



245 N Chelan Ave Wenatchee, WA 98801
(509) 393-5249

School Administrator : Kim Nguyen

Email: royalacademynw@gmail.com

School Hours of Operation

Monday – Friday: 8am - 7pm

Saturday: 9am - 5pm

This school is licensed under chapter 18.16 RCW. Inquiries, concerns, or complaints regarding this school can be made to the Department of Licensing, PO Box 9026, Olympia, WA 98507-9026, (360) 664-6626.

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SCHOOL FACILITY

Royal Academy is located at 245 N Chelan Ave in Wenatchee, WA. Our school provides hands-on instruction and provides a high learning environment. There are three treatment rooms for optimal hands-on practice with student and client interaction. Royal Academy students perform services for actual clients. Students accumulate most of their 750 hours working with clients to become skilled practitioners and attending lectures with weekly quizzes. Working on actual clients mimics real life situations and allows students to exercise the professional skills taught in class. A spa atmosphere is vital for both students and clients to maximize their experience, this entire model facilitates a smooth transition for future employment. Royal Academy places emphasis on developing student mindset to use the current and new methods, students have access to equipment necessary for their instruction, including Facial Beds, Facial Machines, Steam, Electric Brush, High Frequency, Galvanic Electric Current Machine, Magnifying Lamps for better view, Microdermabrasion Machines, Light Therapy and a Microcurrent Machine. Students work with the latest products and Techniques available. We have exceptional resources to develop trade skills, business knowledge and industry professionalism.

INSTRUCTOR

Kim Nguyen

License Number: 4688

Expiration date: June 10, 2023

QUALIFICATIONS: Instructor/Operator, Manicurist, Esthetician

Royal Academy is licensed for providing training in Esthetics and Instructor program by
Washington State Department of Licensing

TUITION**INSTRUCTOR**

- \$7500 TUITION
- \$300 BOOKS
- \$100 SUPPLIES
- \$100 REGISTRATION FEE

TOTAL: \$8000

ESTHETICIAN

- \$7500 TUITION
- \$300 BOOKS
- \$1000 STUDENT KIT
- \$100 SUPPLIES
- \$100 REGISTRATION FEE

TOTAL: \$9000

EXTRA INSTRUCTIONAL CHARGE POLICY

Each program has been scheduled for completion within an allotted time frame. The school has reserved space, equipment, and licensed instructors for each student and program. If a student does not graduate within the contract period, additional training will be billed at the rate of \$10 per hour past the Scheduled Graduation Date. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances the school may make a settlement, which is reasonable to both parties for this fee.

STATE EXAM & LICENSE FEES

Practical Exam fee: \$114

Written Exam fee: \$180

License Application fee: \$35

Always check the website for fee schedule and update at

<http://www.dol.wa.gov/business/cosmetology/fees.html>

SCHOOL CALENDAR**Hours of Operations:**

Monday- Friday: 8am – 7pm

Saturday: 9am- 5pm

Holidays Closure:

New Years Day

Martin Luther King Jr.

Presidents Day

Memorial Day

Juneteenth Independence Day

Independence Day

Labor Day

Indigenous Peoples' Day

Veterans Day

Thanksgiving Day

Christmas day

Winter Break TBD

Spring Break TBD

Summer Break TBD

CAREER OPPORTUNITIES

What a wonderful place to be in the world of Esthetics! You are at the threshold of opportunity. Apply yourself and the possibilities are limitless. As you begin, you may not know whether you prefer finding a niche in skin treatments, hair removal, lash extensions, or make up application, or do all the above! Enter the classroom with an open mind as you begin your course of study. The following vocations are options you may want to consider upon graduation.

ESTHETICIAN	INSTRUCTOR	ADVANCE ESTHETICS*
Specialist Makeup Technician Dermatology Technician Plastic Surgery Support Product Representative Spa Owner or Manager State Board Member State Board Examiner Image Consultant Styles Consultant	Private/Public School Instructor Image Consultant Rep. Director of Education School Admin Platform Artist Board Member Examiner Owner/Manager Consultant	Specialist Makeup Technician Dermatology Technician Plastic Surgery Support Product Representative Spa Owner or Manager Med Spa Provider

*We do not currently offer the advance esthetics program, but after graduating from our esthetics program, you may enroll in an advance/master esthetics program

CAREER CONSIDERATION

A person who wants to become a successful professional must:

- Have finger dexterity and a sense of form and artistry
- Enjoying dealing with the public and be able to follow a client's direction
- Keep abreast of the latest fashions and beauty techniques
- Work long hours while building a personal clientele in order to make the desired income
- Make strong commitment to the educational process and finish school
- Learn business skills in order to operate his/her own spa or salon In addition, student should be aware that:
 - Work can be arduous and physically demanding because of long hours standing with hands at shoulder level, sitting over a nail tech's table, or bending forward at the head of the facial chair/bed
 - There will be exposure to various chemicals and fumes which may cause allergic reactions
 - The practice of safety and sanitation is essential for effective and successful performance within the industry
 - Methods of compensation vary and initially paid at federal and state minimums, may include straight salary, salary plus commission, straight commission, retail commission, or independent contracting, renting space and equipment from an existing salon)

JOB OUTLOOK

Overall employment of barbers, cosmetologists, and all other personal appearance workers is projected to grow much faster than the average for all occupations. Opportunities for entry-level workers should be favorable, while job candidates at high-end establishments will face keen competition. **ROYAL ACADEMY DOES NOT OFFER JOB PLACEMENT ASSISTANCE.**

METHOD OF INSTRUCTION

The actual instruction will consist of theory, class practice, and job-like situations as outlined in this school catalog. Initially, topics will be introduced to a class-size group at a time, then actual training will be individualized as necessary to meet the needs of each student, allowing everyone to develop his or her potential to achieve their goals; first becoming licensed as an esthetician or instructor and then being hired as an employee in a beauty salon.

ADMISSIONS

To be accepted for enrollment, the student:

- Must be 17 years of age at course completion
- Must present Government Issue ID Provide Social Security Number or Tax ID
- Must submit Application for Admission
- Must submit Payment Plan and Cancellation Fee Policy
- Submit Down Payment for tuition to reserve seat

Our Administrator is available to assist you Monday through Friday. (Students can set up an appointment with the Administrator to tour our facilities. We will help you with all the necessary requirements to begin your new career.

ENROLLMENT TIME

Classes begin after enrollment or as demand indicates. Prospective students must enroll prior to commencing school. Instructors in training must hold a current WA State license

STUDENT CAPACITY

The student capacity at Royal Academy will consist of a maximum of twenty students per session.

GRADUATION REQUIREMENT

Royal Academy will grant a Certificate of Completion for the applicable course when the student has successfully:

- Complete the designated course hours of
 - Instructor 500 hours
 - Esthetics 750 hours
- Pass all the written and practical examinations and final examination with a 75% or above.
- Complete all the exit interview and paperwork
- All fees are paid in full including over contract charges or made satisfactory arrangements for payment of all debts owed to the school.

GRADING

Royal Academy uses a grading scale when evaluating practical student progress and to record that progress on a student progress report. This numerical scale rates the student's competency according to his or her attainment of learning objectives, is as follows:

- Practical skills are evaluated according to procedures and performance standards establish by the state licensing agency
 - 95 = Proficient. Can completely perform the job safely at the skill level of a practicing professional.
 - 85 = Independent. Can safely perform each step within the service, with only results checked.
 - 75 = Capable. Can perform the job completely and safely with limited supervision
 - 60 = Trained. Requires instruction and close supervision to perform tasks safely.
 - 40 = Educated. Subject understood academically, but no application or demonstration performance.
 - 0 = Unexposed. No formal experience or technical knowledge in this area.
- Student Learning Objective - Measurable outcomes expected to occur as the result of instruction. Upon completion of each area of the curriculum, the student shall pass Theory Examinations and attain a Student Progress Grade of 76; meaning he or she can perform particular tasks completely and safely with limited supervision.

- Instructional Objective - Measurable evaluation of the attainment of the student learning objectives. Upon completion of each area of the curriculum, 76% of the students will be able to pass the Theory Examinations, and 76% of the students will be able to attain a Student Progress Grade of 76; meaning the individual student can perform the particular task completely and safely, with limited supervision. There is an integration of academic and practical learning during the course.
- Terminal Learning Objective - Final outcomes expected to occur at the completion of a course of study. Completion rating of actual job readiness, Student Progress Grade of 85; the student can completely perform tasks safely and independently.
- Completed and Graduated - is the completion of the State approved minimum hourly course of training and passage of a State-approved performance evaluation administered by the school

SATISFACTORY PROGRESS is the qualitative (academic performance) and quantitative (attendance) measure used by the school to determine the extent to which a student is making adequate progress towards the completion of their program within the maximum time frame allowed.

PERCENT OF SCHEDULED TIME TOTAL TUITION SCHOOL ENROLLED TO TOTAL COURSE OR PROGRAM SHALL RECEIVE/RETAIN

0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

Any monies due the applicant or student shall be refunded within 30 days of the formal cancellation date as defined above. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time.

OSHA Requirements

In compliance with United States Department of Labor Occupational Safety and Health Administration the school advises its students of the chemicals used in barber/related training. During the coursework the student learns about the importance of safety in the workplace and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in all programs of training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing Material Safety Data Sheets for the chemicals used is available in the administrative office. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

ESTHETICS PROGRAM

Required Hours: 750 Clock Hours

Average Time of completion:

Full time – 7 Months

Part time – 10 months

Course Curriculum:

Each of the subjects listed below will be covered in theory and practical work.

- Esthetics services, business practices and basic human anatomy and physiology
- The practice of care of the skin compresses, massage, facials, wraps, masks, hair removal, disease and disorder, safety and first aid, and chemical compounds
- The care of skin compresses, massage, facials, wraps, masks, exfoliation, use of electrical or mechanical appliances or chemical compound
- Makeup and eyelash extensions
- Temporary removal of superfluous hair of the skin by means including tweezing, waxing, tape, chemical, lotions, creams, sugaring, threading, mechanical or electrical apparatus and appliances
- Cleaning and disinfecting of individual workstations, individual equipment and tools and proper use and storage of linens
- Disease and disorders of the skin
- Safety including proper use and storage of chemicals, implements, and electrical appliances
- First aid as it related to esthetics
- Students will finish their Milady workbook prior to graduation and pass all exams with at least a 75%.
- Not all training may be done on mannequins

INSTRUCTOR PROGRAM

Required Hours: 500 Clocked Hours

Average time of Completion:

Full Time – 5 months

Part Time – 7 months

Flexible Option – 13 Months

Course Curriculum:

The minimum instruction requirements for a student to be eligible to take the examination to be licensed as an instructor shall include, but not be limited to:

(1) Preparation for classroom activities including, but not limited to:

- A. Choice of teaching methods;
- B. Classroom setup;
- C. Topic/subject matter;
- D. Written lesson plans;
- E. Student assignments;
- F. Materials and supplies; and
- G. Record keeping.

(2) Presentation of information including, but not limited to:

- A. Lectures;
- B. Demonstrations;
- C. Questions and answers;
- D. Project methods; and
- E. Discussions

(3) Application of practice including, but not limited to:

- A. Clinic supervision;
- B. Classroom management; and
- C. Client relations

(4) Evaluation by the instructor-trainee of the student's understanding and performance including, but not limited to:

- A. Written/practical assessment; and
- B. Communication skills

Standards, Rules, & Policies

Attendees of Royal Academy are preparing for a career in the professional beauty industry. Certain professional standards are to be adhered to all times. In addition to the basic standards of professionalism, the Academy must maintain policies that are necessary for the efficient operation of the Academy and for the benefit and safety of students and staff. Therefore, inappropriate behavior and/or negative conduct that interferes with operations, discredits the Academy, and/or is offensive or harmful to customers, students, or staff will not be tolerated and may be grounds for suspension or termination from the Academy.

Rules and regulations are subject to change without notice as deemed appropriate or as guided by the above goals, changes in company standards and/or to comply with laws, rules and/ or regulations of any outside governing body.

ATTENDANCE POLICY

Attendance

- Students are required to attend school according to the contracted schedule
- Overtime fees may be charged and collect after student absence for more than 40 hours of campus hours
- According to state requirements, students are required to complete all hours as mandated for the program/course or as required by the institution, whichever is higher.
- There are no excused absences; therefore, students who are absent must make up the hours missed.
- A student who leaves school without permission and without clocking out will be clocked out at the time they were last seen by their instructor.
- Students will not earn the credit hour until the nearest quarter of the hour. As an example, if a student arrives at 9:06am, the credit hour for the day will not begin until 9:15am.

Clock in and Out

- Students must clock in and out on the timecard at the reception desk
- The time that you clock in and out of is in 30 minute increments
- Any discrepancy or miscalculation must be brought and discussed within 48 hours to the instructor
- Student must fill out time card correction form with the following information before the hours can be credited: time clock in and out and what student did related to the program curriculum

Make up & Extra Hours

- Students may earn extra hours or make up extra hours
- Students can sign up for extra days on make up clipboard.

Religious Accommodation Policy:

Royal Academy will provide reasonable religious accommodations to students who have religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor within the first two weeks of the beginning of the course and provide specific dates the student requests an accommodation. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. The student shall work with the instructor to determine a schedule for making up missed work.

Examples of religious accommodations may include:

- Rescheduling of an exam or giving a make-up exam for the student.
- Altering the time of a student's presentation.
- Allowing extra-credit assignments to substitute for missed class work or arranging for increased flexibility in assignment due dates.

Leave of Absence Policy

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. A LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during a LOA. The school may grant a LOA for the following reasons: maternity, medical procedures, serious illness, death in the family, and court summons. All other reasons will be reviewed by the school before a LOA is approved.

A LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring an institution to perform a refund calculation. For a LOA to qualify as an approved LOA:

1. Requests for LOA must be submitted in advance in writing and include the reason for the student's request and the student's signature. If unforeseen circumstances prevent the student from applying in advance for a LOA, the school may grant a LOA and collect the LOA request at a later date. The school will document its decision in the student's file. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to institution, the student would not have been able to request the LOA in advance. The beginning date of the approved LOA would be determined by the school to be the first date the student was unable to attend the institution because of the accident.
2. There must be a reasonable expectation that the student will return from the LOA.
3. The school will not assess the student any additional institutional charges as a result of the LOA.
4. The LOA together with any additional leaves of absence must not exceed a total of 60 days in any 12-month period.
5. A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
6. The school will extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.
7. If a student does not return from the LOA or takes an unapproved LOA, the student will be terminated and the withdrawal date for the purpose of calculating a refund is the student's last day of attendance.

DRESS CODE

Hair & Makeup

- All students must have their hair and makeup done prior to class in a presentable manner

Clothing

- All Clothing MUST be a solid black material, cleaned and neat

Pants

- No shorts of any kind

Dresses & Skirts

- Dresses and skirts must be at least longer than fingertips when hands are at sides

Shoes

- Closed toe shoes only
- Flip flops are not allowed

Unapproved Clothing

- Pajama wear
- Gang related attire
- Attire related to drugs and alcohol
- The Director of Royal Academy reserves the right to consider attire inappropriate or offensive o If students are wearing any unapproved clothing, students will be advised by the instructor and be sent home to change

STUDENT CONDUCT

- Students agree to not refuse to perform client services or other program requirements.
- Students agree to maintain a positive attitude.
- Foul language of any kind **WILL NOT BE TOLERATED**
- Students should not bring their personal problems to school; such personal problems can disturb other students
- If students are consistently complaining or coming to school with a negative attitude, they may be asked to leave.
- Repeated poor practical procedures, habitual absenteeism and emotional instability may be subject to school disciplinary action.
- Fighting, physical conflicts or other forms of harassment **WILL NOT BE TOLERATED & WILL IMMEDIATELY TERMINATE CONTRACT.**
- Students may not clock in for school unless they are dressed according to policy, have their books, supplies and are ready to perform client services.
- Students must stay with their clients during chemical or steaming services.
- Students must be at their station performing services on clients, mannequins, or doing bookwork at all times
- No student shall verbalize disparaging or disrespectful remarks to any students, client, staff, or faculty member
- Each student shall respectfully request acknowledgement by the instructor should they have a question or concern. Refrain from interrupting the progress of the lecture until recognized. This promoted the concentrated atmosphere necessary for student comprehension
- No student shall cheat on an examination or provide false information
- No student shall engage in any behavior that is legally defines by the government as sexual harassment
- A student will be dismissed for any action or conduct, which, in the opinion of the management, disrupts the school course or reflects in any unfavorable way upon the institution.
- Students dismissed for unsatisfactory progress or conduct will not be reinstated unless management is assured that the cause for dismissal has been corrected.

Professionalism

This is a part of our institutions training to prepare you for your future career Students are required to maintain the professional image listed below:

- No loud talking
- No smoking on school premises, even E-cigarettes
- No swearing
- No fooling around such as pushing or shoving
- No sleeping or resting in salon area
- No loitering in the salon or at the front desk
- Absolutely no bringing personal problems to clients
- No negative talking about other students, instructors, school, clients, or any other people

Customer Service

- Students are required to be polite to clients
- No Negative comments are allowed on the clinic floor
- Subjects such as sex, religion, or politics must not be discussed with clients. This shows a lack of professionalism and may cause feelings to be hurt.
- Students should not discuss their inexperience with a client, as this can make the clients nervous and cause them to question whether the students will do a good job
- Be polite when answering the phone. Make sure to use “thank you”, “please”, and “goodbye” during your calls with clients.

Guest Services/ Student Salon Requirements

- As a part of the learning process, students are required to participate in a variety of student salon and spa/guest services. Failure to perform or refusal of assigned services and/or failure to participate in assigned learning experiences will result in disciplinary action including and up to termination
- Clients' tickets are to be checked out by an instructor before checking client out
- Salon is strictly for client services
- Only students who perform services on clients will be in the salon area
- Students will return to the student room after completing each client services
- All students must be following dress code requirements prior to entering salon area in order to maintain our professional image

Social Media

Rules of conduct as outlined in the catalog apply to social networking activities.

Behavior and content that may be deemed disrespectful, dishonest, offensive, harassing, or damaging to the school's interest or reputation is not permitted. Violation of this policy may result in termination of the program

Personal Liability Insurance

Royal Academy does provide personal liability to all students should an incident occur during or on school premises.

Lunch

- Students are responsible for coordinating with front desk for specific desired lunch times
- 30 minutes non-creditable lunch will be deducted for students who attends more than 5 hours/day (per federal law)
- Students must inform the instructor when leaving school premises for lunch or break otherwise the student will be clocked out as last seen.
- Unless student is with/has a client, lunch can be taken at the student's discretion

Breaks

- A student who attends a full day class (8am-5pm) is permitted to take up to two 10-minute educational breaks
- Students are not required to clock out for educational breaks
- A clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks

Food & Drinks

Due to safety standards and to prevent personal or academy damage, eating is prohibited in the classroom during class time and in the salon area.

Beverages are permitted in the classroom

Classroom Policy

- All classes will be taught in assigned room
- Students must be prepared and ready with daily assignments and tasks given by instructor
- Students must work ONLY on assigned daily assignments given by instructor
- Students must get permission to receive or provide services from instructor
- Students must stay in classroom during instructor lessons
- Instructors will also announce when class will be taught prior to class start time to remind students

Sanitation

- Students are responsible for the cleanliness and sanitation of their tools and equipment throughout the day.
- All students are required to participate in general sanitation and patron protection before, during, and after each service
- At the end of the class/day, all students are required to participate in the general sanitation of the Academy. General sanitation is instituted throughout the entirety of the program in order to facilitate the learning of general health and safety requirements mandated by the state
- No personal services, breaks, or lunch are allowed during clean up time
- If students are still working on clients within this time frame, students will perform the cleaning chore prior to the client arrival or the next day

Personal Belonging

- Any personal items such as clothing, makeup, lunch dishes/ supplies must go home with students EVERY DAY
- Students' supplies, books, and bags must be placed within the student station. NO VIOLATING OTHER STUDENTS STATION SPACE

School Supplies

- Students are not permitted to take school supplies home
- School will provide supplies for practicing on mannequins, school assignments, and or for use on salons clients, but not for students personal use. Students must purchase his/her own supplies for personal use.
- No personal products or products not supplied by the school are allowed on live models without permission from the instructor.

Student Kit

- Students are required to have student kit at school to ensure students has tools/ equipment to perform services on clients
- It is the responsibility of the student to secure your kit during learning hours and at the end of every day
- Students may secure their valuables in student lockers. Each student is allowed to occupy ONE locker
- The school is not responsible for replacement of any lost or stolen equipment
- Students are responsible for any damage or loss if borrowing another student's equipment
- Students are responsible for replacing any loss or stolen equipment to complete client services. o If a student withdraws or drops out or is not showing up to school as scheduled, student equipment will be kept at students station for a period of 15 calendar days. After 15 calendar days, the students' tools and equipment will be removed from school premises and donated.

Late Clients

- Late client booking must be approved prior to clients appointment to ensure there is staff to stay past school business hours with student
- No asking client to finish services outside of school premises is allowed

School Computer

- Students are not allowed to use the school computer for any purpose unless approved by the instructor
- Student acknowledges that the school network filters will be applied
- Student understands that providing or infecting the school network with a virus or providing access to unauthorized data or information is in violation of policy and will result in disciplinary action
- Students will be responsible for any replacement costs or data lost for unauthorized use on school computers

Problems or Concerns

Nothing in this policy prevents the student from contacting the Department of Licensing at any time with a concern or a complaint

- If students have any problem(s) or concern(s) with other students, instructors or school faculty, students should discuss with the school director to try to solve the problem(s) PROFESSIONALLY.
- Students may also access the student complaint portal at <https://www.studentcomplaints.wa.gov/hc/en-us>
- Violation of this policy may result in immediate termination from the program Record Keeping
- To protect fellow students, staff, and Royal Academy guests, all students are required to conduct proper client consultations, and are expected to document services rendered on client cards and/or other available record keeping system.
- Royal Academy also has the right to keep records of any violations and citations from students for proper documentation.

First Aid Station

The institution has a first aid station located in the front desk, bathroom, and every service room.

Educational Environmental Needs

Royal Academy is dedicated to cultivating an environment that is conducive to learning

- Disruptive conversation, excessive noise and other disturbances that may hinder the learning process will not be allowed.
- Abusive language and conversational topics that may be deemed by another as offensive may not be expressed

Educational Honesty

Cheating or allowing cheating is not acceptable at any time. Nor is theft of any Royal Academy test data or materials related to the preservation of academic quality.

Alteration of academic records or data will not be tolerated and will be subject to disciplinary action including and up to termination.

Theft, Misuse of Property, & Search Procedure

- Royal Academy is not responsible for lost and damaged property. Students have access to a locker and should be careful to keep any valuables put away.
- Theft, destruction, or misuse of property will be subject to student disciplinary action up to and may result in termination
- Destruction or defacing Academy property will result in disciplinary action including charges for the full replacement costs of the item in addition and up to termination.
- Equipment or supplies that are not returned by students shall be the financial responsibility of the student who last checked the item(s) out and full replacement is expected.
- To protect students, guests, and staff of the Academy, the school reserves the right to perform a routine inspection of student property on Academy campus including student lockers, bags, drawers when there is reasonable cause to believe that the student is violating local, state, or federal regulations or laws.

Weapons

- The use or possession of any item(s) that is or bears resemblance to a weapon, firearm, or explosive is prohibited and will result in immediate termination. This policy applies to all persons on campus or at an Academy sponsored event
- Any person threatening (verbally or otherwise) the use of weapons against any person related to the Academy is subject to disciplinary action up to and including expulsion from the program. Violators of this policy are also subject to prosecution under the law.
- Any person with knowledge of weapons on the Academy property shall inform an appropriate authority immediately.

Drug and Alcohol Use/ Abuse

Royal Academy policy requires the maintenance of a drug and alcohol free educational workplace environment. The unlawful possession, use, sale, distribution, or manufacture of a controlled substance or alcohol is prohibited at or on the Academy property. Students are to abide by the Drug-free Schools and Communities Act, a complete copy of this act is available upon request and may be obtained by the Academy Director.

Unofficial Withdrawal

WITHDRAWALS, TERMINATION/ EXPULSION POLICY

Students who do not officially withdraw will be subject to termination. This policy does not apply to students who are on an approved leave of absence

Termination/Expulsion Policy

- Royal Academy reserves the right to terminate a student's enrollment. The reasons for dismissal may include, but not be limited to, the following situation/behaviors:
- 30 consecutive days of absence
- Failure to meet satisfactory progress standards and/ or requirement standards outlined by the Academy
- Failure to return from a leave of absence on or prior to the scheduled return date
- Failure to successfully progress through the program according to the standards set forth in the maximum time frame policy
- Violations of the law or unlawful acts while on Academy property or sponsored events or violations of Academy rules and regulations, but not limited to, those listed in the conduct section of this catalog.
- Failure to make a payment according to enrollment agreement, addendums, payment agreements, and/or other financial agreements with Royal Academy
- Showing signs of being under the influence of drugs or alcohol
- Showing signs of threats of violence, threatening, fighting, physical threat, and/or harassment
- Theft from other students, staff or school property
- Intending to deface or defacing school property or other students property
- Obtaining credits by cheating
- Insubordination, disrespect or causing drama in school among students, staff, clients, instructors, or any member of the administration.
- Possession of a weapon of any type or odd objects that could be used in such a way to cause harm or threat
- Royal Academy reserves the right to terminate students who get charged with criminal charges.

Readmission Policy

A student who withdraws from their respective program, due to unsatisfactory progress, may be re-admitted to the school on probation status. All former students who apply for readmission one year (i.e., 12 months) after the effective date of their withdrawal will be required to pay a readmission fee of \$100.00.

Appeals Process

Policy of the institution indicates that all students should have the right to appeal a decision that can harm his/her interests. Appeals must be received within 10 days of dismissal.

A student may appeal the school's determination of unsatisfactory progress by submitting a written explanation of his/her. The student will be notified of the final determination within 10 days.

Grievance Policy

Nothing in this policy prevents the student from contacting the Department of Licensing at anytime with a concern or a complaint.

PAYMENT PLAN AND CANCELATION POLICY

If payment is not made within 2 (two) days after the due date the student will be terminated until payment can be made.

We currently DO NOT offer FINANCIAL AID

We do have payment plans available for easy financing.

CANCELLATION POLICY

- Tuition/registration fees may be collected in advance of a student signing an enrollment agreement; however, all moneys paid by the student shall be refunded if the student does not sign an enrollment agreement and does not commence participation in the program.
- Should a student terminate their enrollment after class has started no money will be refunded, if Student request to transfer the hours to another School they will be charged \$60.00 per hour they have attended school and a fee of \$1000.00
- Any refund due to the student will be refunded within 30 days of cancellation or termination.
- Upon graduation, the Washington State Examination Fee is the responsibility of the student. The school will keep all student records for a minimum of 4 (four) years.
- The student agrees to abide by all the rules and regulations of Royal Academy.
- Each student will receive a copy of the school catalog and enrollment agreement, cancellation policy.

ESTHETICIAN COURSE DOWN PAYMENT of \$4000.00

INSTRUCTOR COURSE DOWN PAYMENT of \$4000.00

There is a \$25.00 late fee per day if not paid on the due date according to the payment plan. Each program has been scheduled for completion within an allotted time frame. The school has reserved space, equipment, and licensed instructors for each student and program. If a student does not graduate within the contract period, additional training will be billed at the rate of \$10 per hour past the Scheduled Graduation Date. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances the school may make a settlement, which is reasonable to both parties for this fee.

AGREEMENTS POLICY

This agreement will be binding only when it has been signed and dated by the student and an authorized representative of the school prior to the time instruction begins.

Any changes in the agreement will not be binding on either party unless such changes have been acknowledged in writing by an authorized representative of the school and by the student or the student's parent or guardian if he/she is a minor.