

## AGENDA

### CONNECTICUT EXAMINING BOARD FOR BARBERS, HAIRDRESSERS AND COSMETICIANS

Monday, June 14, 2020 at 9:30 AM  
Department of Public Health

#### CALL TO ORDER

#### I. Minutes

Review and approval of the minutes from January 25, 2021 and April 26, 2021.

#### II. New Business

##### A. School Approval

- Gorgeous by Glam Beauty Academy - *Bridgeport, CT (New Program)*

#### ADJOURN

**This meeting will be held by video conference.**

**Examining Board of Barbers, Hairdressers and Cosmeticians via Microsoft Teams**

Join on your computer or mobile app

[Click here to join the meeting](#)

**Or call in (audio only)**

[+1 860-840-2075](tel:+18608402075) - Phone Conference ID: 981 075 009#

The following minutes are draft minutes which are subject to revision and which have not yet been adopted by the Board.

A meeting of the **Connecticut Board for Barbers, Hairdressers and Cosmeticians** was held by telephone conference on Monday, January 25, 2021.

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**BOARD MEMBERS PRESENT:** Francine Austin, H/C  
Donald P. Carrozzella, H/C  
Raymond J. Mastrangelo, M.B  
Joe Mazzoccoli, M.B

**BOARD MEMBERS PRESENT:** Peter Aiello, M.B.  
Linda Duncan

**ALSO PRESENT:** Alfreda Gaither, Esq., Hearing Officer  
Jeffrey Kardys, Board Liaison

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The meeting was called to order at 9:34 a.m. All participants were present via Microsoft Teams.

**I. MINUTES**

The minutes of the November 30, 2020 meeting were reviewed. Mr. Carrozzella, made a motion, seconded by Mr. Mazzoccoli, that the minutes be approved. The motion passed.

**II. ADJOURNMENT**

The meeting was adjourned at 9:38 a.m. on a motion by Mr. Carrozzella, seconded by Mr. Aiello.

Respectively submitted,  
Donald P. Carrozzella  
Connecticut Examining Board for Barbers, Hairdressers and Cosmeticians

The following minutes are draft minutes which are subject to revision and which have not yet been adopted by the Board.

A meeting of the **Connecticut Board for Barbers, Hairdressers and Cosmeticians** was held by telephone conference on Monday, April 26, 2021.

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**BOARD MEMBERS PRESENT:** Mark Anderson, (Public Member)  
Francine Austin, H/C  
Joe Mazzoccoli, M.B

**BOARD MEMBERS PRESENT:** Peter Aiello, M.B.  
Donald P. Carrozzella, H/C  
Linda Duncan  
Raymond J. Mastrangelo, M.B

**ALSO PRESENT:** Alfreda Gaither, Esq., Hearing Officer  
Jeffrey Kardys, Board Liaison  
Frank Manna, License and Applications Analyst, DPH

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The meeting was called to order at 9:30 a.m. All participants were present via Microsoft Teams.

Mr. Anderson was welcomed to his first meeting as member of the Board.

Due to the lack of a quorum, no motions were made, and no votes were taken.

The meeting adjourned at 9:40 a.m.

Respectively submitted,  
Joe Mazzoccoli, M.B  
Connecticut Examining Board for Barbers, Hairdressers and Cosmeticians



To Whom It May Concern:

My name is Marlene Correa, Director and Owner of Gorgeous by Glam Beauty Academy; located at 938 E Main Street, Bridgeport CT. I am petitioning for Gorgeous by Glam Beauty Academy to provide a Cosmetology Program starting the 2021 Year and moving forward.

As an Approved School by the Department of Higher Education since 2019 – we offer Nail Technician, Lash Technician, Esthetician and Advanced Makeup Artistry Programs at our Academy. Our goal is to influence and evolve the beauty industry to greater heights by providing the next level of beauty specialist! In order to achieve this, we are submitting our application to add Cosmetology as part of our offered programs.

We hope you find in our application all the necessary requirements to add Cosmetology and achieve our Beauty Educational goals!

Sincerely,

*Marlene Correa*

Marlene Correa  
Director  
Gorgeous by Glam Beauty Academy  
[gorgeousbyglam@gmail.com](mailto:gorgeousbyglam@gmail.com)

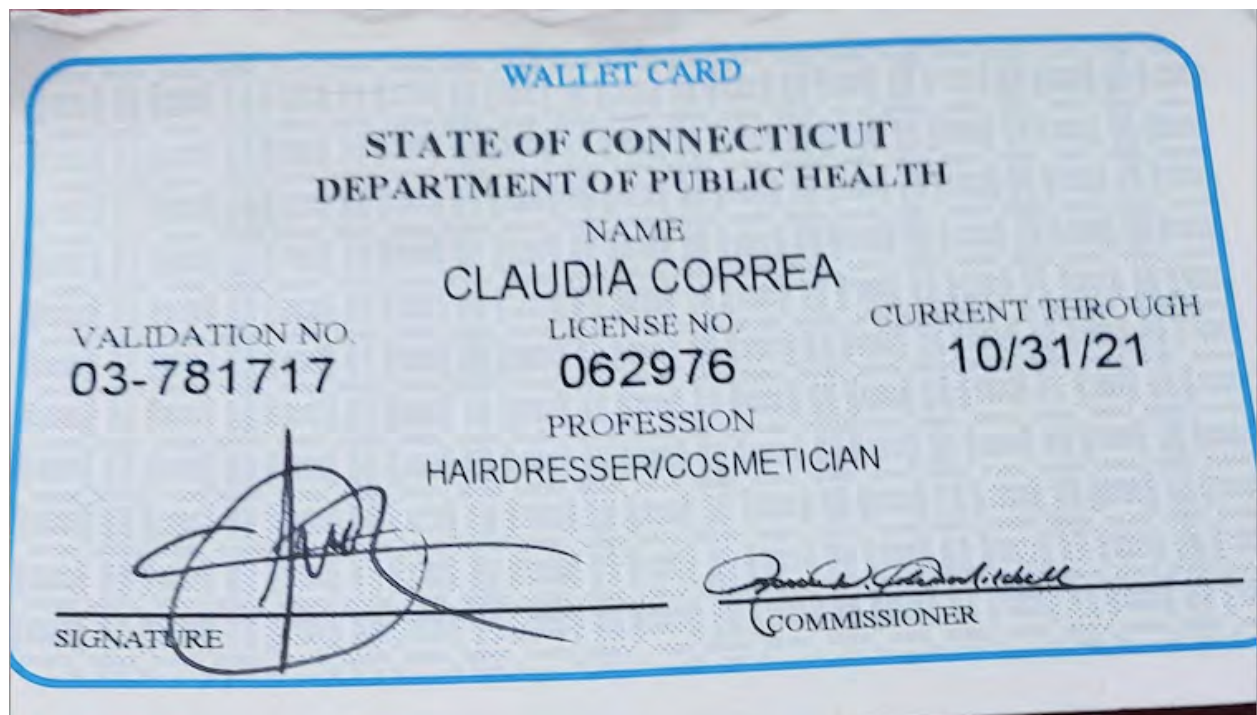
Office: 475-449-5252



To Whom It May Concern:

**Cosmetology Instructor:** Claudia Correa

**License** – A copy of her license has also been attached separately as a PDF.



Sincerely,

*Marlene Correa*

Marlene Correa  
Director  
Gorgeous by Glam Beauty Academy  
[gorgeousbyglam@gmail.com](mailto:gorgeousbyglam@gmail.com)

Office: 475-449-5252



STATE OF CONNECTICUT


On March 15, 2021, the Bridgeport Office of the Fire Marshal conducted an inspection of:  
Gorgeous By Glam Cosmetology School  
938 East Main St

The purpose of this inspection was to determine the degree of compliance with the Fire safety requirements of Connecticut General Statutes Chapter 541 as authorized by section 29-305 of the statutes. This facility was evaluated as:

General occupancy as classified by the Connecticut Fire Safety Code.  
As a result of this inspection, the following conditions were found:

At the time of inspection, no code violations were identified.

***Certificate of Approval recommended.***

  
Alberto Hernández  
Fire Marshal



Bridgeport Fire Department  
Office of the Fire Marshal 45 Lyon Terrace - Room 211  
Bridgeport, Ct06606  
CONNECTICUT STATE FIRE SAFETY CODE ABATEMENT  
ORDER OF FIRE/ LIFE SAFETY HAZARDS



03/19/21

## Gorgeous By Glam Cosmetology School

938 East Main St  
Bridgeport, CT 06608

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<b>Inspection #</b>	65293	<b>Inspection Type</b>	Annual \ Periodic
<b>Property #</b>	8726	<b>Occupancy Type</b>	General

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### Inspection History

Inspection Date	Status	Inspected By
03/15/21	No Violations Found	Inspector Vega

#### Inspection Remarks

3/15 - Inspection completed. Business occupancy.  
Walked with Marlene Correa through business. No violations found.  
Electrical OK  
Extinguishers OK  
Exit sign near front door to stair, bulb out. Will be repaired and contact to inspector will be done.  
Exit signs and e-lights all OK  
Door function OK  
Cert issued. No fee due.  
3/15/2021 12:55 PM, CVega

Inspector Vega

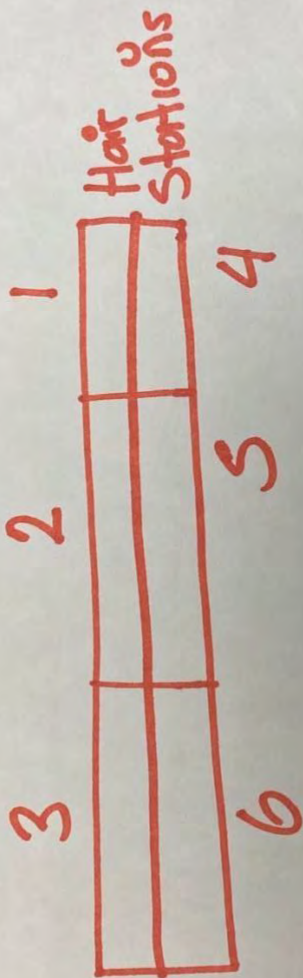
Contact:

Phone:

Email:

Cosmetology Section

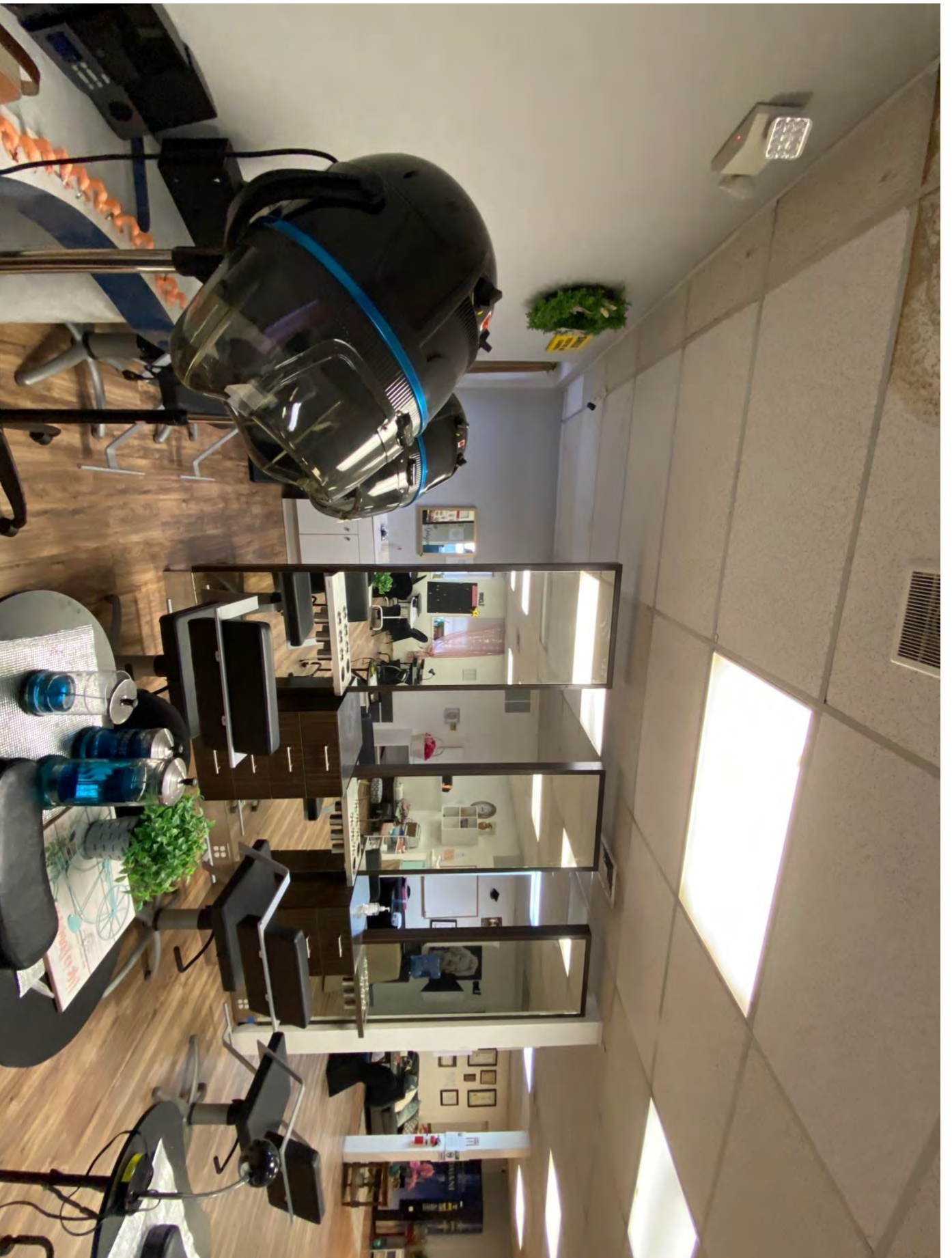
SHARED  
CHAIR  
SINK  
Bathroom



Gorgeous by Glam  
Beauty Academy

938 East main St.  
Bridgeport CT  
06608















*Cosmetology Curriculum Guidelines*

The total curriculum shall not be less than one thousand five hundred (1,500) hours of instruction. The first two-hundred (200) hours must be devoted to instruction in the theoretical aspects of all content areas. Practical instruction can be included in this first two hundred (200) hours but supervised practice on a clinic floor cannot.

The remaining thirteen hundred (1,300) hours are to be devoted to supervised practice integrated with ongoing theoretical and practical instruction.

**Instructor Qualifications/Teacher to Student Ratios**

Instructors shall be at least eighteen 18 years of age, hold a high school diploma or equivalent, hold a current license as a hairdresser in good standing in Connecticut, and have at least 2 years of licensed work experience (e.g., shop, salon, instructor, etc.)

At no time shall there be a ratio of less than 1 instructor to 15 students for clinical training.

**Minimum Required Instructional Hours**

Content Area	Minimum Classroom Hours	Minimum Clinical/Practical Hours
Sanitation and Hygiene	15	20
Anatomy and Physiology	15	0
Chemical Procedures	30	200
Hair Care and Treatment	20	200
Skin Care, Facials, Make-up & Manicuring	30	120
Hair Shaping, Styling & Shaving	75	750
Business and Professional Relations	10	10
State Laws for Hairdressers and EEOC Guidelines	5	0
<b>Total</b>	<b>200</b>	<b>1,300</b>



Updated 4/15/2021

# Curriculum

## I. Sanitation and Hygiene

### A. Hygiene and good grooming

1. Personal hygiene
2. Good grooming

### B. Sanitation procedures

1. Definition
2. Importance
3. Methods of sanitation
4. Related chemistry

### C. Universal Precautions/Infection Control

1. Blood Borne Pathogens
2. Infectious Diseases (e.g., HIV, Hepatitis C)

## II. Anatomy and Physiology

### A. Properties and Disorders of the Skin

1. Structure, composition and function
2. Blood supply, nerves and muscle function
3. Growth and regeneration
4. Conditions, disorders and diseases
5. Irregularities

### B. Properties and Disorders of the Hair and Scalp

1. Structure, composition and function
2. Blood supply, nerves and muscle function
3. Growth and regeneration
4. Color, texture, elasticity and porosity
5. Conditions, disorders and diseases
6. Analysis
7. Irregularities

### C. Nails

1. Structure, composition and function
2. Growth and regeneration
3. Conditions, disorders and diseases
4. Irregularities

### III. Chemical Procedures

#### A. Hair Coloring and Lightening

1. Purpose and results
2. Materials, implements and supplies
3. Classifications
4. Safety measures
5. Procedures
6. Scalp and hair analysis
  - a. Hair porosity
  - b. Hair texture
  - c. Hair elasticity
  - d. Hair density
  - e. Hair length
7. Corrective measures
8. Fillers
9. Removal of artificial color
10. Special effects
11. Related chemistry

#### B. Chemical Waving

1. Purpose and results
2. Materials, implements and supplies
3. Scalp and hair analysis
  - a. Hair porosity
  - b. Hair texture
  - c. Hair elasticity
  - d. Hair density
  - e. Hair length
4. Classifications (types) of products
5. Safety measures
6. Procedures
7. Corrective measures
8. Special effects
9. Special hair problems
10. Related chemistry

#### C. Chemical Hair Relaxing

1. Purpose and results
2. Material, implements and supplies
3. Scalp and hair analysis



- f. Hair porosity
- g. Hair texture
- h. Hair elasticity
- i. Hair density
- j. Hair length
- 4. Classifications (types) of products
- 5. Safety measures
- 6. Procedures
- 7. Special hair problems
- 8. Related chemistry

#### IV. Hair Care and Treatment

##### A. Shampoos and Rinses

- 1. Purpose and results
- 2. Materials, implements and supplies
- 3. Types
- 4. Procedures
- 5. Safety measures
- 6. Related chemistry

##### B. Scalp and Hair Care

- 1. Purpose and results
- 2. Materials, implements and supplies
- 3. Procedures
- 4. Safety measures
- 5. Related chemistry

#### V. Skin Care, Facials, Make-up and Manicuring

##### A. Skin Care, Facials and Make-up

- 1. Purpose and results
- 2. Materials, implements and supplies
- 3. Function of nerves and muscles
- 4. Procedures
- 5. Facial cosmetics
- 6. Special problems
- 7. Eyebrow arching
- 8. Lash and brow tinting
- 9. Safety measures
- 10. Related chemistry

##### B. Manicuring and Pedicuring

- 1. Purpose and results
- 2. Preparation
- 3. Materials, implements and supplies
- 4. Types

5. Procedures
6. Safety measures
7. Related chemistry

## VI. Hair Shaping, Styling and Shaving

### A. Hair Shaping

1. Purpose and results
2. Materials, implements and supplies
3. Procedures
4. Designing and techniques
  - a. Traditional barber styles (fine taper)
  - b. Contemporary styles
5. Safety measures

### B. Hair Styling

1. Purpose and results
2. Materials, implements and supplies
3. Techniques
  - a. Finger waving and shaping
  - b. Curl formation
  - c. Pin curls
  - d. Rollers
  - e. Comb-out techniques
4. Safety measures

### C. Thermal Techniques

1. Hair and scalp analysis
2. Materials, supplies and implements
3. Hair pressing
4. Thermal curling
5. Thermal and waving
6. Safety measures

### D. Care and Styling of Wigs

1. Types of Wigs
2. Cleaning and conditioning
3. Fitting and adjusting
4. Styling
5. Safety measures

### E. Shaving

1. Beard and mustache grooming

## VII. Business and Professional Relations

A. Professional attitude/ethics and salesmanship

1. Personality
2. Salesmanship
3. Patron relations
4. Telephone techniques

B. Salon management

1. Business practices
2. Employer-employee relations
3. Salon development
4. Professional ethics
5. Public relations

C. Safety Measures/Client protection

1. Pertaining to shop patrons
2. Pertaining to shop operators
3. Equipment
4. Materials
5. Precautions relative to various services including hair straightening
6. Precautions for electrical devices

VIII. State laws and rules and regulations concerning barbering and Equal Employment Opportunity Commission guidelines for employment.



**STATE OF CONNECTICUT  
DEPARTMENT OF PUBLIC HEALTH**

**HAIRDRESSER/COSMETOLOGY/BARBER SCHOOL  
AFFIDAVIT OF HOURS**

**NOTE:** Any hours completed at other schools are not to be included in this affidavit. Any such hours are to be certified directly by the school(s) at which the hours were completed.

This is to certify that \_\_\_\_\_ was in regular attendance at  
*Student's Name*  
the \_\_\_\_\_ from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Name of School and Location* *Beginning Date* *Ending Date*  
for a total of \_\_\_\_\_ months and \_\_\_\_\_ days and that said student completed a course of study  
consisting of \_\_\_\_\_ hours.

**NOTARIZATION**

I certify that these hours include only those actually completed at the above mentioned school and that said hours were satisfactorily completed. I further certify that the coursework completed at this school is acceptable for purposes of licensure in Connecticut.

\_\_\_\_\_  
*Signature of Dean or Owner* Email: \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_ (**Dean or Owner's Name**) personally appeared before me,  
who being duly sworn says that the statements made herein are true in every respect.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*Signature Of Notary Public* *My commission expires* \_\_\_\_\_  
*Date*

**THIS FORM MUST BE SUBMITTED DIRECTLY BY THE HAIRDRESSING / COSMETOLOGY /  
BARBER SCHOOL TO:**

Department of Public Health  
Hairdresser / Barber Licensure  
410 Capitol Ave., MS# 12APP  
P.O. Box 340308  
Hartford, CT 06134-0308  
Fax: (860) 509-8457  
oplcdph@ct.gov



**Gorgeous By Glam Beauty Academy**

938 East Main St.

Bridgeport, CT 06608

(203)296-9289

[www.GorgeousByGlam.net](http://www.GorgeousByGlam.net)

**Cosmetology School Catalog**

Academic Year: 2021-2022

Policy and Procedures Manual



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**Mission Statement (Purpose and Objectives)**

Here at Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) , we provide each student a diverse education in a safe, supportive environment that promotes self-discipline, motivation, and excellence in learning. Our objective is to inspire students to tap into their individual creativity, passion and imagination, while becoming successful in their profession. We strive to help students develop the attitude and habits necessary for success through exceptional training.

**Our Staff**

Marlene Correa	Owner/ Director/ School Coordinator
Valeria Chavez	Co-Director/Instructor/Department Head of Advanced Makeup Artistry and Professional Lash Technician
Lillian Chavez	Co-Director/Office Assistant
Viridiana Guzman	Manager/Department Head of Nail Technician program
Zaina Rodriguez	Nail Technician Instructor
Claudia Correa	Hairdressing and Cosmetology Instructor
Natalia Moreno	Department Head of Esthetician Program



### **Our Facility**

\_\_\_\_\_Our state-of-the-art facility is a 1927 sq. ft. center located on the second floor of the Pelosi Building in Bridgeport, CT. The atmosphere provides an ideal environment for learning the profession of beauty and cosmetology. We have our administrative office and four classrooms, each containing the necessary materials needed to start you on your new career!

### **Admission Requirements and Procedures**

We do not require a highschool certificate or GED to take our programs.

In order to apply to any of our programs the student must be:

- At least 18 years old, (16 year olds can register with parental/guardian consent)
- Photo identification such as; State ID, Drivers License, or Passport (from any country)

Reinstatement: Students who wish to be reinstated by the school after termination or withdrawal must show evidence that they have a desire to complete the program. In order to re-enroll, the student must pay any money owed to the school at the time of withdrawal or termination. Any student that re-enrolls will have the same academic progress and grades as before the withdrawal or termination. Reinstatement cannot exceed 90 days after withdrawal, and the student is responsible for the amount the program is valued at time of re-enrollment. Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) has the right to deny any student who wishes to re-enroll.





Transfer students: Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) does not accredit any hours taken at another institution nor do we actively recruit students currently enrolled in our programs.

### **Attendance Policy**

Students are required to complete 100% of their attendance, as stated in the enrollment agreement. If the student fails to complete the program after the contract date then any hours remaining will be \$55.00 per hour for Nail Technician, Esthetician and Cosmetology, and \$35.00 per hour for Advanced Make up Artistry and Professional Lash Technician program. If a student misses 2 consecutive classes with no 48 hr notice, they will lose their enrollment in the program and forfeit all payments given.

Breaks: Full time students are allowed one 30 minute lunch break, Part time students are allowed one 15 minute lunch break. Breaks are given at the teachers discretion. If a student fails to come back after a break, it will be counted as an unexcused absence and will be charged the unexcused absence fee until proper documentation is given for the absence. If a student knows they will not come back, they must get written confirmation from the Director that excuses them for the remainder of that day.

Excused Absences: There is no penalty for an excused absence. Excused absences need a 48 HR notice. An unexcused absence can become an excused absence if proper documentation is provided, acceptance of documentation is by the discretion of the school. If



documentation is rejected the unexcused absence fee will still stand. Students must contact the manager or leave a message with the school.

Unexcused Absences: There is a \$75.00 fee with every unexcused absence.

Excused Leave of Absence: A student may submit a request to have an excused leave of absence. The student must provide documentation of why the leave is needed, the leave cannot exceed more than two months.

### **School Calendar and Emergency Closings**

\_\_\_\_\_Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) is officially closed on these days:

- Thanksgiving Day (November)
- Christmas Day (December 25th)
- New Years Day (January 1st)
- Labor Day (September 6th)

If you have a religious holiday that is not listed here, please let the office now AT TIME OF ENROLLMENT OR 48 HOURS BEFORE THE HOLIDAY.

Emergency closings: Due to inclement weather, power outages, national crisis, or other emergencies, Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) may close for all or part of regularly scheduled class. We will post our closings on all our social media sites including Facebook and Instagram, and students who have opted for email notification will receive an email. If available, we will post closings on news channels. The school reserves the



right to close for Educator Training Seminars, legal holidays or any other circumstances beyond the school's control.

### **Job Placement and Recruitment**

\_\_\_\_\_ Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) assists but does not guarantee job placement for our graduates. Students have the ability to set up an appointment with the administrator in order to build interviewing skills, resume writing, professional appearance, and more. We also have a Job board in our facilities for our students to view and contact employers. A criminal background may prohibit state licensure and employment.

### **Conduct Policy**

\_\_\_\_\_ Misconduct: 1.unacceptable or improper behavior, especially by an employee or professional person. 2.mismanagement, especially culpable neglect of duties. 3.behave in an improper or unprofessional manner.

\_\_\_\_\_ Here at Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) we have very strict conduct policy. Any violations in our policy may result in termination. Instructors, in its sole discretion, may warn or discharge any student at will. The Instructor, with the assistance of the Administrator, will determine the program of action best suited to the circumstances.

Minor Violations: Minor violations can result in a 10 day suspension from the program, or a fee of up to \$750. Upon return, the student must sign a document stating that they have been aware of their violation, plan to not commit it, or any violations again, and if another violation of any kind is committed it will result in termination. Minor violations include but are not limited to:

- Excessive tardiness



- Excessive absenteeism
- Failure to observe scheduled hours, such as the scheduled starting time, quitting time, rest and meal periods.
- Performing unauthorized personal work
- Failure to notify the instructor of intended absence.
- Unauthorized use of school telephone or equipment for personal business
- Not turning cell phone off and answering calls during school hours.
- Incomplete assignments
- Defacing or breaking school property.

Major Violations: Major violations can result in a termination without warning. These violations include any deliberate or willful infraction of the school rules and pay preclude continued enrollment. Major violations include but are not limited to:

- Insubordination
- Disrespecting Instructors, Stylists, Administrators, or any employee of the school
- Misconduct
- Interfering with another students job performance
- Fighting or threatening on school premises
- Slander of school or school personnel
- Creating a hostile environment for others, including students and employees, through gossip or other verbal expressions
- Any act which might endanger the safety or lives of others
- Departing school premises during class hours for personal reasons without the permission of the instructor or manager;
- Bringing firearms or weapons onto the school premises
- Deliberately stealing, destroying, abusing, or damaging school property, tools, or equipment, or the property of another employee, student or visitor
- Disclosure of confidential school information or trade secrets to unauthorized persons
- Willfully disregarding school policies or procedures
- Willfully falsifying any school records; including cheating, and especially changing or forging hours.



- Failing to report to school without excuse or approval of administrator for three consecutive days

Sexual Misconduct Policy: Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) is committed to creating a positive learning environment for all students. Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) prohibits sexual misconduct, that, under this policy, can include: (1) sex and gender based discrimination; (2) sexual and sex and gender based harassment (including a hostile environment based on sex or gender); (3) sexual assault; (4) sexual exploitation; (5) stalking; and (6) relationship violence (including dating and domestic violence). Under Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) policy, sexual misconduct can occur in any sex or gender configuration (i.e., between the same sex or different sex or gender) and regardless of actual or perceived sex, gender, gender identity, gender expression, and/or sexual orientation. Every member of the school community should be aware that the Academy is strongly opposed to sexual misconduct, and that such behavior is prohibited by state and federal laws. Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy. This Policy applies to all students, employees, and third parties conducting business with Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) . Gorgeous by Glam will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being.



Non-Discrimination Policy: Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) does not discriminate or exclude any person, regardless of the person's gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion or other protected status.

Drug Free School Policy: Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) believes that it is very important to provide a safe environment for all of its students and Team Members. No smoking will be allowed in the school at any time. Substance abuse, while at work, school or otherwise, seriously endangers the safety of students and Team Members, as well as the general public, and creates a variety of problems including increased theft, decreased morale, decreased productivity, and a decline in the quality of services provided. It is also our Policy to prevent the use and/or presence of these substances in the school. Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) will strive to provide an environment conducive to making conscientious and healthy decisions when students are faced with difficult choices associated with the use of legal and illegal drugs. It is a violation of school policy for any student to:

- Use illegal drugs or misuse prescription drugs; Misuse alcohol;
- Possess, trade, manufacture, distribute, dispense, buy or offer for sale alcohol, illegal and/or prescription drugs while on duty, during break periods, or on school property;
- Arrive or return to school intoxicated from use of illegal drugs, misused prescription drugs or alcohol;
- Engage in the use of illegal drugs, misuse of prescription drugs or alcohol during school hours or while on school property (including parking lots);
- Use prescription drugs or non-prescription drugs that may affect the safety of the student or fellow students, and members of the public;



- Have tampered or attempted to alter or attempt to interfere with the testing procedure; or
- Otherwise has refused to be tested.

For the purpose of this Policy, a student is presumed to be under the influence of drugs and/or alcohol if a urine test, blood test or other scientifically acceptable testing procedures shows a forensically acceptable positive quantum of proof of drugs and/or alcohol usage. Reasonable suspicion testing will occur when an Instructor or the Administrator has reason to suspect that a student may be in violation of this Policy. The suspicion must be documented in writing within 24 hours of the event or prior to the release of the test findings. Reasonable suspicion testing does not require certainty, but mere “hunches” are not sufficient to justify testing. To prevent this, all instructors will be trained in the recognition of drug and alcohol-related signs and symptoms. Testing may be for drugs or alcohol or both.

To ensure that illegal drugs and alcohol do not enter or affect the school, Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) reserves the right to search all vehicles, containers, lockers, or other items on school property in furtherance of this Policy. Individuals may be requested to display personal property for visual inspection upon the Academy’s request. Searches will be conducted only where the Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) has reason to believe that the student has violated the School’s Policy. Failure to consent to a search or display of personal property for visual inspection will be grounds for discipline, up to and including termination from the program or denial of access to school premises. Searches of a student’s personal property will take place only in the student’s presence. All searches under this Policy will occur with the utmost discretion and consideration



for the student involved. Individuals may be required to empty their pockets, but under no circumstances will a student be required to remove articles of clothing to be physically searched.

Any student who is taking any prescription or non-prescription drug which might impair safety, performance, or any motor functions must advise his/her Instructor or the Administrator before providing services under such medication.

Students are individually responsible for being aware of applicable laws, regulations, ordinances, and Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) 's policy for complying with them. Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) will assist in that endeavor by providing current information on an ongoing basis to all students.

Students who come forward voluntarily to identify that they have a substance problem will not be reprimanded. This protection does not cover a student who confesses a problem after an incident or accident that requires a substance use test, or after being notified that a reasonable suspicion test is required.

**Termination Policy:**

Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) has the right to terminate any contract due to but not limited to violations in the conduct policy, non-payment, lack of payment, not meeting academic requirements due to grades or absences. Terminations can be done with no warning and at the discretion by Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) . If you are terminated you are not entitled to a refund and you will receive a letter explaining your termination.





### **Withdrawal Policy:**

Withdrawals can be done in person with a recruiter or the director. No withdrawal can be done with an instructor.

1. If a student has paid in full and wishes to withdraw from the program prior to taking any classes, they will not receive a refund on the ENROLLMENT FEE and the BOOKS/KIT fee, but will receive a refund for any tuition given.
2. If a student wishes to withdraw from the course after taking one class or more but less than half of the course, they will not be refunded for the classes/or classes taken and will still owe 50% of the full program value; if the student has PAID THE COURSE IN FULL, the student will only receive 50% of the program value, they shall receive the refund in form of a check, which may take 10-15 business days to process.
3. If a student has taken 50% or more of the course and wishes to withdraw, the student is still responsible for the Full Program value and will not receive any refund.
4. An expelled student shall forfeit all payments and will not be granted a refund. If a Balance is due, they are responsible for satisfying that balance.

If a student does not wish to withdraw but cannot take the classes during the originally agreed time, they may be request a leave of absence up to but not exceeding two months (60 Days) from the last attendance date, with no interest or fees accrued during that time, and can return to pick up where they left off. Payments are still due and are to be made during the leave of absence if able. If the student does not come back in the required time frame, they forfeit all payments to Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) orous and will be responsible for the total remaining amount due for the program.

### **Complaint Policy:**

\_\_\_\_\_Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) wants to provide the best possible environment to encourage learning and help our students start a new career. If



students have any questions, complaints or concerns do not hesitate to contact the director, Marlene Correa or our receptionist. We take every complaint seriously and will investigate it to the fullest extent to provide a solution. If needed there will be a meeting to resolve the matter. student may contact the Executive Director of the Office of Higher Education if they are not satisfied with the school. s resolution of the complaint.

(860) 947-1801  
Office of Higher Education  
450 Columbus Blvd Suite 707  
Hartford, CT 06103

### **Refund Policy**

\_\_\_\_\_Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) has a strict refund policy. The enrollment fee and books/kit fee is non-refundable. If a student wishes to withdraw before the program start date they will receive an amended refund after deductions for any materials/books in the students possession and the non-refundable enrollment fee have been processed. If the student has PAID THE program IN FULL, and then withdrawals after the first class but before the middle of the program, the student will only receive 50% of the tuition of the remaining classes needed to complete the program, they shall receive the refund as a check which may take 10-15 business days to process. If a student has taken half of the program or more and wishes to withdraw, the student is still responsible for the full tuition and will not



receive any refund. An expelled/ terminated student shall forfeit all payments and will not be granted a refund.

**Grading Policy**

\_\_\_\_\_ Students are evaluated as follows:

<b>Program</b>	<b>Evaluations</b>
Nail Technician	20, 75, 100 clocked (actual) hours
Cosmetology	200, 1300 clocked (actual) hours
Advanced Makeup Artistry	15, 30, 40 clocked (actual) hours
Professional Lash Technician	10, 25, 50 clocked (actual) hours
Esthetician	50, 250, 450, 600 clocked (actual) hours

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. Quizzes will also be given at the teachers discretion. The grading is as follows:

<b>Letter Grade</b>	<b>Academic Standing</b>
A (95+)	Excelled
A- (90-94)	Very Good
B+ (85-89)	Satisfactory
B or Below (84 ↓)	Failed



Academic Warning will be given after the first evaluation if it meets unsatisfactory progress. Probation will be given after a lack of progress in following evaluations and quizzes given by the instructor or failure to meet attendance requirements, if no improvement is shown by the next evaluation, the students academics will be subject to termination. If the student fails the final evaluation or their academic standing is 84 and below then they must acquire extra hours for tutoring and be subject to a \$50.00 fee for re-evaluation. Hours done for the evaluation will be \$15.00 per hour for Nail Technician and Esthetician, and \$13.00 per hour for Advanced Makeup Artistry and Professional Lash Technician.

**Program Descriptions:**

Program Name	Description
Nail Technician: 100 hours  Available MONDAY-SATURDAY From: 9AM-1PM, 1PM-5PM, 5PM-9PM	Subjects taught: <ol style="list-style-type: none"> <li>1. Anatomy and Physiology</li> <li>2. Diseases and Disorders of the Skin and Nails</li> <li>3. Cosmetic Chemistry Ingredients and Product Knowledge</li> <li>4. Sterilization, Sanitation, and Bacteriology</li> <li>5. Hand Massage theory and Practice</li> <li>6. Sculpting and curing with gel and acrylic</li> <li>7. Management, Laws, Communication, and Ethics</li> <li>8. Paraffin Wax Application</li> <li>9. Application of Manicure, Pedicures and Sales Product Knowledge</li> <li>10. Electricity and Nail Technology Equipment</li> </ol>



	<ul style="list-style-type: none"> <li>11. Application of Artificial Nail Enhancement</li> <li>12. Techniques in French, Encapsulated, Art Design, Reverse, 3D, Marble, Baby Bloom, etc</li> <li>13. Clinical Practice, Record Keeping, and Treatment</li> </ul>
<p>Cosmetology: 1500 hours</p> <p>Available TUESDAY-SATURDAY</p> <p>From: 9AM-1PM, 1PM-5PM, 5PM-9PM</p>	<p>Subjects taught:</p> <ul style="list-style-type: none"> <li>1. History and Career Opportunities</li> <li>2. Infection Control</li> <li>3. Anatomy and Physiology</li> <li>4. Skin Structure, Growth, &amp; Nutrition</li> <li>5. Skin Disorder and Diseases</li> <li>6. Nail Structure and Growth</li> <li>7. Nail Disorders &amp; Diseases</li> <li>8. Properties of the hair &amp; scalp</li> <li>9. Basic of Chemistry</li> <li>10. Basics of Electricity</li> <li>11. Principles of Hair Design</li> <li>12. Scalp care, Shampooing and Conditioning</li> <li>13. Hair cutting</li> <li>14. Hair styling</li> <li>15. Braiding and braid extensions</li> <li>16. Wigs and Hair additions</li> <li>17. Chemical Texture Services</li> <li>18. Hair Coloring</li> <li>19. Hair removal</li> <li>20. Facials</li> <li>21. Makeup</li> <li>22. Manicuring</li> <li>23. Pedicuring</li> <li>24. Nail Tips and Wraps</li> <li>25. Monomer liquid, polymer powder nail enhancements</li> <li>26. Light cured gels</li> <li>27. Life skills, Personal Image, Communicating for Success</li> </ul>



	<p>28. Licensure and Employment 29. The Salon Business</p>
<p>Professional Lash Technician: 50 hours</p> <p>Available MONDAY-FRIDAY From: 9AM-2PM, 3PM-8PM</p> <p>Available SATURDAY From: 9AM-2PM</p>	<p>Subjects taught:</p> <ol style="list-style-type: none"> <li>1. Client Consultation</li> <li>2. Basic Design Competency</li> <li>3. Eyelash Extensions Application and Removal</li> <li>4. Eye Anatomy</li> <li>5. EyeLash Lifting and Tinting</li> <li>6. Sterilization, Sanitation, and Bacteriology</li> <li>7. Record Keeping and Treatment Procedures</li> </ol>
<p>Advanced Makeup Artistry: 40 hours</p> <p>Available MONDAY-FRIDAY From: 10AM-1PM, 1PM-4PM, 4PM-7PM</p> <p>Available SATURDAY From: 10AM-1PM, 1PM-4PM</p>	<p>Subjects taught</p> <ol style="list-style-type: none"> <li>1. Anatomy and Physiology</li> <li>2. Diseases and Disorders of the Skin</li> <li>3. Cosmetic Chemistry Ingredients and Product Knowledge</li> <li>4. Sterilization, Sanitation and Bacteriology</li> <li>5. Management, Laws, Communication and Ethics</li> <li>6. Color Theory, Application</li> <li>7. Application of Makeup and Sales Product Knowledge</li> <li>8. Electricity and Makeup Artistry Equipment</li> <li>9. Lash Extension</li> <li>10. Clinical Practice, Record Keeping and Procedures</li> </ol>
<p>Esthetician</p> <p><b><u>Full Time:</u></b> Monday-Wednesday-Friday</p>	<p>Subjects taught:</p> <ol style="list-style-type: none"> <li>1. Anatomy , Physiology and Nutrition</li> <li>2. Diseases and Disorders of the Skin</li> </ol>



<p>22 Weeks to complete (28.5 hours/week) 9AM-4PM</p> <p><b><u>Part time Program:</u></b> Monday-Wednesday-Friday 50 weeks to complete (12 hours/week) 5pm-9pm</p> <p>*All estheticians will receive a Dermalogica certificate.</p>	<ol style="list-style-type: none"> <li>3. Structure and Functions of the Skin</li> <li>4. Superfluous Hair</li> <li>5. Cosmetic chemistry Ingredients and Product Knowledge</li> <li>6. Sterilization, Sanitation and Bacteriology</li> <li>7. Body Procedures</li> <li>8. Management, Laws, Communication and Ethics</li> <li>9. Facial Treatment, and Facial Massages</li> <li>10. Application of Makeup and Sales Product Knowledge</li> <li>11. Electricity and Aesthetics Equipment</li> <li>12. Depilation/W axing</li> <li>13. Record Keeping, and Treatment Procedures &amp; Clinic Hours.</li> </ol>
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**Program Costs:**

Enrollment fee is non refundable

If a scheduled payment is not made within the day it is due, **\$25.00 LATE FEE WILL BE ASSESSED, and the ENTIRETY OF THE UNPAID BALANCE MAY BECOME IMMEDIATELY DUE AND PAYABLE AT THE DISCRETION OF Gorgeouis by Glam Beauty Academy (Gorgeouis by Glam, LLC).**

Program	Program Cost													
<p>Nail Technician, 100 hours</p> <p>KIT: Acrylic powders, Acrylic brushes, mechanical hand, nails, decoration, gel lamp, educational book, primer, clear gel builder, nail glue, nail file</p>	<table border="1"> <tr> <td data-bbox="868 821 1162 877">*Enrollment Fee:</td> <td data-bbox="1162 821 1466 877">\$ 150</td> </tr> <tr> <td data-bbox="868 877 1162 934">Books/Kit</td> <td data-bbox="1162 877 1466 934">\$ 900</td> </tr> <tr> <td data-bbox="868 934 1162 991">Lab fee</td> <td data-bbox="1162 934 1466 991">\$ 600</td> </tr> <tr> <td data-bbox="868 991 1162 1047">Uniform/Supplies:</td> <td data-bbox="1162 991 1466 1047">\$100</td> </tr> <tr> <td data-bbox="868 1047 1162 1104">Tuition:</td> <td data-bbox="1162 1047 1466 1104">\$ 3,800</td> </tr> <tr> <td data-bbox="868 1104 1162 1161">Total Tuition + fees</td> <td data-bbox="1162 1104 1466 1161">\$ 5,550</td> </tr> </table>		*Enrollment Fee:	\$ 150	Books/Kit	\$ 900	Lab fee	\$ 600	Uniform/Supplies:	\$100	Tuition:	\$ 3,800	Total Tuition + fees	\$ 5,550
*Enrollment Fee:	\$ 150													
Books/Kit	\$ 900													
Lab fee	\$ 600													
Uniform/Supplies:	\$100													
Tuition:	\$ 3,800													
Total Tuition + fees	\$ 5,550													
<p>Cosmetology, 1500 Hours</p> <p>KIT: Milady Standard Cosmetology, Current Edition; I.D. Tag with chain., 1600 W Dryer, Chrome marcel curling iron-¾", Sam II manikin with holder, Vinyl shampoo cape with tie string - hunter green, Hair shaper, Single tooth thinning shear, German cutting shear - 5-½, Round neck brush -5 row, Thumb-grip salón brush - 5 row, Flat-top fingerwave comb - 7", Narrow ruled styling comb - 7", Rat tail comb - 8-¼", Classic tint bowl – black, Nylon bristle dye brush - 1-½", Rayon nylon triangle veil, Clear vinyl gloves - 1 pair, Manicure brush, Manicure kit - 9 PC, Duck bill clips - 12/box, Pin curl clips - 80/box, Butterfly clamps -12/card, Cold wave rods, Long blue - 1 dz, Long pink - 1 dz, Long yellow - 1 de, Short yellow - 1 dz, Smooth roller rack - 12 dz.</p>	<table border="1"> <tr> <td data-bbox="868 1251 1162 1308">*Enrollment Fee:</td> <td data-bbox="1162 1251 1466 1308">\$ 150</td> </tr> <tr> <td data-bbox="868 1308 1162 1365">Books/Kit:</td> <td data-bbox="1162 1308 1466 1365">\$ 2,500</td> </tr> <tr> <td data-bbox="868 1365 1162 1421">Lab fee:</td> <td data-bbox="1162 1365 1466 1421">\$1,250</td> </tr> <tr> <td data-bbox="868 1421 1162 1478">Uniform/Supplies</td> <td data-bbox="1162 1421 1466 1478">\$ 100</td> </tr> <tr> <td data-bbox="868 1478 1162 1535">Tuition:</td> <td data-bbox="1162 1478 1466 1535">\$ 18,250</td> </tr> <tr> <td data-bbox="868 1535 1162 1591">Total Tuition + fees</td> <td data-bbox="1162 1535 1466 1591">\$ 22,250</td> </tr> </table>		*Enrollment Fee:	\$ 150	Books/Kit:	\$ 2,500	Lab fee:	\$1,250	Uniform/Supplies	\$ 100	Tuition:	\$ 18,250	Total Tuition + fees	\$ 22,250
*Enrollment Fee:	\$ 150													
Books/Kit:	\$ 2,500													
Lab fee:	\$1,250													
Uniform/Supplies	\$ 100													
Tuition:	\$ 18,250													
Total Tuition + fees	\$ 22,250													





<p>Professional Lash Technician, 50 hours</p> <p>KIT: Different Eyelashes, mannequin head, tweezers, glue remover</p>	<table border="1"> <tr> <td>*Enrollment Fee:</td> <td>\$ 150</td> </tr> <tr> <td>Books/Kit:</td> <td>\$ 850</td> </tr> <tr> <td>Lab fee:</td> <td>\$150</td> </tr> <tr> <td>Uniform/Supplies</td> <td>\$100</td> </tr> <tr> <td>Tuition:</td> <td>\$ 2,900</td> </tr> <tr> <td><b>Total Tuition + fees</b></td> <td><b>\$ 4,150</b></td> </tr> </table>	*Enrollment Fee:	\$ 150	Books/Kit:	\$ 850	Lab fee:	\$150	Uniform/Supplies	\$100	Tuition:	\$ 2,900	<b>Total Tuition + fees</b>	<b>\$ 4,150</b>
*Enrollment Fee:	\$ 150												
Books/Kit:	\$ 850												
Lab fee:	\$150												
Uniform/Supplies	\$100												
Tuition:	\$ 2,900												
<b>Total Tuition + fees</b>	<b>\$ 4,150</b>												
<p>Advanced Makeup Artistry, 40 hours</p> <p>Kit: eyeshadow, makeup brushes, foundation, concealer, contour, highlighter, eyeliner, lipsticks</p>	<table border="1"> <tr> <td>*Enrollment Fee:</td> <td>\$ 150</td> </tr> <tr> <td>Books/Kit:</td> <td>\$ 850</td> </tr> <tr> <td>Lab fee:</td> <td>\$150</td> </tr> <tr> <td>Uniform/Supplies</td> <td>\$100</td> </tr> <tr> <td>Tuition:</td> <td>\$ 2,400</td> </tr> <tr> <td><b>Total Tuition + fees</b></td> <td><b>\$3,650</b></td> </tr> </table>	*Enrollment Fee:	\$ 150	Books/Kit:	\$ 850	Lab fee:	\$150	Uniform/Supplies	\$100	Tuition:	\$ 2,400	<b>Total Tuition + fees</b>	<b>\$3,650</b>
*Enrollment Fee:	\$ 150												
Books/Kit:	\$ 850												
Lab fee:	\$150												
Uniform/Supplies	\$100												
Tuition:	\$ 2,400												
<b>Total Tuition + fees</b>	<b>\$3,650</b>												
<p>Esthetician, 600 hours</p> <p>Kit: Complete Dermalogica professional Esthetics kit</p> <p>*Also includes Dermalogica certificate</p>	<table border="1"> <tr> <td>*Enrollment Fee:</td> <td>\$ 150</td> </tr> <tr> <td>Books/Kit:</td> <td>\$1,350</td> </tr> <tr> <td>Lab fee</td> <td>\$ 250</td> </tr> <tr> <td>Uniform/Supplies</td> <td>\$ 150</td> </tr> <tr> <td>Tuition:</td> <td>\$ 8,350</td> </tr> <tr> <td><b>Total Tuition + fees</b></td> <td><b>\$ 10,250</b></td> </tr> </table>	*Enrollment Fee:	\$ 150	Books/Kit:	\$1,350	Lab fee	\$ 250	Uniform/Supplies	\$ 150	Tuition:	\$ 8,350	<b>Total Tuition + fees</b>	<b>\$ 10,250</b>
*Enrollment Fee:	\$ 150												
Books/Kit:	\$1,350												
Lab fee	\$ 250												
Uniform/Supplies	\$ 150												
Tuition:	\$ 8,350												
<b>Total Tuition + fees</b>	<b>\$ 10,250</b>												



### **Graduation Requirements, Certificate, and Affidavit of Hours**

Students will receive a certificate of completion upon successful completion of the programs and a copy of their transcript. All students must complete 100% of their hours and have a grade of 85 or above in order to obtain their certificate of completion, upon completion of their program, all students will receive a copy of their transcript.

### **Method of Payment**

\_\_\_\_\_ We do not accept personal checks as payments. We accept Certified Checks, Cash, Credit, or Debit. Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) does not give out scholarships but will accept out-sourced scholarships from profit and non-profit organizations.



I acknowledged that I have received a catalog and I am aware of all its contents and therefore agree to all the school rules and regulations.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

\*A copy of this form will be saved in the school files and another copy will be given to the student.



938 East Main Street, Bridgeport CT  
 Second Floor 06608  
 Ph: 203-296-9289 / 475-449-5252

**ENROLLMENT AGREEMENT, PAYMENT PLAN and REFUND POLICY**

**Student Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

Student's Maiden Name (if applicable) \_\_\_\_\_ **Phone:** \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_.COM

Driver's License # or ID #: \_\_\_\_\_ circle: SSN#\*/TIN\* \_\_\_\_\_

\*Please note that if you do not provide the SSN/TIN along with the W-9 Form, we will not be able to provide your 1098-T TAX FORM at the end of the year. DO NOT Email us requesting this tax form for your taxes if you do not provide this.\*

**\*I Understand that by not providing the SSN/TIN along with the W9 form, I WILL NOT RECEIVE A 1098 T at the end of any year where this form is applicable for: x \_\_\_\_\_ DATE: \_\_\_\_\_**

Are you an Active or Inactive Military (Circle one): YES NO Not Applicable

If Yes or No, What BRANCH: \_\_\_\_\_ email: \_\_\_\_\_

Start Date: \_\_\_\_\_ Projected End Date: \_\_\_\_\_

Advanced Makeup Artistry	Nail Technician	Esthetician	Cosmetology	Lash Technician
Length of Program: <b>40 Hours</b>	Length of Program: <b>100 Hours</b>	Length of Program: <b>600 Hours</b>	Length of Program: <b>1,500 Hours</b>	Length of Program: <b>50 Hours</b>
Period of weeks:	Period of weeks:	Period of weeks:	Period of weeks:	Period of weeks:

**Student Schedule:** Once you pick your designated day(s) YOU CANNOT CHANGE IT.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Students are required to maintain 100% attendance in order to graduate. If a student fails to complete the program by their graduation date, any hours remaining to complete the program will be \$55.00 per hour for Nail Technician, Cosmetology or Esthetician and \$35.00 per hour for Advanced Makeup Artistry or Lash Technician programs. If a student misses 2 consecutive classes with no 48 hr. notice, they will lose their enrollment in the program and forfeit all payments given.

**\*STUDENT MUST GIVE A 48 HR NOTICE IF THEY WILL BE MISSING A CLASS AND MUST CONTACT THE MANAGER (Marlene Correa: (475)449-5252), OR MUST LEAVE A MESSAGE WITH THE SCHOOL (203) 296-9289 DIRECTLY. IF A 48 HOUR NOTICE IS NOT GIVEN, THE STUDENT WILL BE SUBJECT TO A \$75.00 FEE. IF A STUDENT MISSES 2 CONSECUTIVE CLASSES WITH NO 48 HR NOTICE, THEY WILL LOSE THEIR ENROLLMENT IN THE COURSE AND WILL FORFEIT ALL PAYMENTS GIVEN. THE STUDENT WILL HAVE TO RESCHEDULE FOR THE NEXT AVAILABLE COURSE AT THE DISCRETION OF GORGEOUS BY GLAM BEAUTY ACADEMY (GORGEOUS BY GLAM, LLC) WHERE A NEW CONTRACT WILL BE GIVEN.**

### **The Enrollment fee and Books-Kit Fee is non-refundable.**

\*MODELS WILL BE SUPPLIED IF AVAILABLE. STUDENTS MAY BRING THEIR OWN MODEL. STUDENTS WILL BE TOLD BY INSTRUCTOR WHEN MODELS ARE NEEDED. The school does not promise a model for the course.\*

#### **Agreement Details:**

If a student fails to properly withdraw from the course, Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) is entitled to take legal action to satisfy this written agreement and seek funds to pay the unsatisfied balance. Students agree to pay attorney fees, court fees, marshal fees, and any miscellaneous fees acquired during the attempt to collect this debt.

Please review the **Student Handbook and Catalog for more information on the Withdrawal Policy.**

The student agrees to reimburse Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) for any damage to any equipment or property in any of our locations resulting from but not limited to: negligence or carelessness.

No responsibility is assumed by Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) for any negligence, carelessness or lack of skill by one or more students while practicing at any of our locations during, before or after the course.

Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) cannot guarantee employment.

Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) nor does assume any responsibility for loss or destruction of personal property or personal or physical issues from or to any student.

**Graduation requirements and Certificate:** When a student has completed the required education and time for their course; paid all balances due to Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC)/be actively making on – time payments under approved payment plan through the school; they will receive a CERTIFICATE OF COMPLETION, certifying their graduation of the appropriate course of study.

**In order to receive the certificate, the student MUST PASS the evaluation at the end of the course set by the teacher. If a student does not PASS the course with an ACCEPTABLE GRADE OF 85 and above, the student will NOT receive the certificate and MUST PAY \$50.00 fee for another evaluation to be submitted.**

**If a scheduled payment is not made within the day it is due, \$75.00 LATE FEE WILL BE ASSESSED, and the ENTIRETY OF THE UNPAID BALANCE MAY BECOME IMMEDIATELY DUE AND PAYABLE AT THE DISCRETION OF Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC).**

- There is a mandatory uniform which you will receive on your day on enrollment.

**By signing this document, you are liable and responsible for knowing what the document contains, its rules and regulations.**

## **WITHDRAWAL BY A STUDENT and TERMINATION BY SCHOOL:**

Withdrawals can be done in person with a recruiter or the director. No withdrawal can be done with an instructor.

1. If a student has paid in full and wishes to withdraw from the program **prior to taking any classes**, they will not receive a refund on the ENROLLMENT FEE and the BOOKS/KIT fee, but will receive a refund for any tuition given.
2. If a student wishes to withdraw from the course after taking **one class or more but less than half of the course**, they will not be refunded for the classes/or classes taken and will still owe 50% of the full program value; if the student has PAID THE COURSE IN FULL, the student will only receive 50% of the program value, they shall receive the refund in form of a check, which may take 10-15 business days to process.
3. If a student has taken 50% or more of the course and wishes to withdraw, the student is still responsible for the Full Program value and will not receive any refund.
4. An expelled student shall forfeit all payments and will not be granted a refund. If a Balance is due, they are responsible for satisfying that balance.

If a student does not wish to withdraw but cannot take the classes during the originally agreed time, they may be request a leave of absence up to but not exceeding two months (60 Days) from the last attendance date, with no interest or fees accrued during that time, and can return to pick up where they left off. Payments are still due and are to be made during the leave of absence if able. If the student does not come back in the required time frame, they forfeit all payments to Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) and will be responsible for the total remaining amount due for the program.

**GORGEOUS BY GLAM BEAUTY ACADEMY (GORGEOUS BY GLAM, LLC) has the right to deny a class to any student until the STUDENT HAS CAUGHT UP WITH THEIR BALANCE OR PAID THE OUTSTANDING AMOUNT DUE.**

Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) has the right to terminate any contract due to but not limited to violations in the conduct policy, non-payment, lack of payment, not meeting academic requirements due to grades or absences. Terminations can be done with no warning and at the discretion by Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC). If you are terminated you are not entitled to a refund and you will receive a letter explaining your termination within 3 weeks of notification.

## **TUITION COSTS and REFUND POLICY:**

**FULL PROGRAM COST (Enrollment, Books/Kit, Tuition, OTH Fees) IS DUE AT THE TIME OF ENROLLMENT. If unable to make the Total amount due at the time of enrollment, you can request a Payment Plan.**

*Enrollment Fee:	\$
*Books/Kit:	\$
Tuition:	\$
Total Program Value/Tuition:	\$
Deposit at Signing:	\$
Balance Due:	\$

Students agree to purchase Student Kit, Instruments and Textbooks (if applicable) at the time of enrollment. Student kit, equipment and enrollment are **NON-REFUNDABLE**.

### Payment Options - Circle Option:

1. Full Payment:      YES              NO

a. ZELLE/CASH - no fee                      Received on:      /              /

b. CashAPP (3% processing fee added)      Received on:      /              /

c. CC (3% processing fee added)              Received on:      /              /

d. CHECK - 3% Bad Check/NSF Fee will be charged if the initial check is rejected.

Received on:      /              /

2. Payment Plan:      YES              NO

**If YES - Please fill out the Payment Plan Application.**

**REFUND POLICY:** The enrollment fee and book-kit fee is non-refundable. If a student wishes to withdraw before the program start date they will receive an amended refund after deductions for any materials/books in the students possession and the non-refundable enrollment fee have been processed. If the student has PAID THE program IN FULL, and then withdraws after the first class but before the middle of their program, the student will only receive 50% of the tuition of the remaining classes needed to complete the program, they shall receive the refund as a check which may take 10-15 business days to process. If a student has taken half of the program or more and wishes to withdraw, the student is still responsible for the full tuition and will not receive any refund. An expelled/ terminated student shall forfeit all payments and will not be granted a refund. Refund calculations are based on the student's last verifiable date of attendance.

**\*NON REFUNDABLE AFTER SIGNING and DUE AT SIGNING Total Program Value: \$ \_\_\_\_\_**

Full Tuition due at the time of enrollment and can be paid based on the payment options selected below:

We accept: **CASH, DEBIT CARD, CREDIT CARD, CERTIFIED CHECKS (No personal checks).**

**BY SIGNING BELOW YOU ARE AUTHORIZING GORGEOUS BY GLAM BEAUTY ACADEMY (GORGEOUS BY GLAM, LLC) TO PROCESS, ACCEPT AND COLLECT THE PAYMENTS AGREED UPON THIS AGREEMENT UNDER GORGEOUS BY GLAM BEAUTY ACADEMY (GORGEOUS BY GLAM, LLC) LLC.**

By signing this document, you are liable and responsible for knowing what the document contains, its rules and regulations. This five page agreement constitutes a binding contract between the student and Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) Beauty Academy. By signing below the student acknowledges that they have read, understands, and received a copy of the completed enrollment agreement and school catalog.

**STUDENT NAME:** \_\_\_\_\_

**STUDENT SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_

PARENTS CONSENT SIGNATURE (under 18 Years): \_\_\_\_\_ Date: \_\_\_\_\_

SCHOOL OFFICIAL SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

\*This Form is Only Applicable if Student is enrolling in a Payment Plan\*

## Payment Plan Application (Circle One)

Frequency: Weekly / BiWeekly / Monthly

Payment Amount: \$ \_\_\_\_\_

Total # of Payments: \_\_\_\_\_

Payment Start: \_\_\_\_\_

Payment Day: Every \_\_\_\_\_

**\$25 late fee Applies to Late Payments.**

Student - Are you employed?      YES      NO

**If Yes Please Fill out below:**

Employer:

Employer Address:

Manager:

Position:

Length of Employment

Payment Frequency:

Last Paid Date:

Next Paid Date:

Direct Deposit:      YES      NO

**If NO Please fill out below:**

Who will be paying?

Spouse      Parent      Sibling      Other

if Other:

Name:

Address:

Years Known:

Phone Number:

Employer:

Employer Address:

Length of Employment

Payment Frequency:

Last Paid Date:

Next Paid Date:

Direct Deposit:      YES      NO

*The person handling payment is required to sign the agreement as well as the student, if different. They must read all the terms of the agreement and sign below. By Signing below you are providing Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) authorization to process payment for this course on behalf of the student and agree to all the terms and conditions of this*

### Payment Automatic Withdrawal

Account Type:      Checking      Savings

Name on Account:

Bank Name:

Routing No:

Account No:

Account Holder Mailing Address:

**Please provide Direct Deposit Slip from Bank or ScreenShot of this information that shows name on account and full account number/routing number.**

Credit Card Type:      VISA      MASTER      OTH

*No PrePaid Cards such as (GreenDot, oth) are accepted. Must be a Debit/Credit Card.*

if Other:

Name on Card:

CC No.:

Expiration Date:      3 Digits:

Zip Code:

**REFERENCE 1:**

**Relationship:**

**Reference Ph.:**

**REFERENCE 2:**

**Relationship:**

**Reference Ph.:**

**REFERENCE 3:**

**Relationship:**

**Reference Ph.:**

**If paying Cash for your payment plan - the information above is still required to be submitted.**

*By Signing below you agree and allow Gorgeous by Glam Beauty Academy (Gorgeous by Glam, LLC) to withdraw*



agreement.

funds from the respective account to fulfill payment arrangement and have read all the information on this contract.

\*Payment Plan Responsible Party: By signing below you are authorizing payments on behalf of the student and you have read the full agreement, understand, acknowledge and agree with this contract. If any amounts become past due, you will also be responsible for satisfying this contract, regardless if it is or is not in your name.

Payment Plan Responsible Party: \_\_\_\_\_ Relationship: \_\_\_\_\_

Payment Plant Responsible Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**STUDENT SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_

PARENTS CONSENT SIGNATURE (under 18 Years): \_\_\_\_\_ Date: \_\_\_\_\_

SCHOOL OFFICIAL SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_



STATE OF CONNECTICUT  
DEPARTMENT OF PUBLIC HEALTH  
PRACTITIONER LICENSING AND INVESTIGATIONS SECTION

Insp. # 2021 - 01

**LICENSING INSPECTION NARRATIVE REPORT FOR HAIRDRESSING, BARBER SCHOOLS**

New     Change in Loc.     Change in Ownership     Routine     Re-inspection

Name of Establishment: <b>Gorgeous By Glam Beauty Academy</b>	Date of Inspection: <b>May 12, 2021</b>
Doing Business As: <b>Gorgeous By Glam</b>	Owner's Name: <b>Marlene Correa</b>
Establishment Street Address: <b>938 East Main Street</b>	City: <b>Bridgeport,</b>
State/Zip: <b>CT, 06608</b>	Business Phone: <b>(475) 449-5252</b>

**LICENSING INSPECTION REPORT FOR  
HAIRDRESSING, BARBER SCHOOLS**

This inspection of the establishment was conducted by a representative of the Division of Health Systems Regulation, and the following was identified.

Met	Not Met	Requirements
✓		Water supply adequate and safe.
✓		Hot and cold water under pressure.
✓		Approved method of sewage disposal.
✓		Adequate lighting and ventilation.
✓		Cabinets or drawers for clean linen.
✓		Cabinets, shelves, etc. free from dust, dirt, or hair.
✓		Covered containers for hair and other waste.
✓		Toilet facilities were equipped with handwashing/drying mechanisms (Liquid soap and paper towels).
✓		Ceilings, floors and walls in good repair.
✓		Hairbrushes, combs and other implements were clean and disinfected.
✓		Adequate method for disinfection of hairbrushes, combs and other implements.
✓		Adequate education equipment for students.



STATE OF CONNECTICUT  
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Insp. # 2021 - 01

CLINICAL/PRACTICAL INSTRUCTORS

Name of Instructor	License No.	Expiration	Present During Inspection? Y/N	Comments
Claudia Correa	20.062976	10/31/2021		First issued: 8/8/14

COMMENTS OR RECOMMENDATIONS:

Meets all requirements.

I have read and have had this inspection report and the laws and regulations concerned herein explained and do affirm that the information given is true and correct to the best of my knowledge.

			5/12/21
Signature of Owner	Date	Signature of Investigator/Inspector	Date/Time

State of Connecticut  
 Department of Public Health  
 Practitioner Licensing and Investigations Section  
 Phone: (860) 509-7552 • Fax: (860) 509-7535  
 Email: dph.investigations.gov  
 410 Capitol Avenue, MS#12HSR  
 P.O. Box 340308  
 Hartford, Connecticut 06134-0308  
 www.ct.gov/dph

Hairdressing, Barber Schools Inspection (11/17/2020)