



# 2022-23

## *Student Catalog*

Main Campus: 900 Flat Shoals Road, SE Conyers, GA 30094 770-922-7653  
Branch: 1691 Memorial Blvd, Suite B., Murfreesboro, TN 37129 615-896-0702  
Branch: 755 N Chancery Street, McMinnville, TN 37110 931-506-5343

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W E L C O M E

*Welcome*

To

## Georgia Career Institute

Welcome to Georgia Career Institute. On behalf of our faculty and staff, we would like to welcome you to our school.

Georgia Career Institute's mission is to provide its students the skills they will need to enter the wellness and beauty fields as Cosmetologists, Nail Technicians, Estheticians, and Massage Therapists. In order to prepare our students for the workplace, the concepts of traditional education have been blended with cutting edge educational methodology, giving our graduates an essential edge in competency, compassion, and excellence. The competent edge comes from successfully completing our rigorous program of study, while compassion is instilled in the student toward their profession, their colleagues and their clients.

Progressive teaching methods are utilized which encourage originality and self-expression by our students. Our efforts are directed to serving the student who is inquisitive, eager, and responsive in recognizing the value of a quality education.

You have more career choices and ways to prepare yourself for that career than any generation before you. We are grateful that you have chosen Georgia Career Institute as your vehicle to transport you to a brighter and professional success.

  
Joyce Meadows

  
Michael B. Martin

# GENERAL INFORMATION

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## EDUCATIONAL MISSION

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Georgia Career Institute was established in 1975 as Artistic Beauty College with an original mission to provide women and men the education in Cosmetology. Throughout its history, the Institute has provided outstanding vocational preparation for its graduates to enter the fields of cosmetology and nail technology. Since 2001, the educational mission has been expanded to include comprehensive programs in esthetics and massage therapy.

## THE MISSION STATEMENT

***Georgia Career Institute provides men and women the appropriate skills they need to enter and succeed in the industries of Beauty and Wellness. Our students graduate prepared to enter the workforce and meet the demands required of them ready to perform as complete professionals. In order to accomplish our Mission, our faculty, curricula, delivery methods, support resources and facilities are developed and maintained at a level of excellence that sets us apart from others in the marketplace.***

Georgia Career Institute moves confidently into the future of career training by drawing from its rich tradition of nearly three decades of excellence graduating men and women with the best possible skills preparation for careers in the beauty and wellness industries.

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## NONDISCRIMINATION Policy

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Georgia Career Institute is committed to the principle of equal employment and educational opportunities for all. The Institute does not permit discrimination on the basis of race, color, religion, sex, national or ethnic origin, sexual orientation, gender identity, age or disability in the administration of any educational program or activity, including participation in, or receiving the benefits of, admission to, or employment in, such programs or activities. Qualified persons with disabilities will not be excluded from employment or participation in educational programs. The commitment to equal opportunity applies to all aspects of recruitment, employment, and education. For students seeking special accommodations, the Institute shall provide a special accommodation request form for review by management. All accommodations shall be reviewed for ADA compliance.

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## HISTORY

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Founded in 1975 under the name of Artistic Beauty College, the Institute was purchased in March of 1989 by HMS Educational Services, Inc. HMS Educational Services, Inc. is a private corporation which is chartered by the Secretary of State of Georgia. In 2001, the name was changed to Georgia Career Institute. In 2003, a branch campus was added in McMinnville, Tennessee. A new branch was established in Murfreesboro, Tennessee in late 2005.

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## FACILITIES AND EQUIPMENT

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The main campus in Conyers, GA (900 Flat Shoals Road SE) consists of over 35,000 square feet of classroom and administration space, clinics, supply rooms, and library space. The space has ample equipment and visual aids required to teach cosmetologists, estheticians, advanced make up artistry, nail technicians and massage therapists. Equipment and materials are updated and added as needed. Access is available for the physically challenged. The McMinnville Branch Campus is located at 755 North Chancery Street, McMinnville, Tennessee, 37110. Its facility contains over 7500 square feet of classroom and administrative space, clinics, dispensaries and supply rooms, and a retail area. The Murfreesboro Campus consists of over 24,000 square feet of classroom and administrative space, clinics, dispensaries and supply rooms, and a retail area. The Murfreesboro Branch Campus is located at 1691 Memorial Blvd, Suite B, Murfreesboro, Tennessee 37129.

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## ACCREDITATION

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Georgia Career Institute is accredited by the Commission of the Council on Occupational Education [COE] 7840 Roswell Rd, Bldg. 300, Suite 325, Atlanta, GA 30346 Ph.: 770-396-3898

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## LICENSING

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Georgia Career Institute's Main Campus programs in Cosmetology, Esthetics, Nail Technology and Instructor programs are licensed by the Georgia State Board of Cosmetology and Barbering, 237 Coliseum Drive, Macon, GA 31217 (478) 207-2440. The McMinnville and Murfreesboro Campus programs in Cosmetology, Esthetics, Nail Technology and Teacher Instruction are licensed by the Tennessee Board of Cosmetology and Barbering, 500 James Robertson Parkway, Nashville, TN, 37243 (615) 741-2515.

The Main Campus Program in Massage Therapy is authorized by the Georgia Nonpublic Postsecondary Education Commission (NPEC), 2082 E. Exchange Place, Suite 220, Tucker, GA 30084 - PH: (770) 414-3300. <https://gnpec.georgia.gov/>

Georgia Career Institute's Programs in Tennessee are authorized by the Tennessee Higher Education Commission, 404 James Robertson Pkwy, Parkway Towers, Suite 1900, Nashville, TN 37243. (615) 741-3605. [www.TN.GOV/THEC](http://www.TN.GOV/THEC) These authorizations must be renewed each year and are based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

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## MEMBERSHIPS

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#### **VETERAN ASSISTANCE APPROVAL**

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Georgia Career Institute is approved by the Georgia State Approving Agency for training of veterans and their dependents. Georgia Career Institute is approved by the Tennessee State Approving Agency for training of veterans and their dependents.

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#### **LEGAL CONTROL**

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Georgia Career Institute is owned and operated by Georgia Career Institute, Inc. The Governing Board is made up of the two stockholders of the corporation: Ms. Joyce Meadows and Mr. Michael Martin. Ms. Joyce Meadows' office is located at main campus, 900 Flat Shoals Road SE, Conyers GA 30094 PH: 770-922-7653. Mr. Michael Martin's office is located at the Murfreesboro branch campus, 1691 Memorial BLVD Ste B Murfreesboro, TN 37129 PH: 615-896-0702. Georgia Career Institute is a private institution incorporated under the laws of the state of Georgia.



# ADMISSIONS

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## ENTRANCE REQUIREMENTS

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The school admits as students only persons having **one** of the following:

- A regular high school diploma accredited by an agency authorized by the US Department of Education
- A general equivalency diploma (GED) accredited by an agency authorized by the US Department of Education
- Applicants seeking admission into an instructor training program must possess one of the previous certifications AND hold a current pre-requisite license in the state (TN or GA). In Georgia, a candidate must have had the pre-requisite license for at least one year. In Tennessee, a candidate must have had the pre-requisite license for at least three years.

**IMPORTANT NOTICE:** Please be aware that all courses taught at The Institute are offered only in the English language. All textbooks, catalogs, agreements, policies, procedures, and documents (in print and electronic forms) used are available only in English. Students must be fluent in the written and spoken forms of the English language to study at Georgia Career Institute.

Georgia Career Institute does not recruit students who are actively enrolled in similar programs at other institutions.

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## NEW STUDENTS

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After an interview with an admissions representative, the prospective student will tour the facility. The admissions process proceeds with the completion of any necessary pre-entrance forms including the pre-enrollment checklist and the enrollment agreement. A \$100 non-refundable application fee shall be charged by the Institute and fulfilled during the financial aid process. The Institute requires that all documents completed during the admissions process be signed in blue or black ink pen. Georgia Career Institute utilizes electronic documents for the enrollment process. New students should thoroughly review the electronic signature policy for acceptance. Enrollment into the Institute constitutes as an agreement to the electronic signature policy for all enrolled students.

Accepted students will be notified of orientation for new students (attendance at which is required for all students) held on or before the start of classes which provides the student with opportunities, regulations, and policies of the school.

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## FORMER STUDENTS

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If a student wishes to be readmitted to the Institute after withdrawing or being dismissed, he or she must:

- Wait 90 days before being considered for readmission
- Make a written request for readmission to the re-entry committee. Upon approval, a meeting will be scheduled.
- Attend the re-entry meeting to discuss the issues and conditions that affected his/her attendance, grades, or attitude to determine if the cause for withdrawal or dismissal has been alleviated

After this meeting, a decision will be made regarding re-entry. If approved, the student will meet with a student financial services officer to repackage tuition and fees. A student will be permitted to re-start only after completion of these steps.

Such students will be enrolled on a probationary status. With respect to financial aid, a student must complete a period of one term with at least a 'C' average for all that period before financial aid awards will be made. Re-entry students who do not maintain a minimum of 90% attendance may be subject to dismissal at any time during the probationary period. Reentry will not be granted more than once. This policy does not apply to voluntary withdrawals if the student was making satisfactory progress prior to that withdrawal.

Reentering students will be charged at the current tuition rates for newly entering students. Amounts paid during their first period of enrollment will be credited to this account. For all re-entry students, a re-entry fee of \$100.00 is charged.

The Institute reserves its right to refuse readmission to any student who has withdrawn and requests readmission.

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## TRANSFER OF CREDITS

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Georgia career institute operates completely within a clock hour basis. if a student has earned credit hours and wishes to transfer those to the institute, then an evaluation of the students' performance will be measured against our curriculum for the passing course, a "C" OR HIGHER. Credits hours do not automatically equate to clock HOURS BUT must be evaluated on a CASE-BY-CASE basis proving proficiency sufficient to bypass our clock hour requirement for that academic objective.

### FROM OTHER SCHOOLS

A student who has earned clock hours at another state approved and/or accredited school recognized by the US Department of Education may have those hours considered for transfer if:

1. They are comparable to the scope and content of required courses in the curriculum in which the student is enrolled at Georgia Career Institute (a decision that is entirely judged by the Institute)

2. The student received a grade of “C” or better in each course submitted for consideration. All grades shall be evaluated based on the Institute’s grading system and not that of the previous institution.
3. An official transcript is received by Georgia Career Institute, within **60 days of entry**, directly from the registrar’s office of the school where the clock hours were earned.

**Please note:** *The Institute operates completely in a clock hour basis. The Institute will not accept transfer clock hours for more than 50% of the applicant’s program of study at the Institute (for example, no more than 750 hours will be accepted and no less than 250 hours for a program of 1500 hours). In ALL cases of requested transfer of clock hours, the sole decision of their acceptance rests with the Institute. An evaluation of competency will be given for the student to demonstrate proficiency to our standards prior to any official granting of hour transfer.*

The Following is policy from Tennessee Higher Education Commission regarding transfers for all TN students only. It is included in this catalog for your information and incorporated into the Institute’s Policy on Transferability of Credits. Prior to starting class, a student is required to sign a notification of this disclosure.

*“Credits earned at Georgia Career Institute may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by Georgia Career Institute. You should obtain confirmation that Georgia Career Institute will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at Georgia Career Institute to determine if such institutions will accept credits earned at Georgia Career Institute prior to executing an enrollment contract or agreement. The ability to transfer credits from Georgia Career Institute to another educational institution may be very limited. Your credits may not transfer, and you may have to repeat courses previously taken at Georgia Career Institute if you enroll in another educational institution.*

*You should never assume that credits will transfer to or from any educational institution. It is highly recommended, and you are advised to make certain that you know the transfer of credit policy of Georgia Career Institute and of any other educational institutions you may in the future want to transfer the credits earned at Georgia Career Institute before you execute an enrollment contract or agreement.”*

#### **TO OTHER SCHOOLS:**

Since every institution has its own policy regarding transfer of hour, it is not possible to guarantee transferability of any course offered at Georgia Career Institute. All transfer hours and/or credits shall be decided by the receiving institution.

#### **TRANSFER WITHIN THE SCHOOL:**

Students wishing to transfer from one program to another within the institution should request a meeting with the director for the purpose of determining the transferability of hours already completed. *Students of the Institute may be able to transfer a small portion of hours when transferring into a directly related program, as determined by the academic director on a case-by-case basis.*

# PROGRAMS OF STUDY

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## COSMETOLOGY PROGRAM

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### **1500 Clock Hours of Study**

The Cosmetology course is designed and administered to prepare students in the skills necessary for performing haircutting, hairstyling, permanent waving, coloring, manicures, pedicures and basic skin care. This course prepares the student to qualify to take the state board exam for a Cosmetology license. This course is 1,500 clock hours in length and offered in a day and evening schedule. Admissions requirements are published elsewhere in this catalog.

Please note: A high school diploma or a General Equivalency Diploma is required prior to taking the state board licensing examination in Tennessee. Although the State of Tennessee Board of Cosmetology permits a person to study Cosmetology, Nail Technology or Esthetics who have attained a minimum of 10 years of secondary education and are at least 16 years of age, Georgia Career Institute will not admit a student for study unless he or she possesses a high school diploma or a general equivalency diploma (GED).

The Cosmetology Program is divided into three levels of study: Pre-Clinic Freshmen (250 clock hours), Intermediate (500 clock hours) and Clinic Seniors (750 clock hours). The program consists of courses and classes that meet the requirements of 300 general topic hours, 600 physical topic hours and 600 chemical topic hours, in accordance with the requirements of the Tennessee Board of Cosmetology.

The Cosmetology kit consists of carrying case, electrical tools (curling iron, blow dryer, flat iron, clipper/trimmer set), combs, brushes, capes, color bowl/brush, clips, spray bottle, manicure kit, makeup kit, acrylic nail kit, shear set, makeup kit, mannequin stand, and five practice mannequins, along with consumable products to use during enrollment. Items within the kit may be substituted, depending on manufacturer availability.

Below is a sample list of occupations that may be achieved as a licensed cosmetologist:

Stylist	Salon/Spa Owner-operator	Booth renter	Salon/Spa manager
Colorist	Product consultant	Educator	
Chemical texture specialist			

The career is not without its physical demands and standards for employment. Individuals thinking about pursuing a career in beauty or wellness should possess or be able to:

Stand in one place for long periods of time	Ability to follow instructions
Ability to bend and stretch	Stamina for long work days
Demonstrate manual dexterity	and flexible schedules
Repetitive motor skills (including small muscle control)	Maintain customer service/
Eye/hand coordination	professional attitude
Normal or device- corrected vision /hearing	Ability to read and comprehend
Ability to distinguish color	formulas and texts

Not prone to psoriasis, dermatitis or other chronic skin diseases that may accompany open lesions  
 Working with chemicals and skin care products  
 Oral and written communication skills  
 Effective interpersonal relationship skills  
 Ability to instruct clients

### COSMETOLOGY COURSE DESCRIPTIONS

**Note: Many courses are segmented to be introduced to the student during the Freshman Phase, practiced during the Intermediate Phase, and finally honed during the Senior Phase**

Course Name	Objectives	Clock Hours
Theory	Theoretical and practical instruction in all aspects of the student's program as guided by the textbook, workbooks and handouts.	140 hours
Permanent Waving	History of permanent waving, chemicals used, basic and advanced techniques in the permanent waving process.	172.5 hours
Chemical Relaxing	Products and procedures to chemically straighten curly hair.	161.5 hours
Hair Color	Hair color theory, color consultations, classifications of hair color, and types of permanent color, special effect coloring and color correction.	200 hours
Hair and Scalp	Trichology: the study of disease and disorders affecting the hair and scalp; growth cycles.	69 hours
Hair Cutting	Techniques of artistic and precision haircutting, including theory of angles, lines and form.	149.5 hours
Hair Styling	Artistry and science of hair design with shaping and hair direction exercises to promote dexterity and finger strength	290 hours
Lab	Sanitation, disinfection and general order essential to hygienic salon/spa.	55 hours
Nails	Manicure, pedicure and artificial nail application, structure; nail diseases and disorders.	100 hours
Skin	Facials and skin care; anatomy and histology of skin; skin diseases and disorders.	67.5 hours
Shampooing	Hygienic care of hair and scalp, scalp manipulations, product knowledge of shampoos and conditioners and protection for the client by proper draping.	15 hours
Social Skills	Professionalism and customer service, salon/spa office and telephone skills. Good salon habits, professional and ethical behavior in professional settings.	50 hours
Hair Removal	Various methods of hair removal and procedures for removing unwanted hair.	30 hours
	<b>Total</b>	<b>1500 hours</b>

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## NAIL TECHNOLOGY PROGRAM

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### **620 Clock Hours of Study**

Through the Nail Technology Program, students develop manicuring and pedicuring skills, nail art, wraps, nail tips, and sculptured nails. After graduating from the program, students are prepared to take the state board licensing examination which consists of a written exam and a practical exam. This program is offered in both day and evening schedules. Admissions requirements are published elsewhere in this catalog.

The State of Tennessee requires 600 hours of training to sit for the state license as a manicurist. The Institute's Program contains an additional 20 hours as this curriculum includes subjects that are not required for licensure, but that, in the opinion of the Institute are important for preparation for the professional nail salon. These subjects include The Electric Drill, and Advanced Nail Art Technique.

Please note: A high school diploma or a General Equivalency Diploma is required prior to taking the state board licensing examination in Tennessee. Although the State of Tennessee Board of Cosmetology permits a person to study Cosmetology, Nail Technology or Esthetics who have attained a minimum of 10 years of secondary education and are at least 16 years of age, Georgia Career Institute will not admit a student for study unless he or she possesses a high school diploma or a general equivalency diploma (GED).

The Nail Technology Program is divided into three phases: Pre-Clinic Freshmen (140 Clock Hours), Intermediate (110 Clock Hours), and Clinic Seniors (370 Clock Hours). The Program curriculum is designed to accommodate the Tennessee State Board of Cosmetology requirements of General (150 hours), Chemical (100 hours) and Physical (350 Hours) educational components.

The Nail Technology kit consists of carrying case, files, buffers, wipes, nail tips, resin, 1 mannequin hand, acrylic supplies, acrylic brush, dappen dish, nail clipper, assorted polishes, foot file, sanitize tray, manicure bowl/brush. Items within the kit may be substituted, depending on manufacturer availability.

Below is a sample list of occupations that may be achieved as a licensed Nail Technologist:

Manicurist	Salon/Spa Owner-operator	Booth renter	Salon/Spa manager
Pedicurist	Product consultant	Educator	Nail Art specialist

The career is not without its physical demands and standards for employment. Individuals thinking about pursuing a career in beauty or wellness should possess or be able to:

- Sit for long periods of time
- Ability to bend and stretch
- Demonstrate manual dexterity
- Repetitive motor skills (including small muscle control)
- Eye/hand coordination
- Normal or device- corrected vision /hearing
- Ability to distinguish color
- Not prone to psoriasis, dermatitis or other chronic skin diseases that may accompany open lesions
- Working with chemicals and skin care products
- Oral and written communication skills
- Effective interpersonal relationship skills

- Ability to instruct clients
- Ability to follow instructions
- Stamina for long work days and flexible schedules

## NAIL TECHNOLOGY COURSE DESCRIPTIONS

**Note: Many courses are segmented to be introduced to the student during the Freshman Phase, practiced during the Intermediate Phase, and finally honed during the Senior Phase**

Course Name	Objectives	Clock Hours
Advanced Techniques	This segment includes the introduction to aromatherapy and reflexology. Color acrylics are also introduced at this time.	20 hours
Airbrushing	Demonstrated for the purpose of showing nail art as an application of spray paint through the use of a paint gun and compressor.	5 hours
Fill-ins	Teaches the student to apply acrylic to the new growth of the previously enhanced nail.	30 hours
Manicures	Teaches basic skills for cleansing and caring of the hands including basic manicures, hot oil manicures, spa manicures and massage techniques.	80 hours
Nail Art	The student will learn the various methods of decorating nails using paints, polishes, applique, stones, foils and their imagination. Nail art is usually the focal point of their individual portfolio.	10 hours
Nail Drill	Introduction to the use of a drill for filing, buffing and shaping artificial nail enhancements. It also includes the sanitation required, safety and storage of the drill and tips for use on clients.	5 hours
Nail Lab	Teaches the sanitation and cleanliness associated with keeping a spa or salon in order.	25 hours
Nail Wraps	Teaches the student to apply nail wraps and/or fix broken nails.	20 hours
Paraffin	Benefits and use of paraffin treatments and heat.	5 hours
Pedicures	Teaches basic skills for cleansing and caring for the feet including basic pedicure, spa pedicure and massage techniques.	60 hours
Removal and Repair	Teaches the correct techniques for removing artificial applications.	10 hours
Sculptured Nails	Acrylic applications on forms or natural nails. This segment teaches the technique of handling product with consistency molding and forming the acrylic base on the nail, shaping, filing and buffing.	90 hours
Tips with Overlay	Teaches the student to apply nail wraps to strengthen natural nails and/or temporarily repair nails that have breaks, chips or cracks in the nail base or free edge.	60 hours
Theory	Detailed theoretical and practical instruction in all aspects of the student's program as guided by the textbook and workbook. Written testing and evaluation in the State Board Review Book.	200 hours
	<b>Total</b>	<b>620 Hours</b>

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## ESTHETICS PROGRAM - GEORGIA

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### **1000 Clock Hours of Study** ***Offered at the Main Campus only***

One of the fastest growing professional segments of the beauty industry is Esthetics. The Esthetician is responsible for the care, repair and enhancement of the skin, our largest organ. This program will prepare the student for a career in esthetics and for the licensing examination of the Georgia State Board of Cosmetology. A high school diploma or a General Equivalency Diploma is required prior to taking the state board licensing examination. The student is advised that Georgia Career Institute's Esthetics program is a rigorous one that demands more than the basics required for a Georgia Esthetics license and will require significant practice and preparation outside of the classroom. This program is offered in both the day and evening schedules. Admissions requirements are published elsewhere in this catalog.

The Esthetics Program is divided into two areas: Pre-Clinic Freshmen (250 Clock Hours), and Clinic Seniors (750 Clock Hours) in Georgia.

The Institute provides study and exposure to the best product lines available for skin care. Some of these products include Image skin care, Crown makeup, Farmhouse Fresh, and Alexandria Professional Sugaring.

The Esthetics kit consists of a product kit, high frequency portable machine, skin scrubber portable machine, rolling case, massage training head, extraction tool kit, mixing bowls, body/face brushes, mixing palette, tweezers, waxing kit, sugaring kit, and makeup kit. Items within the kit may be substituted, depending on manufacturer availability.

Below is a sample list of occupations that may be achieved as a licensed Esthetician:

Makeup Artist	Salon/Spa Owner-operator	Booth renter	Salon/Spa manager
Facialist	Product consultant	Educator	Esthetician for medical skincare facility

The career is not without its physical demands and standards for employment. Individuals thinking about pursuing a career in beauty or wellness should possess or be able to:

- Stand for long periods
- Ability to bend and stretch
- Demonstrate manual dexterity
- Repetitive motor skills (including small muscle control)
- Eye/hand coordination
- Normal or device- corrected vision /hearing
- Ability to distinguish color
- Not prone to psoriasis, dermatitis or other chronic skin diseases that may accompany open lesions
- Working with chemicals and skin care products
- Oral and written communication skills
- Effective interpersonal relationship skills
- Ability to instruct clients
- Ability to follow instructions
- Stamina for long work days and flexible schedules
- Maintain customer-service/professional attitude



### ESTHETICS COURSE DESCRIPTIONS

**Note: Many courses are segmented to be introduced to the student during the Freshman Phase, practiced during the Intermediate Phase, and finally honed during the Senior Phase**

Course Name	Objectives	Clock Hours
Theory	Detailed theoretical and practical instruction in all aspects of the student's program as guided by the textbook and workbook. Written testing and evaluation covered in the State Board Review book.	250 Clock Hours
Sciences	Advanced treatments and techniques including machines, electrical apparatus', microdermabrasion, chemical exfoliation, nutrition, aromatherapy, and reflexology.	320 Clock Hours
Facial Treatments	Basic facial treatments performed from skin analysis including cleansing, toning, massaging, towel steaming, applying masques, and moisturizing are taught. Advanced facial treatments incorporate the use machinery and chemical exfoliation in the service.	115 Clock Hours
Body Treatments	Massage techniques and esthetic applications merge in spa therapies for the body. Body wraps for de-stressing, detoxification and cellulite reduction. Body treatments include special procedures for the hands, feet and back.	70 Clock Hours
Make-Up	This segment teaches the theory of color in relation to skin tones and undertones. It teaches preparation, consultation, selection, and contouring application of facial makeup. Special occasion, day and nighttime makeup application specific.	90 Clock Hours
Lash/Brow Dye	The safe and specific instruction for permanently coloring eyelashes and eyebrows for enhancement.	5 Clock Hours
Hair Removal	This segment focuses on professional hair removal through waxing, tweezing, and sugaring. Areas of required removal are the eyebrow, lip, face, leg, bikini lines, and varied areas of the body.	70 Clock Hours
Spa/Salon Management	This segment includes teaching the requirements necessary to manage a clean and sanitary spa/salon. Subjects include customer service, front desk and reception, managerial responsibilities, product control and disbursement. A salon project designed to provide the student with a business plan after graduation is also required.	80 Clock Hours
	<b>Total</b>	<b>1000 hours</b>

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## ESTHETICS PROGRAM - TENNESSEE

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### **750 Clock Hours of Study**

One of the fastest growing professional segments of the beauty industry is Esthetics. The Esthetician is responsible for the care, repair and enhancement of the skin, our largest organ. This program will prepare the student for a career in esthetics and for the licensing examination of the Tennessee State Board of Cosmetology. The student is advised that Georgia Career Institute's Esthetics program is a rigorous one that demands more than the basics required for a Tennessee Esthetics license, and will require significant practice and preparation outside of the classroom. This program is offered in both the day and evening schedules. Admissions requirements are published elsewhere in this catalog.

Please note: A high school diploma or a General Equivalency Diploma is required prior to taking the state board licensing examination in Tennessee. Although the State of Tennessee Board of Cosmetology permits a person to study Cosmetology, Nail Technology or Esthetics who have attained a minimum of 10 years of secondary education and are at least 16 years of age, Georgia Career Institute will not admit a student for study unless he or she possesses a high school diploma or a general equivalency diploma (GED).

The Esthetics Program is divided into two phases: Pre-Clinic Freshmen (150 Clock Hours), and Clinic Seniors (600 Clock Hours). In accordance with the Tennessee State Board requirements, the courses in this program are designed to provide: 150 clock hours in general studies, 450 clock hours in physical studies and 150 in chemical studies relating to esthetics.

The Institute provides study and exposure to the best product lines available for skin care. Some of these products include Image skin care, Crown makeup, Farmhouse Fresh, and Alexandria Professional Sugaring.

The Esthetics kit consists of a product kit, high frequency portable machine, skin scrubber portable machine, rolling case, massage training head, extraction tool kit, mixing bowls, body/face brushes, mixing palette, tweezers, waxing kit, sugaring kit, and makeup kit. Items within the kit may be substituted, depending on manufacturer availability.

Below is a sample list of occupations that may be achieved as a licensed Esthetician:

Makeup Artist	Salon/Spa Owner-operator	Booth renter	Salon/Spa manager
Facialist	Product consultant	Educator	Esthetician for medical skincare facility

The career is not without its physical demands and standards for employment. Individuals thinking about pursuing a career in beauty or wellness should possess or be able to:

- Stand for long periods
- Ability to bend and stretch
- Demonstrate manual dexterity
- Repetitive motor skills (including small muscle control)
- Eye/hand coordination
- Normal or device- corrected vision /hearing
- Ability to distinguish color
- Not prone to psoriasis, dermatitis or other chronic skin diseases that may accompany open lesions
- Working with chemicals and skin care products
- Oral and written communication skills

- Effective interpersonal relationship skills
- Ability to instruct clients
- Ability to follow instructions
- Stamina for long work days and flexible schedules
- Maintain customer-service/professional attitude

### ESTHETICS COURSE DESCRIPTIONS

**Note: Many courses are segmented to be introduced to the student during the Freshman Phase, practiced during the Intermediate Phase, and finally honed during the Senior Phase**

Course Name	Objectives	Clock Hours
Theory	Detailed theoretical and practical instruction in all aspects of the students program as guided by the textbook and workbook. Written testing and evaluation covered in the State Board Review Book.	188 hours
Sciences	Advanced treatments and techniques including machines, electrical apparatus', microdermabrasion, chemical exfoliation, nutrition, aromatherapy and reflexology.	240 hours
Facial Treatments	Basic facial treatments performed from skin analysis including cleansing, toning, massaging, towel steaming, applying masques and moisturizing are taught. Advanced facial treatments incorporate the use of machinery and chemical exfoliation.	86 hours
Body Treatments	Massage techniques and esthetic applications merge in spa therapies for the body. Body wraps for de-stressing, detoxification and cellulite reduction. Body treatments include special procedures for the hands, feet and back.	58 hours
Lash Brow Dye	The safe and specific instruction for permanently coloring eyelashes and eyebrows for enhancement.	5 hours
Make-up	This segment teaches the theory of color in relation to skin tones and undertones. It teaches preparation and application of facial makeup. Special occasions, day and nighttime makeup application specific.	68 hours
Hair Removal	This segment focuses on professional hair removal through waxing, tweezing, and sugaring. Areas of required removal are the eyebrow, lip, face, leg and bikini lines.	65 hours
Spa/Salon Management	This segment includes teaching the requirements necessary to manage a clean and sanitary spa/salon. Subjects include customer service, front desk and reception, managerial responsibilities, product control and disbursement. A salon project designed to provide the student with a business plan after graduation is also required.	40 hours
	<b>Total</b>	<b>750 hours</b>

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## MASSAGE THERAPY PROGRAM

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### **750 Clock Hours of Study**

Through the Massage Therapy program, students develop their art in a way that prepares them to practice in a variety of settings. The in-depth study of Western modalities, such as Swedish, Deep Tissue and Sports/Orthopedic massage, integrated with a strong core of anatomy, physiology and pathology provides the students with a multi-faceted foundation.

Courses in this program also include training in hydrotherapy, special populations, business and professional ethics, as well as allied modalities including an introduction to Eastern modalities and aromatherapy. This curriculum contains a strong core of theory with an emphasis on practical hands on skills developed in the classroom as well as in a supervised clinical setting.

Georgia Career Institute prepares students to take the Federation of State Massage Therapy Exam (MBLEx). Upon passing this examination the graduate may apply for a state license.

The State of Tennessee and the State of Georgia requires students to pass the MBLEx named above and to have successfully completed a minimum of 500 clock hours of training. Georgia Career Institute requires 250 additional hours. This addition allows for exposure to additional modalities and techniques that, while not required for state licensure, gives the graduate more tools with which to successfully treat his or her clients' conditions. In addition, this program contains a rigorous series of courses beyond the minimum state requirements in human anatomy, physiology, and pathology.

The Massage Therapy kit consists of a massage table, massage chair, bolster, sheet set, lotion bottle and holster. Items within the kit may be substituted, depending on manufacturer availability.

Below is a sample list of occupations that may be achieved as a licensed Massage Therapist:

Massage Therapist	Salon/Spa Owner-operator	Booth renter
Salon/Spa manager	Educator	
Assistant to chiropractor, physical therapist and other medical professionals		

The career is not without its physical demands and standards for employment. Individuals thinking about pursuing a career in beauty or wellness should possess or be able to:

- Stand in one place for long periods of time
- Ability to bend and stretch
- Demonstrate manual dexterity
- Repetitive motor skills (including small muscle control)
- Eye/hand coordination
- Not prone to psoriasis, dermatitis or other chronic skin diseases that may accompany open lesions
- Working with chemicals and skin care products
- Oral and written communication skills
- Effective interpersonal relationship skills

- Ability to instruct clients
- Ability to follow instructions
- Stamina for long work days and flexible schedules
- Maintain customer-service/professional attitude

### MASSAGE THERAPY COURSE DESCRIPTIONS

Course Name/Number	Objectives	Clock Hours
Module 1 <i>Intro to Massage Swedish Technique</i>	Program orientation, in depth training in Swedish massage techniques, Chair massage, Professional Ethics, Massage History, charting and hygiene. Pre-requisites; Admission to GCI	93 hours
Module 2 Intro to Massage Swedish Technique	Medical terminology, continuation of Swedish massage techniques, Professional tough, and continuation of Anatomy are included in this module. Pre-requisites; Admission to GCI	93 hours
Module 3 Orthopedic Assessment/Clinic	Prenatal massage, Pathology, Orthopedic assessment, CPR, HIV/AIDS and Clinic Prep are studied in this module. Massage in the clinic is started in this module. Pre-requisites; Modules 1 & 2	100 hours
Module 4  NMT MFR SPA	An in-depth study of Neuromuscular therapy, Myofascial Release, and address adhesions, Trigger Points and their treatments. These modalities are all designed to promote longer lasting effects. Traditional Chinese Medicine is introduced as well as Spa Treatments. Pathology and Anatomy are continued. Clinic prepares the students for the professional work environment through practice; customer service skills, time management and front desk skills. Pre-requisites; Modules 1 & 2	100 hours
Module 5  NMT MFR Hydro	This course is a continuation of Anatomy, Pathology, Neuromuscular therapy and Myofascial Release. Hydrotherapy and Reflexology are studied. Pathology studies as continued. Clinic prepares the student for the professional work environment through practice; customer service skills, time management and front desk skills. Pre-requisite; Modules 1 & 2	100 hours
Module 6 Business Ethics Thai Massage	This course is a study of Business Practices, Ethics and Thai Massage on the table. Pathology continued. Clinic prepares the student for the professional work environment through practice; customer skills, time management and front desk skills. Pre-requisite; Modules 1 & 2	100 hours
Module 7 Deep Tissue MBLEx Prep	Deep Tissue is introduced using previous techniques to promote lasting effects. Special Populations is studied and intense preparation for MBLEx testing. Clinic prepares the student for the professional work environment through practice; customer skills, time management and front desk skills. Pre-requisites Modules 1-6	164 hours
<b>Total</b>		<b>750 hours</b>

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## INSTRUCTOR PROGRAMS

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The most valuable asset of any school is its faculty. An excellent Cosmetology practitioner isn't necessarily a good instructor without formal training. This program is the essence of what differentiates a formal school preparation in cosmetology from a salon internship. It is an immersion into the science and art of pedagogy. Cosmetology, Nail Technology and Esthetics practitioners are trained to teach all aspects of their craft to students – effectively and professionally.

The institute believes that good instruction requires significantly more training than is locally required and advised applicants that a significant amount of independent study outside of school will be expected. This curriculum is a very rigorous one and the applicant is advised that if he or she is not prepared to commit to the requirements of this curriculum, he or she should consider other alternatives.

The primary purpose of the Instructor Programs is to prepare the student educator with teaching methodology, learning philosophy and professional ethics. Upon completion of this course of study, the student educator will have gained the necessary knowledge in the technical skill needs of the industry as well as the education methods that will assist in training competent, qualified professionals for successful employment in the beauty education industry. After graduating from the Instructor Program, students are prepared to that the State Board licensing examination for the state in which they studied (Georgia or Tennessee).

The table below provides an outline of the topics covered with descriptions. Preparations for all instructor programs follows the same course of study; varied only by the actual contact hours required in each area of study, and particular discipline emphasis (cosmetology, nail technology or esthetics).

Course Name/Number	Objectives
Classroom Management	Teaches the student how to use his or her skills as a leader, teacher, supervisor, manager, advisor, disciplinarian and student advocate, to foster a positive classroom environment.
Curriculum Development	Organization and careful planning are essential for an instructor to provide maximum educational benefit. This course teaches the student instructor how to work with curricula to form a well-balanced program.
Demonstrations	Gives student instructors an opportunity to demonstrate their knowledge and abilities.
Lesson Plans/ Presentation	Aids the student instructor in development of a specific plan for each day, goals, content to be covered, techniques, activities and materials to be used. This segment teaches the student instructor how to deliver a lesson to the class which is well organized and effective.
Practice Teaching	Under the supervision of a senior instructor, the student instructor has an opportunity to put into practice the techniques and theory during this program
Principles of Teaching Esthetics	Instructs the student instructor in the key elements of the esthetics curriculum to help in the development of lesson plans and practical demonstrations.
Principles of	

Teaching Cosmetology	Instructs the student instructor in the key elements of the esthetics curriculum to help in the development of lesson plans and practical demonstrations.
Principles of Teaching Nails	Instructs the student instructor in the key elements of the esthetics curriculum to help in the development of lesson plans and practical demonstrations.
Principles of Teaching Law	Instructs the student instructor in the key elements of the cosmetology law curriculum to help in the development of lesson plans and practical demonstrations.
Testing/ Evaluations	Shows the student instructor how to effectively use written as well as practical evaluations to monitor the student's progress.

### **Cosmetology Instructor Program**

#### **750 Clock Hours of Study (Georgia)**

Offered at the Main Campus only

The State of Georgia requires the applicant must have 750 hours of Instructor Training in Cosmetology at a board approved school; and have one year of work experience at the master level and a current Georgia Cosmetology license. This program is offered in both day and night schedules.

Refer to Georgia Law, Title 43, Chapter 10, 2(A) (iii) (B) pgs. 14-15 for further information.

#### **300 Clock Hours of Study (Tennessee)**

Offered at the Tennessee campuses only

The State of Tennessee requires 300 clock hours of training to teach Cosmetology, Nails or Esthetics.

Requirements: Graduation from an accredited Cosmetology program and a current Tennessee license and have worked in the field for three years. This program is offered in both day and night schedules.

### **Nail Technology Instructor Program**

#### **250 Clock Hours of Study (Georgia)**

Offered at the Main Campus only

After graduating from a GA Nail Technology program, students are prepared to take the Georgia State Board of Cosmetology licensing examination. Candidates for this program must hold a valid Georgia Nail Technician's or Cosmetologist's license.

#### **300 Clock Hours of Study (Tennessee)**

Offered at the Tennessee campuses only

The State of Tennessee requires 300 clock hours of training to teach Cosmetology, Nails or Esthetics.

Requirements: Graduation from an accredited Cosmetology program and a current Tennessee license and have worked in the field for three years. This program is offered in both day and night schedules

### **Esthetics Instructor Program**

#### **500 Clock Hours of Study (Georgia)**

After graduating from the GA Esthetics Instructor Program, students are prepared to take the GA State Board of Cosmetology licensing examination. Candidates for this program must hold a valid Georgia Esthetician's or a Master Cosmetology license from an accredited Esthetics or Cosmetology program.

This program is offered in both day and night schedules.

#### **300 Clock Hours of Study (Tennessee)**

Offered at the Tennessee campuses only

The State of Tennessee requires 300 clock hours of training to teach Cosmetology, Nails or Esthetics. Requirements: Graduation from an accredited Cosmetology program and a current Tennessee license and have worked in the field for three years. This program is offered in both day and night schedules.



# LICENSE REQUIREMENTS

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## GEORGIA COSMETOLOGIST LICENSE

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To become a licensed master cosmetologist in the State of Georgia, a student must fulfill the following requirements:

- a) Application showing completion of at least 1500 hours
- b) The required examination fee
- c) Copy of high school diploma or G.E.D.

The student taking the examination must pass the written and practical portions of the test with at least 70%. Failure to pass either section will require the applicant to retake that portion of the test.

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## GEORGIA NAIL TECHICIAN LICENSE

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To become a licensed nail technician in the State of Georgia, a student must fulfill the following requirements:

- a) Application showing the completion of at least 620 hours
- b) The required examination fee
- c) Copy of high school diploma or G.E.D.

The student taking the examination must pass the written and practical portions of the test with at least 70%. Failure to pass either section will require the applicant to retake that portion of the test.

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## GEORGIA ESTHETICIAN LICENSE

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To become a licensed esthetician in the State of Georgia, a student must fulfill the following requirements:

- a) Application showing the completion of at least 1000 hours
- b) The required examination fee
- c) Copy of high school diploma or G.E.D.

The student taking the examination must pass the written and practical portions of the test with at least 70%. Failure to pass either section will require the applicant to retake that portion of the test.

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## GEORGIA MASSAGE THERAPY LICENSE

### **Rule 345-3-.02 Application for Licensure**

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- (1) The applicant for licensure as a massage therapist shall submit an application and the required non-refundable fee on a form approved by the Board, and evidence satisfactory to the Board that the applicant:
  - (a) is at least 18 years of age; and
  - (b) has a high school diploma, GED, or recognized equivalent; and
  - (c) is a citizen of the United States or a permanent resident of the United States.
- (2) In addition to the information called for on the form, the applicant must also provide or complete the following:
  - (a) satisfactory results from a fingerprint record check report conducted by the Georgia Crime Information Center and the Federal Bureau of Investigation, as determined by the Board. The applicant shall be responsible for all fees associated with the performance of such background check (see instructions on how to register and complete the fingerprint check posted @ [www.sos.ga.gov/plb/massage](http://www.sos.ga.gov/plb/massage), Application Downloads link); and
  - (b) official verification from NCBTMB (National Certification Board for Therapeutic Massage and Bodywork) or FSMTB (Federation of State Massage Therapy Boards) showing applicant has passed the NCBTMB National Certification Exam for Therapeutic Massage (NCETM) or National Certification Exam for Therapeutic Massage & Bodywork (NCETMB), or the FSMTB Massage & Bodywork Licensing Exam (MBLEx), or an exam deemed equivalent or equal to the NCE or FSMTB exam by the Board; and,
  - (c) applicants educated within the United States: submit an official, certified school transcript in an original sealed envelope, by the applicant's school or program, of successful completion (graduation) of a board-recognized massage therapy education program consisting of a minimum of five-hundred (500) hours of course and clinical work in accordance with Board rule 345-8; or,
  - (d) applicants educated outside the United States:
    1. provide a credential evaluation report, in English, completed by a verifiable credential evaluation entity subject to the Board's approval to include a certified copy of the school transcript translated into English that includes, but is not limited to, the following:
      - i. all documentation must be certified translations including the name and contact number of the person completing and approving the credential evaluation report; and,
      - ii. the credential evaluation report shall include verification that the massage therapy educational entity providing the transcript to the applicant of the education was licensed, recognized or approved by a government, country, province or territory's educational commission, regulatory body or other verifiable official.
    2. official verification of passage of one of the following national exams: MBLEx, NCBTMB,

or NCBTM.

3. the Board reserves the right to recognize and consider mitigating circumstances with regard to the provision of educational information within compliance with this rule.

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## TENNESSEE COSMETOLOGY, NAIL TECHNOLOGY, & ESTHETICS LICENSE REQUIREMENTS

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[Tenn. Code Ann. § 62-4-110](#)

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### 62-4-110. Application and qualifications for practicing or teaching — Fees.

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- (a) Any person who desires a cosmetologist's license shall submit an application for examination to the board on the prescribed form. The application shall be accompanied by:
- (1) A nonrefundable, nontransferable application/examination fee as set by the board;
  - (2) Satisfactory proof that the applicant has attained the age of at least sixteen (16) years;
  - (3) Satisfactory proof that the applicant either:
    - (A) Has completed and passed a course of instruction of no less than one thousand five hundred (1,500) hours in practice and theory at a school of cosmetology; or
    - (B) Holds a valid Tennessee master barber registration and has completed three hundred (300) hours in a licensed school of cosmetology learning the fundamentals of cosmetology technique and pedicuring; and
  - (4) Satisfactory proof that the applicant successfully completed, as part of the hours of instruction described in subdivision (a)(3), up to one (1) hour of online or in-person training, at no cost to the applicant, by a nonprofit anti-domestic violence organization recognized by the Tennessee Coalition to End Domestic Violence and Sexual Assault on domestic violence that focuses on how to recognize the signs of domestic violence, how to respond to these signs, and how to refer a client to resources for victims of domestic violence.
- (b) Any person who desires a license to practice manicuring only shall submit an application for examination to the board on the prescribed form. The application shall be accompanied by:
- (1) A nonrefundable, nontransferable application/examination fee as set by the board;
  - (2) Satisfactory proof that the applicant has attained the age of at least sixteen (16) years and has completed and passed a course of instruction of no less than six hundred (600) hours in the practice and theory of manicuring at a school of cosmetology; and
  - (3) Satisfactory proof that the applicant successfully completed, as part of the hours of instruction described in subdivision (b)(2), up to one (1) hour of online or in-person training, at no cost to the applicant, by a nonprofit anti-domestic violence organization recognized by the Tennessee Coalition to End Domestic Violence and Sexual Assault on domestic violence that focuses on how to recognize the signs of domestic violence, how to respond to these signs, and how to refer a client to resources for victims of domestic violence.
- (c) Any person who desires a license to instruct in a school shall submit an application for examination to the board on the prescribed form. The application shall be accompanied by:
- (1) A nonrefundable, nontransferable application/examination fee as set by the board;
  - (2) Satisfactory proof that the applicant:
    - (A)
      - (i) Is a high school graduate, evidenced by a certificate or diploma, or possesses a general equivalency diploma (GED®);
      - (ii) Holds a valid cosmetologist's, manicurist's, aesthetician's, or natural hair stylist's license issued by the board;

(iii) Has completed and passed a board-approved course in instructor training of at least three hundred (300) hours within a period of six (6) months as an instructor trainee or has served as a junior instructor for a minimum of one (1) year;

(iv) Has been licensed as a cosmetologist, aesthetician, manicurist, or natural hair stylist pursuant to this chapter for at least three (3) continuous years; and

(v) Seeks to instruct only in the area in which the applicant is currently licensed; or

**(B)**

(i) Holds a valid certificate of registration as a barber instructor pursuant to § 62-3-124; and

(ii) Completes three hundred (300) hours in a licensed school of cosmetology learning the fundamentals of cosmetology technique and pedicuring; and

**(3)** Satisfactory proof that the applicant successfully completed, as part of the hours of instruction described in subdivision (c)(2)(C), up to one (1) hour of online or in-person training, at no cost to the applicant, by a nonprofit anti-domestic violence organization recognized by the Tennessee Coalition to End Domestic Violence and Sexual Assault on domestic violence that focuses on how to recognize the signs of domestic violence, how to respond to these signs, and how to refer a client to resources for victims of domestic violence.

**(d)** Any person who desires a license to practice aesthetics only shall submit an application for examination to the board on the prescribed form. The application shall be accompanied by:

**(1)** A nonrefundable, nontransferable application/examination fee as set by the board;

**(2)** Satisfactory proof that the applicant has attained the age of at least sixteen (16) years and has completed and passed a course of instruction of no less than seven hundred fifty (750) hours in the practice and theory of aesthetics at a school of cosmetology; and

**(3)** Satisfactory proof that the applicant successfully completed, as part of the hours of instruction described in subdivision (d)(2), up to one (1) hour of online or in-person training, at no cost to the applicant, by a nonprofit anti-domestic violence organization recognized by the Tennessee Coalition to End Domestic Violence and Sexual Assault on domestic violence that focuses on how to recognize the signs of domestic violence, how to respond to these signs, and how to refer a client to resources for victims of domestic violence.

**(e)** Any person who desires a natural hair styling license shall submit an application for examination to the board on the prescribed form. The application shall be accompanied by:

**(1)** A nonrefundable, nontransferable application/examination fee as set by the board;

**(2)** Satisfactory proof that the applicant has attained the age of at least sixteen (16) years and has completed and passed a course of instruction of no less than three hundred (300) hours in the practice and theory of natural hair styling at a school of cosmetology; and

**(3)** Satisfactory proof that the applicant successfully completed, as part of the hours of instruction described in subdivision (e)(2), up to one (1) hour of online or in-person training, at no cost to the applicant, by a nonprofit anti-domestic violence organization recognized by the Tennessee Coalition to End Domestic Violence and Sexual Assault on domestic violence that focuses on how to recognize the signs of domestic violence, how to respond to these signs, and how to refer a client to resources for victims of domestic violence.

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## TENNESSEE MESSAGE THERAPY LICENSE

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<https://publications.tnsosfiles.com/rules/0870/0870-01.20170817.pdf>

The State of Tennessee requires all massage therapists to hold a valid state license. The requirements and associated regulations are included in this catalog for all Tennessee massage students. The following information is provided from Tennessee Massage Licensing Board:

### **0870-1-.05 LICENSURE PROCESS FOR MESSAGE THERAPISTS.**

**0870-01-.05 LICENSURE PROCESS.** (1) To practice massage therapy in Tennessee a person must possess a lawfully issued license from the Board. The process for obtaining a license is as follows: (a)

An application packet shall be requested from the Board's Administrative Office. (b) An applicant shall respond truthfully and completely to every question or request for information contained in the application form. The applicant shall submit the application along with all required documentation and fees to the Board Administrative Office. It is the intent of this rule that activities necessary to accomplish the filing of the required documentation be completed prior to filing an application and that all documentation be filed as close to simultaneously as possible. (c) Applications will be accepted throughout the year. Supporting documentation required by these rules must be timely received in the Board Administrative Office as provided in rule 0870-01-.08 (3) or the file will be closed. (d) An applicant shall submit a copy of his/her birth certificate or its equivalent which indicates that the applicant is, at the time of application, at least eighteen (18) years of age. Applicants who are not citizens of the United States or whose birth certificates reflect that they were not born in the United States shall submit proof of their immigration status demonstrating their right to live and work in the United States.

#### GENERAL RULES GOVERNING LICENSED MASSAGE THERAPISTS CHAPTER 0870-01 AND ESTABLISHMENTS (Rule 0870-01-.05, continued) August, 2017 (Revised) 7

(e) Applicants shall request that a transcript from one (1) or more post secondary academic institution(s) approved by the Tennessee Higher Education Commission or its equivalent in another state(s), or approved by the Tennessee Board of Regents and approved by the Tennessee Massage Licensure Board, be submitted directly from the institution(s) to the Board Administrative Office. The transcript must carry the official seal of the institution(s) and must show that the applicant has successfully completed a massage, bodywork, and/or somatic therapy curriculum(s) consisting of no less than five hundred (500) classroom hours, specifically delineated as follows: 1. Two hundred (200) classroom hours of the five hundred (500) classroom hour requirement shall consist of sciences including, but not limited to, anatomy, physiology-Western and/or/Eastern, kinesiology, pathology, HIV/AIDS and bloodborne pathogens, and hygiene (including standard precautions). Other sciences related to the human body may be included with Board approval. 2. Two hundred (200) classroom hours of the five hundred classroom (500) hour requirement shall consist of basic massage theory and practice including, but not limited to, history, benefits, indications, contraindications, demonstration and supervised practice, client assessment/evaluation, soft tissue manipulations including: gliding, kneading, friction, compression, vibration, percussion, stretching, joint movements, draping, positioning, turning, feedback, charting/documentation, proper body mechanics, and self-care. 3. Eighty-five (85) classroom hours of the five hundred (500) classroom hour requirement shall consist of related subjects including, but not limited to, business standards of practice, communication skills, CPR/First Aid, the Americans with Disabilities Act, referral methods, specialized populations, and specialized and adjunct therapies/modalities (including hydrotherapy). 4. Ten (10) classroom hours of the five hundred (500) classroom hour requirement shall consist of ethics instruction. 5. Five (5) classroom hours of the five hundred (500) classroom hour requirement shall consist of instruction regarding Tennessee massage statutes and regulations. (f) Applicants shall request that verification of having successfully completed an examination, as provided in Rule 0870-01-.09, be submitted directly from the examining agency or its successor organization to the Board Administrative Office. (g) Applicants shall submit evidence of good moral character. Such evidence shall consist of two (2) recent (within the preceding 12 months) original signed and dated letters from health care professionals that include the professional's licensing credentials and attest to the applicant's personal character and professional ethics. The letters should be drafted on the writer's professional letterhead and include the writer's contact information. (h) Applicants shall disclose the circumstances surrounding any of the following: 1. Conviction of any criminal offense (except minor traffic offenses) of any country, state or municipality, including without limitation, conviction for prostitution or any sexual misconduct offense. A conviction for prostitution or

sexual misconduct offenses shall disqualify an applicant from receiving a license. A conviction for a felony under the laws of Tennessee may disqualify an applicant from receiving a license.

GENERAL RULES GOVERNING LICENSED MASSAGE THERAPISTS CHAPTER 0870-01 AND ESTABLISHMENTS (Rule 0870-01-.05, continued) August, 2017 (Revised) 8

2. The denial of professional licensure/certification by any other state or the discipline of licensure/certification in any state. 3. Loss or restriction of licensure/certification. 4. Any civil suit judgment or civil suit settlement in which the applicant was a party defendant in any actions involving malpractice, negligence and/or fraud. 5. Failure of any professional licensure or certification examination. (i) Applicants shall cause to be submitted to the Board Administrative Office directly from the vendor identified in the Board's licensure application materials, the result of a criminal background check. (j) If an applicant holds or has ever held a license/certificate to practice any profession in any other state, the applicant shall cause to be submitted the equivalent of a Tennessee Certificate of Endorsement (verification of licensure/certification) from each such licensing board which indicates the applicant holds or held an active license/certificate and whether it is presently in good standing or was in good standing at the time it became inactive. (k) An applicant shall submit the application fee and state regulatory fee as provided in rule 0870-01-.07. (l) When necessary, all required documents shall be translated into English and such translation and original documents certified as to authenticity by the issuing source. Both versions must be submitted. (m) Reciprocity Licensure 1. Applicants who are licensed or have been licensed in another state and are seeking reciprocity licensure in Tennessee may do so in one of two ways: (i) An applicant may request that one or more transcripts compliant with Rule 0870-01-.05(1)(e)1-4 and verification of having successfully completed an approved competency examination as provided in 0870-01-.09 be submitted directly to the Board Administrative Office; or (ii) An applicant can avoid the educational requirements of rule 0870-01-.05(1)(e)1-4 if they qualify under the terms of Tennessee Code Annotated § 63-18-116. Such applicants must request that proof from the NCBTMB of their certification for the five (5) year period immediately preceding application for licensure be submitted directly to the Board Administrative Office and must submit documentation satisfactory to the Board that they have engaged in the practice of massage therapy in another state for the five (5) year period immediately preceding application for licensure. 2. All applicants for reciprocity licensure must submit proof of having successfully completed five (5) classroom hours of instruction regarding Tennessee massage statutes and regulations and must have had at least ten (10) classroom hours of ethics instruction, as required in rule 0870-01-.05(1)(e)4. and 5. These hours shall not be self-directed.

GENERAL RULES GOVERNING LICENSED MASSAGE THERAPISTS CHAPTER 0870-01 AND ESTABLISHMENTS (Rule 0870-01-.05, continued) August, 2017 (Revised) 9 (2) All applications shall be sworn to and signed by the applicant and notarized. All applications and documents submitted for licensure purposes become the property of the State of Tennessee and will not be returned. Neither the application form nor any required document will be accepted if any portion has been executed and dated prior to one (1) year before receipt by the Board Administrative Office. (3) Application review and all licensure decisions shall be governed by Rule 0870-01-.08. (4) Applicants who graduated from schools that are no longer in operation may be asked to submit additional documentary evidence of their education.

# ACADEMIC POLICIES

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## ORIENTATION

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In order for all new students to become acquainted with the policies and procedures of the Institute, orientation is held prior to or on the first day of class. This day is invaluable in making a smooth transition to a new environment and in giving staff and students a chance to become better acquainted.

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## GRADING SYSTEM

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Grades are issued to students at the end of each month and at the end of the program. The grading scale is as follows:

Letter Grade	Numerical Grade
A (Excellent)	94-100
B (Good)	87-93
C (Average)	80-86
F (Failure)	Below 80

If a grade of “F” is received in a course or subject required for graduation, that course or subject must be repeated until a passing grade is received.

Students who achieve a 94 or better grade average *and* who maintain at least a 94% attendance rate for a given month, are considered “Honor Roll Students” for that month.

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## SATISFACTORY ACADEMIC PROGRESS POLICY

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All Georgia Career Institute students must maintain what is termed “satisfactory academic progress” (SAP) at all times. The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the Georgia Career Institute. It is printed in this catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the Council on Occupational Education Commission (COE) and the federal regulations established by the United States Department of Education.

## MINIMUM STANDARDS

The Institute’s SAP policy requires that every student maintains a grade average of at least 80% (“C”) *and* attends at least 90% of scheduled classes. The grade average standard ensures that every student is grasping the material intellectually to prepare them for success upon graduation. The attendance average standard assures the student is present to get the knowledge he or she needs to succeed. It also makes certain that a student completes the program in the allotted time. A student is expected to

successfully complete all hours of a program within 1.5 times the scheduled, contracted time frame. A student may not receive Title IV funds for more than 1.5 times (150% of) the standard program length.

#### GRADE AVERAGE

The qualitative academic average is considered against norms of grading as utilized nationally in higher education. Tools used to establish the academic average of a student include, tests, essays, projects, study guides workbooks and other standard assessment tools. Students are assigned academic learning and a minimum required number of practical applications. Academic learning is evaluated after each chapter or unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Students shall be allowed to repeat a grading requirement a maximum of two times. If a student is unable to pass after the third attempt, the course must be retaken. Students must maintain a written grade average of 80% and pass a final written and practical exam prior to graduation. Students must make up any failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Letter Grade	Numerical Grade
A (Excellent)	94-100
B (Good)	87-93
C (Average)	80-86
F (Failure)	Below 80

#### ATTENDANCE AVERAGE

The attendance percentage is determined by dividing the total hours accrued in the period (monthly or benchmark) by the total number of hours scheduled during that period. At the end of each evaluation period, the Institute will determine if the student has maintained at least 90% cumulative attendance since the beginning of the course which will be an indicator by attendance that the student will be able to graduate within the maximum time frame allowed.

#### EVALUATIONS

SAP is evaluated **monthly** by the academic department in which the student is enrolled, **and** by the financial aid office at critical “benchmarks” in a student’s timeline toward graduation. These evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students are progressing and moving toward achievement of their goals. A student determined to be in good SAP will remain in good standing until the next scheduled evaluation.

#### EVALUATION PERIODS

The Academic Department Evaluation is **performed monthly**, and a progress report will be issued to each student by the 5th of each month, reporting on the previous month’s academic and attendance records.



Students who meet the minimum satisfactory requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation.

**Academic Monitoring** If a student fails to meet the minimum SAP requirements during a monthly academic evaluation, the student shall be given written notice of placement on a 30 day monitoring status. The student will have 30 days, respectively to meet the Institutes' minimum requirements. If at the next scheduled monthly academic evaluation, the student has not met the minimum requirement, the student may be subjected to dismissal from the Institute.

**The Financial Aid Benchmark** evaluation will also look at a student's achievement both qualitatively (a minimum of 80% grade average) and quantitatively (a minimum of 90% attendance of scheduled classes). These Benchmark periods are determined by a formula mandated by the Department of Education for all students, regardless as to whether he or she is a recipient of federal student aid. The chart below, illustrates when those benchmark evaluations will occur:

	REVIEW PERIOD	SCHEDULED CLOCK HOURS	MINIMUM ATTENDED HOURS REQUIRED	MINIMUM CUMUL. GRADE AVERAGE REQUIRED	PROGRAM
1500 CL HR PROGRAMS	1	450	405	80	COSMETOLOGY
	2	900	810	80	
	3	1200	1080	80	
	4	1500	1350	80	
1000 CL HR PROGRAMS	1	450	405	80	ESTHETICS
	2	900	810	80	
	3	1000	900	80	
750 CL HR PROGRAMS	1	375	337	80	ESTHETICS/ MASSAGE
	2	750	675	80	
620 CL HR PROGRAMS	1	310	279	80	NAIL TECHNOLOGY
	2	620	558	80	

*\*For Transfer Students: The financial aid evaluation will occur at the midpoint of the contracted hours or the benchmark periods above, whichever comes first.*

A student who is on an approved Leave of Absence will have his/her expected graduation date recalculated to allow for the number of days of the leave, so as not to penalize him or her for going beyond the original scheduled graduation date.

#### 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:

Total Clock Hours In Program	Total Clock Hours Per Week	Approximate Total Weeks of Instruction (approx.)	Approximate Total Months to complete Program (approx.)	Maximum allowable weeks to complete (150% of contract time)
1500	32.5	46	12	70
1500	20	75	18	113
1500	12	125	30	188
1000	26	38	10	57
1000	20	50	12	75
1000	12	83	20	125
750	24	32	8	48
750	20	38	9	57
620	24	24	6	36
620	20	31	7	47
620	12	52	12	78
300	20	15	4	23
300	12	25	6	38

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 90% of the scheduled hours.

#### **FA WARNING**

A student determined to be not meeting the minimum SAP requirements at the financial aid benchmark points, will be placed on warning. A student placed on warning who is a recipient of Title IV Financial Aid may continue to receive the funding.

A written plan for improvement will be established by the financial aid office if one has not already been established by the student's instructor. If the student follows the plan and corrects this situation in the following period by achieving the minimum grade and attendance averages, then the student will be determined to have re-established minimum standards of progress.

#### **FA PROBATION**

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 and, if applicable, students may be deemed ineligible to receive Title IV funds. If a student prevails in that appeal, then the student may be placed on probation until the next benchmark. Students on probation who appeal the decision, and who prevail upon appeal will be considered to be making satisfactory academic progress. NOTE: Only students who have the ability to meet the SAP policy standards by the next benchmark may be placed on probation. Students who have been placed on a plan to improve must be able to meet requirements set forth in the plan by the end of the next benchmark evaluation period. Students who are progressing according to their specific plan will be considered to be making SAP.

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 and will be suspended from school.

Grade averages of less than 80% are considered as failing grades and must be retaken until a passing grade is achieved. During the progress evaluation, a failing grade counts toward the completion date of the program although that failing grade must be remedied by retaking the course or assessment until a passing grade is achieved.

Transfer clock hours accepted by the Institute are counted toward completion of the program for purposes of determining compliance with maximum allowable time for completion.

**GETTING BACK TO MAKING SATISFACTORY ACADEMIC PROGRESS:** A student who has been placed on probation may reestablish SAP (and their Title IV financial aid, as applicable), by meeting minimum attendance and academic requirements by the end of the probationary period.

**APPEAL PROCEDURE:** If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days after such determination. This appeal must be in writing to the Campus Director, with documentation, explaining any extenuating circumstances that may have influenced his or her academic progress for that period (such as transferring from one program to another, death of a family member, and illness or injury of the student etc.). If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable. This appeal will be fully documented in the student's file, along with the student's statement of how the situation has been remedied that caused the failing evaluation.

The resulting acceptance of this appeal will include a plan to monitor academic work and attendance to assure the student stays with the SAP minimums. The re-entering student will enter with the same progress status as when they left.

**NON-CREDIT REMEDIAL COURSES:** The institution does not offer non-credit remedial programs. Course incompletes and repetitions are not considered by the Institute because the policy requires courses must be re-taken until a passing grade is achieved.

**TRANSFER HOURS:** With regard to SAP, 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.

**INTERRUPTIONS, COURSE INCOMPLETES AND 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.

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## CLOCK HOUR

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One clock hour is defined as a unit of instruction which spans 60 minutes of real (clock) time and consists of a minimum of 50 minutes of classroom, lab and/or clinical instruction.

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## **ACADEMIC YEAR**

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The academic year for a full-time student is 900 clock hours and 28 weeks (rounded). This is the basis upon which federal student aid is awarded. Adjustments are made to federal student aid for those programs less than 900 clock hours.

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## **STUDENT TO TEACHER RATIO**

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Georgia Career Institute has at the core of its mission, a pledge to provide the best possible education to our students. Direct supervision of qualified instructors is of paramount importance to this endeavor. As a result, it is our policy to have available a minimum of one (1) instructor for every twenty (20) students in attendance in our beauty programs' classes. In applications where more than 20 students are in attendance, instructional assistance and/or multiple teachers are provided. For Massage Therapy, the Institute will provide a minimum of one instructor for every ten 10 students in a hands-on, practical applications class.

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## **ATTENDANCE POLICY**

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Regular class attendance is considered essential to the educational process and serves as an important trait that employers consider in the placement process. Georgia Career Institute expects all students to attend all classes. Valuable information will be missed and a make-up session, if available, may not give the student the full benefit of the regularly scheduled instruction that was missed.

Students' attendance records will be maintained, and hours of daily attendance and credits will be reported to the state boards of cosmetology and other appropriate regulatory and licensing organizations on a regular basis.

There are excused and unexcused absences. All absences must be made up to receive a diploma. The difference between excused and unexcused absences is the consequence to such absences. An excused absence may be made up during the contract enrollment period without financial penalty. Likewise, an unexcused absence may be made up during the contract enrollment period, but you will be subject to a charge of \$15.00 per hour for each hour required for make-up. All absences (excused/unexcused) should be made up during the week missed or the following week.

Students with excused absences can make up missed hours during normal operating business hours, which may be outside of their contracted schedule. Students wishing to make up missed hours, shall:

1. Obtain permission from their regularly scheduled instructor and receive assignments for the missed time
2. Obtain permission from the supervising instructor for the make-up hours and/or credits
3. Check in/out with the supervising instructor and must always remain under their supervision.
4. Obtain a signature verification of all completed hours and/or credits from the supervising instructor

Failure to obtain approval and verification from supervising instructor could result in loss of any extra hours completed. All make-up requests are subject to space availability. Students with unexcused

absences can make up any missed hours in the same manner as excused absences, however priority for make-up hours and/or credit shall be granted to all excused absences first.

An excused absence is one where the student has an unavoidable conflict or health emergency that keeps him or her from attending. For an absence to be considered as excused, the student is responsible for:

- Notifying his/her instructor to inform them of the absence
- Providing a written explanation for the absence (including, but not limited to, a doctor's note for health issues)

An unexcused absence is one where the student misses' school for a non-essential reason and does not report his or her absence. A student is always responsible for notifying the school if he/she cannot attend, prior to the absence. Any absence without pre-approval or proof of an emergency (doctor's excuse, death in immediate family: parent, spouse, child, sibling) will be considered unexcused.

An instructor and/or academic coordinator will meet with any student placed on academic monitoring due to failure to meet SAP requirements and will discuss the school's attendance policy and provide written notice of probation to any applicable parties.

Students will be charged \$15.00 per hour for every hour of instruction exceeding their contract graduation date.

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#### **UNEXPECTED CLOSURES**

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Students are required to listen to the radio and TV for inclement weather closures. If closures are due to inclement weather, all full day closures are to be made up at the discretion of the Institute.

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#### **TARDINESS**

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Excessive tardiness is not professional behavior and does not indicate that the student will be able to achieve success after graduation. The Institute wishes to help the student create a pattern of success in the workplace after graduation by enforcing a tardiness policy during attendance. Any student arriving after the schedule class start time is tardy. The instructor may choose to disallow students to enter classroom after class has begun until the first schedule break time.

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#### **LEAVE OF ABSENCE POLICY**

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Leaves of absence may be granted to a student for emergency/medical situations after 90 days of satisfactory attendance and cannot exceed a total of 180 days during the calendar year.

For approval, the following procedure will be utilized:

1. The student must meet with the department manager to request an application for a Leave of Absence.
2. The staff member will issue the student a “Change of Status” form, which will serve as written application for the Leave.
3. The petitioning student will then meet with the staff member responsible for student services and the Student Financial Services officer for approvals.

The student will be made aware of their returning schedule and any other requirements for re-entry by the department manager or representative issuing the Status Change. No additional fees will be assessed students for this Leave. Upon approval of the academic department, student services and Student Financial Services, and once the student has written the reason for the leave and signed the Change of Status Form, the student may begin his or her Leave.

One week prior to the scheduled re-entry date of the student, he or she must contact staff members who represent the student’s academic department, student services, and Student Financial Services. The purpose of this contact is to determine whether the condition that caused the Leave has been corrected, fulfilled or otherwise rectified. During this contact, a new expected graduation date is entered into the student record.

The original expected date of graduation will be extended by the same number of days taken in the LOA. Once the Institute is satisfied that the student has every opportunity to succeed toward graduation upon re-entry, the student will be permitted to return to his or her program of study. Changes to the contract period of the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties

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## **GRADUATION REQUIREMENTS**

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In order to graduate, students must successfully complete the designated work assignments for the course in which he/she is enrolled and pass final examinations with at least an 90% grade average. Upon completion of the required hours, and after satisfying all financial obligations to the school, the student will be considered a graduate and receive a diploma from the Institute.

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## **WITHDRAWALS**

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If a student withdraws from a course, either by his/her own choice or by the instructor’s action, the nature of the withdrawal will be indicated on his/her permanent transcript as follows:

WP - Withdrew Passing. This means that the withdrawal either occurred within the first three weeks of the program or occurred while the student carried a passing average. WP is without penalty in that the hours attempted will not affect the student’s grade average.

WF- Withdrew Failing. This indicates that at the time of withdrawal the student was failing the course. WF grades have the same effect as an F in calculating grade point averages.

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## **READMISSION POLICY**

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If a student wishes to be readmitted to the Institute after being dismissed, he or she must reapply after waiting a period of three months. Such students will be enrolled on a probationary status. With respect to financial aid, a student must complete a period of one month with at least a 'C' average for that period before financial aid awards will be made. This procedure applies only to dismissals caused by lack of satisfactory progress and will never be granted more than once. It does not apply to voluntary withdrawals.

Reentering students will be charged at the current tuition rates for newly entering students. Amounts paid during their first period of enrollment will be credited to this account. If the student reenters within twelve months of the withdrawal, the application fee will be waived; however, a re-entry fee of \$100.00 is charged. The Institute reserves the right to refuse readmission to any student who has withdrawn and request readmission more than two (2) times.

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## **APPEAL PROCESS**

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A student may appeal to the school director for a negative academic progress determination. This appeal must be in writing, with documentation, explaining any extenuating circumstances that may have influenced his or her academic progress for that period. An extension of the warning or probationary period due to circumstances determined to be such that warrant leniency (such as transferring from one program to another, death of a family member, and illness or injury of the student etc.). Any extension granted must be fully documented in the student's file, along with the student's statement of how the situation has been remedied that caused the failing evaluation. The resulting acceptance of this appeal must include a plan to re-establish financial aid eligibility (if applicable), and a signed statement of academic work and attendance to assure the student moves quickly back into achieving minimum standards of progress.

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## **ACADEMIC ADVISING**

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Academic advising is a continuing process between student and teacher. Progress reports are issued monthly, and academic advising is mandatory for any student falling below minimum standards. Students are encouraged to set appointments with instructors or with members of the administrative staff at any time they feel that they need additional help or advisement with problems affecting their coursework.

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## **SCHOOL CLOSURE**

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If the school should close permanently and ceases to offer instruction after students have enrolled and instruction has begun, the Institute will provide students with a pro-rata refund of tuition.

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## GRIEVANCE POLICY AND DUE PROCESS

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Each student enrolled is considered a responsible adult, and it is assumed that men and women of school age will maintain standards of conduct appropriate to membership in the school environment. Emphasis should be placed on standards of student conduct rather than on limits or restrictions of students.

Guidelines and regulations governing student conduct have been developed by representatives of the student body, faculty, and administration. The Institute refrains from imposing rigid codes of discipline but reserves the right to take disciplinary action compatible with its own best interests when necessary.

Each student has the privilege of exercising his/her rights of citizenship without fear of prejudice at the Institute. In the event a student feels his/her rights have been violated, the Institute will make every attempt to resolve any student complaint that is not frivolous or without merit.

The following procedure and rights of appeal have been developed and published for students and are incorporated into the student handbook.

1. The student must register the complaint in writing on a "Student Grievance Form," provided by the campus director or the student's department manager within 60 days of the incident that caused the grievance.
2. The grievance will be given to the campus director.
  - a. If the grievance is a result of the student's being accused of infractions to rules or policies, the campus director shall conduct a careful and thorough investigation of the alleged infraction.
    - i. In the event the investigation shows that there is no substantial evidence to support the allegations of wrongdoing on the part of the student, the Institute shall drop the charges and note the student's file accordingly.
    - ii. If the finding indicates sufficient evidence to support the allegation of wrongdoing by the student or a staff member, the campus director shall set a date to meet with the student to discuss the charges. Within five (5) calendar days of this meeting, the campus director shall render a decision to dismiss the charges, to impose an administrative reprimand or to place the student on probation for up to one academic year.
  - b. If the grievance of a student stems from his/her perception of unjustified treatment by a school official, the campus director will investigate the occurrence and interview the accused staff member.
    - i. If evidence shows that there is no merit in the accusation by the student, the Institute will drop the investigation and note the student's file accordingly.
    - ii. If the investigation shows that the grievance was with merit, the campus director will take appropriate administrative action against the staff member.
3. The decision of the campus director will be presented in writing to the student. The student may, within five (5) calendar days of the receipt of this notice from the campus director, appeal this decision, in which case an appeals committee shall be established as provided:
  - a. The Campus Director shall, within five (5) calendar days after deciding to suspend the student or after receipt of the written appeal, select a committee of five (5) disinterested persons from among the student body and the staff.



- b. The Campus Director shall designate a chairman of the committee who shall set a time and place for the hearing not more than ten (10) calendar days after the committee has been designated.
  - c. The committee shall make its decision by simple majority vote and communicate its findings in writing to the campus director within 10 (10) calendar days after the hearing is completed. The committee may recommend to the campus director that: the charges be dropped, a reprimand be issued, disciplinary probation be imposed for a period not to exceed one session, disciplinary suspension be imposed for a specified time, or a student or staff member may be dismissed.
4. Within ten (10) calendar days of receipt of the committee report, the campus director will communicate a final decision to the student. The campus director shall impose a sanction equal to or less than that recommended by the committee, but he/ she may not increase the severity of the sanction. The campus director shall provide a copy of the written decision including the committee report to the student. If the decision includes probation, suspension or dismissal, a copy of the decision will be provided to the registrar.
5. The internal complaint process ends with the decision of the campus director. Once the internal procedure is exhausted, and if there is no resolution to satisfy the student, the student has the following external channels to use, by writing to, in this order:
  - a. The owners of the Institute (contact information on page 61 of this catalog)
  - b. For Cosmetology, Esthetics or Nail Technology students, student may contact the TN or GA State Board of Cosmetology (contact information on page 7 of this catalog)
  - c. TN students for all programs can contact the TN Higher Education Commission (contact information on page 7 of this catalog)
  - d. For GA Massage Therapy students, contact may be made to the Georgia Nonpublic Post-Secondary Education Commission: <https://gnpec.georgia.gov/student-resources>
    - i. 2082 E. Exchange Place, Suite 220, Tucker, GA 30084 - PH: (770) 414-3300
  - e. For all students who require further investigation or assistance for an issue not resolved by these procedures, he or she may contact Council of Occupational Education, [www.council.org](http://www.council.org)
    - i. 7840 Roswell Rd, Bldg. 300, Suite 325, Atlanta, GA 30346 Ph.: 770-396-3898

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## STUDENT RECORDS, PRIVACY & ACCESS POLICY

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The Family Educational Rights and Privacy Act (FERPA) of 1974 requires that students be advised of their rights concerning educational records, such as letters of recommendation.

FERPA gives important rights, including:

1. The right of students to inspect their student records,
2. The right to challenge incorrect information in those records, and
3. The right to keep student records private.

Because FERPA gives students these rights, Georgia Career Institute cannot require you to waive these rights. Academic and financial records will be kept on the Institute property at all times. Students and their parents or guardians (if the student is a dependent minor) will be provided access to their records

upon request. Requests for review of a student's records will be honored within three business days of the request. During a review a member of the staff will be present at all times. No information about the student will be given out over the phone. No information will be given to any third party, individual or agency unless the student has authorized the release of information to that individual/agency by filling out a release of information form. Please note: COE reserves the right to inspect student records for any accreditation purposes.

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#### **TRANSCRIPTS**

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Once all graduation requirements are fulfilled (See Graduation Requirements) the student will receive one transcript without charge; additional transcripts will be provided for a fee of \$5.00 each.

If a student wishes a copy of his/her transcript prior to graduation in the event of withdrawal or termination, all financial obligations to the school must be paid before information will be released.

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#### **ADVISEMENT**

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Students are urged to seek assistance from those who are here to help. One should feel free to go to his/her instructors or the director with any problems. Academic advisement is sometimes required when students are having difficulties with their studies. If a student is placed on academic probation, advisement is required. Disciplinary advisement is handled through the Institutes Directors' office when behavioral problems arise in the classroom or on the campus.

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#### **GRADUATE PLACEMENT ASSISTANCE**

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The primary goal of the Institute is to see that all students are successfully employed in the field for which they have trained. To achieve this, the Institute provides placement assistance upon graduation without additional charge. This assistance is not given as an inducement to enroll, and no guarantee or representation of placement is made or implied.

After graduation, the services of the job placement office are at the student's disposal. Only when the student is gainfully employed in a chosen field is the Institute's job complete. Although the securing of a position cannot be guaranteed, the student may be assured that every effort will be made by the placement office to assist in finding suitable employment. A special feature of the job placement service is its availability to all graduates of Georgia Career Institute at any time of their career without fee to the student or employer.

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#### **SUGGESTIONS**

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If any student has suggestions as to how Georgia Career Institute can be improved, he/she is urged to submit suggestions to the administration with the assurance that each one will be carefully considered.

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## **TUTORING**

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If any student has a need for academic tutoring, he or she should speak with his or her instructor or department manager for assistance. Georgia Career Institute will attempt to provide tutoring as needed without additional expense to the student.

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## **HOUSING**

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No campus approved student housing is maintained by Georgia Career Institute.

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## **REFERRAL SERVICES**

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The Institute does not have the capacity to offer professional counseling for students with particular personal challenges. The Campus Director or Student Services coordinator maintains a listing of local referral services to attempt to help students with needs in child care, psychological counseling, substance abuse, abuse and crisis shelters and others.

Please note: For all the of the above referral services, the Institute is not affiliated with nor will it be held responsible for the actions of these businesses. This information is provided solely to assist the student in locating a referral for a demonstrated need and should not be construed as an endorsement by the Institute.

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## **HOURS OF OPERATION**

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The Institute is open for classes Monday through Friday, from 9:00 am to 10:30 pm. In addition, some classes may meet on the weekends from 9:00 am until 4:00 pm. Your enrollment agreement will have your particular class schedule listed. Please refer to that document for your official schedule.

## RULES & REGULATIONS

Note: Rules and regulations are subject to change from time to time. The student will be notified of any changes and will be asked to sign a statement to acknowledge any such change.

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### STUDENT CONDUCT

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The student is expected to read, understand and follow the Institute's rules and regulations in this catalog. Because the Institute believes that adult students should be offered certain freedom, rules have been kept to a minimum. With that freedom, however, comes the responsibility to behave in a manner consistent with the best interest of the Institute, its faculty, and the student body. **The Institute, therefore, reserves the right to suspend or to dismiss any student at any time when such action is deemed by the administration to be in the best interest of the individual student, the student body and/or the Institute.**

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### ATTENDANCE

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There are excused and unexcused absences. An excused absence is one where the student has an unavoidable conflict or health emergency that keeps him or her from attending.

For an absence to be considered as excused, the student is responsible for:

- a. Calling his/her instructor to inform them of the absence.
- b. Providing a written explanation as to the reason for the absence (including, but limited to a doctor's note for health issues)

Any absence without pre-approval or proof of an emergency (doctor's excuse, death in immediate family: parent, spouse, child, sibling) will be considered unexcused.

Students with excused absences can make up missed hours during normal operating business hours, which may be outside of their contracted schedule. Students shall be required to check in/out with an assigned instructor for accurate documentation of makeup hours and must remain under their supervision always. Failure to obtain approval and verification from supervising instructor could result in loss of any extra hours completed. Students with unexcused absences can make up any missed hours in the same manner as excused absences, pending clearance from Financial Aid that applicable overage charges have been applied.

An unexcused absence is one where the student misses school for a non-essential reason, and does not call to report his or her absence. A student is always responsible for calling the school if he/she cannot attend.

All absences must be made up to receive a diploma from Georgia Career Institute. The difference between excused and unexcused absences is the consequence to such absences. An excused absence may be made up during the contract enrollment period, without financial penalty. An unexcused absence will result in a charge of \$10.00 per hour for each hour missed.

**EXTRA INSTRUCTIONAL CHARGES:** In the event a student fails to make up any missed hours prior to their contracted completion date, the Institute will impose a charge of \$15.00 per hour for every hour the student exceeds the contractual period.

A student is required to be in attendance a MINIMUM OF 90% of available clock hours to be in satisfactory progress. Failure to meet this requirement will result in probation and/or academic monitoring with possibly suspension and/or termination. Students exhibiting habitual unexcused absences on Fridays will be subject to a charge of \$10.00 per hour missed to be immediately due upon return to school. (See Satisfactory Progress Policy in this Catalog).

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#### UNEXPECTED CLOSURES

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Students are required to listen to the radio and TV for inclement weather closures. If closures are due to inclement weather, all full day closures are to be made up at the discretion of the Institute.

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#### TARDINESS

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Excessive tardiness is not professional behavior and does not indicate that the student will be able to achieve success after graduation. The Institute wishes to help the student create a pattern of success in the workplace after graduation by enforcing a tardiness policy during attendance. Any student arriving after the scheduled class start time is considered to be tardy. To discourage this behavior, the Institute will count three late arrivals to class in one month as an absence of one full day.

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#### DOCUMENTING CLOCK HOURS

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It is the responsibility of each student to document his or her attendance. Students are advised to keep a daily journal of activities and hours of attendance for their benefit. Faculty will record daily attendance, noting the entrance and exit times of each student. When an electronic clock is provided, the student must clock in and out daily. **Failure to do so can cause an inaccurate recording of clock hours.** A monthly accounting of attendance appears on the progress report. When there is a discrepancy between the progress report and a student's recollection of attendance, journal proof will be required to make any changes in the student attendance record.

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#### ACADEMIC CREDITS

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Forms to document student's practical skills are kept under the care of the instructor. Each student is responsible making certain this document is completed regularly. This form is called the Credit Hour Sheet and must be completed in black ink on a daily basis.

All students must submit this form with totals in each column, by the last day of the month in order to receive credits. **Failure to do so can result in loss of credits.**

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## DRESS CODE POLICY

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Georgia Career Institute maintains a standard of dress which is designed to teach future professionals successful dress practices they will need in their prospective careers.

**All Students of Georgia Career Institute must follow these requirements:**

1. Cosmetology, Esthetics, and Nail Technology students will wear their own solid black dress pants and a solid black dress shirt. Massage Therapy students will be required to wear their own solid black dress pants.
2. Cosmetology, Esthetics, and Nail Technology students will be issued an apron or other covering displaying the Institution's logo. Massage Therapy students will be issued a polo style shirt displaying the Institution's logo. This covering must always be worn within the building. The covering is color-coordinated to indicate the student's academic department (Pink-Esthetics, Black-Cosmetology, and Blue-Nail Technology). The covering must be maintained clean, stain- and wrinkle-free, and not torn or unaltered from the original condition it was received. Students who do not maintain their salon/spa covering to this standard will be issued another at the student's expense.
3. Shoes are to be professional in appearance. Clean, comfortable closed-toe sneakers, loafers, and similar shoes are appropriate. Shoes deemed unprofessional include open-toe shoes, sandals, dirty tennis shoes, Crocs or lookalikes with holes, boots that contain any type of fur, Ugg's or Ugg lookalikes, or shoes resembling house wear/slippers.
4. Apparel considered unprofessional and not approved includes denim jeans, or denim material, sweatpants, exercise pants, hats, revealing or other unprofessional clothing as determined by the staff of the Institute. Leggings can only be worn if an appropriate top covers the entire glute area. Hemlines on skirts should be at or below the knee.
5. Accessories may be worn to accentuate hairstyles, dependent that hair is professionally displayed and not to cover entirety of the head. Students are expected to maintain a professional appearance that is reflective of Industry standards specific to hair, skin, nails, and makeup.

Georgia Career Institute reserves the right to enforce a standard of professional dress, including personal grooming (hair, skin, and nail care) and hygiene for all staff and students. Students that do not follow this required standard of dress, within reasonable expectations, will be dismissed from the building until the appropriate standards can be met. .

**All students** are expected to be dressed as if they were going to their beauty or wellness career position every day. You must always be aware of your professional appearance, including your hair, nails and makeup. Excellent personal hygiene is required.

**No student** can wear jeans or denim clothing. There may be days that you will be involved in class projects or field trips that will require your wearing professional attire. A pair of black dress pants or a skirt and a white tailored blouse will be appropriate in these cases. Professional dress does not include any form of jeans or denim clothing.

Coats, Sweaters, Jackets, etc. will not be worn in the classroom or on the clinic floor. You may purchase a white professional lab jacket that may be worn over your uniform.

No hats or head coverings may be worn. Matching accessories such as headbands and jewelry are acceptable if they do not interfere with the work assigned.

**Religious Accommodation.** Georgia Career Institute requires its administrators and faculty to reasonably accommodate the religious needs, observances, and practices of their employees and students upon verbal or written request. This request may be supported by – but need not be proven by – external documentation, unless doing so would cause a substantial burden on the exercise of the student’s religion. An individual’s request for reasonable religious accommodations is justified unless GCI’s operations would suffer unduly by granting the individual’s request. Requests for reasonable accommodation include, but are not limited to, requests to wear a religious head-covering. The prohibition against hats and head-coverings does not extend to religious head-coverings, including the hijab. Individuals may not be discriminated against because of their religious beliefs or practices, or because they lack religious beliefs or practices.

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## CLASSROOM AND CLINIC BEHAVIOR

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Each student is required to bring whatever tools and supplies from their kits are needed to class each day. Failure to do so will result in student being sent home. A second offense will result in suspension.

Students are responsible for their own kit, lab coat, books, and supplies once they have been issued by the school. Replacement costs will be charged at regular retail price. A student is required to replace any items lost or stolen at their own cost. Students are expected to always act in a professional manner.

- No visitors are allowed in the classroom
- **Profanity, gossip, or verbal abuse is not tolerated, and will result in immediate removal from the campus and subject to disciplinary action, up to dismissal from the program.**
- Each student will be expected to participate in cleanup duties, similar to workplace expectations, daily while in school; duties which could include cleaning of inside/outside common areas, restrooms, sweeping/mopping of floors, etc.
- No firearms, alcohol, knives, or controlled substances are allowed. Failure to comply will result in immediate termination and prosecution
- All students are expected to follow instructions given by instructors, instructors in training, or any other faculty member or staff. Students may not refuse an assigned client from any supervising instructor; Such refusal will result in suspension for the remaining day.
- Students’ work areas must be kept clean and organized
- Dirty linen is to be placed in closed hampers
- Cosmetology students are to remove cut hair immediately after finishing
- Each student will be assigned dispensary duties, clean up, laundry, front desk, and other spa/salon business credit assignments.
- No food or beverage (other than water in a closed container) is permitted in any classroom or clinic area. Students must use the break room or leave the building to eat
- Students are awarded a discount of 75% off the published price for clinic services if the student is in Satisfactory Academic Standing. This is a privilege offered to students who are making satisfactory progress for attendance and grades. **Students are required to have their**

**instructor's approval to give or receive any service on themselves or another student.** No services are to be performed or received on Fridays.

- Services for the student's immediate family (living within the same household) may receive services at a discount of 50% from the published service price, when the student performs the service; otherwise, the service is full price.
- Georgia Career Institute's main campus and branch locations are smoke-free areas.

This is not an exclusive list of rules, regulations, and/or policies governing conduct at Georgia Career Institute. The Institute reserves the right to suspend or dismiss any student at any time when such action is deemed by the administration to be in the best interest of the individual student, the student body and/or the Institute.

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### **ELECTRONIC DEVICES**

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Electronic devices may be regulated by the Institute's instructors. Misuse of any devices may be subjected to disciplinary actions. All cell phones, cell phone devices, pagers and all media devices are prohibited from being used on the clinic floor or classrooms at any time during school hours. This includes all Bluetooth and/or hands-free devices. All such devices must be placed in "Silent" mode. Use is allowed only in break rooms and outside the building during assigned break times. Failure to adhere to this policy may lead to suspension for one day.

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### **INTERNET ACCEPTABLE USAGE POLICY**

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The student accepts and agrees to abide by the policy and responsibilities as specified below. Further, with this educational opportunity also comes responsibility, and the student concurs that:

- GCI's Internet connection is to be used only for curriculum-related research and educational activities that are consistent with the mission of the Institute.
- The use of GCI's Internet connection is a privilege, not a right, and inappropriate use will result in the cancellation of this privilege. I understand that suspected misuses will be confidentially reported to the appropriate Campus Director. I understand that violations of this privilege could result in disciplinary action up to dismissal from the Institute.
- It is my responsibility to be aware of and to ensure that all copyright laws, including licensing restrictions, are honored. I understand that ownership of text, music, software, and other media is proprietary and therefore protected by law.
- It is my responsibility to ensure that I do not send, print, request, or store fraudulent, harassing, threatening, racist, sexist, offensive, or obscene messages and/or materials.
- I understand that transmission of any materials in violation of federal or state laws or regulations is prohibited.
- I concur that it is my responsibility to avoid the knowing or inadvertent spread of computer viruses.
- GCI has the right to review any materials stored on any system provided by the college and to edit and remove any materials. I hereby waive any right which I may otherwise have in and to such materials.



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## CAMPUS SECURITY AND SAFETY

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Georgia Career Institute maintains a campus security and safety policy which is published in a separate handbook and distributed at student orientation. Please review this information located at <https://gci.edu/disclosures>.

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## ZERO-TOLERANCE POLICY

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You have a right to pursue your studies in a safe, appropriate environment. The Institute maintains a high level of expectation of the behavior of its students and its employees. There is no negotiation on any point that could put a student or a staff member in harm's way while carrying out their responsibilities at The Institute.

Georgia Career Institute has a **ZERO TOLERANCE** policy for:

- making, using, selling, or trading any illegal drugs or alcohol while on premises; Students who are suspected to be under the influence of drugs or alcohol will be immediately removed from the premises.
- carrying or concealing any weapons
- sexual or other physical harassment and/or abuse, bullying, inappropriate and/or aggressive touching of another student or staff member. This policy extends to posts on any social media platform. The Institute does not condone sexual harassment of students or employees, which violates the Institute's policy as well as state and federal law.
- theft or vandalism of any other student's or staff member's property

Zero Tolerance means that there will be no discussion, no second chances, no excuses for breaking this policy. Any student or staff member found to have broken this policy will be terminated immediately. This policy is strictly enforced for both staff and students. This published statement will serve as the only warning for infraction thereof.

Student complaints should be brought to the attention of the Director.

All students are expected to conduct themselves in a manner that will reduce the potential for harm, damage, or injury of another and/or to property. Gross negligence, abuse, or endangering the health and welfare of another is prohibited. This would include but is not limited to the use of verbal or written (including electronic/Internet) threats, intimidation, coercion, verbal or nonverbal abuse or harassment, discriminatory behavior, inappropriate physical conduct, contact or behavior and/or other behavior deemed inappropriate by Campus Director's. Students participating or displaying these behaviors or actions are subject to disciplinary action up to and including termination and subsequent legal action.

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## DRUG FREE AWARENESS PROGRAM

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Georgia Career Institute is dedicated to providing quality educational environment for its students and employees, and will strive to maintain a school and work place free from drug and alcohol abuse. The

manufacture, possession, distribution, or use of illegal drugs or alcohol is prohibited in the work place, including school grounds. Any violation of this policy will warrant disciplinary action, up to and including termination of any employee and/or expulsion of any student, and may also result in local, state and/or federal criminal charges.

Employees must notify school management of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. The Institute will notify the United States Department of Education, Office of Student Financial Assistance, 400 Maryland Avenue, SW, (ROB-3), and Washington, DC, 20202 of such conviction within ten days after receiving such notice.

The institute will assist employees and students in the selection of appropriate counseling, substance abuse assistance or rehabilitation programs. In addition, this school will not discriminate in employment or admissions solely on the grounds of prior drug or alcohol abuse or against individuals who have satisfactorily completed a substance assistance or rehabilitation program.

# FINANCIAL INFORMATION

## COSTS OF ATTENDING

Tuition and fees are assessed on a program basis. Tuition is due and payable at the beginning of the program. Tuition and fees are subject to change.

MASTER TUITION SCHEDULE AS OF JANUARY 1, 2021																		
Conyers Georgia							McMinnville Tennessee						Murfreesboro Tennessee					
Program/Hours	Tuition	Books/ Supplies	Fees	Included license/ fees	Other	Total	Tuition	Books/ Supplies	Fees	Included license/ fees	Other	Total	Tuition	Books/ Supplies	Fees	Included license/ fees	Other	Total
Cosmetology 1500	18,700	2,100	100	109	0	\$21,009	17,745	2,100	100	140	0	\$20,085	18,700	2,100	100	140	0	\$21,040
Esthetics 750													11,700	1,282	100	140	0	\$13,222
Esthetics 1000	15,400	1,282	100	109	0	\$16,891												
Nail Technology 620	9,500	950	100	109	0	\$10,659	7,000	950	100	140	0	\$8,190	9,500	950	100	140	0	\$10,690
Massage Therapy 750	11,725	1,000	100	265	0	\$13,090							11,725	1,000	100	265	0	\$13,090
GA Cosmetology Instructor 750	3,791	0	100	109	0	\$4,000												
TN Cosmetology Instructor 300							2,760	0	100	140	0	\$3,000	2,760	0	100	140	0	\$3,000
GA Esthetics Instructor 500	3,866	0	100	34	0	\$4,000												
TN Esthetics Instructor 300													2,760	0	100	140	0	\$3,000
GA Nail Instructor 250	3,866	0	100	34	0	\$4,000												
TN Nail Instructor 300													2,760	0	100	140	0	\$3,000
		=(Not Offered at this campus)					Revised 11/04/2020											

Tuition includes all fees, textbooks, required supplies and equipment necessary for the successful attendance and participation in all programs.

In addition, The Institute encourages every student to prepare and pass their licensing examination immediately upon graduation or eligibility. All of the Institute's programs require a state or national examination in order to practice the student's field of endeavor. As listed above, the costs of study at The Institute also include the amount of money the graduate will be required to pay for their licensing examination. The Institute will help schedule the licensing examination for the student and requires that the student schedules that examination with the appropriate board or agency within 30 days of graduation.

## ADDITIONAL CHARGES AND REQUIRED EXPENSES

If the student must attend longer than the contracted time frame allotted for the course of study that the student is enrolled to complete, he/she will be required to pay \$10.00 per clock hour needed to complete the course.

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## METHODS OF PAYMENT AND COLLECTIONS

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Students may pay the full amount of tuition by cash (check or credit card), applying for financial aid or by special financial arrangements made with the Student Financial Services office.

The Student Financial Services Office is responsible for the assessment and collection of student tuition, student fees and other revenue. While we expect tuition payments to be on time each month, our goal is to provide friendly and professional service to students, faculty, staff and guests of the Institute. If a student is habitually delinquent in repayment of tuition, the Institute may seek the assistance of an outside professional collection agency, who will act according to law and maintain a standard of professional behavior mandated by the Institute. During a collection process any third party utilized by The Institute will follow approved cancellation and refund policies and procedures published in this catalog.

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## FINANCIAL ASSISTANCE PROGRAMS

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The following student financial aid programs are designed to help qualified students obtain a career education at Georgia Career Institute: Apply though the Department of Education's website: [www.studentaid.gov](http://www.studentaid.gov) School Code: 030054

- Pell Grant Program: Through this program, eligible students receive non-repayable grants to be applied toward their educational expenses
- Stafford Loan Program: Through this program, eligible students may borrow funds at low interest rates from participating financial institutions. Stafford loans must be repaid
- Unsubsidized Stafford Loans: Unsubsidized Stafford Loans are primarily for middle income borrowers who do not qualify for Federal loans under the Stafford Loan program
- Parent Loans to Undergraduate Students Program: Eligible parents of dependent students may borrow funds at below market interest rates. PLUS loans must be repaid.

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## SCHOLARSHIPS

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A limited number of scholarships are available through the American Association of Cosmetology Schools' ACE Grant program. The Ace Grant is sponsored by three major beauty industry associations: the American Association of Cosmetology Schools (AACS), the Cosmetology Advancement Foundation (CAF), and the Beauty and Barber Supply Institute (BBSI). The Institute contributes to and participates in this scholarship program, which is administered by AACS. For information and an application, please go to <https://www.beautyschools.org/students/grants-scholarships/ace-program/> or request additional information from the Admissions or Student Financial Services offices. The ACE Grant is to be submitted prior to enrollment at Georgia Career Institute. Students may also visit [www.beautychangeslives.org](http://www.beautychangeslives.org) for additional scholarship information.

The Institute will offer to new students:

All applicants applying for study at GCI who want to be considered for a scholarship must:

1. Be in good standing to graduate from high or successfully complete their general equivalency diploma prior to July 1, 2022
2. Write and submit a one-page essay, describing

a. Why the applicant wants to be a \_\_\_\_\_ (appropriate program field)

b. Why the applicant is deserving of this scholarship

3. Provide two letters of recommendation: One from a former high school educator or counselor plus another from a religious or community leader who knows the candidate describing why the applicant should be awarded this scholarship

The Institute will select winners for this scholarship on a first-come, first-served basis to applicants to meet the above criteria and who submit the required documents prior to enrollment. This in-house scholarship can be as much as \$1000 for programs of 1000 or more hours in length, and up to \$500 for programs that contain 750 hours or less.

Applicants that have been approved, the scholarship shall be applied to the total tuition cost at the time of final financial aid packaging. To receive the scholarship, the applicant must be a 2022 graduate and begin their enrollment prior to September 30, 2022.

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#### FINANCIAL AID POLICIES

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Students requesting consideration for financial aid must complete all the necessary application forms and submit them according to instruction with accurate information.

Students must be enrolled on at least a half-time basis to be eligible to receive financial aid.

An essential condition of an applicant's eligibility for financial aid is that he/she is in need of the requested aid in order to pursue his/her course of study during the period for which the application is made. Need is defined as the difference between the student's educational costs - direct educational expenses and living expenses - and the amount the student and his family can be expected to pay towards meeting these educational expenses. The amount of a student's need is determined by the application for federal student aid. The analysis takes into consideration such items as family income, assets, family size, and number of family members in school, not solely by a particular income level.

The total amount of financial assistance offered to a student by the school will not exceed the amount by which his total budget for the award period exceeds all resources available to him/her.

In order to receive and be eligible for financial aid, the student must:

- Be a citizen or an eligible non-citizen, and must be enrolled in an eligible program of study
- Apply for a Pell grant before being considered for any of the other Title IV aid programs
- Be making satisfactory progress toward the completion of his/her course of study
- Certify that he/she does not owe a repayment on a Pell Grant, Supplemental Educational Opportunity Grant, or State Student Incentive Grant that was received to attend any school
- Certify he/she is not in default on any loan received under the Perkins Loan Program (formerly National Direct Student Loan Program), the Stafford Loan Program (formerly Guaranteed Student Loan Program), or the Plus/SLS program
- Provide any documentation, verification, corrections and or new information requested by the Student Financial Services officer or the agency to which the application was submitted

Any financial aid commitment involving the use of federal funds is tentative and conditional upon subsequent congressional appropriation, actual receipt of the funds by the school, and completion of the necessary forms by the students.

The Student Financial Services office reserves the right to review and cancel or revise an award at any time because of changes in the student's financial or academic status. The aid from federal programs is not automatically continued from one year to the next. Students must reapply each year.

Aid received from financial aid programs must be used for educational purposes only. Before receiving any funds, each student must sign a statement to certify that the money will be used for educational purposes only and agree to repay any aid received not used for educational purposes.

If a student transfers from another school, his/her financial aid does not automatically transfer and he/she must check with the Student Financial Services officer to see what aid is available. Transfer students must submit a financial aid transcript from their prior school to verify the types and amounts of aid previously received.

Checks for student disbursements are made after enrollment and attendance has been verified.

Any school refund of tuition and fees due, according to the school refund policy as stated herein, to a student whose account was paid by financial aid sources, will be refunded first to the source of any student loan. Any remaining funds will be refunded to the other sources of aid.

Pursuant to Title IX of the Education Amendments of 1972, and other applicable statutes and regulations, the school may not, and does not, discriminate on the basis of sex, color, national or ethnic origin, age, religion, gender, sexual orientation, gender identity or handicap against participants in its educational programs or activities, or in the awarding of financial aid.

Covered Individuals who are entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post 9/11 GI Bill benefits are permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides a certificate of eligibility for entitlement to educational assistance under chapter 31 or chapter 33 (a certificate of eligibility can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' website-ebenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the Institution
2. 90 days after the date the Institution certified tuition and fees following the receipt of the certificate of eligibility.

The Institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the Institute due to the delayed disbursement funding from VA under chapter 31 or 33.

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### **SATISFACTORY PROGRESS**

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The regular maintenance of Satisfactory Progress is required by all Institute students, regardless of whether or not their education is partially or wholly supported by Federal Title IV funds. A student may not receive Title IV funds for more than 1.5 times the standard program length. All students are expected to successfully complete all hours attempted with a grade average of at least 80% and 90% attendance. Attempted hours are those for which the student is enrolled from the first date of attendance.

Please refer to the Satisfactory Progress section of this catalog for complete description and explanation of this policy and procedures.

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## REFUND POLICY

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The Institute's refund policy applies to all students who terminate for any reason whether that termination is by the school or by the student. This policy is in compliance with the Institute's state and federal regulatory agencies.

If a student (or legal guardian for dependent minors) cancels his/her enrollment and requests his/her money back within three (3) business days of signing this agreement, all monies collected by the school shall be refunded, with the exception of a non-refundable application fee. The postmark will determine the cancellation date on written notification, or the date cancellation notice is delivered to the school manager in person. The policy applies regardless of the whether or not the student has actually started the training.

If for any reason a student is not accepted for enrollment, the Institute shall refund all monies paid by the student.

**Cancellation prior to commencement of classes by the student:** If a student cancels after three business days of signing the enrollment agreement but prior to entering classes, any monies collected (less the \$100 Application Fee), will be refunded. Refunds are made within 45 days after receipt of written notice that the student will not enter.

**Withdrawal after commencement of classes** by the student: In computing refunds, the student will be considered to have been in attendance from the actual date of entrance until the date of his/her last attendance. The following calculations will apply:

**The Refund Policy for students attending non-public institution who incur a financial obligation for a period of twelve months or less shall be as follows:**

- (i) After the first day of class and during the first 10% of the period of enrollment, the institution shall refund at least 90% of the tuition.
- (ii) After the first 10% of the period of enrollment and until the end of the first 25% of the period of enrollment, the institution shall refund at least 50% of the tuition.
- (iii) After the first 25% of the period of enrollment and until the end of the first 50% of the period of enrollment the institution shall refund at least 25% of the tuition.
- (iv) After the first 50% of the period of enrollment, the institution shall retain all of the tuition.

Enrollment time is defined as the time between the actual starting date and the scheduled enrollment period or date of formal written termination. Any monies due the applicant or student shall be refunded within forty-five (45) days of formal cancellation by the student, or formal termination by the school, which shall occur no more than fifteen (15) days from the last day of physical attendance.

Kits, books and equipment issued to the student become the student's property and are not refundable.

The period of enrollment is determined by dividing the number of clock hours for which the student has been charged in a period into the number of clock hours completed by the student in that period as the last recorded day of attendance.

**The institute also computes a calculation in accordance with the U.S. Department of Education's Return to Title IV refund policy.**

When a student receives federal financial assistance from the U. S. Department of Education, a separate calculation to determine the amount of funds to be returned to the appropriate program is calculated using the U. S. Department of Education's policy and percentage completed within the student's payment period. These calculations are based on the number of hours the student was scheduled to complete within the payment period for the period of time when the student withdrew from school.

In the event that a student does not return from an approved Leave of Absence, The date of determination will be the earlier of the following: 1) the schedule date of return from the LOA or 2) the date the student notifies the school the Institute that he or she will not be returning.

Students who fail to attend school and fall out of minimum requirements for academic progress will be considered withdrawn from school after 14 days of non-communication and deemed an 'unofficial withdrawal.' This determination will be completed by a monitoring of the student's academic progress data and the student clock reports on a monthly basis.

If mitigating circumstances made it impossible for a student to follow withdrawal procedures, it is possible for that student to receive a refund greater than the percentage calculated at the sole discretion of the Institute.

If a course is canceled subsequent to a student's enrollment, the school shall, at its option, provide a full refund of all monies paid, or provide completion of the course. In addition, the Institute's accrediting body, COE will be notified of all students affected.

If the school should close permanently and ceases to offer instruction after students have enrolled and instruction has begun, the Institute will provide students with a pro-rata refund of tuition.

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**ORDER OF RETURN OF SFA PROGRAM FUNDS**

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Title IV funds credited to outstanding loan balances for the period of enrollment for which a return of funds is required must be returned in the following order: 1) Unsubsidized Stafford Loan, 2) Subsidized Stafford Loan, 3) Unsubsidized Direct Stafford loans (other than PLUS loans), 4) Subsidized Direct Stafford loans, 5) Federal Perkins Loan Program, 6) Federal PLUS loans, 7) Federal Direct PLUS loans.

If funds remain after repaying all loan amounts, those funds must be credited in the following order: Pell Grants for the period for which a return of funds is required, Supplemental Educational Opportunity Grant (SEOG) for which a return of funds is required, and other assistance under this Title as required. Students will be notified of any refunds due to a lender on their behalf through the mailed exit interview material. Refunds to any of the Title IV or State programs will be paid within 45 days from the date of determination.

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**LOAN REPAYMENT**

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Students who receive assistance under the Stafford Loan Program (or other federally guaranteed student loans) are advised that the loan must be repaid even if the student fails to complete the program or becomes dissatisfied with the school.



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## LOAN COUNSELING

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The Department of Education requires that any student receiving a Federal Family Educational Loan be notified concerning their loans. The school counsels each student regarding loan indebtedness and gives each student an entrance/exit test and mails an exit interview (when required) regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the Student Financial Services Office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of their loans received while in at the institute, refunds that may be made, and to provide an estimated payment schedule. If the student is unable to meet with Student Financial Services Office, an exit interview will be mailed.

# LEGAL MATTERS

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## ARBITRATION

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At the written request of the Institute, and pursuant to a signed and initialed Pre-Dispute Arbitration Agreement and Waiver of Jury Trial, after the student has been served notice of that request, any controversy between the parties to this Agreement or its breach, with the exception of claims or lawsuits related to or concerning a borrower defense claim or based on an act or omission of the Institute that relates to the making of a Direct Loan for enrollment at the Institute, shall be submitted to arbitration under the terms of the Federal Arbitration Association. The costs of the arbitration filing fee, Arbitrator's compensation, and facilities fees that exceed the applicable court filing fee will be paid by GCI. The Judgment rendered in arbitration shall be final and binding on both parties and may be entered in any court having jurisdiction. The Institute follows the American Arbitration Association® guidelines and processes for Consumer Arbitration Rules as established here:

[https://www.adr.org/sites/default/files/Consumer\\_Rules\\_Web.pdf](https://www.adr.org/sites/default/files/Consumer_Rules_Web.pdf)

Tennessee students shall not be required to submit to arbitration but may elect to use such procedure with respect to any such dispute or controversy, upon written notice to Georgia Career Institute advising of such election.

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## LEGAL AND COLLECTION FEES

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In any legal action or arbitration between the parties arising out of this agreement, the Institute, if it prevails, shall be entitled to recover its reasonable attorney's fees in addition to any legal or equitable relief to which it may be entitled. Further, the Institute shall also be entitled to recover any attorney or collection agency fees and interest associated with the collection of delinquent account of the student.

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## LIQUIDATION DAMAGES

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The parties agree that if the Institute is found to have breached, to the student's substantial detriment, a material provision of the Enrollment Agreement, then the Institute must pay a sum up to an amount equal to any non-refunded tuition payment to the student, or student's lender in the case of a loan, or appropriate government agency in the case of a grant, as liquidated damages.

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in school. Any monies due the applicant or student will be refunded within forty-five (45) days of formal cancellation by the student or formal termination by the school which shall occur no more than forty-five (45) days from the last day of physical attendance, or in the case of a leave of absence, the scheduled date of return.

If a course is canceled subsequent to a student's enrollment, the school shall, at its option, provide a full refund of all monies paid, or provide completion of the course. In addition, the Institute's accrediting body, COE will be notified of all students affected.

# STAFF DIRECTORY

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## STAFF CONTACT INFORMATION

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### Corporate Officers, Georgia Career Institute, Inc.

Joyce Meadows  
Michael B. Martin

President, CEO  
Vice President, COO

BS Education  
BA Business

### Corporate Administration

Department	Staff Member	Email address	Education
Joyce Meadows	Operations	<a href="mailto:jmeadows@gci.edu">jmeadows@gci.edu</a>	BS, Education
Michael B Martin	Marketing and Admissions	<a href="mailto:mmartin@gci.edu">mmartin@gci.edu</a>	BS, Business
Tammy Thomas	Chief Financial Officer	<a href="mailto:tthomas@gci.edu">tthomas@gci.edu</a>	
Lauren Davis	Compliance/Corporate Director	<a href="mailto:ldavis@gci.edu">ldavis@gci.edu</a>	BS, Business
Christian Avila	Director of Technology	<a href="mailto:cavila@gci.edu">cavila@gci.edu</a>	BS, Technology
Lisa Wanner-Dempsey	Director of Financial Aid	<a href="mailto:lwanner@gci.edu">lwanner@gci.edu</a>	

### Administrative Staff and Departments

<b>Department</b>	<b>Staff Member</b>	<b>Email address</b>
Campus Director- Conyers	Joyce Meadows	<a href="mailto:jmeadows@gci.edu">jmeadows@gci.edu</a>
Campus Director – McMinnville	Ellen Murray	<a href="mailto:emurray@gci.edu">emurray@gci.edu</a>
Campus Director- Murfreesboro	Michael Martin	<a href="mailto:mmartin@gci.edu">mmartin@gci.edu</a>
Director of Education - Conyers	Amanda Buchnowski	<a href="mailto:abuchnowski@gci.edu">abuchnowski@gci.edu</a>
Campus Manager, Director of Education – Murfreesboro	Secret Doss	<a href="mailto:sdoss@gci.edu">sdoss@gci.edu</a>
Student Financial Services – Conyers	Alicia Appleberry Mallori Sigman	<a href="mailto:aappleberry@gci.edu">aappleberry@gci.edu</a>
Student Financial Services – McMinnville	Diane Bain Elaine Tindall	<a href="mailto:dbain@gci.edu">dbain@gci.edu</a> <a href="mailto:etindall@gci.edu">etindall@gci.edu</a>
Student Financial Services – Murfreesboro	Malissa Lehman	<a href="mailto:mlehman@gci.edu">mlehman@gci.edu</a> <a href="mailto:msigman@gci.edu">msigman@gci.edu</a>
Default Management	Jonathan Garner	<a href="mailto:jgarner@gci.edu">jgarner@gci.edu</a>
Graduate & Student Services – Murfreesboro	Joyce Myers	<a href="mailto:jmyers@gci.edu">jmyers@gci.edu</a>
Graduate & Student Services – Conyers	Crystal Honcharik	<a href="mailto:choncharik@gci.edu">choncharik@gci.edu</a>
Lead Educator – Massage Therapy – GA	Renee Smalls	<a href="mailto:rproctor@gci.edu">rproctor@gci.edu</a>
Admissions Representative – GA	Alicia Acosta-Davie	<a href="mailto:aacosta-davie@gci.edu">aacosta-davie@gci.edu</a>
Admissions Representative – GA	Lydia Fisher	<a href="mailto:lfisher@gci.edu">lfisher@gci.edu</a>
Admissions Representative – GA	Beth Dodds	<a href="mailto:bdodds@gci.edu">bdodds@gci.edu</a>
Admissions Representative – MCM	Ellen Murray	<a href="mailto:emurray@gci.edu">emurray@gci.edu</a>
Admissions Representative – MUR	Jamie Galaba	<a href="mailto:jgalaba@gci.edu">jgalaba@gci.edu</a>
Admissions Representative – MUR	Abigail Thacker	<a href="mailto:athacker@gci.edu">athacker@gci.edu</a>
HS Admissions Representative – MUR	Joyce Myers	<a href="mailto:jmyers@gci.edu">jmyers@gci.edu</a>
Accounting Assistant	Karen Pihera	<a href="mailto:kpihera@gci.edu">kpihera@gci.edu</a>

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**FACULTY CONYERS CAMPUS**

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<b>Name</b>	<b>Email</b>	<b>Department</b>	<b>Education</b>
Amanda Buchnowski	<a href="mailto:abuchnowski@gci.edu">abuchnowski@gci.edu</a>	Cosmetology	Georgia Career Institute
Adia Wright	<a href="mailto:awright@gci.edu">awright@gci.edu</a>	Nail Technology	Georgia Career Institute
Aliyah Smith	<a href="mailto:asmith@gci.edu">asmith@gci.edu</a>	Esthetics	Georgia Career Institute
Latasha Burwell	<a href="mailto:lburwell@gci.edu">lburwell@gci.edu</a>	Massage Therapy	BS, Middle State Georgia University
Drameka Grant	<a href="mailto:dcollins@gci.edu">dcollins@gci.edu</a>	Nail Technology	Chattahoochee Technical College
Maranda Davis	<a href="mailto:mdavis@gci.edu">mdavis@gci.edu</a>	Nail Technology	AS, Business Management GA Licensure
Nikki Divito	<a href="mailto:ndivito@gci.edu">ndivito@gci.edu</a>	Massage Therapy	GA Licensure, Georgia Career Institute
E'Van Frazier	<a href="mailto:efrazier@gci.edu">efrazier@gci.edu</a>	Nail Technology	GA Licensure, Renee Bell
Sharon Hairston	<a href="mailto:shairston@gci.edu">shairston@gci.edu</a>	Cosmetology	Guilford Technical Community College
Melissa Helms	<a href="mailto:mhelms@gci.edu">mhelms@gci.edu</a>	Esthetics	AS, Science GA Licensure, Georgia Career Institute
Kriza Henry	<a href="mailto:khenry@gci.edu">khenry@gci.edu</a>	Cosmetology	AS, Biblical Studies GA Licensure, Empire Beauty School
Brendalynn Hunter	<a href="mailto:bhunter@gci.edu">bhunter@gci.edu</a>	Cosmetology	GA Licensure, Georgia Career Institute
Jennifer Lassonde	<a href="mailto:jlassonde@gci.edu">jlassonde@gci.edu</a>	Massage Therapy	GA Licensure, Georgia Career Institute
Brittany Morgan	<a href="mailto:bmorgan@gci.edu">bmorgan@gci.edu</a>	Esthetics	GA Licensure, Georgia Career Institute
Renee Proctor	<a href="mailto:rproctor@gci.edu">rproctor@gci.edu</a>	Massage Therapy	BS, Science Georgia Career Institute
Jasmine Shepard	<a href="mailto:jshepard@gci.edu">jshepard@gci.edu</a>	Cosmetology	BS, Criminal Justice GA Licensure, American Academy of Hair Design
Brooke Summerville	<a href="mailto:bsummerville@gci.edu">bsummerville@gci.edu</a>	Cosmetology	Ga Licensure
Ko Tan	<a href="mailto:kotan@gci.edu">kotan@gci.edu</a>	Massage Therapy	MA, University of Nebraska
Ciaress Franklin	<a href="mailto:cfranklin@gci.edu">cfranklin@gci.edu</a>	Esthetics	GA Licensure, Georgia Career Institute
Jandi Pope	<a href="mailto:jpope@gci.edu">jpope@gci.edu</a>	Esthetics	GA Licensure, Georgia Career Institute
Tori Taylor	<a href="mailto:ttaylor@gci.edu">ttaylor@gci.edu</a>	Eshtetics	BS, Anthropology, GA Licensure
Jasmine Courtney	<a href="mailto:jcourtney@gci.edu">jcourtney@gci.edu</a>	Esthetics	BS, Business Administration & Management, Licensure
Natasha Baltazar	<a href="mailto:nbaltazar@gci.edu">nbaltazar@gci.edu</a>	Esthetics	BS, Psychology, GA Licensure
Shontinia Drayton	<a href="mailto:sdrayton@gci.edu">sdrayton@gci.edu</a>	Esthetics	AS, Business Management, Licensure

### McMinnville Branch Campus

Name	Email	Department	Education
Diane Bain	<a href="mailto:dbain@gci.edu">dbain@gci.edu</a>	Nail Technology	Georgia Career Institute
Teresa Pettit	<a href="mailto:tpettit@gci.edu">tpettit@gci.edu</a>	Cosmetology	LaCarm Cosmetology School
Ellen Murray	<a href="mailto:emurray@gci.edu">emurray@gci.edu</a>	Cosmetology	New Age Beauty Academy

### Murfreesboro Branch Campus

Name	Email	Department	Education
Sarah Smith	<a href="mailto:s.smith@gci.edu">s.smith@gci.edu</a>	Cosmetology	Paul Mitchell
Elizabeth Smith	<a href="mailto:esmith@gci.edu">esmith@gci.edu</a>	Cosmetology	Paul Mitchell
Tyra Taylor	<a href="mailto:tytaylor@gci.edu">tytaylor@gci.edu</a>	Cosmetology	Georgia Career Institute
Toni McCarley	<a href="mailto:tmccarley@gci.edu">tmccarley@gci.edu</a>	Nail Technology	Georgia Career Institute
Sophie Geiger	<a href="mailto:sgeiger@gci.edu">sgeiger@gci.edu</a>	Nail Technology	Shear Perfections
Marilyn Lillard	<a href="mailto:mlillard@gci.edu">mlillard@gci.edu</a>	Nail Technology	Georgia Career Institute
Sheri Stephens	<a href="mailto:sstephens@gci.edu">sstephens@gci.edu</a>	Esthetics	Tennessee Career Institute
Candy Lovelady	<a href="mailto:Cloftus@gci.edu">Cloftus@gci.edu</a>	Esthetics	Georgia Career Institute
Tra'Shaunda Walker		Esthetics	Paul Mitchell
Tonya Ellis	<a href="mailto:tellis@gci.edu">tellis@gci.edu</a>	Massage Therapy	Georgia Career Institute
Jean Williams	<a href="mailto:jwilliams@gci.edu">jwilliams@gci.edu</a>	Massage Therapy	Anthem Career College
Briana Holder	<a href="mailto:bstrasser@gci.edu">bstrasser@gci.edu</a>	Massage Therapy	Draughns Junior College
Mandolyn Brooks	<a href="mailto:mbrooks@gci.edu">mbrooks@gci.edu</a>	Massage Therapy	High Tech Institute
Ashleigh Hamby	<a href="mailto:ahamby@gci.edu">ahamby@gci.edu</a>	Massage Therapy	Georgia Career Institute
Shanta Hurt	<a href="mailto:shurt@gci.edu">shurt@gci.edu</a>	Massage Therapy	High Tech Institute
Robert Jordan, DC	<a href="mailto:rjordan@gci.edu">rjordan@gci.edu</a>	Massage Therapy	Palmer College of Chiropractor

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## CLASS START DATE POLICY

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Georgia Career Institute has an ongoing admissions program rather than a traditional semester or quarter start schedule. Some programs begin monthly, others quarterly and still others weekly, January through December. Next scheduled start dates are always available in the Admissions, Student Financial Services and Administrative offices.

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## CLASS SCHEDULES

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Programs are available in day & evening schedules. Meeting day/ times are on the student's Enrollment Agreement. To inquire about a particular program, contact the Admissions Office at any campus.

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## SCHOOL HOLIDAYS

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The Institute is closed for classes and clinics in observance of the following holidays:

Martin Luther King Day	January 17, 2022	January 18, 2022
President's Day	February 21, 2022	February 22, 2022
Easter Monday	April 18, 2022	April 19, 2022
Memorial Day	May 30, 2022	May 31, 2022
Summer Break	July 4, 2022	July 9, 2022
Labor Day	September 5, 2022	September 6, 2022
Thanksgiving Break	November 24, 2022	November 28, 2022
Winter Break	December 23, 2022	January 3, 2023
Martin Luther King Day	January 16, 2023	January 17, 2023
President's Day	February 20, 2023	February 21, 2023
Easter Monday	April 10, 2023	April 11, 2023
Memorial Day	May 29, 2023	May 30, 2023
Summer Break	July 3, 2023	July 8, 2023
Labor Day	September 4, 2023	September 5, 2023
Thanksgiving Break	November 23, 2023	November 27, 2023
Winter Break	December 22, 2023	January 2, 2024
Martin Luther King Day	January 15, 2024	January 16, 2024
President's Day	February 19, 2024	February 20, 2024
Easter Monday	April 1, 2024	April 2, 2024
Memorial Day	May 27, 2024	May 28, 2024
Summer Break	July 1, 2024	July 8, 2024
Labor Day	September 2, 2024	September 3, 2024
Thanksgiving Break	November 28, 2024	December 2, 2024
Winter Break	December 23, 2024	January 2, 2025