

Bellevue Beauty School Catalog

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425-659-2111

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Welcome to Bellevue Beauty School

Our Mission:

Our schools objective is to prepare and produce quality Eestheticians to be confident ,licensed and qualified professionals.We are dedicated to providing a foundation to not only prepare our students for state exams but also integrating the knowledge to succeed in this profession.Our Mission is to guide our students to success and build a career.

Confident

- **Ambitious**
- **Resilient**
- **Esteemed**
- **Employable**
- **Ready to work.**

School Facilities

The school provides books, video tapes, and DVDs, ebooks, videos, webinars. There is access to off-street parking. **The School** consists of the following: student spa areas, attached and detached classrooms, instructor's office, administration offices, supply rooms, dispensaries and restrooms. The clinic is furnished with equipment for the practical training of aesthetics and master aesthetics. The school provides classrooms for both theory and practical classes.

Our school is perfect for students who cannot get to classes in person. Sometimes they may need to work full time or part time, be too far from a school, or may have other commitments that keep them from being able to attend more traditional classes. We offer 50% online theory classes and 50% practical classes, which makes this form of education very appealing and convenient to every student.

All the students and instructors will use Zoom video co-ordination for the online theory classes, every student is given a zoom login link where they can join the online class, the instructor will be uploading their hours to the School administration department, whereas the practical classes will be in person at the school. The school also provides more practical hours for the students who lack behind the skills.

Hours of Operation :monday thru saturday

Open: 10:00am to close: 6:00 pm

Class Schedules :

monday: Practical class

Tuesday: Online theory class

Wednesday: Online theory class

Thursday: Practical class

Friday : Review week Online theory class

Saturday: Practical class

Lunch: 30 minutes is scheduled for lunch daily.

Holidays/Planned Closures

The School values the importance of time with family and loved ones; the following are observed Holidays and Breaks:

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day through December 31st.

Admissions and Enrollment

The school to enroll future professionals at various times.

Start Dates ;

- Start Dates may differ depending upon the course/program chosen by the future professional.
- Expected Start Dates may be variable from 3-4 months. Start dates are subject to change.

Entrance Requirements for all Programs leading to licensure All applicants for admissions must:

- Be above the age of compulsory education in the state of Washington (17 Years Old).
- Present proof of High School Diploma, its equivalent (proof of two years of successful completion towards a bachelor degree), a transcript showing high school completion, or a certificate of attainment.
- Provide a copy of a valid state or federal issued photo ID.

Foreign non-English high school diplomas will be performed by an outside agency that is qualified to translate the document into English and confirm academic equivalence to a US High School Diploma.

In addition to meeting the above Admissions and Enrollment Requirements, prior to starting classes, students must:

- Submit a Registration Fee to the College.

Washington State Licensure Notices :

The state of Washington requires an applicant to be 17 years of age at the time of licensing for Cosmetologist, Barber, Hair Design, Master Esthetician, Esthetician, Manicurist, and Instructor Program.

Applicants for admissions who have pending or criminal convictions should contact the Department of Licensing regarding possible limitations to licensure.

Foreign Students

Under federal law, this institution is authorized to admit foreign students.

Employment Placement Assistance

The School offers assistance to all of our future professionals and graduates in seeking employment opportunities, we can offer internship opportunities for graduated students to work with a qualified staff member.

Student code of conduct

Dress Code Guidelines: All students are expected to wear black scrubs , closed toe shoes and nails , hair , beard professionally trimmed.

Classroom Disciplines: All students are expected to follow rules and regulations given by the instructor. Any violation of discipline and Washington State regulatory rules will be dismissed immediately.

Payment and Financial Guidelines: Failure to pay according to terms and conditions may result in suspension or dismissal from the program of study, damaged credit and legal action amongst others.

Readmission Policy: We do not do readmissions to our students once they are dismissed from the program of study.

General complaint /Grievance policy

Nothing in this policy prevents the student from contacting the Department of Licensing at any time with a concern or a complaint.

The School Director may be contacted with a formal complaint or grievance. Any interested party may lodge a grievance against the school, but they must do so in writing to the institution and include a description of the claim or grievance. Within 10 calendar days of receiving the letter, a school representative will set up a meeting with the person. This meeting will be recorded by the school, and upon request, the individual will receive a copy. The school's complaint/grievance committee, which consists of three people from any of the following categories—the school's owner, campus director, educator, financial aid administrator, or member of the public—will convene within 20 days if the issue cannot be resolved. If additional information is required, a letter requesting it will be written. A resolution should be suggested by the complaint/grievance committee if no additional information is required. A complaint/grievance form is accessible across the state of Washington and/or the accrediting agency (as noted in this catalog) if the complainant wants to take the issue further. Prior to submitting a complaint to the school's accrediting organization, the complainant must first attempt to resolve the issues through the school's complaint procedure.

Accommodation for Religious Observance

For the sake of their faith or their conscience, the School will make good faith attempts to allow students who have sincerely held religious practices or beliefs to observe religious holidays. Up to two student absences per academic year for religious obligations that take place on certain days within the course or program shall be "reasonably accommodated" by the College. Within the first two weeks of the course, the student must provide written notice to the campus director, specifying the dates on which they require accommodations. The requested absences must be

approved or denied by the director within 20 calendar days. There will be no charge for requesting this accommodation.

School Policies

Tardiness & Absences and makeup work

Request for Absence:Future workers must be given permission to take vacation. Requests for days off are evaluated on a case-by-case basis and may not always be granted. A future professional should let their teacher know when an absence request has been granted. Any prolonged absences (other than those that were planned) could need a doctor's certificate in order to be allowed to return to class.

Make up Work: Future professionals are accountable for the material they miss in class as a result of their absence. Future professionals should schedule a meeting with their instructor as soon as they are back in order to discuss the materials they missed and make plans to catch up.

Tardiness:Discipline or possible termination will follow excessive tardiness or early departures. The desk staff member or other staff member must be notified of any absences and tardiness (not to a future professional). Prior to the stated start time, the future professional must personally or by phone notify his or her own absence or delay. An unexcused absence, written documentation, and/or being sent home are possible outcomes of failing to make prior arrangements or present verifiable documentation of an exceptional case.

Student Progress Requirements

For continuing enrolment in this school, a student must demonstrate good development in both attendance and academics (theoretical and practical).

Students are regarded to be making adequate academic progress until their next evaluation point if they fulfill the minimum standards for both academic and attendance performance. The development of the student will be assessed in accordance with the evaluation intervals outlined in this document.

A fair grading scheme based on the prescribed academic learning is the qualitative component used to assess progress. Academic learning, assignments, and practical experiences are given to students. Each unit of study ends with an evaluation of academic learning that averages theory and practical grades in accordance with the Grading Procedure outlined above.

Only when assessed as satisfactory are practical assignments evaluated as finished and counted toward course completion. The school's adopted practical skills evaluation criteria are used to evaluate practical abilities in accordance with written processes. If the performance doesn't live up to expectations, it won't count and will need to be repeated—or, in the case of guest services, adjusted—until it does. Tests of practical abilities will be given during the study period.

Graduation Requirements

The College has set forth minimum standards for completion of the applicable course of study and to qualify for graduation:

1. Attained the required number of training hours per the enrollment agreement/contract.
2. Complete and receive passing grades in practical and theoretical projects.
3. Pass all

written and practical exams cumulative average of 76%.

4. Satisfactorily pass with 76% or better on final examinations

5. All tuition and fees paid in full prior to graduation or arrangements have been made.

Upon completion of all school requirements the future professional is issued a certificate/diploma.

After all graduation requirements have been met and the scheduled course has ended, the graduate will be eligible to register for the state licensing exam. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.

School 's Facilities and Equipment policy

Throughout the whole academic day, kits and textbooks must be available, on campus, throughout all classes, and as needed. In compliance with state laws, rules, and regulations, kits and supplies must be kept in a tidy and secure way.

Kits and Text

The kit that includes the tools and implements required to successfully complete the clinical and practical assignment throughout your particular course of study is assessed to the student. The tools and implements can also be used as entry-level tools with the right maintenance and use. After delivery and payment, all kits and texts belong to the student. The College does not engage in the secondary market, so products that have been removed from their original packaging cannot be returned. As these products are physical and considered used once received, payment for the kit and appropriate textbooks will be included in the initial monies given to the institution.

The student may be responsible for replacing any lost or broken items.

Student Teacher Ratio :

The school offers small groups of 10-15 students per class for online theory education.

The school can accommodate 15-20 students per class for practical lessons.

Programs and Objectives

Esthetician Course Outline

DESCRIPTION: The primary objective of this Esthetician Course is to equip students with a comprehensive understanding of skincare, beauty treatments, and client care. Upon completion, students will be able to:

1. Demonstrate proficiency in performing facial treatments, including cleansing, exfoliation, mask applications, and advanced techniques like microdermabrasion and chemical peels.
2. Analyze skin types and conditions to recommend appropriate skincare routines, treatments, and products tailored to individual needs.
3. Master hair removal techniques using methods such as waxing, sugaring, and threading, while understanding the principles of hair growth cycles and skin care.
4. Apply makeup artistry skills for various occasions, such as everyday wear, bridal makeup, and special events, with an emphasis on skin preparation and application techniques.

OBJECTIVE: This comprehensive Esthetician Course is designed to provide students with the essential skills and knowledge required to excel in the beauty and skincare industry. Spanning a range of fundamental and advanced techniques, the course offers in-depth instruction in facial treatments, skin analysis, hair removal, makeup artistry, and body treatments.

INSTRUCTIONAL METHOD: lectures, exhibits, and laboratory work. Manikins and live models will both be used throughout training. we offer 50%online theory classes and 50%practical classes.

GRADING: Ratings range from 100% to 76% (the passing mark) on multiple choice, short answer, and practical test questions.

LANGUAGE OF INSTRUCTION: English

Students will receive training in skin care in this course, with a focus on facials, makeup application, and waxing.

to equip students with the skills necessary for an entry-level employment doing all skin services typically provided by the industry.

The academic and practical (hands-on) facets of skin care and beautification are covered in numerous topics and areas in the esthetician course. The purpose of topics and or themes is to provide the aspiring professional with a fundamental understanding of a wide range of subject matter .Bellevue laser and skincare school refreshes the course content and teaching strategies to take into account the continuously evolving trends and tools in the industry.

General study areas include, but are not restricted to: Fundamental human anatomy and physiology, commercial principles, and theory in the practice of esthetics services

Compression, massage, facials, wraps, masks, exfoliation, use of electrical or mechanical appliances or chemical compounds, temporary removal of excess hair from the skin using tweezers, waxing, tape, chemicals, lotions, creams, sugaring, or threading, cleaning and disinfecting of individual

workstations, individual equipment, and tools, and proper use and storage of linens are all examples of skin care. Additionally, all courses at Seattle Laser and Skin Care School include business concepts for spas and salons. Online Theory (300 hours), Practical hands on training on Facials (45), Temporary Hair Removal (120), Microdermabrasion (15), Makeup (15), Lash (45), Disinfecting/Safety/First Aid (60), Disease and Disorder, Skin analysis (50), and Professional Development are the current credit breakdowns (100). These themes will integrate school/class orientation, practical business skills, professionalism, interview and resume preparation, job search techniques, and industry/market trends. These subjects will also give pupils the chance to "learn as they go." Frequently, a student will execute tasks like planning and setting up, cleaning, sweeping, reiling merchandise, folding towels, etc. for a fee while also using specific learned skills on a guest. The person is registered as a student and will take part in the curriculum. The school does not employ the student. The school reserves the right to modify the curriculum as necessary.

Master Esthetician Course Outline

Cost and Hours: 450 hours/ 4 months/ \$7500 And Registration Fee \$100

DESCRIPTION: This course will teach students about skin care, with a focus on facials, makeup, an waxing. It will also provide advance notice.

OBJECTIVE: To prepare students for entry-level positions in the salon industry where they will perform all skin services that are normally offered in the profession.

INSTRUCTIONAL METHOD: Lectures, demonstrations, and lab work are all part of the curriculum. Live models and mannequins will be used in training. we offer 50% online theory classes and 50% practical classes.

GRADING: Multiple choice and short answer questions, as well as a practical test, were graded on scale of 100% to 76% (passing score).

LANGUAGE OF INSTRUCTION: English

The Master Esthetician course covers a wide range of topics and subjects related to the theoretical and practical (hands-on) aspects of skin care and beautification, including advanced techniques that may be required in semi-medical and other advanced skilled environments. Topics and/or subjects are intended to provide future professionals with a fundamental understanding of a wide range of knowledge areas in the field. Because trends and tools in the field are constantly changing, Bellevue Beauty School updates course content and teaching methods to keep up. The following are some general areas of study: Theory in the practice of esthetics services, business practices, and basic human anatomy and physiology (b) Medical Procedures and Temporary Removal (65), Microdermabrasion (40), Make Up (30), Advance Treatments (150), Disinfecting/Safety/First Aid (75), Disease and Disorder (100), and Professional Development (100). removing excess skin hair with tweezing, waxing, tape, chemicals, lotions, creams, sugaring, threading, mechanical or electrical apparatus and appliances; (c) Cleaning and disinfecting individual workstations, individual equipment and tools, and proper use and storage of linens; (d) Skin diseases and disorders; (e) Safety, including proper use and storage of chemicals, implements, and electrical appliances; (f)

First aid as it relates to esthetics; and (g) Not all training may be conducted on mannequins.

Furthermore, theory in master esthetics practice, business practices, and basic human anatomy and physiology (a) Laser, light frequency, radio frequency, ultrasound, and plasma practices; (b) Medium depth chemical peels; (c) Advanced client assessment, documentation, and indications/contraindications; (d) Pretreatment and post-treatment procedures; (e) Lymphatic drainage and advanced facial massage; (f) Advanced diseases and disorders of the skin; and (g) Advanced diseases and disorders of the skin All courses at Seattle Laser and Skin Care School include salon and spa business principles.

Theory (400), Facials (60), Temporary Hair Removal (180), IPL, Laser Hair Removal practical these topics will incorporate school/class orientation, applied business skills such as professionalism, resume and interview preparation, job search skills, and industry/market trends. These topics will also include opportunities for students to 'learn as they do.' Frequently, a student will perform activities such as organizing and setting up, cleaning, sweeping, restocking inventory, folding towels, and so on on a guest for a fee. The individual has been accepted as a student and will take part in the curriculum. The student is not a college employee.

The school reserves the right to modify the curriculum as necessary.

Instructor Course Outline

Cost and Hours: 600 hours/ 5 months/ \$6000 And Registration Fee \$100

DESCRIPTION: This course will train instructors in the fundamental instructional methods required to teach Cosmetologists, Barbers, Manicurists, and Estheticians. The state mandated hours are 500, and this program was designed to include professional development in addition to the required hours. we offer 50%online theory classes and 50%practical classes.

OBJECTIVE: To prepare students for entry-level positions in the field of teaching for Esthetician and Master Esthetician Education.

INSTRUCTIONAL METHOD: Lectures, demonstrations, and lab work.

GRADING: Multiple choice and short answer questions and evaluations yielded a rating scale of 100% - 76% (and/or passing score).

LANGUAGE OF INSTRUCTION: English

The Instructor course covers a variety of topics and subjects related to the theoretical and practical (hands-on) aspects required to prepare a person to teach Esthetician or related studies. The enrollee must be currently licensed in one or more of the areas in which they intend to teach in order to take the course. Topics and/or subjects are intended to provide the trainee with a

fundamental understanding of a wide range of knowledge areas in the field of education. Because trends and tools in related fields change on a regular basis, Bellevue Beauty School updates course content and teaching methods to address those trends as they apply to teaching such concepts and or skills.

General areas of study include, but are not limited to: A Course/Program Review (of which the trainee is intending to teach), Course Development and Teaching Mythology (choices in teaching methods, classroom setup, lesson plan development, teaching aid development, presentation techniques, materials and supplies, as well as Topic and Subject Matters), Principles of Teaching and Learning (lecture - oral and written, demonstration, project methods, discussions and question and answer, alternative methods, and student assessment), Application and Practice (classroom management, clinic supervision, clerical supervision, and clerical supervision) Theory (300), Classroom Presentation and Evaluation (100), Student and Clinic Application (100), and Lesson Plan and Development (100) are the current credit breakdowns (100). These topics will incorporate school/class orientation, applied business skills such as professionalism, resume and interview preparation, job search skills, and industry/market trends. These topics will also include opportunities for students to 'learn as they do.' Frequently, a student will perform activities such as organizing and setting up, cleaning, sweeping, restocking inventory, folding towels, and so on on a guest for a fee. The individual has been accepted as a student and will take part in the curriculum. The student is not a school employee.

The school reserves the right to modify the curriculum as necessary.

A maximum of 100 clock hours can be credited. Prior experience as a licensed cosmetologist, hair designer, barber, manicurist, esthetician, or master esthetician is considered for credit.

Combined Master Esthetics COURSE Outline

Cost and Hours: 1200 hours/ 10 months/ \$18,500 And Registration Fee \$100

OBJECTIVE: To prepare students for entry-level positions in the salon industry where they will perform all skin services that are normally offered in the profession.

INSTRUCTIONAL METHOD: Lectures, demonstrations, and lab work are all part of the curriculum. Live models and mannequins will be used in training. we offer 50% online theory classes and 50% practical classes.

GRADING: Multiple choice and short answer questions, as well as a practical test, were graded on a scale of 100% to 76% (passing score).

LANGUAGE OF INSTRUCTION: English Students will receive training in skin care in this course, with a focus on facials, makeup application, and waxing. to equip students with the skills necessary for an entry-level employment doing all skin services typically provided by the industry.

The academic and practical (hands-on) facets of skin care and beautification are covered in numerous topics and areas in the esthetician course. The purpose of topics and or themes is to provide the aspiring professional with a fundamental understanding of a wide range of subject matter. Bellevue Beauty School refreshes the course content and teaching strategies to take into account the continuously evolving trends and tools in the industry.

General study areas include, but are not restricted to: Fundamental human anatomy and physiology, commercial principles, and theory in the practice of esthetics services Compression, massage, facials, wraps, masks, exfoliation, use of electrical or mechanical appliances or chemical compounds, temporary removal of excess hair from the skin using tweezers, waxing, tape, chemicals, lotions, creams, sugaring, or threading, cleaning and disinfecting of individual workstations, individual equipment, and tools, and proper use and storage of linens are all examples of skin care. Additionally, all courses at Bellevue Beauty School include business concepts for spas and salons.

Online Theory (300 hours), Practical hands on training on Facials (45), Temporary Hair Removal (120), Microdermabrasion (15), Makeup (15), Lash (45), Disinfecting/Safety/First Aid (60), Disease and Disorder, Skin analysis (50), and Professional Development are the current credit breakdowns (100). These themes will integrate school/class orientation, practical business skills, professionalism, interview and resume preparation, job search techniques, and industry/market trends. These subjects will also give pupils the chance to "learn as they go." Frequently, a student will execute tasks like planning and setting up, cleaning, sweeping, reiling merchandise, folding towels, etc. for a fee while also using specific learned skills on a guest. The person is registered as a student and will take part in the curriculum. The school does not employ the student.

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Theory (400), Facials (60), Temporary Hair Removal (180), IPL, Laser Hair Removal practical these topics will incorporate school/class orientation, applied business skills such as professionalism, resume and interview preparation, job search skills, and industry/market trends. These topics will also include opportunities for students to 'learn as they do.' Frequently, a student will perform activities such as organizing and setting up, cleaning, sweeping, restocking inventory, folding towels, and so on on a guest for a fee. The individual has been accepted as a student and will take part in the curriculum. The student is not a college employee.

The school reserves the right to modify the curriculum as necessary.

Institutional Cancellation and Refund Policy:

1. If the future professional cancels his/her contract after the three day period, but prior to starting the course, all monies except a registration fee of \$100.00 will be returned.
1. The cost of the tool kit/textbooks and supplies are not included in the tuition adjustment computations. These items become the property of the future professional when issued. The College does not participate in a secondary market; items once opened from its original packaging are non-returnable.
2. Future professionals who terminate, or are expelled, prior to course completion will be charged a \$150.00 termination fee.