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Please see addendum to the catalog for tuition and fees, methods of payment, and list of administrative staff and faculty.
THE ELIZABETH GRADY SCHOOL OF ESTHETICS AND MASSAGE THERAPY

OUR PHILOSOPHY AND MISSION
Professionalism and an innovative approach to education. Dedication and an unwavering regard in the best interest of our students. These underlying strengths are the foundation beneath the quality education in Massage Therapy and Esthetics provided by the Elizabeth Grady School. With emphasis placed on the individual student’s learning style, combined with comprehensive curricula and the wisdom of fostering personal as well as professional growth, the Elizabeth Grady student receives a transformative education. Our goal is to promote achievement and development for all our students as they become expertly trained massage therapists and estheticians capable of successfully practicing in a variety of professional environments. Our commitment is to serve the best interest of our students and the massage and skin care industries.

The Elizabeth Grady School of Esthetics and Massage Therapy is committed to providing a safe and positive environment to a diverse community of students. We empower students through quality education in Esthetics and Massage Therapy. Emphasis is not only placed on theory and technique, but also on personal growth, development of self-awareness, and innovation within the industries. Through technical knowledge and sense of touch, Elizabeth Grady professionals in turn empower the public by promoting whole health, wellness, and beauty from the inside out.

THE ELIZABETH GRADY SCHOOL AT A GLANCE
• Established in 1975
• Provides licensing programs for Esthetics and Massage Therapy
• A division of the Elizabeth Grady Companies. A Spa/Salon company servicing over 300,000 clients annually with 30 plus locations and growing while employing in excess of 300 highly skilled, expertly trained licensed Estheticians, Massage Therapists, and Makeup Artists.

THE FACILITY
The Elizabeth Grady School of Esthetics and Massage Therapy is located near Tufts University at 222 Boston Avenue in Medford, Massachusetts, 02155. The school is convenient to Routes 2, 93, and 128 and is accessible by public transportation. The Elizabeth Grady School occupies a 20,000 square foot state-of-the-art training facility. It is located outside of historic Boston near some of the nation’s most renowned medical and educational institutions.

The school provides comfortable classrooms for both the theoretical and hands-on training modules with the most up-to-date equipment and products. A student break room with lockers, refrigerator, microwaves, and seating is provided for the student’s use. Additionally, books, periodicals, and references are available for the student to use for study and research.

The Elizabeth Grady School prides itself in the beauty and practicality of our facility. With over 40 years of experience in education, Elizabeth Grady has built a modern educational center and has developed creative and effective methods of teaching programs in these ever growing and expanding fields of clinical and holistic health care.
ELIZABETH GRADY SCHOOL OF MASSAGE THERAPY PROGRAM

PROGRAM MISSION STATEMENT
The Elizabeth Grady School of Massage Therapy strives to offer unique and comprehensive massage programs of the highest quality with emphasis in both clinical and holistic applications. The school offers in-depth programs providing the fundamental scientific studies of biology, human anatomy, physiology, and related subjects. The Elizabeth Grady School of Massage Therapy also addresses the importance of a continuous, interactive hands-on approach to learning. Offering hands-on practical classes, off-site volunteer experience, and an in-school clinic program facilitates the application of knowledge in a professional setting. The aspiring massage therapist will then subsequently be capable of serving the public with experienced and professional skill.

THE PROGRAMS
The Elizabeth Grady School of Massage Therapy Program provides students with the necessary tools to creative a lucrative practice in the massage therapist industry. The program also prepares students to successfully become licensed and to pass the National Certification Board Exam.

Massage Therapy Programs:
650 Hour and 750 Hour Programs

Required Courses for core 650 hour Therapeutic Massage:
- Massage Technique
- Anatomy, Physiology, and Kinesiology
- Applied Sciences and Theories (emphasis Pathology)
- Integration: Ethics, Professionalism, Communication, and Business
- Student Clinic

Additional Spa Therapy Modules for 750 Hour Program:
- Spa I: History and Development, Exfoliation Treatments, Hydrotherapy, Body Wraps, Peloid Therapy, Thalassotherapy, Student Clinic
- Spa II: Herbal Linen and Parafango Body Wraps, Introduction to Reflexology and Ayurveda, Thai Herbal Ball Treatment, Nutrition and the Spa, and Hot Stone Massage.

The Elizabeth Grady School offers a variety of flexible full day, morning, evening, and weekend schedules. Upon successful completion of the program, graduates are awarded a diploma in Massage Therapy for 650 Hours and a Certificate in Spa Therapy for those choosing a 750 hour program. Students may then continue the licensing application process per state requirements.
MASSAGE PROGRAM GRADUATION REQUIREMENTS
Students are required to pass oral, written, and/or practical exams at a minimum proficiency level of 70% as set by the school in the preceding massage program modules as a prerequisite for graduation.

CAREER OPPORTUNITIES
The field of Massage Therapy holds several opportunities for you to practice and experience. Positions available range from entry-level to business ownership depending on former professional experience, education, and individual goals. Below is just a partial listing of career opportunities offered to massage therapists:

- Spas and Salons
- Wellness Centers
- Health and Fitness Facilities
- Chiropractic Offices
- Cruise ships and Destination Spas in Exotic locations
- Professional and Amateur Sports Teams
- Rehabilitation Facilities
- Sporting Events
- Corporate Environments
- Educator of Massage Therapy and related practices
- Salon, Spa, or Massage Therapy Business Owner

Elizabeth Grady students give and receive a therapeutic massage
ELIZABETH GRADY
MASSAGE THERAPY
PROGRAM

**TECHNIQUE**
Practical, hands-on instruction.
Emphasis on learning and practice of Swedish Massage and other Bodywork Modalities.
Formation of treatment applications for specific body needs.

**ANATOMY, PHYSIOLOGY, AND KINESIOLOGY**
Students attain a comprehensive knowledge of function and structure of the human body and how it specifically relates to massage and bodywork.
Hands on palpatory lab unites theoretical knowledge and practical application.

**INTEGRATION**
Focus is on integrating theoretical applications with hands-on technique.
Instruction and exploration of professional ethics, boundaries, and client communication is emphasized.
Students are trained in business skills for a successful massage practice.

**APPLIED SCIENCES AND THEORIES**
Concentration is on common pathologies experienced by massage therapists.
A thorough understanding of precautions, contradictions, and considerations for common health issues and their corresponding massage applications is prerequisite for successful completion of this module.

**STUDENT CLINIC**
Supervised clinic fosters learning and growth in professional setting.
Customer service and communication skills are developed.
Students benefit from practicing on a wide range of body types and pathologies thus allowing them to exercise their knowledge.
Students practice massage techniques
MASSAGE THERAPY PROGRAM

COURSE DESCRIPTION

Anatomy and Physiology I
- Skeletal System
- Muscular System, Kinesiology, and Palpation Skills

Anatomy and Physiology II
- Organization of the Human Body
- Chemistry
- Cell Biology and Tissues
- Integumentary System
- Nervous System
- Endocrine System
- Cardiovascular System and Hematology

Anatomy and Physiology III
- Lymphatic System and Immunity
- Nutrition and Digestive
- Respiratory System
- Urinary System
- Reproductive System

Elizabeth Grady students give and receive massage
COURSE DESCRIPTION

**Massage Theory and Technique I**
- History and Theory of Massage 2
- Introduction to Swedish Massage 4
- Swedish Massage Technique and Session Formation 112
- Psychological and Physical Effects of Massage 8
- Sanitation and Hygiene 2
- Body Mechanics and Draping Techniques 4
- SOAP Charting 4
- Introduction to Student Clinic: Intake Evaluation 8
- Session Planning, and Exit Interviews

HOURS
- **144**

**Massage Theory and Technique II**
- ROM/Stretching: Theory and Technique 16
- Advanced Swedish Technique 16
- Deep Tissue Massage: Theory and Technique 16
- Sports Massage: Theory and Technique 16
- Chair Massage: Theory and Technique 4
- Pregnancy Massage: Theory and Technique 16

HOURS
- **84**

**Massage Theory and Technique III**
- Myofascial Release: Theory and Technique 16
- Neuromuscular Therapy: Theory and Technique 12
- Trigger Point: Theory and Technique 12
- Special Populations 16
- Body Assessment Skills and Treatment Planning 16

HOURS
- **72**

Elizabeth Grady students give and receive massage
## COURSE DESCRIPTION

### Applied Sciences and Theories 1: Intro to Pathology

- Intro to Human Disease: 3
- Disease Process: 3
- Disease Terminology: 3
- Disease of the Musculoskeletal: 3
- Major Pathologies: Contraindications: 3

<table>
<thead>
<tr>
<th>HOURS</th>
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<tbody>
<tr>
<td>15</td>
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</tbody>
</table>

### Applied Sciences and Theories II: Pathology II

- Psychological Conditions: 3
- Integumentary System Conditions: 3
- Nervous System Conditions: 3
- Endocrine System Conditions: 3
- Cardiovascular System Conditions: 3

<table>
<thead>
<tr>
<th>HOURS</th>
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</thead>
<tbody>
<tr>
<td>15</td>
</tr>
</tbody>
</table>

### Applied Sciences and Theories III: Pathology III

- Lymphatic/Immune Conditions: 3
- Digestive System Conditions: 3
- Nervous System Conditions: 3
- Endocrine Conditions: 3
- Cardiovascular Conditions: 3

<table>
<thead>
<tr>
<th>HOURS</th>
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<tbody>
<tr>
<td>15</td>
</tr>
</tbody>
</table>

Elizabeth Grady students give and receive therapeutic massage
### COURSE DESCRIPTION

#### Integration I: Ethics and Professionalism
- Client/Therapist Boundaries: 4 hours
- Personal versus Professional Boundaries: 4 hours
- Code of Ethics: 4 hours
- Client Communications: 4 hours
- Self Care: 4 hours

#### Integration II: Ethics and Communications
- Advanced Ethics: 4 hours
- Therapeutic Relationship and Presence: 4 hours
- Dual Relationships: 4 hours
- Transference/Counter Transference: 4 hours
- Emotional and Physical Response to Massage: 2 hours
- Conflict Resolution: 2 hours

#### Integration III: Business Skills
- Introduction to Business Skills: 2 hours
- Working in the Massage Industry: 2 hours
- Resume and Cover Letter Development: 2 hours
- Job Searching Skills: 2 hours
- Interviewing Skills: 2 hours
- Private Practice/Business Plan Development: 2 hours
- Marketing Skills: 2 hours
- Client Retention Skills: 2 hours
- Business Structures: 2 hours
- Accounting, Budgeting, and Taxes: 2 hours

#### Supervised Student Clinic
- 100 hours

Elizabeth Grady instructor demonstrates massage technique
**COURSE DESCRIPTION**

<table>
<thead>
<tr>
<th>Spa Therapies I</th>
<th>HOURS</th>
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<td>Spa History and Development</td>
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<tr>
<td>Exfoliation Treatments: Theory and Procedure</td>
<td>4</td>
</tr>
<tr>
<td>Hydrotherapy: Theory and Procedure</td>
<td>8</td>
</tr>
<tr>
<td>Body Wraps: Theory and Procedure</td>
<td>4</td>
</tr>
<tr>
<td>Peloid Therapy: Theory and Procedure</td>
<td>8</td>
</tr>
<tr>
<td>Thalassotherapy: Theory and Procedure</td>
<td>8</td>
</tr>
<tr>
<td>Supervised Spa Clinic</td>
<td>4</td>
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</tbody>
</table>

**Spa Therapies II**

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<th></th>
<th>HOURS</th>
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<td>Herbal Linen Body Wraps: Theory and Procedure</td>
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<tr>
<td>Parafango Body Wrap: Theory and Procedure</td>
<td>8</td>
</tr>
<tr>
<td>Introduction to Reflexology: Theory and Relaxation Technique</td>
<td>6</td>
</tr>
<tr>
<td>Introduction to Ayurveda: Ayurveda in Spa Environment</td>
<td>6</td>
</tr>
<tr>
<td>Thai Herbal Ball Treatments: Theory and Procedure</td>
<td>6</td>
</tr>
<tr>
<td>Nutrition and the Spa Environment</td>
<td>4</td>
</tr>
<tr>
<td>Spa Case Studies</td>
<td>4</td>
</tr>
<tr>
<td>Hot Stone Massage: Theory and Procedure</td>
<td>20</td>
</tr>
</tbody>
</table>

Client receives hot stone massage
ELIZABETH GRADY SCHOOL OF ESTHETICS PROGRAM

PROGRAM MISSION STATEMENT
The Elizabeth Grady School of Esthetics offers unique and comprehensive programs of the highest quality. The school offers in-depth program emphasizing the fundamental scientific studies of biology, human anatomy, physiology, and related subjects. The Elizabeth Grady School also provides hands-on practical classes and clinic programs to enable the student to apply learned technique and knowledge in a professional setting. In addition, the importance of a continual interactive approach to learning is highlighted.

Elizabeth Grady is committed to offering no less than the highest level of education to aspiring estheticians as they prepare to serve the public with experience and professional skills.

THE PROGRAMS

Esthetics Programs: 300 and 600 Hour

Required Courses:

- Makeup Artistry
- Esthetic Practicum
- Esthetic Theory
- Sales Through Education: Product Knowledge, Clinic, Business, and Sales

Our 300 Hour Basic Esthetics Course is designed to meet the minimum requirements needed for licensure in the Commonwealth of Massachusetts. This program is most appropriate for candidates with industry experience or medical backgrounds. Basic facials, waxing, and basic makeup artistry is covered.

The 600 Hour Program provides students a comprehensive education in Esthetics. After building the foundational practices in the first 30 hours, students continue on to learn advanced practices with an emphasis on creating treatment plans for specific skin types. Additionally, the program is appropriate for students who may seek licensure in other states since most require 600 hours.

Upon successful completion and graduation from the 300 or 600 hour programs, the student receives a diploma in Esthetics and certificate in Makeup Artistry. Students may then qualify to take their State Board examination.
ESTHETICS COURSE GRADUATION REQUIREMENTS
Students are required to pass oral, written, and practical exams at a minimum proficiency level of 70% as set by the school in the preceding esthetics program modules as a prerequisite for graduation.

CAREER OPPORTUNITIES
Esthetics is an exciting and rewarding field enjoying phenomenal growth. For the student earning a diploma and license in Esthetics career opportunities for a professional makeup artist and esthetician are many and varied. The following are just a few of the career paths chosen by graduates of the Elizabeth Grady School:

- Spas and Salons
- Wellness Centers
- Health and Fitness Facilities
- Chiropractic Offices
- Cruise Ships
- Destination Spas in Exotic locations
- Esthetician in Dermatology, Plastic Surgery, or other medical practices
- Sales rep, educator, or administrative positions for major cosmetic and skin care companies
- Free-lance Makeup Artist
- Esthetics and Makeup Artistry Education
- Product Research and Development
- Salon, Spa, or Skin Care Business Owner

Career opportunities range from entry-level to business ownership depending upon past professional experience, education, and individual goals.
ELIZABETH GRADY
ESTHETICS PROGRAM

ESTHETIC PRACTICUM
Practical, hands-on instruction.
Emphasis on learning and practice of all components of professional facial treatments, waxing, and comprehensive skin analysis.
Formation of treatment protocols for specific skin types and client needs.

ESTHETIC THEORY
Students attain a fundamental knowledge of function and structure of the human body and how it specifically relates to skin care.
Sciences such as chemistry, microbiology, sanitation, dermatology, and nutrition and their application to esthetics are thoroughly explored.

MAKEUP ARTISTRY
Practical, hands-on instruction.
Focus on applying the principles of art: color, line, and dimension to the artistry of makeup application.
Developing and promotion individual creativity is highlighted.

CLINIC, BUSINESS, AND SALES
Supervised clinic fosters learning and growth in a professional setting.
Customer service and communication skills are developed.
Student benefits from practicing on a wide range of skin types thus allowing them to exercise their knowledge.
Instruction and exploration of professional ethics, boundaries, and client communication is emphasized.
Student receives facial massage from classmate
## ESTHETICS PROGRAM 1 - 300 HOURS

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<tr>
<th>COURSE DESCRIPTION</th>
<th>HOURS</th>
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</thead>
<tbody>
<tr>
<td><strong>Esthetic Theory I</strong></td>
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</tr>
<tr>
<td>Introduction to Human Anatomy and Physiology</td>
<td>10</td>
</tr>
<tr>
<td>Overview of Skin Physiology and Common Skin Disorders</td>
<td>10</td>
</tr>
<tr>
<td>Microbiology, Sanitation, and Sterilization</td>
<td>30</td>
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<tr>
<td><strong>Makeup Artistry I</strong></td>
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</tr>
<tr>
<td><strong>Art:</strong> Color Theory</td>
<td>2</td>
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<tr>
<td>Tools of Trade</td>
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</tr>
<tr>
<td><strong>Application Tips and Techniques:</strong> Foundation, Lips Eyes, and Cheeks</td>
<td>10</td>
</tr>
<tr>
<td><strong>Art:</strong> Dimensions/Highlight and Contour</td>
<td>4</td>
</tr>
<tr>
<td><strong>The Looks:</strong> Creating a Natural Soft and Professional Day Look</td>
<td>5</td>
</tr>
<tr>
<td>Selling Cosmetic Products</td>
<td>2</td>
</tr>
<tr>
<td><strong>Esthetics Practicum I</strong></td>
<td>180</td>
</tr>
<tr>
<td><strong>Facial Procedures, Practice, and Clinic:</strong></td>
<td></td>
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<tr>
<td>Cleansing, Analysis, Physical Exfoliation (Brush/Grain/Gommage), Extraction, Finishing Masks, Toning, and Moisturizing</td>
<td>105</td>
</tr>
<tr>
<td><strong>Facial Massage:</strong> Swedish</td>
<td>35</td>
</tr>
<tr>
<td><strong>Electricity and Esthetics Equipment:</strong></td>
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<tr>
<td>Steam, Brush, High Frequency</td>
<td>10</td>
</tr>
<tr>
<td><strong>Hair Removal/Depilation:</strong> Brow, Lip, Underarm, Leg, and Bikini Waxing</td>
<td>30</td>
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</tbody>
</table>

Student removes client’s finishing mask during facial.
COURSE DESCRIPTION

Sales Through Education I: Product Knowledge, Basic Cosmetic Chemistry, & Business

- Professional Ethics and Boundaries: 2 hours
- Communication Skills: 4 hours
- Record Keeping and Salon Management Overview: 5 hours
- Basics of Chemistry and Cosmetic Chemistry: 8 hours
- Product Ingredients: Active versus Inactive: 12 hours
- Product Sales: 5 hours
- Resume Writing and the Job Search: 6 hours
- Massachusetts Laws and Regulations RE: The Ethics Profession: 3 hours

Total Hours: 45
## COURSE DESCRIPTION

### Esthetic Theory II

<table>
<thead>
<tr>
<th>Course Description</th>
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</thead>
<tbody>
<tr>
<td>History of Cosmetics &amp; Esthetics</td>
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</tr>
<tr>
<td>Exploring the Esthetics Profession and Career Opportunities</td>
<td>4</td>
</tr>
<tr>
<td><strong>Organization of the Human Body:</strong> Chemical, Cellular, Tissues, Organs, and Systems</td>
<td>14</td>
</tr>
<tr>
<td>Nutrition, Digestions, and Excretion</td>
<td>14</td>
</tr>
<tr>
<td><strong>Advanced Skin Physiology and Histology:</strong> A relational approach to Skin Analysis</td>
<td>10</td>
</tr>
<tr>
<td><strong>Advanced Skin Disorders:</strong> Inflammatory Conditions of the Skin</td>
<td>8</td>
</tr>
<tr>
<td><strong>Advanced Human Anatomy and Physiology:</strong></td>
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</tr>
<tr>
<td>The Skeletal System</td>
<td>5</td>
</tr>
<tr>
<td>The Muscular System</td>
<td>5</td>
</tr>
<tr>
<td>The Cardiovascular and Lymphatic System</td>
<td>5</td>
</tr>
<tr>
<td>The Endocrine System</td>
<td>4</td>
</tr>
<tr>
<td>The Nervous System</td>
<td>5</td>
</tr>
<tr>
<td>The Reproductive System</td>
<td>2</td>
</tr>
<tr>
<td>State Board Review and Massachusetts Law</td>
<td>2</td>
</tr>
</tbody>
</table>
COURSE DESCRIPTION

Makeup Artistry II

Art: Line and Shape
Facial Feature Analysis: Face, Lips, Eyes, and Cheeks
The Looks: Dramation/Evening
Looks throughout History/History of Cosmetics
Bridal Makeup
False Eyelashes
Avante Garde Makeup

HOURS
40
6
6
6
6
8
4
4

Esthetics Practicum II

Introduction to Practicum Module:
Sanitation

Facial Procedures, Practices, and Clinic:
Cleansing, Analysis, Chemical and Advanced Exfoliation (Enzymes and AHA light chemical peels); Advanced Extractions Techniques, Advanced Facial Treatments and Masks, Eye Treatments, Paraffin Face and Hands, Transdermal Patches, Vitamin C Treatments); Toning, and Moisturizing; Men’s Skin Care
Facial Massage: Facial Acupressure, Facial Lymphatic Drainage Techniques, Hand and Foot Massage
Electricity and Esthetics Equipment: Spray, Suction, Galvanic Current, Lucas Championairre, and electric mitts, masks, and booties
Hair Removal/Depilation: Perfecting Waxing Technique, Brow Design, and Brazilian Waxing

HOURS
160
4
112
16
10
18
Sales Through Education II: Product Knowledge, Professional Development, and Business

- Knowing Your Product/Product Ingredients and Analysis: 8 credits
- Effective Communication Skills: 3 credits
- Professional Development: 3 credits
- Business Operations, Record keeping, and Sales: 4 credits
- Salon Psychology: 2 credits

Students applies makeup to classmate
Student receives neck massage from classmate
ADMISSION REQUIREMENTS FOR ESTHETICS AND MASSAGE THERAPY

- Student must be at least 17 years of age, must provide a copy of government issued photo identification, and proof of a high school diploma or its equivalent.

- Student must complete a personal interview with an admissions representative. Candidates are asked questions about goals and expected outcomes of study. This interview is typically conducted during a visit and/or tour of the school or in extenuating circumstances may be completed by telephone.

- Upon acceptance the student must provide a completed enrollment application, signed enrollment agreement contract, and designated deposit to confirm attendance.

- Student are required to have a tuberculosis test within one calendar year of beginning their program. Additionally, students must acknowledge that they possess physical mobility and dexterity necessary for performing esthetics and/or massage therapy services.

- International students must provide proof of residency status. A valid Alien Registration card is required for all eligible non-citizens. If you are awaiting receipt of a valid Alien Registration card, please refrain from scheduling an appointment for an interview until the Alien Registration card is received. We cannot admit students without this documentation.

- If a candidate completed their high school education in another country they must submit a translated copy of their high school diploma or transcripts. Additionally, an official statement that the education received is equivalent or greater than high school level within the United States must accompany documentation and confirmed by a certified transcript translation agency.

- The Elizabeth Grady School does not admit ability to benefit students

Upon successful completion and graduation from the 300 or 600 hour programs, the student receives a diploma in Esthetics and certificate in Makeup Artistry. Students may then qualify to take their State Board examination.
**Transportation**
The school is accessible by public transportation and is convenient to Routes 2, 128 and 93.

**Parking**
Free parking is available directly outside the facility.

**Housing**
The Elizabeth Grady School does not offer housing. Please inquire with the Admissions Office about off campus housing in the area.

**Placement**
The Elizabeth Grady School will assist in resume preparation, job interviewing skills, and job placement. The Elizabeth Grady School does not guarantee placement. Additionally, the school maintains ongoing job listing for graduates and alumnae.

**Guidance and Counseling**
Tutoring is available to students who may require extra support in meeting Academic Satisfactory Progress. Faculty and Staff are available to provide guidance and support and may provide a list of additional outside professionals when deemed appropriate.

**Nondiscrimination Policy**
The Elizabeth Grady School does not discriminate on the basis of race, color, religion, ethnic origin, age, sex, or handicap in admission to, access to, treatment in, or employment in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Cate Tool, 222 Boston Avenue, Medford, MA 02155, 781-960-0123.

Inquiries concerning application of nondiscrimination policies may be referred to the Regional Director, Office for Civil rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA, 02109-3921.

The Elizabeth Grady School does not recruit students currently attending or admitted to other schools offering similar programs of study.
GENERAL RULES AND REGULATIONS

Guidelines are an integral component to any area of serious study. We at Elizabeth Grady are dedicated to creating an environment conducive to professionalism. During Orientation, a student handbook detailing school Policies and Procedures is issued to each student. The Student Handbook is also available online at www.elizabethgrady.edu.

I. Attendance: Students are expected to attend all scheduled classes. All missed hours must be made up. Students may miss up to 5% of contracted hours. Documented medical, legal, or extenuating circumstances existing beyond the student’s control may permit the student to miss up to 10% of contracted hours. Absences should be reported to respective instructors on or before the date of absence. A satisfactory attendance record is a requirement for course completion.

II. Tardiness: All students are expected to be in class at the scheduled class start time. Students are allowed three grace tardies. Following the third tardy, the instructor may ask the student to leave class until after break to prevent further distractions and interruption of the educational process.

III. Absenteeism: All students are expected to attend all classes. All hours missed must be made up without exception. Absences due to extenuating circumstances such as illness, jury duty, military duty, or death in the family with proper documentation will not affect the student’s satisfactory progress.

IV. Making Up Missed Hours: Time missed will only be allowed to be made up on scheduled days. Students will be charged $20 per hour for makeup hours exceeding 5% of contracted hours.

V. Class Participation: Unless contrary to the express written orders of the student’s personal physician, all students must fully participate in all classes.

VI. Conduct: Professional behavior is mandated at all times while interacting with school personnel and classmates. Cheating, vandalism of school property, theft, and/or use of profane or abusive language is strictly prohibited and will result in suspension or expulsion from the school. The School Disciplinary Procedure is as follows: First Offense: Oral Warning; Second Offense: Written Warning; Third Offense: Probation (length to be determined by School Director). The School does reserve the right to dismiss a student at first offense based on seriousness of offense.

VII. Professionalism: The student’s professionalism is evaluated and constitutes a portion of the grade in each area of the course.

VIII. Rights to Privacy and Access:

- The Elizabeth Grady School will not disclose any information pertaining to the student without written permission from the student to do so. If a student wishes information to be released for any reason, a release form must be signed by the student on each occasion that information is released. This record will be maintained as long as the student record is active per FERPA 99.32.

- If a student is a dependent minor, Elizabeth Grady will disclose information to the student’s parents or legal guardian. The Elizabeth Grady School guarantees the right of a student and/or parents, if a student is a dependent minor, to have access to and interpretation of student records at the time of review. Students should speak with or call the school director to schedule and appointment for this purpose.

- The Elizabeth Grady School is required to provide access to student records to the National Accrediting Commission of Cosmetology Arts and Sciences and to other agencies in relationship to school accreditation and licensing.
IX. Resolution of Student Concerns:

- The Elizabeth Grady School fosters and supports an environment of open and honest communication. The school recommends students to go directly to the instructor that oversees the program module in which the student may have a concern. However, we understand that students may need additional support in resolving conflict. Therefore, should the student require additional support, they should go directly to the school director, explain their concern, and the director will facilitate a prompt and unbiased resolution.

- A student also retains the right to contact the Massachusetts Division of Professional Licensure, Office of Private Occupational School Education, www.mass.gov/ocabr/government/oca-agencies/dpl-lp/schools/ or by phone at (617) 727-6917.

Tuition Refund Policy

1. You may terminate this agreement at any time.

2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.

3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.

4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.

5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.

6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.

7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.

8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day such writing is mailed.

9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

(Numbers 1-9 per M.G.L. Chapter 255, Section 13K).
ADDITIONAL ADMISSIONS POLICIES

- **Non-acceptance.** An applicant not accepted by the school shall be entitled to a refund of all monies paid.

- **Students receiving assistance from Federal Title IV programs may be subject to a special refund or return to Title IV requirements as of 10/07/2000 per Federal Regulations, provided they have completed less than 60% of the payment period for which aid was or could have been disbursed. Federal regulations require the return of Title IV funds in the following order if applicable; Unsubsidized loans, Subsidized loans, Perkins loans, PLUS loans, Pell Grants, SEOG, or other Title IV.

- **Enrollment time is defined as the time elapsed between the first date and the last date of the student’s physical attendance in the school. Any monies due to the student shall be refunded within fourteen (14) days of formal cancellation by the student as in Section #3 or formal cancellation by the School, which shall occur no more than thirty (30) days from the date of withdrawal or shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

- **Termination by the Elizabeth Grady School:** Notwithstanding the forgoing, if this contract is terminated by the School due to willful misconduct and/or the inability to maintain satisfactory progress in accordance to the school’s policies and procedures, the student will be refunded monies according to the school’s refund policy.

- **Once a student begins classes, books and supplies issued to the student become property of the student. If the student terminates enrollment, books and equipment become non-refundable.

- **In cases of mitigating circumstances such as prolonged illness or accident, death in the family, or other situations that make it impossible to complete the course, the School shall make a settlement, which is reasonable and fair to both.

- **If a course is cancelled subsequent to a student’s enrollment, the School shall at its option provide a refund of all monies paid or provide completion of the course.

- **If the school is permanently closed or no longer offering instruction after a student has enrolled, the student shall be entitled to a pro-rate refund of tuition.

- **The School will dismiss any student who has undocumented absences for fourteen (14) consecutive days.

- **Satisfactory progress in attendance and academic work is a requirement for all students enrolled in the Esthetics or Massage Therapy programs at the Elizabeth Grady School of Esthetics and Massage Therapy. It is important to note students receiving funds under any federal Title IV Financial Aid Program must maintain satisfactory progress to be eligible for disbursement of such funds.**
SATISFACTORY PROGRESS POLICY
A student unable to complete their program due to medical, legal, or personal reasons may request, in writing, a transfer to return in another program at the point and the same progress status in which they left. Students requesting a transfer or withdrawing from their respective program may return to a subsequent program upon review and approval by school faculty. The student will be credited all in-class hours and will incur the appropriate charges for all hours earned in both programs. A calculated refund may be given for the initial program from which the student terminated their contract electively or due to their inability to meet satisfactory progress as outlined in the school Policies and Procedures. Students transferring must return within 180 days from last date of attendance and the contracted ending date will be extended.

SATISFACTORY PROGRESS IN REGARDS TO ACADEMICS FOR ESTHETICS AND MASSAGE PROGRAMS
The following factors will be measured to determine academic progress in all Elizabeth Grady programs:
- Written Test Grades
- Assigned Project Grades
- Assigned Homework
- Hands-on Skills assessment
- Professionalism

GRADING
Assigned work will be evaluated and graded according to the following scale:
- 90-100 A GOOD/ABOVE AVERAGE
- 80-89 B SATISFACTORY/AVERAGE
- 70-79 C NEEDS IMPROVEMENT/BELOW AVERAGE
- 69> D UNSATISFACTORY PROGRESS

Students must maintain a C grade average (minimum of 70% in each program module) in order to be considered making satisfactory progress.

DETERMINATION OF PROGRESS, WARNINGS, AND PROBATION
- Every student will receive written academic progress reports a minimum of two times during the span of their contracted program and hours. Copies of evaluations will be provided to the student and will also remain on file.

- The first report will be given before the mid-point of scheduled hours and the second after the mid-point. Students meeting requirements in attendance and academics will be considered making satisfactory progress until the next report is given.

- Students failing to meet Satisfactory Progress in either attendance or academics may receive a written warning or may automatically be placed on probation for a minimum of 30 days if level of progress is Unsatisfactory. Students receiving a written warning yet fail to make satisfactory progress during the following evaluation period will be placed on probation for a minimum of 30 days. During the probationary period the student will be provided terms and support for both academics and/or for making up missed hours being given the opportunity to meet satisfactory progress requirements during that time frame.
• At the end of the probationary period, the student's progress will be re-evaluated. If the student is meeting minimum requirements, he/she will be determined as making satisfactory progress and will be eligible to receive disbursements of financial aid. If the student fails to meet minimum requirements, the student will be terminated from the school.

APPEAL PROCESS
• Students being placed on probation or terminated after failing to achieve minimum requirements may appeal this determination. The student must submit written appeal to the School Director, along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for a re-evaluation of progress. Circumstances likely to be appealed which require supportive documentation would include, but is not limited to: Death of a relative, Injury or Illness, other allowable special circumstances. The School Director must receive this appeal within (5) business days of probation or termination. Should a student fail to appeal this decision, probationary or termination status will stand. An appeal hearing will take place within (5) business days for receipt of the written appeal. This hearing will be attended by the student, parents, guardian (if student is a dependent minor), the student's instructors, and the School Director. A decision on the student’s appeal will be made within (3) business days by the Director and will be communicated to the student in writing.

• Should a student prevail upon his/her appeal and be determined as making satisfactory progress, the student will return at the appropriate time in clock hours in a new program within 180 days.

WITHDRAWALS AND INCOMPLETES
Any student who withdraws from his/her contracted course or fails to complete his/her training will have a notice placed in his/her student file as to progress at point of withdrawal. Students will re-enter in the same status they were in at the time of withdrawal. Please note: Course incompletes have no effect on the school’s satisfactory standards. However, should the student withdraw and re-enter at a later date, students meeting satisfactory progress and with recommendation of the faculty, are given a period of two years from the point they withdraw to reenter the program with previous credit.

REPETITION
A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry. Please note: Course incompletes and non - credit remedial courses have no effect on the school’s satisfactory standards.

TRANSFER
A student who desires to transfer from the program for which they are currently enrolled into a new program may be granted to the opportunity by providing a written request to do so. Upon receipt and approval of the request, the transfer student is required to contact Admissions to amend their contract to reflect the necessary changes in enrollment. Transfer students must begin the new program within 180 days of their last date of attendance. The Elizabeth Grady School does not accept transfer hours from other institutions.

RE-ENTRY
A student who withdraws may be given the opportunity to re-apply, re-enroll, and re-enter on a date provided by the Admissions Department.
ACCREDITATION, LICENSING, AND PROFESSIONAL AFFILIATION

The Elizabeth Grady School is accredited by NACCAS
4401 Ford Avenue, Suite 1300, Alexandria, VA 22302
703-600-7600

The Elizabeth Grady School is licensed and governed by the Commonwealth of Massachusetts, Division of Professional Licensure

Massachusetts Division of Professional Licensure (DPL),
Office of Private Occupational School Education,
1000 Washington Street, Suite 710, Boston, MA 02118.
Phone: 617-727-5811
Email: occupational.schools@state.ma.us

Board of Cosmetology: 617-727-9940
Board of Massage Therapy: 617-727-1747

The Elizabeth Grady School is a proud member of:
ABMP Association for Bodywork and Massage Professionals
AMTA American Massage Therapy Association
ASCP Associated Skin Care Professionals

Date of Publication: November 2015
Proprietor: John P. Walsh
2016 ESTHETICS PROGRAMS

Winter Three-Quarter Time Day
Monday through Friday, 9:30-1:30 p.m.
January 19- May 18, 2016- 300 Hours
January 19- September 13, 2016- 600 Hours

Spring Full-time Day
Monday through Friday, 9:00-4:00 p.m.
March 14- May 24, 2016- 300 Hours
March 14- August 10, 2016- 600 Hours

Fall Part-time Evenings and Saturdays
Mon. & Tues. 6:30 p.m. - 9:30 p.m. and Saturday, 9:00 a.m. - 3:30 p.m.
March 29, 2016- October 17, 2016- 600 Hours
March 29, 2016- May 8, 2017- 600 Hours

Winter Three-Quarter Time Day
Monday through Friday, 9:30-1:30 p.m.
April 25- August 16, 2016- 300 Hours
April 25- December 13, 2016- 600 Hours

Fall Full-time Day
Monday through Friday, 9:00-4:00 p.m.
September 12, 2016- March 2, 2017- 650 Hours
September 12, 2016- March 27, 2017- 750 Hours

Fall Three-Quarter Time Day
Monday through Friday, 9:30-1:30 p.m.
October 3, 2016- August 2, 2017- 750 Hours

Fall Part-time Evenings and Saturdays
Mon., Tues. & Wed. 6:30 p.m. - 9:30 p.m. and Saturday, 9:00 a.m. - 3:30 p.m.
October 11, 2016- September 23, 2017- 650 Hours

2016 MASSAGE THERAPY PROGRAMS

Spring Full-time Day
Monday through Friday, 9:00-4:00 p.m.
March 16- August 25, 2016- 650 Hours
March 16- September 22, 2016- 750 Hours

Fall Full-time Day
Monday through Friday, 9:00-4:00 p.m.
September 12, 2016- March 2, 2017- 650 Hours
September 12, 2016- March 27, 2017- 750 Hours

Fall Three-Quarter Time Day
Monday through Friday, 9:30-1:30 p.m.
October 3, 2016- August 2, 2017- 750 Hours

Fall Part-time Evenings and Saturdays
Mon., Tues. & Wed. 6:30 p.m. - 9:30 p.m. and Saturday, 9:00 a.m. - 3:30 p.m.
October 11, 2016- September 23, 2017- 650 Hours

2016 SCHOOL HOLIDAYS

Christmas/Winter Break
Fri. & Sat. January 1st and 2nd

Teacher’s In-service Day
Wednesday January 13th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

Martin Luther King Day
Monday January 18th

Teacher’s In-service Day
Wednesday February 10th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

President’s Day
Saturday and Monday
February 13th and 15th

Feb. Public School Vacation Week
9:30-1:30 Esthetics and Massage Programs Only- February 16th-20th

Teacher’s In-service Day
Wednesday March 9th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

Teacher’s In-service Day
Wednesday April 13th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

Patriot’s Day
Saturday April 16th and Monday April 18th

April Public School Vacation Week
9:30-1:30 Esthetics and Massage Programs Only- April 19th-22nd

Teacher’s In-service Day
Wednesday May 11th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

Memorial Day
Saturday and Monday
May 28th and 30th
(early dismissal on Friday May 27th
No afternoon classes)

Teacher’s In-service Day
Wednesday June 15th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

Summer Holiday/4th of July
Saturday, Monday, Tuesday, Wednesday July 2nd, 4th, 5th, & 6th
(early dismissal on Friday July 1st
No afternoon classes)

Teacher’s In-service Day
Wednesday July 13th
½ day, 9-12/no afternoon classes
Evening classes as scheduled
<table>
<thead>
<tr>
<th>Event</th>
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<td>Wednesday, Thursday, Friday, Saturday, and Monday August 30th and 31st, September 1st, 2nd and 4th</td>
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Instructor demonstrates how to apply lip pencil in Makeup Artistry class