

C A T A L O G



" B E A U T Y M A D E W I T H Y O U R
F U T U R E I N M I N D . "

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School Programs and Hour Requirements:

All hybrid programs are designed to meet Tennessee State Board licensure requirements while providing flexible learning opportunities through both on-campus and structured at-home instruction. All virtual hours are guided via Zoom with a licensed educator and include assignments, check-ins, and live instruction.

Aesthetics 750-Hour Daytime Hybrid Program:

- **In-Person Days:**
Wednesday & Thursday | 9:00 AM-3:00 PM (**Hands-on Training**)
- **Virtual Learning Days: (Zoom)**
Monday, Tuesday, Friday | 9:00 AM-12:00 PM, 12:30 PM-2:30 PM
Includes a total of 5 hours of structured, synchronous at-home learning conducted via Zoom with a licensed instructor, utilizing the Milady curriculum.
- **Total Weekly Hours:** 27 hours
- **Monthly Hours:** 121 hours
- **Program Length:** Approximately 6.2 months (subject to attendance and holidays)
- **No weekends**

Aesthetics 750-Hour Nighttime Hybrid Program:

- **In-Person Days:**
Wednesday & Thursday | 5:30 PM–10:00 PM (**Hands-On Training**)
- **Virtual Learning Days: (Zoom)**
Monday, Tuesday, Friday | 4:00 PM-7:00 PM, 7:30 PM-10:30 PM
Includes a total of 6 hours of structured, synchronous at-home learning conducted via Zoom with a licensed instructor, utilizing the Milady curriculum.
- **Total Weekly Hours:** 27 hours
- **Monthly Hours:** 121 hours
- **Program Length:** Approximately 6.2 months (subject to attendance and holidays)
- **No weekends**

Eyelash Extension 300-Hour Hybrid Program:

- **In-Person Day:**
Monday | 9:00 AM – 2:00 PM (**Hands-On Training**)
- **Virtual Learning Days: (Zoom)**
Tuesday, Wednesday, Thursday, Friday | 9:00 AM-12:00 PM, 12:30 PM-2:30 PM
Includes a total of 5 hours of structured, synchronous at-home learning conducted via Zoom with a licensed instructor, utilizing the Milady curriculum.
- **Total Weekly Hours:** 25 hours
- **Monthly Hours:** 100 hours
- **Program Length:** 3 months (subject to attendance and holidays)
- **No weekends**

Instructor 300-Hour Hybrid Program:

- **In-Person Days:**
- **Daytime Schedule: (Hands-on Training)**
Wednesday & Thursday | 9:00 AM-1:00 PM
- **Nighttime Schedule: (Hands-on Training)**
Wednesday & Thursday | 5:30 PM-9:30 PM
- **Virtual Learning Days: (Zoom)**
- **Daytime Schedule:**
Monday, Tuesday, Friday | 9:00 AM-12:00 PM, 12:30 PM-1:30 PM
- **Nighttime Schedule:**
Monday, Tuesday, Friday | 4:00 PM-7:00 PM, 7:30 PM-10:30 PM
Includes a total of 4 hours of structured, synchronous at-home learning conducted via Zoom with a licensed instructor and students, utilizing the Milady Educator curriculum.
- **Total Weekly Hours:** 20 hours
- **Monthly Hours:** 100 hours
- **Program Length:** 3 months (subject to attendance and holidays)
- **No weekends**

Aesthetics Program Breakdown:

As mandated by the Tennessee State Board of Cosmetology and Barber Examiners, students enrolled in the Aesthetics Program must complete a total of 750 clock hours (equivalent to 22.5 credit hours) of instruction. These hours are distributed across three core areas of study to ensure comprehensive professional preparation:

1. General Instruction

150 Clock Hours / 4.5 Credit Hours

This foundational segment provides essential knowledge for safe, ethical, and effective practice.

Topics include:

- Sterilization, Sanitation, and Bacteriology
- Professional Ethics and Personal Conduct
- Salesmanship and Client Communication
- Anatomy and Physiology
- Tennessee State Laws and Regulatory Compliance

2. Chemical Instruction

150 Clock Hours / 4.5 Credit Hours

This portion focuses on the chemical and biological elements of skincare, product knowledge, and regulatory standards.

Topics include:

- Skin Conditions and Disorders
- Principles of Nutrition Related to Skin Health
- Aging Factors Affecting the Skin

- Product Ingredients and Proper Usage
- Waxing Techniques
- Lash and Brow Tinting
- OSHA and EPA Safety Requirements

3. Physical Instruction

450 Clock Hours / 13.5 Credit Hours

Emphasizing hands-on technical skills and application, this section prepares students for real-world service delivery. Topics include:

- Massage Movements and Manipulations
- Application of Masks and Packs
- Facial Treatments (Manual and Machine-Based)
- Skin Analysis and Client Consultation
- Product Application and Equipment Usage
- Color Psychology in Aesthetic Practice
- Basic and Corrective Makeup Application
- Brow Arching Techniques

Instructor Program Breakdown:

To qualify for an instructor license in Tennessee, an applicant must:

- Hold a valid license in the field they intend to teach (e.g., cosmetology, aesthetics, manicuring, or natural hair styling).
- Possess a high school diploma or GED.
- Have at least three (3) continuous years of licensure in the specific field prior to applying for an instructor license.

Educational Pathways

Applicants must complete one of the following:

- **Instructor Training Program:** Complete a board-approved instructor training course consisting of at least 300 clock hours within a six-month period.
- **Junior Instructor Program:** Serve as a junior instructor for a minimum of one (1) year under the supervision of a licensed instructor.

Curriculum Breakdown for Instructor Training (300 Hours)

The instructor training curriculum is designed to equip future educators with the necessary skills and knowledge. The 300-hour program typically includes:

- Lesson Planning and Motivation: 100 hours
- Teaching Techniques and Classroom Management: 100 hours
- Practical Application and Supervised Teaching: 100 hours

Examination Requirements

After completing the educational requirements, applicants must pass both a written theory examination and a practical examination, which includes the submission of a lesson plan.

Continuing Education

To maintain an active instructor license, instructors are required to:

- Complete 16 hours of board-approved continuing education every two years.
 - Submit proof of continuing education completion during the license renewal process.
- Failure to meet these requirements may result in the license becoming inactive or invalid.**

Eyelash Program Breakdown:

To obtain an Eyelash Specialist License in Tennessee, applicants must complete a 300-hour training program encompassing both theoretical and practical instruction.

Curriculum Components:

1. Theoretical Instruction (Minimum 8 Hours):

- Recognizing infectious or contagious diseases of the eye and allergic reactions to materials.
- Proper sanitation practices.
- Occupational health and safety practices.
- Eyelash extension application procedures.
- Eyelash extension isolation and separation procedures.

2. Practical Experience:

- Hands-on training in eyelash extension application, including techniques for isolation and separation.
- Sanitation and safety protocols during application and removal processes.
- Client consultation and aftercare guidance.

3. Domestic Violence Awareness Training (Up to 1 Hour):

- Completion of a one-hour online or in-person training provided at no cost by a nonprofit anti-domestic violence organization recognized by the Tennessee Coalition to End Domestic Violence and Sexual Assault.
- Training focuses on recognizing signs of domestic violence, appropriate responses, and referral resources for victims.

Student Enrollment Kit and Fees:

Center Stage Beauty Academy offers several programs with clearly defined tuition and associated fees. All students are responsible for the full cost of tuition, as well as any applicable kit and textbook fees. Each program also requires a non-refundable deposit to secure enrollment.

For the Aesthetics Program, tuition is \$8,500, with a non-refundable deposit of \$500, a kit fee of \$1,000, and textbook fees totaling \$400. The Educator Program tuition is \$3,000, accompanied by a \$500 non-refundable deposit and \$400 in textbook fees. The Lash Extension Program tuition is \$4,500, with a \$250 non-refundable deposit, a \$600 kit fee, and \$50 in textbook fees.

It is the student's responsibility to ensure timely payment of all tuition and associated fees. All required kit items, as mandated by the Tennessee State Board of Cosmetology and Barber Examiners, are provided on campus by the academy to ensure students are equipped for both training and examination requirements. These materials are essential for successful program participation and must be obtained through CSBA as part of the enrollment process.

This Kit Includes:

1. 1 Rolling Suitcase
2. 2 Milady Esthetics Textbooks & 2 Milady Esthetics Workbooks
3. 1 Professional Make-up Kit
4. 1 State Board Practical Kit
5. 1 Professional Facial Kit
6. 1 Professional Lash Extension Kit
7. 1 Student Badge

Student Enrollment Kit Fees Acknowledgment and Agreement:

I acknowledge that I have read and fully understand the tuition and fee structure for the programs offered at Center Stage Beauty Academy. I am aware that each program includes clearly outlined tuition costs, required non-refundable deposits, and applicable kit and textbook fees. I understand that I am responsible for the full cost of tuition and all associated fees, and I agree to make all payments in a timely manner. I recognize that the required kits and textbooks, as mandated by the Tennessee State Board of Cosmetology and Barber Examiners, are essential for my training and must be obtained directly through the academy as part of my enrollment. I accept and agree to these terms as a condition of my participation in the program.

Refund Policy:

Students have the right to cancel their Enrollment Agreement for the Aesthetics, Educator, or Lash programs at Center Stage Beauty Academy (CSBA) within the first week of instruction without incurring any penalties. If tuition has been paid in full, a refund will be issued minus the non-refundable deposit and applicable kit fees. Please note that students enrolled under a payment plan are not eligible for refunds, as payment option fees are non-refundable. Additionally, no refunds will be granted to students who received a scholarship or enrolled under a promotional tuition rate.

In the event of cancellation, refunds for students who paid tuition in full will be calculated based on the attendance percentage chart provided below. CSBA will process and issue any eligible refunds within 45 days of the students last day on campus. All monthly payments made toward any program are non-refundable, regardless of program duration.

1-25% Attendance	Refund minus 35% tuition
25.1 - 50% Attendance	Refund minus 50% tuition
50.1%+ -Attendance	No Refunds

The student must submit written notification of withdrawal to the institution by mail at the following address:

The Center Stage Beauty Academy

257 S. Calderwood Street Alcoa, TN 37701

Reasons for Terminating a Student’s Enrollment:

A student's enrollment at Center Stage Beauty Academy may be subject to termination under the following circumstances: failure to maintain satisfactory academic progress; violation of institutional rules and regulations; exceeding the maximum allowable absences as defined by academy policy; and/or failure to meet financial obligations. Additionally, a student may be dismissed for failing to attend four scheduled on-campus class days without proper communication or approval. Failure to return from an approved leave of absence by the designated return date will also result in termination of enrollment.

Policies and Procedures:

Center Stage Beauty Academy (CSBA) is committed to providing a safe, inclusive, and respectful environment for all members of its community. In accordance with federal and state laws, CSBA strictly prohibits discrimination or harassment of any kind based on race, color, religion, sex, national origin, age, disability, or any other characteristic, belief, or association. This policy applies to all educational programs, activities, and employment practices. CSBA is dedicated to fostering a culture that values diversity and promotes equity, ensuring that every student, educator, staff member, and administrator is treated with dignity and has the opportunity to thrive. Bullying, harassment, or discriminatory behavior of any kind will not be tolerated and may result in immediate dismissal from the program, with no refund of tuition or fees.

Admission Requirements:

Center Stage Beauty Academy (CSBA) prefers applicants to have obtained a high school diploma or a General Education Development (GED) certificate. However, applicants who are at least 16 years of age and have completed a minimum of two years of high school education will also be considered for admission. CSBA accepts transfer hours that have been approved by the Tennessee State Board of Cosmetology. Homeschooled students are welcome to apply, provided their homeschool diploma is recognized and accepted by the Tennessee State Board of Cosmetology.

GED Equivalency Test:

In accordance with Tennessee State Board of Cosmetology and Barber Examiners requirements, applicants seeking admission to Center Stage Beauty Academy through the General Education Development (GED) pathway must present proof of passing the GED exam with a minimum score of 45.0 or higher. This score is recognized as the equivalent of a high school diploma and is necessary to meet the educational qualifications required for enrollment in licensed cosmetology and aesthetics programs in the state of Tennessee.

At Center Stage Beauty Academy, we are committed to upholding the standards set by the state to ensure that all students are prepared for the rigor of our curriculum and the professional expectations of the beauty industry. Prospective students who have earned their GED should submit official documentation of their scores during the admissions process. We welcome applicants from a variety of educational backgrounds and are here to assist you in meeting all necessary requirements to begin your journey in the field of beauty and aesthetics.

Time Clock and Tracking Procedure:

Students are required to log in and out daily using the *uAttend* time clock system, which serves as the primary method for recording attendance hours both on campus and remotely through its online platform. Accurate timekeeping is essential to maintain compliance with state regulatory requirements. In the event of a technical issue, malfunction, or inability to access the *uAttend* system, I, the instructor will immediately record their attendance. This ensures continuity and accuracy in hour tracking. On virtual instructional days conducted via Zoom, I, the instructor, will verify student presence, monitor engagement, and log attendance and instructional time accordingly. Additionally, in any circumstance where a malfunction or discrepancy occurs with the primary timekeeping system, I will manually track and record all attendance and hours as a backup to ensure proof of time earned. These records will be maintained as part of the academy's official documentation and may be used to verify hours with state regulators if needed. It is the student's responsibility to follow all attendance procedures and maintain awareness of their logged hours in accordance with academy policies.

Student Attendance Tracking System–Full-Time Program:

Center Stage Beauty Academy offers a full-time program only, with student attendance and hours meticulously tracked to ensure compliance with state regulations. All students are required to use the *Uattend* Time Clock system, which includes a physical clock-in device located on campus for in-person days and a secure online login portal for virtual learning days. This dual-access system ensures accurate and reliable recording of attendance for both on-campus and structured remote instruction.

Program Completion/Graduation Requirements:

To successfully complete a program at Center Stage Beauty Academy, all students are required to fulfill the total number of instructional hours mandated for their specific course of study, as outlined by the Tennessee State Board of Cosmetology and Barber Examiners. These hours must be completed in full, with consistent attendance and active participation in both theoretical and practical training sessions. In addition to meeting hourly requirements, students must also demonstrate competency by successfully passing both a written and practical examination. A minimum score of 80% is required on each exam to meet the academy's academic standards and qualify for program completion. These assessments are designed to ensure students possess the knowledge and technical skills necessary to perform safely and effectively in their chosen field. Completion of all hours and passing required examinations are essential steps toward eligibility for state licensure and professional advancement.

Retake Policy:

Students who do not achieve the minimum passing score on either the written or practical exam will be given the opportunity to retake the exam once at no additional cost. If a student fails the second attempt, a review session will be required, and a third attempt may be scheduled at the discretion of the instructor or school administration. Additional attempts beyond the third may incur a retesting fee and must be approved by school leadership. All final exams must be successfully passed before a certificate of completion will be issued.

Student Conduct and Termination Policy:

Center Stage Beauty Academy maintains a strict standard of professionalism, attendance, and behavior to ensure a safe and respectful learning environment for all students and staff. Grounds for termination include but are not limited to excessive absences (defined as more than four unexcused on-campus days or 32 total program weeks), habitual tardiness, academic dishonesty, or disruptive conduct. Acts of verbal abuse, physical violence, or disrespectful behavior toward fellow students, educators, or staff members will not be tolerated. Additionally, any form of cheating or academic dishonesty is grounds for immediate dismissal. Bullying or harassment of any kind will result in immediate termination without refund. The disciplinary process includes a verbal warning for the first infraction, a written warning for the second, and termination upon a third violation, unless the offense warrants immediate dismissal as outlined above.

Non-discrimination policy:

Center Stage Beauty Academy (CSBA) is committed to providing an inclusive and respectful learning and working environments for all members of its community. In accordance with federal and state laws, CSBA does not discriminate based on race, color, religion, sex, national origin, age, disability, or any other protected characteristic in its educational programs, admissions policies, employment practices, or institutional activities. CSBA strictly prohibits all forms of discrimination, including those based on personal traits, beliefs, practices, associations, or identities. The academy is dedicated to fostering a culture of equity, respect, and belonging, where each student, educator, staff member, and administrator is valued and supported. We recognize and celebrate the uniqueness of every individual and are committed to creating an environment in which everyone can learn, grow, and succeed.

Leave of Absence Policy:

Center Stage Beauty Academy (CSBA) permits students to request a Leave of Absence (LOA) from their program under qualifying circumstances. All LOA requests must be submitted in writing and must span a minimum of five consecutive days. Students are permitted a maximum of three LOAs during any single enrollment period. Approved LOAs will result in an adjustment to the student's original graduation date, extending the overall duration of the program to accommodate the time missed. It is the student's responsibility to understand how an LOA may impact their academic progress, financial obligations, and projected completion date.

Student Appeal Process:

Students who have been terminated may submit a formal appeal. All appeals must be submitted in writing within five (5) business days of receiving the termination notice. Appeals should clearly outline the reason for

contesting the termination and include any relevant supporting documentation. Appeals will be reviewed by the school director and leadership team, with a written decision issued within ten (10) business days. The decision is final.

Student Grievance Procedure:

Students are encouraged to resolve concerns or conflicts through open communication with instructors or administrative staff. If a concern cannot be resolved informally, the student may submit a formal written grievance to the school director. The grievance should detail the nature of the complaint, dates, and any actions taken to resolve the issue. All formal grievances will be reviewed promptly, and a written response will be provided within ten (10) business days. If the student feels the issue remains unresolved, they may contact the Tennessee State Board of Cosmetology and Barber Examiners for further review.

Sanitation Compliance Policy:

At Center Stage Beauty Academy (CSBA), all students are expected to strictly adhere to the sanitation and safety standards established by the Tennessee State Board of Cosmetology and Barber Examiners. Maintaining a clean and hygienic environment is essential for the safety of both clients and practitioners. Students are trained to properly disinfect tools, equipment, and workstations before and after each service, utilize single-use items where required, and follow proper handwashing and personal hygiene protocols. Compliance with these standards is monitored closely, and students must demonstrate consistent sanitary practices as part of their practical and academic evaluations. Failure to maintain proper sanitation may result in disciplinary action and impact a student's eligibility for state licensure.

Dress Code Policy:

Students are required to adhere to the Center Stage Beauty Academy (CSBA) dress code policy while on campus. Approved attire includes medical scrubs in either black or pink. For safety and professionalism, hair must be secured in a ponytail or bun when performing services on classmates or clients. Fingernails must be maintained at a sport length, and name badges must be visibly worn at all times while on campus. Unacceptable attire includes graphic t-shirts, shorts, and open-toed or backless footwear; students must wear closed-toe shoes with backs. Compliance with the dress code is mandatory. Students who arrive out of uniform will be dismissed for the morning and may return after the lunch break. Missed hours due to dress code violations will not be credited. This policy is in place to uphold professional standards and ensure a safe, salon-appropriate learning environment.

Punctuality Policy:

Punctuality is essential to maintaining the integrity of the educational experience at Center Stage Beauty Academy. Students are expected to arrive on time for all scheduled classes. A grace period of up to 15 minutes is allowed for late arrivals. If a student anticipates being more than 30 minutes late, they must wait to return to campus after the lunch break and will forfeit the morning hours. Additionally, any student returning more than 15 minutes late from lunch will be dismissed for the remainder of the day and will not receive credit for any hours missed. In the event of an unforeseen circumstance, such as an accident or emergency, students are required to contact the academy as soon as possible. Approved late arrivals may be granted at the discretion of the school administration.

Cancel Enrollment Agreement (Minor):

In accordance with Tennessee state regulations, if a student is under the legal age of majority, their parent or legal guardian reserves the right to cancel the student's enrollment contract. To initiate this process, a written notice of cancellation must be submitted and mailed to the following address:

Center Stage Beauty Academy

257 S. Calderwood Street
Alcoa, TN 37701

All cancellation requests must be signed by the parent or legal guardian and will be processed in accordance with the academy's established withdrawal and refund policies.

Education Contingency Plan:

Center Stage Beauty Academy (CSBA) operates as a full-time, traditional on-campus specialty school. In the event of unforeseen circumstances—such as a medical emergency or an Act of God—that prevent in-person instruction, CSBA will temporarily transition students to a distance learning format. During this time, classes and assignments will be conducted via Zoom. Once it is deemed safe to resume on-campus instruction, CSBA will return to its original in-person educational model to ensure the highest quality learning experience.

Teach Out Plan:

In the unlikely event that Center Stage Beauty Academy ceases operations entirely, we are committed to ensuring the continued education of our students. All enrolled hybrid aesthetics students will be transferred to Bloom School of Aesthetics, a reputable local institution offering a similar hybrid program. This measure is in place to support a smooth transition and uphold the integrity of our students' educational journey.

Termination Policy:

A student's enrollment at Center Stage Beauty Academy may be subject to termination under the following circumstances: failure to maintain satisfactory academic progress; violation of institutional rules and regulations; exceeding the maximum allowable absences as defined by academy policy; and/or failure to meet financial obligations. Additionally, a student may be dismissed for failing to attend four scheduled on-campus class days without proper communication or approval. Failure to return from an approved leave of absence by the designated return date will also result in termination of enrollment.

Disciplinary Policy:

Center Stage Beauty Academy maintains high standards of professionalism and conduct. To ensure a positive and respectful learning environment, the following disciplinary process is in place for addressing student infractions. A first offense will result in a verbal warning, delivered during a formal meeting with school leadership. Should a second infraction occur, the student will be required to attend a follow-up meeting and will receive a written notice documenting the violation and discussion. A third offense will result in immediate termination from the program, with no refund of tuition or fees previously paid. This progressive disciplinary policy is designed to promote accountability, reinforce expectations, and uphold the integrity of our academic environment.

Weather Advisory Policy:

For the safety of our students, staff, and educators, Center Stage Beauty Academy (CSBA) will adhere to the inclement weather closures of the local county school system. If local schools close due to weather-related conditions, CSBA will follow suit. This policy ensures consistent communication and prioritizes the well-being of our academy community.

Tuition Late Fee policy:

Tuition payments are due on or before the 1st day of each month. Accounts with an outstanding balance not received by the 3rd will incur a \$75.00 late fee. Timely payment is essential to maintaining good financial standing

with the academy and to avoid any disruptions to enrollment or participation in classes. Students are encouraged to plan accordingly to ensure payments are made promptly and in full each month.

Illness Policy:

Students are not eligible to earn hours for days missed due to illness when scheduled for on-campus instruction. Repeated absences may result in a written warning. Each program includes a designated percentage of hours that must be completed on campus, as mandated by state regulations, in addition to any approved online hours. A detailed breakdown of these requirements is available upon request. By signing below, you state that you understand CSBA Procedures and policies and as follows:

Acknowledgment 1

By signing below, I acknowledge that I am entering into a binding financial agreement with Center Stage Beauty Academy (CSBA). I understand and accept responsibility for the full tuition amount as outlined in this agreement.

Acknowledgment 2

I understand that this financial agreement is final and may not be renegotiated under any circumstances. I agree to fulfill the full financial obligation as stated. Failure to comply may result in legal action pursued by CSBA.

Acknowledgment 3

I understand that I may pay my tuition in full ahead of schedule without incurring any penalties, additional fees, or interest.

Transfer Hours Policy:

Center Stage Beauty Academy accepts the transfer of credit hours from other licensed aesthetics programs, subject to review and approval. All transfer hours must be verified through official transcripts and meet the standards set by the Tennessee State Board of Cosmetology and Barber Examiners. Acceptance of transfer hours is not guaranteed and will be determined based on curriculum compatibility, academic performance, and attendance records. Prospective transfer students are encouraged to contact the academy for a detailed evaluation process.

Domestic Violence Awareness Training Requirement:

In accordance with the regulations set forth by the Tennessee State Board of Cosmetology and Barber Examiners, all students enrolled in the Aesthetics Program at Center Stage Beauty Academy are required to complete a one-time domestic violence awareness training. This training is mandated by state law and is designed to equip future

professionals with the knowledge to recognize signs of abuse and respond appropriately within their professional scope. Completion of this training is a requirement for graduation and licensure. Center Stage Beauty Academy provides access to the approved training module and ensures that all students fulfill this obligation prior to program completion.

This catalog has been prepared to provide accurate information regarding the programs, policies, and procedures of Center Stage Beauty Academy. It is the responsibility of each student to read, understand, and comply with the information outlined in this catalog. Center Stage Beauty Academy reserves the right to update or modify any program, policy, procedure, or requirement at any time, in compliance with state regulations. Any significant changes will be communicated to students in a timely manner. We are honored to welcome you to Center Stage Beauty Academy and look forward to supporting you in achieving your educational and professional goals. We are committed to providing an exceptional learning environment where you can develop your skills, pursue your passion, and build a successful career in the beauty industry.

Thank you for choosing Center Stage Beauty Academy. We are excited to be a part of your journey.