



# CAMBRIA ACADEMY

BEAUTY AND WELLNESS

## COURSE CATALOG



FIRST EDITION

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# ABOUT CAMBRIA



## **VISION**

“Preparing the next generation of cosmetology professionals to redefine the beauty industry through creativity, skill, and holistic care.”

## **MISSION**

Our mission is to modernize beauty education by uniting advanced techniques, wellness principles, and industry insight- developing confident, skilled professionals who lead with creativity, integrity, and care.

At Cambria Academy of Beauty and Wellness, also referred to as “Cambria” in this catalog, we aim to

- Prepare our students in detail for state exams
- Provide employment assistance after graduation
- Create a unique learning environment for students to learn, grow, and flourish
- Instill knowledge into our students to prepare them for today’s industry

Cambria Academy of Beauty and Wellness is licensed by the Utah Division of Professional Licensing (DOPL) and complies with all applicable Utah state laws and regulations governing cosmetology and nail technology education.

## **STAFF**

Cambria Academy of Beauty and Wellness is owned by Cambria Seamons, a member of Cambria Beauty and Wellness LLC

Cheif Executive Officer	Head instructor
Finance Office Manager	Instructors
Campus Director	Guest services

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# STATE PROGRAM INFO

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## **STATE ENROLLMENT REQUIREMENTS**

- Applicants must provide proof of education status: high school diploma, GED, or a high school training agreement if still attending.
- Applicants must be at least 16 years old

High School Graduates. Acceptable means of proof:

- o High School or College Diploma
- o High School Transcripts (must include graduation date)
- o College Transcripts (must demonstrate successful completion of at least a two-year program that is acceptable for full credit toward a bachelor's degree)
- o GED Equivalent

## **STATE GRADUATION REQUIREMENTS**

### ***COSMETOLOGY PROGRAM***

To qualify for graduation from the Cambria Academy of Beauty and Wellness Cosmetology Program, a student must:

- Successfully complete all required coursework and practical training as outlined in the academy's curriculum.
- Complete a minimum of 1,250 clock hours of instruction in accordance with Utah Division of Professional Licensing (DOPL) requirements.
- Maintain satisfactory academic and attendance standards as defined in the Student Catalog.
- Fulfill all financial obligations to the academy.

Note: In accordance with anticipated updates to Utah state regulations, the minimum training requirement for cosmetology licensure may be reduced to 1,250 hours beginning in 2026. The academy will adjust program hour requirements to remain fully compliant with any changes implemented by the Utah Division of Professional Licensing. Students enrolled at the time of such changes will be notified in writing of any modifications affecting graduation eligibility.

### ***NAIL TECHNOLOGY PROGRAM***

To qualify for graduation from the Cambria Academy of Beauty and Wellness Nail Technology Program, a student must:

1. Successfully complete all academic and practical requirements of the program.
2. Complete a minimum of 300 clock hours of instruction as required by the Utah Division of Professional Licensing.
3. Maintain satisfactory academic progress and attendance throughout the program.
4. Satisfy all financial and administrative obligations to the academy prior to graduation.

### ***LICENSURE ELIGIBILITY***

Graduation from an approved program does not automatically guarantee licensure. Students must also meet all Utah Division of Professional Licensing (DOPL) requirements and successfully pass the state's written and practical examinations to obtain their professional license.

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# L O C A T I O N

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## **OUR CAMPUS**

Cambria Academy of Beauty and Wellness is located at 925 W 200 N, Suite A1, Logan, Utah. Our modern 6,000 sqft facility provides a professional, inspiring environment where students can learn, create, and grow. Conveniently situated near the heart of Logan, our campus is easily accessible by public roads and offers ample parking for students and guests.

Logan is known for its welcoming atmosphere, small-town charm, and strong sense of community. Set against the stunning backdrop of the Wasatch Mountains, the city offers a balance of natural beauty and modern amenities. Students can enjoy nearby hiking trails, seasonal festivals, farmer's markets, and local arts events—all within a few miles of campus.

This central location offers students the perfect balance of accessibility and inspiration— nestled in a scenic mountain valley known for its creativity, community spirit, and natural beauty. With public transportation nearby and ample parking available, students can easily commute from anywhere in the Logan area. The area's welcoming atmosphere and strong support for local businesses make it an ideal setting for aspiring beauty and wellness professionals to learn and grow.

## **STUDENT SERVICES**

We are committed to supporting our students both academically and personally. Our Student Services team assists with enrollment guidance, academic advising, attendance and progress tracking, and preparation for state board examinations. Additional support services include career counseling, job placement assistance, and wellness resources designed to help students maintain balance throughout their education.

## **CLASSROOMS**

Our classrooms are designed to foster both learning and creativity. Each space is equipped for interactive instruction, demonstrations, and hands-on practice. Students benefit from a smaller class size environment that encourages engagement, collaboration, and individualized attention from our experienced instructors.

## **EQUIPMENT & TRAINING FACILITIES**

Cambria Academy of Beauty and Wellness features state-of-the-art equipment and professional salon stations that reflect current industry standards. Our training facilities are designed to provide students with authentic, hands-on experience in a real-world setting.

Enhancing our commitment to holistic education, the academy also offers unique wellness-focused amenities—including a Japanese Headspa, a Himalayan Salt Cave, and a Smoothie Bar. These specialized spaces allow students to explore the intersection of beauty and wellness, gaining practical skills and experience in an environment that promotes creativity, balance, and well-being.

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# A D M I S S I O N S

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## **APPLICATION PROCESS**

Cambria Academy of Beauty and Wellness welcomes aspiring beauty and wellness professionals who are passionate about creativity, innovation, and holistic care. To begin the admissions process, prospective students must:

1. Submit an Application for Admission – Applications may be completed online or in person at the campus. A \$50 application fee will be issued upon submission. Applications without successful payments will not be processed.
2. Provide Required Documentation – Applicants must submit proof of age (such as a government-issued ID) and proof of education (high school diploma, GED, or high school training agreement, if applicable).
3. Schedule an Admissions Interview – Applicants meet with an Admissions Representative to discuss career goals, program expectations, financial options, and student responsibilities.
4. Review and Sign the Enrollment Agreement – Upon acceptance, students will review the catalog, tuition and fee schedule, and school policies before signing the Enrollment Agreement to secure their placement.

Applicants are encouraged to contact the Admissions Office for assistance at any stage of the process.

## **APPLICATION OPENING DATES**

Cambria Academy of Beauty and Wellness accepts applications year-round; however, class start dates are offered on a rolling basis and may vary by program. Priority enrollment periods typically open once per month.

Applications are accepted until all available class seats are filled. Early application is strongly encouraged, as class sizes are limited to ensure personalized instruction.

Note: Start dates are subject to change based on school opening dates and enrollment demand.  
Early application is encouraged due to limited class sizes.

## **TRANSFERRING AND RE-ENTERING**

Students who have completed training hours at another licensed cosmetology or nail technology school may request to transfer those hours to Cambria Academy of Beauty and Wellness. A \$400 administrative fee applies to all transfer students. This fee covers evaluation, curriculum alignment, placement testing, transcript review, and administrative processing. This fee is not tuition and is non-refundable. Cambria Academy may accept up to 75% of total program hours. Acceptance of transfer hours is subject to administrative review and compliance with Utah Division of Professional Licensing (DOPL) regulations.

Transfer students pay pro-rated tuition for the hours they will complete at Cambria Academy:

- Cosmetology/Barbering tuition rate: \$12 per hour
- Nail Technology tuition rate: \$15 per hour

All transfer students must complete the application and interview process, and provide necessary documentation regarding their education at the previous school. Former students wishing to re-enter after withdrawal or interruption in training must submit a written request for re-admission. Re-entry eligibility will be determined based on the student's prior academic progress, financial standing, and available space in the desired program. Re-entering students may be required to complete an evaluation to determine placement and ensure readiness to continue training, as well as pay a re-enrollment fee. Transferability of hours/diplomas to another school is at the discretion of the receiving institution.

# COURSE CALENDAR

## **FULL-TIME AND PART-TIME SCHEDULES**

These schedules are preset options for Cambria Academy students. Students are expected to attend their scheduled hours consistently to meet program requirements.

Schedule Type	Days	Hours
Full-Time	Monday–Friday	8:30 AM – 5:00 PM
Part-Time	Monday–Friday	8:30 AM – 12:30 PM

## **FLEX SCHEDULING**

Cambria Academy is proud to offer a customized scheduling option available to our students within our daily operating hours. Custom schedules must be a total of 20 weekly hours, or 40 weekly hours, and approved by the School prior to enrollment.

Students are encouraged to choose a schedule they can commit to for the duration of their program. Any schedule changes after enrollment are subject to our assessed schedule change fees.

## **CLASS SCHEDULE**

Practical classes are offered on a scheduled rotational basis. Students must complete all required prerequisites prior to enrolling in practical classes, achieve passing scores on required assessments before progressing, and attend scheduled classes as required for their program progression.

## **ONLINE HOURS**

Cambria Academy utilizes a blended learning model that combines online theory instruction with in-person practical training.

Theory instruction is delivered through an online learning platform, allowing students to access course materials, lectures, and assessments on a 24/7 basis. Online theory hours are awarded on a module-by-module basis upon successful completion of required coursework and assessments. The Academy offers a limited portion of the program through distance education in accordance with applicable state regulations. Online theory hours will not exceed the allowable limits established by the Utah Division of Professional Licensing (DOPL). Online instructional hours are monitored, tracked, and verified by the Academy to ensure compliance with state requirements.

## **HOLIDAY SCHEDULE**

Cambria Academy of Beauty and Wellness observes the following holidays each year. The campus will be closed on these dates, and missed time will not count toward required program hours:

- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the following Friday
- Christmas Eve and Christmas Day

We will also administer a summer and winter break, for one full week in July, and at least one full week around Christmas. Holiday closure dates are subject to change and vary with the annual holiday schedule.

## **CLASS ROTATION SCHEDULE**

Program tracks rotate quarterly to accommodate all start dates, ensuring smooth progression through the program. To ensure uninterrupted progress, students are expected to follow the agreed-upon schedule for the full duration of their program. Once a schedule has been confirmed, any approved changes will incur a \$300 schedule change fee. Students may also be subject to a waiting period before the new schedule takes effect.

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# C O U R S E O U T L I N E S

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## **EDUCATIONAL OBJECTIVES**

At Cambria Academy of Beauty and Wellness, our educational objectives are designed to prepare students for long-term professional success in the beauty and wellness industry. Our programs go beyond traditional cosmetology and nail training by integrating wellness principles, modern techniques, and professional development to create confident, skilled, and ethical artists.

### **GENERAL EDUCATIONAL OBJECTIVES (ALL PROGRAMS)**

Graduates of Cambria Academy will be able to:

- Demonstrate technical proficiency in their chosen field, meeting or exceeding the standards set by the Utah Division of Professional Licensing (DOPL).
- Apply industry-relevant health, safety, and sanitation practices to protect both clients and professionals.
- Exhibit professionalism, ethical behavior, and effective communication in all client and workplace interactions.
- Integrate wellness-based approaches to beauty care that support client confidence, relaxation, and overall well-being.
- Utilize critical thinking and problem-solving skills in practical applications, client consultations, and salon management scenarios.
- Build and manage a personal or team-based beauty business with attention to marketing, client retention, and continued professional growth.
- Prepare for and successfully pass the written and practical Utah State Licensing Examinations.

### **COSMETOLOGY AND BARBERING PROGRAM OBJECTIVES**

The Cosmetology and Barbering program is designed to provide comprehensive instruction in hair, skin, and nail services, as well as the principles of business and wellness-based client care. Students will gain hands-on experience through supervised practice and classroom instruction.

Upon completion, students will be able to:

- Perform advanced techniques in haircutting, coloring, styling, chemical services, and barbering.
- Analyze and recommend appropriate hair and scalp treatments for diverse client needs.
- Demonstrate proficiency in client consultation, service planning, and execution.
- Incorporate wellness-focused services and stress-reducing techniques into salon treatments.
- Apply advanced sanitation, infection control, and safety procedures in compliance with state law.
- Demonstrate understanding of salon management, retailing, and entrepreneurship within the beauty and wellness industry.
- Exhibit professional ethics, customer service excellence, and teamwork in a salon environment.

### **NAIL TECHNICIAN PROGRAM OBJECTIVES**

The Nail Technician program focuses on both the art and science of nail care, emphasizing sanitation, precision, and client wellness. Through classroom instruction and hands-on practice, students gain the knowledge and skills required for a successful career as a licensed nail technician.

Upon completion, students will be able to:

- Perform manicures, pedicures, and nail enhancements using current professional techniques and tools.
- Apply advanced nail art, design, and finishing techniques that reflect creativity and client preference.
- Maintain strict adherence to sanitation, safety, and infection control procedures.
- Understand nail and skin anatomy, disorders, and product chemistry relevant to nail care.
- Demonstrate effective communication and consultation skills to enhance client satisfaction.
- Incorporate wellness elements into services, including massage and holistic hand and foot care.
- Develop professional habits in time management, client retention, and business operations.

# C O U R S E O U T L I N E S

## **COSMETOLOGY / BARBERING PROGRAM (1,250 HOURS)**

The combined Cosmetology/Barbering Program at Cambria Academy of Beauty and Wellness is revised to comply with Utah's regulatory updates. This program prepares students with the essential principles, techniques, and wellness-integration services required for the modern beauty industry.

<b>COSMETOLOGY/BARBERING COURSE OUTLINE</b>	
Fundamentals (0-192hrs)	Campus & curriculum overview, laws & rules, learning strategies, professionalism & social media, sanitation & safety, anatomy & physiology (hair, skin, nails), chemistry & pH, diseases & disorders, client consultation & analysis, hair structure & scalp analysis, haircutting fundamentals (blunt, layers, graduation, fades, taper), styling (blowouts, curls, updos), chemical services (color theory, formulation, toning, perms, relaxers), makeup basics, facials & hair removal, nail fundamentals (prep, manicure, polish, enhancements overview), product knowledge
Intermediate (193-672hrs)	Advanced styling & finishing, bridal hair & makeup, chemical texture services, advanced color (removal, repigmentation, formulation), haircutting refinement, straight razor & grooming, nail systems (gel, acrylic, tips & forms), skin treatments & modalities, business fundamentals (taxes, licensing, malpractice), client services & hands-on practice
Advanced (673-1153hrs)	Hair extensions (methods, placement, blending), advanced color techniques (balayage, corrective color), cutting & design placement, makeup artistry (including SFX), advanced skin treatments, electrical theory, nail artistry & builder gel, reflexology & wellness concepts, business development (clientele, social media, employment readiness), interview & career prep
Salon Reality (1154-1250hrs)	State board preparation (practical & written), timed simulations, graduation requirements, licensing preparation, salon readiness

\*Hours are approximate and subject to final rule adoption.

# C O U R S E O U T L I N E S

## **NAIL TECHNICIAN PROGRAM**

The Nail Technology Program remains aligned with state licensing for nail technicians and provides both technical skill development and wellness-service integration.

<b>NAIL TECHNICIAN COURSE OUTLINE</b>	
Fundamentals (0-48 hrs)	Campus & curriculum overview, laws & rules, learning strategies, professionalism & social media, sanitation & safety, anatomy & nail structure, chemistry, diseases & disorders, client consultation, nail analysis, manicure & pedicure theory, massage & reflexology, e-file safety, shaping & structure, gel systems (UV/LED, builder & polygel), nail tips, forms & prep
Intermediate (49-249hrs)	Monomer liquid & polymer powder systems, nail art, enhancement removal techniques, continued application practice, client services
Advanced (250-300hrs)	Business fundamentals (licenses, insurance, taxes), employment readiness, social media & clientele building, state board preparation, written exam overview, final evaluation & graduation

\*Hours are approximate and subject to final rule adoption.

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# SCHOOL POLICIES

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## **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

Cambria Academy of Beauty and Wellness maintains a system of Satisfactory Academic Progress (SAP) to ensure students meet educational standards in both academic and practical performance. This policy applies to all students enrolled in cosmetology, barbering, and nail technician programs.

### **EVALUATION PERIODS**

SAP is evaluated at the midpoint and end of each program or at minimum every 450 clock hours. Evaluations determine whether the student is meeting both the qualitative (academic performance) and quantitative (attendance) standards outlined below.

### **QUALITATIVE MEASURE (GRADES)**

Students must maintain a minimum cumulative grade average of 75% in academic and practical work to remain in good standing.

### **QUANTITATIVE MEASURE (ATTENDANCE)**

Students must maintain a minimum cumulative attendance rate of 80% of scheduled hours.

### **SAP STATUSES**

- Satisfactory Progress: Student meets both academic and attendance standards.
- Warning: Issued if the student fails to meet SAP requirements. The student remains eligible to continue training and must meet standards by the next evaluation.
- Probation: If satisfactory progress is not achieved after a warning, the student may be placed on probation after a successful appeal.
- Termination: Failure to meet standards after probation will result in termination from the program.

### **APPEAL PROCESS**

Students wishing to appeal an SAP determination must submit a written appeal within five (5) business days of notification. The appeal must include the reason for not meeting standards and the changes that will be made to achieve compliance. If the appeal is granted, the student may continue on probationary status.

## **PROFESSIONAL CONDUCT & ETHICS**

Professionalism is a core expectation of all students enrolled at Cambria Academy. Students are expected to demonstrate integrity, respect, and a commitment to excellence in all interactions.

### **CODE OF CONDUCT**

Students must:

- Treat peers, clients, and staff with respect and courtesy.
- Maintain professional language and demeanor at all times.
- Refrain from disruptive behavior, gossip, or discrimination of any kind.
- Use school property and equipment responsibly.
- Comply with sanitation, safety, and dress code standards.

### **DISCIPLINARY ACTIONS**

Failure to maintain professional standards may result in written warnings, suspension, or termination as determined by the school administration. A progressive disciplinary procedure can be found in our Disciplinary Actions Policy.

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# SCHOOL POLICIES

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## **DISCIPLINARY ACTION POLICY**

Cambria Academy of Beauty and Wellness maintains a professional learning environment where safety, respect, accountability, and ethical behavior are required. Students are expected to follow all school policies, including conduct, attendance, sanitation, dress code, and academic standards. When violations occur, the academy follows a structured, fair disciplinary process to correct behavior and support student success.

### **PROGRESSIVE DISCIPLINARY PROCEDURE**

Although the academy reserves the right to take immediate action for serious violations, most conduct issues follow a progressive sequence:

**1. Verbal Warning:** A verbal warning is issued for minor or first-time violations. The instructor or administrator will discuss the concern with the student and outline expectations moving forward.

**2. Written Warning:** A written warning is issued if:

- The behavior is repeated,
- The student fails to correct the issue after a verbal warning, or
- The violation is more serious in nature.

Written warnings are placed in the student's file. Continued violations may lead to probation.

**3. Probation (Behavioral or Academic):** Probation may be issued for:

- Repeated violations of professional standards,
- Chronic attendance issues,
- Failure to adhere to safety or sanitation requirements,
- Disruptive behavior, or
- Failure to comply with a previous warning.

Terms of probation may include attendance improvements, required meetings, skill evaluations, behavioral expectations, or other corrective conditions. Failure to meet all terms of probation may result in suspension or termination.

**4. Suspension:** Suspension may be applied when:

- A student commits a serious violation (e.g., unsafe conduct, harassment, threats, or repeated policy violations), or
- The student fails to comply with the conditions of probation.

Suspensions typically range from 1 to 5 scheduled school days, depending on the severity of the violation and the student's prior disciplinary history. Suspended hours are treated as missed scheduled hours, and are not deducted from the contracted end date.

**5. Termination:** Termination may occur when:

- A student repeatedly violates school policies,
- Fails to meet probation expectations,
- Engages in conduct that endangers others or disrupts the learning environment, or
- Is absent for 14 consecutive calendar days without an approved leave of absence (per the Withdrawal & Termination Policy).

A terminated student is not permitted on campus and will be responsible for any tuition or fees owed. Re-enrollment is not guaranteed and may be denied if the student left in poor standing.

The academy reserves the right to bypass progressive steps and dismiss a student immediately for behaviors that threaten health, safety, or the integrity of the institution. Students may request clarification, submit written statements, or appeal disciplinary decisions when appropriate. Appeals must be submitted in writing within five (5) business days of the decision and will be reviewed by administration. All disciplinary actions—including warnings, probation notices, suspensions, and terminations are documented and kept in the student's permanent file as required by licensing and accreditation standards.

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# SCHOOL POLICIES

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## **SAFETY & SANITATION**

Student safety and sanitation are top priorities at Cambria Academy of Beauty and Wellness. Students must adhere to all safety protocols, properly use equipment, and maintain a clean work environment at all times. Compliance with state sanitation and safety regulations is mandatory.

## **DRESS CODE & HYGIENE**

All students are expected to maintain a clean, professional, and well-groomed appearance at all times. Grooming styles reflecting religious or cultural traditions are fully respected and permitted.

### **CLOTHING REQUIREMENTS:**

- Attire must be appropriate for a professional school environment. Clothing typically worn for workouts, outdoor activities, or casual settings is not allowed.
- All clothing must be clean, in good condition, and free from rips, tears, stains, or holes.
- Clothing should project professionalism; overly revealing or inappropriate attire is prohibited.
- Clothing displaying emblems, logos, or text (other than approved school-branded attire) is not permitted.
- Hats, bandanas, or beanies are not allowed.

### **ACCESSORIES & GROOMING:**

- Jewelry should be minimal and not excessive in size.
- Hair must be clean, styled, and maintained in a professional manner.
- Makeup should be clean, conservative, and appropriate for a professional learning environment.

Cambria Academy provides designated lockers/storage areas for students to keep their kits and required educational materials. Students are responsible for keeping their assigned storage area clean, secure, and free of prohibited items. The school reserves the right to inspect lockers or storage areas as needed for safety and compliance. Cambria Academy does not assume liability for lost, stolen, or damaged items brought onto campus.

## **ATTENDANCE POLICY**

Regular attendance is essential to meet program requirements and maintain professional standards. Students are expected to be in class and on time every scheduled school day.

### **ABSENCE NOTIFICATION:**

- Students must notify the school prior to any absence. Failure to provide timely notification is considered a violation of professional standards and may result in a written warning.
- Exceptions may be made for extreme emergencies where prior notification is not possible.

### **METHODS FOR REPORTING ABSENCES OR LATE ARRIVALS:**

- Primary: Phone call or email to the front desk. Direct contact with a front desk staff member is preferred. Detailed voicemail or email messages to the front desk line are also acceptable. Messages must state the reason the student is unable to attend.
- Secondary: Email or text to a staff member. This should only be used as a last resort. Staff are not required to provide personal cell phone numbers, and students should respect privacy, using this method only in urgent situations.

### **EMERGENCY OR ILLNESS:**

- In cases of emergency or illness, students may submit supporting documentation (e.g., doctor's note, police report) within 7 business days of the occurrence. The school will review the circumstances and determine appropriate action at its discretion.
- Consistent attendance and adherence to this policy are essential for successful program completion and professional development.

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# SCHOOL POLICIES

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## **MAKE-UP POLICY**

Students are responsible for completing any assignments, exams, or other coursework missed due to either excused or unexcused absences.

- An excused absence occurs when the student notifies the school in advance and receives approval for the absence.
- An unexcused absence occurs when the student fails to notify the school of the absence.

Students must coordinate with their instructors to ensure all missed work is completed in a timely manner. This includes arranging to take any missed exams or assessments with the instructor at a mutually agreed time. Adhering to make-up requirements is essential for maintaining satisfactory academic progress and successful program completion.

## **LEAVE OF ABSENCE (LOA) POLICY**

A Leave of Absence (LOA) is defined as an approved, temporary interruption of training for extenuating circumstances, where the student is reasonably expected to return to the institution. Students on an approved LOA are not considered withdrawn and no refund calculation or additional charges are applied during the leave. Complete documentation may be required to support the request, such as a doctor's note, court summons, or military orders.

### **REQUESTING A LEAVE OF ABSENCE:**

- All LOA requests must be submitted in writing, include the reason for the request, and the student's signature, unless unforeseen circumstances prevent advance submission.
- The school may grant an LOA retroactively if circumstances prevented prior notice (e.g., illness, accident, or other emergencies). The start date of the LOA will be the first date the student was unable to attend.

### **APPROVED REASONS FOR LEAVE OF ABSENCE:**

- Personal or family medical issues
- Death in the family
- Personal needs or other mitigating circumstances
- Jury duty or military obligations, including National Guard service
- Circumstances meeting criteria under the Family & Medical Leave Act (FMLA)

### **DURATION AND FREQUENCY:**

- The minimum LOA is 14 days and may not exceed 30 days per leave.
- For programs up to 600 hours, one LOA may be granted.
- For programs up to 1,200 hours, two LOAs may be granted, each not exceeding 30 days.
- In unusual circumstances, additional LOAs may be granted, but the total leave cannot exceed 180 days within a 12-month period.

### **EFFECT ON ENROLLMENT AND PROGRESS:**

- Hours during an LOA are not counted in the student's cumulative attendance percentage.
- The student's contract period and maximum time frame for program completion will be extended by the number of days taken in the LOA.
- Upon return, the student resumes in the same satisfactory academic progress status held prior to the leave.

### **FAILURE TO RETURN:**

- A student who does not return on the agreed date of return (or notifies the school they will not return) is considered withdrawn, with the official withdrawal date being the last date of attendance.

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# SCHOOL POLICIES

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## **GRADING POLICY**

Student academic progress is determined using a reasonable grading system based on assigned academic learning and required practical experiences.

### **ACADEMIC EVALUATION:**

- Academic assignments are evaluated at the completion of each unit of study.
- Students must maintain a minimum written grade average of 75% and pass final written exams prior to graduation.
- Missed or failed tests, as well as incomplete assignments, must be made up in a timely manner to remain in good academic standing, and to ensure graduation on time.

### **PRACTICAL EVALUATION:**

- Practical assignments are evaluated according to the school's established practical skills evaluation criteria.
- Assignments are counted toward course completion only when rated satisfactory or better. If performance does not meet satisfactory standards, the assignment must be redone.
- Practical skills are assessed based on text procedures and recorded in the system as a grade percentage reflecting completion.

### **GRADE SCALE:**

Numerical grades are considered according to the following scale:

- 90-100% - Excellent
- 80-89% - Good
- 75-79% - Satisfactory
- Below 75% - Unsatisfactory (must be repeated or remediated)

This grading system ensures that students demonstrate both academic knowledge and practical competency necessary for professional licensure and career readiness.

## **EXTRA EXPENSES**

Students are responsible for personal supplies, tools, kits, uniforms, and optional materials beyond standard tuition and fees. Additional costs may include books, licensing exams, and services used in training.

### **INSTRUCTIONAL OVERTIME FEES:**

Each student is granted 20 "grace hours" per 300 hours of enrollment, which may be used for absences without incurring additional charges. Once grace hours are exhausted, extra instructional fees of \$15.00 per hour will apply for any additional hours required to complete the program. These fees must be paid in advance and will be recorded on the student's ledger.

### **LIABILITIES AND ASSESSED FEES:**

Students may be held financially responsible for any damage, injury, expense, or liability they cause to the academy, its property, staff, or fellow students. Costs associated with such incidents will be assessed and added to the student's account, and must be paid promptly.

## **DISPUTES & GRIEVANCES**

Students are encouraged to address concerns or disputes promptly with instructors or the school director's office. Formal grievances may be submitted in writing and will be reviewed according to the academy's grievance procedures. If a student is unable to resolve a complaint internally, they may contact the Utah Division of Professional Licensing (DOPL):

160 East 300 South, Salt Lake City, UT 84111 | (801) 530-6628 | [dopl.utah.gov](http://dopl.utah.gov)

# SCHOOL POLICIES

## **REFUND POLICY**

Cambria Academy of Beauty and Wellness follows a structured refund policy that complies with Utah state law. Refunds are calculated based on scheduled hours and the student's last date of attendance.

### **REFUNDS FOR APPLICANTS AND EARLY CANCELLATIONS:**

- If an applicant is not accepted by the school, they are entitled to a refund of all monies paid, less any non-refundable fees.
- If a student, or legal guardian if the student is not of legal age, cancels within three (3) business days of signing the enrollment agreement, all monies paid will be refunded, except for the non-refundable \$50 application fee. The cancellation date is determined by the postmark on written notification or the date the school administrator receives the notice in person.

### **REFUNDS FOR WITHDRAWAL OR EXPULSION:**

- Students who are expelled by the school or notify the school of withdrawal are eligible for refunds calculated according to their last date of attendance. The official date for refund purposes is the postmark on written notification or the date the school administrator receives the notice.

### **ENROLLMENT TIME AND CALCULATION:**

- Enrollment time is defined as the period between the actual start date and the student's last date of attendance.
- Refunds will be processed within forty-five (45) days from the date the student notifies the school of withdrawal, formal cancellation, or termination by the school. For unofficial withdrawals, the school monitors attendance at least every 30 days to determine the last date of attendance.
- In the case of a Leave of Absence (LOA), refunds are based on the earlier of the date the student informs the school they will not return or the documented LOA return date.
- The school reserves the right to retain tuition according to the published tuition retention schedule.

Percentage of Program Completed	Tuition Retained by School
0.01 – 4.9%	20%
5 – 9.9%	30%
10 – 14.9%	40%
15 – 24.9%	60%
25 – 40.9%	70%
41% – 49.9%	80%
50% and over	100%

### **NOTES:**

- The schedule is based on actual scheduled hours completed, not clock hours attended.
- Refunds are calculated proportionally to tuition paid for the program and any non-refundable fees are retained by the school.
- This schedule complies with Utah Division of Professional Licensing standards for cosmetology, barbering, and nail technology programs.

## **STUDENT RECORDS & TRANSCRIPTS**

- Student academic and financial records are maintained for a minimum of 7 years in accordance with state and accrediting requirements.
- Students may request a copy of their transcript by submitting a written request to the director's office.
- A \$10 processing fee is required for each transcript request.
- Transcripts are only issued when all financial obligations to the school have been met.
- Records are protected under the Family Educational Rights and Privacy Act (FERPA) and will not be released without the student's written consent.

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# SCHOOL POLICIES

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## **WITHDRAWAL POLICY**

Students who officially or unofficially withdraw from their program prior to course completion will receive a final refund calculation within 45 calendar days of the withdrawal determination date.

- An official withdrawal occurs when a student submits written notification to the school indicating their intent to withdraw.
- An unofficial withdrawal occurs when a student who is not on an approved Leave of Absence (LOA) fails to attend school for 14 consecutive calendar days or does not return from an LOA without providing communication to the school.

Students who withdraw may be ineligible for re-enrollment if they are failing to meet satisfactory academic progress requirements.

All students who withdraw must settle any outstanding financial obligations with the school before transcripts or records are released.

## **TERMINATION POLICY**

- Cambria Academy of Beauty and Wellness reserves the right to dismiss any student whose attendance, behavior, academic performance, or professionalism disrupts the learning environment. Dismissal may be enacted as a first and final disciplinary action when necessary.
- Additionally, if a student fails to notify the school of consecutive absences totaling 14 school days, their enrollment will be terminated.
- A drop fee of \$150 will be assessed to all terminations.

## **PRIVACY POLICY**

Cambria Academy of Beauty and Wellness protects the confidentiality of student records. Personal information is only shared as required by law, with written consent, or for accrediting and licensing purposes. Family Education Rights and Privacy Act (FERPA) protect students' educational records. Students have the right to access their records, request corrections, and control the disclosure of personally identifiable information.

## **COPYRIGHT**

All instructional materials, curriculum content, and media used by the academy are protected under copyright law. Unauthorized reproduction, distribution, or use is prohibited.

## **NON-DISCRIMINATION POLICY**

The academy does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or any other protected status in admissions, programs, or employment practices.

## **AMERICANS WITH DISABILITIES ACT (ADA)**

Cambria Academy provides reasonable accommodations for students with documented disabilities, in compliance with the ADA. Students should contact the director's office to request accommodations and provide necessary documentation.

## **EMERGENCY EVACUATION**

The academy maintains a clearly posted emergency evacuation plan. Students must follow all safety procedures during drills or emergencies. Staff will provide instructions for safe exit and assembly areas.

## **INJURY OR ILLNESS**

Report all injuries or illnesses immediately to an instructor or school administrator. First aid supplies are available at the front desk.

# FINANCIAL INFO

## **TUITION AND FEES OVERVIEW**

Program	Total Tuition	Supply Kit	Application Fee	Enrollment Fee	Deposit Required
<b>Cosmetology</b>	\$18,340	\$1,800	\$50	\$100	\$1,800
<b>Nail Technician</b>	\$8,240	\$1,700	\$50	\$100	\$1,800

Note: A \$1,800 deposit is required upon signing the enrollment agreement for both programs.

## **TUITION PAYMENT POLICIES**

- Tuition and deposits are payable to “Cambria Academy of Beauty and Wellness”.
- Accepted payment methods: cash, check, or credit/debit card. Credit/debit card payments incur a 5% transaction fee.
- Tuition payments are due according to the schedule outlined in the enrollment agreement and payment plan agreement.
- Students are responsible for ensuring all payments are made on time to maintain active enrollment status.
- Late payments may result in additional fees or a hold on student records until the account is current.

## **PAST DUE ACCOUNTS:**

Student balances that remain unpaid for more than 60 days may be referred to a collection agency. In addition to the outstanding balance, the student will be responsible for any attorney fees, court costs, and collection agency fees incurred to recover the debt. While student accounts may be financed through third-party sources, the full balance owed to the school must be paid in full before a graduation certificate or official transcripts are released.

## **TUITION ASSISTANCE PROGRAMS / SCHOLARSHIPS**

- Cambria Academy does not accept FAFSA or Title IV federal funding at this time.
- Limited tuition assistance or scholarships may be available. Students are encouraged to contact Cambria Academy’s director office or visit the website for current information.

## **LOAN DISCLOSURES**

- The school does not offer federal loans.
- Private or third-party financing options must be arranged independently by the student.
- Students are strongly encouraged to review all loan terms carefully, including interest rates, repayment schedules, and associated fees.

Cambria Academy does not have any preferred lender arrangements,

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# EMPLOYMENT

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## **CAREERS AFTER GRADUATION**

Cambria Academy of Beauty and Wellness is dedicated not only to educating students but also to supporting their career development. Our programs are designed to prepare students for successful careers in cosmetology, barbering, and nail technology, as well as to provide opportunities within our own academy.

### **OPPORTUNITIES FOR GRADUATES**

- Graduates of Cambria Academy can pursue a wide range of careers in the beauty and wellness industry, including:
- Cosmetologist / Hairstylist – Cutting, coloring, and styling hair in salons or spas.
- Barber – Providing professional grooming services, including haircuts, shaves, and beard care.
- Nail Technician – Performing manicures, pedicures, nail enhancements, and nail art.
- Esthetician / Skin Care Specialist – Offering facials, skincare treatments, and wellness services.
- Salon Manager / Spa Coordinator – Overseeing operations, staff, and client experiences.
- Freelance Beauty Professional – Working independently for events, photoshoots, or private clients.

## **CAREERS AT CAMBRIA ACADEMY**

Cambria Academy also provides employment opportunities for students and alumni who want to grow within our institution, including:

- Student Instructor / Mentor – Assisting in teaching and guiding students under supervision.
- Front Desk / Administrative Staff – Managing appointments, records, and customer service.
- Wellness Specialist – Providing services such as our Japanese Headspa, salt cave experiences, or smoothie bar support.
- Marketing / Social Media Coordinator – Promoting academy programs, events, and student work.

## **CAREER SUPPORT SERVICES**

- Resume and portfolio development assistance
- Interview preparation and job placement guidance
- Networking opportunities with local salons, spas, and industry professionals
- Guidance for continuing education and advanced certifications

Cambria Academy is committed to helping students transition from the classroom to a fulfilling career in beauty and wellness. Our training programs provide not only the technical skills but also the professionalism and business knowledge needed to succeed in the industry.

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# GRADUATION

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## **GRADUATION PROCEDURES AND REQUIREMENTS**

Cambria Academy of Beauty and Wellness prepares students to meet all academic and practical standards necessary for professional licensure in Utah. Graduation signifies the successful completion of all program requirements and readiness to enter the beauty and wellness industry.

### **PROGRAM COMPLETION REQUIREMENTS**

To graduate, students must:

- Complete the required number of program hours in accordance with Utah state licensing regulations:
- Cosmetology: 1,250 hours (effective 2026)
- Nail Technician: 300 hours (effective 2026)
- Successfully complete all academic coursework and maintain a minimum written grade average of 75%.
- Satisfactorily complete all practical skills assignments in accordance with the school's practical skills evaluation criteria. All practical assignments must meet "satisfactory" standards to count toward program completion.
- Pass all final written and practical exams.
- Meet all financial obligations to the school, including tuition, fees, and any assessed charges. Graduation certificates will not be issued until all balances are paid in full.
- Maintain satisfactory attendance, including completion of all required hours, makeup work, and any approved leaves of absence.

### **PROGRAM COMPLETION REQUIREMENTS**

Application for Graduation:

- Students must submit a written graduation application to the Student Services office at least 30 days prior to the expected completion date.

Final Evaluations:

- Academic and practical work will be reviewed to ensure all requirements are met. Any incomplete or unsatisfactory work must be resolved before a graduation certificate is issued.

Completion Documentation:

- Once all requirements are satisfied, the student will receive a Certificate of Completion for their program, which may be used to apply for state licensure.

Licensure Guidance:

- Graduates will receive guidance on state licensing exams, including application procedures, fees, and scheduling with the Utah Division of Professional Licensing.

### **ADDITIONAL NOTES**

- Students who have not completed the required hours, academic work, or practical skills satisfactorily will not be eligible for graduation.
- All graduation requirements are enforced in accordance with Utah state law and licensing standards for cosmetology, barbering, and nail technology programs.
- Certificates of Completion are issued only to students who have successfully satisfied all educational, practical, and financial requirements.



CAMBRIA ACADEMY

*BEAUTY AND WELLNESS*