

2017

START DATES & SCHEDULES

# ADVANCED ESTHETICS

## CLASSROOM & CLINIC LOCATION

The Spa School  
5050 N. High Street  
Columbus, Ohio 43214

### DAYTIME CLASSES:

February 13

June 12

October 23

December 4

### EVENING CLASSES:

March 28

August 8

Class space limited!

### "Junior" Classroom Theory

All students begin their training in a classroom environment that is dedicated to orientation and esthetics theory. This "junior" theory training is offered on one of the following two schedules:

#### Daytime

Daytime students complete initial classroom "junior" theory training in 6 weeks on the following schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 2:30	9:00 – 2:30	9:00 – 2:30	9:00 – 2:30	9:00 – 2:30

#### Evening

Evening students complete initial classroom "junior" theory training in 11 weeks on the following schedule:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Off	6 pm – 9 pm	Off	6 pm – 9 pm	Off	8:30 – 5:00

See reverse side for senior schedule options.





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Please check mark and initial next to preferred schedule. Check only one.

## Esthetics, continued

Upon completion of junior theory training, students are promoted to a senior status and begin practicing services with customers in the school clinic. Options for senior clinic schedules are as follows:

\_\_\_\_\_  
(initial)

### Full Time I

Tuesday through Saturday = Four days per week/30 hours per week. Includes Wednesday 9-6 (REQUIRED); one day 11-6, one day 12-9 and Saturdays 8:30-5. One scheduled day off mid-week.

\_\_\_\_\_  
(initial)

### Full Time II

Tuesday through Saturday = Five days per week/28 hours per week. Includes Wednesday 9-2:30 (REQUIRED); two additional days 9-2:30, one day 3-9 and Saturdays 8:30-5.

\_\_\_\_\_  
(initial)

### Full Time III

Tuesday through Friday = Four days per week/26 hours per week. Includes Wednesday 9-2:30 (REQUIRED); one day 12:30-6 and two days 12-9.

\_\_\_\_\_  
(initial)

### Full Time IV

Tuesday through Friday = Four days per week/26 hours per week. Includes Wednesday 9-2:30 (REQUIRED); one additional day 9-2:30 and two days 12-9.

\_\_\_\_\_  
(initial)

### Full Time V

Tuesday through Saturday = Three days per week/24 hours per week. Includes Wednesday 9-6 (REQUIRED); one day 12-9 and Saturday 8:30-5 Two scheduled days off mid-week.

\_\_\_\_\_  
(initial)

### Modular

Tuesday through Saturday = Three days per week/20 hours per week. Includes Wednesday 9-4 (REQUIRED); one day 2-9 and Saturday 8:30-5. Two scheduled days off mid-week.

\_\_\_\_\_  
(initial)

### Evening

Tuesday, Wednesday\* and Thursday evening 6 – 9 and Saturday 8:30-5/17 hours per week. \*Wednesday evening senior class – location to be determined.

During senior training, and for the duration of the school program, students must request Saturdays off. Prior permission and approval is required from the school manager. During senior training, students are required to attend Wednesday senior class. Senior class for day students is Wednesday from 9 to 12. Senior class for evening students is Wednesday evening from 6-9.



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# DRESS CODE — FEMALE

**Beginning on the first day of class and for the remainder of the training program students must comply with the following dress code:**

While the school recognizes alternative lifestyles which may include dress not considered conventional, our dress code must reflect the more conservative tastes of the general public, who provide vital experience for our students and help defray the cost of education. For this reason, jewelry, makeup and nail adornment must reflect sexual assignment.

**UNIFORM LOGO SHIRTS** – One uniform logo shirt will be issued at the time of enrollment and should be worn by the student on the first day of class. An additional uniform logo shirt will be issued on the first day of class. The logo shirt is required to be worn daily until the issuance of the uniform smock. A conservative top with sleeves may be worn under the school issued logo shirt and must be of a design that complements the uniform appearance. Tops may have a  $\frac{3}{4}$  length or long sleeve which can be pushed up. Tops may consist of a turtleneck, knit shirt or sweater.

**UNIFORM SMOCKS** – Prior to advancement into senior training, students are required to purchase a uniform smock and wear the smock daily for the duration of the program. A solid black top must be worn under the school issued uniform smock. Tops may have a  $\frac{3}{4}$  length or long sleeve which can be pushed up and may consist of a turtleneck, knit shirt or sweater.

Uniform shirts and smocks must remain clean, pressed and in good repair. Stained, altered, torn or wrinkled shirts/smocks are not permitted and must be replaced. Shirts worn under the uniform shirt/smock may not exceed three inches below the logo shirt or smock. Denim, velvet, leather, crop tops, halter tops, hooded shirt/sweatshirts, shirts with pictures, logos or writing are NOT permitted. Garments must not pose a safety hazard or interfere with service to the client.

**UNIFORM BOTTOMS** – Washable (as required by law) bottoms must consist of solid black dress-style pants or a solid black skirt of acceptable length. For safety reasons, garments may not drag the floor.

**NAME TAGS** – School issued name tags are required to be worn daily on the official school lanyard with the proper level and proper student name indicated. Lost name tags must be replaced immediately.

**FOOTWEAR** – Soft-soled shoes or boots are required. Footwear must coordinate the look of the uniform and must be clean and in good repair. For safety reasons, hard-soled footwear, clogs, open-toe, sandals slippers, heels that exceed 1" or footwear that compromises balance are not permitted. Conservative boots may be worn provided they are not higher than just below the knee. Pants may be tucked into boots. All footwear is required to be completely zipped, buckled or tied.

**HOSE-SOCKS-LINGERIE** – Hose and socks are optional, however, run, tears, or holes in hose, tights or leggings are not permitted and must be replaced immediately. Appropriate lingerie, including a bra, is required.

**ADORNMENTS** – Neck scarves, hair scarves, earrings, jewelry and other accessories are permitted as long as they coordinate with and enhance the uniform design and appearance. Hair scarves may not be used as a "hat" to cover the hair. Hats, turbans or other hair coverings are not to be worn. Accessories should not call undue attention to the student's appearance, pose a safety hazard or interfere with service to the client. Sunglasses, shaded prescription sunglasses or any item that restricts vision is not permitted.

**GENERAL** – Students must report to school with dry, groomed and neatly styled hair. Medium and long length hair must be styled to not interfere with ability to perform services or pose a safety hazard. Wigs and/or hairpieces may be worn and must comply with all rules regarding hair. Although a certain amount of make-up is advisable, make-up must appear natural and be appropriate for daytime wear. **THE FREE EDGE OF FINGERNAILS MAY NOT EXCEED THE FINGER TIPS.**



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# DRESS CODE — MALE

**Beginning on the first day of class and for the remainder of the training program students must comply with the following dress code:**

While the school recognizes alternative lifestyles which may include dress not considered conventional, our dress code must reflect the more conservative tastes of the general public, who provide vital experience for our students and help defray the cost of education. For this reason, jewelry, makeup and nail adornment must reflect sexual assignment.

**UNIFORM LOGO SHIRTS** – One uniform logo shirt will be issued at the time of enrollment and should be worn by the student on the first day of class. An additional uniform logo shirt will be issued on the first day of class. The logo shirt is required to be worn daily until the issuance of the uniform smock. A conservative top with sleeves may be worn under the school issued logo shirt and must be of a design that complements the uniform appearance. Tops may have a  $\frac{3}{4}$  length or long sleeve which can be pushed up. Tops may consist of a turtleneck, knit shirt or sweater.

**UNIFORM SMOCKS** – Prior to advancement into senior training, students are required to purchase a uniform smock and wear the smock daily for the duration of the program. A solid black top must be worn under the school issued uniform smock. Tops may have a  $\frac{3}{4}$  length or long sleeve which can be pushed up and may consist of a turtleneck, knit shirt or sweater.

Uniform shirts and smocks must remain clean, pressed and in good repair. Stained, altered, torn or wrinkled shirts/smocks are not permitted and must be replaced. Shirts worn under the uniform shirt/smock may not exceed three inches below the logo shirt or smock. Denim, velvet, leather, crop tops, halter tops, hooded shirt/sweatshirts, shirts with pictures, logos or writing are NOT permitted. Garments must not pose a safety hazard or interfere with service to the client.

**UNIFORM BOTTOMS** – Washable (as required by law) uniform bottom must be solid black, full length, dress style pant, which are clean and freshly pressed.

**NAME TAGS** – School issued name tags are required to be worn daily on the official school lanyard with the proper level and proper student name indicated. Lost name tags must be replaced immediately.

**FOOTWEAR** – Soft-soled shoes, boots or shoe-boots are required and must be clean and in good repair. Footwear must be conservative, fashionable and coordinate with the look of the uniform. For safety reasons, hard-soled footwear, clogs, open-toe, sandals, slippers, heels that exceed 1" or footwear that compromises balance are not permitted. All footwear is required to be completely zipped, buckled or tied.

**ADORNMENTS** – Hats, turbans or other hair coverings are not to be worn. Accessories should not call undue attention to the student's appearance, pose a safety hazard or interfere with service to the client. Sunglasses, shaded prescription sunglasses or any item that restricts vision is not permitted.

**GENERAL** – Students must report to school with dry, groomed and neatly styled hair. Medium and long length hair must be styled to not interfere with ability to perform services or pose a safety hazard. Beards or moustaches worn by students before they start school may be kept as long as they are always neatly trimmed. Beards or moustaches may be started and must be "shaved to line" to prevent an unshaven appearance. Otherwise, male students must shave daily. THE FREE EDGE OF THE FINGERNAILS MAY **NOT** EXCEED THE FINGER TIPS.

# "TO-DO" LIST

Dear \_\_\_\_\_:

In order to complete your application and determine acceptance into our program and/or to determine financial aid eligibility, it is necessary for you to provide us with the following "checked" documentation:

- \$100 Registration Fee (Cash, Check, Debit, VISA, MasterCard or Discover)
- Signed Enrollment Agreement (Keep your "student copy" for your records)
- Educational Record  Diploma or final transcripts;  G.E.D.
- Driver's license or State I.D. or U.S. Passport
- Birth Certificate for  Student;  Child(ren)
- Copy of current professional license  Manicuring  Cosmetology
- Complete the "Free Application for Federal Student Aid" (FAFSA) online at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov) for the year(s) \_\_\_\_\_
- Federal "IRS Tax Transcript" and "W-2 Wage and Income Transcript" for  Student;  Spouse;  Parent(s) for tax year(s) \_\_\_\_\_  
Order online at [www.IRS.GOV](http://www.IRS.GOV) or pick up in person at: The Federal Building, 200 N. High St, Columbus, OH 43215 (Mon-Fri 8:30-4:00)
- Federal "IRS Verification of Non-Tax Filing Letter" for  Student;  Spouse;  Parent(s) for tax year(s) \_\_\_\_\_  
Pick up in person at: The Federal Building, 200 N. High St, Columbus, OH 43215 (Mon-Fri 8:30-4:00)
- TANF and/or SNAP benefit print-out (from caseworker) for  Student;  Spouse;  Parent(s) for year(s) \_\_\_\_\_
- Social Security Yearly "proof of benefit" letter for  Student;  Spouse;  Parent(s) for year(s) \_\_\_\_\_
- Child Support print-out of benefits received or paid from Child Support Bureau for year(s) \_\_\_\_\_
- Proof of divorce or separation for  Student;  Parent
- Other \_\_\_\_\_

Documents may be mailed to the Administrative Office, 1720 E. Broad Street, Columbus, OH 43203 or faxed to 614-252-5304. Please call 1-800-276-3400 or 614-252-5252 if you have any questions or concerns.

1. Salon Schools Group, Financial Aid & Admissions Office	1720 E. Broad Street Columbus, OH 43203
2. Nationwide Beauty Academy	5300 WestPointe Plaza Columbus, OH 43228
3. OSSC — Canal Winchester Location & The Hair Experts Barber School	6077 Gender Road Canal Winchester, OH 43110
4. The Spa School	5050 N. High Street Columbus, OH 43214
5. OSSC — Heath Location	789 Hebron Road, Suite J Hebron, OH 43056

