



1104 S Air Depot, Suite 2
and 3 Midwest City,
Oklahoma 73110
(405) 967-1850

rtb.academy

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Royal Treatment Beauty Academy

**1104 S Air Depot, Suite 2
and 3 Midwest City,
Oklahoma 73110
(405) 967-1850**

Licensed By:

Oklahoma State Board of Cosmetology and
Barbering

2401 NW 23rd, Suite 74
Shepherd Center
Main Entrance E
Oklahoma City, OK 73107
Phone: 405.521.2441
Fax: 405.521.2440

NACCAS:

The school is in candidate status
(National Accrediting Commission of Career Arts & Sciences)
3015 Colvin Street
Alexandria, VA 22314
703-600-7600

Administrative Staff

Renee Mack-Mitchell

Owner/Instructor/Financial Aid

Revised November 2025

WELCOME

We would like to welcome you to Royal Treatment Beauty Academy.

On behalf of the staff and administration at Royal Treatment Beauty Academy, we welcome you to our academy. We would like you to know that, whatever your goal, you will find Royal Treatment Beauty Academy to be a great choice in this industry.

Royal Treatment Beauty Academy maintains a commitment to excellence in its program. So in choosing Royal Treatment Beauty Academy, you have, indeed, chosen one of the best. We will continue to provide you with educational opportunities and services that merit such prestige. We challenge you to take advantage of all the valuable programs available to you and wish you success as you work toward your licensure.

Sincerely,

Renee Mack-Mitchell

Written in the English language

Mission Statement

At Royal Treatment Beauty Academy, our mission is to edify, equip, and empower beauty professionals to walk in purpose and excellence, transforming their passion into profitable, purpose-driven businesses that create freedom, prosperity, and impact.

We inspire our students to see beauty as both their ministry and their legacy, empowering them to build successful brands that bring abundance, service, and transformation to their communities.

All courses of study are designed to prepare students for the state licensing examination and for entry-level employment in the beauty industry. The knowledge and skills obtained will prepare you for work in a full service Salon, Barber Shop, Chain Salon, Nail Salon, School, shop manager or shop owner.

Educational Goals

Cosmetology, Esthetics, Nails, Master Instructor, and Eyelash Courses

The courses of study offered at Royal Treatment Beauty Academy are designed to prepare students for the state licensing examination and for entry-level employment in the beauty and wellness industry. Each program provides comprehensive instruction in its specialized field, combining theory, hands-on training, and professional development. The knowledge and skills obtained will prepare graduates to work in full-service salons, spas, or schools, as licensed professionals, educators, managers, or business owners, equipped to lead with excellence, creativity, and confidence in their careers.

Facilities and Equipment

Our educational institution includes classroom, dispensary, office and modern clinic laboratory in which the student's practice "hands on" customer service.

New Class Starting Dates

Class start dates are every Tuesday.

HOLIDAY AND SCHOOL CLOSINGS

The following holiday schedule will be observed and does not count as absent days for students. These holidays will be posted on the student bulletin board. School closings due to inclement weather or any other type of emergency will not count against the student.

MARTIN LUTHER KING DAY
MEMORIAL DAY
INDEPENDENCE DAY
LABOR DAY
THANKSGIVING DAY
CHRISTMAS EVE
CHRISTMAS DAY
NEW YEARS EVE
NEW YEARS DAY
HAIR SHOWS

Admissions Requirements

Applicants must be beyond the compulsory school age, with a minimum of 16 years of age. To enroll in our programs, an applicant must have a high school diploma or a GED certificate. A student qualifies if he/she provides one of the following:

- has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. High School diploma);
- has the recognized equivalent of a high school diploma, such as a GED certificate, or other state-sanctioned test or diploma-equivalency certificate;
- provides a sealed or official transcript;
- has completed homeschooling at the secondary level as defined by state law; or
- has completed secondary school education in a home school setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a home-schooled student to receive a credential for their education.

Applicants must possess an understanding of the English language. The state law requires a photocopy of the following items that must be maintained in the student's file at all times:

Required Documents:

- High School Diploma or GED
- Photocopy of birth certificate or driver's license
- Completed application for enrollment

All students are required to submit an application and must be at least 18 years of age to enroll.

Policy for Admission/Entrance for Foreign Students

Non-U.S. residents must submit either an Alien Registration Card or a recognized Visa (I-94). Foreign education credentials must be translated and certified as equivalent to a U.S. High School diploma by an outside credentialing agency.

Required Documents for Foreign Students:

- Alien Registration Card or recognized Visa (I-94)
- Translated and certified copy of foreign high school diploma (or equivalent)
- Photocopy of birth certificate or driver's license
- Completed application for enrollment

All foreign applicants must meet the same minimum age and educational requirements as U.S. students and possess an understanding of the English language.

Instructor Course

Requirements: High School Diploma or GED Certificate and Licensed as a Master Cosmetologist.

Royal Treatment Beauty Academy will accept hours at other institutions provided that such are accepted by the Oklahoma State Board of *Cosmetology and Barbering*. Tuition for transfer students is charged by the hour. Students are allowed to re-enter the program after they have withdrawn.

Registering Hours with the Oklahoma State Board of Cosmetology and Barbering Advisory Board

In order for students to register hours with the State Licensing Board, they must submit the following documents: Proof of age-ID or driver's license and High School Diploma or GED.

Non-Discrimination Policy

As an equal opportunity Cosmetologist school, the school will not deny any person admission, graduation, or any other rights and privileges of the school due to age, race, color, sex, religion, creed, handicap or ethnic origin. The school does not recruit students already attending or admitted to another school offering a similar program of study.

Sexual Harassment Policy

Sexual harassment is conduct of sexual nature that makes someone uncomfortable or embarrassed. According to the federal Equal Employment Opportunity Commission (EEOC) sexual harassment is sexual attention that is: Unwelcome and Unwanted, Harmful, or Illegal.

Right To Privacy and Information Release

NACCAS and governing agencies have access to student files. Record information will not be released to unauthorized persons or agencies without written consent from the student or parent/guardians of dependent minor students for each request. The release information policy also applies to parents or guardians in the event the student is still a minor.

Policy for Reviewing Financial or Educational File

Upon written request, student or parent/guardians of dependent minor students are permitted to review their records, with positive proof of identification under supervision of the administrative staff. All student records will be maintained for at least sixty years.

Grading

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed on a daily basis, and the theory is determined test scores. Students are evaluated on the following grade scale:

Letter Grade	Range
Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory Progress	0-69

Graduation Requirements & Diploma

Students must complete the clock hour requirements of their program with a cumulative grade point average of 75% or better in order to receive a diploma from the college. The diploma signifies that the student has successfully completed the basic course training program and fulfilled all graduation requirements by use of a completion form.

Employment Assistance

I understand that the School has not made and will not make any guarantees of employment or salary upon my graduation. The school will provide me with placement assistance which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

Instructional Materials

Students who are enrolled in the Cosmetology program are not furnished clinic apparel, textbooks, workbooks, and kits. *purchasing of kit is mandatory

Tuition Payments

In the event the student is paying his or her tuition through Vocational Rehabilitation or Veterans Programs, all disbursements will be credited to the student's account for actual tuition or other charges. Students not paying tuition through the Vocational Rehabilitation or Veterans Programs Vocational Rehabilitation or Veterans Programs, will be billed monthly. The college reserves the right to suspend any student from school whose account is delinquent.

Advising Services

The college provides a support system for each individual student. Our faculty and staff are concerned and caring. Each is here to assist in resolving student needs and concerns. Regularly scheduled advising sessions are held on the first Tuesday of each month; however, students requiring additional or emergency advising are encouraged to contact their assigned advisor for an appointment.

Counseling Services

All students may contact the off-campus organizations for counseling opportunities, alcohol and drug abuse education, crime prevention education, and sexual assault prevention that are provided in orientation.

Student Conduct

All students must conform to federal, state and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational objectives of the school. Any display of disrespect for faculty, or students, use of profanity, theft, or use or possession of alcohol and / or drugs on school property are considered grounds for immediate dismissal. The school deserves the right to suspend or dismiss any student whose actions are deemed inappropriate or detrimental to the school. Once a student is terminated the student cannot attempt to re-enroll into the program for at least ninety (90) days.

Grievance Procedures

Most grievances arise between a student and a teacher or other first line members of the staff. Such problems are infrequent. If the complaint cannot be handled in an informal manner, the student can confer with the CEO. In the event a dispute cannot be successfully resolved at the institution level, a student, staff member or any interested party may file a complaint with the CEO. The complaint must be in writing and should outline the nature of the complaint. Upon receipt of any written complaint the CEO, will meet with the complainant to resolve the problem. The CEO will respond to the complaint within ten working days from the time of the meeting. If the problem cannot be resolved, the student can contact NACCAS in writing.

Refund Policy

Refund and 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.

Any monies due the applicant or students shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

<i>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM</i>	<i>TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</i>
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student or provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, and before an instruction of the course has begun, we will participate in a teach out agreement of the course or the school will either provide a full refund of all monies paid or completion of the course at a later time.

***Cosmetology, Esthetics, Nails, and Master Instructor
Courses***

SATISFACTORY ACADEMIC PROGRESS POLICY

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

<u>Cosmetology</u>	<u>Esthetics</u>	<u>Nails</u>	<u>Master Instructors</u>	<u>Eyelash Extension Specialist Course</u>
1250 Hours	600 Hours	600 Hours	600 Hours	120 Hours

Cosmetology Program

0-450 Hours

551-900 Hours

901-1250 Hours

Esthetics Program

0-250 Hours

251-400 Hours

401-600 Hours

Master Instructor

0-250 Hours

251-400 Hours

401-600 Hours

Eyelash Program

0-50 Hours

51-120 Hours

Nails Program

0-250 Hours

251-400 Hours

401-600 Hours

Evaluation periods are based on actual hours completed.

The Satisfactory Academic Progress Policy applies to every student enrolled (part-time/full-time) in any program.

The Satisfactory Academic Progress Policy is provided to every student before enrollment.

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	HOURS	SCHEDULE	MAXIMUM TIME ALLOWED	TOTAL HOURS ALLOWED (150%)
Cosmetology (Full-time. 40)	1,250	32 Weeks	48 Weeks	1,875
Cosmetology (Part-time. 20)	1,250	63 Weeks	94.5 Weeks	1,875
Esthetics (Full-time. 30 hrs/wk)	600	20 Weeks	30 Weeks	900
Esthetics (Part-time. 20 hrs/wk)	600	30 Weeks	45 Weeks	900
Nail Technology (Full-time. 30)	600	20 Weeks	30 Weeks	900
Nail Technology (Part-time. 20)	600	30 Weeks	45 Weeks	900
Master Instructor (Full-time. 30)	600	20 Weeks	30 Weeks	900
Master Instructor (Part-time. 20)	600	30 Weeks	45 Weeks	900

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written cumulative grade average of 70% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100	EXCELLENT
80 - 89	VERY GOOD
70 - 79	SATISFACTORY
0-69	UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal, resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation if the student has prevailed upon an appeal and if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision and prevails upon appeal. Additionally, only students who can meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet the requirements outlined in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered to be making Satisfactory Academic

Progress. The student will be advised in writing on any potential impact on their financial aid eligibility and of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined not to be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include the death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. We accept hours at other institutions, provided that such are accepted by the Oklahoma State Board of Cosmetology and Barbering. Tuition for transfer students is charged by the hour.

Leave of Absence Policy

All request for leaves of absence must be submitted in advance in writing, including the reason for the student's request and the student's signature. A student must apply in advance for a LOA unless unforeseen circumstances prevent the student from doing so, they may call they school. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident. We will extend the student's maximum time frame and the contract period by the same number of days taken in the LOA. The withdrawal date is always student's last day of attendance. The student will not be assessed any additional charges as a result of the LOA. The LOA together with any additional leaves of absences must not exceed 180 days in any 12 month period. A student granted a LOA that meets these criteria is not considered to withdrawn, and no refund calculation is required at that time.

Re-Entry Procedure

Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time the individual left, regardless of how much time has elapsed.

Royal Treatment Beauty Academy
1,250-Hour Cosmetology Curriculum

Module	Hours
Theory (must be coordinated with each practical practice subject as is appropriate throughout the course of training)	125
Manicuring and pedicuring (including sculptured nails and tips and other artificial nail application procedures and	70
Shampooing, Scalp Treatments & Conditioning	130
Facials (skin care training includes make-up, arching, waxing and/or other methods for non-permanent hair removal)	25
Hairstyling, including finger waving, the dressing of wigs, thermal and blow drying	250
Hair color tints and bleaching and other color treatments	140
Hair cutting and hair shaping with shears and thinning shears (scissors) razor and clipper (includes beard)	160
Professional development, Establishment management and unassigned hours for review, examinations, etc.	150
Hair restructuring/permanent waving and chemical hair relaxing	200
Total cosmetology Hours	1,250

General Descriptions of Each Curriculum Area

1. Theory

This portion of the program provides the academic foundation for all cosmetology services. Students study anatomy, chemistry, electricity, hair and scalp structure, product knowledge, infection control, safety and sanitation, state laws, and the science behind each service. Theory ensures students understand why techniques work, how to perform them safely, and how to meet Oklahoma State Board standards for professional practice.

2. Manicuring & Pedicuring, Nail Tips, and Artificial Nails

Students are trained in natural nail care, including shaping, cuticle care, massage techniques, and sanitation protocols for both manicures and pedicures. Instruction includes application of nail tips, wraps, overlays, and sculptured artificial nails. Emphasis is placed on safety, proper use of implements, infection control, client consultation, and providing relaxing, high-quality nail services.

3. Shampooing, Scalp Treatments & Conditioning

This module teaches proper shampooing techniques, draping, water temperature control, and product selection for different hair and scalp needs. Students learn scalp analysis, therapeutic scalp treatments, and advanced conditioning methods. Training also covers safety, sanitation, massage manipulations, and how to prepare the client's hair for additional salon services.

4. Facials, Skin Care, Waxing, Arching & Makeup

Students receive training in basic skin analysis, facial massage, cleansing, exfoliation, masks, and corrective skin care procedures. Instruction includes hair removal techniques such as waxing and eyebrow arching. The makeup component covers color theory, application techniques, day and evening looks, contouring, sanitation practices, and client preparation. Emphasis is placed on hygiene, safety, and tailoring services to each client's skin type and needs.

5. Hairstyling: Finger Waves, Wigs, Thermal Styling & Blow Drying

This section teaches foundational and advanced hairstyling skills, beginning with wet sets, pin curls, and finger waves. Students learn wig care, styling, and blending techniques. Thermal styling includes pressing, curling, flat ironing, and Marcel iron use. Blow-drying instruction covers smoothing, volume-building, round-brush control, and finishing techniques. Students develop speed, precision, creativity, and professional finishing skills.

6. Hair Color: Tints, Bleaching & Other Color Services

Students learn the science of hair color, including color theory, formulation, levels and tones, and chemical safety. Hands-on training includes permanent and semi-permanent color, bleaching/lightening, toning, foiling, balayage basics, color retouching, corrective color, and product selection. Emphasis is placed on proper sectioning, application techniques, timing, client consultation, and safe chemical handling.

7. Hair Cutting & Shaping: Shears, Thinning Shears, Razors & Clippers

This module provides foundational and advanced cutting skills. Students learn haircutting terminology, sectioning, body positioning, guide creation, and elevation/angle control. Training includes shear cutting, razor cutting, texturizing, clipper cutting, fades, and precision shaping for all hair types. Safety, sanitation, tool maintenance, and client consultation are emphasized throughout the module.

8. Professional Development, Establishment Management, Review Hours & State Board Exam Practices

Students study essential professional skills, including communication, customer service, retailing, time management, and workplace professionalism. Establishment management includes salon ownership basics, booth rental, budgeting, marketing, inventory, and operations. Review hours focus on preparing students for the written and practical Oklahoma State Board exams, including mock testing, skill reinforcement, and compliance with all sanitation and procedural standards.

9. Hair Restructuring: Permanent Waving & Chemical Hair Relaxing

This section covers the chemical and practical principles of altering the natural curl pattern. Students learn perm rod selection, wrapping techniques, waving lotion application, processing times, and neutralization. Chemical relaxing instruction includes product types, application methods, smoothing, timing, and safety precautions. Emphasis is placed on hair and scalp analysis, client consultation, chemical safety, and achieving predictable, healthy results.

Teaching Methods: Clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful and productive career-oriented activities. The program is presented through comprehensive lessons that reflect effective educational methods. Subjects are presented through interactive lectures, demonstrations, cooperative learning labs, and student participation. Audio-visual aids, guest speakers, activities, and other related learning methods are used in the program.

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed daily, and the theory is determined test scores. Students are evaluated on the following grade scale:

Letter Grade	Range
Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory Progress	0-69

GRADUATION REQUIREMENTS

Will grant a diploma of Graduation and an Official Transcript of hours for the applicable course when the

The student has completed all phases of study, required tests, practical assignments, and passed a final

comprehensive written and practical examination; completed the program of study according to the State

requirements; completed all exit paperwork, attended an exit interview, and made satisfactory arrangements for payments of all debts owed to the school.

Royal Treatment Beauty Academy
600-Hour Esthetics Curriculum

Category	Clock Hours
1. Bacteriology, Disinfection, Sanitation & Safety	80 hours
2. Sciences: Histology, dermatology, and physiology of the skin (structure & function of skin and glands, color, morphology).	180 hours
3. Facials: Draping, manipulations, cleansing, toning, chemistry, light therapy, and makeup.	200 hours
4. Non-Permanent Hair Removal: Methods, procedures, and arching techniques.	40 hours
5. Salon Development: Business administration & law, insurance, ethics, record keeping, telephone techniques, salesmanship, advertising, hygiene, and public health.	60 hours
6. Board Rules, Regulations & Statutes	40 hours
7. Total Hours	600 hours

Royal Treatment Beauty Academy

General Descriptions — 600-Hour Esthetics Program

1. Theory & Science of Esthetics

Students receive a strong foundation in skin anatomy, histology, physiology, chemistry, electricity, infection control, safety, sanitation, and Oklahoma laws and regulations. This section builds the scientific understanding needed to perform all esthetic procedures safely and effectively.

2. Facials, Skin Analysis & Treatments

Students learn to analyze skin types and conditions, perform deep cleansing, exfoliation, steaming, extraction techniques, facial massage, and the application of masks and corrective treatments. Instruction covers both classic European facials and advanced treatment protocols suited for various skin needs, focusing on client consultation and customized service plans.

3. Advanced Skin Care Techniques

Training includes exfoliation systems such as enzyme treatments, scrubs, machine-based exfoliation, and introductory chemical exfoliation concepts within Oklahoma's regulatory limits. Students also learn high-frequency, galvanic, brushing, vacuum suction, and other non-invasive esthetic equipment used to enhance treatment results safely.

4. Hair Removal: Waxing, Tweezing & Basic Depilation

This module covers safe and effective temporary hair removal, including soft wax, hard wax, tweezing, and basic depilation techniques. Students learn proper sanitation, draping, temperature control, infection control, and client comfort management. Brow design and shaping are included.

5. Makeup Application & Color Theory

Students learn makeup fundamentals including color theory, sanitation, product knowledge, facial analysis, contouring, day and evening looks, corrective makeup, and special-occasion applications. Instruction includes lash application (strip and individual clusters within state limits) and creating personalized looks based on client needs.

6. Body Treatments & Spa Services

Training includes introductory body modalities allowed for estheticians in Oklahoma, such as body wraps, aromatherapy basics, detoxifying treatments, and spa service protocols. Students also learn the importance of client comfort, draping, and maintaining professional standards in spa environments.

7. Lash and Brow Enhancements (Non-Chemical)

Students receive training in lash tinting and brow tinting where permitted, brow mapping, lash lifting basics (within Oklahoma's allowed scope), and creating balanced facial symmetry. All services follow strict safety and sanitation procedures.

8. Facial Massage Techniques

This module focuses on hands-on facial manipulations that improve circulation, relaxation, and skin tone. Students learn effleurage, petrissage, tapotement, and other massage movements appropriate for esthetic practice. Emphasis is on proper pressure, direction, and therapeutic touch.

9. Electricity & Esthetic Equipment

Students learn safe operation of common esthetic machines including high-frequency, galvanic current, steamers, brushing units, and LED basics (where permitted). Training emphasizes skin analysis, contraindications, sanitation, and proper machine settings to ensure safe and effective client treatments.

10. Professional Development, Salon Operations & State Board Preparation

Students receive essential training in communication, client consultation, ethics, professionalism, time management, recordkeeping, retailing, and building a successful esthetics career. Instruction also covers spa operations, front desk procedures, business basics, and Oklahoma State Board written and practical exam preparation through mock testing and review hours.

Teaching Methods: Clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful and productive career-oriented activities. The program is presented through comprehensive lessons that reflect effective educational methods. Subjects are presented through interactive lectures, demonstrations, cooperative learning labs, and student participation. Audio-visual aids, guest speakers, activities, and other related learning methods are used in the program.

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed daily, and the theory is determined test scores. Students are evaluated on the following grade scale:

Letter Grade	Range
Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory Progress	0-69

GRADUATION REQUIREMENTS

Will grant a diploma of Graduation and an Official Transcript of hours for the applicable course when the

The student has completed all phases of study, required tests, practical assignments, and passed a final

comprehensive written and practical examination; completed the program of study according to the State

requirements; completed all exit paperwork, attended an exit interview, and made satisfactory arrangements for payments of all debts owed to the school.

Royal Treatment Beauty Academy 600-Hour Nail Technician/Manicuring program Curriculum

Module	Hours
Bacteriology, Disinfection & Sanitation	40
Nail Structure, Composition, Disorders & Diseases	60
Manicuring & Pedicuring (includes waxing or other non-permanent hair removal)	160
Artificial Nails	160
Nail Art	60
Establishment development (includes business administration and law; insurance; professional ethics; record keeping; business telephone techniques; salesmanship; displays and advertising; hygiene and public health)	80
Board Rules, Regulations & Statutes	40
Total	600

General Descriptions — 600-Hour Nail Technology Program

1. Theory, Safety, Sanitation & Oklahoma Laws

Students receive foundational theory covering nail anatomy, physiology, disorders and diseases, chemistry of nail products, electricity basics, infection control, disinfection procedures, OSHA standards, and Oklahoma State Board rules and regulations. This ensures every student understands how to safely perform all nail services while maintaining a clean, professional work environment.

2. Manicuring: Natural Nail Care & Techniques

This module focuses on the complete manicure process, including nail shaping, cuticle care, buffing, hand and arm massage, and polish application. Students learn proper sanitation, client consultation, nail analysis, and how to provide both basic and spa-style manicure services. Paraffin treatments and specialty manicure enhancements are included.

3. Pedicuring: Foot & Toenail Care

Training includes safe and effective pedicuring techniques such as soaking, exfoliating, callus softening (within state limits), toenail shaping, cuticle care, and foot/leg massage. Students learn to identify contraindications, maintain strict sanitation procedures, and provide relaxing, high-quality pedicure services in a professional setting.

4. Nail Enhancements: Acrylics, Tips, Overlays & Sculptured Nails

Students receive comprehensive instruction in creating artificial nail enhancements. Training includes tip application, blending, acrylic overlays, sculptured acrylics, forms, fills, backfills, repairs, removal techniques, and product chemistry. Emphasis is placed on proper ratios, application control, shaping, finishing, and maintaining the natural nail's health.

5. Gel Nails & Light-Cured Enhancements

This section covers gel polish application, soft gel overlays, hard gel enhancements, sculpting with gel, gel fills, curing processes, and safe removal. Students learn about UV/LED lamp safety, proper curing times, and preventing common issues such as lifting and improper curing.

6. Nail Art, Creative Design & Modern Trends

Students explore various styles of nail artistry including striping, marbling, ombré, rhinestone placement, decals, encapsulation, chrome, 3D acrylic art, and trending design techniques. This component builds creativity, attention to detail, and artistic confidence while allowing students to personalize services for clients.

7. Electric File (E-File) Training

This module provides training on the safe and effective use of the electric file. Students learn bit types, speed control, cuticle zone work, refinement of acrylic and gel surfaces, shaping, and safe removal techniques. Emphasis is placed on preventing damage to the natural nail and maintaining client comfort at all times.

8. Nail Disorders, Diseases & Client Consultation

Students learn to identify nail disorders, diseases, and contraindications to ensure safe service. Training includes client assessment, proper draping, communication, documentation, and knowing when to refer clients to a medical professional. Emphasis is placed on infection control, sanitation, and protecting the health of both client and technician.

9. Salon Business, Professional Development & Retailing

Students are prepared for real-world success through training in customer service, communication, scheduling, professionalism, ethics, retail knowledge, product upselling, time management, and career building. Solutions for booth rental, commission-based work, and launching a business are discussed.

10. State Board Exam Preparation & Review Hours

Students receive guided practice designed to prepare them for the Oklahoma State Board written and practical examinations. This includes mock boards, sanitation drills, timed service practice, kit preparation, and full review of all service procedures required for licensure.

Teaching Methods: Clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful and productive career-oriented activities. The program is presented through comprehensive lessons that reflect effective educational methods. Subjects are presented through interactive lectures, demonstrations, cooperative learning labs, and student participation. Audio-visual aids, guest speakers, activities, and other related learning methods are used in the program.

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***Royal Treatment Beauty Academy 600-Hour
Master Instructor program Curriculum***

Module	Clock Hours
Orientation	30
Introduction to teaching and curriculum	60
Course outlining and development; lesson planning; teaching techniques; teaching aids; developing and administering and grading	165
Board rules, regulations, and statutes, school management and record keeping	45
Teaching and assisting in the classroom and clinic	75
Practice teaching - classroom and clinic	125
TOTAL	600

General Descriptions — 600-Hour Master Instructor Program

1. Fundamentals of Teaching, Theory & Educational Methodology

This section develops a strong foundation in the principles of teaching and learning. Students study lesson planning, classroom organization, student learning styles, communication strategies, educational psychology, and methods for delivering clear and engaging instruction. Emphasis is placed on professionalism, leadership, and the role of the instructor as a mentor and guide.

2. Classroom Management & Student Supervision

Master Instructor trainees learn effective classroom control, time management, conflict resolution, and techniques for creating a positive and productive learning environment. Training includes supervising students on the clinic floor, managing service operations, evaluating performance, and maintaining client safety and sanitation standards.

3. Demonstration of Practical Skills & Service Techniques

Trainees refine their ability to teach and demonstrate cosmetology, barbering, esthetics, and nail technology services. This includes breaking down procedures step-by-step, modeling proper sanitation, guiding hands-on practice, correcting errors, and ensuring state board–approved techniques are applied consistently and safely.

4. Lesson Planning, Curriculum Development & Presentation Skills

Students learn to design and organize complete lesson plans, including objectives, activities, demonstrations, assessments, and time sequencing. Training also covers developing curriculums that meet state board requirements, incorporating technology, and adapting teaching for various learning levels. Trainees practice delivering lectures, demonstrations, and interactive lessons.

5. Evaluation, Testing & Documentation

This module teaches proper student evaluation methods such as written testing, practical grading, performance rubrics, and progress tracking. Students learn recordkeeping, attendance documentation, evaluation forms, and how to prepare students for state board practical and theory exams. Emphasis is placed on fairness, consistency, and compliance with Oklahoma State Board guidelines.

6. Clinic Floor Instruction, Supervision & Safety Procedures

Master Instructor trainees learn to manage the daily operations of a working student salon. Training includes scheduling clients, supervising services, ensuring sanitation and infection control, coaching students, monitoring customer interactions, and resolving service issues. Emphasis is on building a professional, salon-like learning environment.

7. State Laws, Rules, School Operations & Accreditation Standards

Students receive training in Oklahoma State Board laws, school policies, instructor responsibilities, documentation requirements, and legal compliance. This includes understanding student hours, safety inspections, curriculum requirements, and ethical standards expected of instructors in licensed schools.

8. Professional Development, Communication & Leadership

This section strengthens communication, coaching, leadership, and mentorship skills. Students learn how to motivate learners, resolve conflicts, provide constructive feedback, and build confidence in future cosmetology professionals. Training also covers instructor ethics, professionalism, time management, and career opportunities.

9. Student Teaching & Practicum Experience

Master Instructor trainees complete hands-on hours by assisting licensed instructors in classrooms and on the clinic floor. They conduct supervised demonstrations, provide one-on-one coaching, teach full lessons, and help evaluate student work. This practical experience builds confidence and prepares trainees for independent classroom instruction.

10. State Board Preparation & Instructor Exam Review

Students receive guided review and mock testing to prepare for the Oklahoma Master Instructor written and practical exams. This includes teaching scenarios, lesson planning assessments, state law reviews, sanitation standards, and evaluation procedures required for licensure.

Teaching Methods: Clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful and productive career-oriented activities. The program is presented through comprehensive lessons that reflect effective educational methods. Subjects are presented through interactive lectures, demonstrations, cooperative learning labs, and student participation. Audio-visual aids, guest speakers, activities, and other related learning methods are used in the program.

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requirements; completed all exit paperwork, attended an exit interview, and made satisfactory arrangements for payments of all debts owed to the school.

Royal Treatment Beauty Academy 120-Hour Eyelash Extension Specialist program Curriculum

Module	Clock Hours
Orientation, Rules & Law	8
First Aid & Adverse Reactions	15
Sanitation & Contagious Diseases	20
Safety & Client Protection	20
Eyelash Growth Cycles & Selection	10
Chemistry of Products	15
Supplies, Materials & Related Equipment	10
Eyelash Extension Isolation & Separation	15
Professional Image / Salon Management	5
TOTAL	120

General Descriptions — 120-Hour Eyelash Extension Program

1. Theory, Safety, Sanitation & Oklahoma Laws

Students begin with the essential foundation of lash artistry, including anatomy of the eye, natural lash growth cycles, lash health, infection control, and product chemistry. Training includes strict sanitation procedures, workstation setup, safe adhesive handling, and compliance with Oklahoma State Board laws and regulations for lash technicians.

2. Eyelash Extension Fundamentals

This module introduces students to the basics of eyelash extensions, including isolation techniques, proper adhesive use, lash mapping, lash selection, and the differences between classic, hybrid, and volume styles. Students learn about curl patterns, diameters, lengths, and how to choose lashes that support natural lash health.

3. Classic Lash Application

Students learn step-by-step classic lash application, including proper placement, bonding, lash direction, and achieving clean, symmetrical sets. Emphasis is placed on safety, precision, preventing stickies, and maintaining the integrity of the natural lash.

4. Volume & Hybrid Lash Techniques

This section teaches the fundamentals of creating volume fans, appropriate weight selection, fan placement, and building hybrid sets. Students learn how to create customized looks using both classic and volume techniques, focusing on artistry, balance, and safe application.

5. Lash Fills, Removal & Aftercare

Students learn how to perform efficient and professional lash fills, how to correct poor application, and how to remove extensions safely using both gel and cream removers. Training also includes educating clients about proper aftercare, maintenance, and retention.

6. Eye Shapes, Styling & Lash Mapping

This module covers analyzing various eye shapes and customizing lash designs to enhance each client's facial structure. Students learn trending lash maps such as doll, cat eye, wispy, natural, and textured sets. Training focuses on creating consistent and flattering designs for diverse clients.

7. Client Consultation, Contraindications & Allergies

Students learn how to perform thorough client consultations, identify contraindications (such as infections or sensitivities), and recognize symptoms of allergic reactions. Emphasis is placed on maintaining client safety, documentation, and knowing when services cannot be performed.

8. Professional Development, Business Skills & Salon Readiness

This module prepares students for business success by teaching customer service, client retention, scheduling, pricing, retailing, professional etiquette, and marketing techniques specific to lash artists. Students learn how to build a lash business, whether working in a salon, renting a suite, or operating independently.

9. State Board Prep & Practical Review

Students receive guided preparation for the Oklahoma State Board Eyelash Extension written and practical exams. Training includes mock exams, sanitation drills, mannequin practice, proper kit setup, and review of all required procedures for licensure.

Teaching Methods: Clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful and productive career-oriented activities. The program is presented through comprehensive lessons that reflect effective educational methods. Subjects are presented through interactive lectures, demonstrations, cooperative learning labs, and student participation. Audio-visual aids, guest speakers, activities, and other related learning methods are used in the program.

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GRADUATION REQUIREMENTS

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The student has completed all phases of study, required tests, practical assignments, and passed a final comprehensive written and practical examination; completed the program of study according to the State requirements; completed all exit paperwork, attended an exit interview, and made satisfactory arrangements for payments of all debts owed to the school.

SCHOOL STANDARDS/RULES & REGULATIONS

Rules and Regulations

1. Part time students are expected to attend class from 3:30 PM – 7:00 PM Tuesday-Friday and Saturday from 9-3.
2. Legal verification of hours must be made for each student. Each student must clock in on arrival and clock out upon departure from Royal Treatment Beauty Academy. If the student leaves the school premises for any reason, the student must clock out. Hours will be missed if the student does not follow the required clocking in/out procedures.
3. Students will not be given time if they do not clock in.
4. Student will be excused from an absence with proper documentation (Doctor's Note, Death in the Family). Students will not be excused without proper documentation.
5. The Oklahoma State Board of Cosmetology and Barbering and Royal Treatment Beauty Academy requires (refer to 175:10-3-64 section in the state board rule book) that All students are in school every day with the prescribed uniform (Black or Gray Scrubs). Any student not in the prescribed uniform will not be allowed to stay in school out of uniform and will be sent home. Absolutely no open toe shoes, flip flops, sandals, Bonnets, Scarfs only for religious beliefs etc... Tennis shoes only! No cell phones on the clinic floor and all phones need to be put on silent. Cell phones can be used on breaks and for emergency purposes only! The teacher will allow you to use cell phones at his/her discretion.
6. Part-Time students will have a 15-minute break daily and on Saturday's a 30-minute lunch. Students returning late from break and lunch will not be able to clock in for the remainder of the day.
7. Students, Patrons and staff members will be provided with a clean and sanitary environment. Oklahoma State Board of Cosmetology and Barbering requires that sanitary conditions be maintained at all times as part of the student's credit and training. Every day, 30 minutes will be required for cleanup and sanitation. The student's daily sanitation will be inspected and graded by an instructor at the end of each day.
8. Instructors and administrators are authorized to clock out any student who exhibits unbecoming behavior. If a student continues to exhibit unbecoming behavior, the student will be terminated. No profanity is allowed anywhere in the school; profanity is not professional or expectable behavior.

SCHOOL STANDARDS/RULES & REGULATIONS

1. Students must park their cars in the parking lot, on the east side of the building. The parking spaces in front of the school are reserved for customers and staff parking only.
2. Only emergency phone calls will be accepted on the business phone. Students will not be allowed to leave class or the clinic floor to receive or make personal phone calls except for emergencies.
3. Any student that possesses or uses illegal substances or Firearms on school property will be terminated from the school. No exception!
4. Students are solely responsible for their personal property, including kits, books, manikins, purses, etc... The school will not be liable for such property or any other valuable items you bring to the school. Lost or stolen items must be replaced by the student. Lockers will be provided for each student.
5. Students cannot conduct free family members' hair services. They will be charged the Full price of any other client.
6. The floor instructor will assign patrons to students for the clinical service. A service ticket is issued for each clinic assignment. No service is to be performed on any customers or students without a ticket. You will only perform the service on the ticket; if the patron requests additional services, they must pay for the service first.
7. No student or staff member is allowed to eat or drink in the clinic laboratory, only in the break area or outside the school.
8. No student or staff member is allowed to sit in the clinic chairs unless a service is being performed. No student or staff member is allowed to work on themselves at any point.
9. Smoking of any kind is not allowed inside the school. The students and staff must smoke cigarettes outside away from the front of the school building.
10. Students must satisfactory complete all their academic requirements with their designated enrollment period, students must make up any test missed or a zero will be given.
11. Students will receive a comprehensive progress report at the end of each completed Chapter. The report will reflect the students' written, practical, and clinical work. The instructor will counsel the student in areas where improvement is needed. All students must maintain a 75% Grade point average.
12. Suspension from school can last 1 to 30 days.
13. Attendance Policy: All Part-Time students will attend school no less than 15 hours (60 hours per month) per Oklahoma State Board of Cosmetology and Barbering Rules and Regulations. If you do not maintain these hours, you will be placed on attendance probation at the end of each quarter. If during the probation period, no improvement is made you will be terminated.
14. Missed tests and assignments can be made up on Tuesdays.
15. Missed hours can be made up by discussing this matter in a scheduled meeting with the instructor.
16. This is a Stress-Free Environment, and all students and staff will be treated with the upmost respect.



Royal Treatment Beauty Academy

Part-Time Tuition Breakdown (15 Hours/Week)

Program	Total Hours	Tuition	Scholarship Tuition	Hourly Rate	Biweekly Payment	Duration
Cosmetology	1250	\$13,000	\$8,000	\$10.40	\$310 / \$190	19 month
Nails	600	\$10,000	\$7,000	\$16.67	\$500 / \$350	9 months
Esthetics	600	\$10,000	\$7,000	\$16.67	\$500 / \$350	9 months
Master Instructor	600	\$10,000	\$7,000	\$16.67	\$500 / \$350	9 months
Eyelash Extensions	120	\$2,500	N/A	\$20.83	\$625	2 months

Empowering Future Beauty Professionals with Excellence, Confidence, and Royal Standards.

Ways of paying tuition payments. Bi-weekly,

Monthly and custom payment options

Completion, Licensure and Placement Rates

The 2025 completion, licensure and placement rates for the school areas follows:

Completion N/A Licensure N/A Placement N/A

Financial Agreement & Payment Policy

The student and sponsor (if applicable) agree to pay Royal Treatment Beauty Academy (hereinafter referred to as “Royal Treatment Beauty Academy”) all Tuition and Fees for the selected program according to the approved payment plan outlined below. A minimal monthly payment toward the remaining balance will be accepted; however, the student is responsible for ensuring that the full balance is paid in full by the completion of the program.

The School may, at its discretion and without prior notice, prevent the student from attending class until any applicable unpaid balance is satisfied. The School will charge \$10.00 per hour for any hours remaining after the contracted end date.

The School may charge a \$25.00 Transcript Fee for transcript requests. The School will charge a \$50.00 Application Fee for all new students enrolling in Royal Treatment Beauty Academy (Non-Refundable). A \$50.00 Re-Entry Fee will be charged to students who have withdrawn and wish to re-enter more than 30 days after their termination date.

The current tuition rates at the time of re-entry will apply to the remaining training hours for students returning 30 days or more after the formal withdrawal date, unless mitigating circumstances apply.

Methods of payment include:

- Full payment at the time of signing the Student Enrollment Agreement;
- Application Fee paid at the time of signing the Student Enrollment Agreement with the remaining balance paid before the start date; or
- Payment through an approved payment plan as stated herein.

Payments may be made by cash, check, money order, or credit card. Non-federal agency or loan programs may also be accepted.

Students are responsible for paying all Tuition and Fees in full and for repaying any applicable loans, including any interest accrued.

VETERANS SECTION (Specifically applies to those students using veteran education benefits)

Transfer of Hours Policy Transfer of Credits – TRANSFER POLICY: A student must submit a transcript of hours from the previous institution. Royal Treatment Beauty Academy has the right to accept all, part, or none of the transfer hours accumulated at said institution. Purpose: To ensure that our students are fully prepared for the state board Transfer hours in a way that allows the student to be scheduled with other students Process: Official Transcripts Received by School Remove from consideration any courses from other school that are below 75% Administer theory chapter tests on remaining courses from other schools over 75% Any chapter test taken that scores over a 75% is eligible for transfer. Eligible hours are then evaluated as to the ability to schedule those hours in a way that allows the student to be grouped with other students in a complete block. If those hours are able to be grouped by an entire block, they will be awarded. If the they are not able to be grouped, then they will not be awarded.

ALL TRANSFER ATTEMPTS MUST BE MADE PRIOR TO A STUDENT STARTING SCHOOL.

Satisfactory Academic Progress (SAP) Policy Evaluation Period (based on actual hours completed)

Students receiving veteran education benefits will be evaluated for Satisfactory Progress at 450, Royal Treatment Beauty Academy offers five programs: Cosmetology (1,250 hours), Esthetics (600 hours), Nail Technology (600 hours), Master Instructor (600 hours), and Eyelash Extensions (120 hours).

Maximum Time Frame Students receiving veteran education benefits of the approved clock hour program need to complete in less than 110% of the total length of the program. In no case are Veteran benefits used past 110% of the total length. The VA will not pay for additional hours, but the veteran student may complete the program using other funding. Warning The first time a veteran student fails to meet minimum requirements for SAP during an evaluation period, he/she will be placed on a warning period. During this time, the student will still be considered to be making satisfactory academic progress (SAP). The student will be advised in writing on the actions required to attain SAP by the next evaluation.

If at the end of the warning period (next evaluation period) the student has still not met both attendance and academic requirements, they will be terminated from the program. The student may appeal the non-satisfactory academic progress decision (see below – Appeals). Those students meeting attendance and academic requirements at the end of the warning period will be considered to be making SAP. 26 Appeals Rules cannot be written that will apply to every situation in every school. Therefore, any policy established by the school may be appealed due to mitigating circumstances. If a student wishes to appeal a non-satisfactory academic progress determination, it must be done in writing and contain reasons such as the death of a relative, an injury or illness of student, or other mitigating circumstances. Students must also provide documentation supporting this claim with a statement including changes in the student's situation

that will allow the achievement of satisfactory academic progress at the next evaluation. All appeals and results of the appeal are documented in the student's file. Anyone wishing to appeal a policy must do so using the appeals form and attach any applicable documentation. The appeal will be reviewed by appropriate personnel and a determination will be made. All decisions on appeal are final. Appeals regarding a failure to meet the Satisfactory Academic Progress (SAP) must be made within 15 days of the negative determination. Should the student fail in his/her appeal, they will be terminated from the program

Note: The VA will be notified of veteran termination for lack of satisfactory academic progress and student benefits may be impacted. Any Student using VA benefits that wishes to continue attending Royal Treatment Beauty Academy may need to apply for financial aid or assume personal responsibility for continuing to attend Royal Treatment Beauty Academy. Probation Students who fail to meet minimum requirements for attendance or academic progress at the end of the Warning period, can appeal their case based on mitigating circumstances.

Probation is not a guarantee as it is at the discretion of the Administrators and information will be gathered to determine if the student is capable of making SAP by the next evaluation period. If the student doesn't meet all necessary requirements and is unable to make SAP, the appeal will be denied and student receiving Veteran Benefits will be terminated from the program. When administrators decide in favor to grant mitigating circumstance status, the student will be placed on probation and considered to be making SAP while on the executed academic/performance plan probation period. If the student fails to execute the set academic/performance in order plan to meet SAP requirements during probationary period, the student will be terminated and dismissed from the program. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. Students placed on probation must have an academic plan and be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making SAP. If at the end of the probationary period, students that have met the SAP standards will be taken off probation.

Those students that have still not met both attendance and academic requirements required for satisfactory academic progress or by the academic plan will be determined as NOT making satisfactory academic progress and terminated from the program. VA educational benefits will be discontinued when the veteran or eligible person ceases to make satisfactory academic progress. Note: Any student receiving VA benefits cannot have two consecutive missed SAP's. No more than two terms (evaluations periods) on warning/probation will be permitted.