

# **<sup>1</sup>I. General Information**

## **HISTORY**

ASM Beauty World Academy, Inc. was founded in May 1987 by a group of experienced cosmetology educators to provide training and education to individuals interested in a career in Cosmetology with an employable craftsmanship.

## **MISSION STATEMENT**

The Schools objective is to prepare each student as a fully licensed and qualified Cosmetologist that is prepared for diversified employment opportunities and adheres to its "Code of Ethics".

- ④ ASM strives continuously to improve its operation, in order to keep abreast with the changing developments and new technology offered in Cosmetology.
- ④ ASM observes and enforced all rules and regulations issued by all the State and Federal Agencies that govern its operation.
- ④ ASM encourages continuing education for our educators to ensure that updated teaching methods are being used.
- ④ ASM maintains honest and fair relationships with its students, patrons, staff, and faculty.
- ④ ASM advertises truthfully and makes honest representations to its students.
- ④ ASM refrains from any criticism which reflects unfavorably on other schools or the Cosmetology profession.
- ④ ASM is committed to preparing graduates for careers in Cosmetology, Nail Technology, Skin Care, Instructor Training, Full Specialist, Massage Therapy, Barber, Make Up.

## **OWNERSHIP**

ASM Beauty World Academy is owned and operated by **ASM Beauty World Academy, Inc. 6423 Stirling Rd. Davie, Florida 33314**. The school is a Florida Corporation registered with the Department of State, Number: J347994 and engaged in Post-Secondary Vocational Education.

Leticia Milazzo \* \_\_\_\_\_ President

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<sup>1</sup> \*Denotes ownership

## **GOVERNING BODY**

A.S.M. BEAUTY WORLD ACADEMY is administratively governed by its owners, Sal V. Milazzo and Leticia Milazzo, and located at: 6423 Stirling Rd., Davie, Florida 33314.

SAL V. MILAZZO  
**School Director**

LETICIA MILAZZO  
**Educational Director**

NILSA BRAVO  
Admissions

XIOMARA SANTANA  
Financial Aid

## **INSTRUCTORS**

SAL V. MILAZZO	COSMETOLOGY, BARBER AND INSTRUCTOR TRAINING
Graduated from Palermo, Italy and Hollywood Institute in Hollywood, Florida	
BERNARDA GONZALEZ	COSMETOLOGY
Graduated from ASM Beauty World Academy, Inc. Hollywood, Florida	
JOSE A. ORTIZ	BARBER
Graduated from Emmas Beauty Academy, Puerto Rico	
MARTHA FRANCO	NAIL SPECIALIST
Graduated from ASM Beauty World Academy, Inc. Hollywood, Florida	
SANDRA GONZALEZ	SKIN CARE
Graduated from ASM Beauty World Academy, Inc. Hollywood, Florida	
RICKI EWING	MASSAGE THERAPY
Graduated from Florida College of Natural Health, Florida	

## **CERTIFICATION**

**LICENSING:** The School is licensed by:

Commission for Independent Education,

Any information regarding this institution may be obtained by contacting the commission at:

Florida Department of Education

325 W. Gaines Street, Suite 1414 Tallahassee, Florida 32399-0400

1-(850) 245-3200

or Toll Free: 1 (888) 224-6684

**LICENSE # 2454**

### **ACCREDITATION:**

National Accrediting Commission of Cosmetology Arts and Sciences

4401 Ford Avenue, Suite 1300, Alexandria, VA 22302-1432

(703) 600-7600 / E-Mail: [naccas@naccas.org](mailto:naccas@naccas.org)

## **FACILITIES**

The School is housed in a one-story plaza structure in Davie, Florida, conveniently located close to public transportation and South Florida's Interstate I-95 and Turnpike. Off street parking is also provided for the students. Broward buses are available as follow: North to South on State Road 7 (U.S. 441), Bus # 18 runs every 1/2-hour and East to West on Stirling Road Bus # 9 runs every 45 minutes.

## **HANDICAPPED FACILITIES**

The School complies with all provisions of Section 504 of the Rehabilitation Act of 1973 in that no qualified, handicapped person, by reason of their disability, will be excluded from enrolling in a program of instruction.

The School building consists of 5,000 square feet of floor space divided into: classrooms, restrooms, offices, and a fully equipped clinic for patrons, students, and instructors.

## **EQUIPMENT**

The School has all the equipment necessary for educating its students in all phases of its academic and clinical programs. A sample of the equipment utilized is as follows:

35 Styling Stations	4 Facial Steam Machines
6 Shampoo Bowls	4 Facial Beds
9 Hair Dryers	5 Magnifiers with light
1 IR Lamps	2 Hot Wax Containers
1 3-Head Red Hear Lamp	1 U/V Sterilization Unit
2 Hair Steam Machines	1 8-Function Basic Skin Care Machine
11 Manicure Stations	3 Massage Tables
5 Pedicure Stations	3 Massage Chair
7 UV Gel Nail Lamp	5 Television Sets
2 Nail Drills	3 VCR Recorders
4 Paraffin Wax Heat Containers	2 Overhead Projectors

## **HOUR AND CREDIT TRANSCRIPT**

The hour or credit transcript from our school is transferable at the discretion of the other schools. We, at ASM Beauty World Academy, accept hour and credit transcripts from all over the world. In order for us to give the credit hours, the applicant must take a written test (Evaluation) for the program that the applicant desires to be licensed in.

\*Note: The transfer of credit from our institution is at the discretion of the receiving institution.

## II. School Policies

### ADMISSION POLICIES

Effective April 1, 1997, all individuals applying for admission to our school must have a High School Diploma, a General Equivalency Diploma (GED), or pass an ATB test, and must be at least 16 years of age (18 years of age if applying for the Massage Therapy program).

Once the student passes the test, they will be admitted into A.S.M. Beauty World Academy. A third party, which has no connection to this institution, gives all tests. Students who seek admission to the Instructor Training program must meet all of the above requirements and must be a licensed Cosmetologist with at least two years of verifiable work experience.

The school will **give credit for previous training**, if applicable. Upon written request, the student may be admitted to an advanced level of training, after evaluating the official transcripts from the other educational institution attended. In addition, an evaluation exam may be conducted by the Director and may include both written and practical examinations.

The student's tuition account will be adjusted to reflect the reduced hours of training accordingly. There nominal fees for the evaluations:

Cosmetology/Barber	\$300.00	Nail Technology/Skincare	\$300.00
Full Specialist	\$300.00	Massage Therapy	\$500.00

ASM Beauty World Academy does not discriminate on the basis of race, creed, religion, sex, financial status, country or ethnic origin, residence, age, color or disability.

#### **Ability-to-Benefit Test**

Wonderlic Basic Skills Test (WBST), Wonderlic Personnel Test or the Spanish version SLE Examen de Nivel Escolastico, are tests published by Wonderlic, Inc. The prospective student must pass the Ability-to-Benefit test with a verbal score of 200 points or better and a quantitative score of 210 points or better. According to the test publisher, the maximum times this test may be taken is four (4) times in your lifetime.

The test is offered every Thursday at 4:00 p.m. The fees of \$60.00 (sixty dollars) must be paid before the exam is given.

### ENTRANCE REQUIREMENTS

In order for ASM Beauty World Academy to be able to enroll a student, we need the following documentation:

1. Social Security Card
2. Driver License or State I.D.
3. High School Diploma or G.E.D.
4. Resident Card or Proof of Citizenship (If Applicable)

**LANGUAGES**

All Courses taught at ASM Beauty World Academy are Bilingual (English/Spanish), if instructors are available.

**TUITION AND FEES**

The direct costs for all academic programs including registration fees, tuition charges, books and supplies are contained in a permanent catalog insert titled:

**Page iii – Schedule of Tuition and Fees**

The school will insure that this insert will be physically attached to the catalog prior to distribution to the public.

Financial Aid is available to those who qualify. Payment plans are also available.

**ACADEMIC POLICIES**

**SCHOOL CALENDAR**

ASM Beauty World Academy operates on a continuous basis throughout the year excluding Sundays and Legal Holidays as listed. Classes will begin for all programs on the following dates during the 2008-2009 School year.

**HOLIDAYS**

The School observes the following holidays, during which the School will be closed:

Dr. Martin Luther King	January 18, 2010
President’s Day	February 15, 2010
Good Friday	April 02, 2010
Memorial Day	May 31, 2010
Independence Day	July 4, 2010
Labor Day	September 6, 2010
Columbus Day	October 11, 2010
Thanksgiving Day	November 25, 2010
Christmas Day & Eve	December 25, 2010
New Years Day & Eve	January 1, 2011

**STARTING DATES**

**SEE APPENDIX – A –**

**ENDING DATES**

The School’s Academic Programs vary in length from 12 weeks for the Nail Technology program on a part time basis to one year for the Cosmetology Program. A student’s specific ending date will depend on the educational program of their choice, whether the student is enrolled on a Full time or Part time basis and if the holidays and break time fall within their enrollment period. All of these factors will be taken into consideration in order to specify an exact ending date on the student’s Enrollment Agreement

## **SCHEDULE OF CLASSES**

**Part Time Cosmetology** students are scheduled to attend 20 hours of instruction per week, which consists of Monday through Friday from 8:30 a.m. to 12:30 p.m. or 6:00 p.m. to 10:00 p.m. **Cosmetology** classes are also from Monday through Friday from 8:30 a.m. to 2:00 p.m. for 25 hours per week and Monday through Friday from 8:30 a.m. to 3:00 p.m. for 30 hours per week. **Skin Care** classes are from Tuesday through Friday from 9:00 a.m. to 2:00 p.m. and Monday through Friday from 6:00 p.m. to 10:00 p.m. **Nail Technology** classes are from Monday through Friday from 9:00 a.m. to 2:00 p.m. and Monday through Friday from 6:00 p.m. to 10:00 p.m. **Massage Therapy** classes are from Monday through Friday from 6:00 p.m. to 10:00 p.m. All classes are also on Saturdays from 9:00 a.m. to 3:00 p.m. except Massage Therapy.

## **CLOCK HOURS**

ASM is designated to be a clock hour Institution for defining program length. A clock hour is equal to 50-60 minutes in instruction either in the classroom or in the laboratory.

## **ACADEMIC YEAR**

ASM has determined that an academic year is the successful completion of 900 clock hours.

## **JOB PLACEMENT**

ASM Beauty World Academy will assist our current and licensed students with employment, but cannot guarantee job placement. Graduates of the Spanish Speaking Program may encounter employment limitations due to the fact that most businesses require fluency in the English Language.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

**NOTE:** The following Satisfactory Academic Progress policy applies only to those programs which are diploma or certificate-seeking.

### **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

Progress is monitored for:

**COSMETOLOGY:** Three times during the program at 450 hours, 900 hours, and 1200 hours.

**BARBER:** Three times during the program at 450 hours, 900 hours, and 1200 hours.

**MASSAGE THERAPY:** Twice during the program at 325 hour increments.

**INSTRUCTOR TRAINING:** Twice during the program at 300 hour increments.

**FULL SPECIALIST:** Twice during the program at 300 hour increments.

**SKIN CARE:** Twice during the program at 130 hour increments.

**NAIL TECHNOLOGY:** Twice during the program at 120 hour increments.

Only students who are making satisfactory academic progress, as defined by this policy, are eligible for Financial Aid. Financial Aid disbursements are credited to the tuition accounts of eligible students.

**A.S.M. BEAUTY WORLD ACADEMY** defines satisfactory progress as:

**Maintaining at least a 75 % cumulative grade point average = G.P.A.**

**Attend at least 67 % of the instruction hours offered for each progress report period.**

Students are counseled and placed on probation until their next evaluation period when their attendance and/or grade point average falls below the stated minimum standards. Students must elevate their performance to the stated standards within the probationary period in order to continue to be considered making satisfactory progress. If at the end of the probationary period, all standards are not achieved, the student's status is considered unsatisfactory and all Financial Aid eligibility ceases and the student will be terminated. A student on probation is eligible for aid.

## MAXIMUM TIME FRAME

Students must complete all academic and financial requirements to the school within one and a half (1.5) times the scheduled number of months allotted to complete their program and still achieve satisfactory academic progress standards.

### ***Cosmetology***

(1200 total program hours)

Full-time Students have 15 months to complete the program and part-time students have 22.5 months to complete the program or 1800 scheduled hours.

### ***Barber***

(1200 total program hours)

Full-time Students have 15 months to complete the program and part-time students have 22.5 months to complete the program or 1800 scheduled hours.

### ***Massage Therapy***

(650 total program hours)

Part-time students have 12.25 months to complete the program or 975 scheduled hours.

### ***Instructors Training***

(600 total program hours)

Full-time students have 7.5 months to complete the program and part-time students have 11.25 months to complete the program or 900 scheduled hours.

### ***Full Specialist***

(600 total program hours)

Part-time students have 11.25 months to complete the program or 900 scheduled hours.

### ***Skin Care***

(260 total program hours)

Part-time students have 4.75 months to complete the program or 390 scheduled hours.

### ***Nail Technology***

(240 total program hours)

Part-time students have 4.5 months to complete the program or 360 scheduled hours.

Time off for authorized leave of absences will not be considered as part of the Maximum Time Allotment, nor will it be used in calculating attendance averages. Leave of absences will extend the graduation date by the amount of days taken.

## SPECIAL GRADING

There are non credit remedial courses, incompletes, and repetitions. A withdrawal has no impact on satisfactory academic progress.

## RECORDS

Students who desire access to their records will be given full access to his/her records within 72 hours of receipt of written request. A student's record information will not be released **WITHOUT** his/her consent or that of the parent/guardian in the case of a minor. In the case of a minor, defined as a student under the age of eighteen, a parent/guardian's signature will be used to receive access to the student's records without the expressed written consent of the student. Student records will be permanently kept in the school's file in a secure location, in NACCAS, and other regulatory organizations that have access to the students' academic records.

## **ATTENDANCE POLICY**

Students are expected to attend school regularly and punctually. Students should not exceed 20% in absences per term, which means that students are expected to attend 80% of their scheduled classes per term to avoid overtime charges. Students may be suspended for not maintaining the prescribed minimum attendance as defined in this policy. Students will not be permitted in class after 8:45 a.m. or 6:15 p.m. Prior to graduation, the student must make up their absences. It is strongly suggested that the student make up these hours on a weekly or monthly basis, before completing the program.

## **LEAVE OF ABSENCE**

The school may grant up to two leave of absences, each one for up to 90 days. There is two types of LOA one for personal reasons, the other one for medical reasons, you must show documentation proof. The request for a leave must be in writing, from the student, and it must specify the reasons and the inclusive dates. If the student does not return to school by the return date stated on leave of absence form, that student will be withdrawn from school and refunds will be made within 30 days from the date the student was due back from the leave of absence. The last physical day the student attended will be used as the last day of attendance in the calculation of the refund policy. If the student has attained unsatisfactory progress upon leaving the school, the student will have unsatisfactory progress whenever they return.

## **WITHDRAWAL**

Students who voluntarily withdraw from the school must do so in writing by regular mail or in person at the school's office. As stated in the enrollment agreement those students that cancel their contract within 3 business days after signing the agreement will be entitled to a full refund of all monies paid. Those students that wish to withdraw after the third business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee. The student's last day of attendance will be utilized in computing a refund according to the school's published refund policy and paid within 30 days from the day the school officially withdraws the student.

## **PROBATION**

Students who do not maintain the minimum standards as stated above will be counseled and placed on probation until the next evaluation period. During that period of time, students must elevate their grades and/or attendance to the minimum standards or their enrollment will terminate. The student will be considered meeting satisfactory academic progress while on probation.

## **GROUND FOR TERMINATION**

Students in training may be terminated by the school for: lack of academic progress, missing 15 consecutive class days, after the school has sent 3 letters to communicate with the student; unsatisfactory progress in grades or attendance, disciplinary reasons or non-payment of tuition. The school's published refund policy will apply. Refunds or unused tuition, if applicable, will be paid within 30 days. The provisions regarding temporary interruptions are as follows: If the student has attained unsatisfactory progress upon leaving the school, the student will have unsatisfactory progress whenever they return.

## APPEAL

Students who wish to appeal a probationary status or enrollment termination may do so by submitting a letter to the school Director. The letter should describe any special circumstances that the student feels deserve further consideration. The Director will render a decision regarding the student's appeal in 3 business days and the student will then be notified. The school Director's decision will be final.

## REINSTATEMENT

Students whose enrollment has been terminated for unsatisfactory academic progress, unsatisfactory attendance, financial or disciplinary reasons may request reinstatement of the enrollment after 30 days of the effective date of the termination. This request must be in writing, addressed to the school's Director, and specify the reasons for the request.

The Director will reinstate the student if he/she is convinced that the reasons for the termination have been corrected. The decision of the Director regarding reinstatement is final. Those students who are put on a financial leave of absence and do not comply with payment within the 30 days will be terminated and will not be eligible to return for an additional 30 days. At that time, the student will be required to pay 50% of their outstanding balance in order to be admitted in school again. Upon reinstatement, the students Title IV Aid will resume, taking into consideration the previous aid awarded to the student. If the student attained unsatisfactory progress prior to reinstatement, then the student must re-establish satisfactory progress status again within the next evaluation period before Title IV Aid will be reinstated.

## MAKE-UP POLICY

Students must complete all requirements for graduation within the specified time frames as found in their enrollment agreement. Hours and/or services that must be made up due to absences must be completed within the time stated on the enrollment agreement. If this time is not made up, this make up time will be subject to additional tuition charges (See "other charges" in your enrollment agreement).

## GRADING SYSTEM (ACADEMIC PROGRESS)

Faculty members keep progress records for each student, which are recorded and distributed to students on their progress reports. The following factors will be measured to determine academic progress. (See standards of satisfactory progress).

Theory Work (Test Grades, Homework, Etc.)

Practical Work

Clinic Work

Theory work will be graded according to the following scale:

90 – 100	A	Excellent
80 – 89	B	Good
70 – 79	C	Satisfactory
60 – 69	D	Unsatisfactory
Below 60	F	Failing

Practical and Clinical work will be graded as follows:

9-10	A	Excellent
7-8	B	Good
5-6	C	Satisfactory
4	D	Unsatisfactory
3 or Below	F	Failing

Students must maintain a C grade average (minimum of 70% in theory work and 2 in practical/clinic work) in order to be considered making satisfactory progress.

### REPORT CARDS

Evaluation of progress will be conducted by their Instructors and Theory Exams as follow:

- Cosmetology Program:
 

Level I	450 hours
Level II	900 hours
Level III	1200 hours
  
- Barber Program:
 

Level I	450 hours
Level II	900 hours
Level III	1200 hours
  
- Nail Technology Program:
 

Level I	120 hours
Level II	240 hours
  
- Skin Care Program:
 

Level I	130 hours
Level II	260 hours
  
- Full Specialist Program:
 

Level I	300 hours
Level II	600 hours
  
- Instructor Training Program:
 

Level I	300 hours
Level II	600 hours
  
- Massage Therapy Program:
 

Level I	325 hours
Level II	625 hours

Students failing to meet minimum progress requirements will be placed on **probation** for one month with the opportunity to meet the requirements for the next evaluation period. Grades of theory tests and practical work are used to evaluate the student’s academic progress. During probation, students are considered to be making satisfactory progress; therefore, financial aid funds will be disbursed to eligible students.

At the end of the probationary period, the student's progress will be re-evaluated. If the student is meeting minimum requirements, he or she will be considered making satisfactory progress. If the student fails to meet minimum requirements, he or she will be terminated from the school. No more than four (4) probationary periods will be allowed during the course.

### **WITHDRAWALS/COURSE INCOMPLETE**

Any student who withdraws from his or her contracted course or fails to complete his or her training will have a notice placed in his or file indicating the last attempt of progress.

### **REPETITION**

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry.

A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation for one month when accepted for re-enrollment.

Non-credit remedial courses have no effect on a student's satisfactory progress status in this school.

## **GRADUATION REQUIREMENTS**

Students must complete all required hours and services for state licensing or registration, obtain a minimum passing grade of 75 % in all theory and clinical work, and satisfy all financial obligations to the school to be awarded a Diploma upon graduation. The student will also be responsible for completing a 4-hour HIV/AIDS course as required by the State in order to be issued a license or registration. The current charge for this course is \$15.00 and is subject to change without notice.

## **STATE REQUIREMENTS FOR COSMETOLOGY LICENSURE OR SPECIALTY REGISTRATION**

The Florida Board of Cosmetology requires 1200 hours of training at an approved school of cosmetology and completion of 610 services in specified subjects directly related to the practice of Cosmetology. At **ASM BEAUTY WORLD ACADEMY**, our service requirements are higher because we believe that the more practice a student completes the better they become. Students should be aware that a license or registration by the Cosmetology Board is necessary for employment as a Cosmetologist, Nail Technologist, Skin Care Technician, Full Specialist, Massage Therapist or Barber in the State of Florida.

Effective October 1, 1983, legislation allows certification by the school for any person who qualifies to take the examination after the completion of a minimum of 1,000 actual hours with the teacher's consent, and if they are prepared for the examination. However, if the student fails the examination, they shall not be qualified to take the examination again until the completion of the full 1200 hours. Students are required to complete **ALL** the minimum number of services and hours in programs

leading to a Florida State License. Before any student may apply for a license or registration, the student must comply with State rule 21-18.011, which states that the student shall complete an approved 2-hour educational program on Human Immune- Deficiency Virus (HIV) and submit proof upon applying for licensure or registration. (Please, see an admissions officer for more information).

### REFUND POLICY

Should a student be terminated or withdrawn for any reason, all refunds will be made accordingly:

- (A) Cancellations must be made in writing and delivered in person or by Certified Mail.
- (B) All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Enrollment Agreement and making initial payment.
- (C) Cancellations after the third business day, but before the first class will result in a refund of all monies paid with the exception of the registration fee. A **withdrawal fee** of \$100.00 will be assessed at the time of all withdrawals.
- (D) Cancellations after attendance has begun, but prior to 60 % completion, **for students receiving Title IV funds** (Pell Grant,); will be returned to the government using the federal guideline known as Return to Title IV. (Tuition refund will be according to “E”).
- (E) Cancellation after attendance has begun, but prior to 50 % completion of the program, will be subject to a refund computation **using a refund calculation, as per our accredited agency.** Specifications and percentages are based on contract hours versus length of program:

Percentage of contract hours to the length of program		Tuition owed to school
1%	to 9.9%	20%
10%	to 19.9%	30%
20%	to 29.9%	40%
30%	to 39.9%	50%
40%	to 44.9%	60%
45%	to 49.9%	70%

- (F) The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
- (G) If there is any money due to the student, it will be returned to the student within thirty (30) days. Refunds will be made within thirty (30) days following determination of termination or receipt of the cancellation notice.
- (H) Cancellations after completing 50 % or more of the program will result in no refund to the student and the student is responsible for paying the balance of the tuition.
- (I) The books and equipment issued to the student become the property of the student and **are not included** in the return/refund calculation. The registration fee is non-refundable.

- (J) The school reserves the right to terminate a student for not making academic progress, failure to adhere to the attendance policy, non-payment of tuition, a breach in school rules or if the student is absent for fifteen (15) consecutive class days without an approved leave of absence. Refund of unused tuition shall be made within (30) thirty days.
- (K) The definition of enrollment time is considered from the first day of physical attendance to the last day of physical attendance.
- (L) In the event of school closure or program cancellation, monies will be returned to the sources from which they were received originally, unless the school arranges to within another school or makes arrangements to complete the cancelled program.

## **STUDENT RIGHTS**

Your education costs you time, money and effort. To help you make the right decision on selecting the proper academic programs and learn about our facilities, cost of education, and refund policy, you have the right and are encouraged to ask for the following information:

- 🌐 The name and address of the Licensing Organization if you have a complaint that goes unresolved.
- 🌐 The special facilities and services available to the handicapped.
- 🌐 How the school determines whether you are making satisfactory academic progress and what happens in the case that you are not.
- 🌐 Information about the school's programs, faculty, and facilities.
- 🌐 The cost of attending and the policy on refunds of students who drop out.
- 🌐 Information regarding student completion, licensing, and employment rates.
- 🌐 Information dealing with the campus security act, which reveals the school's crime rate and procedures of reporting crime to school personnel.

## **STUDENT RESPONSIBILITIES**

As a student, it is your responsibility to:

- 🌐 Read all information about the school's programs and services before you enroll.
- 🌐 Read, understand, and keep copies of all forms that you are asked to sign.
- 🌐 Notify the school if you change your home address or attendance status.
- 🌐 Understand the school's refund policy.
- 🌐 Do your best and apply yourself.

## **SCHOOL & CLINIC RULES AND REGULATIONS**

The main purpose of the clinic is to provide the students with the opportunity to obtain practical experience in all areas of cosmetology and prepare them with the entry-level skills necessary to work in salons upon completion of training.

This part of your training is very important and demands your active participation at all times. The prices we charge are way below salon prices. This is designed to attract clients for you to get the

practical training on “real people” instead of mannequin heads and cover the costs of related clinic expenses.

You will need to complete various services on clients in order to meet graduation requirements. In some cases, you may get graded on these services and the grades will be recorded and kept on file as required by the State of Florida Board of Education and NACCAS, our accrediting agency.

The following must be followed at all times while attending ASM with no exceptions:

- 1) Students must wear black or white clothing, or a combination of both. Must wear the uniform jacket at all times while in school. No blue jeans, shorts or leggings.
- 2) Must wear comfortable, closed shoes at all times. No clogs, sandals, open-toed shoes or high heels.
- 3) The use of hats or headphones (walk-mans, etc.) are not allowed inside the school.
- 4) Gum chewing or smoking is strictly prohibited on school property.
- 5) Absolutely no food or drinks will be allowed on the clinic floor.
- 6) Students are not allowed to use cell phones while they are on the clinic floor, whether attending to clients or not.
- 7) You must accept clients, without exception, whenever requested by the instructor even if all required services have been met and you must treat the client courteously at all times.
- 8) If you do not have a client, you must work on your mannequin, do reading assignments or take tests as advised by your instructor.
- 9) All services done on clients must be checked by the instructor before the client leaves the clinic.
- 10) If any problem or complaint by the client arises, you must report it to the instructor right away.
- 11) Any student who performs a service on a client which has not been paid for or is not listed on the client’s ticket, will be expelled from school immediately.
- 12) Any kind of intimidation or harassment toward any fellow student, client, or staff member will not be tolerated and will result in immediate dismissal.
- 13) Any student who solicits our clients and encourages them to get a refund will be dismissed from the school.
- 14) You are required at all times, without exception, to clock in when you arrive and clock out when you are leaving school property.
- 15) Always request permission if you are to leave the clinic area.
- 16) Loud talking or laughter must be kept down to a minimum as not to disturb or distract other students performing services or studying.
- 17) Students must get permission from the instructor in charge to get any services done. Services can only be done between 1:00 p.m. to 3:00 p.m. or 8:00 p.m. to 10:00 p.m. and **ONLY** if there are no clients waiting to be served. Students will be charged 50% of the regular price. Services are for active students only.

- 18) You are **responsible** for cleaning and sanitizing your station including the mirror, chair and floor area prior to leaving school for the day. In addition, you must sweep your area after each service is performed.
- 19) The shampoo bowl must be cleansed and sanitized after each use.
- 20) It is your responsibility to protect and safeguard your equipment. The school shall not be held responsible for loss of any equipment.

All equipment and materials used during the course of this program is basic and provides the student with the necessary training and preparation for their State Board Exam.

The well being and safety of our students, clients, and employees comes first; therefore, it is important that all rules and regulations are adhered to at all times.

Your success in this or any other career depends a lot on your attitude, ability to extend good customer service, being a team player, and always continuing to learn about changes and new products in the industry.

## **III. Student Services**

### **STUDENT PLACEMENT ASSISTANCE**

Although the school does not guarantee employment, it carries out an active job placement assistance program for its students and graduates. Students in the last quarter of their academic training will receive classroom instruction on Job Search Techniques, which include: resume preparation, cover letters, telephone techniques, professional image, referral with salon representatives and interview role-playing. The school will also conduct a job outreach program to find the available jobs in its geographic area for its graduates. Periodically, the school contacts its graduates to determine their success and advancement in the cosmetology industry.

### **ADVISING**

Individual advisement is available to all students who are enrolled. Students are encouraged to speak initially to their instructor about any problem that may be interfering with their educational progress. If advisable, the school's Director will conduct an advising session with the student to try and resolve the problem. Records of advisement are maintained in the student file.

### **INTERNAL COMPLAINT PROCEDURE GUIDELINES**

1. A student, teacher, or interested party may file a complaint against the school; however, the complaint should be in writing to the school owner/director and should outline the allegation or nature of the complaint.
2. A school representative should meet with the complainant within 10 days of receipt of the written complaint. If after careful evaluation, the problem cannot be resolved through discussion, the complaint should be referred to the school's complaint committee. The school should document the meeting between the school representative and complaint in writing. The complainant should be provided a copy of this written record at the time of the meeting.
3. The institution has set up a complaint committee to review all allegations received. The committee has at least three individuals that may be from the following categories: school

owner, director, instructor, financial aid administrator, member of the public interest, or student.

4. The institution's complaint committee should meet within twenty-one (21) calendar days of receipt of the complaint and review the allegations.
5. If more information from the complainant is needed, a letter should be written outlining the additional information.
6. If no further information is needed, the complaint committee should act on the allegations and a letter should be sent to the complainant within the fifteen (15) calendar days stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact.
7. If the complainant wishes to pursue the matter further, a complaint form is available through the accrediting agency. The complainant is required to try to resolve the problems through the school's complaint process, prior to filing a complaint with the school's accrediting agency. The accrediting agency contact information is:  
NACCAS  
4401 Ford Avenue, Suite 1300,  
Alexandria, VA 22302-1432 USA  
703-600-7600

### **GROUND FOR DISCIPLINARY ACTION OR TERMINATION**

**Illegal Drugs / Alcohol Abuse:** It is illegal to possess, distribute or be under the influence of alcohol or any type of controlled substance while on school property. Failure to comply could result in suspension or termination.

**Drug Convictions:** All employees and students need to notify the institution immediately of any drug convictions or they will be terminated.

### **STUDENT/EMPLOYEE ASSISTANCE PROGRAM**

**Program Objectives is to provide:**

1. Students, employees, and their families with a 24-hour telephone service to provide initial contact, referral information, and crisis intervention when necessary.
2. Help to those individuals who develop behavioral, medical, family, financial or other problems by providing initial consultation and assistance with recommendations of resources and treatment.
3. Instructors and supervisors with policy and procedural guidelines and personal consultation, as necessary, for the management of circumstances affecting student or employee performance.

4. Monitorial progression of the student and/or employees that consulted with the director to receive necessary assistance. With the results of satisfactory compliance, a student or staff member may be required to continue enrollment or employment with given consent.

Problems requiring extended counseling or inpatient treatments are dealt with through agency referrals.

### **Program Promotion**

To encourage self-referrals and to keep the substance abuse program awareness in the minds of all students and employees, the institution provides a copy of this substance abuse program policy to all students and employees.

### **Counseling Programs**

Counseling for alcohol abuse is offered by:

Alcoholics Anonymous Intergroup of Broward  
305 South Andrews Avenue  
Fort Lauderdale, Florida 33301  
(954) 462-0265

Counseling for narcotic abuse is offered by:

Narcotics Anonymous  
(954) 967-6755

In addition, these are hotlines that will provide you with assistance:

Substance Abuse Hotline	(954) 467-6333 or (800) 662-HELP (4357)
Drug Treatment Center	(954) 359-6375 or (800) 711-6402 / 6375

Women In Distress:

1153 S Andrews Ave  
Fort Lauderdale, FL 33316  
Phone: (954) 760-9800

### **REHABILITATION PROGRAMS**

The following are phone numbers of hotlines and rehabilitation centers offering recovery programs for both alcohol abuse and narcotic abuse:

The Share Program is offered by Memorial Regional Hospital, 801 South Douglas Road, Pembroke

Pines, Florida 33025. Contact any staff members, which are available 24 hours a day to assist you at (954) 966-5433. They offer a detoxification program based on an alcoholics anonymous and narcotics anonymous twelve-step program, with an inpatient program and an evening intensive program for outpatients.

Chemical Dependency Program (CD Program) is offered by CPC Fort Lauderdale Hospital, 1601 East Las Olas Blvd., Fort Lauderdale, FL 33301. Staff members are available 24 hours a day to assist you and an intensive program for outpatients is offered from 5:00 p.m. to 9:00 p.m. and a residential treatment program for inpatients. Call them at (800) 234-0420.

## IV. Veteran Training

### ADDENDUM TO VETERAN TRAINING SCHEDULE

1. VA students must provide the school with all transcripts for any academic or previous training. If after evaluating the transcripts, it is determined that credits will be awarded to the student, then both the student and the USDVA must be notified.
- 2A. **ATTENDANCE:** The 90 % attendance requirement must be monitored for veteran students on a monthly basis. The school must maintain attendance records in the Veteran Student's files for auditing purposes. Violations of the attendance policy (once approved) will be reported to the VA within 30 DAYS.
- 2B. **ACADEMIC PROGRESS:** All veteran students must be evaluated and their progress must be monitored as follows:
  - 🌐 **Cosmetology and Barber:** Eight times during the program at 150 hours, 300 hours, 450 hours, 600 hours, 750 hours, 900 hours, 1050 hours, 1200 hours.
  - 🌐 **Instructor Training and Full Specialist (Skin Care, Nails, and Make-Up):** Four times during the program at 150 hours, 300 hours, 450 hours, 600 hours
  - 🌐 **Skin Care:** Four times during the program at 65 hours, 130 hours, 195 hours and 260 hours.
  - 🌐 **Nail Technology:** Four times during the program at 60 hours, 120 hours, 180 hours and 240 hours
  - 🌐 **Massage Therapy:** Four times during the program at 163 hours, 326 hours, 489 hours and 650 hours.

All records of academic progress must be available in the Veteran Student's file and report of unsatisfactory progress must be reported to the VA within 30 days.

The maximum time frame allowed for Veteran Students to complete a program is 100 % of the hours the program is approved for.

A personalized training calendar schedule will be submitted detailing the start and completion dates, and the hours of attendance. This information is based on the program selected.

**EVALUATIONS: Evaluations for all of our programs will be \$50.00 for Veterans only. Proper identification must be presented.**

All information concerning start dates, graduation dates, schedules, etc. should also be submitted to VA.

## V. Programs Outlines

***COSMETOLOGY Program*** (1200 Clock Hours)  
 (40 weeks/ 10 months Full Time)  
 (48 weeks/ 12 months)  
 (60 weeks/ 15 months Part Time)

### **PROGRAM OBJECTIVE**

The Program provides various training in cosmetology services and the biological study of the hair, skin and nails. Lectures in this program will include: chemistry, sterilization, bacteriology, hygiene, state law, and salon management.

### **PROGRAM GOALS**

The students will become skilled by performing various cosmetology services as performed in a beauty salon, which are listed under the curriculum on the proceeding pages. The students will also be prepared to pass the state licensing examination and be employed in the cosmetology field.

<b>CURRICULUM / SUBJECTS</b>	<b>THEORY</b>	<b>SERVICES</b>
<b><u>JOB PLACEMENT/ SALON PROCEDURES</u></b>	20	----
A. ETHICAL OPERATIONG PROCEDURES		
B. SALON MANAGEMENT		
C. SALON SAFETY		
D. PAYROLL DEDUCTIONS		
E. RESUME/ INTERVIEW		
F. SEEKING EMPLOYMENT		
<b><u>STATE LAW, REGULATIONS, SANITATION &amp; STERILIZATION</u></b>	16	----
A. STATE RULES AND REGULATIONS		
B. SPECIFIC METHODS OF STERILIZATION		
<b><u>HIV / AIDS</u></b>	4	----
<b><u>CHEMISTRY</u></b>	45	----
A. INTRODUCTION		
B. CHEMISTRY OF SHAMPOOS & CONDITIONERS		
C. CHEMISTRY OF PERMANENT WAVING		
D. CHEMISTRY OF HAIR RELAXING		
E. CHEMISTRY OF HAIR COLORING		
F. COSMETICS CHEMISTRY		

COSMETOLOGY PROGRAM cont'd.

	<b>THEORY</b>	<b>SERVICES</b>
<b><u>SCALP TREATMENT</u></b>	25	45
A. HAIR DISORDERS		
B. SCALP CARE		
C. SCALP DISORDERS		
D. CONTAGIOUS DISEASE		
E. GENERAL HAIR TREATMENTS		
F. DRY HAIR AND SCALP TREATMENT PROCEDURE		
G. OILY HAIR & SCALP TREATMENT PROCEDURE		
H. CORRECTIVE HAIR TREATMENT		
<b><u>HAIR TAPERING &amp; SHAPING</u></b>	76	100
A. INTRODUCTION TO HAIRCUTTING		
B. SECTIONING FOR HAIRCUTTING		
C. HAIR THINNING		
D. HAIR CUTTING WITH SCISSORS		
E. SHINGLING AND USE OF CLIPPERS ON THE NECKLINE		
F. USING THE RAZOR		
G. CHILDREN HAIR SHAPING		
H. CUTTING OVERLY CURLY HAIR		
<b><u>SHAMPOOS AND RINSES</u></b>	20	50
A. INTRODUCTION TO SHAMPOOING		
B. THE PLAIN SHAMPOO		
C. TYPES OF SHAMPOOS		
D. SAFETY PRECAUTIONS DURING SHAMPOOING		
<b><u>HAIR ARRANGING (STYLING)</u></b>	76	300
A. INTRODUCTION TO BASIC STYLING		
B. PIN CURLS		
C. STAND UP CURLS		
D. SEMI STAND UP CURLS		
E. ROLLER CURLS		
F. CYLINDER AND TAPERED ROLLERS		
G. COMB-OUT TECHNIQUES		
H. BACK COMBING & BACK BRUSHING		
I. BRAIDING		
J. CORN-ROWING		

COSMETOLOGY PROGRAM cont'd.

**THEORY      SERVICES**

**HAIR ARRANGING (STYLING) cont'd.**

- K. HAIR STYLES/ACCORDING TO FACE SHAPES
- L. INTRODUCTION TO THERMAL WAVING AND CURLING IRON
- M. WAVING & CURLING IRONS
- N. BLOW DRYING
- O. FINGER WAVES

**HAIR COLORING AND BLEACHING**

107                      50

- A. INTRODUCTION TO COLOR THEORY
- B. CLASSIFICATION OF HAIR COLORING
- C. PREPARATION FOR HAIR COLORING
- D. HAIR COLORING RECORDS
- E. TEMPORARY COLORING
- F. SEMI-PERMANENT COLORING
- G. PERMANENT HAIR COLORING
- H. HAIR LIGHTENING
- I. TONERS
- J. SPECIAL EFFECTS
- K. SPECIAL PROBLEMS

**MANICURING / PEDICURING**

20                      20

- A. INTRODUCTION TO MANICURING & PEDICURING
- B. EQUIPMENT, IMPLEMENTS
- C. INTRODUCTION TO ARTIFICIAL NAILS

**PERMANENT WAVING AND RELAXING**

86                      100

- A. INTRODUCTION TO PERMANENTS & RELAXING
- B. MODERN PERMANENT CHEMISTRY
- C. HAIR STRUCTURE AND PERMING
- D. PRE-PERM ANALYSIS
- E. PERM ROD SELECTION
- F. SECTIONING AND PARTING
- G. WRAPPING THE HAIR
- H. SAFETY PRECAUTIONS
- I. SCALP AND HAIR ANALYSIS
- J. SODIUM HYDROXIDE
- K. AMMONIUM THIOGLYCOLATE ACID
- L. CHEMICAL BLOWOUT
- M. SOFT CURL PERMANENT
- N. HAIR STREIGHTENING

COSMETOLOGY PROGRAM cont'd.

	<b>THEORY</b>	<b>SERVICES</b>
<b><u>FACIAL TREATMENT, HAIR REMOVAL, SKIN CARE</u></b>	20	10
A. INTRODUCTION TO THE SKIN		
B. DISORDER OF THE SKIN		
C. FACIAL MANIPULATION		
D. FACIAL MACHINES AND USES		
E. PERMANENT HAIR REMOVAL		
F. TEMPORARY HAIR REMOVAL		
<b><u>STATE BOARD PREPARATION</u></b>	10	----
A. MOCK STATE BOARD TEST		
	-----	-----
<b>T O T A L</b>	<u>525</u>	<u>675</u>
	<b>1200</b>	

**GRADUATION REQUIREMENTS**

Students must complete all listed hours and services, in addition to attendance requirements and financial obligations in order to be considered for graduation and awarded a Diploma.

(SEE HIV / AIDS REQUIREMENTS LIST ON PAGE 12)

If the student has the required amount of hours to sit for the examination, but has any weaknesses in any individual element of the COSMETOLOGY PROGRAM, then the students may be given specialized training with additional charges (see “other charges” on enrollment agreement).

***NAIL TECHNOLOGY PROGRAM*** (240 Clock Hours)  
 (8 Weeks/ 2 Months Full Time)  
 (12 Weeks/ 3 Months Part Time)

**PROGRAM OBJECTIVE**

This program will provide training in the art and science of beautifying the nails, hands, and feet. It will also provide training in the techniques of giving proper massage and how to use safety precautions and sanitation methods in manicuring, pedicuring, and extended nails.

**PROGRAM GOALS**

The Student will become skilled in using professional manicuring and pedicuring implements, chemicals, supplies, nail drills, and the use of light cured gels. The following techniques will also be learned: Identifying nail disorders and diseases, artificial nails, sculptured nails, and nail extensions. At the completion of the program, once the student has met their financial responsibilities and has complied with the state rules and HIV seminar requirements as explained in the catalog, the graduate will qualify for state registration and employment as a nail technician.

<b>CURRICULUM</b>	<b>THEORY</b>	<b>SERVICES</b>
<b><u>STATE LAWS AND REGULATIONS</u></b>	5	---
A. STATE RULES AND REGULATION		
<b><u>SANITATION &amp; STERILIZATION</u></b>	4	---
B. SPECIFIC METHODS OF STERILIZATION		
<b><u>MANICURING / PEDICURING</u></b>	20	30
A. INTRODUCTION TO MANICURING & PEDICURING		
B. EQUIPMENT, IMPLEMENTS, COSMETICS AND MATERIALS, MANICURING TABLE PREPARATION		
C. TYPES OF MANICURES		
D. HAND AND FOOT MASSAGE		
E. NAIL AND DISORDERS		
F. NAIL DISEASES		
G. NAIL SHAPES		

NAIL TECHNOLOGY PROGRAM cont'd

	<b>THEORY</b>	<b>SERVICES</b>
<i>HIV / AIDS</i>	4	---
<i>ETHICS</i>	2	---
<i>NAIL THEORY, PRACTICE AND RELATED</i>		
<i>SUBJECTS INCLUDING NAIL DISORDERS</i>		
<i>AND DISEASE</i>	50	---
<i>TIPS WITH OVERLAY</i>	10	20
<i>SCULPTING USING A FORM</i>	10	15
<i>NAIL WRAPS AND/ OR MENDING</i>	15	10
<i>NAIL CAPPING</i>	10	10
<i>ARTIFICIAL NAIL REMOVAL</i>	5	5
<i>POLISHING AND NAIL ART</i>	5	10
	<hr/>	<hr/>
<b>TOTAL</b>	140	100
	<hr/> <b>240</b> <hr/>	

**GRADUATION REQUIREMENTS**

Students must complete all listed hours and services, in addition to attendance requirements and financial obligations in order to be considered a graduate and awarded a diploma.

(SEE HIV REQUIREMENTS LISTED ON PAGE 12)

If the student has the required amount of hours to be eligible for licensing, but is weak in any area of the NAIL TECHNOLOGY PROGRAM, that area can be taught as a specialized subject with additional charges (see “other charges” on enrollment agreement).

***SKIN CARE PROGRAM*** (260 Clock Hours)  
 (9 Weeks / 2.25 Months Full Time)  
 (14 Weeks / 3½ Months Part Time)

**PROGRAM OBJECTIVE**

To Gain information and knowledge to give a facial massage treatment using oils, creams, lotions, or other preparations to properly protect the client from significant damage to describe chemicals, implements and techniques used in hair removal.

This program will provide training in Skin Care with the means of both theory classes and practical assignments which will provide the students with the biological foundations of the skin and the maintenance and health of the skin by correct cleansing methods. The theory classes include the study of the structure of the skin and its function. The student will also develop employer/employee relationships and effective communications.

**Learning Objectives:**

- (a) To explain the structure and function of skin;
- (b) To describe diseases of the glands;
- (c) To recognize lesions;
- (d) To describe basic facial massage movements;
- (e) To recognize and define the various types of corrective facials;
- (f) To describe products used and the purpose of each;
- (g) To understand the purpose and effects of muscle toning;
- (h) To describe the benefits and nature of light therapy;
- (i) To analyze and correct improper brow shapings;
- (j) To describe the proper steps in removing hair through tweezing or waxing; and
- (k) To understand the safety precautions to follow in the use of electrical apparatus in hair removal;
- (l) To apply make-up.

**Performance Objectives:**

- (a) To use the materials and equipment required in giving facials;
- (b) To perfect procedures and manipulations;
- (c) To use the proper steps and safety precautions in giving facial treatments for varied types of skin;
- (d) To analyze and correct improper brow shapings; and
- (e) To remove superfluous hair on the head, face or neck through epilation and/or depilation, excluding electrolysis.

**PROGRAM GOALS**

The student will be able to recognize and identify lesions and diseases of the glands. Techniques will be learned for treatment of problem skin conditions such as: oiliness, dryness, acne, discoloration, scarring, and others. The student will also become skilled at several cosmetic treatments and make-up applications. At the completion of the program, once the student has met their financial responsibilities and complied with the State HIV seminar requirement as explained in the catalog, the graduate will qualify for state registration and employment as a skin care specialist.

<b>CURRICULUM</b>	<b>THEORY</b>	<b>SERVICES</b>
<b><u>FLORIDA LAWS AND RULES</u></b>	5	---
<b><u>HIV AND AIDS</u></b>	4	---
<b><u>SANITATION</u></b>	10	---
<b><u>ETHICS</u></b>	2	---
<b><u>BASICS OF ELECTRICITY</u></b>	8	---
<b><u>FACIAL TECHNIQUES AND CONTRAINDICATIONS</u></b>	66	---
<b><u>PRODUCT CHEMISTRY</u></b>	8	---
<b><u>HAIR REMOVAL</u></b>	2.5	---
<b><u>MAKEUP</u></b>	2	---
<b><u>SKIN THEORY, DISEASE AND DISORDERS OF THE SKIN</u></b>	85	---
<b><u>FACIALS, MANUAL AND MECHANICAL, INCLUDING MASKS, PACKS OR TREATMENTS WHICH MUST BE PERFORMED ON A VARIETY OF SKIN TYPES INCLUDING NORMAL, OILY, DRY, COMBINATION, PROBLEM, AND MATURE</u></b>	40	40
<b><u>SET UP, USE AND MAINTENANCE OF ELECTRICAL DEVICES</u></b>	1.25	5
<b><u>HAIR REMOVAL, INCLUDING TWEEZING, WAXING, THREADING, AND SUGARING</u></b>	5	20
<b><u>MAKEUP APPLICATION FOR BOTH DAY TIME AND NIGHTTIME LOOKS</u></b>	5	10
<b><u>LASH AND BROW TINTING</u></b>	5	10
<b><u>EYELASH APPLICATION, INCLUDING STRIP LASHES, INDIVIDUAL LASHES, AND SEMIPERMANENT LASHES</u></b>	10	10
<b><u>MANUAL EXTRACTIONS</u></b>	1.25	5

SKIN CARE PROGRAM cont'd.

**THEORY      SERVICES**

T O T A L

**260**

**100**

**GRADUATION REQUIREMENTS:**

Students must complete all listed hours and services, in addition to attendance requirements and financial obligations in order to be considered a graduate and awarded a diploma.  
(SEE HIV REQUIREMENTS ON PAGE 12)

If the student has the required amount of hours to be eligible for licensing, but is weak in any area of the SKIN CARE PROGRAM, that area can be taught as a specialized subject with additional charges (see "other charges" on enrollment agreement).

***INSTRUCTOR TRAINING PROGRAM*** (600 Clock Hours)  
 (20 Weeks/ 5 Months Full Time)  
 (24 Weeks/ 6 Months)  
 (30 Weeks/7½ Months Part Time)

**The Instructor Training Program is not a requirement for qualification as an Instructor in the State of Florida.**

**PROGRAM OBJECTIVE**

This program will provide training to licensed cosmetologists to become cosmetology instructors.

**PROGRAM GOALS**

The student will become skilled in using their professional knowledge already obtained to teach students interested in the art of cosmetology using teaching techniques learned from this program.

<b>CURRICULUM</b>	<b>THEORY</b>	<b>SERVICES</b>
<b><u>ORIENTATION AND CURRICULUM REVIEW</u></b>	35	60
<b><u>INTRODUCTION TO TEACHING</u></b>	30	---
<b><u>PROGRAMR OUTLINING &amp; DEVELOPMENT</u></b>	100	105
A. LESSON PLANS B. TEACHING TECHNIQUES C. TEACHING AIDS D. EXAMINATIONS		
<b><u>STATE LAW AND RULES</u></b>	21	20
A. RECORD KEEPING B. SCHOOL ADMINISTRATION		
<b><u>HIV / AIDS</u></b>	4	---
<b><u>TEACHING (ASSISTING)</u></b>	---	75
A. CLINIC B. THEORY PRESENTATION		
<b><u>TEACHING (PRACTICAL)</u></b>	---	150
A. CLINIC B. THEORY PRESENTATION		
<b>T O T A L</b>	190	410
	<b>600</b>	

**GRADUATION REQUIREMENTS:**

Students must complete all listed hours, attendance, and services, in addition to financial obligations in order to be considered a graduate and awarded a diploma.

***FULL SPECIALIST PROGRAM*** (600 Clock Hours)  
***(SKIN CARE, NAILS AND MAKE-UP)*** (20 Weeks / 5 Months Full Time)  
 (30 Weeks / 7½ Months Part Time)

**PROGRAM OBJECTIVE:**

This program will provide training in skin care, nail care, and make-up. The student will also learn the biological foundations of the skin and the maintenance and health of the skin and nails.

**PROGRAM GOALS:**

The student will become skilled in maintaining the beauty and health of the skin and nails. The student will also learn the structure of the skin and nails, its diseases, and its treatments. The student will also become skilled in several cosmetic treatments, make-up application, and massaging techniques for the face, hands, and feet. At the completion of the program, once the student has met their financial responsibilities and complied with the State HIV seminar requirement as explained in the catalog, the graduate will qualify for state registration and employment as a full specialist.

<b>CURRICULUM</b>	<b>THEORY</b>	<b>SERVICES</b>
<b><u><i>ETHICS AND SHOP MANAGEMENT</i></u></b>	10	---
A. ETHICAL OPERATING PROCEDURES B. SALON SAFETY C. SALON MANAGEMENT D. PAYROLL DEDUCTION E. SEEKING EMPLOYMENT		
<b><u><i>PIGMENTATION</i></u></b>	15	---
<b><u><i>PASSIVE GYMNASTICS</i></u></b>	15	---
<b><u><i>STATE LAWS AND REGULATIONS</i></u></b>	20	---
A. STATE RULES AND REGULATIONS B. SPECIFIC METHODS OF STERILIZATION		
<b><u><i>CONSULTATIONS</i></u></b>	5	---
<b><u><i>BASIC DERMATOLOGY/ SKIN ANALYSIS</i></u></b>	10	---
A. STRUCTURE, FUNCTION, AND DISORDERS OF SKIN B. LAYERS OF EPIDERMIS AND THEIR FUNCTION C. CLASSIFYING APPENDAGES OF THE SKIN D. DISEASES OF THE SWEAT GLAND E. PIGMENTATION AND ABNORMALITIES F. SKIN KERATINIZATION G. COMMON PRIMARY & SECONDARY LESIONS H. PHYSIOLOGY & ENDOCRINOLOGY		

FULL SPECIALIST PROGRAM cont'd

	<b>THEORY</b>	<b>SERVICES</b>
<b><u>ANATOMY AND MASSAGE/ MANIPULATION</u></b>	10	---
A. FIVE BASIC MASSAGE MOVEMENTS B. BASIC CONSIDERATION WHEN GIVING FACIALS C. NATURE AND BENEFITS OF LIGHT THERAPY		
<b><u>PHYSIOLOGY (ENDOCRINOLOGY)</u></b>	5	---
<b><u>BACTERIOLOGY, STERILIZATION, HYGIENE</u></b>	15	---
A. SPECIFIC METHODS OF STERILIZATION		
<b><u>CHEMISTRY AND PROPER USE OF PRODUCTS</u></b>	15	---
A. INTRODUCTION TO CHEMISTRY B. COSMETICS CHEMISTRY		
<b><u>HAIR REMOVAL (BODY WAXING/BROWN SHAPING)</u></b>	10	---
A. REMOVING UNWANTED HAIR B. PERMANENT HAIR REMOVAL C. TEMPORARY HAIR REMOVAL		
<b><u>MAKE-UP APPLICATION / COSMETIC TREATMENTS</u></b>	5	---
A. DESCRIBE BASIC COSMETICS USED ON FACE B. SELECTING APPROPRIATE COLOR OF FOUNDATION C. ENHANCING FACIAL FEATURES WITH COSMETICS D. TECHNIQUES IN APPLYING FALSE EYELASHES & SEMI-PERMANENT LASHES, TINTING OF BROWS & LASHES E. BASIC COSMETICS USED ON ETHNIC PATRONS		
<b><u>ELECTRICITY, LIGHTING, MAGNIFICATION</u></b>	5	10
<b><u>PROFESSIONAL ETHICS AND SALON MANAGEMENT</u></b>	10	---
<b><u>MANICURING/ PEDICURE</u></b>	30	30
A. INTRODUCTION TO MANICURING AND PEDICURING B. EQUIPMENT, IMPLEMENTS, COSMETICS, AND MATERIALS C. PREPARING THE MANICURE TABLE D. TYPES OF MANICURES E. HAND AND FOOT MASSAGE F. NAIL AND DISORDERS G. NAIL DISEASES H. NAIL SHAPES		

FULL SPECIALIST PROGRAM cont'd

	<b>THEORY</b>	<b>SERVICES</b>
<u><i>NAIL TIPS</i></u>	37.5	20
<u><i>ACRYLIC NAILS</i></u>	37.5	15
A. INTRO to HOW TO USE THE DRILL INTRO to NAIL WRAPS AND / OR MENDING		
<u><i>NAIL CAPPING</i></u>	10	10
<u><i>ARTIFICIAL NAIL REMOVAL</i></u>	5	10
<u><i>POLISHING AND NAIL ART</i></u>	5	10
<u><i>NAILS APPLIED CLINICAL APPLICATION</i></u>	86	10
<u><i>DEEP PORE CLEANSING</i></u>	50	5
<u><i>BODY TREATMENTS</i></u>	30	---
<u><i>MASK THERAPY</i></u>	20	10
<u><i>HIV/ AIDS</i></u>	4	---
<u><i>DISEASE AND ABNORMALITIES</i></u>	5	---
TOTAL	470	130
	<b>600</b>	

**GRADUATION REQUIREMENTS**

Student must complete all listed hours and services, in addition to attendance requirements and financial obligations in order to be considered a graduate and awarded a diploma. (SEE HIV REQUIREMENTS LISTED ON PAGE 12)

If the student has the required amount of hours to sit for examination, but is weak in any area of the FULL SPECIALIST PROGRAM, that area can be taught as a specialized subject with additional charges (see “other charges” on enrollment agreement).

**MASSAGE THERAPY PROGRAM** (650 Clock Hours)  
 (30 Weeks/ 7.50 Months Full Time)  
 (45 Weeks / 11.25 Months Part Time)

**PROGRAM OBJECTIVE**

The main objective is for the student to have knowledge of the human anatomy and physiology in order to successfully apply hydrotherapy, heliotherapy, and therapeutic massage familiar with exercise programs, which assists the musculoskeletal system. In addition, Florida Law, CPR, and HIV/Aids will be taught.

**PROGRAM GOALS**

This program trains men and women to enter the growing field of Therapeutic Massage. Heavy emphasis is placed on the student’s developing dexterity in applying massage techniques.

**CURRICULUM**

**THEORY SERVICES**

**HUMAN ANATOMY & PHYSIOLOGY & KINESIOLOGY**

160 ---

- A. SCIENTIFIC LANGUAGE
- B. CONCEPTS OF THE BODY’S SYSTEMS
- C. LECTURES/DESCRIPTIVE OBSERVATION/DEMOS
- D. FUNCTIONS OF THE MUSCULAR, SKELETAL, NERVOUS, CIRCULATORY, RESPIRATORY, ENDOCRINE AND LYMPHATIC SYSTEMS
- E. PATHOLOGY – LIST OF DIFFERENT DISEASES
  - 1. Integumentary System Conditions
  - 2. Musculoskeletal System Conditions
  - 3. Nervous System Conditions
  - 4. Circulatory System Conditions
  - 5. Lymph and Immune System Conditions
  - 6. Respiratory System Conditions
  - 7. Digestive System Conditions
  - 8. Endocrine System Conditions
  - 9. Urinary System Conditions
  - 10. Reproductive System Conditions

40

**BASIC MASSAGE THEORY & CLINICAL PRACTICUM**

105 180

- A. HISTORY OF MASSAGE
- B. 5 BASIC MOVEMENTS OF SWEDISH MASSAGE
- C. EFFECTS OF MASSAGE ON THE CIRCULATORY AND NERVOUS SYSTEMS

**THEORY & PRACTICE OF HYDROTHERAPY**

15 15

- A. HYDROTHERAPY PROCEDURES RELATED TO THE MASSAGE PROFESSION
- B. WATER RELATED THERAPEUTIC RESULTS
- C. USE OF SAUNAS, STEAM BATHS, WHIRLPOOLS, CONTRAST BATHS, HOT/COLD PACKS

Massage Therapy Cont'd

<b>CURRICULUM</b>	<b>THEORY</b>	<b>SERVICES</b>
<b><u>ALLIED MODALITIES</u></b>	98	---
A. DISCUSSION ON 25 MODALITIES THEORIES		
1. Range Of Motion		
2. Sport Massage		
3. Reflexology		
4. Stress Management		
5. Science Of Stretching		
6. Aromatherapy		
7. Shiatsu		
8. Infant Massage		
9. Geriatrics		
10. Pregnancy Massage		
11. Lymphatic Drainage		
12. Myofacial Release		
13. Deep Tissue Massage		
14. Trigger Points		
15. Rolfing		
16. Alexander Technique		
17. Craniosacral		
18. Neuromuscular Technique		
19. Postural Bodywork		
20. Muscle Energy Technique		
21. Somatics 1		
22. Somatics 2		
23. Medical Errors		
24. Trager		
25. Hand Care		
B. AREAS OF SPECIALIZATION WITHIN THE MASSAGE PROFESSION		
<b><u>FLORIDA STATE LAW</u></b>	15	---
A. RULES & REGULATIONS OF STATE LAW		
B. LEGAL PARAMETERS OF STUDENT PRACTICE		
<b><u>BUSINESS PRINCIPLES &amp; DEVELOPMENT</u></b>	10	---
A. MARKETING & PRACTICAL INSIGHT		
B. CREATIVE OPTIONS FOR FLYERS, BUSINESS CARDS AND OTHER PROMOTIONAL MATERIALS		
C. REVIEW OF ETHICAL STANDARDS AND PROCEDURES IN BUSINESS	9	
<b><u>HIV / AIDS</u></b>	3	---
A. HISTORY OF THE VIRUS		
B. MEANS OF EXPOSURE AND PROTECTION		
C. SYMPTOMS OF THE VIRUS		

D. PROTECTION FROM EXPOSURE DURING THERAPY \_\_\_\_\_

**T O T A L**

455

195

**650**

## **GRADUATION REQUIREMENTS**

Students must complete all listed hours and services, in addition to attendance requirements and financial obligations to be considered a graduate and awarded a diploma.

(SEE HIV REQUIREMENTS ON PAGE 12)

If the student has the required amount of hours to be eligible for licensing, but is weak in any area of the MASSAGE THERAPY, that area can be taught as a specialized subject with additional charges (see “other charges” on enrollment agreement).

**BARBER PROGRAM** (1200 Clock Hours)  
 (40 weeks/ 10.5 Months Full Time)  
 (48 weeks/ 12 Months)  
 (60 weeks/ 15 Months Part Time)

**PROGRAM OBJECTIVE**

The program provides training in the various barber services and the biological study of the hair. Lectures in this program will include chemistry, sterilization, bacteriology, hygiene, state law, and salon management.

**PROGRAM GOALS**

The student will become skilled in performing various barber services as performed in a barbershop, which are listed under the curriculum on the proceeding pages, and should have the ability to pass the state licensing examination to become employed in the barbering field.

<b>CURRICULUM</b>	<b>THEORY</b>	<b>SERVICES</b>
<b><u>TAPERED AND STYLED HAIRCUTTING</u></b>	194	300
A. HONING & STROPPING		
B. HAIRCUTTING TECHNIQUES		
C. CLIPPER CUTTING		
D. SHEAR / COMB CUTTING		
E. RAZOR CUTTING		
F. LADIES HAIRCUTS & CLIPPER CUTS		
<b><u>HAIR STYLING</u></b>	100	200
A. BLOW DRYING, AIR WAVING & CURLING		
B. CURLING IRON		
C. FINGER WAVING		
D. SAFETY REMINDERS		
<b><u>SHAMPOOING</u></b>	9	50
A. PLAIN SHAMPOO		
B. INCLINED POSITION		
C. RECLINED POSITION		

BARBER PROGRAM CONT'D...

<b>CURRICULUM</b>	<b>THEORY</b>	<b>SERVICES</b>
<b><u>PERMANENT WAVING / CHEMICAL RELAXING</u></b>	50	60
A. CHEMISTRY & ACTION OF PERMANENT WAVING		
B. PROCESSING & NEUTRALIZING		
C. SCALP & HAIR ANALYSES		
D. PERM ROD & SOLUTIONS SELECTION		
E. ALKALINE & ACID BALANCE PERMS		
F. SECTIONING & PROCEDURES		
G. FILLERS & CONDITIONERS		
H. TINTED SOLUTIONS		
I. LIGHTENED HAIR		
<b><u>HAIR COLORING</u></b>	35	25
A. CLASSIFICATION OF HAIR COLORING		
B. PREPARATION FOR HAIR COLORING		
C. HAIR COLORING RECORDS		
D. TEMPORARY COLORING		
E. PERMANENT & SEMI-PERMANENT COLORING		
F. HAIR LIGHTENING , TONERS & SPECIAL EFFECTS		
G. SPECIAL PROBLEMS		
<b><u>THE APPLICATION OF HAIR TONIC AND SCALP MANIPULATION</u></b>	20	30
A. TREATMENTS OF DANDRUFF, OILY & DRY SCALP		
B. PROCEDURES FOR A SCALP MASSAGE		
C. PURPOSE & TYPES OF TONICS		
D. PROCEDURES FOR HAIR TONICS		
<b><u>FACIAL MASSAGE</u></b>	8	15
A. INTRODUCTION TO THE SKIN		
B. DISORDER OF THE SKIN		
C. FACIAL MANIPULATION		
D. FACIAL MACHINES AND USES		
<b><u>SHAVING</u></b>	25	25
A. FUNDAMENTALS OF SHAVING		
B. PROCEDURE AND PREPARATION		
C. FINAL STEPS ON SHAVING		
D. SAFETY MEASURES		
E. MUSTACHES AND BEARDS		
🌐 TRIMMING		
🌐 WAXING		
🌐 COLOR		

Barber program cont'd...

<b>CURRICULUM</b>	<b>THEORY</b>	<b>SERVICES</b>
<b><u>SANITATION, STERILIZATION AND BACTERIOLOGY</u></b>	40	---
A. DEFINE SANITATION & DECONTAMINATION		
B. METHODS OF SANITATION & PROCEDURES		
C. TYPES OF DISINFECTANTS		
D. SAFETY PRECAUTIONS & FIRST AID		
E. RULES OF SANITATION		
<b><u>SHOP MANAGEMENT</u></b>	10	---
A. MANAGEMENT FUNCTIONS		
B. BUSINESS PLANNING & CAPITAL INVESTMENT		
C. TYPES OF OWNERSHIP		
D. EQUIPMENT, LOCATION & LEASE		
E. LEGAL REGULATIONS		
F. TELEPHONE TECHNIQUES & ETHIQUETTE		
G. INSURANCE NEEDS		
<b><u>HIV/AIDS</u></b>	4	---
A. HIV & STAGES OF AIDS		
B. PREVENTING AIDS		
C. SAFETY RULES TO FOLLOW		
<b>T O T A L</b>	495	705
	<b>1200</b>	

### GRADUATION REQUIREMENTS

Student must complete all listed hours and services, in addition to attendance requirements and financial obligation to be considered a graduate and awarded a diploma.

(SEE HIV / AIDS REQUIREMENTS LIST ON PAGE 12)

If the student has the required amount of hours to sit for the examination, but is weak in any area of the BARBER PROGRAM, that area can be taught as a specialized subject with additional charges (see “other charges” on enrollment agreement).

## VI. Financial Aid

### PURPOSE

The purpose of the School Financial Aid Department is to help provide assistance to those students who need funding to pursue their educational goals. Financial Aid programs attempt to close the gap that exists between the cost of your education and the money available from you and your family's income, savings, or other sources.

Because government funds are limited, the funding you receive may not always completely cover your educational expenses. As a result, the student and/or parents, if applicable, are expected to make a maximum effort to meet these expenses.

Eligible students that demonstrate a financial need may be offered a **FEDERAL GRANT**, known as a Pell Grant. Federal Grants are awards that do not have to be paid back to the government. We also offer **DIRECT LOAN**, this is a student loan from that the student is required to pay back to the government.

To simplify, Federal Financial Aid is money provided by the government to help the students pay for their education.

### ELIGIBILITY

You are eligible if you:

- 🌐 Are a United States Citizen or legal resident.
- 🌐 Can demonstrate financial need.
- 🌐 Are enrolled to attend at least half-time (20 hrs per week).
- 🌐 Are making satisfactory academic progress (see page 7).
- 🌐 Registered with the Selective Services (for males only), if applicable.
- 🌐 Do not owe any money to any of the Federal Financial Aid programs.

### PROGRAMS AVAILABLE

#### **FEDERAL PELL GRANTS**

A Federal Pell Grant, unlike the loans, does not have to be repaid. The Pell Grant is awarded only to undergraduate students who have not earned a Bachelor's degree or Professional Degree. For many students, the Pell Grant is the foundation to their financial aid to which additional aid may be added.

## DIRECT STUDENT LOANS

The Direct Student Loan is Financial Aid that **does have to be paid back**; however, the student has a six month grace period from the time that they graduate to start paying back the loan. There is a fixed rate on the loan of 6.8% that starts being charged after the first disbursement to the school is made and will also be charged during the six month grace period for any unsubsidized loan. The monthly payments are very minimal and any amount of money paid over the minimal amount will be credited to the principal amount of the loan. There are four different types of Direct Students Loans. They are as follows:

### **Direct Subsidized Loans:**

This loan is for students only. Interest is not charged while you are attending school at least half-time, during grace periods, or deferment periods. You must demonstrate financial need in order to be eligible for the loan.

### **Direct Unsubsidized Loans:**

This loan is for students only. Interest is charged during all periods, including while you are in school, grace periods, and deferment periods.

### **Direct PLUS Loans:**

This loan is for parents of dependent students. Interest is charged during all periods.

### **Direct Consolidation Loans:**

This loan is for students and parents that combine different federal student loans into one loan.

With the Direct Student Loan, no one is rejected based on their credit and anyone who qualifies for the Federal Pell Grant automatically qualifies for the Direct Loan.

## **HOW TO APPLY**

Information on all forms of Financial Aid will be available through the Financial Aid Office in the school. Prospective students interested in obtaining financial aid will need to call or come to the Financial Aid office where they may be able to obtain the necessary forms and information to apply. The staff cannot complete the financial aid forms for you, but will be more than glad to assist you in the completion of the forms or answering any questions that you may have. Government financial aid has various procedures that must be strictly followed and may take some time; therefore, we suggest that students who are planning to use financial aid plan accordingly.

## FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

Your eligibility for financial aid payments depends on your progress. You must maintain satisfactory academic progress as detailed on page 6 of this catalog. Any student who does not meet the published satisfactory academic progress requirements will be ineligible to receive any financial aid.

For further information, all prospective students are given “THE STUDENT GUIDE” from the Department of Education which will also give you more information.

## VII. ASM Scholarships

ASM Beauty World Academy, Inc. created two scholarships in 2001 to provide financial assistance to qualifying students. The scholarships are:

### **The Sal V. Milazzo Scholarship Fund**

#### THE SAL V. MILAZZO INTERNATIONAL SCHOLARSHIP FUND

The Sal V. Milazzo International Scholarship Fund has been established to assist international students interested in a Cosmetology or Massage Therapy career.

This scholarship was created with the vision to encourage and support cosmetology and massage therapy careers around the world, while providing financial assistance to deserving individuals demonstrating a genuine desire to obtain an education in our school.

Mr. Milazzo began his career in Sicily, Italy, where he studied cosmetology for three years at a school named ENAC. After finishing his studies, he ventured to the United States. Since most of his family was already here, he arrived in New York by ship in the winter of 1964. After spending some time in New York, he decided to go to Kansas City, Kansas to be closer to his family and start his career as a cosmetologist.

In 1965, he opened his first salon, “*L’Art Coiffure*”. During the next 14 years, he worked hard and polished his skills to a point where he was participating in hair show platforms and receiving several awards. In 1979, he moved to Florida. During the next few years, while working at several salons, he noticed that there was a need for a cosmetology school that would provide quality training and education to those interested in a career in cosmetology.

In 1987, Mr. Milazzo, in association with a co-worker and friend, Mrs. Geraldine Tortora, founded ASM Beauty World Academy, as we know it today, in the city of Hollywood. The name ASM, as a matter of fact, stands for “*Academia di Salvatore Milazzo*”.

## **PURPOSE AND GOAL**

The scholarship was created as a living tribute to honor the achievements and dedication of the co-founder of ASM, Mr. Sal V. Milazzo, in a way that reflects his values and dedication towards the education in the arts and sciences of cosmetology. This scholarship will serve as a vehicle towards the strengthening of the cosmetology industry around the world by providing the quality training needed to build a successful career and lessen the financial burden through financial assistance to all International Students interested in becoming a professional cosmetologist or massage therapist anywhere in the world.

## **SCHOLARSHIP REQUIREMENTS**

All applications are accepted and reviewed from prospective individuals around the world on a monthly basis. After reviewing the applications, those individuals that meet the scholarship criteria will be notified and awarded a scholarship of up to \$ 500.00 maximum for the following programs: Cosmetology, Barber, Instructor Training, Full Specialist, and Massage Therapy Program. In January 2005, we began offering \$300.00 of the ASM Scholarship to the Nail Technology and Facial Programs. All candidates must meet the following criteria to be considered a scholarship recipient:

- 🌐 Be 16 years old or older.
- 🌐 Be a national or legal resident.
- 🌐 Have a High School Diploma or equivalent from their country.
- 🌐 Be in the United States legally. (Visa/Passport must be active).

## **LEGAL STATUS FOR INTERNATIONAL STUDENTS**

Any person coming into the U.S. must have an unexpired passport or visa. If an individual came to the U.S. under a tourist visa and wishes to pursue studies at our school, we are approved by INS now United State of Homeland Security since January 1990 to process a change of status on their tourist visa to that of a student visa (I-20, M1). For more information regarding student visas, contact the Admissions Office.



**THE**  


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*Sal V. Milazzo*  
  
*Scholarship Fund*

The Sal V. Milazzo International Scholarship Fund was created with the vision to encourage and support cosmetology, barber, and massage therapy careers around the world and provide financial support to deserving individuals interested in attending ASM Beauty World Academy, Inc.

Established in 2001 as a living tribute to the achievements of Sal V. Milazzo in a way that reflects his values and dedication towards education in the arts and sciences of cosmetology and massage therapy, this scholarship will be a vehicle to strengthen the cosmetology and massage therapy industries around the world by assisting international students in becoming professional cosmetologists or massage therapists.

The goal of the Scholarship Administration is sincere in recognizing and rewarding individuals who share a passion for cosmetology or massage therapy. In 1985, Sal V. Milazzo and Geraldine Tortora founded ASM Beauty World Academy, a cosmetology school. Their main objective was to provide an affordable, high quality education to all individuals interested in a career in cosmetology or massage therapy and in particular, international students looking for a way to improve their quality of life in their countries.

The Milazzo family interest is not self-serving, but a genuine concern for the promotion of high quality cosmetology or massage therapy education. Under the direction of Leticia Milazzo, wife of Sal V. Milazzo and Director of the Scholarship Fund, the mission will continue. The Scholarship Administration is committed to the goals and aspirations of ASM Founders and will continue to help deserving international students receive the necessary professional training to build a successful career. The administration is a firm believer that a career in one of these fields could be the path to self-fulfillment and a rewarding future. Like her husband, Leticia enjoys the tremendous satisfaction in helping people achieve their goals and dreams and will do whatever is necessary to make them come true.

Sal V. Milazzo International Scholarship Fund

6423 Stirling Road  
 Davie, Florida 33314  
 Phone: (954) 321-8411  
 Fax: (954) 321-8683  
[asm60@bellsouth.net](mailto:asm60@bellsouth.net)

**The Sal V. Milazzo Scholarship Fund**

**6423 Stirling Rd Davie, FL 33314**

**Tel: (954) 321-8411 – Fax: (954) 321-8683**

**www.asmbeautyworld.org**

All of the information must be complete:

Name: \_\_\_\_\_  
 (First) (Middle) (Last)

Address: \_\_\_\_\_  
 (Street Number)

(City) (Country or State) (Zip Code, if any)  
 Telephone: ( ) Date of Birth: / /  
 Month / Date / Year

**EDUCATION**

Name of School	Address	# of Years Completed	Course of Study
High School	City		

**WORK HISTORY**

Employer <small>(List most current employer first)</small>	Address	Dates Employed	Salary & Position

**REFERENCES**

Please give names, address, and telephone numbers of two references that are not related to you:

1. \_\_\_\_\_  
 Phone ( ) \_\_\_\_\_

2. \_\_\_\_\_  
 Phone ( ) \_\_\_\_\_

I certify the information provided in this application is true and complete to the best of my knowledge and agree that any false or misleading information may disqualify me from further consideration and may be grounds for revoking the scholarship if discovered at a later date.

I authorize the Sal V. Milazzo International Scholarship Foundation to use my name for publicity photos, press/news releases and any promotional material that may be developed in connection with the Foundation if I am awarded a scholarship.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**RELATIVE/FRIEND INFORMATION**

Relative/Friend Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

# Appendix A