

C A T A L O G



" B E A U T Y M A D E W I T H Y O U R
F U T U R E I N M I N D . "

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School Programs and Hours-

Aesthetics Full Time Hybrid Days:

9:00-2:30pm on campus

Wednesday, Thursday

1 ½ Flex Hour at Home (9:00am-4:00pm)

Off campus Monday, Tuesday, Friday- 7 hours at home

Total of 30 hours per week

125 Hours Monthly

Program Length-6.2 Months (dependent on absences and holidays)

No weekends

Aesthetics Nighttime Hybrid:

5:30pm-10pm on campus

Wednesday, Thursday

Off campus Monday, Tuesday, Friday- 7 hours at home

Total of 30 hours per week

125 Hours Monthly

Program Length-6.2 Months (dependent on absences and holidays)

No weekends

Eyelash Hybrid Program:

9-2:00pm on campus

Monday

Off campus Tuesday, Wednesday, Thursday, Friday- 5 hours at home

Total of 25 hours per week

100 Hours Monthly

Program Length-3 Months (300 Hours) (dependent on absences and holidays)

No weekends

Instructor Hybrid Program:

9:00-2:30 pm or 5:30pm-10pm on campus

Wednesday, Thursday

Off campus Monday, Tuesday, Friday- 5 hours at home

Total of 25 hours per week

125 Hours Monthly

Program Length-3 Months (300 Hours) (dependent on absences and holidays)

No weekends

Programs Cost Breakdown-

Aesthetics Program-

\$8,500

\$500 non-refundable deposit (to reserve seat in class)

\$1,000 Kit Fee \$400 Textbook and Workbook Fee

Instructor Program-

\$3,000

\$500 non-refundable deposit & \$400 Textbook and
Workbook Fee

Eyelash Program-

\$4,500

\$250 non-refundable deposit (to reserve seat in class)

\$600 Kit Fee \$50 Textbook and Workbook Fee

Aesthetics Program Overview-

This comprehensive program is divided into three 8-week phases, totaling 750 hours of combined theory and practical training.

- **Weeks 1–8: Introduction Phase** – Students complete 250 hours focused on foundational theory and basic practical skills essential for professional success.
- **Weeks 9–16: Certification Phase** – A 250-hour hands-on training segment where students earn certifications in specialized services, including Spray Tanning, Lash Extensions, Lash Lift & Tint, Brow Lamination, and Brow Henna.
- **Weeks 17–24: Advanced Business & Hands-On Experience** – The final 250 hours are dedicated to advanced practical application with live models and include real-world business training, such as client consultations and mock interviews.

This structure ensures students graduate with both technical expertise and the confidence to thrive in the beauty industry.

Books and Curriculum-

The program is supported by a comprehensive curriculum utilizing industry-recognized materials. Each student will receive two Milady Esthetics Textbooks, two corresponding Workbooks, one specialized Lash Extension Theory Book, and one Milady Educator Textbook. These resources are designed to enhance both theoretical knowledge and hands-on skills throughout the course.

Curriculum Course Outline – 750-Hour Aesthetics Program:

The 750-clock hour Aesthetics Program is designed to provide students with the comprehensive knowledge, technical skills, and professional development necessary to become a licensed skincare professional in the state of Tennessee. The curriculum integrates theory, hands-on practice, and advanced certifications to prepare students for state board examinations and success in the beauty industry.

Course Topics Include:

- Skin Analysis and Consultation
- Facial Techniques and Equipment Usage
- Hair Removal (Waxing, Tweezing, and Alternative Methods)
- Makeup Application and Color Theory
- Infection Control and Sanitation Practices
- Anatomy, Physiology, and Skin Sciences
- Product Knowledge and Ingredient Analysis
- Chemical Exfoliation and Advanced Treatments
- Lash and Brow Enhancements (Extensions, Lifts, Tints, Lamination, Henna)
- Spray Tanning Techniques
- Business Development, Client Relations, and Interview Preparation
- Tennessee State Laws and Licensing Requirements

Course Objectives-

Upon successful completion of the 750-hour Aesthetics Program, students will be able to:

1. State Board Preparation

Demonstrate the knowledge and skills required to pass the Tennessee State Board licensing examination for aesthetics.

2. Entry-Level Employment Readiness

Apply foundational theory and practical training to secure and perform successfully in an entry-level position within the aesthetics industry.

3. Professional and Technical Skill Development

Exhibit professional conduct, technical proficiency, and client communication skills aligned with current industry standards.

4. Advanced Industry Exposure

Gain exposure to advanced treatments, techniques, and business concepts to support continued growth and future specialization within the field.

Method of Education -

Lecture-Based Instruction

Instructors will lead structured lectures covering each chapter of the required textbooks, providing in-depth explanations and real-world applications.

Multimedia Presentations

PowerPoint presentations and instructional videos, including educator-created content, will be used to reinforce key concepts and enhance visual learning.

Teaching Aids

Visual aids such as diagrams, models, instruments, and equipment will be incorporated to demonstrate techniques appropriate to the student's level of training.

Live Demonstrations

Educators will perform demonstrations of all practical services prior to student practice. Instructors will assist with product setup and guide students during initial hands-on application until competency is achieved.

Written and Practical Testing

Students will be evaluated through both written exams and practical skill assessments to ensure comprehensive understanding and proficiency.

Student Participation and Practice

Active student involvement and repeated hands-on practice are integral to mastering each service and preparing for professional success.

Admission Requirements-

In accordance with the regulations set forth by the Tennessee State Board of Cosmetology and Barber Examiners, applicants are not required to have a high school diploma or GED to enroll. However,

applicants must be at least 16 years of age and have successfully completed a minimum of two (2) years of high school education.

Center Stage Beauty Academy (CSBA) accepts transfer hours that have been officially approved by the Tennessee State Board. Home-schooled students are also eligible for admission, provided their homeschool diploma meets the criteria recognized and accepted by the State Board.

GED Equivalency:

Applicants choosing to qualify through the GED must achieve a minimum score of 45.0 or higher, which is considered equivalent to a high school diploma in the state of Tennessee.

Course Content Outline –

750-Hour Aesthetics Program:

The curriculum is carefully structured to provide a comprehensive and progressive learning experience, covering both foundational theory and advanced practical skills essential for success in the aesthetics industry.

- **Cosmetology Rules and Regulations (20 hours):**
Students will study Tennessee state licensing requirements, salon operations, and legal regulations through lecture, review sessions, and quizzes.
- **Chemistry (25 hours):**
This section explores the principles of chemistry as they relate to skincare products and services, including physical and chemical changes in matter and the skin, and an introduction to chemical peels.
- **Health, Safety, and Hazardous Materials (25 hours):**
Focus areas include MSDS sheets, Barbicide certification, general workplace safety, and awareness of communicable diseases such as Hepatitis B, COVID-19, and HIV/AIDS.
- **Electricity (25 hours):**
Students will learn the basics of electricity and safe operation of electrical facial equipment, with emphasis on electrical currents used in skincare treatments.
- **Disinfection and Sanitation (20 hours):**
Covers proper sanitation procedures, client and technician safety, and state-mandated sanitation laws, culminating in a sanitation certification.

- **Bacteriology, Anatomy, Physiology, and Skin Analysis (40 hours):**
A thorough study of human anatomy and physiology, bacteria, skin layers, and the identification and analysis of various skin types and conditions.
- **Facials (70 hours):**
Instruction includes manual, electrical, and chemical facial procedures, massage techniques, proper use of facial machines such as steamers and magnifying loops, and education on post-peel care and retail recommendations.
- **Eyebrow Arching and Tweezing (35 hours):**
Students will learn the art of eyebrow shaping through tweezing and waxing, focusing on structure, symmetry, and safety.
- **Body Waxing (35 hours):**
This section covers full body waxing techniques, including proper procedures, safety protocols, speed waxing methods, and the differences between hot and cold wax.
- **Makeup Application (20 hours):**
Students will practice day and evening makeup looks, contouring, applying artificial lashes, and receive instruction through guest demonstrations.
- **Business 101 (10 hours):**
An introduction to the fundamentals of opening and operating a beauty business, including resume development, job search strategies, and professional communication.
- **Lash and Brow Training (75 hours):**
Covers sanitation, client consultation, business basics, and hands-on practice in lash extensions, brow lamination, lifts, tints, and henna application, emphasizing client safety and retention.
- **Spa and Practical Work (350 hours):**
Students will gain extensive hands-on experience working with clients in a supervised spa setting. This includes schedule management, retail education, client retention strategies, advanced treatment projects, and preparation for both written and practical state board exams.

Important Note:

Center Stage Beauty Academy (CSBA) integrates essential training in communication skills, emphasizing professional ethics, personal presentation, workplace decorum, record keeping, and the importance of client confidentiality. Business fundamentals, including job market readiness, are interwoven throughout the student's education to prepare them for career success. CSBA maintains complete and accurate records for each student and graduate, in accordance with state regulations. Upon completion of all required theory and practical hours,

students must successfully complete a comprehensive final exam, which includes both theoretical and practical components designed to mirror state board procedures. Monthly progress reports are provided to students for self-assessment and recordkeeping. Additionally, individual tutoring and academic support are available as needed to help every student reach their full potential.

Grading Policy:

Students are evaluated on both theoretical knowledge, including assignments from the Milady workbooks, and practical performance. The grading scale is as follows:

- **A:** 90% – 100%

- **B:** 80% – 89.9%

- **C:** 70% – 79.9%

- **D:** 60% – 69.9%

- **F:** 0% – 59.9%

In accordance with the Tennessee State Board of Cosmetology and Barber Examiners, all students must maintain a minimum average of 75% to successfully complete their program.

Occupational Titles and Career Opportunities:

Upon successful completion of the Aesthetics Program and passage of both the written and practical State Board examinations, graduates are qualified to pursue various professional roles within the skincare and beauty industry. These titles may include Esthetician or Aesthetician, Facialist, Skin Care Technician, and Lash Technician. With additional medical or advanced clinical training, individuals may also work under the title of Medical Aesthetician, depending on their certifications and the scope of practice permitted by the state.

Graduates of the program may find employment in a variety of settings, including but not limited to:

- Day Spas and Med Spas
- Dermatology and Plastic Surgery Offices
- Beauty and Wellness Clinics
- Salons and Lash Studios
- Cruise Ships and Resorts
- Retail and Cosmetic Sales
- Freelance or Self-Employed Practices
- Aesthetics Education and Training

This program equips students with the foundation needed to succeed in a range of professional environments and to pursue advanced training or specialization as desired.

Instructor Program-

At Center Stage Beauty Academy, our 300-hour Instructor Education Program is designed to prepare future educators to effectively teach both theory and hands-on practical skills within the beauty industry. This program equips aspiring instructors with the knowledge, techniques, and confidence needed to inspire and guide students who share a passion for aesthetics and cosmetology.

Admissions Requirements-

In accordance with the Tennessee State Board of Cosmetology and Barber Examiners, all applicants for the 300-Hour Instructor Education Program at Center Stage Beauty Academy must meet the following criteria: be at least 18 years of age, free of contagious diseases, and possess a valid High School Diploma or GED. Applicants must also hold a current Tennessee Cosmetology or Aesthetics license and have a minimum of three (3) years of verifiable experience working in a licensed salon or spa environment. Additionally, candidates must demonstrate a strong proficiency in both theoretical knowledge and practical application of industry skills.

Program Start Dates-

The Instructor Program offers flexible start dates, with new trainees welcome to begin on any Wednesday or Thursday, during either day or evening sessions. If you are passionate about teaching and ready to take the next step in your career, now is the perfect time to begin your instructor training. Contact us today to schedule a campus tour and admissions interview.

Instructor Program outline and Curriculum-

The 300-Hour Instructor Education Program at Center Stage Beauty Academy is thoughtfully structured to develop both the instructional and professional capabilities of aspiring educators in the aesthetics field. The curriculum is divided into three core phases, followed by a final capstone experience.

- **Month 1 (80 Hours):**
Students will focus on instructional theory, teaching methodologies, and various learning styles. Weekly evaluations and written assessments will reinforce understanding of the material covered.
- **Month 2 (80 Hours):**
Trainees will engage in classroom observation by shadowing a lead educator. They are expected to take detailed notes, ask questions, and participate in open dialogue to develop a comprehensive understanding of classroom dynamics. At the end of this phase, students will submit a written reflection summarizing their experience.
- **Month 3 (80 Hours):**
Under the direct supervision of a licensed instructor, trainees will begin leading classes, creating lesson plans, assigning coursework, and managing classroom expectations while receiving real-time feedback and support.
- **Final Three Weeks (60 Hours):**
 - **Week 1 (20 Hours):**
Students will prepare and present their practical State Board teaching demonstration, including facial and makeup applications. Final Exam 1 will be administered at the end of this week.
 - **Week 2 (20 Hours):**
Focused review of Tennessee State Board rules, regulations, and preparation for the written licensure exam. Final Exam 2 will be given at the end of the week.
 - **Week 3 (20 Hours):**
Completion of a Capstone Project—a culminating written reflection that captures the knowledge, skills, and insights gained throughout the 300-hour program.

Eyelash Program Outline and Curriculum-

Course Objective:

To equip students with comprehensive knowledge, technical expertise, and professional standards required to perform high-quality eyelash extension services, ensuring preparedness for certification and career advancement.

Curriculum and Hour Breakdown:

1. Orientation and Professional Standards – 20 Hours

- Introduction to the lash industry and program expectations
- Professional ethics, client consultation, and communication skills
- Health and safety standards (OSHA, Milady Infection Control)
- Client confidentiality and record keeping

2. Eyelash Theory and Foundation – 40 Hours

- Lash anatomy and growth cycles

- Eye shapes, face analysis, and styling fundamentals
- Understanding lash types, curls, diameters, and lengths
- Adhesives, removers, and product chemistry
- Contraindications, allergies, and client suitability

3. Sanitation, Safety, and Infection Control – 30 Hours

- Universal precautions
- Proper tool sanitation and workstation setup
- Infection prevention and blood spill protocols
- PPE usage and personal hygiene standards

4. Classic Lash Application Techniques – 100 Hours

- Isolation techniques
- Adhesive control and placement precision
- Full set application and lash mapping
- Fill-ins, removals, and correcting poor applications
- Timing, speed development, and troubleshooting application errors

5. Advanced Lash Artistry – 50 Hours

- Introduction to hybrid and volume lashes
- Lash layering, texturizing, and design principles
- Creating customized lash looks based on client features
- Styling corrections for special eye conditions (droopy lids, wide-set eyes, etc.)
- Specialty techniques (wet look, wispy sets, mega volume overview)

6. Client Care and Business Development – 30 Hours

- Building client trust and retention strategies
- Aftercare education and retailing lash-safe products
- Starting a lash business: licenses, insurance, and branding basics
- Social media marketing and photography for lash portfolios
- Service pricing, rebooking strategies, and financial basics

7. Practical Hands-On Training – 20 Hours

- Mannequin practice
- Live model full sets, fills, removals
- Client consultation and documentation practice
- Quality control and client care during services

8. Final Testing and Certification – 10 Hours

- Written final exam covering all theory and Milady content
- Practical final exam: full classic lash application on a live model within set time
- Program review and instructor feedback
- Certificate of Completion awarded upon successful completion

Graduation Requirements:

- Completion of all **300 program hours**
- Achieve **80% or higher** on both written and practical final exams
- Demonstrate professionalism, sanitation standards, and technical competency throughout the program

Eyelash Extension Program Weekly Breakdown-

Weeks 1–2: Orientation, Professional Standards, and Sanitation

- Program Overview and Expectations
- Professional Conduct and Ethics
- Client Consultation Skills
- OSHA Guidelines and Infection Control
- Proper Handwashing, Tool Sanitation, and Blood Spill Procedures
- Introduction to Eye Anatomy and Lash Growth Cycles

Weeks 3–4: Eyelash Theory and Fundamentals

- Understanding Lash Products: Adhesives, Lash Types, Tools
- Eye Shapes, Lash Mapping, and Styling Basics
- Contraindications and Client Suitability
- Introduction to Isolation and Lash Placement Techniques
- Practice on Mannequin Heads

Weeks 5–7: Classic Lash Application Techniques

- Full Set Classic Lash Application (Mannequin Practice)
- Adhesive Control and Retention Techniques
- Refill and Removal Procedures
- Troubleshooting Common Issues (Twists, Stickies, Directional Errors)
- Building Speed and Precision

Weeks 8–9: Advanced Lash Artistry

- Introduction to Hybrid and Volume Techniques (overview and basics)
- Lash Layering and Texturizing Techniques
- Creating Customized Lash Looks for Different Eye Shapes
- Corrective Lash Styling (Wide-set, Close-set, Hooded Eyes)

Weeks 10–11: Client Care, Business Development, and Marketing

- Client Relations, Retention Strategies, and Aftercare Education
- Building a Lash Portfolio: Photography Tips
- Retailing Lash Products and Aftercare Kits
- Business Setup Basics: Licensing, Branding, Insurance
- Marketing and Social Media Strategies for Lash Artists

Weeks 12–13: Practical Hands-On and Live Model Work

- Practice Full Sets on Live Models under Supervision
- Client Consultation Forms and Documentation
- Refill, Removal, and Corrective Work on Live Models
- Building Client Confidence and Managing Appointments

Week 14: Final Review and Exam Preparation

- Review of Milady Lash Theory
- Review of Practical Techniques
- Practice Timed Full Sets for Practical Exam
- Mock Written Exams and Practical Assessments

Week 15: Final Exams and Program Completion

- **Written Final Examination** (Based on Milady Textbook Material)
- **Practical Final Examination** (Complete Full Classic Set on Live Model)
- Instructor Feedback and Performance Review
- Certificate of Completion Issued Upon Successful Completion

Important Notes:

- Students must complete all 300 hours
- Minimum 80% score required on both final exams
- Maintain professional behavior, attendance, and sanitation standards throughout the program

Policies and Procedures-

Refund policy:

Students have the right to cancel their enrollment agreement for the Aesthetics or Instructor Education Program at Center Stage Beauty Academy (CSBA) without penalty or obligation within the first week of instruction. In the event of cancellation during this period, students who have paid tuition in full will receive a refund of the tuition amount, minus the non-refundable deposit and kit fees. Please note that payment plans, and promotional or scholarship-based tuition payments are non-refundable. If a student withdraws after the first week, and tuition has been paid in full, the refund will be calculated based on the student's percentage of attendance as outlined in the refund chart below. Refunds will not be issued for any portion of the tuition paid through scholarships or promotional pricing. All cancellations must be formally documented, and CSBA will issue any applicable refund within 45 days of the student's last date of attendance. Monthly payments made during the program are non-refundable, regardless of the point of withdrawal. Textbook, workbook, and kit fees are also non-refundable in all cases.

Enrollment Agreement Cancellation – Refund Policy

Monthly Payment Arrangement:

Students who enroll under a monthly payment plan will not receive a refund of the initial deposit, nor will they receive the student kit or textbooks if the program is not completed. In the event of withdrawal at any point during the program, all monthly payments made are non-refundable. This is due to the provision of products, supplies, and instructional time received during the student's period of attendance.

Paid-in-Full Tuition:

For students who have paid tuition in full, refunds will be calculated based on attendance at the time of withdrawal, excluding the non-refundable deposit, textbook/workbook fees, and kit fees. The refund policy is as follows:

Refund Chart – Paid-in-Full Tuition Only

<u>Percentage of Attendance</u>	<u>Refund Eligibility</u>
<u>1% – 25%</u>	<u>Refund issued minus 50% of total tuition paid</u>
<u>26% – 49%</u>	<u>Refund issued minus 35% of total tuition paid</u>
<u>50% or more</u>	<u>No refund issued</u>

Note: All refunds exclude the non-refundable deposit, kit fees, and textbook/workbook fees. Refunds are not applicable for students on a monthly payment plan, promotional pricing, or scholarships. Refunds are processed within **45 days** of the student's official withdrawal or last date of attendance.

Official Withdrawal Notification Policy-

To formally withdraw from Center Stage Beauty Academy, students are required to submit written notice of cancellation. Verbal notifications, phone calls, or failure to attend class do not constitute an official withdrawal. Written notice must be submitted by the student (if of legal age) or by a parent or legal guardian (if the student is underage, as defined by the State of Tennessee).

All written cancellations must be mailed to:

Center Stage Beauty Academy

257 S. Calderwood Street Alcoa, TN 37701

This written documentation is necessary to ensure proper processing of withdrawal and any applicable refund.

Cancel Enrollment Agreement (Minor)-

In accordance with Tennessee state regulations, if a student is under the legal age of majority, their parent or legal guardian reserves the right to cancel the student's enrollment contract. To initiate this process, a written notice of cancellation must be submitted and mailed to the following address:

Center Stage Beauty Academy

257 S. Calderwood Street

Alcoa, TN 37701

All cancellation requests must be signed by the parent or legal guardian and will be processed in accordance with the academy's established withdrawal and refund policies.

Grounds for Termination of Enrollment, Appeal, and Grievance Procedures-

Grounds for Termination:

Center Stage Beauty Academy reserves the right to terminate a student's enrollment for the following reasons:

- Failure to maintain satisfactory academic or practical progress
- Violation of institutional policies, rules, or regulations
- Exceeding the maximum number of allowable absences as defined by the academy
- Failure to meet financial obligations to the school
- Non-attendance for four (4) consecutive on-campus class days without prior approval
- Failure to return from an approved leave of absence within the specified timeframe

Student Appeal Process:

Students who have been terminated may submit a formal appeal. All appeals must be submitted in writing within five (5) business days of receiving the termination notice. Appeals should clearly outline the reason for contesting the termination and include any relevant supporting documentation. Appeals will be reviewed by the school director and leadership team, with a written decision issued within ten (10) business days. The decision is final.

Student Grievance Procedure:

Students are encouraged to resolve concerns or conflicts through open communication with instructors or administrative staff. If a concern cannot be resolved informally, the student may submit a formal written grievance to the school director. The grievance should detail the nature of the complaint, dates, and any actions taken to resolve the issue. All formal grievances will be reviewed promptly, and a written response will be provided within ten (10) business days. If the student feels the issue remains unresolved, they may contact the Tennessee State Board of Cosmetology and Barber Examiners for further review.

Non-discrimination policy-

Center Stage Beauty Academy (CSBA) is committed to providing an inclusive and respectful learning and working environments for all members of its community. In accordance with federal and state laws, CSBA does not discriminate based on race, color, religion, sex, national origin, age, disability, or any other protected characteristic in its educational programs, admissions policies, employment practices, or institutional activities.

CSBA strictly prohibits all forms of discrimination, including those based on personal traits, beliefs, practices, associations, or identities. The academy is dedicated to fostering a culture of equity, respect, and belonging, where each student, educator, staff member, and administrator is valued and supported. We recognize and celebrate the uniqueness of every individual and are committed to creating an environment in which everyone can learn, grow, and succeed.

Attendance Tracking Policy-

All students are required to log in and out daily using the uAttend time clock system, which serves as the primary method for recording official attendance hours. In the event of a technical issue or system malfunction with uAttend, students must immediately log their attendance in the CIMA online

platform as a secondary backup. This dual-system approach ensures accurate hour tracking and maintains compliance with state regulatory requirements.

It is the responsibility of each student to ensure their attendance is properly recorded and to maintain accurate documentation of their hours in accordance with Center Stage Beauty Academy's policies. Failure to comply with attendance procedures may result in discrepancies that could impact program completion or licensure eligibility.

Program Completion Requirements-

To successfully complete the Aesthetics Program at Center Stage Beauty Academy, students must fulfill 750 clock hours of required instruction. In addition, students are required to pass both a written and practical final examination with a minimum score of 80% or higher to graduate and become eligible for State Board licensure.

Retake Policy:

Students who do not achieve the minimum passing score on either the written or practical exam will be given the opportunity to retake the exam once at no additional cost. If a student fails the second attempt, a review session will be required, and a third attempt may be scheduled at the discretion of the instructor or school administration. Additional attempts beyond the third may incur a retesting fee and must be approved by school leadership. All final exams must be successfully passed before a certificate of completion will be issued.

Student Conduct and Termination Policy-

Center Stage Beauty Academy maintains a strict standard of professionalism, attendance, and behavior to ensure a safe and respectful learning environment for all students and staff. Grounds for termination include but are not limited to excessive absences (defined as more than four unexcused on-campus days or 32 total program weeks), habitual tardiness, academic dishonesty, or disruptive conduct.

Acts of verbal abuse, physical violence, or disrespectful behavior toward fellow students, educators, or staff members will not be tolerated. Additionally, any form of cheating or academic dishonesty is grounds for immediate dismissal. Bullying or harassment of any kind will result in immediate termination without refund. The disciplinary process includes a verbal warning for the first infraction, a written warning for the second, and termination upon a third violation, unless the offense warrants immediate dismissal as outlined above.

Dress Code Policy:

Students are required to adhere to the Center Stage Beauty Academy (CSBA) dress code policy while on campus. Approved attire includes medical scrubs in either black or pink. For safety and professionalism, hair must be secured in a ponytail or bun when performing services on classmates or clients. Fingernails must be maintained at a sport length, and name badges must be visibly always worn while on campus. Unacceptable attire includes graphic t-shirts, shorts, and open-toed or backless footwear; students must

wear closed-toe shoes with backs. Compliance with the dress code is mandatory. Students who arrive out of uniform will be dismissed for the morning and may return after the lunch break. Missed hours due to dress code violations will not be credited. This policy is in place to uphold professional standards and ensure a safe, salon-appropriate learning environment.

Punctuality Policy:

Punctuality is essential to maintaining the integrity of the educational experience at Center Stage Beauty Academy. Students are expected to arrive on time for all scheduled classes. A grace period of up to 15 minutes is allowed for late arrivals. If a student anticipates being more than 30 minutes late, they must wait to return to campus after the lunch break and will forfeit the morning hours. Additionally, any student returning more than 15 minutes late from lunch will be dismissed for the remainder of the day and will not receive credit for any hours missed. In the event of an unforeseen circumstance, such as an accident or emergency, students are required to contact the academy as soon as possible. Approved late arrivals may be granted at the discretion of the school administration.

Sanitation Compliance Policy:

At Center Stage Beauty Academy (CSBA), all students are expected to strictly adhere to the sanitation and safety standards established by the Tennessee State Board of Cosmetology and Barber Examiners. Maintaining a clean and hygienic environment is essential for the safety of both clients and practitioners. Students are trained to properly disinfect tools, equipment, and workstations before and after each service, utilize single-use items where required, and follow proper handwashing and personal hygiene protocols. Compliance with these standards is monitored closely, and students must demonstrate consistent sanitary practices as part of their practical and academic evaluations. Failure to maintain proper sanitation may result in disciplinary action and impact a student's eligibility for state licensure.

Enrollment Kit:

Center Stage Beauty Academy offers several programs with clearly defined tuition and associated fees. All students are responsible for the full cost of tuition, as well as any applicable kit and textbook fees. Each program also requires a non-refundable deposit to secure enrollment. For the Aesthetics Program, tuition is \$8,500, with a non-refundable deposit of \$500, a kit fee of \$1,000, and textbook fees totaling \$400. The Educator Program tuition is \$3,000, accompanied by a \$500 non-refundable deposit and \$400 in textbook fees. The Lash Extension Program tuition is \$4,500, with a \$250 non-refundable deposit, a \$600 kit fee, and \$50 in textbook fees. It is the student's responsibility to ensure timely payment of all tuition and associated fees. All required kit items, as mandated by the Tennessee State Board of Cosmetology and Barber Examiners, are provided on campus by the academy to ensure students are

equipped for both training and examination requirements. These materials are essential for successful program participation and must be obtained through CSBA as part of the enrollment process. This Kit includes:

1. 1 Rolling Suitcase
2. 2 Milady Esthetics Textbooks & 2 Milady Esthetics Workbooks
3. 1 Professional Make-up Kit
4. 1 State Board Practical Kit
5. 1 Professional Facial Kit
6. 1 Professional Lash Extension Kit
7. 1 Student Badge

Weather Advisory Policy-

For the safety of our students, staff, and educators, Center Stage Beauty Academy (CSBA) will adhere to the inclement weather closures of the local county school system. If local schools close due to weather-related conditions, CSBA will follow suit. This policy ensures consistent communication and prioritizes the well-being of our academy community.

Education Contingency Plan-

Center Stage Beauty Academy (CSBA) operates as a full-time, traditional on-campus specialty school. In the event of unforeseen circumstances—such as a medical emergency or an Act of God—that prevent in-person instruction, CSBA will temporarily transition students to a distance learning format. During this time, classes and assignments will be conducted via Zoom. Once it is deemed safe to resume on-campus

instruction, CSBA will return to its original in-person educational model to ensure the highest quality learning experience.

Teach Out Plan-

In the unlikely event that Center Stage Beauty Academy ceases operations entirely, we are committed to ensuring the continued education of our students. All enrolled hybrid aesthetics students will be transferred to Bloom School of Aesthetics, a reputable local institution offering a similar hybrid program. This measure is in place to support a smooth transition and uphold the integrity of our students' educational journey.

This catalog has been prepared to provide accurate information regarding the programs, policies, and procedures of Center Stage Beauty Academy. It is the responsibility of each student to read, understand, and comply with the information outlined in this catalog. Center Stage Beauty Academy reserves the right to update or modify any program, policy, procedure, or requirement at any time, in compliance with state regulations. Any significant changes will be communicated to students in a timely manner. We are honored to welcome you to Center Stage Beauty Academy and look forward to supporting you in achieving your educational and professional goals. We are committed to providing an exceptional learning environment where you can develop your skills, pursue your passion, and build a successful career in the beauty industry.

Thank you for choosing Center Stage Beauty Academy. We are excited to be a part of your journey.