

# **School Catalog 2026-2027**

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MeTime Academy  
1200 Town Center Drive, Suite 108  
Jupiter, Florida, 33458  
(561)402-1983

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## **MISSION STATEMENT**

Our mission at MeTime Academy is to elevate the quality of cosmetology education through technology, professionalism, current industry trends and a positive learning environment.

## **PHILOSOPHY**

The purpose of MeTime Salon is to offer quality career education in an atmosphere of personalized attention. The curriculum is geared toward entry level students with no prior background in the subject matter. MeTime Academy focuses on the specialized skills and knowledge needed for today's marketplace by providing programs that encompass theory, clinical application and professional development.

We select experienced individuals as members of its faculty, thus allowing MeTime Academy students to be educated by professionals who have practical knowledge in their field of study.

## **HISTORY**

MeTime Academy was founded in 2024 by 3 stylists who saw the need in the market to create a school that would appeal to students looking to learn the newest trends and get quality education. An education that would fully prepare them to succeed as a stylist without the need to obtain hands on experience at a salon first.

## **ACCREDITATION**

MeTime Academy is in the process of licensing and accreditation. We are not currently licensed or accredited.

## **OWNERSHIP AND STATEMENT OF LEGAL CONTROL**

MeTime Academy is owned by MeTime Academy Inc., which is owned by Kelly Nazari, CEO (51%), Heather Lewis, COO (24.5%) and Caitlin McGuire, CFO (24.5%)  
(Corporate Office) 1200 Town Center Drive, Suite 108, Jupiter, Florida, 33458  
Phone: (561)402-1983

## **ADVISORY BOARD**

MeTime Academy maintains a current and viable group of professionals that consist of employers, industry experts, and leading educators who provide feedback on the academic delivery method, latest equipment and or product or services to help our students gain the competitive employment advantage to succeed in the beauty industry.

Marlena Almeida  
Melissa Johnson  
Veronica Rodriguez

## **FACULTY**

Kelly Nazari- CEO, Educator  
Heather Lewis- COO, Educator  
Caitlin McGuire- CFO, Educator  
Melissa Johnson- Educator, 30 years licensed cosmetologist  
Amanda Matayosian- Educator, 5 years licensed cosmetologist

## **FACILITIES AND EQUIPMENT**

MeTime Academy consists of a reception area, office facility, classroom, dispensary, break area, facial room, manicure/pedicure area and color room. All space is completely air conditioned. Our highly qualified instructors deliver education in the theory classroom through lectures, audio-video presentations, and demonstrations. The practical classrooms are furnished with student stations and/or treatment tables for the student to practice and perform the techniques to the public under the direct supervision of a licensed instructor. All equipment used at the school is compatible with industry standards and effectively meets the objectives of the program. There is ample free parking.

### **MeTime Academy (Main Campus)**

1200 Town Center Drive, Suite 108, Jupiter, Florida, 33458

The main campus is located in downtown Abacoa in Jupiter right off i-95 highway. Conveniently located 10 minutes from the highway and 25 minutes from Palm Beach International Airport.



## **CATALOG AND POLICIES**

Students are expected to be familiar with the information presented in the Enrollment Agreement, Catalog and any addenda to the Catalog. This Catalog serves as a handbook for the student. By enrolling in MeTime Academy, the student agrees to abide by all policies. If at any time there is conflict between the Enrollment Agreement and the Catalog, the Enrollment Agreement is the binding contract. This catalog/publication is true and correct in content and policy.

## **CHANGES TO PROGRAMS, EQUIPMENT, ETC.**

MeTime Academy reserves the right to make changes in equipment, textbooks, supplies and curriculum to reflect the latest technology and advancement in a program of study. Tuition and fees are subject to review and modification.

## **CLASS SIZE**

In order for students to receive individualized attention, class size will not exceed 10 students per instructor in the classroom. MeTime Academy constantly monitors class size to ensure that program objectives can be met by each student attending.

### **EQUAL OPPORTUNITY POLICY**

MeTime Academy, in its hiring, admissions, instruction and graduation policies, practices no discrimination on the basis of race, religion, color, financial status, sex, ethnic origin, age, veteran status, physical challenges or sexual orientation.

### **ACCOMMODATION REQUEST**

MeTime Academy complies with all provisions of the Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act of 1973, in that no qualified person will be excluded from enrolling in the school. However, individuals should be aware that the regulations of the programs and applicable careers fields require the ability to sit or stand for long periods of time, a high level of manual dexterity and prolonged periods of practical work in the clinic.

Applicants and/or students with a disability seeking accommodation, must make their requests in writing to the Campus Director by completing an Accommodation Request Form, and submitting recent, relevant medical documentation that verifies the nature of the disability, the functional limitations resulting from the disability, the timeframe for the accommodation and must substantiate the need for any accommodation requested. *The type of documentation will vary according to the disability but should give us a basic understanding of what your disability is and how the disability impacts you in the classroom environment. Documentation may include specific recommendations as to the types of reasonable accommodation needed (e.g. extra time for testing, note-taking assistance). It should describe the relationship between the disability and how an accommodation would provide access. The Institute has no obligation to provide or adopt recommendations but will consider them.*

In order to ensure that reasonable accommodation can be provided in a timely manner, all forms and documentation should be received at least six (6) weeks prior to the start of classes, or as early as possible as accommodations cannot be implemented retroactively. Upon receipt of the appropriate documentation, the request will be reviewed for eligibility, additional information may subsequently be requested if necessary.

Decisions pertaining to reasonable accommodation will be made by the Regional Director of Operations, in consultation with other Academic or Administrative Personnel. Written notification of approved accommodations will be provided, and faculty will be notified of the accommodations that have been approved, unless otherwise specified. *\*Confidentiality Information about a student's or applicant's disability will be shared with those with a need to know about it, such as to assist the Institute in evaluating or implementing the accommodation or for reasons of safety. Records relating to disability accommodation will be kept separate from other files and only made available to personnel with a need to access the files.*

If a student disagrees with the proposed accommodations, he/she has the right to appeal the decision in writing and should be submitted promptly along with a copy of

the paperwork used to request the accommodation. The appeal should state clearly why the student or applicant still believes that they should be provided with the accommodation sought. Students granted a different accommodation than first sought are encouraged to try the alternate accommodation while appealing the decision. Within 20 business days after acknowledging receipt of the ADA policy appeal, the Campus Director will inform the student regarding the institutional response to the written appeal.

*The appeal is to be submitted by U.S. mail to:*  
MeTime Academy  
ATTN: ADA Coordinator  
1200 Town Center Drive, Suite 108, Jupiter, Florida, 33458

### **SEXUAL HARASSMENT & GENERAL ANTI-HARASSMENT POLICY**

The U.S. Equal Employment Opportunity commission has issued guidelines which treat sexual harassment as illegal sex discrimination under the Civil Rights Act of 1964. MeTime Academy actively supports a policy on sexual harassment which includes a commitment to creating and maintaining an environment in which the students, faculty and administrative-academic staff can work together in an atmosphere free of all forms of harassment, exploitation or intimidation. It is the intention of the school to take whatever action may be needed to prevent, correct and if necessary, discipline behavior which violates this policy.

### **APPLICATION PROCEDURE**

All Applicants are required to apply online or to visit the school in person to meet with an admissions representative. The admissions representative will discuss career goals, programs, policies and provide a tour of the school for each applicant.

### **REQUIREMENTS FOR ADMISSION**

The student must show evidence of the following:

- High school Diploma or Recognized Equivalent; or
- General Equivalency Diploma (GED) or certificate demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma; or
- An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree; or
- Foreign High School Graduation- A diploma or transcript from a foreign high school must be translated into English and evaluated by a qualified agency to confirm the equivalence to a U.S. issued diploma; or
- Evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for homeschooling, maintain this credential; or

Applicants must be over the compulsory school attendance age (17) to be admitted to cosmetology-related programs. *A Parent or guardian signature is required for applicants under the age of 18 at time of application.*

## **ENROLLMENT**

Prospective students must make a formal application to and be accepted by the school. The applicant will receive a catalog and must complete and sign an Enrollment Agreement prior to beginning classes. Applicants are encouraged to complete the enrollment process well in advance of their desired start date, as class size is limited to ensure individualized instruction.

## **RE-ENTRY**

A student who has been terminated or withdrawn may reapply to MeTime Academy in the same status as when they were withdrawn. At that time, the student's academic records will be evaluated in order to determine if it is possible for a cumulative grade point to be achieved and for the program to be completed within the maximum time frame of 150%. Returning Students will be charged a \$100 Re-entry fee. After being readmitted to MeTime Academy, the student's progress will be re-evaluated at the next scheduled progress evaluation point. If the student has failed to achieve minimum requirements, the student is subject to termination from the school.

## **CREDIT FOR PREVIOUS TRAINING**

MeTime Academy makes no promise of acceptance of credit from any other Institution. Credit may be granted for training in another school whether in-state, out-of-state, or out-of country. Documentary proof verifying licensure or school experience must be submitted prior to enrollment. After evaluating the official transcripts of the other institution attended, an evaluation exam may be conducted by the Education department and may include both written and practical examinations. Based upon the recommendation of the Education department and/or Campus Director, MeTime Salon may accept a transfer student's hours and services from another licensed institution. The students' tuition account will be adjusted accordingly to reflect the reduced hours of training.

## **TRANSFER OF CREDIT**

MeTime Academy cannot guarantee the transferability of credits earned at our school. A decision on the acceptance of credits earned at MeTime Academy is at the sole discretion of the receiving institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

## **POLICY FOR REGISTRATION/LICENSURE / EXAMINATIONS AND FEES**

Students shall be required to apply to the state of Florida for registration and/or licensure in their chosen profession. Please see attached addendum for information pertaining to requirements and fees for registration/licensure.

## **LIMITATIONS OF EMPLOYABILITY DUE TO CRIMINAL HISTORY**

Students with criminal histories may not be eligible for professional certification or licensure after graduation, depending on the requirements of the student's chosen program at the time of completion.

### **This information can be found at:**

Department of Business & Professional Regulation- Cosmetology Board:  
<http://www.myfloridalicense.com/dbpr/cosmetology/>

## **INTERNATIONAL STUDENT ENROLLMENT PROCESS**

MeTime Academy is proud of the International character of its diverse student body and welcomes students from other nations. MeTime Academy is authorized by the U.S. Citizenship and Immigration Services to issue the I-20 (Certificate of Eligibility) forms. The School accepts M-1 visas for those students wishing to attend our Institution. International Applicants are encouraged to apply and submit applications for Admissions at least 60 days prior to the start of a program. International students are asked to furnish proof that they can read, write and speak English fluently.

All international students must be fluent in English before they enroll and must be able to demonstrate the following:

1. Successful completion of a secondary school program that is equivalent to high school in the United States. (Official records must be evaluated by the Campus' designated Educational evaluator service attesting that completion is equivalent to secondary school completed in the United States.)
2. Certification of financial ability to meet tuition and other necessary expenses or ability to qualify for financial aid as an eligible non-citizen.

All students interested in studying with MeTime Academy will need to apply for the M-1 Visa. In support of your application for an M-1 Visa, MeTime Academy is authorized to issue a Form I-20. The following are steps that you must follow in order to successfully enter into the United States to begin studies with MeTime Academy

### **STEP 1: APPLY TO METIME ACADEMY**

After you speak with an International Admissions Representative and decide on the program you want to enroll in, you will fill out the application and submit the necessary documentation to process your Form I-20.

### **STEP 2: OBTAIN THE FORM I-20 FROM METIME ACADEMY**

Once your application is complete, MeTime Academy will issue the initial attendance I-20 through SEVIS. The I-20 will be mailed to your international home address.

### **STEP 3: PAY THE SEVIS I-901 FEE**

The Department of Homeland Security has implemented a \$200.00 SEVIS I-901 Fee. Please be advised that MeTime Academy is not involved in the administration of this fee. It is your responsibility to make this fee payment directly to SEVP (Student and Exchange Visitor Program). For more information regarding this fee, you may visit <https://www.fjmfee.com>.

### **STEP 4: APPLY FOR AN M-1 VISA AT THE US EMBASSY/CONSULATE**

After you receive your I-20 and pay the SEVIS fee, you will need to visit the US Embassy/Consulate in your home country to obtain the M-1 Visa.

### **STEP 5: ARRIVE IN THE US THROUGH THE PORT OF ENTRY**

Upon arrival in the US, you will need to be approved entry into the United States through the Port of Entry. To be approved, you must possess a valid M-1 Visa, Form I-20 and passport.

### **STEP 6: BEGIN TRAINING AT METIME ACADEMY**

Once you have arrived in the United States, you will check into the campus you will be attending, go through orientation and begin your studies.

Please note: International Student applicants fall into three categories:

1. **International Students** - students who currently reside outside the United States
2. **Change of Status Students** - prospective students who are currently in the United States on a visa type other than an M-1 Student Visa
3. **Transfer Students** - students studying at another school on an M-1 visa who wish to transfer to MeTime Academy

\*The application process, as outlined above, will be slightly different if you are a Change of Status or Transfer student. For further information on the M-1 Student Visa, please visit: [www.ice.gov/sevis](http://www.ice.gov/sevis). The U.S. Citizenship and Immigration Services website: [www.uscis.gov](http://www.uscis.gov). The U.S. Department of State website [www.state.gov](http://www.state.gov).

## **TECHNOLOGY REQUIREMENTS**

Access to Pivot Point LAB is available by using smart phones; however, not all instructors' comments, images, assignments, and feedback are accessible through the phone. Therefore, it is necessary that students access the course pages through a computer processing unit that complies with the following minimum specs:

- Intel Core 2 Duo – or AMD – 3 GHz processor
- 3 GB of RAM (4 GB recommended)
- Graphics card and monitor capable of 1024×768 display
- Stereo sound card, speakers and/or headset, microphone
- A camera is required.
- Up to date internet browser. Recommended: Microsoft Edge, Safari, or Google Chrome
- Some takeaway documents and other resources may be provided in the PDF format. If a student does not have a reader, he or she will need to install Adobe Reader to view these documents <http://get.adobe.com/reader>

## **INTERNET USAGE POLICY**

The Internet Usage Policy applies to all students of MeTime Academy who have access to computers and the Internet to be used during their enrollment at MeTime Academy. Use of the Internet by students is permitted and encouraged where such use supports the goals and objectives of the program. Access to the Internet through MeTime Academy is a privilege and all students must adhere to the policies concerning computer, email and Internet usage. Violation of these policies could result in disciplinary and/or legal action such as suspension of the use of the Internet at MeTime Academy and lead up to and include termination from the program. Students may also be held personally liable for damages caused by any violations of this policy. All students are required to abide to the rules hereunder.

- Students are expected to use the Internet responsibly and productively. Internet access is limited to school and/or job search activities only and personal use is not permitted.
- Job-related activities include research and educational tasks that may be found via the Internet that would assist in a student's career development.
- Students will be assigned a MeTime Academy student email account
- All Internet data that is composed, transmitted and/or received by MeTime Academy's computer systems is considered to belong to MeTime Academy and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.

- The equipment, services and technology used to access the Internet are the property of MeTime Academy, and the school reserves the right to monitor Internet traffic and monitor and access data that is composed, sent, or received through its online connections.
- Emails sent via the school's email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing languages or images.
- All sites and downloads may be monitored and/or blocked by MeTime Academy if they are deemed to be harmful and/or not productive to the academic environment.
- The installation of any software such as instant messaging, downloading music sites and/or personal pictures is strictly prohibited.
- Unacceptable use of the internet includes, but is not limited to:
  - Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via Valley College email service.
  - Using computers to perpetrate any form of fraud, and/or software, film or music piracy.
  - Stealing, using, or disclosing someone else's password without authorization
  - Downloading, copying or pirating software and electronic files that are copyrighted or without authorization
  - Sharing confidential material, trade secrets, or proprietary information outside of the organization.
  - Hacking into unauthorized websites.
  - Sending or posting information that is defamatory to the school.
  - Introducing malicious software onto MeTime Academy's network and/or jeopardizing the security of the organization's electronic communications system.
  - Sending or posting chain letters, solicitations, or advertisements not related to academic environment.
  - Passing off personal views as representing those of MeTime Academy.
  - Unauthorized sharing of academic material, including but not limited to tests, and tests answers.
  - Conducting a business using MeTime Academy's network for personal business use.
  - If a student is unsure about what constituted acceptable Internet usage, then he/she should ask the Campus Director or his/her instructor for further guidance and clarification.

### **STATEMENT OF PROGRAM DELIVERY**

All students are expected to attend classes on a regular basis and are required to clock in and out with the use of the designated app. In the event of an absence, the student is responsible to make arrangements to complete any makeup work that may be assigned to them if applicable.

### **TUITION, FEES, BOOKS, UNIFORMS, SUPPLIES**

Students will be obligated for all charges (tuition/fees/books/kits) for the period of financial obligation they are currently attending plus any prior account balance. The

period of financial obligation is the time the student is enrolled. Students who have withdrawn and wish to re-enter will be charged a \$100 re-entry fee. \*The tuition and fee schedule for all programs at MeTime Academy is provided in an addendum to this catalog.

Payment of all fees, or arrangement for the payment of all fees, must be made at the time of registration and are subject to change without notice. All financial obligations owed to MeTime Academy must be paid, or arrangements for payments must have been made, before a student may re-enter, receive official transcripts or graduate. Students are also required to furnish their own personal school supplies such as pencils, pens, erasers, notebooks, calculators, index cards and dictionaries. Students may also be required to purchase additional supplies/kits based on his/her program of study. Any additional licensing fees are listed in an addendum and presented at the time of enrollment.

### **FEE SCHEDULE**

Tuition	\$ 12,000.00
Kit	\$ 1,000.00
Application Fee	\$ 150.00
Registration Fee	\$ 150.00
Books & Lab Fee	\$ 355.00
Licensure Fee	\$ 64.00
<b>Total</b>	<b>\$ 13,719.00</b>

### **REDUCTION OF TUITION OR FEES**

A reduction in tuition, fees, or other charges may be implemented when there are specific criteria for student eligibility and selection procedures precisely disclosed within a policy at the institution. All students within the enrollment period that the reduction is offered must be eligible to apply for this reduction under the same circumstance; however there shall be no reduction based upon the timing or method of payment. The institution must maintain verifiable records including detailed and complete data when students are granted a bona fide reduction in tuition or fees. This must include copies of all application records, notes of selection committee meetings, and copies of notices to the student who received the reduction. This information shall be kept on file at the institution for on site review by CIE.

### **PAYMENT OF TUITION**

Students may pay by cash, check, money order or credit card for educational costs. Payment of tuition is due, in full, on or before the first day of class unless a student is on a payment plan.

Any students who are unable to pay the tuition and fees in full may arrange a payment plan to be paid monthly or weekly to the school. Contracts are not sold to third parties; however, the school reserves the right to assign any unpaid balances to an outside agency for collections.

Payment Options:

1. Payment in full before first day of class.
2. Installment Plan which will be set up based upon the student's ability to make scheduled payments over the length of the program with a minimum down payment made prior to the first day of class.

*\*There is a \$50 fee for any check returned for insufficient funds.*

Students on a payment plan must make payments as scheduled. All payments are due on a Monday prior to entering class. A late payment will result in a 10% late fee being added to your balance. Failure to make a payment within 3 days of when due will result in the student not being allowed to attend the class unless prior arrangements in writing have been made with the Campus Director.

### **FINANCIAL AID AND FINANCIAL SERVICES**

The Financial Aid Department at MeTime Academy provides assistance to students who need financial aid in order to pay tuition expenses at the school. The Financial Aid Department has established procedures which assure fair and consistent treatment of all applicants. **Financial Aid is available for those students who qualify.**

### **TYPES OF FINANCIAL AID**

The amount of aid a student receives at MeTime Academy is based on cost of attendance, Expected Family Contribution (EFC), enrollment status (full time, part time) and length of attendance within an academic year.

### **Grants**

The main criterion for receiving grants is substantial financial need. Grants do not have to be repaid unless a student becomes ineligible. Students must maintain satisfactory academic progress.

- **MeTime Grant-** A MeTime Grant is an award to assist need-based undergraduates in paying for their education.
- **Federal Pell Grant** -A Federal Pell Grant is an award to assist need-based undergraduates in paying for their education. Students who have achieved a bachelor's degree are not eligible for a Federal Pell Grant.
- **Federal Supplemental Educational Opportunity Grant Program (FSEOG)-** Federal Supplemental Educational Opportunity Grants are available to a limited number of students with exceptional financial need. Grants are based on available funds and do not have to be repaid. Need is determined by the financial resources of the student and parents and the cost of attending school.

**NOTE:** A student's financial aid is solely the responsibility of the student. Each student is responsible for correctly completing all applications and processing paperwork in a timely manner. If student aid is not received by MeTime Academy while the student is in school, the student is responsible for all tuition and fees due to MeTime Academy.

### **EXAMINATION OF STUDENT RECORDS, TRANSCRIPTS AND DIPLOMAS**

MeTime Academy maintains permanent records of students' grades and attendance. All students attending this school shall have the right to review their academic records,

including grades, attendance and counseling. Students are entitled to one copy of their final transcript. **\*Former students may request additional copies of transcripts may be obtained at a charge of \$5.00 per copy.** A written request signed by the student should be made a minimum of two (2) weeks before the transcript is required. The full address of the person/place to which the transcript is to be sent must be included. All financial obligations to the school must be paid before official transcripts are released.

### **Family Educational Rights and Privacy Act (FERPA)**

Policies and procedures concerning the privacy of the students' records maintained by MeTime Academy and its faculty and staff are governed by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380). Students' records are maintained by the campus Registrar's Office (academic records), Financial Services Department (financial aid records) and Business Management Office (accounts receivable records). Students' records are maintained by the institution in permanent files. Under Section 438 of the General Provision Act (Title IV of Public Law 90-247), students age 18 or over have access to their personal record files kept by the institution.

All authorized personnel have access to student records for official purposes. A student (or in some cases eligible parents) is given access to his/her record within a reasonable time after submitting a written request to the custodian in possession of that record (Registrar, Financial Services, or Business Management). If the content of any record is believed to be in error, inaccurate, discriminatory, misleading or in violation of the student rights or otherwise inappropriate, it may be challenged, and a written explanation included in the record. A student's right to due process allows for a hearing, which may be held at a reasonable time and place at which time evidence may be presented to support the challenge. Student information is released to persons, agencies, or legal authorities as required by subpoena/legal process or by consent of a student (or eligible parent). Information is released on a consent basis in cases where a student or eligible parent has provided a written consent, signed, dated and specifying the information to be released and name(s) of persons to whom the information is to be released.

MeTime Academy strictly adheres to the requirements of FERPA regarding students' rights and privacy of information. In accordance with Family Educational Right and Privacy Act, the school allows students to access their educational records; challenge records they believe are inaccurate, incomplete or misleading; and limit the release of such information. Records will not be released without the written consent of the student. A student will be notified whenever a court subpoenas the records in which case, written consent is not required. The parent(s) of a dependent minor student has the right to inspect the records that are maintained by the school on behalf of the student. The schools accrediting agency along with federal, state and local authorities involving an audit or evaluation of compliance with education programs have the right to inspect records that are maintained by the school on behalf of the student without the student's consent. FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the

institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

The Family Educational Rights and Privacy Act (FERPA), requires that the Academy with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, the Institute may disclose appropriately designated "directory information" without written consent, unless you have advised the Campus Director to the contrary in accordance with the below outlined procedures. The primary purpose of directory information is to allow the Institute to include information from your education records in certain school publications. Examples include recognition lists; graduation programs; and competition list. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture publish graduation programs or awards. If you do not want the Institute to disclose any or all of the types of information designated below as directory information from your education records without your prior written consent, you must notify the Campus Director in writing. The Institute has designated the following information as directory information: name, address, telephone listing, email, photograph, date of birth, program of study, dates of attendance, participation in recognized activities, placement and licensure status or information.

### **ADMINISTRATIVE POLICIES**

School policies have been formulated in the best interests of the student and the school. The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the school. Out of necessity, MeTime Academy reserves the right to change any provision or requirement, including fees, contained in the catalog at any time – with notice. The school further reserves the right to require a student to withdraw at any time under appropriate procedures. MeTime Academy also reserves the right to impose probation on any student whose conduct, attendance, or academic standing is unsatisfactory. Any admission on the basis of false statements or documents is void when the fraud is discovered, and the student may be terminated on such grounds. In such cases, the student may not be entitled to any credit for work that he/she may have completed at the school. The school also reserves the right to cancel any classes which do not have a minimum number of students enrolled.

### **CHANGES TO PROGRAMS, EQUIPMENT, ETC.**

MeTime Academy reserves the right to make changes in equipment, textbooks, supplies and curriculum to reflect the latest technology and advancement in a program of study. Tuition and fees are subject to review and modification.

### **COURSE NUMBERING SYSTEM**

The course numbering system uses a 4 or 5 digit alpha numeric identifier. The prefixes represent the subject area. The suffixes or course number listed are for description reference only. The prefixes COS is for Cosmetology.

### **COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS**

Policies regarding copyright infringement and sanctions regarding violation can be found on the website ([www.metimeacademyfl.com](http://www.metimeacademyfl.com)) under consumer information.

### **VACCINATIONS POLICY**

MeTime Academy does not require vaccinations for admission to our school. While many vaccines are routinely recommended for most people each person has a unique medical profile (overall health, use of medication, family and personal disease history) that can affect decisions about vaccination.

<http://www.cdc.gov/vaccines/pubs/vis/default.htm>

### **INTERNAL COMPLAINTS AND GRIEVANCE PROCEDURE**

MeTime Academy is dedicated to the success and well-being of each student, staff member, and teacher. In the event that dissatisfaction arises, interested parties are expected to refer their complaints to a school administrator or school president, in writing, to be resolved. A school representative will meet with the complainant within 10 days of receipt of the written complaint.

Most complaints can be resolved in an informal manner. However, should a complaint not be handled in a satisfactory manner, the complaint will be referred to a complaint committee consisting of the Campus Director, a staff/faculty member, and a third party. This committee will meet within 21 calendar days of receipt of the complaint. Any and all discussions and meetings will be documented, and a copy provided to the complainant at the time of the meeting. If more information from the complainant is needed, a letter will be written outlining the additional information. If no further information is needed the complaint committee will act on the allegations and a letter will be sent to the complainant within 15 days stating the steps taken to correct the problem, or information to show that the allegation were not warranted or based on fact.

Should a complaint not be handled in a satisfactory manner, any student, staff member, or teacher may contact the Commission for Independent Education of the Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399, toll-free telephone number (888) 224-6684.

### **DRESS CODE**

All students are treated equally and are required to practice good hygiene as a daily routine. A clean, professional appearance is essential in our school due to the nature of the environment in which we work.

- Grooming: Hands must be washed prior to servicing each guest. Hair must be clean and styled prior to arriving at school. Nails should be well groomed at all times. Students may not chew gum in the building.
- Shirts: Sleeveless shirts including tank tops are not permitted. Shirts must be black and cover shoulders, underarms, midriff area, and lower back. Must have complete coverage of cleavage, bare midriff or stomach and back while raising arms, stooping and bending. Writing or logos are not permitted on shirts unless it is MeTime Academy approved shirt. No hoods or sweatshirts. No pilled, tattered, cut or worn-out tops.

- **Pants:** Pants must be professional and solid black. Capri pants are permitted. Pant length must cover mid-calf. No skirts, dresses, jeans, denim jean look-alikes, sweatpants, shorts, skorts, warm-up pants, corduroy or overalls.
- **Uniform:** A uniform will be supplied at orientation and should be clean, neat, not torn, unstained, unaltered and worn at all times when in the building.
- **Footwear:** Footwear must be professional in appearance and must have a closed toe and closed heel. Shoes for all programs must be flat, rubber soled and closed toed. All shoes must be clean, polished, not scuffed and in good repair. Color must be black or white.
- **Accessories:** Colored accessories may be worn if black, white, gold, rose gold or silver. Hats or bandanas are not permitted.
- **Electronic Devices:** Headphones, cell phones and pagers are not allowed in the clinics, classrooms or hallways. These items may only be used outside the building. Laptops, iPads, tablets, etc., are permitted in the classroom or clinic for school use only.

### **STUDENTS' RIGHTS AND RESPONSIBILITIES**

All MeTime Academy students have the right:

- To see a copy of the documents describing the institution's accreditation or licensing.
- To have access to information about its programs, its instructional, laboratory, and other physical facilities, and its faculty.
- To have access to information relating to job placement rates.
- To have access to information concerning the cost of attending.
- To have access to information on the policy on refunds to students who withdraw.
- To ask how the school determines whether a student is making satisfactory progress, and if not, the nature of the procedures.
- To have access to information concerning special facilities and services that are available to the handicapped.
- To ask what financial assistance is available
- To ask who the Financial Services personnel are, where they are located, and how and when to contact them for information.
- To ask who the student's academic advisor will be.
- To information concerning the school's policies regarding attendance, dress, tardiness, testing.
- To fair, equal non-discriminatory treatment from all school personnel.
- To access his/her student records.
- To freely express themselves academically and have the right to individual integrity.

It is the responsibility of each MeTime Academy student:

- To read, understand, and keep copies of all forms the student is asked to sign.
- To review and consider all information about the school's program prior to enrollment.
- To understand the school's refund policy, which is clearly stated on the Enrollment Agreement and in this catalog.
- To read the contents of the Application for Admissions carefully.
- To purchase or otherwise furnish books and supplies.
- To maintain school property in a manner that does not deface, destroy or harm it.
- To return library books in a timely manner and pay any necessary fine that may be imposed.
- To obtain required educational and financial clearances prior to graduation.

- To comply with all parking regulations.

### **STUDENT CONDUCT POLICY**

MeTime Academy is pleased to provide a professional, effective and courteous learning environment for all of its students. In an effort to create an atmosphere that fosters learning and success it is necessary to adhere to the student code of conduct on a daily basis. The following rules and regulations will assist in making your experience at MeTime Academy a productive and successful one while also maintaining mutual respect towards your fellow students, staff, faculty and the institution itself:

1. All students are required to attend school dressed in appropriate attire. School uniform or its equivalent is acceptable. Students dressed inappropriately will not be permitted in class.
2. Theft of any kind shall result in immediate termination from MeTime Academy
3. All students must conduct themselves professionally at all times. Interaction with administration, faculty, clients and fellow students should be courteous and professional. Unprofessional behavior may result in your termination from the school.
4. Confrontational or threatening behavior towards fellow students, faculty, staff or clients shall result in immediate termination from MeTime Academy.
5. Derogatory or negative statements towards the school, its faculty or staff communicated verbally, in writing (including via text, email, blog, social networks, etc.) shall result in immediate termination from MeTime Academy.
6. Cell phone usage while in the classroom is prohibited. Cell phone ringers must be placed on vibrate or in the off position. Students must quietly leave the classroom and the school facility if it is necessary to use the cell phone.
7. Videotaping, audiotaping and video recording of any kind is prohibited unless approved by the Campus Director.
8. All rules of sanitation, sterilization and overall cleanliness must be followed at all times. It is imperative that your stations and work tools be sanitized and sterilized properly before usage.
9. Food or Drinks are only allowed in designated areas.
10. Students are not permitted to perform services beyond what the client has scheduled with the teacher and the front desk. Students can receive gratuities but are prohibited from charging clients directly for services rendered.
11. Smoking is prohibited in school facility.
12. Daily attendance is mandatory. Failure to attend school in accordance with MeTime Academy's attendance policy will result in a written warning, followed by Academic warning and then termination if lack of attendance continues. Please notify the school in advance if you will be absent or late.
13. Lateness to class is unacceptable. A student arriving to class 15 minutes or more after the scheduled time will not be allowed in class until after the first scheduled break.
14. All tests, quizzes and assignments must be completed in a satisfactory manner prior to graduation. A student will not receive a diploma/certificate until all academic requirements have been met.
15. Any student caught attempting to bypass security, change settings or a password on school computers is subject to immediate dismissal from school.
16. If a student is asked to leave the classroom by a faculty member or MeTime Academy staff and does not do so immediately, the student shall be subject to police escort from the premises and subject to termination from MeTime Academy.

17. Students on a payment plan must make payments as scheduled. All payments are due on a Monday prior to entering class. A late payment will result in a 10% late fee being added to your balance. Failure to make a payment within 3 days of when due will result in the student not being allowed to attend the class unless prior arrangements in writing have been made with the Campus Director.

18. All students are requested to inform the school upon passing the state board exam and upon becoming employed.

19. Students shall be required to apply to the State of Florida for licensure and or registration in their career of choice. Please see attached for information pertaining to licensure registration for each program offered at MeTime Academy.

20. No solicitation of any kind is permitted on school premises. Students are not allowed to sell products or services or promote programs offered at other institutions while attending classes at MeTime Academy. Recruitment of other students for any purpose shall be considered harassment. Solicitation of any kind shall be grounds for immediate termination.

### **METIME ACADEMY REFUND & CANCELLATION POLICY**

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellations can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded deducted if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment and making initial payment.
3. Cancellation after the third (3<sup>rd</sup>) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.

6. Termination Date: In calculating the refund due to student, the last date of actual attendance by the student is used in the calculation unless an earlier written notice is received.

### **STUDENT DISCIPLINARY PROCEDURES**

If a student violates MeTime Academy's Standards of Conduct in a classroom, the first level of discipline lies with the instructor. If a situation demands further action, the Campus Director is responsible. If a student has a serious objection to the disciplinary action imposed, the student has the right to use the grievance process as outlined herein. When a student violates MeTime Academy's Standards of Conduct outside the classroom but on campus, the Campus Director is the first level of discipline. If a student is dissatisfied with the disciplinary action imposed, the student has the right to use the grievance process as outlined herein.

### **ACADEMIC AND ADMINISTRATIVE DISMISSAL**

A student may be dismissed from MeTime Academy for disregarding administrative policies. Causes for dismissal include:

- Failure to meet minimum educational standards.
- Non-criminal, disruptive or otherwise inappropriate conduct (whether directed to another student or a school representative).
- Continued inappropriate personal appearance.
- Continued unsatisfactory attendance.
- Non-payment for services rendered by MeTime Academy.
- Failure to comply with policies listed in the current catalog.
- Conduct prejudicial to the class, program, or school.

### **FIRE PRECAUTIONS**

Students should take particular note of exit signs in each building. Students should familiarize themselves with the appropriate evacuation route posted for each room. In the event of an emergency:

- Leave the building by the nearest exit in an orderly fashion.
- Stand at a safe distance from the building.
- Do not re-enter the building until directed to do so by administration.

### **DRUG-FREE POLICY**

Two federal laws, the Drug-Free Workplace Act of 1988 (P.L. 101690) and the Drug-Free Schools and Communities Act (P.L. 101226), require institutions receiving federal financial assistance to provide a drug-free workplace, and to have a drug-free awareness program and a drug and alcohol abuse prevention program for students and employees. As a matter of policy, MeTime Academy prohibits the manufacture and unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any

prescribed counseling or treatment program. Information on the school's drug-free awareness program and drug and alcohol prevention program may be obtained from the Campus Director's office.

### **ANTI-HAZING POLICY**

MeTime Academy to a strict anti-hazing policy. Hazing of any sort will not be tolerated nor does the school condone such behavior. Students found hazing will automatically be terminated from the school.

### **COSMETOLOGY PROGRAM OUTLINE (1200 CLOCK HOURS)**

**Program Description:** The Cosmetology program at MeTime Academy follows the curriculum requirements set forth by Rule 61G5-22, Florida Administrative Code. The program consists of 1200 clock hours and includes both theoretical instruction and practical application in the areas of hair care, chemical services, skin care, nail care, sanitation, safety, HIV/AIDS education, Florida laws and rules, and salon business practices. The curriculum is designed to prepare students for licensure and entry-level employment in the cosmetology industry.

**Objective:** The objective in the Cosmetology program is to train students in the skills needed to meet the competencies for the examination required by the State Board of Cosmetology. The program includes 440 clock hours of classroom training (Academic Instruction), and 760 clock hours of lab hours (Practical Application) with 350 service requirements under the supervision of a Florida Licensed Cosmetologist. MeTime Academy offers a Program that prepares the student to meet the educational requirements of the Department of Business and Professional Regulations and Florida Administrative Code. Upon successful completion of the program, a diploma will be awarded, and the graduate will be eligible for the State Board exam required for licensure. The Cosmetology program is designed to qualify graduates for entry-level employment as a cosmetologist in specialized or full- service salons. 1200 clock hours required for credit to be granted a cosmetology degree.

### **PROGRAM BREAKDOWN BY COURSE**

		Theory Hours	Lab Hours	Services Hours
COS1	Introduction	20	0	
COS 2	Styling	40	100	75
COS 3	Cutting	40	100	75
COS 4	Chemicals	40	80	50
COS 5	Color	40	120	100
COS 6	Nails	40	40	20
COS 7	Skincare	40	40	20
COS 8	Makeup	20	20	10
COS 9	Retail	40	80	
COS 10	Salon Management	40	80	
COS 11	Advanced	40	100	
COS 12	Exam Prep	40	0	

		440 clock hours	760 clock hours	350 clock hours
		<b>Total</b>	<b>1200 clock hours</b>	

### **ACADEMIC GRADING SYSTEM:**

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers are able to review each student's progress. The following is the grading scale used:

- A 4.0 90% - 100% Excellent
- B 3.0 80% - 89% Above Average
- C 2.0 75% - 79% Average
- D 1.0 0% - 74% Unsatisfactory

*\*Students are required to have a minimum passing score of 80% in each course. An overall GPA of 80% "B" or above is required to graduate.*

### **PROGRAM DESCRIPTION BY COURSE**

#### **COS1 Introduction (20 hours)**

This course gives an overview of the entire program and includes the basics needed to perform any hair service. This includes HIV/AIDS knowledge, Florida Laws for cosmetology, dress code standards, attendance policy, staff introductions and more.

#### **COS2 Styling (40 hours)**

This course provides proficiency in hair styling including shampooing, draping, blowouts, curling, straightening, and braiding. Instruction will consist of both classroom and laboratory activities, which will be designed to achieve salon/industry standards and State Board law.

#### **COS3 Cutting (40 hours)**

This course provides proficiency in hair cutting including shampooing, draping, sectioning, and understanding the different types of cuts to create the desired look. Instruction will consist of both classroom, laboratory activities, and services which will be designed to achieve salon/industry standards and State Board law.

#### **COS4 Chemicals (40 hours)**

This course provides proficiency in chemicals including waves and relaxers. Instruction will consist of both classroom, laboratory activities, and services which will be designed to achieve salon/industry standards and State Board law.

#### **COS5 Coloring (40 hours)**

This course provides proficiency in hair color including color theory and applications of single process, toning/glossing, and highlighting. Instruction will consist of both classroom, laboratory activities, and services which will be designed to achieve salon/industry standards and State Board law.

**COS6 Nails (40 hours)**

This course provides proficiency in nails including manicures, pedicures, gel manicures, dip manicures, acrylic nails and basic nail art. Instruction will consist of both classroom, laboratory activities, and services which will be designed to achieve salon/industry standards and State Board law.

**COS7 Skincare (40 hours)**

This course provides proficiency in facials and waxing including washing, toning, extractions, application of masks and moisturizers. Waxing will cover eyebrows and lips. Instruction will consist of both classroom, laboratory activities, and services which will be designed to achieve salon/industry standards and State Board law.

**COS8 Makeup (20 hours)**

This course provides proficiency in makeup including consultation, tools needed, understanding face shapes, contouring, highlighting, camouflaging and more. Instruction will consist of both classroom, laboratory activities, and services which will be designed to achieve salon/industry standards and State Board law.

**COS9 Retail (40 hours)**

This course provides proficiency in understanding the retail products, how to sell retail and how to run the front desk. Instruction will consist of both classroom and hours worked at the front desk, which will be designed to achieve salon/industry standards and State Board law.

**COS10 Salon Management (40 hours)**

This course provides proficiency in understanding salon management including how to write a business plan, a budget, entrepreneurship, social media management, email marketing and more. Instruction will consist of both classroom and hours worked at the front desk, which will be designed to achieve salon/industry standards and State Board law.

**COS11 Advanced (40 hours)**

This course provides proficiency in advanced techniques including balayage, keratin treatments, all over lightening, and bob cuts. Instruction will consist of both classroom, laboratory activities, and services which will be designed to achieve salon/industry standards and State Board law.

**COS12 Exam Prep (40 hours)**

This course is comprised of a comprehensive review of curriculum and skills in preparation for the Florida state board exam to complete the requirements for licensing.

**HOURS OF OPERATION**

Mon-Saturday. 8:30 AM- 5:00 PM

**ACADEMIC CALENDAR**

The school operates on a continuous basis, 12 months per year. New classes begin weekly on Monday.

## **HOLIDAYS**

The school observes the following Holidays and will be closed on those dates:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day (July 4th)
- Labor Day
- Thanksgiving and Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

The school may declare additional Holidays, which will be announced at the appropriate time with proper notice.

**GRADUATION REQUIREMENTS:** The school will issue the graduate a diploma at which time the student has passed all written and practical exams with an 80% average or higher and completed the State of Florida license requirements. Students must pass a State Board pre-exam with at least an 80%. All tuition must be paid in full prior to graduation. Upon meeting these requirements, the student will receive a diploma along with an application for the State Board Exam. A student must graduate in order to take the state licensing exam.

## **PLACEMENT & STUDENT SERVICES**

MeTime Academy does not guarantee any job placement upon graduation. We will however assist students in job searching and let them know of any jobs available.

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684