



LB Beauty Academy, Inc.

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Richmond, Virginia 23230
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STUDENT HANDBOOK

**LICENSED BY: DEPARTMENT OF PROFESSIONAL OCCUPATIONAL REGULATIONS (DPOR)
BOARD OF BARBERS AND COSMETOLOGY
PROGRAMS ARE APPROVED BY THE STATE APPROVING AGENCY FOR VETERANS**

**GI BILL® IS THE US DEPARTMENT OF VETERANS AFFAIRS (VA) REGISTERED TRADEMARK. MORE
INFORMATION ABOUT EDUCATION BENEFITS OFFERED BY VA IS AVAILABLE AT THE OFFICIAL US
GOVERNMENT WEBSITE AT [HTTPS://WWW.BENEFITS.VA.GOV/GIBILL](https://www.benefits.va.gov/gibill).**

JANUARY 5, 2023

LB BEAUTY ACADEMY, INC.

STUDENT HANDBOOK

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HENRICO, VIRGINIA**



LB Beauty Academy, Inc.

NON-TRADITIONAL CLASSROOM (ONLINE) TRAINING

The academy will offer online training as outlined in the attached document from DPOR dated March 4, 2015. Veterans using educational benefits for training at the academy will be exempted from online training.

I certify that this catalog is true and correct in content and policy

Signature

Title

Date

*The Academy reserves the right to revise any Academy rules or regulations at its sole discretion without prior notification. All actively enrolled students will receive written notification of any changes that go into effect.



Policy on Transfer of Hours or Credit

The Academy intends to comply with the Guidance Document issued by DPOR dated March 7, 2022, regarding awarding credits and hours to transfer students. Accordingly, LB Beauty Academy is eligible to award credits/or hours to transfer students.



LICENSING AGENCIES

The Academy is licensed to operate by the Virginia Department of Professional and Occupational Regulation-Board of Barbers and Cosmetology. The academy is located at 3114 West Marshall Street, Suite – A, Richmond, Virginia 23230. The State Approving Agency also approves some Veterans' Education and Training courses.

****LB Beauty Academy does not discriminate based on race, sex, creed, religion, disability, or national origin.***



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ACADEMY HISTORY

Founder LaFarn L. Burton, a Richmond, Virginia native, is an educator, motivator, and mentor. As a Virginia Union University graduate, she earned a BS in Social Work and Virginia Commonwealth University and a master's degree in Public Administration. Mrs. Burton holds beauty licenses in nail technology, wax, and esthetics.

Director Stephanie J. Smith, a Richmond, Virginia native, is an educator and motivator. As a Saint Augustine's University graduate, Raleigh, North Carolina, has earned a Bachelor of Science in Political Science/Pre-Law. Ms. Smith holds beauty licenses in Nail Technology, Cosmetology, Master Barber/Instructor, Basic Esthetics, and Permanent Cosmetic Tattoo.

LB Beauty Academy is unique to this community because it specializes in many aspects of beauty education. In addition, LB Beauty Academy is also a training facility for ASHI.



OVERVIEW

What to expect from the academy:

- Expert instruction from experienced licensed professional instructors
- A comfortable, professional environment
- An education that goes beyond license exam preparation and teaches test-taking skills, professionalism, people skills, and talent development.
- The Academy will incorporate Milady's online e-course for testing and recorded scores.

The learning at LB Beauty Academy is hands-on. Classes are small, and you are not lost in the crowd. We offer flexible schedules to help students fit Academy into their lives. Students also receive career support services. (Flexible schedules refer to the various hours attended weekly. This determines the length of time for course completion.)

Student records will always be maintained for reference. The file's content will include training verification information, transcript, certificate, and application.

Attendance Policy

All courses at LB Beauty Academy are based on clock hours. There are no exceptions to this requirement. To successfully matriculate through courses, students must be present and on time daily during their regularly scheduled course hours. It is essential to understand that ALL time missed is associated with educational time missed and therefore is vital that the amount of missed Academy hours be managed for unforeseen emergencies only.

The policy requires evaluation of progress and attendance at the time of progress reports (30 hours/50 hours/200 hours, whichever pertains to the program). Students who miss seven (7) days consecutively will be terminated. Students not meeting a minimum of 80% attendance at the time of the progress report will be placed on probation and provided a written improvement plan. Failure to maintain 80% attendance during the next evaluation period will result in the termination of benefits.

Make-up Hours Policy

Any time missed during the regularly scheduled program hours will create "outstanding attendance" hours. Outstanding attendance hours will be considered excused or unexcused absences based on the surrounding circumstances and supporting documentation and are required to be made up.



Career Support Services

The Academy does not offer placement services. However, reference letters regarding character, attitude, attendance, and techniques are provided upon request.

Grading System:

A Student's academic progress will be measured according to the following scale:

"S" – 100% - 75%

"U" – 74% - Below

The student will be reported progress every three (3) months: 1/3, 2/3, and 3/3 of their program

Every 200 hours for a 600 hour program

Every 50 hours for a 150 hour program

Every 30 hours for a 90 hour program

Every 38 hours for a 115 hour program

Every 250 hours for a 750 hour program

Every 500 hours for a 1500 hour program

Every 367 hours for an 1100 hour program

Minimum Grades considered Satisfactory: A student must maintain a minimum of 75%

Probation Period:

A student whose grades fall below the minimum satisfactory requirements of 75% will be on probation for 20 days or up to 20 hours. If a student fails to meet the probation period, the student will be terminated and must re-apply.

Conditions for Interruption for Unsatisfactory Grades or Progress:

A student will be permitted to re-enter the program if the student has resolved the problems causing the unsatisfactory progress or conduct. (No time requirement)

Attendance/Absence Policy:

If a student's absences exceed one week of the scheduled hours in a program, the Academy will notify the VA to terminate the payment of educational benefits.

Tardiness Policy:

A student reporting 30 minutes late for a scheduled class will be considered tardy. Three (3) tardies will be counted as an unexcused absence. Students will be terminated after two unexcused absences.



Grievance Policy:

The Virginia State Agency (SAA) is the approving authority of education and training programs for Virginia. Their office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the Academy grievance policy, if the situation cannot be resolved at the Academy, the beneficiary should contact our office via email at saa@dvs.virginia.gov.



ACADEMY INSTRUCTORS

Dershai Pope: Orientation, Cosmetology, Natural Hair Care (License #1204020369, exp. 5/2024)

Karen Lyons: Nails (License #1207000470, exp 5/2024)

Kim Anderson: Nails (License #1207000757, exp. 7/2023)

LaToya Mann: Basic and Master Esthetics (License #1265000341, exp. 10/203)

Rahshodd McNeil: Tattoo (License #1239000054 exp. 1/2023)

**Tabbitha Bowler: Orientation, Health Education, Barber, Wax, Cosmetology, Natural Hair Care
(License # 1204019444, exp. 6/2024)**

ADMINISTRATIVE PERSONNEL

Stephanie Smith (Owner and Dean): Orientation, Instructor

Barber – License #1301091610

Cosmetology – License #1204018639

Esthetics – License #1262000169

Nails – License #1207000458

Permanent Cosmetic Tattoo – License #1236000742



LB BEAUTY ACADEMY

Open enrollment • Flex hours.

<u>COURSE</u>	<u>HOURS</u>	<u>TUITION-\$\$</u>
Barber	1100	12,800**
Basic Esthetics	600	9,000***
Basic Make-up Artistry	65	4,200***
Cosmetology	1500	13,500**
Esthetics Instructor	400	4,000
Instructor	150	3,000**
Master Esthetics	600	10,300***
Master Instructor	150	3,000***
Nail Care	150	3,400*
Natural Hair Care/Braiding	55	3,000**
Permanent Cosmetic Make-up/ Microblading	90	5,600**
Tattoo	750	7,000
Wax	115	3,000**

Registration Fee: \$200 (\$100 – Non-refundable). We accept cards, cash, and checks (There is a \$75 fee for returned checks.) Tuition costs are subject to change

3114 West Marshall St., Suite A • Richmond, VA 23230 • 804-249-6200 • www.lbbeautyacademy.com

* Includes book and kit • **Includes book only • ***Includes book and product kit
 Dermalogica Kit \$300 includes (Basic Esthetics) - Products (cleanser, toner, mask, etc.); other items needed for the kit are outlined on page 60. Tammy Taylor Kit \$400 includes (Nail Tech) - Products (Polish, cleanser, acrylic, Gel, Manicure and Pedicure soak, nail files, clippers, nippers, etc.) PCA Skin Kit \$500 includes (Master Esthetics) - Products (Cleanser, toner, mask, chemical peel)

Effective August 1, 2022



Program(s) Overview

Credential Awarded	Program Name	Clock Hours Needed
Diploma	Barber	1100
Diploma	Basic Esthetics	600
Diploma	Cosmetology	1500
Certificate	Nail Technology	150
Certificate	Wax	115
Certificate	Tattoo	750
Certificate	Permanent Cosmetic Make-up *No Online Courses	90
Certificate	Instructor	150
Certificate	Esthetics Instructor	400

*Attachment will include course outline and description.

**Certificates/Diplomas earned at the academy are transferable to another institution at the sole discretion of the accepting institution.



MISSION STATEMENT

The Academy's purpose is to provide education and training in beauty professions. Our courses follow the Laws and Regulations of the Commonwealth of Virginia. Instruction is face-to-face and is supplemented with the use of media and other technology. All programs are license preparation focused.

The academy's goal is to prepare each learner for work and life learning by providing a:

- Challenging curriculum
- Safe environment
- Positive interaction
- Mutual respect

STATEMENT OF PURPOSE AND OBJECTIVES

The Academy's primary purposes are to assist students in the development of basic manipulative details, safety, judgment, technical knowledge, and related information for employment in all aspects of the beauty industry; additionally:

- To properly train those desirous of becoming successful in their course of study.
- To maintain a high level of practical teaching by constantly seeking to improve techniques.
- To instruct students in the Department of Professional & Occupational Regulations (DPOR) rules and regulations.
- To abide by the rules and regulations of the Department of Professional & Occupational Regulations (DPOR)
- To endeavor to maintain high standards and to exemplify these standards daily.
- To constantly seek instructor improvement through teacher education.
- Continually advertise truthfully and honestly.
- Above all, to produce students who will be an asset to our prestigious and regarded beauty profession.



ADMISSIONS

Requirements:

All candidates seeking enrollment to LB Beauty Academy, Inc. must:

- Be at least 16 years of age
- Complete an in-person interview

**Certificates/Diploma Credit hours earned at the academy are transferable to another institution at the sole discretion of the accepting institution.



STUDENT ACKNOWLEDGEMENT

Student: _____ ID#: _____

I have read and fully understand and consent to the following areas of the student catalog. Furthermore, I understand that the catalog is available at www.lbbeautyacademy.com and maybe be downloaded for my record.

_____ **Application/Enrollment Contract:** This is a binding agreement between LB Beauty Academy and me. Any modifications to this contract shall be made in writing and approved by the Director of LB Beauty Academy.

_____ (sign) _____ (date)

_____ **Student Catalog:** I have read and fully understand the contents of the student catalog.

_____ (sign) _____ (date)

_____ **Honor System:** LB Beauty Academy uses an honor system to record time and attendance and student performances. I have read and consented to follow the honor system.

_____ (sign) _____ (date)



HONOR SYSTEM

This academy uses an honor system to record time, attendance, and student service performances. Students will be issued forms monthly. Previous months will be filed in the student folder. Instructors supervise clock hours. Instruction includes online study, clinical lab, workshops, lectures, and audio-visual telecommunications.



PROBATION, DISMISSAL, RE-ADMISSION

Grounds for Suspension or Termination:

- A student may be suspended or terminated for any of the following reasons:
- No Attendance (7 absences)
- Lack of cooperation and conduct unbecoming a learner
- Failure to maintain passing grades
- Failure to comply with posted rules and regulations of the Academy and the Virginia Department of Professional Regulations Occupational and Regulation (DPOR)
- The use of or being under the influence of alcohol or drugs during class hours

The academy reserves the right to modify the rules and regulations at any time, and the student shall be advised of all modifications.

STANDARDS OF CONDUCT

Each student is expected to conduct herself or himself in an adult manner. The student's speech and conduct will be consistently professional. No eating, drinking, or smoking is permitted. Disciplinary action may be imposed for the following reasons:

- Willing neglect in the performance of duties; or the abuse or destruction of any equipment, property, or belongings of others
- Refusal to comply with instructions
- Falsification of any report, record, document, or information
- Theft or unauthorized use or borrowing of Academy property or the property of others
- Speaking disrespectfully, publicly criticizing, or ridiculing others.
- Engaging in any unlawful activity
- Failure to cooperate with any fully constituted investigation, evaluation, or hearing; or providing false or misleading evidence.

The length of probation and the conditions under which a student will or will not be readmitted will be evaluated by the Dean of the academy on a case-by-case basis.



NOTIFICATION OF CANCELLATION

The Academy may terminate a student after seven (7) days of the last physical attendance if there is no prior written notification of cancellation for the student. If the student does not return from a leave of absence on the scheduled date as documented in the student's file, that documented date constitutes the termination date.

The academy will report all changes in attendance for applicable VA students to the VA within 30 days of the occurrence, as is required by law.

TEXTBOOK/KIT POLICY

Kits (if applicable) are for students' use only. Students are required to purchase the kit and all related textbooks. Students will be notified in advance when kits are necessary. Demos will take place with the academy's equipment, implements, and tools.



STUDENT REFUND POLICY

The academy will refund all fees and payments (except for a \$100 non-refundable fee as noted in the registration contract in the event of the following: the student is not admitted/enrolled, does not begin the program or course, withdrawals prior to the start of the program, or is dismissed prior to the start of the program) within three business days, excluding weekends and holidays.

A student applicant may cancel enrollment without financial obligation. The academy will refund all tuition paid, less \$100 (Non-refundable fee), to students who cancel by written notice at any time before the first day of class.

In the case of a prolonged illness or accident, death in the family, or other exceptional circumstances that make attendance impossible or impractical, a leave of absence will be granted to the student if requested in writing by the student or the designee. No monetary charges or accumulated absences may be assessed to the student during a leave of absence. The academy will not treat a leave of absence as a withdrawal if approved.

A leave of absence is approved if:

- The student followed the academy's policy in requesting the leave of absence and submitted a signed, dated request with the reason for the leave of absence
- The Academy determines that there is a reasonable exception that the student will return to Academy.
- The Academy approved the student's request following the published policy.
- The leave of absence does not exceed 180 days in any 12 months the student does not resume attendance at the Academy, or before the end of an approved leave of absence, the academy must treat the student as a withdrawal, and the date that the leave of absence was approved should be considered the last date of attendance for Refund purposed.



Refund Calculation:

- A student who enters the Academy but withdraws or is terminated during the first quartile (25%) of the program shall be entitled to a minimum refund of 75% of the program's cost.
- A student who withdraws or is terminated during the second quartile (more than 25% but less than 50%) of the program shall be entitled to a minimum refund of 50% of the program's cost.
- A student whom withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the program shall be entitled to a minimum refund amounting to 25% of the program.
- A student who withdraws after completing more than three quartiles (75%) of the program shall not be entitled to a refund.
- For programs longer than one year, the policy applies separately for each academic year or portion thereof.
- Academics shall comply with the cancellation and settlement policy outlined here, including promissory notes or contracts for tuition or fees sold to third parties.
- When notes, contracts, or enrollment agreements are sold to third parties, the Academy shall continue to have the responsibility to provide the training specified regardless of the source of any tuition, fees, or other charges that have been remitted to the Academy by the student or on behalf of the student.

Students exempt from this refund policy are our veterans. The Veterans Refund Policy, in accordance with 21.4255, is used by the academy.

Refund policy to Veterans in accordance with 21.4255: non-accredited courses.



LB Beauty Academy refund policy to Veterans per ordinance 21.4255: Non-accredited Courses

Withdrawal before class beginning date: 100% Refund

Withdrawal after 10% of hours are completed=90% Refund

Withdrawal after 20% of hours are completed=80% Refund

Withdrawal after 30% of hours are completed=70% Refund

Withdrawal after 40% of hours are completed=60% Refund

Withdrawal after 50% of hours are completed=50% Refund

Withdrawal after 60% of hours are completed=40% Refund

Withdrawal after 70% of hours are completed=30% Refund

Withdrawal after 80% of hours are completed=20% Refund

Withdrawal after 90% of hours are completed=10% Refund

Withdrawal after 91-100% of hours are completed=0% Refund

(Non-refundable fees not included)

Registration Fee will be refunded according to the above policy, except for the first @10.00, which will be non-refundable.

Laboratory fees will be refunded according to the above refund policy guidelines.

Students will only be charged for supplies and books consumed, and any fee charged for supplies not consumed will be refunded.

Any books/supplies/equipment, etc., purchased by the student is the student's property, and they may retain or dispose of them at their discretion.

A refund will be granted within 30 days.



VA DELAYED PAYMENT POLICY

As a part of the Veterans Benefits and Transition Act of 2018, section 3679 of Title 38, U. S. code:

Any individual entitled to educational assistance under Chapter 31 or Chapter 33 to attend or participate during education during the period beginning on the date the individual provides LB Beauty Academy a Certificate of Eligibility for entitlement to educational assistance under 31 or 33. A certificate of eligibility can also include a Statement of Benefits or a VAF 28-1905 form.

LB Beauty Academy will not impose any penalty, including the assessment of later fees, the denial of access to classes or libraries, the requirement that a covered individual borrows additional funds, or any covered individual because of the inability to meet his or her financial obligations to LB Beauty Academy due to the delayed disbursement funding under Chapter 31 or 33.



Veterans Benefits and Transition Act of 2018

VASAA - SEC 103

Section 103:

Effective November 12, 2019, any student that is using Chapter 33 post “9/11” GI Bill or Chapter 31 VocRehab benefits, even though VA has not yet paid tuition and fees, no institution (public, private, for profit, not for profit), can have a policy in effect that:

- Prevents enrolling
- Assesses a late penalty fee
- Requires securing alternative or additional funding or
- Denies access to any Academy resources (access to classes, libraries, or other institutional facilities) that are available to other students that have paid

However, an institution can require that such students be required to:

- Produce the VA’s Certificate of Eligibility by the first day of class
- Provide written request to be certified and
- Provide additional information needed to certify properly



POLICY FOR EVALUATING AND ACCEPTING TRANSFER CREDIT FOR PROGRAMS

LB Beauty Academy will evaluate credit for transfer at the time of enrollment. There is no fee for this evaluation. Credit will be given an hour for an hour with a passing grade of 75%. In addition, students will be tested by Academy staff using Milady Online for theory and pre-exam practicals via the candidate information bulletin.

LB Beauty Academy does accept transfer or award credits for barbering, cosmetology, nail care, or waxing under the guidance documentation dated March 7, 2022.



LB Beauty Academy, Inc. Education Loan Truth-In Lending Payment Schedule

STUDENT: _____ **ID NUMBER:** _____ **CREDITOR:**
 _____ **LB BEAUTY AND TRAINING ACADEMY**

Loan Rates & Estimated Total Costs:

Total Loan Amount: _____ **Interest Rate:** _____ **Finance Charge:** _____ **Total of Payments:** _____

Itemization of Amount Financed: _____

Amount paid to Academy: \$ _____
 Amount paid by others on your behalf: +\$ _____
 (_____)
 Amount Financed: =\$ _____
 Initial Finance Charges (Total): +\$ _____
 Total Loan Amount: =\$ _____

Estimated Repayment Schedule & Terms

Amount Financed: \$ _____ (0% Interest)

Deposit Amount: \$ _____

Balance Financed: _____ \$ _____ (divided by weeks/months/other)

Payment Amounts Due: \$ _____

Schedule of Repayment:

Weekly: _____ () Date Due: _____ # of weeks Repayment _____

Monthly: _____ () Date Due: _____ # of weeks Repayment _____

Other: _____ () Date Due: _____ # End Date Repayment _____

Specific Other: _____ Date Due: _____

Student: _____ Date: _____

Guarantor: _____ Date: _____

As Guarantor, I understand that I am liable for amounts set forth herein if a student does not pay.

Academy Representative: _____ Date: _____



COURSE SCHEDULE:

The Academy offers flex scheduling. Students have the flexibility in days of attendance and weekly hours based on the academy’s hours of operation. Hours of attendance determine the expected completion date.

COMPLETION REQUIREMENTS:

Certificates are awarded to each student who completes a course of study. The required average of at least 75%; satisfy competency evaluated in all performances, and students must fulfill his/her financial obligations to the academy before issuing a certificate.

STARTING DATE FOR COURSE:

Learners may register for a course of study at any time. (Open Enrollment)

OPEN ENROLLMENT START AND COMPLETION DATES <i>(If a student does not maintain 18 hours a week, dates will fluctuate)</i>							
Start Date(s)	Program Completion Dates Based						
	<i>Permanent Cosmetic</i>	<i>Wax Tech</i>	<i>Nail Tech</i>	<i>Barber</i>	<i>Tattoo</i>	<i>Cosmetology</i>	<i>Basic/Master Esthetics</i>
01/09/2023	2/13/2023	2/27/2023	3/13/2023	3/11/2024	10/23/2023	8/5/2024	9/4/2023
02/06/2023	3/13/2023	3/27/2023	4/10/2023	2/02/2024	11/27/2023	9/30/2024	10/2/2023
03/06/2023	4/24/2023	4/24/2023	5/08/2023	6/24/2023	1/08/2024	10/14/2023	10/30/2023
04/03/2023	5/8/2023	5/22/2023	6/5/2023	7/10/2024	2/5/2024	11/25/2024	11/27/2023
05/01/2023	6/12/2023	6/19/2023	7/3/2023	7/22/2024	3/4/2024	12/9/2024	1/8/2024
06/05/2023	7/10/2023	7/24/2023	8/14/2023	8/26/2024	4/8/2024	1/13/2025	2/12/2024
07/03/2023	8/7/2023	8/21/2023	9/11/2023	9/23/2024	5/6/2024	2/10/2025	3/4/2024
08/07/2023	9/11/2023	9/25/2023	10/9/2023	10/28/2024	6/10/2024	3/17/2025	4/15/2024
09/04/2023	10/16/2023	10/23/2023	11/6/2023	11/11/2024	7/8/2024	4/14/2025	5/20/2024
10/02/2023	11/13/2023	11/20/2023	12/4/2023	12/23/2024	8/5/2024	5/12/2025	6/10/2024
11/06/2023	12/11/2023	1/08/2024	1/22/2024	2/10/2025	9/9/2024	6/16/2025	7/8/2024
12/04/2023	1/29/2024	2/5/2024	2/19/2024	3/10/2025	10/7/2024	7/14/2025	8/5/2024



STUDENT DEVELOPMENT

I fully understand that I may be recorded or filmed for the Academy's promotion at any time during Academy training. The academy will not require the student's permission for this promotion. Students who wish to opt-out of recording or filming should notify the Academy upon enrollment.

TEXTBOOK

Milady Series Textbooks and Workbooks

BREAKS

There will be two scheduled 15-minute breaks for part-time students and a one-hour lunch for full-time students.

FACILITIES

LB Beauty Academy, Inc. is located at 3114 West Marshall Street, Suite A, Richmond, Virginia 23230.

DRESS CODE

I fully understand that the dress code has been developed to assist me in my professional development and presentation. The dress code consists of business casual clothing and clinic jackets/aprons. **EFFECTIVE AUGUST 1, 2021, PROFESSIONAL SCRUBS WILL BE REQUIRED.**

PERSONAL ELECTRONIC DEVICES AND CELL PHONES

Students may not use personal electronic devices of any kind to play music or wear headphones at any time in the classroom or in the lab. All cell phones must be off or on vibrate while in the cosmetology building. Cell phones are not permitted to be used for calls or other activities in classes or labs at any time, even if placed on vibrate.

IMPORTANT NOTES

- There will be a reinstatement fee of \$200 for all terminated students.
- There will be a \$40 fee for student transcripts.
- Pictures will be taken during Academy hours. Additionally, these photos will be used in advertisements or social media unless students request not to be photographed.
- Guns are prohibited on the premise of LB Beauty Academy at all times.



PHOTO RELEASE

As a student enrolled at LB Beauty Academy, I authorize LB Beauty Academy permission to use my likeness in a photograph in any of its literature and forms of social media and LB Beauty Academy's website. I understand and agree that any photograph using my likeness will become the property of LB Beauty Academy and will not be returned. I acknowledge that since my participation with LB Beauty Academy is voluntary, I will receive no financial compensation.

I now irrevocably authorize LB Beauty Academy to edit, alter, copy, exhibit, publish, or distribute this photo to publicize LB Beauty Academy's programs or for any other related, lawful purpose. In addition, I waive the right to inspect or approve the finished product, including a written or electronic copy, wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photograph.

I, with this, hold harmless and release and forever discharge LB Beauty Academy from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have because of this authorization.



RELEASE OF INFORMATION POLICY

I understand that I have the right to gain access to my records from the academy. I also understand that I must authorize specific individuals/organizations to gain certain information in my student file. Therefore, any student requesting their parent or legal guardian or others to meet with the Dean must submit a request in writing, outlining the topic(s) of discussion and a brief discussion of each topic to be discussed. *The meeting will take place* after a pre-arranged appointment is set by the Dean. Party/Parties to meet with the academy director will be notified in writing of the date of the appointment time by mail.

THE STUDENT COMPLAINT PROCESS INVOLVES THE FOLLOWING STEPS:

- Submit a complaint to the instructor. If the instructor does not resolve the complaint, the complaint is then forwarded to the Dean of the Academy.
- If the complaint is not satisfied at that level (Dean), the student may file a Academy complaint to the Department of Professional and Occupational Regulations (DPOR) and the State Council of Higher Education for Virginia.
- The Instructor and Director are available daily from 10 am to 1 pm on Mondays and Tuesdays to discuss student concerns.
- Students will not be subjected to adverse actions by any Academy personnel due to initiating a complaint.
- This is the established grievance process of the Academy. The students should follow this process and may contact the State Council of Higher Education for Virginia staff to file a complaint about the Academy as a last resort. The student will not be subjected to adverse actions by any Academy officials due to initiating a complaint.
- All complaints must be submitted in writing in a reasonable time, dated, and signed.



HOLIDAYS

Christmas

Independence Day

Juneteenth

Martin Luther King's Jr. Day

Memorial Day

New Year's Day

Columbus Day

Labor Day

Thanksgiving Day

**Important cultural/religious dates not implied or inferred above may also be personally observed.

WINTER BREAK

3rd week in December to January 2 based on yearly dates

Only the administrative office will be open when there are no students enrolled.



PERFORMANCE COMPLETIONS

Service performances will be evaluated and rated satisfactory or unsatisfactory. Unsatisfactory service performances will be repeated.

ACADEMIC AND PRACTICAL GRADING SCALE

➤ **Satisfactory** or **Unsatisfactory**

PERFORMANCE AND HOURS REPORTED

Upon completion of approximately 50% of performances or hours by the student, the academy will provide an individualized written report to the student of service performances and hours completed. Upon termination of a student from the academy for any reason, the academy shall provide a written report to the student of services performances and hours completed except in the case of a written contract between the Academy and the individual wherein contractual financial obligations have not been met.

FINANCIAL AID, ENROLLMENT, PLACEMENT SERVICES, AND COMMUNICATION

The Academy does not offer financial aid; however, interest-free payment plans are offered to students. The student and guarantee sign a financial contract for payment. Students who complete courses are tuition debt free. The academy utilizes the Truth-In Lending Loan included in the Application/Enrollment Contract.

The academy offers open enrollment, and new students are welcome anytime. Completion dates may vary based on student attendance. Classes are held on Mondays and Tuesdays from 10:00 am to 4:00 pm; Mondays and Wednesdays from 6:00 pm to 9:00 pm. Office hours are Mondays and Tuesdays, 11 am to 3 pm. Other hours are available by appointment only Monday thru Friday.

The academy does not offer placement services. However, reference letters regarding character, attitude, attendance, and techniques are provided upon request.

The academy uses its website to announce program changes, accreditation statutes, price increases, and other pertinent information. In addition, an updated student handbook is available on the Academy's website for students and other interested persons.



STUDENT ASSESSMENT

Our student feedback is important to us. Please tell me how you feel about our operations. Your confidentiality will be maintained in your assessment of us.

Please check one:

Cost: Fair ____ Reasonable ____ Expensive ____

Instruction: Excellent ____ Good ____ Poor ____

Class Room: Excellent ____ Good ____ Poor ____

Scheduling: Excellent ____ Good ____ Poor ____

Supplies/Kits: Excellent ____ Good ____ Poor ____

Curriculum: Excellent ____ Good ____ Poor ____

Rules/Policy: Excellent ____ Good ____ Poor ____

General Comments:



PRE-TEST PERFORMANCE CHECK-UP

Course _____

Student Name: _____

Service	Excellent	Good	Fair	Poor	Instructor	Date



BARBER PROGRAM

The program will be offered in the following format: Face to Face

On-line

Credential Type: Diploma Certificate

Total Instructional Hours: **1100**

Classroom Hours: **400**

Lab Hours: **700**

Program Cost: **\$13,000** (Tuition and Registration Subject to Change)

Tuition: **\$12,600**

Registration Fee: **\$200 (\$100 Non-refundable)**

Books: **Academy**

Materials: **Student**

Other Cost: **Student**

Program Description: LB Beauty Academy operates by Virginia State Law. The law that governs the beauty profession is found in the Code of Virginia, 1950, as amended in Title 54.1, Chapter 7. The law permits the Department of Professional and Occupational Regulation (DPOR) to issue regulations that tell what is expected in the profession.

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LB BEAUTY ACADEMY BARBER TRANSCRIPT

LB BEAUTY AND TRAINING ACADEMY • 3114 WEST MARSHALL STREET • SUITE-A • RICHMOND, VIRGINIA • 23230 • (804) 249 - 6200 • WWW.LBBEAUTYACADEMY.COM

Student Information

Name (Last, First, M)	DOB	Sex		
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		
Street Address	City	St	Zip	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Phone	Email	Student ID/SSN		
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		
Parent/Guardian	Contact Information			
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>			

Academy Information

Academy Name	Phone			
LB Beauty Training and Academy	804-249-6200			
Street Address	City	St	Zip	
3114 West Marshall St, Suite-A	Richmond	VA	23230	
Contact Person				
Stephanie Smith, Dean				
Report Date				
<input style="width: 95%;" type="text"/>				

Academic Record Barber Transcript

Course	Theory & Practical Hours	Total	Grade
<u>Orientation</u> History · Professional Standards · Life Skills · Virginia State Laws and Regulations Professional Image · Communication	30 hours		
<u>General Sciences</u> Implement Tools · Infection Control · General Anatomy · Basis Electricity · Skin Structure · Skin Disorder and Diseases · Disorders of the Hair and Scalp	200 hours		
<u>Practices of Barbering</u> Treatment of Hair and Scalp · Hair Services · Basic Facials · Shaving and Facial Hair Design · Men's Hair Cutting and Styling · Tinting · Temporary Rinses · Semi-Permanent Color	850 hours		
<u>Business Skills</u> Preparing for Licensure · Working Behind the Chair · Business of Barbering	20 hours		

Total Hours: 1100			
Official LB Beauty Academy Barbering Transcript			
Prepared by:	Name (print)	Signature	Date Signed
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>



BASIC ESTHETICS PROGRAM

The program will be offered in the following format: Face to Face

On-line

Credential Type: Diploma Certificate

Total Instructional Hours: **600**

Classroom Hours: **345**

Lab Hours: **255**

Program Cost: **\$9,000** (Tuition and Registration Subject to Change)

Tuition: **\$8,400**

Registration Fee: **\$200 (\$100 - Non-refundable)**

Books: **Academy**

Product Kit: **Academy**

Materials: **Student**

Other Cost: **Student**

Program Description: LB Beauty Academy operates by Virginia State Law. The law that governs the beauty profession is found in the Code of Virginia, 1950, as amended in Title 54.1, Chapter 7. The law permits the Department of Professional and Occupational Regulation (DPOR) to issue regulations that tell what is expected in the profession.

The curriculum outlined in the regulations issued by the Department of Professional and Occupational Regulations is followed by LB Beauty Academy for each program. Students must bring a written copy of the regulations governing their program to class. The review of these regulations is incorporated into the student's orientation class. Students are tested on their knowledge of said regulations. Students can obtain a copy of the regulations by writing to the **Board of Barbers and Cosmetology Perimeter Center, Suite 400, 9960 Mayland Drive, Richmond, Virginia 23233**, or by calling the agency at **(804)367-8509**. Students can also email them at barbercosmo@dpor.virginia.gov. Regulations are also available on the Department of Professional and Occupational Regulation website: www.dpor.virginia.gov Transcripts are attached that show the course outline. Grades are "Pass" or "Fail."



LB BEAUTY ACADEMY BASIC ESTHETICS TRANSCRIPT

LB BEAUTY AND TRAINING ACADEMY • 3114 WEST MARSHALL STREET • SUITE-A • RICHMOND, VIRGINIA • 23230 • (804) 249 - 6200 • WWW.LBBEAUTYACADEMY.COM

Student Information				Academy Information			
Name (Last, First, M)	DOB	Sex		Academy Name	Phone		
				LB Beauty Training and Academy	804-249-6200		
Street Address	City	St	Zip	Street Address	City	St	Zip
				3114 West Marshall St., Suite-A	Richmond	VA	23230
Phone	Email	Student ID/SSN		Contact Person			
				Stephanie Smith, Dean			
Parent/Guardian		Contact Information					
				Report Date			

Academic Record	Basic Esthetics Transcript
-----------------	----------------------------

Course	Theory & Practical Hours	Total	Grade
<u>Orientation</u> History · Life Skills · Your Profession Image Communicating · State Laws and Regulations	35 hours		
<u>General Sciences</u> Infection Control · Anatomy · Physiology · Chemistry Electricity and Light Therapy · Basics of Nutrition	80 hours		
<u>Applied Skin Sciences</u> Physiology and History of the Skin · Disorders and Diseases of the Skin Skin Analysis · Skin Care Products · Chemistry Ingredients and Selection	95 hours		
<u>Esthetics Skin Care</u> The Treatment Room · Facial Treatments · Facial Massage · Facial Machines Hair Removal · Advanced Topics and Treatments · The World of Make-up	255 hours		
<u>Business Skills</u> Career Planning · The Skin Care Business · Selling Products and Services	135 hours		

Total Hours: 600			
Official LB Beauty Academy Basic Esthetics Transcript			
	Name (print)	Signature	Date Signed
Prepared by:			



COSMETOLOGY PROGRAM

The program will be offered in the following format: Face to Face

On-line

Credential Type: Diploma Certificate

Total Instructional Hours: **1500**

Classroom Hours: **400**

Lab Hours: **1100**

Program Cost: **\$13,700** (Tuition and Registration Subject to Change)

Tuition: **\$13,300**

Registration Fee: **\$200 (\$100 - Non-refundable)**

Books: **Academy**

Materials: **Student**

Other Cost: **Student**

Program Description: LB Beauty Academy operates by Virginia State Law. The law that governs the beauty profession is found in the Code of Virginia, 1950, as amended in Title 54.1, Chapter 7. The law permits the Department of Professional and Occupational Regulation (DPOR) to issue regulations that tell what is expected in the profession.

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LB BEAUTY ACADEMY COSMETOLOGY TRANSCRIPT

LB BEAUTY AND TRAINING ACADEMY • 3114 WEST MARSHALL STREET • SUITE-A • RICHMOND, VIRGINIA • 23230 • (804) 249 – 6200 • WWW.LBBEAUTYACADEMY.COM

Student Information			
Name (Last, First, M)	DOB	Sex	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Street Address	City	St	Zip
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Phone	Email	Student ID/SSN	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Parent/Guardian	Contact Information		
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		

Academy Information			
Academy Name	Phone		
LB Beauty Training and Academy	804-249-6200		
Street Address	City	St	Zip
3114 West Marshall St., Suite-A	Richmond	VA	23230
Contact Person			
Stephanie Smith, Dean			
Report Date			
<input style="width: 95%;" type="text"/>			

Academic Record	Cosmetology Transcript
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Course	Theory & Practical Hours	Total	Grade
<u>Orientation</u> History · Life Skills · Your Profession Communicating · State Laws and Regulations	75 hours		
<u>General Science</u> Infection Control · Anatomy · Physiology · Skin Structure Growth Nutrition · Nail Structure and Growth · Nail Disorders and Diseases Properties of the Hair and Scalp · Basics of Chemistry · Basic Electricity Principles of Hair Design · Scalp Care · Shampooing · Conditioner · Hair Alting Hair Styling · Braiding and Braid Extensions · Wigs and Hair Extensions Chemical Texture Services · Hair Coloring	775 hours		
<u>Skin Care</u> Hair Removal · Facials · Facial Make-up	250 hours		
<u>Nail Care</u> Manicure · Pedicure · Nail Tips and Wraps Monomer Liquid and Polymer Powder · Nail Enhancements · Light Cured Gels	150 hours		
<u>Business Skills</u> Preparing for Licensure · Employment · On the Job · The Salon Business	250 hours		

Total Hours: 1500			
Official LB Beauty Academy Cosmetology Transcript			
Prepared by:	Name (print)	Signature	Date Signed
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>



BASIC ESTHETICS INSTRUCTOR PROGRAM

The program will be offered in the following format: Face to Face

On-line

Credential Type: Diploma Certificate

Total Instructional Hours: **400**

Classroom Hours: **150**

Lab Hours: **250**

Program Cost: **\$6,000** (Tuition and Registration Subject to Change)

Tuition: **\$5,600**

Registration Fee: **\$200** (**\$100 - Non-refundable**)

Books: **Academy**

Materials: **Students**

Other Cost: **Students**

Program Description: LB Beauty Academy operates by Virginia State Law. The law that governs the beauty profession is found in the Code of Virginia, 1950, as amended in Title 54.1, Chapter 7. The law permits the Department of Professional and Occupational Regulation (DPOR) to issue regulations that tell what is expected in the profession.

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LB BEAUTY ACADEMY BASIC ESTHETICS INSTRUCTOR TRANSCRIPT

LB BEAUTY AND TRAINING ACADEMY • 3114 WEST MARSHALL STREET • SUITE-A • RICHMOND, VIRGINIA • 23230 • (804) 249 – 6200 • WWW.LBBEAUTYACADEMY.COM

Student Information

Name (Last, First, M)	DOB	Sex		
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		
Street Address	City	St	Zip	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Phone	Email	Student ID/SSN		
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		
Parent/Guardian	Contact Information			
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>			

Academy Information

Academy Name	Phone		
LB Beauty Training and Academy	804-249-6200		
Street Address	City	St	Zip
3114 West Marshall St., Suite-A	Richmond	VA	23230
Contact Person			
Stephanie Smith, Dean			
Report Date			
<input style="width: 95%;" type="text"/>			

Academic Record Basic Esthetics Instructor Transcript

Course	Theory & Practical Hours	Total	Grade
<u>Orientation</u> History · Life Skills · Your Profession Image Communicating · State Laws and Regulations	35 hours		
<u>General Sciences</u> Infection Control · Anatomy · Physiology · Chemistry Electricity and Light Therapy · Basics of Nutrition	80 hours		
<u>Applied Skin Sciences</u> Physiology and History of the Skin · Disorders and Diseases of the Skin Skin Analysis · Skin Care Products · Chemistry Ingredients and Selection	95 hours		
<u>Esthetics Skin Care</u> The Treatment Room · Facial Treatments · Facial Massage · Facial Machines Hair Removal · Advanced Topics and Treatments · The World of Make-up	255 hours		
<u>Business Skills</u> Career Planning · The Skin Care Business · Selling Products and Services	135 hours		

Total Hours: 600			
Official LB Beauty Academy Basic Esthetics Transcript			
Prepared by:	Name (print)	Signature	Date Signed
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>



INSTRUCTOR PROGRAM

The program will be offered in the following format: Face to Face

On-line

Credential Type: Diploma Certificate

Total Instructional Hours: **150**

Classroom Hours: **70**

Lab Hours: **80**

Program Cost: **\$3,200** (Tuition and Registration Subject to Change)

Tuition: **\$2,800**

Registration Fee: **\$200 (\$100 - Non-refundable)**

Books: **Academy**

Other Cost: **Student**

Program Description: LB Beauty Academy operates by Virginia State Law. The law that governs the beauty profession is found in the Code of Virginia, 1950, as amended in Title 54.1, Chapter 7. The law permits the Department of Professional and Occupational Regulation (DPOR) to issue regulations that tell what is expected in the profession.

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Transcripts have been attached that shows the course outline. Grades are "Pass" or "Fail."



LB BEAUTY ACADEMY INSTRUCTOR TRANSCRIPT

LB BEAUTY AND TRAINING ACADEMY • 3114 WEST MARSHALL STREET • SUITE-A • RICHMOND, VIRGINIA • 23230 • (804) 249 - 6200 • WWW.LBBEAUTYACADEMY.COM

Student Information

Name (Last, First, M)	DOB	Sex	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Street Address	City	St	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	Email	Student ID/SSN	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Parent/Guardian	Contact Information		
<input type="text"/>	<input type="text"/>		

Academy Information

Academy Name	Phone		
LB Beauty Training and Academy	804-249-6200		
Street Address	City	St	Zip
3114 West Marshall St, Suite-A	Richmond	VA	23230
Contact Person			
Stephanie Smith, Dean			
Report Date			
<input type="text"/>			

Academic Record **Instructor Transcript**

Course	Theory & Practical Hours	Total	Grade
Orientation	1 hour		
Curriculum	5 hours		
Course Outline and Development	2 hours		
Lesson Planning	10 hours		
Classroom Management	2 hours		
Teaching Techniques	2 hours		
Methods of Instruction	5 hours		
Learning Styles	2 hours		
Learning Disabilities	2 hours		
Teaching Aids	2 hours		
Developing, Administering, and Grading Examinations	5 hours		
Academy Administration	N/A		
Recording Keeping	2 hours		
Laws and Regulations	5 hours		
Presentation of Practical Subjects	25 hours		
Supervision of Clinic Floor	40 hours		
Practicum Teaching	40 hours		

Total Hours: 150			
Official LB Beauty Academy Cosmetology Transcript			
Prepared by:	Name (print)	Signature	Date Signed
	<input type="text"/>	<input type="text"/>	<input type="text"/>



NAIL CARE PROGRAM

The program will be offered in the following format: Face to Face On-line

Credential Type: Diploma Certificate

Total Instructional Hours: **150**

Classroom Hours: **50** Lab Hours: **100**

Program Cost: **\$3,600** (Tuition and Registration Subject to Change)

Tuition: **\$2,800**

Registration Fee: **\$200 (\$100 - Non-refundable)**

Books & Materials: **Academy**

Other Cost: **Student**

Program Description: LB Beauty Academy operates by Virginia State Law. The law that governs the beauty profession is found in the Code of Virginia, 1950, as amended in Title 54.1, Chapter 7. The law permits the Department of Professional and Occupational Regulation (DPOR) to issue regulations that tell what is expected in the profession.

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LB BEAUTY ACADEMY NAIL TECHNOLOGY TRANSCRIPT

LB BEAUTY AND TRAINING ACADEMY • 3114 WEST MARSHALL STREET • SUITE-A • RICHMOND, VIRGINIA • 23230 • (804) 249 - 6200 • WWW.LBBEAUTYACADEMY.COM

Student Information

Name (Last, First, M)	DOB	Sex		
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		
Street Address	City	St	Zip	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Phone	Email	Student ID/SSN		
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		
Parent/Guardian	Contact Information			
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>			

Academy Information

Academy Name	Phone		
LB Beauty Training and Academy	804-249-6200		
Street Address	City	St	Zip
3114 West Marshall St., Suite-A	Richmond	VA	23230
Contact Person			
Stephanie Smith, Dean			
Report Date			
<input style="width: 95%;" type="text"/>			

Academic Record	Nail Technology Transcript
-----------------	----------------------------

Course	Theory & Practical Hours	Total	Grade
<u>Orientation</u> History · Life Skills · Your Profession Image Communicating · State Laws and Regulations	5 hours		
<u>General Science</u> Infection Control · Anatomy · Physiology · Skin Structure Growth and Nutrition · Nail Structure and Growth · Nail Disorders and Diseases Basic Chemistry · Nail Product Chemistry · Basics of Electricity	40 hours		
<u>Nail Care</u> Manicuring · Pedicuring · Electric Filing · Nail Tips and Wraps Monomer Liquid and Polymer Powder · Nail Enhancements · UV and LED Gels The Creative Touch	100 hours		
<u>Salon Business</u> Seeking Employment · On the Job · The Salon Business	5 hours		

Total Hours: 150

Official LB Beauty Academy Nail Technology Transcript

	Name (print)	Signature	Date Signed
Prepared by:	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>



PERMANENT COSMETIC TATTOO PROGRAM

The program will be offered in the following format: Face to Face

Online

Credential Type: Diploma Certificate

Total Instructional Hours: **90**

Classroom Hours: **25** Lab Hours: **65**

Program Cost: **\$5,800** (Tuition and Registration Subject to Change)

Tuition: **\$5,500**

Registration Fee: **\$200 (\$100 - Non-refundable)**

Books: **Academy**

Materials: **Student**

Other Cost: **Student**

Program Description: LB Beauty Academy operates by Virginia State Law. The law that governs the beauty profession is found in the Code of Virginia, 1950, as amended in Title 54.1, Chapter 7. The law permits the Department of Professional and Occupational Regulation (DPOR) to issue regulations that tell what is expected in the profession.

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LB BEAUTY ACADEMY PERMANENT COSMETIC TATTOOING TRANSCRIPT

LB BEAUTY AND TRAINING ACADEMY • 3114 WEST MARSHALL STREET • SUITE-A • RICHMOND, VIRGINIA • 23230 • (804) 249 - 6200 • WWW.LBBEAUTYACADEMY.COM

Student Information

Name (Last, First, M)	DOB	Sex	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Street Address	City	St	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	Email	Student ID/SSN	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Parent/Guardian	Contact Information		
<input type="text"/>	<input type="text"/>		

Academy Information

Academy Name	Phone		
LB Beauty Training and Academy	804-249-6200		
Street Address	City	St	Zip
3114 West Marshall St., Suite-A	Richmond	VA	23230
Contact Person			
Stephanie Smith, Dean			
Report Date			
<input type="text"/>			

Academic Record Permanent Cosmetic Tattooing Transcript

Course	Theory & Practical Hours	Total	Grade
<p align="center"><u>Orientation</u> History · Life Skills · Your Professional Image · Communicating Virginia State Laws and Regulations</p>	5 hours		
<p align="center"><u>General Sciences</u> Infection Control · Anatomy · Physiology · Chemistry · Electricity and Light Therapy Sanitation and Safety</p>	15 hours		
<p align="center"><u>Tattoo Services</u> Performances · Material Equipment</p>	65 hours		
<p align="center"><u>Business</u> Professional Standards</p>	5 hours		

Total Hours: 90

Official LB Beauty Academy Permanent Cosmetic Tattooing Transcript

Prepared by:	Name (print)	Signature	Date Signed
	<input type="text"/>	<input type="text"/>	<input type="text"/>



TATTOO PROGRAM

The program will be offered in the following format: Face to Face

On-line

Credential Type: Diploma Certificate

Total Instructional Hours: **750**

Classroom Hours: **500** Lab Hours: **250**

Program Cost: **\$7,200** (Tuition and Registration Subject to Change)

Tuition: **\$7,000**

Registration Fee: **\$200 (\$100 - Non-refundable)**

Books & Materials: **Student**

Other Cost: **Student**

Program Description: LB Beauty Academy operates by Virginia State Law. The law that governs the beauty profession is found in the Code of Virginia, 1950, as amended in Title 54.1, Chapter 7. The law permits the Department of Professional and Occupational Regulation (DPOR) to issue regulations that tell what is expected in the profession.

The curriculum outlined in the regulations issued by the Department of Professional and Occupational Regulations is followed by LB Beauty Academy for each program. Students must bring a written copy of the regulations governing their program to class. The review of these regulations is incorporated into the student's orientation class. Students are tested on their knowledge of said regulations. Students can obtain a copy of the regulations by writing to the **Board of Barbers and Cosmetology Perimeter Center, Suite 400, 9960 Mayland Drive, Richmond, Virginia 23233**, or by calling the agency at **(804)367-8509**. Students can also email them at barbercosmo@dpor.virginia.gov. Regulations are also available on the Department of Professional and Occupational Regulation website: www.dpor.virginia.gov. Transcripts have been attached that shows the course outline. Grades are "Pass" or "Fail."



LB BEAUTY ACADEMY TATTOOING TRANSCRIPT

LB BEAUTY AND TRAINING ACADEMY • 3114 WEST MARSHALL STREET • SUITE-A • RICHMOND, VIRGINIA • 23230 • (804) 249 – 6200 • WWW.LBBEAUTYACADEMY.COM

Student Information

Name (Last, First, M)	DOB	Sex		
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		
Street Address	City	St	Zip	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Phone	Email	Student ID/SSN		
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		
Parent/Guardian	Contact Information			
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>			

Academy Information

Academy Name	Phone		
LB Beauty Training and Academy	804-249-6200		
Street Address	City	St	Zip
3114 West Marshall St., Suite-A	Richmond	VA	23230
Contact Person			
Stephanie Smith, Dean			
Report Date			
<input style="width: 95%;" type="text"/>			

Academic Record	Tattooing Transcript
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Course	Theory & Practical Hours	Total	Grade
<u>Orientation</u> Professional Standards · Virginia State Laws and Regulations History · Origins of Permanent Make-up	80 hours		
<u>General Sciences</u> Anatomy of Skin · Layers of Skin · Anatomy of Face Anatomy and Physiology of Eye · Anatomy and Physiology of Mouth Color Theory · Skin Color · Consultation · Tools of the Trade · Contraindication Indications of Contraindications · Managing Complaints · Side Effects Complications	400 hours		
<u>Tattoo Services</u> Consultations · Preparations · Machine Upkeep · Art/Drawing/Portfolio Tattoo Service	250 hours		
<u>Business</u> The Salon Business · Seeking Employment · On the Job	20 hours		

Total Hours: 750

Official LB Beauty Academy Tattooing Transcript			
	Name (print)	Signature	Date Signed
Prepared by:	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>



WAX PROGRAM

The program will be offered in the following format: Face to Face

On-line

Credential Type: Diploma Certificate

Total Instructional Hours: **115**

Classroom Hours: **45** Lab Hours: **70**

Program Cost: **\$3,200** (Tuition and Registration Subject to Change)

Tuition: **\$2,800**

Registration Fee: **\$200 (\$100 - Non-refundable)**

Books: **Academy**

Materials: **Student**

Other Cost: **Student**

Program Description: LB Beauty Academy operates by Virginia State Law. The law that governs the beauty profession is found in the Code of Virginia, 1950, as amended in Title 54.1, Chapter 7. The law permits the Department of Professional and Occupational Regulation (DPOR) to issue regulations that tell what is expected in the profession.

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LB BEAUTY ACADEMY WAX TECHNOLOGY TRANSCRIPT

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Student Information

Name (Last, First, M)	DOB	Sex		
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		
Street Address	City	St	Zip	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Phone	Email	Student ID/SSN		
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		
Parent/Guardian	Contact Information			
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>			

Academy Information

Academy Name	Phone		
LB Beauty Training and Academy	804-249-6200		
Street Address	City	St	Zip
3114 West Marshall St, Suite-A	Richmond	VA	23230
Contact Person			
Stephanie Smith, Dean			
Report Date			
<input style="width: 95%;" type="text"/>			

Academic Record Wax Program Transcript

Course	Theory & Practical Hours	Total	Grade
<u>Orientation</u> Your Profession Image · Academy Policies · State Laws and Regulations	9 hours		
<u>General Sciences</u> Anatomy · Skin Disorders and Diseases · Infection Control Skin Structure · Growth and Nutrition	30 hours		
<u>Practices of Wax</u> Client Consultation · Procedures · Facial Massage	70 hours		
<u>Business</u> Salon Business · Seeking Employment · On the Job	6 hours		

Total Hours: 115			
Official LB Beauty Academy Wax Technology Transcript			
	Name (print)	Signature	Date Signed
Prepared by:	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>



Natural Hair Care/Braid

The program will be offered in the following format: Face to Face

On-line

Credential Type: Diploma Certificate

Total Instructional Hours: **55**

Classroom Hours: Lab Hours:

Program Cost: **\$3,200** (Tuition and Registration Subject to Change)

Tuition: **\$2,800**

Registration Fee: **\$200 (\$100 - Non-refundable)**

Books: **Academy**

Materials: **Students**

Other Cost: **Students**

Program Description: The primary purpose of this course is to train students in Natural Hair Care/Braiding. The course is not a licensure course/program in the Commonwealth of Virginia. However, the State Council of Higher Education for Virginia (SCHEV) approved the program. The course is designed to help students with career development, technical skills; good work ethics; practical communication skills; business knowledge, and the need to deliver excellent services; and to provide current knowledge related to trends and methods in providing Natural Hair Care/Braiding Services. The course includes 55 hours of hands-on training. Upon completion of the course, students will receive a Certificate in Natural Hair Care/Braiding. These techniques are prevalent, and consumers want to wear styles specific to their hair texture. In addition, these techniques provide an opportunity for a stylist to express their artistic abilities. Therefore, natural hair care/braiding is a lucrative service and career.

Course Objective: Upon completion of the course, the determined graduate will be able to; Project a positive attitude and a sense of personal integrity and self-confidence, Practice effective communication skills, visual poise and proper grooming, Respect the need to deliver excellent services for value received, Perform basic manipulative skills in the areas of natural hairstyling and scalp and hair conditioning, Perform the basic analytical skills to determine proper hairstyle for the customer's overall

image; Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are represented utilizing lectures, demonstrations, and student participation. In addition, audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Course Outline:

Theory (15 hours): Bacteriology/Sanitation and Prevention Control, The Client and You, Hair Analysis – How Hair Types and Structures Differ, Hair and Scalp Diseases and Disorders, Basic Anatomy, Physiology and Nutrition, Product Knowledge/Understanding Ingredients, Business Management, Types of Hair Extensions.

Practical (40 hours): Shampoo Techniques, Comb Out, Blow Drying, Hair Restoration, Tools of the Trade, Two Strand Twist, Flat Twist, Comb Coils, Roding, Flat Ironing, Hair Extensions, Cornrows, Hair Weaving, Kinky Twist, Single Braids with Extensions, Hair Locking, 3 Basic Technique Methods, 5 Developmental Stages-Understanding/Cares, Lock Maintenance, and Grooming, Lock Repair.