



*The Chrysm Institute of Esthetics*  
**School Catalog**

Issued: 5/3/2024 v1  
[www.chrysm.edu](http://www.chrysm.edu)

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# The Chrysm Institute of Esthetics

## MAKING PASSION FOR SKINCARE A PROFESSION



*Our mission is to provide career focused education that inspires and empowers our diverse student body to succeed in employment with confident, professional skills in the exciting, growing field of Esthetics.*

### **Virginia Beach Main Campus (Fully Accredited)**

208 Golden Oak Ct, Ste 200  
Virginia Beach, VA 23452  
(757) 456-5386

### **Hampton Additional Location (Fully Accredited)**

21 Enterprise Pkwy, Suite 420  
Hampton, VA 23666  
(757) 964-3057

*\*The Chrysm Institute of Esthetics is also referred to as The Chrysm Institute.  
All policies listed in this catalog apply to both the Virginia Beach main campus and  
Hampton additional location unless otherwise specified.  
This catalog is true and correct in content and policy.  
With the publication of this catalog all previous editions become obsolete.*

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## **Admission Policy**

Applicants who do not provide required application attachments will not be accepted for enrollment. See below for application requirements for each program offered. Students under the age of 18 must have parental consent and parents will be required to sign on all enrollment documents.

The school shall be responsible and liable for the act of its admissions personnel. No school, agent, or admission personnel shall knowingly make any statement or representation that is false, inaccurate, or misleading regarding the school.

The institution ensures that it meets all licensure requirements in Virginia, where the institution is located.

***\*Effective for Out of State students beginning class after July 1, 2024:***

*Following recent U.S. Department of Education regulations, applicants who claim residence or are located in a state other than Virginia will be required to sign an Employment Attestation stating that they intend to seek employment in the state of Virginia. Per U.S. Department of Education regulations, if the applicant is unwilling and/or does not sign Employment Attestation prior to class start date, application cannot be accepted and enrollment cannot be processed.*



### **Esthetics (Distance Hybrid) Program Applicants must submit:**

1. Fully completed application
2. Copy of High School diploma or transcript or equivalent **showing high school completion.**  
Examples of acceptable equivalents to a HS diploma include:
  - a. GED certificate/transcript of HS equivalency
  - b. Home school transcript(s) (certificate optional)
  - c. Official academic transcript of completed Associate's Degree
  - d. Official academic transcript of completed Bachelor's Degree
  - e. Students with foreign HS diploma/transcripts **\*\*see below\*\***
3. Copy of valid photo government-issued identification
4. Social security Verification via one of the following:
  - a. Signed Social Security Card
  - b. FAFSA must be RECEIVED by the school at time of application appointment  
(if FAFSA has not already been received by school, student must provide SSN card)
5. Immigration information (if applicable)
6. Nonrefundable \$50 application fee (valid for one enrollment period)
  - a. If there's an available reserved seat, the nonrefundable \$50 application fee, valid for one enrollment period, will be due at the Admission Meeting, unless other arrangements have been made, and can be paid via credit/debit card. No application fee will be due if there are no reserved seats available and applicant opts to waitlist.

### **Master Esthetics (Distance Hybrid) Program Applicants must submit:**

All documents that Esthetics Program applicants are required to submit as listed above in #1-6

1. Applicants must have graduated from an Esthetics program prior to being eligible to submit Master Esthetics application
2. **Applicants without valid, Virginia Esthetics License may apply but will sign acknowledgment on application that Virginia Esthetics license must be obtained by 300 scheduled hours of the Master Esthetics (Distance Hybrid) program otherwise, student may be withdrawn**
3. \*School may request Esthetics transcript
4. \*School may request resume denoting Esthetics industry experience

### **Applicable to All Applicants**

The institution does not participate in Ability-to-Benefit. All high school diplomas must be verifiable.

Acceptable documentation for checking the validity of a student's high school completion can include; the diploma and/or a final transcript that shows all courses taken, or the judgment of the state department of education in which the high school is located. A student's self-certification is not sufficient to validate the high school diploma in question. If the institution has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education (for instance, if the diploma or transcript was bought or the student was required to perform little or no work), the institution will evaluate the validity of the student's high school completion. There is no appeal process held by the institution or the Department of Education if the high school diploma is deemed invalid.

1. Application and nonrefundable application fee are valid for the current application period in which the applicant has applied.
2. Applicants will be notified of acceptance via email.
3. All fees and payments, with the exception of the nonrefundable \$50 application, shall be refunded if an applicant does not enroll in the school, does not begin the program or course, withdraws prior to the start of the program, or if they are dismissed prior to the start of the program.
4. Applications for admission may be denied as indicated in the Denial of Admission/Re-Entry section of this policy, located on the website and in the catalog. If an applicant has not been accepted for admission, they will be notified via a denial letter within 40 days from the date of denial determination.

#### **Application Expiration Circumstances**

1. Application will expire for applicants who are removed from a waitlist or reserved class list in the following circumstances unless other arrangements have been approved by the Director of Education.
  - a. Claims residence and/or is located in state other than Virginia and is unwilling and/or does not sign Employment Attestation prior to class start date
  - b. Do not receive a seat offer and/or a seat does not become available
  - c. Cannot confirm payment arrangements prior to start date of class
  - d. Received seat offer and do not meet applicable requirements
  - e. Received seat offer and declined
  - f. Voluntarily delay enrollment
  - g. Do not respond to repeated attempts of contact and forfeit their seat due to deadline
  - h. Have a valid enrollment contract on file but do not begin class

#### **Students with Foreign High School Diploma**

Students with foreign high school diplomas are responsible for translating their documents into English in addition to having their diploma evaluated for U.S. High School Diploma Equivalency by a qualified agency. The translated and evaluated diploma is a part of the application process, therefore, students cannot apply prior to the translation and evaluation of their diploma.

#### **Denial of Admission/Re-Entry**

The Chrysm Institute of Esthetics reserves the right to deny admission to applicants if the applicant:

- a. Claims residence and/or is located in state other than Virginia and is unwilling and/or does not sign Employment Attestation prior to class start date.
- b. Violates the institution's conduct policies during the admissions process or previous enrollment
- c. Poses threat or potential danger to institution community
- d. Considered disruptive to the institution community
- e. If denial of admission is deemed to be in the best interest of the institution or the student
- f. Has an invalid high school diploma or has provided fraudulent documents
- g. Took multiple leaves of absence, schedule changes and/or withdrew and re-enrolled multiple times in an Esthetics or Master Esthetics program
- h. If it is determined that the applicant did not have sufficient attendance percentage and grade average in an Esthetics or Master Esthetics program

Admission denial decisions are final and may not be appealed, unless otherwise approved by the Director of Education. Applicants who have not been accepted for admission will be notified via a denial letter and refunded the application fee (if applicable) within 45 days from the date of application submission.



### **Re-Enrollment and Course Repetitions Policy**

Students wishing to re-enter are considered on a case by case basis and may re-enroll into a program after they have withdrawn at the discretion of Director of Education. Re-enrollment requests are reviewed to determine whether the circumstances that prevented the student from committing to their schedule have been resolved and additionally are subject to class availability at the requested time of re-enrollment. Students may be required to submit supporting documentation to substantiate the re-enrollment request. The institution reserves the right to deny re-entry to students wishing to re-enroll, according to the Denial of Admission/Re-Entry section of the Admissions Policy. All students whose re-enrollment has been approved are subject to current institutional policies at the time of re-enrollment.

#### Tier 1 Re-Enrollment

For students who are approved to re-enroll within 180 days from their last date of attendance, the following will apply.

- These students will return in the same satisfactory academic progress status as at the time of withdrawal
- Additional tuition charges will not be assessed unless student is re-enrolling after having reached maximum time frame\* (See Maximum Time Frame Re-Enrollment)
- Students will retain previous attendance percentage and program requirements completed, however may be required to repeat program requirements at the discretion of the instructor.

#### Tier 2 Re-Enrollment

For **all** students who are approved to re-enroll between 6 and 24 months from their last date of attendance, the following will apply:

- These students will return in the same satisfactory academic progress status as at the time of withdrawal
- Any currently owed withdrawal balance must be paid prior to formal re-enrollment request
- Student may be required to purchase textbooks and additional supplies, if applicable

Tier 2 students will have the option of:

- Returning to complete remaining hours from original enrollment
  - Additional tuition charges current at the time of re-entry will apply to the hours remaining unless student is re-enrolling after having reached maximum time frame\*
  - Students will retain previous attendance percentage and program requirements completed, however may be required to repeat program requirements at the discretion of the instructor.
- Repeat the course for the full program cost current at the time re-entry (see Tier 3: Course Repeat for additional course repetition information)

#### Tier 3 Re-Enrollment: Course Repetition

For students who opt to repeat the program or are approved to re-enroll 24 months or longer after their last date of attendance, the following will apply:

- These students will return with in the same satisfactory academic progress status as at the time of withdrawal
- Any currently owed withdrawal balance must be paid prior to formal re-enrollment request
- Students will be required to repeat all program requirements for the full program cost at the time of re-entry
- Previous attendance, grade average, and max time frame status will be reset.

#### Maximum Time Frame Re-Enrollment

For students re-enrolling after having reached maximum time frame, extra instructional charges of \$250 per week will apply for Tier 1 and Tier 2 enrollments. See SAP: Maximum Time Frame and Extra Instructional Charges Policy for more information.



## Nondiscrimination Policy

The Chrysm Institute is dedicated to maintaining honest, ethical and fair relationships with staff, students, clients, state boards and other schools. We admit students without regard to ethnic origin, and do not discriminate against any student regardless of race, color, creed, religion, sex or age.

## Credit for Experience/Transfer

To ensure that our students receive the full benefit of having completed our nationally accredited curriculum and are fully prepared for state requirements and practices in Virginia, we do not accept transfer hours. The Chrysm Institute of Esthetics does not guarantee transferability of any courses, diplomas, certificates, or credits completed at the school to any other institution.

## Vaccination Policy

The Chrysm Institute of Esthetics does not require vaccinations for admission into our programs. Anyone interested in getting more information about vaccinations should contact their local public health department or consult with their health care provider.

## Programs Offered

<b>Programs Offered</b> (Role in the field of esthetics: SOC 39-5094)	
The school's program offerings are consistent with its stated purpose, to provide career focused education that inspires and empowers our diverse student body to succeed in employment with confident, professional skills in the exciting, growing field of Esthetics.	
<b><u>Esthetics (Distance Hybrid)</u></b> CIP Code: 12.0409 Credential Awarded: Diploma Hours Required: 600 Full Time Schedule: 24 hours per week <ul style="list-style-type: none"><li>• 300 hours in Online Theory</li><li>• 300 hours in On Campus Practical</li></ul>	<b><u>Master Esthetics (Distance Hybrid)</u></b> <i>*Prerequisite Required</i> CIP Code: 12.0414 Credential Awarded: Diploma Hours Required: 600 Full Time Schedule: 24 hours per week <ul style="list-style-type: none"><li>• 200 Hours in Online Theory</li><li>• 400 Hours in On Campus Practical</li></ul>
<b><u>Master Esthetics Prerequisite:</u></b> <ul style="list-style-type: none"><li>• You must have completed an approved 600 clock hour Esthetics course or equivalent</li><li>• You must have a valid, Virginia Esthetics license by the time you have actually completed 300 hours in the Master Esthetics program unless other arrangements have been approved by the Director</li></ul>	

## Esthetics (Distance Hybrid) Program Outline

### **Program & Activities Description**

This 600-clock hour distance hybrid training program combines theory and 220 practical applications to prepare students to confidently practice in a professional role in the field of esthetics. This course covers the full spectrum of basic techniques required for use by the professional esthetician.

### **Educational Objectives:**

By the end of the course, students should be able to perform consultation, cleansing and analysis procedures, manual facials and treatments, machine and electrical treatments, body treatments and back treatments, make-up application and hair removal.

### **Name & Level of Employment**

Esthetics program graduates, who attain licensure, are able to practice as Licensed Estheticians in the state of Virginia. Occupation opportunities and levels of employment for Licensed Estheticians range from entry level Esthetician positions available in salons and spas through skincare facility operator/ ownership.

### **Instructional Methods**

#### Practical Instruction

During the practical block, students are introduced to a variety of product lines and learn the proper use of equipment. Practical requirements are completed and guided on campus, supervised by a licensed and certified Esthetics instructor. Instructional methods for the online portion of this distance hybrid program vary based on instructional format. See below for available instructional formats and corresponding distance instructional methods.

#### Theory Instruction

##### *a. Independent Online*

Online theory is conducted via online distance education. The independent online program format utilizes pre-recorded, video-based theory instruction completed independently online by students each week. Students will regularly interact with the software by utilizing a unique digital login to complete assignments which will include a series of short videos that will require the student to answer interactive comprehension questions, additional interactive activities, digital flash cards, practice exams, online discussions, short quizzes and more.

##### *b. Live Online*

The instructor begins any block of online instruction by taking roll and discussing/describing the material that will be covered in that session. The instructor will share either live instruction or previously recorded video instruction with a live question and answer session at a minimum on an hourly basis.

### **Grading Procedures**

Each grade is calculated by averaging test scores; the number of questions answered correctly is divided by the total number of points possible/questions on the test. The grading scale for theory examinations shall be as follows with a passing grade of a score of 75% (C) or above:

Excellent-A: 100-93,  
Very good-B: 92-85  
Satisfactory-C: 84-75,  
Unsatisfactory-F: 74 or below

All students must maintain a minimum average grade percentage of 75% in order to graduate. For practical examinations, students can either score "Proficient" or "Developmental Opportunity."

<b>Esthetics (Distance Hybrid) Curriculum</b>	<b>Hours Completed via Online</b>	<b>Hours Completed in Practical on Campus</b>
<b>Theory &amp; Methodology:</b> An understanding of the history of the field, an overview of human anatomy and physiology, and a solid grasp of theory and methodology of esthetics are necessary requirements for this class. An outline of the curriculum is as follows:		
<b>Orientation and Business Topics: 25 Total Hours</b> <i>School policies, Management, sales inventory and retailing, insurance, client records and confidentiality, professional ethics, and practices</i>	25 hours	0 hours
<b>Laws and Regulations: 10 Total Hours</b>	10 hours	0 hours
<b>General Sciences: 80 Total Hours</b> <i>Bacteriology, microorganisms, infection control, disinfection and sterilization, OSHA requirements, MSDS, cosmetic chemistry, products and ingredients and nutrition</i>	80 hours	0 hours
<b>Applied Sciences: 95 Total Hours</b> <i>Anatomy &amp; physiology, skin structure &amp; function, skin types, skin conditions &amp; diseases &amp; disorders of the skin</i>	71 hours	24 hours
<b>Skin Care: 255 Total Hours</b> <i>Health screening, skin analysis and consultation, facial manipulations, cleansing procedures, masks, extraction techniques, machine equipment and electricity, manual facials and treatments, machine, electrical facials and treatments and general procedures and safety measures</i>	50 hours	205 hours
<b>Make-up: 65 Total Hours</b> <i>Setup, supplies and implements; color theory, consultation, general &amp; special occasion application, camouflage, application of false lashes and lash extensions, lash and tinting, lash perming, lightning of the hair on the body except scalp, and general procedures and safety measures</i>	36 hours	29 hours
<b>Body Treatments: 20 Total Hours</b> <i>Body treatments, body wraps, body masks, body scrubs, aromatherapy, and general procedures and safety measures</i>	9 hours	11 hours
<b>Hair Removal: 50 Total Hours</b> <i>Types of hair removal, wax types, tweezing, chemical hair removal, mechanical hair removal, general procedures and safety measures</i>	19 hours	31 hours
<b>600 Total Hours</b>	<b>300 online hours</b>	<b>300 on campus practical hours</b>

<b>Practical Requirements</b>	<b># Required</b>
Consultation, cleansing and analysis of face & body	35
Manual facials & treatments	65
Machine or electrical facials & treatments	50
Body treatments and back treatments	20
Makeup	25
Hair Removal	25
<b>Total practicals:</b>	<b>220</b>

## Master Esthetics (Distance Hybrid) Program Outline

### **Program & Activities Description**

This 600-clock hour distance hybrid training program combines theory and practicum to prepare students to confidently practice in the field of esthetics. A student must complete the required studies as well as pass written and practical examinations before graduating. This course prepares you to provide advanced procedures.

### **Educational Objectives:**

By the end of the course, students should be able to perform LED, Ultrasound, Oxygen, IPL, and Microcurrent treatments, Microdermabrasion treatments, Chemical Peel treatments, and Manual Lymphatic Drainage.

### **Name & Level of Employment**

Master Esthetics program graduates, who attain licensure, are able to practice as Licensed Master Estheticians in the State of Virginia. Occupation opportunities and levels of employment for Licensed Master Estheticians range from Master Esthetician positions available in salons, spas, and medical facilities with Physicians. Additional occupation opportunities include skincare facility operation and ownership.

### **Instructional Methods**

#### Practical Instruction

During the practical block, students are introduced to a variety of product lines and learn the proper use of equipment. Practical requirements are completed and guided on campus, supervised by a licensed and certified Master Esthetics instructor. Instructional methods for the online portion of this distance hybrid program vary based on instructional format. See below for available instructional formats and corresponding distance instructional methods.

#### Theory Instruction

##### *a. Independent online*

Online theory is conducted via online distance education. The independent online program format utilizes pre-recorded, video-based theory instruction completed independently online by students each week. Students will regularly interact with the software by utilizing a unique digital login to complete assignments which will include a series of short videos that will require the student to answer interactive comprehension questions, additional interactive activities, digital flash cards, practice exams, online discussions, short quizzes and more.

##### *b. Live Online*

The instructor begins any block of online instruction by taking roll and discussing/describing the material that will be covered in that session. The instructor will share either live instruction or previously recorded video instruction with a live question and answer session at a minimum on an hourly basis.

### **Grading Procedures**

Each grade is calculated by averaging test scores; the number of questions answered correctly is divided by the total number of points possible/questions on the test. The grading scale for theory examinations shall be as follows with a passing grade of a score of 75% (C) or above:

Excellent-A: 100-93,  
Very good-B: 92-85  
Satisfactory-C: 84-75,  
Unsatisfactory-F: 74 or below

All students must maintain a minimum average grade percentage of 75% in order to graduate. For practical examinations, students can either score "Proficient" or "Developmental Opportunity."

<b>Master Esthetics (Distance Hybrid) Curriculum</b>	<b>Hours Completed via Online</b>	<b>Hours Completed in Practical on Campus</b>
<b>Orientation, Advanced Business Subjects, &amp; Infection Control: 45 Hours</b> <i>School Policies and procedures, professional esthetics and practices, ethics and professional conduct, insurance and liability issues, confidentiality and HHIPAA, Client records and documentation, microbiology and bacteriology, infection control, disinfection, sterilization, OSHA, FDA, MSDS, personal protective equipment</i>	20 hours	25 hours
<b>State Laws, Rules, and Regulations: 10 Hours</b>	8 hours	2 hours
<b>Advanced Anatomy and Physiology: 65 Hours</b> <i>Advanced anatomy and physiology, advanced skin structure and functions, advanced skin typing and conditions, advanced diseases and disorders, advanced cosmetic ingredients, pharmacology, advanced home care</i>	42 hours	23 hours
<b>Advanced Skin Care and Advanced Modalities: 90 Hours</b> <i>Introduction to microdermabrasion and dermaplaning; indications, contraindications, general procedures/safety measure, equipment safety, techniques proper protocols practical application consultation, pre-treatment and post-treatment for crystal and crystal-free microdermabrasion &amp; dermaplaning; waste disposal, OHSA; machine parts, operation, protocols, care, waste disposal, and safety</i>	12 hours	78 hours
<b>Advanced Procedures and Chemical Exfoliation: 270 Hours</b> <i>Advanced skin analysis, consultation, health-screening and documentation; advanced procedures, light treatments, light-emitting diode (LED), intense pulsed light device (IPL); advanced manual, machine, and electric treatments, microcurrent and ultrasound; introduction, fundamentals of chemical exfoliation and peels of the epidermis; fundamentals of wound healing; assessing suitability and predicting chemical exfoliation efficacy; pre-treatment, post-treatment, general practical application/consultation protocols, practical application and consultation, indications, contraindications, general procedures and safety measures for: enzymes, herbal exfoliations, vitamin-based peels, alpha hydroxy peels, beta hydroxy peels, Jessner, Modified Jessner, and trichloroacetic acid peels</i>	80 hours	190 hours
<b>Lymphatic Drainage: 120 Hours</b> <i>Introduction, tissues/organs, functions of the lymphatic system, immunity, etiology of edema, indications, contraindications, manipulations and movements; face and neck treatment sequence, lymphatic draining on trunk, upper, and lower extremities, cellulite, using lymphatic drainage with other treatments; machine-aided lymphatic drainage</i>	38 hours	82 hours

**600 Total Hours**

**200 online hours**

**400 on campus practical hours**

<b>Practical Requirements</b>	<b># Required</b>
Advanced Treatments	40
Microdermabrasion	50
Chemical Exfoliation	75
Lymphatic Drainage Treatments	50
<b>Total practicals:</b>	<b>215</b>

## Distance Education/Telecommunications Policy

### **Distance Hybrid Instructional Formats**

The institution offers 2 instructional formats at this time:

- Asynchronous (referred to as “Independent Online”)
- Synchronous (referred to as “Live Online”)

All distance education programs offered at The Chrysm Institute of Esthetics offered in a distance hybrid format incorporate both online distance education for theory and in-person, on-campus instruction for practical. Distance education is **not** utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client. The institution does not actively target prospective students in other states.

### **Substantive and Regular Interaction**

Both the Independent Online and Live Online instructional formats are validated by substantive interaction on a regular, interactive basis between students and instructors.

Instructors are responsible for:

1. Ensuring substantive interaction by monitoring the student’s academic engagement and success. Independent Online instructors will monitor students’ activity on course websites and Live Online instructors will provide direct instruction and evaluate level of participation during live online theory session
2. Assessing and/or providing feedback on students’ coursework.
3. Providing information and respond to questions about the course content
4. Considering the quality of the student’s coursework and understanding

### **Academic Engagement**

All students are required to engage in active participation in an instructional activity related to the student’s course of study.

All students will be required to:

1. Submit academic assignments
2. Take assessments and exams in person, on campus at least once monthly with respect to any distance education completed within the preceding month.
3. Interact with their instructors for practical learning and completion during their regular scheduled practical block which occurs four (4) days per week. Students may additionally interact with instructors during office hours.
4. Upon completion of all curriculum requirements: the student must pass a comprehensive Academic and Practical final exam, administered on campus.

*\*Live Online students interact with instructors by attending regularly scheduled synchronous video calls four (4) days per week.*

### **Training and Support Services Specific to Distance Education**

Students will receive in-depth training and technical protocols/guides in how to utilize and navigate the online software applicable to their instructional format on or before orientation on the first day of class. Faculty receives periodic training from the Esthetics Program Coordinator and the Chief Information Security Officer who is available for as-needed technical assistance/training.

### **Information Exchange Privacy and Safety**

The institution utilizes Genesis SMS, Microsoft Office 365 suite, Microsoft Teams, Edular/Klassapp, Milady CIMA platforms in the implementation of distance education and record keeping. Each of these platforms has fully detailed security requirements and certifications that have been reviewed and approved by the Chief Information Security Officer.

### **Passing Grades**

The grade scale is published in the program outline and SAP Policy in the school catalog and on the website. The same grade scale is utilized for all programs and instructional formats.

### **Final Examinations**

Upon completion of all curriculum requirements, students will be required to participate in up to 3 mock boards and successfully complete a final practical board in addition to a final comprehensive theory examination.

### **Transcripts**

All transcripts and other official or unofficial documents that list academic attainment received will identify the distance education component.

### **Verification of Student Identity and Plagiarism:**

Students are assigned a unique @chrysm.edu student email login provided by the school at no additional charge to the student. This unique email is used by the applicable online learning platform to track hours and assignments completed by each student. The institution does not tolerate plagiarism. If it is determined that a student has clocked hours and/or submitted assignments that they themselves did not complete or if they have copied information from outside sources/individuals, they may be immediately withdrawn unless other arrangements are discussed and approved by the Director of Education.

## **Distance Hybrid Disclosures**

### **All Programs**

*Students are provided and sign the applicable disclosures prior to beginning enrollment.*

#### **On Campus Practical:**

All students are scheduled to attend on campus practical instruction each day, Monday through Thursday. Hands-on practical requirements must be completed on clients that the student brings in during their designated practical block, supervised by their instructor in the practical classroom on campus. Students must be in uniform and bring practical supplies daily.

#### **Hardware Requirements:**

Students must provide their own PC laptop or desktop computer (tablets are NOT permissible) and have reliable access to internet off campus, at speeds that can handle video streaming. The device must have properly functioning webcam, microphone, and speaker capabilities.

#### **Software Requirements:**

The school will make applicable software accessible at no additional charge.

#### **Technical Skills:**

Students enrolling in distance hybrid programs attest that they have sufficient background, knowledge, and technical skills to successfully undertake telecommunication for online distance learning.

#### **Out of State Disclosure:**

The institution ensures that it meets all licensure requirements in Virginia, where the institution is located. The institution only instructs and adheres to Virginia Esthetics regulations. All applicants are made aware of this prior to enrollment. Academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. If you plan to obtain licensure in another state, please contact that state's licensing board regarding distance education.

#### **Effective for Out of State students beginning class after July 1, 2024:**

*Following recent U.S. Department of Education regulations, applicants who claim residence or are located in a state other than Virginia will be required to sign an Employment Attestation stating that they intend to seek employment in the state of Virginia. Per U.S. Department of Education regulations, if the applicant is unwilling and/or does not sign Employment Attestation prior to class start date, application cannot be accepted and enrollment cannot be processed.*



## Distance Hybrid Program Structure

### Independent Online (*Asynchronous*)

#### **Description of Online Platform**

Students will complete assignments utilizing a unique Milady CIMA digital login. These assignments include a series of short videos (between 5 and 15 minutes) that require the student to answer interactive comprehension questions. Additional assignments may include interactive activities, digital flash cards, practice exams, online discussions, short quizzes and more.

#### **Attendance**

- Esthetics (Distance Hybrid) students will be scheduled three (3) hours per day, four (4) days per week of online assignments (as described above), totaling 12 hours of independent online theory per week.
- Master Esthetics (Distance Hybrid) students will be scheduled two (2) hours per day, four (4) days per week of assignments (as described above), totaling 8 hours of independent online theory per week.

If the student is unable to complete the online theory assignments as scheduled, remaining assigned online hours may be completed any time during the week they are assigned. If the student is unable to complete theory and assignments every week and falls behind in theory, they may be prohibited from attending practical until they have caught up on theory assignments. Hours completed via independent online are validated by reports downloaded from the software and are entered in the Student Database Management Software on a weekly basis. For more information, please see Attendance Protocol and Procedures in the school catalog.

#### **Assignment Submission**

To receive credit for independent online hours:

1. Clock hours entered into the Student Database Management System are based upon login and logout timestamp as reported in CIMA records. \*Clock hour credit, as defined by the federal government, will not be given for login-sessions less than 50 minutes.
2. All assigned sessions are expected to be completed the week they are assigned or made up the following week.
3. Sessions are recommended to be completed within 90 minutes.
  - a. Additional online supplemental activities/reading may be required if weekly hours are not met.
4. Periods of inactivity that last longer than 10 minutes will log the student out.
5. Students are unable to complete future required online curriculum activities in advance of assignment.
6. Students who are 24 or more online hours and/or 16 or more sessions behind in independent online theory may be prohibited from clocking practical hours.



## Live Online (*Synchronous*)

### **Description of Online Platform**

Students will login to synchronous live online theory/demonstration sessions with instructor and fellow classmates via virtual Microsoft Teams meeting during designated, scheduled class. Students must enable video of themselves for the entire meeting for attendance verification and must actively participate in class in order to receive credit for online distance education. Instructors will incorporate interactive, live question and answer sessions at a minimum on an hourly basis.

### **Attendance**

Each block of live instruction begins with the instructor taking roll and discussing/describing material that will be covered in that session. This is **not** self-paced instruction that can be completed at any time and credit for online distance clock hours is based on the student's meeting login and logout timestamp. Students must login at their scheduled online block from their own computer/tablet off campus. If the student is unable to attend live, synchronous online classes, they will need to complete any online hours missed prior to being permitted to graduate. Hours completed via live online are validated by meeting login/logout time stamp reports and are entered into the Student Database Management System on a daily basis, as completed. For more information, please see Attendance Protocol and Procedures in the school catalog.

### **Assignment Submission**

Assignments are completed together during synchronous, live online class with instructor and/or are given assignments to complete as homework. Homework assignments are reviewed together as a class.





## Facilities and Locations

The Chrysm Institute of Esthetics operates two locations: the main campus in Virginia Beach, VA and the recently opened additional location in Hampton, VA. The Virginia Beach main campus and the Hampton additional location are fully accredited. We are proud to have available to the students, state of the art equipment and tools that exceed program requirements.

All policies and procedures at the Hampton, VA location will operate in the same manner as the main campus in Virginia Beach, unless otherwise specified. Registration, Financial Aid and Student Affairs staff provide support for both locations and work remotely.

The library resources available to students include a broad digital library available to all students through their unique and secure chrysm email account login. Students can access previously recorded theory/demo classes that their instructor makes available to them as well as additional supplemental instructional videos on relative subject matter. All students are provided with adequate and appropriate resources for completion of course work.

The institution's facilities are adequately equipped to meet the needs of handicapped students and individuals in need of the assistance of a wheelchair or crutches. Additionally, students with intellectual disabilities must provide medical documentation and may discuss their specific needs with the Director of Education.

### Virginia Beach Main Campus:

208 Golden Oak Ct, Ste 200, Virginia Beach, VA 23452

#### **The Virginia Beach Location changed location in September 2022.**

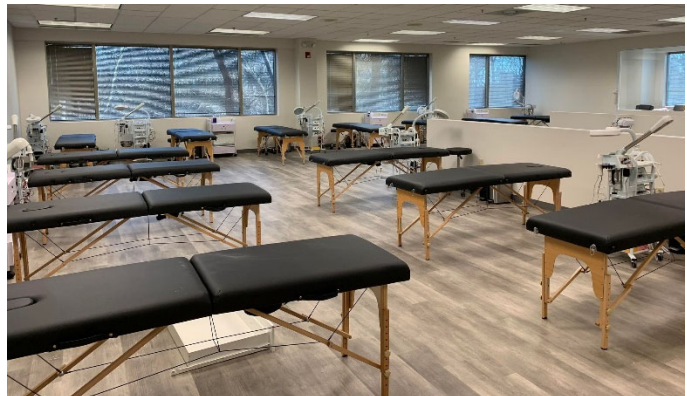
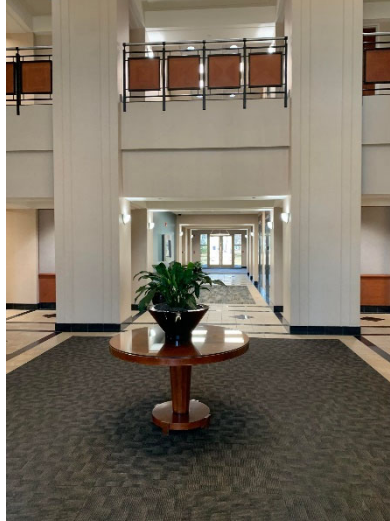
The new Virginia Beach campus facility includes: reception and waiting area with fully stocked retail display, two large practical classrooms, changing room areas for clients, instructor offices, and a testing center. Financial Aid and Registration staff work remotely.



## Hampton Additional Location:

21 Enterprise Pkwy, Ste 420, Hampton, VA 23666

The Hampton location is our first additional location and initially opened in January 2022. The Hampton campus facility includes: reception and waiting area with fully stocked retail display, large practical classroom, changing room areas for clients, instructor offices, and a testing center.





## History and Development

The Chrysm Institute of Esthetics was established November 2004. We received our original certificate to operate by the State Council of Higher Education for Virginia in March 2005. In 2007, the governor of Virginia signed into law the mandate for licensure requirement for the field of Esthetics. This change in law allowed the availability of licensure under the Department of Professional and Occupational Regulation (DPOR) Board for Barbers and Cosmetology for schools and practitioners. We received our Esthetics school license in November 2007.

The institution was accredited by NACCAS in September 2012 and approved by the federal Department of Education in March 2013. The Chrysm Institute of Esthetics received its recertification Certificate to Operate an Institution of Postsecondary Education by the State Council of Higher Education for Virginia in March 2014. The Chrysm Institute of Esthetics is also referred to as The Chrysm Institute.

In 2022, the institution opened its additional location in Hampton, VA and received its DPOR Spa and Esthetics School licenses and SCHEV Certificate to Operate. The Hampton location received its provisional accreditation status from NACCAS in June 2022 and became fully accredited by NACCAS in May 2023. The Hampton location utilizes the same Program Participation Agreement with the Department of Education and is approved to offer Title IV financial aid to those who qualify.

## Accrediting and Licensing Agencies

The Chrysm Institute of Esthetics provides state of the art education and training in the field of Esthetics and continually update our course and products as the advances in the profession demand.

Locations Certified:		
<ul style="list-style-type: none"> <li>- Virginia Beach, VA</li> <li>- Hampton, VA</li> </ul>		
Licensed to Operate <i>(State)</i>	Certified to Operate a Postsecondary Institution <i>(State)</i>	Accredited <i>(National)</i>
Department of Professional and Occupational Regulation (DPOR) 9960 Mayland Drive, Suite 400 Richmond, Virginia 23233-1463 Phone: (804) 367-8509	State Council of Higher Education for Virginia (SCHEV) Private and Out-of-State Postsecondary Education 101 N. 14 <sup>th</sup> Street, 9 <sup>th</sup> Floor James Monroe Building Richmond, VA 23219	National Accrediting Commission of Career Arts and Sciences (NACCAS) 3015 Colvin St Alexandria, VA 22314 (703) 600-7600
Approved <i>(Federal)</i>		
Approved by the <u>U.S. Department of Education</u> to accept Title IV funds		

## School Holidays and Closures

Scheduled school holidays and closures can be found on the website at:

<https://www.chrysm.org/class-schedules--school-closures.html>

### 2024 School Holidays and Closures

*Last Updated: 5/2/2024 v2*

Martin Luther King Jr. Day	Monday, Jan 15, 2024
Staff Day	Thursday, Feb 8, 2024
President's Day	Monday, Feb 19, 2024
Spring Break	March 31, 2024 – Apr 6, 2024 <i>Classes resume on Monday, April 8, 2024</i>
Memorial Day	Monday, May 27, 2024
Staff Day	Thursday, June 6, 2024
Juneteenth	Wednesday, June 19, 2024
Summer Break	June 30, 2024 – July 6, 2024 <i>Classes resume on Monday, July 8, 2024</i>
Fall Break	Sept 1, 2024 – Sept 7, 2024 <i>Classes resume on Monday, Sept 9, 2024</i>
Presidential Election Day	Tuesday, Nov 5, 2024
Staff Day	Thursday, Nov 7, 2024
Veterans Day	Monday, Nov 11, 2024
Thanksgiving	Nov 27, 2024 – Dec 1, 2024 <i>Classes resume on Monday, Dec 2, 2024</i>
Winter Break	Dec 22, 2024 – Jan 4, 2025 <i>Classes resume on Monday, Jan 6, 2025</i>

## Unanticipated/Inclement Weather Closures

In the event of an unanticipated school closure, the voicemail on the main line, 757-456-5386, will be updated with closure information, students will receive email to their [student email account](#), and The Chrysm Institute of Esthetics website will be updated. The student's attendance percentage will not be penalized for school closures, delays, or cancellations however unanticipated closures do count toward the 14 consecutive calendar days absence for withdrawal, so it's important to return to class once the school reopens. Students can contact the Financial Aid Office at [financialaid@chrysm.edu](mailto:financialaid@chrysm.edu) even in the event of school closure.



## Owners Duties and Responsibilities

Christine Werne is the President, CEO of both Virginia Beach and Hampton locations and possesses the only controlling interest in The Chrysm Institute of Esthetics and is directly responsible for the operational management of the institution's academic affairs, student services, business and administrative services. The other owners are Myriah Werne and Anatash Werne, however they have no controlling interest. As the Director and owner of the school, Christine makes herself available to resolve conflicts and complaints to the best of her ability. She strives to provide a positive learning environment as well as promote the best education possible.



### **Director of Education**

Christine Werne  
Owner, Director of Education,  
The Chrysm Institute of Esthetics  
Licensed Master Esthetician  
Licensed Master Esthetics Instructor



## Class Schedules

Please check the website often for newly added classes at:

<https://www.chrysm.org/class-schedules--school-closures.html>

*\*If minimum enrollment is not met, class session may be delayed until enrollment is met.*

<p style="text-align: center;"><b>Spring 2024</b>                      Updated 3/14/2024 v1                      The information below is tentative and subject to change.</p>				
Class Start Date	Location	Class ID #	Schedule	Application Open Date
<p><b>Esthetics (Distance Hybrid)</b>  <i>Full Time: 24 hours per week, graduate in approximately 6.5 months. Part Time not available.</i></p>				
5/20/2024	Virginia Beach	<b><u>VB Morning</u></b> E- S24VBAM2	On Campus Practical Mon-Thurs, 11 AM- 2 PM  Independent Online Theory 12 hrs per week	3/18/2024 11:00 AM
5/20/2024	Virginia Beach	<b><u>VB Late Evening</u></b> E- S24VBLE	On Campus Practical Mon-Thurs, 6 PM-9 PM  Independent Online Theory 12 hrs per week	3/18/2024 11:00 AM
5/20/2024	Hampton	<b><u>H Midday</u></b> E- S24HMD	On Campus Practical Mon-Thurs, 2 PM-5 PM  Independent Online Theory 12 hrs per week	3/18/2024 11:00 AM
5/20/2024	Hampton	<b><u>H Late Evening</u></b> E- S24HLE	On Campus Practical Mon-Thurs, 5 PM-8 PM  Independent Online Theory 12 hrs per week	3/18/2024 11:00 AM

Updated 4/30/2024 v1				
<b>Master Esthetics (Distance Hybrid)</b> <i>Full Time: 24 hours per week, graduate in approximately 6.5 months. Part Time not available.</i>				
6/10/2024	Virginia Beach	M- S24VBAM1	On Campus Practical Mon-Thurs, 8 AM-12 PM  Live Online Theory Mon-Thurs, 12:30 PM-2:30 PM	5/7/2024, 11:00 AM
6/10/2024	Hampton	M- S24HAM1	On Campus Practical Mon-Thurs, 7 AM-11 AM  Independent Online Theory 8 hrs per week	5/7/2024, 11:00 AM

## Administrative Staff and Faculty

### Director of Education



**Christine Werne**  
Owner, Director of Education,  
Licensed Master Esthetician  
Licensed Master Esthetics Instructor

<b>Instructors</b>	<b>Jemeisha Chase</b> <i>Hampton</i>	<b>Kelsey Gable</b> <i>Hampton</i>
	<b>Glynnita Gholston</b> <i>Virginia Beach</i>	<b>LaQuisha Jones</b> <i>Virginia Beach</i>
	<b>Thomasina Lang</b> <i>Virginia Beach</i>	<b>Jessie Olsen</b> <i>Virginia Beach</i>
	<b>Sarah Ruffin</b> <i>Hampton</i>	<b>Alandrea Spruill</b> <i>Virginia Beach</i>

<b>Lab Assistants</b>	<b>Brandee Arroyo</b> <i>Virginia Beach</i>	<b>Jasmine Barnes</b> <i>Hampton</i>
	<b>Devon Chambers</b> <i>Virginia Beach</i>	<b>Angelica Colon</b> <i>Hampton</i>
	<b>Taylor Elms</b> <i>Hampton</i>	<b>Tallie Frost</b> <i>Virginia Beach</i>
	<b>Laura Medina</b> <i>Virginia Beach</i>	<b>Delaney Peters</b> <i>Virginia Beach</i>
	<b>Brielle Powell</b> <i>Virginia Beach</i>	

<p><b>Compliance, Registration, Financial Aid, Student Affairs</b></p>	<p style="text-align: center;"><b>Alessia Spielvogel</b> Chief Operating Officer <i>Virginia Beach &amp; Hampton</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <p style="text-align: center;"><b>Na'imah Nelson</b> Lead Admission Advisor <i>Virginia Beach &amp; Hampton</i></p> <p style="text-align: center;"><b>Leslie Foor</b> Admission Advisor, Administrative Support Manager <i>Virginia Beach &amp; Hampton</i></p> </td> <td style="width: 50%; border: none; vertical-align: top;"> <p style="text-align: center;"><b>Letetia Jones</b> Lead Financial Aid, Title IX Coordinator <i>Virginia Beach &amp; Hampton</i></p> <p style="text-align: center;"><b>Ginger Fowler</b> Financial Aid, Student Affairs Specialist <i>Virginia Beach &amp; Hampton</i></p> <p style="text-align: center;"><b>Nicole Gray</b> Student Affairs Specialist <i>Virginia Beach &amp; Hampton</i></p> </td> </tr> </table>	<p style="text-align: center;"><b>Na'imah Nelson</b> Lead Admission Advisor <i>Virginia Beach &amp; Hampton</i></p> <p style="text-align: center;"><b>Leslie Foor</b> Admission Advisor, Administrative Support Manager <i>Virginia Beach &amp; Hampton</i></p>	<p style="text-align: center;"><b>Letetia Jones</b> Lead Financial Aid, Title IX Coordinator <i>Virginia Beach &amp; Hampton</i></p> <p style="text-align: center;"><b>Ginger Fowler</b> Financial Aid, Student Affairs Specialist <i>Virginia Beach &amp; Hampton</i></p> <p style="text-align: center;"><b>Nicole Gray</b> Student Affairs Specialist <i>Virginia Beach &amp; Hampton</i></p>
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<p><b>Front Desk/Student Liaison</b></p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <p style="text-align: center;"><b>Maya Cruz</b> Student Liaison, Hiring Manager <i>Hampton</i></p> <p style="text-align: center;"><b>Ashley Vestal</b> Student Liaison <i>Virginia Beach</i></p> <p style="text-align: center;"><b>Tallie Frost</b> Student Liaison/Lab Assistant <i>Virginia Beach</i></p> </td> <td style="width: 50%; border: none; vertical-align: top;"> <p style="text-align: center;"><b>Taylor Elms</b> Student Liaison/Lab Assistant <i>Hampton</i></p> <p style="text-align: center;"><b>Brandee Arroyo</b> Student Liaison/Lab Assistant <i>Virginia Beach</i></p> </td> </tr> </table>	<p style="text-align: center;"><b>Maya Cruz</b> Student Liaison, Hiring Manager <i>Hampton</i></p> <p style="text-align: center;"><b>Ashley Vestal</b> Student Liaison <i>Virginia Beach</i></p> <p style="text-align: center;"><b>Tallie Frost</b> Student Liaison/Lab Assistant <i>Virginia Beach</i></p>	<p style="text-align: center;"><b>Taylor Elms</b> Student Liaison/Lab Assistant <i>Hampton</i></p> <p style="text-align: center;"><b>Brandee Arroyo</b> Student Liaison/Lab Assistant <i>Virginia Beach</i></p>
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<p><b>IT</b></p>	<p style="text-align: center;"><b>Brandon Frost</b> Chief Information Security Officer <i>Virginia Beach &amp; Hampton</i></p>		

**Registration and Financial Aid Administration Contact Information**

Any questions regarding registration may be directed to [registration@chrysm.edu](mailto:registration@chrysm.edu) or 757-456-5386.

Any questions regarding financial assistance may be directed to at [financialaid@chrysm.edu](mailto:financialaid@chrysm.edu) or 757-456-5386. Email correspondence is preferred.

## Program Costs and Methods/Terms of Payment

### Methods/Terms of Payment

Payments may be made by credit/debit card, or, for those who qualify: federal financial aid (Pell Grant, Direct Subsidized Loan, Direct Unsubsidized Loan, Direct Parent PLUS Loan), MyCAA spouse scholarship, or through non-federal agency or loan programs (subject to agency approval). Cash, check, or money order may be accepted with prior notice. Students are responsible for repaying applicable loans plus interest to loan servicers.

Unless other arrangements have been approved by the Director of Education, students:

1. Have the option to pay in installment payments equal to the length of the program they are enrolled
2. A valid credit/debit card number on file may be required.
3. All tuition must be paid in full prior to scheduled graduation

Program Costs Effective Beginning Fall 2023					
Esthetics (Distance Hybrid)		Master Esthetics (Distance Hybrid)		Other Costs Not Paid to the School (Applicable to all programs)	
Application Fee	\$50	Application Fee	\$50	Supply List Items	<i>Estimate coming soon</i>
Tuition	\$10,650	Tuition	\$10,750	State Board Kit	<i>Estimate coming soon</i>
Textbooks	\$350	Textbooks	\$350	State Board Exam Fee	\$172
				State Licensing Fee	\$105
				License Renewal <i>(paid approx. every 2 years)</i>	\$105
				Student Insurance <i>(optional; recommended not required)</i>	\$59
<b>Total Cost</b>	<b>\$11,050</b>	<b>Total Cost</b>	<b>\$11,150</b>		
Program tuition is calculated at a flat rate for all students regardless of state of residency. The institution does <u>not</u> have separate charges for out of state tuition and does <u>not</u> assess any additional charges to verify student identities associated with distance learning.					

## Financial Aid Description and Cost of Attendance

Both the Virginia Beach main campus and the Hampton additional location are approved to accept Title IV financial aid. The Chrism Institute of Esthetics offers Pell Grant, Direct Subsidized Loans, and Direct Unsubsidized Loans to enrolled students who qualify. Pell Grant is need-based gift aid that does not require repayment. Direct Subsidized Loans are also calculated on a need-based basis but require repayment. Direct Unsubsidized Loans are non-need-based aid and are loans for which all students may qualify. The Department of Education is the source of these funds. In order to continue participation in the financial aid program, students must maintain a 75% academic grade average and 80% attendance average.

2024/2025 Title IV Cost of Attendance <i>All schedules listed below are for Full Time.</i>												
	Esthetics Independent with Childcare		Esthetics Independent		Esthetics Dependent		Master Esthetics Independent with Childcare		Master Esthetics Independent		Master Esthetics Dependent	
	VB	H	VB	H	VB	H	VB	H	VB	H	VB	H
Tuition	\$10,650	\$10,650	\$10,650	\$10,650	\$10,650	\$10,650	\$10,750	\$10,750	\$10,750	\$10,750	\$10,750	\$10,750
Fees	-	-	-	-	-	-	-	-	-	-	-	-
Books/Supplies	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350
Loan Fees	\$66	\$66	\$66	\$66	\$38	\$38	\$66	\$66	\$66	\$66	\$38	\$38
Food and Housing*	\$14,688	\$12,762	\$14,688	\$12,762	\$4728	\$3378	\$14,688	\$12,762	\$14,688	\$12,762	\$4728	\$3378
Personal*	\$2436	\$2316	\$2436	\$2316	\$1314	\$1530	\$2436	\$2316	\$2436	\$2316	\$1314	\$1530
Transportation*	\$3792	\$1788	\$3792	\$1788	\$2040	\$2490	\$3792	\$1788	\$3792	\$1788	\$2040	\$2490
Dependent Care*	\$7176	\$6864	-	-	-	-	\$7176	\$6864	-	-	-	-
<b>Total</b>	<b>\$39,158</b>	<b>\$34,796</b>	<b>\$31,982</b>	<b>\$27,932</b>	<b>\$19,120</b>	<b>\$18,436</b>	<b>\$39,258</b>	<b>\$34,896</b>	<b>\$32,082</b>	<b>\$28,032</b>	<b>\$19,220</b>	<b>\$18,536</b>
<i>* Indicates not paid to school</i>												

## Methods and Frequency of Disbursement of Financial Aid

Upon deposit of funds from the Department of Education, disbursements are applied to student accounts. Any monies due the student will be paid by check directly to the student within 14 days of disbursement from the Department of Education once the student has a zero balance with the school.

Generally for Esthetics students, disbursements are made in two payments. The first payment is at the beginning of the program. The second at mid-term. Note: the second disbursement can only be released to the student if the student has successfully completed half the number of weeks in the program, 300 hours, and be maintaining satisfactory academic progress. The disbursement dates listed on the award letter are approximate and subject to change. For Master Esthetics students and students who received financial aid at another institution in the same award year: amount of aid available, frequency of disbursements, and disbursement hour/weeks requirements for financial aid varies from student to student due to overlap periods.

## Verification of FAFSA Policy

Verifications are processed on a case-by-case basis. Verifications are processed by third party servicer, FAS, Inc. Documents are scanned and uploaded to a secured database. If a student's FAFSA is selected for Verification, the Financial Aid Department will notify the student via email, clearly explaining the student's role in the process and any documents that must be submitted. Throughout the duration of the verification process, the Financial Aid Department will inform students via email of any deadlines for document submission. The procedures used to correct FAFSA data include: directing the student to log back into the FAFSA and make required changes and/or providing an authorization form to the student and/or parent or spouse as applicable, authorizing a school official or third party servicer representative to correct data.

After Verification has been successfully processed and finalized, the school will notify students via email in a timely manner to discuss financial aid and any changes resulting from verification (such as changes to Student Aid Index and Title IV aid amounts), as applicable.

The consequences of failing to submit or missing deadlines for document submissions or corrections to verification paperwork may delay student's enrollment in class unless:

- Otherwise approved and agreed upon by the Director of Education and student; AND
- Student understands and is made aware via signed acknowledgement that:
  - Financial Aid figures may change after verification is processed
  - Should the student decide to enroll prior to verification being finalized and the financial aid changes, this may result in the student owing a higher out-of-pocket balance owed to the school and student understands that they would be accountable for the larger balance owed to the school and that this balance must be paid prior to contract end date unless otherwise approved by the Director
  - If the student decides to withdraw after beginning class, the student will be held to the refund policy and may owe a withdrawal balance to the school which financial aid/alternate funding may not cover
  - If student withdraws before verification clears, student may not have financial aid to contribute to withdrawal balance owed to school and may have to pay entire withdrawal balance out of pocket.
  - Student may be required to pay first quarter of tuition, \$2662.50, 2 weeks prior to beginning class if funding is not finalized. The Financial Aid Department will notify the student of requirement, as applicable

If the institution or third-party-servicer representative has cause to believe that the student, and any other applicable parties (such as parent or spouse) have intentionally provided false or fraudulent information during the FAFSA Verification process, the institution may notify the U.S. Department of Education Office of Inspector General via standard procedure as described on the federal government website: <https://oig.ed.gov/oig-hotline>.

## Professional Judgment and Dependency Override

If you are interested in pursuing a financial aid professional judgment or dependency override, more information is available on the website at:

<https://www.chrysm.org/professional-judgment-and-dependency-override.html>.

## Enrolled and Graduated Student Statistics

Enrolled & Graduated Student Statistics 2022/2023 Award Year				
	Virginia Beach		Hampton	
	Number	Percentage	Number	Percentage
<b>Enrolled</b>				
Esthetics (Distance Hybrid)	221	74%	115	100%
Master Esthetics (Distance Hybrid)	79	26%	0	0%
<b>Total</b>	<b>300</b>		<b>115</b>	
<b>Graduated</b>				
Esthetics (Distance Hybrid)	137	76%	60	100%
Master Esthetics (Distance Hybrid)	44	24%	N/A	N/A
<b>Total</b>	<b>181</b>		<b>60</b>	

*\*Note: Some students may be counted twice as there are students who were already enrolled, began classes, and/or graduated Esthetics (Distance Hybrid) and continued their education in Master Esthetics (Distance Hybrid) within the same year.*

## Financial Aid Statistics

Financial Aid Statistics 2022/2023 Award Year				
<i>Calculation is based on students who were scheduled to graduate and actually graduated within the award year listed above. Some students may be counted twice if they graduated from both programs within the same award year.</i>				
	Virginia Beach		Hampton	
	Esthetics (Distance Hybrid)	Master Esthetics (Distance Hybrid)	Esthetics (Distance Hybrid)	Master Esthetics (Distance Hybrid)
Percentage who accepted Title IV Financial Aid	84%	91%	93%	N/A
Average Student Indebtedness	\$4728.91	\$4808.75	\$5216.13	N/A
Median Loan Debt: Title IV	\$6333	\$6333	\$6333	N/A
Median Loan Debt: Private Loans	No private loans reported	No private loans reported	No private loans reported	No private loans reported
Median Loan Debt: Institutional Debt	No institutional debt reported	No institutional debt reported	No institutional debt reported	No institutional debt reported
Graduated within 100% Time Frame	3%	5%	4%	N/A
Graduated within 150% Time Frame	97%	98%	91%	N/A
Approximate Percentage who claimed Virginia Residency at time of application	88%	88%	93%	N/A

*\*Debt is calculated per program and Median Loan Debt calculations include students with no debt.*



## Attendance Protocol and Procedure

Student's required hours of attendance are delineated in the student's enrollment contract. It is the student's responsibility to adhere to and ensure that contracted hours are met weekly. Students are only permitted to attend in person practical during their regular contract schedule and may not graduate earlier than the current contract end date. Students are notified of hours through student mobile app. Instructors will also notify students of hours during Official SAP Academic Advising Session at 300 scheduled hours.

Any **practical** time missed will be made up after the contract end date, during the student's regular contract schedule. **If a student has completed all online hours, they will only attend their practical block past contract to make up the practical hours missed.** Graduation will be delayed until all hours and program requirements are completed. If attendance falls below the minimum requirement of 80% attendance, student may reach maximum time frame and student will be withdrawn and will need to request re-enrollment to finish the program. Upon approved re-enrollment, extra instructional charges will apply. See Satisfactory Academic Progress: Extra Instructional Charges Policy for more information on when and how extra instructional charges are assessed.

Unexcused absences are defined as when a student must miss school, absences should be both valid and verifiable, i.e., illness, bereavement, etc. All students should notify the Institution if they are going to be late or absent as soon as is possible. It is the responsibility of the student to complete assignments and any material covered during the absence. The Chrism Institute of Esthetics does not utilize excused absences, as student will need to complete all hours in order to graduate from the program. If a student misses 14 consecutive, calendar days absence, the institution is expected to have determined whether the student intends to return to classes or to withdraw and withdrawal may be processed at that time. In the event of withdrawal, tuition balance owed and/or any refund due will be calculated per the Refund Policy signed by the student in the enrollment contract.

Tuition must be current. If a student's tuition is in arrears, attendance may be prohibited until tuition is made current. A school official will provide statements to students showing amounts and date due. If tuition is not paid by the due date, students may lose clocking privileges until balance is current.



### **Clocking and Attendance Adjustment**

**Practical attendance** is tracked by students scanning their assigned bar code to clock themselves in and out to the student database management software. School staff are not responsible for ensuring students are clocked in and out. Students are responsible for clocking in, clocking out, and confirming that the time scanner registered their clock in/out accurately. Students may not clock anyone other than themselves in and out. Asking another student to clock-in/clock-out or clocking another student in or out is considered fraudulent and is grounds for immediate termination of your enrollment.

**Live Online** hours are tracked by instructors taking attendance every class.

**Independent Online** hours are tracked via CIMA login records. A school official will review CIMA records and enter hours into the student's attendance record on a weekly basis during regular business hours.

An Attendance Detail Report can be generated to show a detailed record of students' attendance. Adjusting attendance due to a school error, system outage, or forgotten clock in or clock out is reviewed on a case-by-case basis. In the event of adjusting clock in/clock out, the student and a school official must sign applicable attendance documentation.

All students regardless of payment method are notified of Attendance Policies and Procedures when reviewing the Pre-Enrollment Receipt of Information prior to signing the Enrollment Contract.

## Faculty Accessibility Outside of Class

Faculty is available for virtual office hours and will notify students of designated office hours during orientation. Additionally, faculty is available via email or by appointment outside of normal class schedules.

## Codes of Practice

### Conduct

Treat each other and all staff members with respect and kindness. Any behavior considered disruptive/disrespectful, speaking rudely, using profane language, or negative comments is considered improper conduct and is grounds for immediate termination of your enrollment.

### Dress Code

Students should always present a professional image. Esthetics students are required to wear black scrubs that can be found at any uniform shop and Master Esthetics students may wear scrubs of any color (no patterns or prints). Student uniforms must always be clean. Long hair must be worn pulled back and fastened and not able to fall forward when you bend. Fingernails must be moderately short and well groomed. White or black tennis shoes or flats are best. White laboratory coats are recommended but not required.

### Tardiness

Students receive credit for the hours they attend. Excessive tardiness is addressed via attendance monitoring.

### Clients and Models for Practice

Clients are not provided by the school and students are required to bring in their own clients in order to complete practicals. All students are required to be models for make-up, facial treatments and waxing unless there is a medical reason. You may invite your friends or family to receive student services at the current student pricing. All students are required to perform practicals on the public.

### Professionalism

All smoking must be done in designated areas outside the building. Breath sprays or mints must always be used instead of chewing gum. Gossiping or negative comments will not be tolerated.

## Video Surveillance Policy

Every room that has video surveillance has signage indicating that the room is monitored.



## Academic Support Services and Other Available Services

The Chrism Institute of Esthetics does not currently offer any formal academic support services, housing, or career counseling services. Students are apprised of their academic status on an on-going basis and meet with an instructor approximately every 150 hours.



## Student Rights, Responsibilities, and Privileges

Per the terms of the enrollment contract, the student:

- a. Agrees to pay applicable school/state fees & provide all required registration paperwork in a timely manner.
- b. Agrees to comply with all standards of conduct, institutional policies, state laws and regulations, rules, and educational requirements including clinic assignments.
- c. Agrees to check student email on a regular basis.
- d. Agrees not to refuse to perform client services or other program requirements
- e. Understands that students are required to bring in their own clients to complete practicals and that participation by receiving treatments is required unless medically contraindicated by a physician
- f. Agrees to utilize proper social distancing measures and Personal Protective Equipment (PPE) as indicated by institution. PPE protocols and requirements may change. PPE may include, but may not be limited to: face masks, gloves, face shields, lab coat.
- g. Agrees to provide all financial aid documents, if applicable, in the designated time frame.
- h. Agrees to comply with the school's dress code at all times and project a professional image.
- i. Agrees to comply with the assigned practical schedule which may change at the discretion of the school.
- j. Acknowledges that they will be learning in a practical teaching environment and will not be paid for any tasks they perform including performed practical services, maintaining clean and orderly practical area, and selling retail products.
- k. Understands minimum attendance and grade requirements that must be maintained for satisfactory progress
- l. Understands that they are responsible for the state licensing exam fee and other examination or licensing related expenses.
- m. Understands and agrees that they are responsible for reporting to the school, state board examination grades, progress, licensure date as well as employment information to include but not limited to: employer/business name, address, phone number; hire date/business open date, position title, manager first and last name.
- n. Understands the grounds for immediate termination as outlined in the Termination Policy

## Advertising Policy

The school reserves the right to use photographs, videos, audio tapes, letters or quotes from the student at the school's discretion for the advancement of research or marketing materials. Submitting the signed application is the student's acknowledgement of an agreement to this policy (as listed in Confidentiality Contract pages in application). Should the student wish to withhold permission for use of photographs, videos, audio tapes, letters, etc., they must provide written notification to the school and the school will not make use of the items listed above specific to that student.

## Satisfactory Academic Progress Policy

The Satisfactory Academic Progress policy is applied consistently to all students in a Department of Education and NACCAS-approved program, regardless of payment method, program, and schedule. A complete list of these standards is included in our school catalog ensuring notification of these expectations prior to enrollment in any program.



### Minimum Satisfactory Academic Progress Requirements

Minimum satisfactory academic progress shall be determined by a cumulative grade average of theory and practicum grades of no less than 75% and 80% attendance rate. The attendance percentage is determined by dividing the total actual hours completed by the total number of scheduled hours.

### Grading Scale

The grading scale for theory examinations shall be as follows with a passing grade of a score of 75% (C) or above:

Excellent-A: 100-93,  
Very good-B: 92-85,  
Satisfactory-C: 84-75,  
Unsatisfactory-F: 74 or below

All students must maintain a minimum average grade percentage of 75% in order to graduate. For practical examinations, students can either score "Proficient" or "Developmental Opportunity."

### Academic and Attendance Progress Evaluations

The Chrysm Institute of Esthetics monitors student grades and attendance to ensure satisfactory progress is being made. Academic progress is evaluated based on attendance (quantitative) and academic performance (qualitative) elements at designated evaluation periods. Academic performance is evaluated via a reasonable system of grades measured against a standard grade scale. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated at the end of each unit of study. Practical assignments are evaluated as completed and counted toward course completion when completed safely and sanitarily. If the performance does not meet safety and sanitation standards, it is not counted and the performance must be repeated. The evaluation will occur no later than the midpoint of any program. Student's academic progress is evaluated at 300 scheduled clock hours. At the end of the evaluation period, the school will determine if the student has maintained at least a 75% grade average and at least 80% cumulative attendance. All evaluations must be completed within seven (7) school business days following the established evaluation periods. Should the student continue to meet cumulative minimum attendance and grade requirements, graduation will occur within the maximum time frame allowed. Evaluations will include a review of theory test grades, missing exams or assignments as well as practical skill development. In the event of absence, please see Attendance Protocol and Procedures.

### Determination of Progress Status

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress. A digital copy of their satisfactory academic progress evaluation results will be made available to the student at the time of the evaluation and students will be notified of any evaluation that impacts eligibility for financial aid, if applicable. Students who do not achieve minimum standards are no longer eligible for Title IV funds, unless the student is on warning.



**Warning**

Students who fail to meet minimum requirements for attendance and/or academic progress are placed on warning and considered to be making satisfactory progress during the warning period. The institution will notify students of any evaluation in which the student is not meeting Satisfactory Academic progress. Title IV financial aid eligibility is unaffected by the SAP Warning status since the student is considered to be making satisfactory progress during the warning period. However, if placed on warning, the student will graduate in warning status as the academic progress warning period extends to the end of the program since there is only one satisfactory progress evaluation at 300 scheduled hours.

**Re-Establishment of Satisfactory Academic Progress and/or Financial Aid Eligibility**

Students are considered to be making satisfactory academic progress during the warning period, and therefore do not lose Title IV financial aid eligibility due to being placed on SAP warning status. A student may lose Title IV financial aid eligibility if, prior to all Title IV disbursements being made, it becomes mathematically impossible for the student to complete the program within maximum time frame. Students placed on warning will graduate in warning status as there is only one evaluation in the program. Students who re-enroll in warning status and do not achieve minimum standards by the subsequent evaluation period are no longer eligible for Title IV, HEA program funds.

**Maximum Time Frame**

Students must complete their program within the enrollment contract terms. 125% of the contracted program length is considered the maximum time frame for completion. Maximum time frame terms are calculated as follows for students enrolled in a 600 hour Esthetics (Distance Hybrid) or Master Esthetics (Distance Hybrid) program:

- o Esthetics (Distance Hybrid) Full time –31.25 weeks (750 scheduled hours)
- o Master Esthetics (Distance Hybrid) Full time –31.25 weeks (750 scheduled hours)

Maximum time frame is 150 scheduled hours after contract end date. It becomes mathematically impossible for a student to finish the program within maximum time frame in the following circumstances:

Esthetics (Distance Hybrid) Maximum Allowable Absence	
All Students:	Missing more than 75 On Campus Practical hours
Independent Online:	Are permitted and encouraged to make up any missed online hours during the program, prior to MTF
Live Online:	Missing more than 75 Distance Online hours

Master Esthetics (Distance Hybrid) Maximum Allowable Absence	
All Students:	Missing more than 100 On Campus Practical hours
Independent Online:	Are permitted and encouraged to make up any missed online hours during the program, prior to MTF
Live Online:	Missing more than 50 Distance Online hours

**\*Students who exceed maximum time frame shall be terminated from the program once maximum time frame has been reached.** Students who are withdrawn due to maximum time frame may request re-enrollment per the Re-Enrollment and Course Repetitions Policy. If the re-enrollment request has been accepted, students will be charged extra instructional charges on a cash-pay basis. See below for Extra Instructional Charges policy.

For all programs, the institution follows a 900-clock hour, 37 week academic year per federal regulation.

**Extra Instructional Charges**

Students who re-enroll after being withdrawn due to maximum time frame (and are not repeating the course) will be assessed extra instructional fees of \$250 each week until the student graduates or withdraws, regardless of whether the student attends, as long as the student remains enrolled. These charges apply to all programs and schedules currently offered. Weekly extra instructional charges do not apply to school closures of at least three days.

**Interruptions, Course Incompletes, Withdrawals, Repetitions, and Noncredit Remedial Courses**

The institution does not accept Leaves of Absence. 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, regardless of when student re-enrolls.

For Course Repetition information, see the Re-Enrollment and Course Repetition Policy. Course repetitions have no effect upon the institution's satisfactory academic progress standards. Course incompletes and noncredit remedial courses do not apply to this institution and have no effect upon the school's satisfactory progress standards.

**Unsatisfactory Conduct**

Student conduct is monitored by instructional staff on an ongoing basis. Should a student violate the institutional conduct policies, the instructional staff will complete a Student Disciplinary Action Form. The Director of Education reviews all Student Disciplinary Action Forms and may meet with the student and/or instructor as applicable. The school reserves the right to immediately withdraw a student for violation of institutional conduct policies as indicated on signed student Enrollment Contract.

**Transfer Hours**

The institution does not accept transfer hours.



## Graduation and Diploma Award

For all programs, diplomas are awarded. A student's graduation from the program will be processed upon completion of the following program requirements. A student's date of graduation is reported as whichever is later: the last date of attendance or the date that tuition has been paid in full. Requirements:

- a. Mandatory federal student loan exit counseling, if applicable
- b. Complete all required hours of their designated program
- c. Tuition paid in full and zero balance unless other arrangements have been approved by the Director of Education
- d. Maintain an average grade on theory exams of no less than 75%
- e. Students must complete all required online curriculum activities and assignments
- f. Score "Proficient" on all practical evaluations
- g. Complete all practical requirements safely and proficiently, & submit practical requirement sign-off sheets
- h. Pass final evaluations which may include a comprehensive theory examination and final practicum evaluation (final mock board)
- i. Perform up to 4 mock state board exams
- j. Students are responsible for verifying that all program requirements have been completed prior to signing and submitting exit paperwork.
- k. Turn in all required paperwork and supporting documentation, complete exit paperwork with Financial Aid Office

Students may not graduate earlier than the current contract end date. Should the student complete the program earlier than the estimated timeframe stated in the contract, the student's financial aid package may be recalculated and that this may result in liabilities owed by the student and/or institution, as applicable.

## Annual Graduation, Placement and Licensure Rates

*Note: Rates are obtained through surveys returned by graduates and through contacting graduates regarding placement and licensure information.*

<b>NACCAS Rates</b>			
<i>These rates are calculated based on a cohort of students scheduled to graduate during the date range: 1/1/2022 to 12/31/2022</i>			
	<b>Combined Rate (All Programs &amp; Campuses)</b>	<b>Virginia Beach (Main Campus)</b>	<b>Hampton (Additional Location)</b>
<b>Completion/Graduation</b>	89%	91%	81%
<b>Placement</b>	81%	84%	57%
<b>Licensure</b>	100%	100%	100%

## Employment/Placement Assistance

Students are notified on an ongoing basis of opportunities that are available in the field for which they may apply. Students are **periodically** emailed job opportunities via their school email accounts. There is no formal career advising or placement services offered by the school. The school will assist graduates in finding suitable employment by posting area employment opportunities and teaching job readiness classes, but placement is not guaranteed.



## Licensing Requirements and Employment Information

### Licensure Requirements:

The State of Virginia requires licensure for Esthetician and Master Esthetician. Upon completion of the course, you must submit application to the State of Virginia to apply to take both the Theory and Practical exams. You must pass these exams in order to receive your license and perform these services in the State of Virginia. The school will assist each student and guide them through the instructions and applications for the State Board Examinations.



### Physical Requirements of the Industry and Nature of Employment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; maintain consciousness while providing services, have the ability to provide legible communication to clients. May be required to wear required Personal Protective Equipment (PPE) as applicable according to local, state, federal, or company policy for duration of practical service(s) which may include but are not limited to: face shield, mask, gown and gloves.

### Industry Standards:

Commonly expected responsibilities of an esthetician include but are not limited to; performing skin care treatments within the scope of practice; possessing communication skills, maintaining a clean and professional personal image, as well as a clean and professional salon image; promoting and selling skin care products; working designated shifts as scheduled and informing the employer ahead of time when unable to work scheduled shifts; receiving clients; building a clientele base; and following sanitation guidelines per OSHA and State requirements.

### Oversight Restrictions:

The board may deny licensure to any applicant with a record of any state board disciplinary action or record of conviction. The board and may will require submission of criminal record and/or documentation of disciplinary action prior to accepting your application for state board examination. Contact DPOR Board for Barbers and Cosmetology at (804) 367-8509 or email [BCHOPLicensing@dpor.virginia.gov](mailto:BCHOPLicensing@dpor.virginia.gov) to discuss your record and documentation you will be required to submit. For state board exam application purposes, criminal record documentation is only valid for three (3) months from date of issue. In the rare instance that an applicant is denied licensure, he or she can re-apply.

## Refund Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including but not limited to student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 40 days of official cancellation or withdrawal.

1. All fees and payments, except the non-refundable application fee, remitted to the school by a prospective student shall be refunded if the student does not enroll in the school, does not begin the program or course, withdraws prior to the start of the program, or is dismissed prior to the start of the program. Applicants who have not been accepted for admission will be notified via an emailed denial letter within 40 days from the date of application submission.
2. The school shall provide a period of at least three business days, excluding weekends and holidays, during which a student applicant may cancel his enrollment without financial obligation other than the nonrefundable application fee.
3. Following the period described in section 2 above, a student applicant (who has applied for admission) may cancel, by written notice, his enrollment at any time prior to the first class day of the session for which application was made. When cancellation is requested under these circumstances, the school is required to refund all tuition paid by the student less the nonrefundable application fee. A student applicant will be considered a student as of the first day of classes.
4. The date of the institution's determination that the student withdrew should be no later than 14 calendar days after the student's last date of attendance as determined by the institution from its attendance records. After 14 calendar days, the institution is expected to have determined whether the student intends to return to classes or to withdraw. In addition, if the student is eventually determined to have withdrawn, the end of the 14-day period begins the timeframe for calculating the refunds. In the event that a written notice is submitted, the effective date of termination shall be the date of the written notice. The school may require that written notice be transmitted via registered or certified mail, or by electronic transmission, or in writing per the Refund Policy in the enrollment contract. The school is required to submit refunds to individuals who have terminated their status as students and are due a refund per the institutional Refund Policy within 40 days after receipt of a written request or the date the student last attended classes whichever is sooner.
5. For students who enroll and begin classes but withdraw prior to course completion, the following schedule of tuition earned by the school applies. For students receiving financial aid, a Return of Title IV calculation will be performed prior to the institutional refund policy. All refunds are based on scheduled hours:

Percentage of Program Completed Based on Scheduled Hours	Total Tuition School Shall Receive/Retain
0.01% to 25%	25% of the cost of the program
25.01% to 50%	50% of the cost of the program
50.01% to 75%	75% of the cost of the program
75.01% and over	100% of the cost of the program; Student is not entitled to refund

6. Fractions of credit for courses completed shall be determined by dividing the total amount of time required to complete the period or the program by the amount of time the student actually spent in the program or the period, or by the number of correspondence course lessons completed, as described in the contract.
7. Expenses incurred by students for instructional supplies, tools, activities, library, rentals, service charges, deposits, and all other charges are not required to be considered in tuition refund computations when these expenses have been represented separately to the student in the

enrollment contract and catalogue, or other documents, prior to enrollment in the course or program. The school shall adopt and adhere to reasonable policies regarding the handling of these expenses when calculating the refund.

8. I understand that in the event of any dispute arising out of this agreement on services hereunder, the courts of the City of Virginia Beach have sole and exclusive venue. I further agree that should the school prevail on any dispute regarding this agreement, the school shall be entitled to recover its attorney's fees, and if the matter involves collection, 25% of the amount of the outstanding shall be agreed to be reasonable.

## Termination

The institution considers the following as grounds for immediate termination of enrollment including but may not be limited to:

1. Failure to comply with clinic assignments, attendance and/or grade requirements
2. Noncompliance with general policies, signed enrollment contract, state laws and regulations, improper conduct; any negative/disrespectful comments; behavior that is considered disruptive or any action or inaction which causes or could cause harm or put oneself or others in danger; injury to the school's reputation; willful destruction of school property; theft/any illegal act.
3. Students who exceed the maximum time frame shall be terminated from the program once maximum time frame has been reached. See SAP: Maximum Time Frame and Extra Instructional Charges Policy for more information.

**The refund policy applies to all terminations for any reason.**

## Official Withdrawal Policy and Procedures

Students who withdraw from enrollment will receive a fair and equitable assessment of fees according to the Refund Policy dictated in the Enrollment Contract. The institution ensures that all online hours have been entered and are correct prior to completing any R2T4 and/or institutional refund calculation.

Official Withdrawal Procedure:

If a student wishes to request withdrawal from the program, the student must:

1. Provide notification to the school via email to [financialaid@chrysm.edu](mailto:financialaid@chrysm.edu)
2. You may be requested to:
  - a. Review and sign withdrawal balance/refund calculation (for calculation purposes: the date of withdrawal is the last date of attendance; the date of determination of withdrawal is the date the student notified the school of withdrawal)
  - b. Pay balance owed (if applicable)
  - c. Complete student loan exit counseling (if applicable).
  - d. Submit practical sheets
  - e. Sign off on actual hours completed
3. If student is owed a refund, the refund will be issued within 40 days from the date of determination of withdrawal. Student may contact Sherry Jansen, Chief Financial Officer at [sjansen@chrysm.edu](mailto:sjansen@chrysm.edu) for status update on refund check. If refund check is issued, student must sign acknowledgement of Refund Receipt.

Per the U.S. Department of Education, the date of withdrawal is the student's last date of attendance in all withdrawal and refund calculations. The date of determination the earlier of the dates that: the student notifies the school in person; written notification, the date said notification is delivered to the school in person, the date of termination by the school **OR**; after the student has missed fourteen (14) calendar days. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as of the time of withdrawal.

See the Admissions Policy for more information on returning after withdrawal.

See Refund Policy for further details about withdrawal and withdrawal settlements.

## Access to Records/Release of Information

The institution guarantees each student (or parent or guardian if the student is a dependent minor) access to that student's records. Note: Parents of students under the age of 18 who request information regarding the student will be permitted to receive this information without explicit consent from the student. For students 18 years of age or older, personal information is not released unless requested by the student. In the event that a student wishes to release information to a third party, the student may request a Release of Information Authorization form, granting the institution the right to release specified information for each time the student wants to release information. The student also reserves the right to rescind the authorization in writing at any time. Records are maintained while the student is enrolled in the student database software as well as a hard copy file. Files are maintained permanently after the student is no longer enrolled.

## FERPA Policy and Procedures

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.)

These rights include:

- The right to inspect and review the student's education records within 45 days after the day The Chrism Institute of Esthetics receives a request for access. A student should submit to the Financial Aid Office a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by The Chrism Institute of Esthetics in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of The Chrism Institute of Esthetics who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for The Chrism Institute of Esthetics.
- Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. The school will make a reasonable attempt to notify each student of these disclosures.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by The Chrism Institute of Esthetics to comply with the requirements of FERPA.



- The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

See the list below of the disclosures that postsecondary institutions may make without consent.

### **Establishing and Maintaining Information Security Program to FERPA policy**

Under the FERPA regulations, "disclosure" means "to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records to any party, by any means, including oral, written, or electronic means." 34 CFR § 99.3 ("Disclosure") (emphasis added). The regulations define "personally identifiable information" so that it includes, but is not limited to:

1. The student's name
2. The name of the student's parent or other family member;
3. The address of the student or student's family
4. A personal identifier, such as the student's social security number or student number;
5. A list of personal characteristics that would make the student's identity easily traceable; or
6. Other information that would make the student's identity easily traceable.

34 CFR § 99.3 ("Personally identifiable information") (emphases added). That is, FERPA-protected information may not be released in any form that would make the student's identity easily traceable. As stated above, a student's name or signature is "personally identifiable information" of that student.

The law governing the proper handling of a student's education records that contain personally identifiable information belonging to other students is clear. Indeed, the statute is unambiguous in that it states: If any material or document in the education record of a student includes information on more than one student, the parents of one such student shall have the right to inspect and review only such part of such material or document as relates to such student or to be informed of the specific information contained in such part of such material.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within The Chrism Institute of Esthetics whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount

of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## Student Right-to-Know and Campus Security Information

Student Right-to-Know information is located on the website under the “Consumer Information” tab. Campus Security Information is individually emailed to each student’s email annually and is disseminated to potential and current employees upon hire. Student Right-to-Know and Campus Security Information is available upon request.

## Evaluating Program Success and School Effectiveness

Each program remains consistent with the mission of the school. The Chrysm Institute of Esthetics requests feedback from current students, graduates, and instructors to better improve programs offered. The Chrysm Institute of Esthetics meets with its Advisory Committee and creates an Institutional Plan annually based on feedback from current students, graduates, instructors, and the Advisory Committee. Changes made in order to improve programs offered at the school as a result of feedback are documented in the annual Advisory Committee presentation and the annual Institutional Plan. Changes are made by the Director of Education on an on-going basis.



## Internship/Externship Policy

The institution does not participate in internships/externships.

## Grievance Policy and Complaint Resolution Policy

If a student has a complaint, please allow your Instructor an opportunity to resolve the problem first. If a student has a disagreement with the Instructor or the Instructor has not resolved a complaint, the student may **email** their student advisor to further discuss the matter. A student may obtain and submit a grievance form to any of the Chrysm Institute's staff members. On the form, students have the opportunity to specify the problem in summary, in detail, and then to suggest a solution. Upon submission of the form, the student advisor will review the grievance and if necessary, meet with the student. If the student advisor determines that there is any action necessary, they will implement changes and/or remedy the situation as best possible remaining within compliance to regulations. Students are not subject to unfair action/treatment as a result of the initiation of a complaint proceeding. If the student complaint cannot be resolved after exhausting the school's grievance procedure, the student may **email** [director@chrysm.edu](mailto:director@chrysm.edu) or file a complaint with the State Council of Higher Education for Virginia, the National Accrediting Commission of Career Arts and Sciences, or the State Council of Higher Education for Virginia. The student should submit written complaints to:

Department of Professional and  
Occupational Regulation (DPOR)  
9960 Mayland Drive, Suite 400  
Richmond, Virginia 23233-1463  
Phone: (804) 367-8509

National Accrediting  
Commission of Career Arts  
and Sciences (NACCAS)  
3015 Colvin St  
Alexandria, VA 22314  
(703) 600-7600

State Council of Higher Education for  
Virginia (SCHEV)  
Private and Out-of-State  
Postsecondary Education  
101 N. 14<sup>th</sup> Street, 9<sup>th</sup> Floor  
James Monroe Building  
Richmond, VA 23219



## Welcome,

Congratulations on your decision to become an Esthetician! I believe the field of Esthetics is an exciting field with constant growth and opportunity. I hope you will find fulfillment and inspiration in your new career.

It is my hope that The Chrysm Institute provides you with the tools and knowledge that will enable you to become successful. As I have developed this institution, it has been my aspiration to provide you with the environment, equipment and education that will allow you to grow, perfect your skills and exceed your own expectations.



I look forward to meeting you and welcoming you as one of my peers as you graduate and continue through this wonderful profession.

Christine L. Werne  
Owner  
Director of Education

