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Dear Prospective Student,

Thank you for your interest in the Hawai'i Institute of Electrolysis. Our program is specifically designed to meet the demands of the public, the most demanding employers, and is for anyone who wishes to become a true professional within this field.

Our program of instruction encompasses both theory and practical training. The entire program was carefully developed by experienced and knowledgeable instructors. Our instructors will assist you during your online theory study and will constantly supervise you during the practical application of all electroepilation techniques to guide your progress throughout the program.

After having completed this comprehensive course, you will be able to master the most advanced permanent hair removal techniques in the world. With the incorporation of our international expertise, our state-of-the-art equipment, and ultramodern facilities, you are sure to become an exceptional Electrologist.

Acknowledgement of Hawaiian Homelands

As we convene, we acknowledge Hawai'i as an indigenous space where the descendants of the original people are Kānaka Maoli or Native Hawaiian. We acknowledge the illegal occupation of these homelands by the United States of America.

We recognize that her majesty, Queen Lili'uokalani, yielded the Hawaiian Kingdom and these territories, under duress and protest, to the United States to avoid the bloodshed of her people, who are recognized in the Kingdom's law, and are today as Kānaka Maoli. We further recognize that generations of indigenous Hawaiians and their knowledge systems shaped Hawai'i in a sustainable way that allow us to enjoy Her gifts today. For this, we are truly grateful and hope for the safe return of sovereignty to the Kingdom of Hawai'i.

Statement of Non-Discrimination

The Hawai'i Institute of Electrolysis does not discriminate based on race, gender, religion, color, sex, sexual orientation, age, nationality, disabilities or any other status or condition protected by law.

We commit to:

- Ensuring that we do not support, participate, or condone systemic oppression in our program and clinic.
- Ongoing education and personal growth that promotes reflection on our own experiences and perspectives, to better understand how to improve our policies, clinic, and teaching practices.
- Seeking advice and learning from BIPOC and LGBQA & TI+ individuals and experts on social justice, so that we may better serve our students, clients, and their caregivers, community, and field.
- International Students and ESL Students
- HI SIS welcomes students from all over the world, but does not provide visa services, vouch for student status, or any associated charges. Please note that HI SIS does not provide instruction in any other language than English. Students wishing to attend HI SIS must show an intermediate level of comprehension in English as well as reading and writing.

What Is Electrolysis?

Electrolysis is the only method approved by the FDA for permanent removal of unwanted hair. Electrolysis is permanent hair removal. Regardless of the cause - heredity, metabolic, or hormonal conditions - electrolysis will permanently remove unwanted hair. Permanent hair removal using electrolysis has come a long way since its beginnings in 1875. Today's computer technology enables the Electrologist to work with more speed and comfort.

Does electrolysis work?

Electrolysis is the only method approved by the FDA for permanent removal of unwanted hair. As the hair is treated, regrowth is prevented rather than just removed temporarily. Only electrolysis provides both hair removal and hair elimination.

What is the science behind electrolysis?

A small electric current is transmitted by a fine, sterile probe directly into the natural opening of the hair follicle, destroying the dermal papilla, the matrix, and an area called "the bulge," all of which cause hair to grow and regenerate.

Why do people get electrolysis hair removal?

Maybe it's just an unwelcome maintenance routine that takes a lot of time, but often, unwanted hair creates self-consciousness, serious enough to impair relationships with other people. Other common reasons are to eliminate the rashes and side-effects caused by hair growth in an area or by other temporary methods, such as razor burns or ingrown hairs.

Is all electrolysis the same?

There are three types, or modalities, of electrolysis used today - galvanic (current produces a chemical reaction), thermolysis (short-wave which produces heat) and a modality that blends the two. They all result in effective permanent hair removal.

Does electrolysis have any side effects on the skin?

Following treatment there may be a temporary redness or tenderness, which varies with everyone. The latest technology has made electrolysis more comfortable and effective than ever before. Epilators are much quicker, utilizing current timings of thousandths of a second over the longer current applications of the past, plus, intensity settings can now be customized for each client and treatment area.

About The Institute

Mission & Objectives

The objective of the Hawai'i Institute of Electrolysis is to provide quality education in the field of Electrology. We provide the most modern equipment available on the market today, coupled with knowledgeable instructors. We prepare students to meet the demands of the public, the most demanding employers, and to become true professionals within this field. Upon completing this course, students will be qualified to apply for Professional Certification in Electrology through the Hawai'i State Board of Barbering and Cosmetology. With the skills earned attending our program, students will have the opportunity to seek employment as, or become a self-employed professional Licensed Electrologist.

Philosophy

At Hawai'i Institute of Electrolysis, we believe in giving our students the most complete, state-of-the-art education, encompassing the latest technologies and knowledge available in the field of Electrology today. We believe that exceptional up-to-date personalized instruction from qualified educators, modern equipment, learning tools and networking opportunities are what allow students to excel in our program and go on to become the top Electrologists in the field.

Facility Location

Hawai'i Institute of Electrolysis is located at 800 South Beretania Street, Honolulu, Hawaii 96813

Faculty and Staff

Patricio Battani, MPH, LE | Pronoun Indifferent | EL46
Instructor

Patricio has more than 23 years of professional, volunteer, and academic-based experience in public health and communications, focusing on HIV prevention and sexual and reproductive health. Patricio holds Master of Public Health and Bachelor of Business Administration degrees, and his breadth of experience includes fieldwork, multi-organizational programming, program creation, communications, and research. His work focuses on the importance of viewing health equity through the lens of trauma informed approaches including historical, intergenerational, and personal trauma. Working to share an understanding that social determinants of health are a result of systematic issues and not inherent to a Person's race, gender, class, etc. Patricio attended the American Institute of Education in Tustin, California; where he studied Thermolysis, Electrolysis, and The Blend Method. He completed more than 800 hours of study.

Wendy Wink | Pronoun Indifferent
Operations

Wendy has an extensive background in the mental health field with professional, volunteer, and academic experience working with our unhoused, dual diagnosis, and queer populations. Wendy also has experience working in a c-suite operational position. She has used this experience in a multitude of roles but has found a passion in expanding programs to branch out and reach/help as many communities as their scope will allow. Wendy attended Framingham State University, studying English before attending Argosy University for graduate studies in Clinical Psychology and Criminal Justice.

Admissions

Requirements

- Applicants must be at least 17 years of age and have a high school diploma or the equivalent (GED).
- Applicants must have filled out the enrollment application and paid the non-refundable \$50.00 registration fee.
- Applicants must have a good working knowledge of English, both reading and writing.
- Students must show good visual acuity and proof from an optometrist may be required from the school.

Accreditation

This institution and its programs are not accredited by an accrediting agency recognized by the United States Department of Education at this time; however, we are eligible to operate by the Hawaii Department of Education

Curriculum

The curriculum for students enrolled in an Electrology course shall consist of 600 hours of technical (theoretical) and practical (hands-on) instruction, covering all practices constituting the art of Electrology. Technical (theoretical) instruction refers to instruction by demonstration, lecture, classroom participation, or examination, whereas practical training is the time to perform a practical operation (hands-on). A complete course outline is located at the end of this catalog

Graduation Requirements

To graduate from HI SIS, the student must have completed the required hours, all assignments, tests (both theoretical and practical), have paid all tuition fees, and maintain a GPA (Grade Point Average) of (75%) "C" or better. The student's timecard is used as proof of completed clock hours and satisfactory completion of the minimum required hours. Once all requirements for graduation are satisfied, the student will receive a certificate of completion from Hawai'i Institute of Electrolysis, along with the necessary documents for application to the Hawai'i State Board of Barbering and Cosmetology Electrology State Board Examination.

Grading System

While most of the theoretical instruction is online, some programs will require taking additional exams or doing additional coursework while completing the practical portion onsite. HI SIS requires all students to attain a grade of 75% or more in the course. Quizzes and exams can be taken more than once (see test taking section on page 35 for more information).

The school uses common grading indicators as follows:

Excellent	A	90-100%
Good	B	80-89%
Average	C	70-79%
Poor	D	60-69%
Failing	F	0-59%

Class Schedule

HI SIS will be open forty (40) hours per week on the following days: (A total of 35 hours of practical time, 5 hours of theory)

Policies on Prior Credits Earned and Prior Experiential Learning

This institution does not accept credits earned at other institutions or through challenge examinations or achievement tests and does not award credit for prior experiential learning. HI SIS has not entered into any articulation or transfer agreement with any other college or university.

Credit Transferability

Notice concerning transferability of credits and credentials earned at our institution: The transferability of credits you earn at Hawai'i Institute of Electrolysis is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the 600-hour Electrology Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn in the 600-hour Electrology Program at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or

all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Hawai'i Institute of Electrolysis to determine if your diploma will transfer.

Hawai'i State License Requirements

"Electrologist" means any person who removes hair from the human body using a needle inserted in the hair follicle and uses direct electric current or shortwave alternating current to destroy the follicle but does not include any hair removal system that does not penetrate the skin." [L 1990, c 285, pt of §1]

The Hawai'i Institute of Electrolysis offers a six hundred (600) clock hour Electrology Program as required by the Hawai'i State Board of Barbering and Cosmetology. Students that have successfully completed our program and obtained a certificate of graduation are eligible to sit for the State Board exam. Upon successfully passing the State Board Exam (a score of 75% or more) a Hawai'i student becomes a Licensed Electrologist in the State of Hawai'i. We also offer programs that meet the requirements of other states as well as other goals you may have.

Hawai'i Statutes related to licensure:

Hawai'i Administrative Rules Title 16 Chapter 113 Electrologists	Hawai'i Revised Statutes Chapter 448F Electrologists	Hawai'i Revised Statutes Uniform Professional and Vocational Licensing Act Chapter 436B
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600 CLOCK HOUR PROGRAM

Online Theoretical Portion and Textbook Home-Study:

The theoretical portion for the Electrology course is taught using video lectures review materials in the following textbooks:

Bickmore, H. (2004). Milady's hair removal techniques: A comprehensive manual. Thomson Delmar Learning. ISBN: 9781401815554

Gior, F. (2005). Modern electrology: Excess hair, its causes and treatment - including laser. Hair Publishing. ISBN: 0873504135

Hinkle, A. R. (1968). Electrolysis thermolysis and the blend the principles and practice of permanent hair removal. ISBN: 0960028412

The Milady textbook is available for purchase at the school. Once the student has paid the \$1,000.00 deposit, a username and password will be generated for them to access the online academy. Once logged in students can begin the theory right away. Students will receive their scores immediately after the completion of an online quiz and may progress through the online theory at their own pace. The theory accounts for 250-hours of the student's total 600-hours.

Students must pass all the online quizzes with a score of 75% or more to receive credit for that module. Any quizzes that are not passed online will have to be retaken in-person, at the school, and may be retaken a maximum of two times at which point the highest grade will become the final grade. Students will receive their graded results instantly upon the completion of the online module quiz. To facilitate the assimilation of the online theory, the student will receive a workbook to complete for the purpose of reviewing materials to better prepare them for the Final Exam which will be administered as the student nears completion of their program. This workbook will be passed out as part of the student kit on Orientation Day. A PDF version is available upon request.

Practical Hands-on portion onsite

The practical portion of the Electrology course is taught in Honolulu, Hawai'i. Once the theoretical portion is completed, students are to report to the school facility for the remainder of their program. The practical training accounts for 350-hours of the students 600-hours.

On the first day of attendance at Hawai'i Institute of Electrolysis, the student will need to attend an orientation. During the orientation, HI SIS will go over school Rules and Regulations, hand out student kits, explain timecards, and other key aspects of the hands-on training.

During the practical portion of their training, students should aim to work on themselves, other students, or models who come into the school as much as possible. Insertion hours are described as the number of hours the student does an insertion. HI SIS requires a minimum of 200 insertion hours to be eligible for graduation. Student performance on various practical skills will be tested during the time they are completing the hands-on portion of the program including ethics, the consultation, and the execution of a treatment on various body parts.

Students with under 60 insertion hours will only work on the arms and legs of various models, at 60 insertion hours, the student can sit for part-one of the practical exams. This will test the student on their practical skills to determine if they are ready to progress to other areas such as bikini and underarms. Once the student reaches 100 insertion hours, they will be tested again for part-two of the practical exam to see if they are ready for face work. Students who pass part-two can work on all body areas for the remainder of their training.

When students are nearing the end of their training (200 insertion hours) they will be tested for part-three of the practical exam which will encompass face work. Part-three is considered the Practical Final Exam.

Requirements for Program Completion

To be considered for graduation, students completing the 600-hour program must successfully complete the following:

- Complete 600 or more clock hours and satisfy the minimum credit hours stated in the chart below.
- Average a score of 75% or more in the course.
- Successfully pass the written final exam and practical final exam.
- Attain a minimum of 200 insertion hours.

Learning Modules

The following Learning Modules represent chapter designations in the textbook Milady's Hair Removal Techniques: Comprehensive Manual and Topics from the Online Academy and should be studied in order.

Theory - 250 Hours	Allotted Hours
<i>Health and Safety Regulations & Sterilization</i>	20
Learning Objectives and Introduction	
Personal Protective Equipment	
Bacteriology, Sanitation, and Sterilization	20
The Workstation	
<i>Milady Textbook Content</i>	
Chapter 5: Bacteriology, Sanitation, & Sterilization	
Other Content	
American Electrology Association Infection Control Standards for the Practice of Electrology	
<i>Anatomy & Physiology</i>	40
Anatomy & Physiology of Hair & Skin	10
Skin Disorders & Diseases	10
Endocrine System	10
Hirsutism, Hypertrichosis	10
<i>Milady Textbook Content</i>	
Chapter 1: Anatomy and Physiology of the Hair and Skin	
Chapter 2: Skin Disorders and Diseases	
Chapter 3: The Endocrine System	
Chapter 4: Hirsutism and Hypertrichosis	
<i>Laws & Regulations</i>	15

Barbering & Cosmetology Laws & Regulations for the State of Hawaii	
Licensure	
Code of Ethics	15
<i>Milady Textbook Content</i>	
Chapter 19: Licensure and Starting a Practice	
Chapter 20: Professional Ethics, Professional Organizations, and Continuing Education	
<i>Electroepilation</i>	95
Performing Electroepilation	
Selecting the Right Modality & Treatment Application	
Positioning	20
Probes	15
<i>Thermolysis</i>	
Thermolysis	20
<i>Electrolysis</i>	
Galvanic	20
<i>Blend</i>	
Combined Currents	20
The Blend	
<i>Milady Textbook Content</i>	
Chapter 12: History and Evolution of Electrolysis	
Chapter 13: Selecting the Right Modality and Treatment Application	
Chapter 15: Galvanic Electrolysis	
Chapter 16: The Blend	
<i>Additional Theoretical Training</i>	

<i>Milady Textbook Content</i>		
Chapter 17 – Laser Physics, Equipment, and Safety		
Chapter 18 – Laser Hair-Removal Treatment		
<i>Starting a Business</i>		
Starting a Business		
Starting a Practice		
Insurance Considerations		
Medically Necessary Hair Removal		
	Assignments	20
	Consultation	
	Workbook	
Completion of Discussion & Review Questions		
	Notebook	20
	Written Final Exam	
<i>Practical Hands-on Practice (ONSITE) - 350 Hours</i>		350
Galvanic Electrolysis		60
Thermolysis		80
Blend		60
Health, Safety, & Sterilization		40
Additional Onsite Practical Training		110

Tuition and Fees

Tuition Fee ¹	\$ 9,000.00
Registration Fee ²	\$ 50.00
Hawai'i General Excise Tax (GET) ³	\$407.25
Deposit ⁴	\$ 1,000.00
Student Kit ⁵	\$ 500.00
Total charges for period of attendance per month ⁶	\$ 500.00
Estimated Total Program Costs:	\$ 10,992.40

1. Tuition fee for students enrolled in a program
2. Registration fee is non-refundable
3. Hawaii General Excise Tax 4.7120%
4. A deposit of \$1,000.00 is required upon enrollment.
5. The student kit must be purchased on the first day of the hands-on portion of the program and is non-refundable once it has been accepted by the student. The kit price is included in the total program cost.
6. The amount of money a student may expect to pay including expenses related to the attendance such as travel and food that are not related to the cost of tuition.

Additional Items Needed

Students are required to purchase the student kit on the first day of practical training at our facilities. Students may also choose to purchase the Milady textbook. This textbook may be found online or purchased directly from the school. Contact HI SIS for the exact version. Students are not responsible for purchasing any further equipment or supplies to complete their program of studies. HI SIS will provide any supplies needed for the duration of the program. Tuition excludes living and traveling expenses that the student may incur while attending the institution

Extra Charges Incurred

Students are required to finish the whole of their prescribed program within one (1) year of enrollment to prevent incurring additional charges. Students who go beyond their prescribed program length as outlined in their enrollment agreement are liable to pay the hourly rate of \$50 per hour incurred.

Payment Options

The student may pay their tuition in monthly payments while the student is completing their program. Payments are calculated as 12 monthly payments of the remaining tuition balance minus any monies paid. It is important that the student keeps copies of the enrollment agreement, financial aid papers, receipts, or any other information that documents the monies paid to the institution. HI SIS does not participate in federal or state financial aid programs.

Student Financial Aid

HI SIS does not participate in state or federal financial aid programs.

Refund Policy/ Cancellation

An applicant who provides written notice of cancellation within seven (7) business days, excluding days the school is closed and holidays, of executing the enrollment agreement or on the first day of class session, whichever is earlier, is entitled to a refund of all money paid, excluding the \$250 non-refundable registration fee and GE Tax where applicable. The notice of cancellation shall be in writing and submitted directly to Hawai'i Institute of Electrolysis

Students beginning the distance education portion of their training shall have the right to cancel the agreement and receive a full refund before their login information is sent to them. Cancellations are effective on the date the written notice of cancellation is sent. If the student has received any materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

Other Cancellations: An applicant requesting cancellation more than seven (7) days after executing the enrollment agreement and making an initial payment, but prior to beginning the online theoretical portion is entitled to a refund of all money paid, less a maximum tuition fee of 15% of the stated cost of the course.

Refund Policy: After the cancellation period (seven days), the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed less than 75 percent of the program. Once more than 75% percent of the entire course has been completed, there will be no refund to the student.

The online registration fee of \$250.00 is a non-refundable item. Equipment, books, supplies, tools, uniforms, kits, and any other items issued and received by the student are not returnable or refundable. Once received by the student it will belong to the student and will represent a liability to the student. The GE Tax is nonrefundable

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it.

Proportion of Total Program Hours Completed by Withdrawal Date	Tuition Refund
Less than 25%	75% of program cost
25% up to but less than 50%	50% of program cost
50% up to but less than 75%	25% of program cost
75% or more	No Refund

Student Services

Library

This institution maintains a library and learning center which is available to students during school hours. The library is maintained by the school, is located on the premises, and may be used free of charge as part of the student's tuition. Students seeking to further their education may check out materials to peruse in their spare time. Students completing the online portion of their program have access to all the materials, resources, and videos through their online platform. This includes, but is not limited to, Symposium videos, PowerPoint lectures, textbook PDF, forums etc.

Student Housing

Hawai'i Institute of Electrolysis does not provide student housing facilities nor does it have a dormitory under its control. Students coming from outside of Hawai'i may choose to stay in one of the many hotels in the Waikiki area.

Job Placement

Hawai'i Institute of Electrolysis does not guarantee employment or job placement for any attending student. Should any practicing Electrologist, salon owner, or other contact us looking for an Electrologist, we will post this request in plain view on the bulletin board in the student break room. Students are responsible for following up on such requests independently.

School Rules, Policies and Procedures

Attendance

Hawai'i Institute of Electrolysis conducts practical training in an "open enrollment" fashion. Students are welcome to attend class whenever their schedule permits but must notify the school on the days they will be attending. Since students attending the school will be practicing on live models, notice of attendance is mandatory to ensure each student will be given clients to work on. Conversely, should a student be unable to attend school on a day they had originally given notice of attendance, they MUST notify the school by calling to inform the instructor present. This will allow the instructor to assign any client scheduled with the absent client to another student.

HI SIS requires advance notice of 3 days (72 hours), should a student not be able to attend class as originally scheduled due to a non-emergency. Failure to give HI SIS 3-days' notice could lead to a demotion of up to 5.5 practical hours from the student's timecard and a written warning in the student's file. Absences will be excused due to personal, family, or health related emergencies, but students must provide proof to the school.

While HI SIS does have an open enrollment policy, students are required to attend classes regularly, and any absence lapsing over one (1) month will be considered a leave of absence and must be requested in writing. Students are required to finish the whole of their prescribed program within one (1) year of enrollment to prevent incurring additional charges. Contact HI SIS for the Leave of Absence form.

Students who go beyond their prescribed program length, as outlined in their enrollment agreement, are liable to pay the hourly rate of \$50 per hour incurred.

Illness

If you become ill while in school, you will be excused, but you must clock out and go home. Any student who has an infection that is communicable (such as a cold, cough, or flu) should not come to school, as we work closely with the public. According to state law, it is not permissible to work upon the public while suffering from any contagious disease. While the absence is excused, the student will not receive clock hours for the day(s) missed.

Alcohol and Drug Policy

No alcohol or drugs (except a prescription from an M.D. and in its original packaging) may be brought onto the school premises or into the school building. No student can attend class while under the influence of drugs or alcohol while at school. This poses a dangerous situation for the student as well as the staff and models. Violation of this condition is just cause for dismissal.

Smoking

Smoking is not allowed in the school building. Smoking is permitted outside away from the school's entrance ways, only during authorized breaks or lunch hours. Keep in mind that some clients may be sensitive to the smell of cigarette smoke. School uniforms should not be worn while smoking, hands must be washed, and mouth rinsed before returning to work on clients.

Cell Phone Use

Cell phones (including tablets or any other portable devices) are disruptive to a learning atmosphere, therefore cell phones are NOT allowed in the classroom. They may be kept in the break room but must be off or set to vibrate. Should a student need to place a call, they must do so outside or in the breakroom.

Dress Code

Our dress code does not intentionally or indirectly discriminate against the personal tastes of any individual or group of people but caters to the expectations of the public and the accepted standards of the Electrology profession. All students are expected to present themselves as professionals.

- A clean black lab coat is to be worn and buttoned during all treatment times with a patron. A uniform will be provided to students as part of the student kit. It is mandatory to always wear a uniform while the student is inside the classroom.
- Arms must be covered to the wrist to limit skin-to-skin contact with models. Should your uniform be short sleeved, you must wear a long-sleeved shirt underneath.
- Comfortable, non-slip, closed-toed black or white shoes with low to moderate heels are required and should be clean.
- Open toed shoes including sandals are not allowed for safety reasons.
- Boots are not allowed.

- Students must wear full-length black pants; jeans are not allowed. It is acceptable for students to wear scrubs as a school uniform, but the colors should be black.

Perfumes or lotions with perfumes, as a rule, are best avoided, as some patrons may be allergic and hyper-sensitive to these fragrances.

Overall cleanliness and neatness should be practiced. Good grooming habits include: Regular bathing and shampooing.

- Hair must be clean and tied back if long, no hats or caps are allowed.
- Hands must always be clean.
- Nails must be kept short (long nails impede your ability to work).
- Acrylic nail tips are not allowed.
- Proper oral hygiene must be maintained to ensure fresh breath, along with regular dental checkups.
- Eating and Drinking
- Food and drink are not allowed at the workstations or in the classroom area.

A Breakroom is provided for eating and drinking. It is the student's responsibility to clean up after themselves, including wiping down tables, the microwave, cleaning the coffee maker after use, and keeping the refrigerator clean and free of rotting or excess food and beverages. Every Sunday all leftover food in the student break room will be disposed of in the trash can, students are responsible for taking home any leftover food that is theirs.

Equipment

Students are responsible for the proper care and maintenance of the school's equipment including, but not limited to, the epilators, beds, lamps, chairs, sterilizer etc. Lost, damaged, or stolen items will be replaced at the expense of the student.

Sanitation

Sanitation and sterilizations are very important in the practice of Electrology. Students will learn the correct standards of sanitation expected at school and how to sterilize their tools and implements. The student will be given thorough instructions on what is expected during the orientation. Students must always maintain a sanitary workstation. Failure to do so could result in a warning

Timecards

Student timecards are extremely important since they become the basis for the accreditation and licensing for each student. All students must clock in and out on their own timecard. It is strictly against the rules to allow another person to clock in or out for you or to clock in or out another student. Students must sign their timecards daily and have the signature of the supervising instructor or administrator.

Students must turn in their completed timecards to the school administrator for processing as soon as it is completed. All theoretical and insertion hours must be tracked on the timecards. Theoretical hours constitute the online academy work done by the student prior to starting the onsite work, and the tests, quizzes, lectures, and practical hours not constituting insertions. Insertion hours are only those hours where you physically do an insertion, whether on yourself, another student, or a model. The work done on you by others does not count as practical hours. To satisfy the required minimum hours of insertion, students should aim to work as much as possible while in the classroom. Clock in and clock out times are recorded in 15-minute increments. We allow a 7-minute grace period for tardiness.

Student Practical Instruction Worksheets

Students are required to log all insertion hours worked for the duration of their program. Practical work logs will include the model (yourself, another student, or a model), the duration of the treatment and the modality and settings and techniques used. The student is required to hand in their logs to the supervising instructor before the end of the day. The instructor will note any commentary and sign off on the student's work. The purpose of the log is to track student progress and insertion hours. The tracking of practical work logs is mandatory.

Retention of Student Records

The records for students, including a transcript of academic progress, shall be maintained by the institution for at least 5 years with student transcripts being kept indefinitely. Students may request a copy of their transcript to be mailed to them for a \$15.00 charge within the United States or \$30.00 for any other country.

Catalog Policy

A copy of our up-to-date catalog is always available to current students or students interested in taking the Electrology Program. You may request a catalog emailed to you by calling us at or emailing us at wendy@hisis.org or downloaded in PDF form directly from our website www.hisis.edu. As a prospective student, you are encouraged to review this catalog prior to signing the enrollment agreement.

Test Taking

A score of 75% or higher is required for the passing of all tests and quizzes for a student to receive credit hours for that test or quiz. All tests and quizzes must be taken “closed book” meaning that the student cannot use any textbook, notes or other material as aid while taking a test. Students get one chance to take and pass the quizzes online. Any makeup exams will be taken at school, on paper, in short-answer format. Retakes may be taken up to twice at school, but the same test or quiz cannot be taken more than once per day. If a student has taken a quiz the maximum number of times, the highest score will become the student’s final score for that module. The final exam cannot be retaken.

Violations

A student may be terminated for failure to obey the rules of HI SIS, which are posted, or failure to pay the tuition costs. Students terminated by HI SIS may petition for readmission in writing and must meet with the Director or Administrator and at which time decisions on the request for readmission are final. Any Violation to the above Rules and Regulations could be grounds for dismissal from the program.

Withdrawal

A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to HI SIS. HI SIS will respond in writing as soon as it is received and the notice to withdraw will be considered effective.

If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.

A student will be determined to be withdrawn from the institution if the student misses seven (7) instructional days and all the days are unexcused. All refunds will be submitted within 45 days of the determination of the withdrawal date.

Leave of Absence

Students are expected to attend classes regularly to complete their program in a timely manner, but should a student be unable to attend for the duration of a month or more, the student should request a leave of absence. To request a leave of absence, students should submit their request, in writing, stating the duration of their leave as well as the reason and expected return date. They also must have written consent from the administrator approving the leave. Contact HI SIS for a leave of absence form.

Academic Probation and Dismissal

Academic Probation

A student may be put on academic probation for any of the following reasons: unexcused absences, tardiness, failing grades, and/or behavior that is contrary to the school's rules and regulations. The student will receive two warnings prior to escalating to academic probation. These warnings will be noted in writing in the student's file. Should it escalate to academic probation, the probation period will be 14 days. Following the probation period, any further offense will lead to immediate dismissal from the school.

Petitions for Readmission after Dismissal

A written request is required for any student petitioning for readmittance following dismissal. A meeting should then be scheduled with the Director and Administrator to evaluate the situation. Decisions are administered on a case-to-case basis and are final.

Student Rights and Complaints/Grievances

HI SIS will always address student rights and complaints or grievances to the best of their ability. The student can always contact the school administrator any time an issue may arise.