

# Education

**LASH + COMPANY**

COURSE CATALOG V. 2: 5.1.19

APPROVED AND REGULATED BY THE COLORADO DEPARTMENT OF HIGHER EDUCATION, PRIVATE OCCUPATIONAL SCHOOL BOARD.



## INCLUDES

- ESTHETICS
- PERMANENT MAKEUP
- EYELASH EXTENSIONS
- DERMAPLANING
- CHEMICAL PEELS
- MICRONEEDLING
- COSMETIC LASERS
- ADVANCED IPL
- COSMETIC INJECTABLES

Your Future  
Looks Beautiful

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# Lash and Company Owner *and* Officials

## APPROVED BY:

Colorado Department of Higher Education  
Division of Private Occupational Schools Board  
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OWNER, INSTRUCTOR

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IN-STATE AGENT

Liz Carnival  
(303)255-4705

# Mission Statement

We offer the highest quality esthetic, advanced esthetic, and medical esthetic training.

## STATEMENT OF NON-DISCRIMINATION

Lash and Company practices NO discrimination on the basis of age, race, sex, color, creed, religion, financial status, nationality, ethnic origin or area of residence in any of its practices and policies on Admissions, Instruction, or Graduation.

## SCHOOL CALENDAR

Classes start every 6 months and are limited to 15 students maximum to ensure the best learning environment. Reservations for class spots are available only when funds are fully received. The school also may be closed during a student's enrollment for unexpected reasons. In the event of inclement weather, school may be canceled. Lash and Company will "mirror" the high schools in the city/ town they are located. If the high school is closed, Lash and Company will also be closed. The School Director will provide all students with this information. The anticipated graduation date will be extended accordingly.

## SCHOOLS WILL BE CLOSED ON THE FOLLOWING HOLIDAYS:

Civil Rights Day

Labor Day

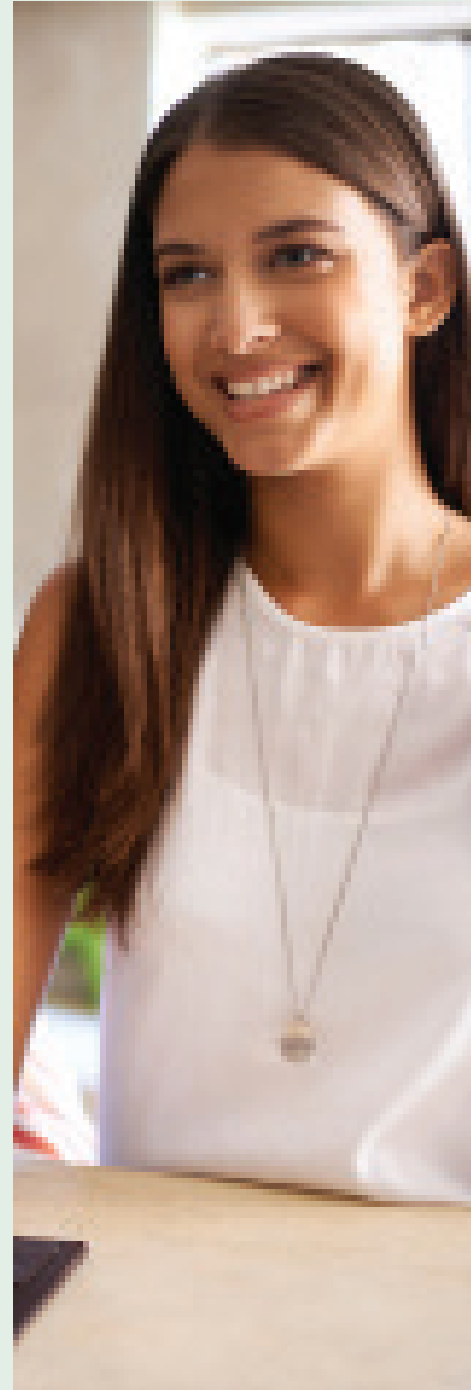
President's Day


Columbus Day

Memorial Day

Veteran's Day

July 4th





Education at Lash + Company is one of only two schools in Colorado accredited for advanced esthetics training.

# A Note

Welcome to Lash and Company Education! I am honored for Lash and Company to join you on your learning journey.

13 years ago, I was inspired by my grandmother (who is in her 80s and still practicing esthetics in Santa Barbara, CA today) to become an esthetician to help pay my way through college.

I fell in love with the industry, the innovation, technology, and the clients. We are privileged to work with clients that are happy, healthy and excited to see us. It's very rewarding to nurture and care for one another.

The learning never ends. I value growth and development above all else. I believe pursuing the best version of myself is a purposeful and successful life. I believe in abundance. I believe that I am the equivalent of the value I add to the world.

With Gratitude,

*Bailey*

BAILEY AMES  
FOUNDER, OWNER, INSTRUCTOR

## COURSE:

Esthetics

### OBJECTIVE FOR ESTHETICS

**Upon successful completion the graduate will be able to:**

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform the basic manipulative skills in the areas of facial massage, effective use of implements and equipment, proper application of corrective make-up, unwanted hair removal, and lash/brown tinting.
5. Perform the basic analytical skills to determine appropriate skin care and make-up services to achieve the best look for each client.
6. Apply academic and practical leaning and related information to ensure sound judgments, decisions, and procedures.
7. To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in esthetics and related career positions.
8. Sit for the Esthetics Examination.

### HOURS AND REQUIREMENTS FOR ESTHETICS

600 Hours over approximately 6 months

Monday 9:00-4:00pm mandatory for testing, lecture and practical demonstration

Tuesday-Thursday 9:00am-7:00pm mandatory for practical training

Guest speakers, field trips, and make up days TBD

### COST OF ATTENDANCE AND REQUIRED MATERIALS FOR ESTHETICS

Course Price: \$7000

\$132 for textbook

Required Materials: *Milady Standard Esthetic Fundamentals, 11th Edition*

Fees for textbooks and kits are nonrefundable

### ENTRANCE REQUIREMENTS FOR ESTHETICS

Lash and Company requires that an applicant for the Esthetics program class must:

- a. Be 16 years of age and have documented proof
- b. Have a high school diploma, G.E.D, or Home School Diploma approved by the U.S. Department of Education.

COURSE:

# Permanent Makeup

## OBJECTIVE FOR PERMANENT MAKEUP

Students will be certified with the skills and confidence to practice permanent makeup procedures such as eyebrows, eyeliner, and lip coloring. Upon successful completion of the Permanent Makeup Program the student will receive a certificate of completion.

## HOURS AND REQUIREMENTS FOR PERMANENT MAKEUP

132 Hours | Approximately 5 Weeks

## COST OF ATTENDANCE AND REQUIRED MATERIALS FOR PERMANENT MAKEUP

Course Price: \$3600

\$600 for supply kit

Required Materials: Mosaic rotary permanent makeup machine with foot pedal, manual pen, Pigment colors, Pigment cups, EPA sanitize wipes, gloves, single use blades, single use needles, practice skin, 3m tape, stencils (1 Set) Eyebrow Pencil, calipers, green soap, numb liquid and numb cream, carry case, cotton rounds, q tips, toothpicks, head covers, eye wash, after care ointment, micro brushes, disposable lip wands, bio hazard container.

Fees for textbooks and kits are nonrefundable

## ENTRANCE REQUIREMENTS FOR PERMANENT MAKEUP

Lash and Company requires that an applicant for the Permanent Makeup class must:

- a. Be 16 years of age and have documented proof
- b. Have a high school diploma, G.E.D, or Home School Diploma approved by the U.S. Department of Education.
- c. Current esthetic or cosmetology license



COURSE:

*Eyelash Extensions*

OBJECTIVE FOR EYELASH EXTENSIONS

Upon successful completion of the Eyelash Extension Training the student will be certified with the skills to isolate, apply, remove, and maintain high quality eyelash extensions.

Upon successful completion of the Eyelash Extension Training the student will receive a certificate of completion.

ENTRANCE REQUIREMENTS FOR EYELASH EXTENSIONS

Lash and Company requires that an applicant for the Eyelash Extension Course class must:

- a. Be 16 years of age and have documented proof
- b. Have a high school diploma, G.E.D, or Home School Diploma approved by the U.S. Department of Education.
- c. Current esthetic or cosmetology license

HOURS AND REQUIREMENTS FOR EYELASH EXTENSIONS

One 8 hour day

COST OF ATTENDANCE AND REQUIRED MATERIALS FOR EYELASH EXTENSIONS

Price: \$500 for class instruction and \$450 for supply kit

Required Materials: C-.2 Mix Tray 8-15mm 1 bottle of adhesive remover 1 bottle of adhesive 25 under eye pads 1 basic curved forceps 1 basic straight forceps 1 pack micro brushes 1 pack disposable mascara wands 1 pack disposable adhesive rings

Fees for textbooks and kits are nonrefundable

COURSE:

Dermaplaning

#### OBJECTIVE FOR DERMAPLANING

Upon successful completion of dermaplaning the student will receive a certificate of completion.

#### HOURS AND REQUIREMENTS FOR DERMAPLANING

One 6 hour day

#### COST OF ATTENDANCE AND REQUIRED MATERIALS FOR DERMAPLANING

Price: \$300 for class instruction and \$50 (optional) for supply kit

Required Materials: N/A

Fees for textbooks and kits are nonrefundable

#### ENTRANCE REQUIREMENTS FOR DERMAPLANING

Lash and Company requires that an applicant for dermaplaning class must:

- a. Be 16 years of age and have documented proof
- b. Have a high school diploma, G.E.D, or Home School Diploma approved by the U.S. Department of Education.
- c. Esthetic or cosmetology license

COURSE:

*Chemical Peels*

**OBJECTIVE FOR CHEMICAL PEELS**

Upon successful completion of Chemical Peels the student will receive a certificate of completion.

**HOURS AND REQUIREMENTS FOR CHEMICAL PEELS**

24 hours over the course of three days

**COST OF ATTENDANCE AND REQUIRED MATERIALS FOR CHEMICAL PEELS**

Price: \$600 for class

Required Materials: N/A

Fees for textbooks and kits are nonrefundable

**ENTRANCE REQUIREMENTS FOR CHEMICAL PEELS**

Lash and Company requires that an applicant for chemical peels class must:

- a. Be 16 years of age and have documented proof
- b. Have a high school diploma, G.E.D, or Home School Diploma approved by the U.S. Department of Education.
- c. Esthetic or cosmetology license

COURSE:

*Microneedling*

**OBJECTIVE FOR MICRONEEDLING**

Upon successful completion of microneedling the student will receive a certificate of completion.

**HOURS AND REQUIREMENTS FOR MICRONEEDLING**

One 6 hour day

**COST OF ATTENDANCE AND REQUIRED MATERIALS FOR MICRONEEDLING**

Price: \$600 for class, \$3000 for the Collagen PIN kit (optional)

Required materials: NA

Fees for textbooks and kits are nonrefundable

**ENTRANCE REQUIREMENTS FOR MICRONEEDLING**

Lash and Company requires that an applicant for Microneedling class must:

- a. Be 16 years of age and have documented proof
- b. Have a high school diploma, G.E.D, or Home School Diploma approved by the U.S. Department of Education.
- c. Esthetic or cosmetology license

COURSE:

Cosmetic Lasers

#### OBJECTIVE FOR COSMETIC LASERS

Upon successful completion of Cosmetic Lasers the student will receive a certificate of completion.

#### HOURS AND REQUIREMENTS FOR COSMETIC LASERS

10 hours online and 40 hours over the course of one week

#### COST OF ATTENDANCE AND REQUIRED MATERIALS FOR COSMETIC LASERS

Course Price: \$6000

Required Textbook: *A Practical Guide to Laser Procedures*

Fees for textbooks and kits are nonrefundable

#### ENTRANCE REQUIREMENTS FOR COSMETIC LASERS

Lash and Company requires that an applicant for the Cosmetic Lasers course must:

- a. Be 16 years of age and have documented proof
- b. Have a high school diploma, G.E.D, or Home School Diploma approved by the U.S. Department of Education.
- c. Esthetic or cosmetology license, nurses, nurse practitioner, and physicians assistants

COURSE:

Advanced IPL

OBJECTIVE FOR ADVANCED IPL

Upon successful completion of Advanced IPL the student will receive a certificate of completion.

HOURS AND REQUIREMENTS FOR ADVANCED IPL

12 hours over the course of two days

COST OF ATTENDANCE AND REQUIRED MATERIALS FOR ADVANCED IPL

Price: \$800 for class

Required materials: NA

Fees for textbooks and kits are nonrefundable

ENTRANCE REQUIREMENTS FOR ADVANCED IPL

Lash and Company requires that an applicant for the Advanced IPL course must:

- a. Be 16 years of age and have documented proof
- b. Have a high school diploma, G.E.D, or Home School Diploma approved by the U.S. Department of Education.
- c. Esthetic or cosmetology license, nurses, nurse practitioner, and physicians assistants
- d. Cosmetic laser certification

COURSE:

Cosmetic Injectables

OBJECTIVE FOR COSMETIC INJECTABLES

Upon successful completion of Cosmetic Injectables the student will receive a certificate of completion for each day completed.

HOURS AND REQUIREMENTS FOR COSMETIC INJECTABLES

32 hours over the course of four eight hour days

COST OF ATTENDANCE AND REQUIRED MATERIALS FOR COSMETIC INJECTABLES

Course Price: \$6000

Required Textbook: *A Practical Guide to Botulinum Toxin Procedures* by Rebecca Small and *A Practical Guide to Dermal Filler Procedures* by Rebecca Small

Fees for textbooks and kits are nonrefundable

ENTRANCE REQUIREMENTS FOR COSMETIC INJECTABLES

Lash and Company requires that an applicant for the Cosmetic Injectables course must:

- a. Be 16 years of age and have documented proof
- b. Have a high school diploma, G.E.D, or Home School Diploma approved by the U.S. Department of Education.
- c. Esthetic or cosmetology license, nurses, nurse practitioner, and physicians assistants



It's a beautiful thing when your passion and career come together.

#### ENROLLMENT PROCEDURES

Applications for admissions may be obtained from the School Director. Lash and Company does not recruit students attending or admitted to other schools offering similar programs of study.

#### PREVIOUS CREDITS

Credits from another institution will be evaluated on a case-by-case basis. Lash Co. does not guarantee transferability of our credits to another institution unless there is a written agreement with another institution. Postponement of Start Date Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth: a. whether the postponement is for the convenience of the school or the student; and, b. the deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline in accordance with the school's refund policy and all applicable laws and Rules con-

cerning the Private Occupational Education Act of 1981. Program Cancellation Policy If the start of a program needs to be delayed or cancelled, the School will work with the Student to arrange a new start date. Should a refund be required, it will be done in accordance with the refund policy contained within this catalog.

#### LEAVE OF ABSENCE POLICY

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

#### ATTENDANCE POLICY

The student should be aware that absenteeism for more than 14 consecutive days without contacting the school can result in the student being terminated from the program. The contracted date of graduation may be changed throughout your program because of unexpected school closures. Make-up hours may not reverse your revised graduation date. 5% of your contract time



for scheduled hours is allowed for absenteeism and/or tardiness. Once a student has used all time allotted for absenteeism, they will be required to purchase additional training hours, at the current hourly tuition rate. Payment arrangements must be made with the School Director at that time. All students should be in their class location 5 minutes prior to starting class. At this time the student should be completely prepared for class – all materials needed in hand, hair and makeup done, and completely dressed for the school day. Students are required to call in if not attending school for the day. When calling in, you must speak with a School Official.

### PROGRESS POLICY

The student must meet both attendance and academic requirements. Students will be tested on the previous weeks material at the beginning of each week and must pass the test with a 75% or better. If the student's cumulative grade average is 75% or above, and attendance is 66.67% of the hours required, the student will be determined as making satisfactory progress. At the completion of each quarter of training the student must demonstrate the ability to complete all program requirements within the allotted time frame by scheduled attendance/make-up work.

### PROBATION

Students who do not have an average grade of 75% and/or 66.67% of the hours required at 300/450 hours will be placed on academic/attendance probation. The student on probation will be given a period of 30 school days to improve performance. If the student during this time improves on their % and is not yet in Satisfactory Progress they may be given an additional 30 days. However, if the student doesn't meet the minimum of Satisfactory Progress at the end of 60 days they will be terminated from their program. At any time during the probationary period if the student fails to improve they may be terminated from the school at any time. The student may request an appeal.

### DISMISSAL

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

The Director of Education may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

### CONDUCT POLICY

In training for a career in esthetics, you must be a caring, open-minded individual. You must use your training and knowledge to satisfy the needs and wants of every client. You must be able to put your ego and problems aside, in order to be a contributing member of the team. You must be an excellent communicator. This requires the ability to listen and observe, to consult with and suggest ideas, services, and products to colleagues, instructors, management, and clients. Professionalism can be seen and felt in a school, salon, spa, or any technical business. It is a balanced combination of choice of words, tone of voice, physical actions, education, technical training, determination, honesty, good judgment, decision making, cleanliness, sharp appearance and talent.

### GUIDELINES TO PROFESSIONALISM

1. Listen 2. Service all clients to the best of your ability. Treat every person in your environment as the special person they are. 3. Consult with each client/instructor prior to their service. This establishes good communications and avoids service errors. 4. Teamwork and cooperation with colleagues, instructors, and staff makes all goals easier to attain. Help colleagues and instructors when possible. An atmosphere of teamwork is easily noticed and appreciated. 5. Gossip has no place in a professional

environment. 6. Support the efforts of all colleagues and instructors. 7. Personal conversations with other students/instructors while in the classroom and on the service floor are not permitted. Full attention and focus regarding your education and the service(s) you are performing on clientele must be maintained at all times. 8. Personal or school problems will not take place in classrooms, or in front of the client. Students will follow grievance procedures. 9. Smile – Often. 10. Profanity will not be tolerated. Slang expressions should be eliminated in communication with peers, instructors, clients or management.

**FACILITIES**

The facility is a modern spa, with open concept training rooms and a classroom. Students must maintain their equipment and replace broken or damaged articles in order to practice their work properly. There is no charge for materials used on skin or for assigned activities in the spa.

**PLACEMENT ASSISTANCE**

While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

**REFUND POLICY**

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid. In the case of students withdrawing after commencement of classes, a percentage of tuition and fees, which is based on the percentage of contact hours attended in the Program/Stand Alone Course, as described in the table below. The refund is based on the official date of termination or withdrawal.

**REFUND TABLE:**

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract. 2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner: a. The date on which the school receives notice of the student's intention to discontinue the training program; or b. The date on which the student violates published school policy, which provides for termination. c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date. 3. The student will receive a full refund of tuition & fees paid if the school discontinues a Program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation. 4. The policy for granting credit for previous training shall not impact the refund policy.

***Student is entitled to upon withdrawal/termination\* refund:***

Within first 10% of program	90%
After 10% but within first 25% of program	75%
After 25% but within first 50% of program	50%
After 50% but within first 75% of program	25%
After 75%	NO Refund

**STUDENT GRIEVANCE PROCEDURE**

Student concerns or complaints should be submitted in writing to the school's director. After receiving the concern or complaint, a meeting will be scheduled to help mediate, communicate, or alleviate the situation. Attempting to resolve any issue with the Lash and Company first is strongly encouraged. Student complaints may be filed online with the Division of Private Occupational Schools. <http://higherred.colorado.gov/dpos> · (303) 862-3001

*There is a two-year limitation from student's last date of attendance on the Division taking action on student complaints.*

