

The Washington County School of Esthetics

Esthetics Course Catalog

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About the Washington County School of Esthetics

The Washington County School of Esthetics was created due to a need for good instructors that will teach you the core elements of being an Esthetician. The WCSOE was developed to be a gateway into the Esthetics industry. The WCSOE is here to guide you into being the best Esthetician YOU choose to be. You will find that there isn't a "WAY" here, only the start of a discovery of who you are as an Esthetician/beauty pro. We show you what you need to know to move into this exciting career field, but YOU create who you are in this industry.

Whoever you are? You will find yourself here!

About the Instructors/Owners

The Washington County School of Esthetics is owned by Rachel Geschke, Licensed Esthetician and Licensed Esthetician Instructor. She is the owner of Skin and Acne Specialist LLC. She has been an Esthetician for over 18 years and an entrepreneur for more than 13 years.

Mission Statement

"It is the hope and whole purpose of The Washington County School of Esthetics to provide post-secondary students with a positive learning environment and a clear pathway to career success."

Admissions

Aren't you excited to get started?

1. Submit an **Enrollment Application** and **Submit a non-refundable application Fee of \$10.00**
2. Submit a **Registration Fee of \$500. This is required to hold your place at the time of enrollment.**
3. **An additional \$500 Deposit is due 30 Days before anticipated Class Start date.**
4. Submit a **Copy of your High School Transcripts and Diploma** with Graduation/HSED/GED Date.
5. Submit a **Copy of your Driver's License or State ID Card**
6. Submit a **Copy of your Social Security Card**

We will view your letter, interview you and determine eligibility. Applicants must have a High School or Other School GPA higher than 2.00. Information must be submitted in English or translated to English by an outside agency. Applicants must submit all the required information above before enrolling for class. Applicants who are eligible or ineligible will be notified.

Orientation

An orientation session is on the first day of class.

Transfer Students

The student may credit transferable hours but in order to be acknowledged they must go through a practical and written testing. Submit steps 1-5 for Admissions. (See **Admissions** for steps.) **Cost of the testing is \$150** and must be paid at the time of evaluation. If the tests performed do not meet a **75% or better**, additional class time may be needed. Tuition for transfer students will be prorated based on the number of hours needed. The student will need

to provide supplies for testing if required. Transfer students must provide transcripts with grades and hours of the time completed before the evaluation.

Re-entry Students

Students who have dropped out of school may re-apply for re-entry. Prior financial obligations must be fulfilled before finishing coursework. The student must write a letter for re-entry explaining why they are ready to re-apply. If a skill Testing is required, scoring must meet a criteria of **75% or better**. Any extra time needed will be prorated with the school based on the number of hours needed. The student will need to provide supplies for testing if required. Terminated students due to behavioral or disciplinary issues may not reapply.

Esthiology Course

Esthetics training consists of 450 clocked/recorded hours. The subjects below will be covered in theory and practical hours and taught in English.

Subjects

Copied from Cos 5.04 Aestheticians license syllabus. https://docs.legis.wisconsin.gov/code/admin_code/cos/5.pdf

Subjects	Theory Hours	Practical Hours
I. Introduction, Law and Code, Bookkeeping, Business Management, History, and Ethics	26	
II. Safety, Sanitation and Sterilization	30	20
III. Anatomy and Physiology	30	
IV. Chemistry, Treatments and Process	24	
V. Treatment–Product and Techniques	32	96
VI. Electricity, Machines and Equipment	10	35
VII. Makeup and Color Analysis	12	20
VIII. Individual Student Needs and Electives (Hours may include structured visits conducted by the school outside of the classroom at one or more cosmetology or aesthetics establishments.)	65	50
Additional courses included (but subject to change): Chemical Peels, Microdermabrasion, Acne and Extractions 101, and Brazilian Waxing		
Total Hours	229	221

Graduation Requirements and Grading

To graduate from the Washington County School of Esthetics this is required:

Complete the 229 Classroom hours and 221 Clinical/lab hours for the 450 hour course.

Complete any testing for esthetics or any other classes and/or projects with a grade point average of **75% or more**. Satisfy completely any financial obligations required to the school, 30 days before the completion date of schooling or if required before class/classes as required.

Complete school requirements for time, financial obligations, or any quota required. Pass the final exam or the Wisconsin's Esthiology Practitioner's License Exam requirements. Upon Graduation, students will receive a Diploma from The Washington County School of Esthetics for completing the Esthiology course. Students are required to graduate from the program in

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order to be eligible to receive their state license. You may take the licensing exam prior to the graduation date.

Mock State Board Exam

Students must pass a mock state board exam in order to graduate. The grade will be incorporated into the student's GPA. Student's that do not take a mock state board exam will not pass. A mock state board can be rescheduled due to illness or doctor's excuse required per teacher's discretion. An additional \$150 fee will apply for those who do not show up for mock exams or reschedule more than one time. All hours must be met for classroom time, all required classroom projects/tests/assignments completed and practical hours before a mock exam is scheduled. (If the student does not pass the Mock State Board Exam overtime hours may be required even if the student has reached the required 450 hours.)

Photo Release and Testimonials: The Washington County School of Esthetics reserves the right to reproduce and publish any photos taken of students during their enrollment, as well as any written testimonials for marketing and/or promotional purposes related to the school and/or business related information to any consumer.

Tuition and Fees for Hybrid or Traditional Classroom Programs:

A **Registration Fee of \$500** is required to hold your place at the time of enrollment.

450 Hour Esthiology Program Tuition Fee Breakdown

Application Fee	\$10
Registration Fee	\$500
Equipment Fee: Textbook(s), Workbook, kit items, treatment room supplies, etc	\$500
Tuition Includes additional courses in: Microdermabrasion \$400, Chemical Peels \$400, Brazilian Waxing \$300, Acne \$400, Lash Lifting \$400, Lash & Brow Tinting \$200, Dermaplaning \$400 and Final Exam Fee	
Total Program Cost:	\$11,500

Timeline for Fees Due:

Application Fee (due to apply and nonrefundable)	\$10
Registration Fee (due at enrollment)	\$500
Due 30 days prior to First Day of Class	\$500
Due on (or before) First day of class	\$10,490

*Class dates and classes subject to change. Prices, tuition and tax is subject to change.

Overtime Hours

If hours are not completed before completion date to meet the curriculum requirements for graduation. Additional hours past the completion date charge is \$10.00 an hour for each additional hour. If the student does not pass the Mock State Board Exam overtime hours may be required.

Class Start Dates

Class start dates and completion dates are specified per student. The class start date is written on the Esthetician Enrollment Contract. Class start dates are subject to change. Price of tuition is subject to change.

Refund Policy

The Washington County School of Esthetics refund policy is based on the guidelines of the State of Wisconsin Department of Safety and Professional Services, Administrative Code for Barbering and Cosmetology. The Application Fee is nonrefundable. **An additional early withdrawal fee of \$150 applies to all partial refunds.**

Full Refund

A full refund of money paid down on price of tuition minus the **\$10 Application Fee**, shall be made under enrollment contract if:

- You decide to cancel school enrollment by mailing or written notice to: The Washington County School of Esthetics 409 E. Washington Street, Slinger WI 53086, **within 3 business days of signing the enrollment contract**. The postmark on your written notification will decide the cancellation date of the contract.
- You were accepted for class enrollment but you were unqualified for entrance.
- If any written or oral misrepresentations were made by The Washington County School of Esthetics.

Partial Refund

If you cancel, are dismissed from the school, or withdraw prior to the first day of class, paid down on the price of tuition minus the **\$10 Application Fee** shall be refunded. **An additional early withdrawal fee of \$150 applies to all partial refunds.**

For all students whose enrollments ends on or after your first day of class and prior to your graduation:

- In compliance with federal, state and accrediting commission regulations, a refund will be performed within 30 days of your termination date. You are required to repay any financial institution you owe money to and any unpaid balance or charges due because of the days/accrued while you were enrolled.
- You will be charged depending on the percentage of your enrollment time. This is the number of days in class time elapsed to complete the course of instruction.
- You will be refunded minus the percentage of your enrollment time, minus the price of tuition paid, minus the **\$10 Application Fee and \$400 Equipment Fee**. **An additional early withdrawal fee of \$150 applies to all refunds.**

Percentage of enrollment time charges:

Greater than:	Less than or equal to:	Percentage of total cost charged:
0%	5%	20%
5%	10%	30%
10%	15%	40%
15%	25%	45%
25%	50%	70%
50%	100%	100%

- Students will be notified in writing of the calculation of the refund result. All unpaid fees due to the school must be paid in full within 30 days after the refund result calculation letter is sent.
- A full refund will be made for any Equipment, student kits or items, unused and in their original packaging, if items are returned to the school within 30 days.
- If the school decides to permanently close or no longer offers any enrollment, the student will be given a prorated refund. If this occurs you should contact the following to make a claim: West Bend Mutual Insurance Company, P.O. Box 620976, Middleton WI 53562
- If the scheduled course is canceled after signing the enrollment contract, and before the start date, the student will receive a full refund of all money given at this point and given enrollment option for next course or option to enroll in future classes.

Student Policies: Rules and Student Code of Conduct

The primary responsibility is to provide you with a safe and healthy learning environment. As a student you are learning to exude high standards of professionalism which you will use as you move into a professional work environment. Learning to be an excellent employee begins here. We reserve the right to change behaviors not suitable to the work force or discipline for behaviors unsuitable to a staff member or client. Failure to cooperate can cause:

1. Verbal or Written Warnings
2. 3 Written or Verbal warnings may cause the Suspension from school services or classes and accrue additional time and/or charges.
3. 1 Suspension from school may lead to permanent suspension with no refunds.
4. A permanent suspension from school due to previous written or verbal warnings will not be refunded.

Time Cards

We must write down and track our time in school. Accurately recording our information is crucial to our learning process.

Arriving Late

Being on time is important in our industry and is a part of professionalism. If you arrive late you may receive a verbal or written warning. Failure to arrive on time more than 6 times may result in a suspension or being expelled from school. If you are late please call, email, or text the school of the situation.

Leaving Early

To leave early you must communicate with the instructor and explain why you need to leave. If a school client is scheduled you may have to assist with finding a schedule adjustment.

Lunches/Breaks

Lunch breaks are specified by the instructor on time and length. Typically they are 30 minutes. If you are late returning from lunch please follow the protocol for **Arriving Late**. Breaks are established by the instructor depending on the flow of studies or clients for the day. Typically

breaks are 15 minutes long with one in the morning and one in the afternoon. Breaks may not be taken during short class schedules or if leaving early for the day.

Duties

All students may be assigned duties for cleaning up or setting up for the treatments when we see clients. Some duties may be sanitation, cleaning, emptying garbage, dusting, sweeping, etc. Please know this is to keep the establishment sanitary and also to comply with The State of Wisconsin's Safety, Sanitation and Sterilization codes.

Name Tags

Name Tags may be required.

Safety

All students and instructors are required to take action to keep everyone safe. Please clean up or consider any safety issues for our clients or other students. We are all required to keep each other safe.

Accidents on School Grounds

Any accidents that occur must be reported to the instructor.

Parking/Transportation

The Washington County School of Esthetics does have parking but does not provide transportation. Students shall park where instructed, at this time please do not park by the front entrance. Leave that area for customers to the school.

Personal Property

The Washington County School of Esthetics is NOT responsible for loss, theft, or destruction of a student's property or student supplies. Please keep your items close to you and label if necessary.

Personal Electronic Devices

The Washington County School of Esthetics prefers the use of personal electronic devices, cellular devices, tablets or smartphones to remain silent and in your belongings. If the device becomes a distraction or goes on during class or service you may be asked to place it in your car.

Meetings

All School meetings may be held randomly. They will be posted in advance.

Drugs, Alcohol and Weapons

Alcohol or other drugs are not allowed on The Washington County School of Esthetics premises or any school in the State of Wisconsin. Any student having possession or under the influence of drugs or alcohol while on school premises will be terminated immediately. Concealed or any type of weapon are not allowed on school premises. Possession of a weapon will result in immediate termination.

School Closings

The Washington County School of Esthetics rarely closes. In the event of a school closing students will be notified. If you will be late or absent due to inclement weather, you must call the school as soon as possible.

Instructor Vacation/sick Days

If the instructor is late or absent due to an event or illness, students will be notified. The Instructor may take a vacation, students will be notified of any days off and the days off will be added to the course contract.

Holidays

The Washington County School of Esthetics is in operation for 12 months a year and classes are held on a continuous time frame. The school closes for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day. Any additional holiday days will be announced to the entire school.

Early Dismissals or planned Dismissals

The Washington County School of Esthetics reserves the right to schedule staff training days as needed. The entire school will be notified of any change in schedules.

Complaints or Suggestions- See Complaints Form pg. 15

Any complaints can be addressed to the instructor by written letter or verbally. All complaints will be addressed fairly and openly with the owner of the Washington County School of Esthetics.

Emergency Situations Policy (Fire, Bomb Threat, Tornado or any type of Threat)

In the actual event of an emergency, the school will immediately call 911 for local police/fire assistance. If an emergency occurs, students and staff and clients will:

1. Evacuate the building immediately in a safe and orderly manner.
2. Assist any clients that need help.
3. Walk to the parking lot next door.
4. Do not try to get your personal belongings/items. Get Out of the Building!
5. Do not try to re-enter the building until police/fire/staff/instructors have given clearance to do so.
6. In the event of a fire drill, please follow evacuation procedures in a calm and orderly fashion.
7. In the event of a Tornado. The treatment rooms are the designated rooms in the event of a tornado siren or drill.

Harassment Policy

The Washington County School of Esthetics believes that every student or employee has the right to an educational and work environment free of harassment. Any student that reports a harassment claim will not be subject to reprisals for that report. A student found to have acted in violation of this harassment policy will be subject to disciplinary action, which can and will include written warning, suspension or termination from school. The harassment policy includes any unwelcome sexual advances, requests for sexual favors, any sexually motivated contact or other verbal or physical contact or communication. Any sexually offensive jokes, cartoons, or

remarks, etc. that have offensive material or content will not be tolerated in this environment. Any harassment must be reported immediately to the instructor or owner as a written complaint. The report will remain confidential, however an investigation may require communication of the harassment complaint to others in order to communicate any disciplinary action.

Student Standards and Dress Code

School and Clinic Floor: Please:

1. Be ready to participate in your class studies, clinic and clients with a positive mental attitude. Be alert and ready for your day with a clear head.
2. You may arrive 10 minutes before the scheduled class start time unless permission has been granted to arrive earlier or leave later.
3. Please do not contact the instructor by phone or text unless the information is extremely urgent or to report an absence or tardiness. Any other non-emergency issues can be addressed during school hours. Please email with urgent questions or wait until the next scheduled class.
4. Clients are the number one priority. If you are not seeing clients please respect the students preparing for their client clinic hours.
5. Please use discreet voices if you are in the lecture classroom and student services are being rendered.
6. Water is permitted on the clinic floor if kept discreet.
7. No chewing gum during clinic services.
8. Refrain from the use of cellphones during school hours. No personal phone calls unless emergency. No texting during school hours.
9. Students are expected to call in or contact the school if you will be absent or late.
10. Students must maintain a professional appearance and maintain personal hygiene.
11. During clinic hours business casual is the preferred dress code with name tag and/or lab coat. Black, gray, dark colored, or white pants, or capris, are preferred. Close toed shoes are preferred, no loud sounding shoes or high heels.
12. Tennis shoes in black, gray or white, or combination may be worn. All shoes must be kept clean.
13. Jeans are permitted only during classroom hours.
14. Please: no rings, bracelets or watches during clinic floor hours. No noisy jewelry.
15. No Jeans, sweatshirts, sweatpants, windpants, athletic pants, tube tops, halter tops, midriff tops, or revealing tops with navels or cleavage showing on the clinic floor. No logo T-shirts or shirts with writing, unless it is industry specific on the clinic floor.
16. Please wear hair in a professional manner. If hair is longer than shoulder length it is preferred to wear up.
17. No clothes with stains or excessive animal hair.
18. This is a non-smoking, drug-free environment.
19. All services are graded by the instructor and recorded to receive credit.
20. Please use soft voices on the clinic floor and be mindful of other student's services.
21. Students shall be respectful and refrain from arguing with a client, student or staff while on clinic floor or classroom hours.

22. Be ready to accept services that are assigned to you. Students shall not refuse to serve a client.
23. Student property, bag, or purse, etc, must be set aside in designated areas.
24. Students shall not perform other student's services unless directed to do so by the instructor.
25. Students shall only sell retail to clients that are offered by the school.
26. Students may be assigned other duties such as laundry, reception, customer service, cleaning, or retailing.
27. Students may only use products supplied by the school to be used on clients having services at the school.
28. Students may "trade" but not during school hours and only if approved by the instructor/school.
29. Students must be physically able to do clinic services on clients and to be in attendance to receive school hours for the day.
30. Students on the clinic floor not seeing clients are encouraged to read Esthetician related books, etc and refrain from newspapers, social media, or novels.
31. Students must maintain a 90% productivity rate while on the clinic floor.
32. Students are responsible for their own work area/clinic area which includes sanitation. Periodic sanitation checks will occur to ensure safety and cleanliness.
33. The school is not responsible in any way for accidents and/or injuries.
34. The school may change, alter, or revise any policy, rule or procedure at its own discretion without advance notice. Any changes to school rules will be posted.

Enrollment Termination

- Destruction of school property.
- Uploading or taking pictures without instructor consent and/or posting on the internet.
- Theft of school, client, student or staff property.
- Use or consumption of drugs and/or alcohol on school property, during school, or prior to school including in designated parking areas.
- Threatening physical violence or use of violence on school property to client, student or staff member.
- Refusing to follow teacher/staff instructions, refusing a service or to see a client.
- Failure to have/maintain a 75% GPA.
- Failure to maintain a 90% attendance.
- Being argumentative, disrespectful, abusive or using foul language to clients, students or staff members.
- Recording fraudulent information.
- Failure to exhibit behavior in a professional manner.
- Committing harassment or bullying in any way.
- Leaving school without teacher/staff knowledge.
- Cheating on studies, tests or exams or forging any school documents.
- Failure to comply with the instructor to complete any documents required by the school for admission.

- Stealing documents or failing to return documents to the school for admission requirements.
- Students with a felony criminal record that was not disclosed during the admissions/ application process.
- Terminated students are not allowed to return to school property.
- Terminated students will not be refunded and void the partial or full refund policy.

Access to Student Records

The Washington County School of Esthetics guarantees currently enrolled students (or in the case of a dependent minor, their parent or guardian) the right to view their records. Student records may be viewed by appointment only and under supervision of a staff member.

No portion of a file may be removed or reproduced without the permission of a school owner.

Student records are the property of The Washington County School of Esthetics, and therefore, reviewing and/or removing any documentation from a student file without permission may result in immediate termination of current enrollment status.

Student Information Release Policy

The Washington County School of Esthetics requires written authorization from a student or graduate to release academic, attendance, enrollment status, financial and/or any information to agencies, prospective employers, or any other party seeking information about a student. Any information pertaining to a student's record will be released only with the written permission of the student, with the following exceptions; internal reviews including but not limited to student records audit, compliance reviews, accreditation process or financial audit, or any other specific exception.

Grade Transcripts Fee

If you wish to obtain a copy of your transcripts, please submit a signed written request along with a transcript fee of \$20. An official transcript of grades will only be released to students who have satisfied all financial obligations with the school. Please allow 5 business days for processing. Payment of transcript fee must be in cash or check.

Student Tuition Accounts

The tuition balance is due on the first day of class. All payment plans are available through TFC Financial.

Monthly Interest Charge

If full payment is not made on or before the first scheduled day of class, there is a 5% interest charge. Payment plans must be set up when the enrollment contract is signed. All payment plans must be utilized through TFC Financial.

Tuition Payments

Tuition statements will be emailed out monthly of the account balance. Students can request a statement balance at any time. Payments should be made to the Washington County School of Esthetics.

Federal Financial Aid

At this time we do not have federal financial aid programs available.

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Other Types of Funding Ideas

Home Equity Loans, Credit Card, Personal Loans, Grants and Scholarships

Rights and Responsibilities

Only you the student have the right to your financial aid records unless you give the school written permission to discuss or provide written information to a party other than yourself.

Course Time Frame

The maximum amount of time to complete the course is based on the contract for completion of the Esthetics course and will vary per contract.

Academic Evaluations (Esthetician Course)

Students must maintain a 75% or better GPA. GPA is cumulative, but you must have a 75% or better on the final written exam and practical exams. (If any funding, grant or student loan is dependent on a higher GPA such as 80% or better, you must maintain that GPA.)

93-100%- Excellent

85-92%- Very Good

84-75%- Satisfactory

74% or Below- Improvement Needed

Satisfactory Academic Progress Policy

Satisfactory Academic Progress Policy is applied consistently to all students enrolled.

Evaluation Periods

The school evaluates students for Satisfactory Academic Progress as follows below:

Esthetics at 250 scheduled hours. Transfer students will be evaluated at the midpoint of the contracted hours or at established evaluation periods.

Attendance Progress Evaluations

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance. Evaluations are conducted at the end of evaluation periods to determine if the student has met the minimum requirements for attendance.

Maximum Time Frame

The maximum course time frame which shall not exceed 125% of the course length allowed for students to complete each course at a satisfactory academic progress. The Esthetics course time frame is determined in the Esthetician Enrollment Contract.

Probation

Students that fail to meet the minimum requirements for attendance and academic progress will be given a written warning period and given ways to improve the Improvement Needed status. Students that are failing to make satisfactory progress after the warning period may be put on probation under the following guidelines:

- The school develops an academic plan, which will ensure the student will meet the standards for academics by the allocated time frame.

- The school determines after the next payment period is reached will be able to meet the guidelines.

Completing Make-up Tests or Assignments

If the student is absent for a scheduled written exam or practical exam, the student must coordinate with the instructor to schedule another practical exam if necessary. Please see rules on Graduation Requirements and Grading and Mock State Board Exam. The student must complete testing before being eligible to progress to the next level of their education. All the tests, assignments and chapters must be completed.

Leave of Absence

If the student's education enrollment period is temporarily postponed due to a leave of absence, the student will pick up with the next class session where they left off, unless other arrangements are made with the school. A leave of absence must be in writing and the resumed time frame must be approved by the school and based on class size.

Appeals

If the student is not making the above improvement needed academic progress, the student may appeal the status within 15 days. Reasons for appeal:

- Death of a family member or relative
- Student has an illness or injury
- Other circumstances as approved by the school

Steps to file an Appeal:

- An appeal must be in writing and signed by the student.
- The appeal must express why or explain the circumstances of the improvement needed for academic status.
- If illness is a factor, please include a letter from your doctor
- A copy of the death notice or obituary.
- Please explain what has changed about the situation that will allow the student to achieve above the improvement needed status.
- All appeals will be reviewed, approved, and reported within 30 days. The appeal document and decision documents will be retained in the student's file.

Non-Credit or Additional Courses

There are no refunds for additional courses. If a student fails to show up or complete a class it is non-refundable.

Gainful Employment

View information on job placement rate for this profession at <https://www.onetonline.org/link/summary/39-5094.00>

Childcare

The Washington County School of Esthetics does not operate a childcare service.

Placement Assistance

The Washington County School of Esthetics cannot guarantee placement of its graduates.

State Licensing

State of Wisconsin Department of Safety and Professional Services

P.O. Box 8935

Madison, WI 53708

877-617-1565

The Washington County School of Esthetics is approved and licensed by the Wisconsin Barber or Cosmetology Examining Board, Department of Safety and Professional Services, 1400 E. Washington Ave, Madison, WI 53702.

Complaints Form

(Please detach and hand into School Instructor)

Date:

Student Name: _____

Problem: Thank you for helping!

How the Problem will be addressed. (filled out by staff)

Staff Signature

Date

Hybrid Esthetics Course Information and Policies

The Washington County School of Esthetics now has a Hybrid Esthetics Course. The State of Wisconsin under Cos 5.01 Courses. (1) Schools that provide instruction to students for cosmetology practitioner, or specialty schools that provide instruction to students for esthetician, electrologist, or manicurist licenses shall develop curricula for instruction that are based on the appropriate syllabus as approved by the board in this chapter.

(2) A school or specialty school shall offer at a minimum the practical and theory hours listed for subjects in the appropriate syllabus included in this section chapter.

(3) Courses may be offered to students remotely as deemed appropriate by the school and as approved by the board.

(4) Simulated patrons, such as mannequins, may be used for practical training as deemed appropriate by the board.

Technology Requirements

A Desktop computer, tablet or laptop with a camera and a microphone capability. Latest version of Google Chrome, Firefox, Safari or Microsoft Edge Browser. Reliable, high-speed Wi-Fi or wired broadband internet access with a connection speed of at least 15mb/s (for cellular data, 4G LTE/5G is required).

Time Tracking Policy

You may earn a maximum of 8 hours per day for a total of 56 Hours per week until you reach the maximum allowable hours. **The maximum allowable hours by hybrid learning is 229.**

Time tracking reports will be pulled on **Monday after 3pm for the prior week!**

Student Time Tracking Behavior Requirements

- Adhere to our code of conduct and exercise good time management skills.
- Work in a distraction-free quiet environment.
- You **MUST** manually log out for your hours to be properly recorded.
- Time is tracked using event data (users' actions) and reported in hours, minutes and seconds.
- You **will be logged out automatically after 15-45 minutes of inactivity** depending on the online platform and time tracking ends and for total session duration (all activities in a session).
- Work **ONLY** with one browser tab while inside of your online course.
- **Do not** log into your online course (on your PC) and the mobile app at the same time.
- Refrain from installing ad blockers, privacy browsers, extensions and other programs or configurations that might interfere with accurate time tracking.
- **Do not use the app** on your phone to do your education.

Hybrid Program Refund Policy

Hybrid course costs and textbooks are nonrefundable unless unused and unaccessed. Refunds will be minus the cost of any nonrefundable items.

Hybrid Student Signature _____ Date _____