.gov>. Submitting it online is faster. Please remember to save a copy of your submission.

**FOR HELP WITH THE FINANCIAL AID PROCESS, PLEASE USE ANY OF THE FOLLOWING ONLINE RESOURCES OR CALL OUR FINANCIAL AID OFFICE AT 703-910-2323.**

- <https://Aestheticstraining.com>
- <https://fafsa.ed.gov>
- <https://studentloans.gov>
- <https://studentaid.ed.gov>

## 4. REVIEW YOUR SAR

The Student Aid Report (SAR) summarizes your financial information you entered on the FAFSA. Review to make sure all information is accurate. Schools will use this information to determine financial aid award.

## 5. MAKE AN APPOINTMENT WITH OUR FINANCIAL AID OFFICE

For final determination and award of your federal financial aid, please make an appointment with our Financial Aid Office at 703-910-2323

**FEDERAL SCHOOL CODE – 042387**

DERMAL SCIENCE INTERNATIONAL AESTHETICS & NAIL ACADEMY  
11425 Isaac Newton Square, Suite 200, Reston, Virginia 20190  
Telephone: 703-910-2323

# ***FINANCIAL AID & LOAN DISCLOSURES***

## **WHAT IS FINANCIAL AID?**

Financial aid is assistance used to pay school costs. There are many types of aid that you can choose from. This is a list of the most common types of aid you can apply for:

- Federal or State Grants - Also called gift aid, grants do not have to be repaid. Federal and state governments award grants.
- Loans - Loans are the most popular type of financial aid. Federal Stafford and Federal Plus Loans are backed by the federal government and offer low-interest rates. You must demonstrate financial need to qualify for these loans. Alternative loans are private loans that allow you to borrow additional funds above your federal loan limit. These types of loans are not sponsored by the government and typically have higher interest rates.
- Federal Work Study - Working a part-time job while in school can help you pay for education costs such as books, supplies and personal expenses.

**PLEASE SEE OUR HANDOUT ON HOW TO APPLY FOR FINANCIAL AID FOR STEP-BY-STEP INSTRUCTIONS**

## **APPLYING FOR LOANS**

Loans let you pay for your education expenses over a long period of time at a low (and often tax deductible) interest rate. Some loans are need based while others are available to nearly everyone.

- Federal Loans - DSI Academy students are eligible to apply for the Title IV federal student loan programs. Federal loans are generally lower interest rate loans offering students a grace period in which payments are not due, as well as multiple repayment plans. The school currently offers Subsidized Stafford, Unsubsidized Stafford and Parent Plus loans through the William D Ford Direct Loan program with the US Department of Education. Whether you are a first-time borrower or a continuing student borrower you may apply for a Direct Loan. Students can apply by completing a Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and by completing Entrance Counseling and electronically signing a Master Promissory Note (MPN) at [www.studentloans.gov](http://www.studentloans.gov).
- Alternative Loans - Many banks offer alternative student loans. Rates and conditions vary so it is important to review all available information. These lenders usually provide streamlined loan processing, competitive rates and reliable service.

## **BASIC FINANCIAL AID INFORMATION**

Don't assume that you cannot afford school. Financial aid gives all eligible students the opportunity to attend school regardless of their family's financial status by making up the difference between the cost and what the family can afford.

### ***How will I know whether I am eligible for financial aid and what type of aid can I receive?***

You must complete a Free Application for Federal Student Aid (FAFSA) to find out if you are eligible for federal financial aid. After you apply, you will receive your SAR (Student Aid Report) which will give you and Expected Family Contribution (EFC). Your EFC is used to calculate your federal financial aid eligibility. Based on your eligibility, the types of aid that you may receive are grants, need-based scholarships and loans.

### ***Since I may not be eligible, why should I apply?***

The only way to tell if you are eligible is to apply. You must fill out the FAFSA to determine your eligibility and the types of aid available to you. If you don't apply, you may miss out. Don't wait to be admitted to apply.

### ***I don't want to go into debt. Why should I take out a loan?***

All federal student loans have low interest rates, usually less than that offered by banks. There are also options for low or graduated repayment amounts. Most students receive a package of aid that may consist of grants, loans and possibly scholarships. While you will want to keep your loan balance low, you may need a loan to cover all costs of attending school.

## **QUICK WEB LINKS**

These links can help families find more information about financial aid. DSI Academy is not responsible for their content, nor does DSI Academy endorse the accuracy, completeness or reliability of the information provided in these links. By visiting websites of lenders and other third parties, you are visiting websites that are subject to terms, conditions and privacy policies outside of DSI Academy's control.

- [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- [www.pin.ed.gov](http://www.pin.ed.gov)
- [www.studentaid.ed.gov](http://www.studentaid.ed.gov)
- [www.studentloanborrowerassistance.org](http://www.studentloanborrowerassistance.org)
- [www.finaid.org](http://www.finaid.org)
- [www.mappingyourfuture.biz](http://www.mappingyourfuture.biz)
- [www.edfund.org](http://www.edfund.org)