



WHY CHOOSE THE EURO INSTITUTE?

The Euro Institute of Skin Care is an educational facility committed to providing exceptional holistic esthetics training. To be successful in today's marketplace as an independent esthetician, business owner or employee of a salon, spa, dermatologist or plastic surgeon, a comprehensive, quality education is absolutely critical. Annemarie Camenzind, the founder of the Euro Institute of Skin Care believes this wholeheartedly and, as a result, had spent a large part of her life developing and teaching comprehensive skin care programs internationally.

Annemarie, a native of Switzerland, has worked in the field of esthetics in many countries for more than 25 years. She has been an esthetician, clinic owner, school director, instructor and consultant to the health and medical community. She was also a respected author and lecturer on the subject of skin care and has appeared on television and radio talk shows.

Ms. Camenzind moved to the United States in 1984 and established the Swiss Skin Care Clinic in Bellevue, Washington. It was the first full-service European skin care facility associated with a major plastic surgery clinic in the Pacific Northwest. The clinic soon expanded its services to include a regional training center for licensed estheticians seeking advanced European skin care training and international certification. The training center's reputation grew and began to attract students from all over the U.S. and Canada.

After a decade of successful operation, the clinic portion of the business was sold. The school moved to an expanded facility in Renton and became the Euro Institute of Skin Care. A second school opened in Portland, Oregon in 2004. A 750-hour esthetician licensing program is available for those seeking to become a licensed esthetician in the state of Oregon or Washington. There is also a medical esthetics course offered several times a year to graduates seeking employment in the medical field, in addition to several advanced workshops and seminars.

Students are privileged to learn in a clinical yet elegant and refined setting. They work with the very finest professional skin care products and treatment equipment available. The curriculum includes traditional European, medical and high tech treatments such as microdermabrasion. Naturopathic skin care including Ayurvedic skin typing, aromatherapy, Moor therapy and Kneipp therapy is also offered. The latest in body treatments are also included. These treatments are part of a hands-on practicum utilizing the public and are professionally supervised by licensed esthetician/instructors handpicked and trained by Ms. Camenzind.

All students must pass rigorous practical and theory examinations to receive the Euro Institute diploma. This curriculum prepares students for diverse career opportunities in current and emerging markets. Graduates are qualified to work as an esthetician in a day or medical spa, spa owner or manager, makeup artist, or a professional skin care line representative.

The Euro Institute is dedicated to ongoing, rigorous and thorough evaluation of its educational programmes and training models as well as continuous research and development of the curriculum. The staff pursues intelligent application of industry trends, collaborates with industry regulatory boards to ensure fair, safe and high quality standards and is committed to ever-expanding leadership in the advancement of professional esthetics education both nationally and internationally.

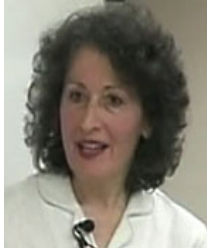
Mission Statement – To promote the theory and practice of holistic esthetics through a comprehensive training program focused on excellence. To continue our commitment of teaching innovative treatments which are safe, effective, and implemented with integrity. To amplify the creativity and professionalism of our graduates to insure that they enter the field of esthetics confidently.

School owner – The Estate of Annemarie Camenzind.

As the prospective student will discover, the caliber of this programme is unsurpassed.



CORE STAFF AND ADMINISTRATION VITAE



Annemarie Camenzind
Founder

Annemarie, a native of Switzerland, graduated from esthetics schools in London, Paris and Sydney and was a certified instructor for the International Therapy Examinations Council (ITEC). She was the principal of the prestigious Ella Bache School of Aesthetics in Australia, whose students were examined by the A.A.O.Th. (Australian Association of Beauty Therapists), an affiliation of CIDESCO. For many years, she also served as the exclusive North American esthetics trainer and examiner for ITEC. Annemarie was an herbal enthusiast and dedicated advocate of natural health alternatives. In keeping with her health-oriented skin care philosophy, she has developed a comprehensive esthetics education and training program that covers the full spectrum of methodologies and incorporates the latest in technology.



Lisa Hutchins
School Director - OR

Lisa started with Euro Institute in 1997 in Seattle, WA, and established their second campus in Portland, OR, in 2004. Before joining us she was a certified medical assistant at a Seattle hospital. She comes with a diverse, 20-year work history in small business and an entrepreneurial spirit to assist our company in achieving its long term goals. Lisa is passionate about providing excellence in the skin care industry. She supports the students in their job search and résumé preparation. Lisa's lifestyle exemplifies health and organic living. She enjoys traveling, exploring new regions and visiting spas!



Natalie Schow
Instructor/Esthetician – OR

Natalie joins our team with a passion for skin care and a commitment to a holistic lifestyle. She has been a LMT since 1999, which fueled the desire to continue her education in esthetics and share the knowledge of the body, mind, and spirit connection. Her work experience includes day spas, counter manager for Dr. Perricone Skin Care, and an Anastasia Eyebrow Artist. Natalie is a dedicated mom of two amazing boys and values spending time with her family. Other interests include traveling and reading.



Lacey Holland
Instructor/Esthetician – OR

Lacey was born and raised in Portland, Oregon. She enjoyed a career as a veterinary technician prior to becoming an esthetician. Her passion for skin care and desire to find solutions for family skin ailments lead her to Euro Institute. Following her graduation, she started an esthetics business in Lake Oswego. Lacey thrives in learning and education so it was natural for her next step to become an instructor at Euro. She values spending time with her husband, golden retriever, and pug. They enjoying camping, hiking and entertaining. Lacey's creative side also keeps her busy with making cards, jewelry and scrap booking.



GUEST SPEAKERS

Dr. Harold J. Maderazo

Naturopathic Physician

www.seasonofwellness.com

Dr. Harold obtained his naturopathic medical degree in 2000 from the National College of Naturopathic Medicine (NCNM) in Portland, Oregon. NCNM is the oldest accredited naturopathic college in North America.

His passion is providing natural healthcare that promotes wholeness of body, mind and spirit through honoring the power of nature --a positive support in your quest for vibrant health through education, awareness of the environment, and healthy living through the seasons. His practice focuses on using nutrition, herbal remedies, hormonal balance, energetic medicine and reviewing lab work with a preventive viewpoint.

Dr. Harold utilizes Nutrition Response Testing (NRT) and NeuroModulation Technique (NMT) to correct for errors the body has adapted to in functioning and restores it back to a state of nutritional, biochemical, neurological, physical, hormonal and emotional wellness that supports the body's inherent ability to heal itself.

In addition to private practice, Dr. Harold is an instructor at the Euro Institute of Skin Care teaching anatomy, physiology, nutrition, and advocating natural and alternative health. He also teaches classes on goal setting and intuition. He works alongside his patients and students, teaching that health and healing are not quick fixes but instead involve a lifestyle of intelligent choices and working in harmony with nature.

Tamara Pearman

Iredale Mineral Cosmetics, Ltd.

Sales Consultant

Tamara has been involved in the cosmetics industry for the past 22 years. During her career she has worked as a make-up artist, account coordinator, and account executive. Tamara has also worked with Calvin Klein, Lancome, Christian Dior and Estee Lauder. She joined Iredale Mineral Cosmetics, Ltd., in January 2010.

Tamara moved to Forest Grove two years ago from Houston, Texas. She is married and has two young boys, ages 12 and 9.

Tamara helps to kick off our makeup curriculum by speaking to our students about Iredale, the products, and application techniques.



GUEST SPEAKERS

Helene Lawless

Cosmetic Chemist

After working at Christian Dior color laboratory, Helene settled in the bay area as a R&D chemist for a private label laboratory creating products for Zia, Terra Nova and The Body shop.

For the last ten years she has worked for several professional skin care lines, assisting estheticians with product knowledge as well as sales and marketing strategies.

Helene teaches advanced cosmetic chemistry at Euro Institute that focuses first on the qualities an esthetician should look for when choosing a skin care line, then an overview on how to read the ingredient listing; finally it goes over various skin conditions, the recommended Active Ingredients and their mode of action.

Morgan Rich, MA, PCC

Play Huge Coaching, LLC

www.playhuge.com

Morgan is passionate about helping young people and any inspired student feel powerful and make choices that are right for *them!* As a Professional Certified Coach, he shows those in their teens, college years, early career, and lifelong students how to launch their lives, while also helping parents support this process. For more than 15 years, Morgan has led young people and students to their best beginnings through his multiple roles as dean of students, personal advisor, group facilitator, trip leader, teacher, camp counselor, and devoted dad.

Morgan teaches the students at the Euro Institute about the importance of goal setting, organization and inspiration.

Steve Hanson

Chiropractic Physician

www.bimsportsinjuries.com

Dr. Hanson received a bachelor's degree in Biology from the University of South Dakota and his Doctorate from Northwestern College of Chiropractic. His involvement in NWCC Sports Council led to an internship at one of Southern California's top sports injury clinics. He credits his hands-on experience with pro athletes, Olympians, collegiate, and recreational athletes while in California as the basis for many of his treatment protocols. He obtained Certified Chiropractic Sports Physician and Certified Strength and Conditioning Specialist designations during 2004.

Dr. Hanson has been a competitive athlete since youth. His experience dealing with his own injuries has given him much better understanding of the different phases each injury requires to properly heal. He respects the challenge of sports/overuse injuries and has a strong appreciation for the soft tissue component occurring with each injury. He often applies Specific Proprioceptive Response Taping (SPRT) to dynamically support specific structures while enhancing the movement of uninjured tissues along with myofascial release. He also utilizes therapeutic stretching and strengthening along with chiropractic manipulative therapy.

At the Euro Institute, Dr. Hanson teaches correct body posture and alignment for estheticians.



GUEST SPEAKERS

Angela Lambert

Naturopathic Doctor, Acupuncturist
A Healing Path, Inc.
www.ahealingpath.org

Feeling a calling to work with the physical body, Dr. Lambert studied therapeutic massage at the Brian Utting School of Massage in Seattle (now known as the Cortiva Institute). There she discovered the mechanics of the body as well as the memories that the body can hold onto. She spent many years working in injury rehabilitation, with patients experiencing both acute and chronic pain as well as deep emotional pain.

In her mid-twenties Dr. Lambert attended the National College of Natural Medicine in Portland, Oregon, the oldest Naturopathic medical school in the country. Once obtaining a Doctorate in Naturopathic Medicine and a Masters of Science in Oriental Medicine, she created A Healing Path, Inc., a family medical practice that integrates both the ancient and modern philosophies of natural medicine. Dedicated to both listening to and hearing each individual's needs, her passion is to create a partnership between doctor and patient, encouraging each patient to be a steward of his or her own health.

Dr. Lambert brings her passion to our students by teaching a thorough class on Bach Flower Therapy and how to incorporate Flower Essences into their lives and the practice of esthetics.

Laura Mahan, RN, CHT, NTP Whirling Rainbow Body Care

Born and educated in nursing in California – Laura has practiced nursing in acute hospital settings for over 30 years. Facing her own health challenges in the 1990's, she turned to alternative health practices for self treatment. Laura completed colon hydrotherapy certification in 1998 and nutritional therapy in 2002. As part of her Whirling Rainbow practice in Portland she offers nutritional and colon hydrotherapies, aromatherapy, and far-infra red sauna in a safe, quiet and nurturing environment. Laura helps to educate her clients and to assist in restoring balance in the digestive tract.

Laura gives an educational seminar at Euro Institute on colon health and the benefits of colon hydrotherapy.



**ESTHETICIAN TRAINING CURRICULUM
750 HOURS OF TECHNICAL AND OPERATIONAL INSTRUCTION**

Listed according to Oregon Department of Education, Private Career School Requirements.	Hours of Technical Instruction	Hours of Practical Instruction
Esthetician Core –	105	145
Skin care & massage Facials & make-up Temporary removal of superfluous hair Cells, Anatomy & Physiology Electricity & Chemistry Diseases and Disorders		
Safety/Sanitation/Hygiene –	74	76
Decontamination, Infection Control; Bacteriology First Aid as it relates to esthetics HIV/AIDS Dispensary Hazardous Chemical Awareness OSHA Regulations/MSDS Sheets Oregon Law/Oregon Rules & Regulations		
Career Development –	41	59
Orientation Debt Management Professionalism Salaries/Taxes Setting up a Business Resume Preparation/Interview Salon and Reception Operations Advertising /Promotion/Public Relations Time Management Ethics		
EURO INSTITUTE ADDITIONAL COURSEWORK	110	140
Skin Examination & Diagnosis Facial Equipment Usage and Instruction Cosmetic Chemistry Facial Treatments, Procedures & Special Treatments Body Treatments and Procedures Waxing Methodology Nutrition & Diet Special Topics		
Total Course Hours = 750 Hours	330 plus	420



Facilities: We occupy more than 5000 square feet with additional space for common areas; restrooms & kitchen. The school is one level and used for administration, classrooms, dispensary and clinic area. There is a reception area with retail, which stocks the latest in skin/body care products.

Equipment: The Euro Institute maintains the following equipment and amenities for the purpose of instruction:

11 complete Training Stations	Make-up Bar	10 Brush Machines	2 High Frequency
Separate Waxing Training Room	13 Treatment Beds	6 Steamers	6 Magnifiers
1 Microdermabrasion Machine	2 Galvanic Units	3 Double Wax Warmers	6 Hot/Cold Globes
Separate Theory/Training Room	3 Infrared Lamps	1 Woods Lamp	2 LED Machines
3 Lucas Championniere	2 Single Wax Warmers	1 UltraViolet Sterilizer	
1 Paraffin – hand			

There are 4 hot towel cabbies, five complete sink/sanitation areas as well as separate laundry facilities.

ESTHETICIAN LICENSING COURSE

Programme Objective:

This 750-hour programme takes approximately 32-46 weeks to complete and will provide the student with the knowledge and technical skills required by current industry standards to seek employment or establish their own business. Students completing this course will be eligible to take the Oregon Board of Cosmetology Examination, which is required to receive an esthetician license.

Methods of Instruction:

The school employs a variety of teaching methodologies and training aids (textbooks, workshops, films, and other audio-visual aids, etc.) in addition to guest lecturers to provide the best possible training.

PROGRAMME CURRICULUM

ANATOMY AND PHYSIOLOGY OF THE BODY

- Cells, tissues, organs and systems
- Osteology - structure and function of bone
- Miology - study of muscular tissue. Types of muscles such as the muscles of face and neck
- Neurology - division of nervous system. Cranial nerves. Nerves of face and neck
- Angiology - arteries of face and neck
- System - study of endocrine, digestive urinary, reproductive and respiratory systems and their relationship to skin

ANATOMY & PHYSIOLOGY OF THE SKIN

- General principal and functions
- Histology of the epidermis and dermis
- Keratinization process
- Pilosebaceous system and superiferous glands
- Surface ecology, PH and hydro-lipid film
- Pigmentary, vascular and nervous system
- Cutaneous fats, assimilation and absorption
- Effects of the endocrine system and immune activity
- Skin characteristics and gender differences
- Characteristics and changes over a lifetime



SKIN APPENDAGES

- Trichology

SKIN DISORDERS & DISEASES

- Primary and secondary lesions
- Disorders of the sebaceous and sudoriferous glands
- Abnormalities of blood vessels and pigmentation
- Benign and malignant growth
- Effects of environment of sun exposure

SKIN EXAMINATION & DIAGNOSIS

- Characteristics of different skin types: Oily, Acne, Normal, Dehydrated, Alipidic, Couperose, Allergic & Sensitive, Mature & Atrophied
- Recognition of skin condition origin
- Treatment methods of different skin categories
- Prognosis, home maintenance and prevention

HYGIENE & SANITATION

- Set up and hygiene in the treatment room
- Sterilization
- Bacteriology
- Sanitation procedures
- Personal cleanliness and presentation
- Decontamination, Infection Control
- Universal Precautions
- Hazardous Chemical Awareness
- OSHA Regulations/MSDS Sheets
- Oregon Law, Rules, & Regulations
- AIDS Prevention & Awareness

CHEMISTRY AND ELECTRICITY

- Fundamentals of chemistry, electricity and light

FACIAL EQUIPMENT USAGE & INSTRUCTION

- Vapozone and ozone
- Electrical brushing
- Lucas champonniere
- High frequency direct and indirect methods
- Galvanism, ionization and disincrustation
- Microdermabrasion
- Hot/cold globes
- Infra-red light

- LED Light Therapy
- Safety, use and contra-indications

COSMETIC CHEMISTRY

- General properties and sources of raw materials
- Synthetic Ingredients
- Organic Ingredients
- Alcohols, acids, salts, esters, polymers, proteins
- Silicones, surfactants
- Emulsions
- Preservatives

FIRST AID

- How to treat cases of fainting, burns, scalds, bleeding and hysteria
- How to perform CPR

CLIENT

- Methods of consultation and client intake
- Reviewing medical history and heredity
- Client interaction
- Record keeping

BODY TREATMENTS

- Client intake form & contra-indications
- Basic anatomy of the human body
- Introduction of various figure problems and their treatment objectives
- Body planes
- Draping techniques and body organization
- Application movements of cleansing and conditioning products
- Aromatherapy
- Ayurvedic skin exfoliation, herbal wrap and warm oil application
- Lymphatic brushing and salt exfoliation
- Body modelage
- Moor Therapy
- Thalasso Therapy

WAXING

- Methods of epilation and depilation
- Waxing of the face and body
- Body waxing/speed method
- Contra-indications of waxing



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- Aromatherapy

FACIAL TREATMENT PROCEDURES

- Use of milks, creams, lotions, toners, gels and astringents
- Cleansing movements
- Exfoliating and deep pore cleansing; manually and by machine
- Chemical peels – alpha hydroxy and beta hydroxy
- Facial steamers and sprays
- Hot/cold globes
- Extraction
- Compresses
- Ampoule treatments
- Masks - absorbent and adsorbent
- Massage of face and neck
- Modelage of hands, feet and lower legs
- Outline and procedures for different treatments
- Effects and contra-indications of procedures
- Client intake form and contraindications

SPECIAL TREATMENTS

- Lash and brow tinting
- Eyebrow shaping
- Back treatment
- Manual lymphatic drainage
- Pressure point techniques
- Specialized anti-aging treatment
- Holistic facial techniques; naturopathic skin care
- Ayurvedic skin and body typing
- Kniepp therapy
- LED light therapy

Text Books:

- Euro Institute of Skin Care Programme Reference, by Annemarie Camenzind, 2010
- Milady's Standard Fundamentals for Estheticians, by Joel Gerson, Thompson Publishing, 2009

NUTRITION AND DIET

- Basic food groups
- Constituents of a healthy diet
- Nutrition and relationship to skin
- Supplements

CAREER DEVELOPMENT

ETHICS

- Professional standards
- Relationship with clients, colleagues and other professionals
- Obligation to the public
- Misrepresentation

PUBLIC RELATIONS

- How to give a presentation
- Selling techniques

BUSINESS CONCEPTS

- Simple record keeping
- License, insurance, and taxes
- Business and financial planning
- Marketing and advertising
- Resume and interview preparation
- Retailing and customer service



Requirements of Admission

This training programme is open to any male or female who meets the following requirements:

1. Must be at least 18 years old.
2. Possess a High School diploma or GED. A copy must be provided prior to enrollment. Transcripts are acceptable if graduation date is shown on document.
3. **Obtain a letter of recommendation.** The form is provided with the application materials.
4. **Submit an Essay** – a 250 word typed essay, addressing the following areas:
 - **Reflect upon your personal and professional history. How has this influenced your growth and contributed to your decision to join the esthetics field?**
 - **How do you view yourself and what do you value most about yourself? What are your goals, dreams and visions for the future?**
5. Complete school application and mail with essay, copy of diploma or GED, and \$150 registration fee.
6. Interview and school tour with school director.
7. Pay his/her tuition.

Tuition:

Student tuition is payable by cash, check, money order, Visa, MasterCard, Discover

Registration Fee (Due with application)	\$ 150.00
Tuition (\$3850 due on 1 st day of class, \$3850 due _____ when 50% of program has been offered)	\$ 7700.00
Student Kit/Books (Due on 1 st day of class, non-refundable) Includes: 3 textbooks, workbook, lab coat, facial gown, stainless tweezers, scissors, make-up brushes w/pouch, and wax kit. Any replacements will be at the student's expense.	\$ 1200.00
Membership with Associated Skin Care Professionals (Due on 1 st day of class, non-refundable. Checks payable to: ASCP)	\$ 59.00
Total program cost	\$9,109.00

ASCP Membership:

What can you expect from a student membership?

Liability Insurance: Comprehensive coverage protects you in and out of class for all school-sanctioned activities.

Skin Deep: Bimonthly, thirty-two page member publication which provides information on techniques, ingredients, trends in the profession, and more.

Fine Lines: A quarterly student newsletter focused on giving you more insight into the profession.

Online Tools: Begin your marketing strategies while in school with customized client newsletters, graphic art and photos, brochure templates, a business website, and more. *For more information please visit www.ascpskinicare.com.*

Student Loans:



Student loans are available through SLM Financial Corporation, a Sallie Mae Company. The customer service number is 1-888-272-5543. You can apply online – www.salliemae.com. Choose: Smart Option Student Loan. Our school code is 606544-00. Please only apply within 60 days of your scheduled class start date.

Graduation Requirements:

Students will receive a diploma from the Euro Institute of Skin Care – North America upon successful completion of the 750-hour course, full payment of tuition and make-up hours, achievement of a 76% on all exams, and completion of all homework and projects. Students enrolled in the 750-hour program shall be eligible to take the Oregon State Board Examination to receive an esthetician's license.

Cancellation and Refund Policies:

Pursuant of Chapter 581, Division 045-0036, of Oregon Administrative Rules a student may cancel enrollment by giving written notice to the school. If notice occurs:

- (a) Within five business days of the date of enrollment, all monies paid shall be refunded; or
- (b) After five business days of the date of enrollment and prior to the commencement of classes, the school may retain only the published registration/application fee. Such fee shall not exceed 15 percent of the total tuition cost, or \$150, whichever is less.

An applicant not accepted by the school shall be entitled to refund of all monies paid, with the exception of a non-refundable application fee.

A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal 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.

If the student or the school terminates training after commencement of classes, unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following formulas or maximum charges:

- If a student withdraws or is expelled prior to completion of 50 percent of the contracted instructional program, the student shall be entitled to a pro rata refund of the tuition charged and paid for such instructional program, less \$150 registration/application fees, non-refundable student kit, \$25 withdrawal fee and any other legitimate charges owed by the student;
- If a student withdraws or is expelled upon completion of 50 percent or more of the contracted instructional program, the student shall be obligated for the tuition charged for the entire instructional program and shall not be entitled to any refund;
- Pro rata refund means a refund of tuition paid for that portion of the program not offered to the student prior to withdrawal. The date for determining that portion shall be the published course schedule and the last recorded date of attendance by the student.

Additionally:

1. That tuition charges will accrue based on the hours that the program is offered by Euro Institute and that I have contracted/scheduled to attend, rather than my actual attendance;
2. That any refund calculation is based on my last date of physical attendance;
3. If a lab fee is included, Euro Institute must indicate what the lab fee covers; and
4. Prior to the beginning of classes, no private career school shall require from an enrollee an advance deposit in excess of twenty (20) percent of the total tuition and fees:
 - (a) Schools that offer short term programs designed to be completed in one (1) term or four (4) months, whichever is less, can require payment of all tuition and fees on the first day instruction begins;
 - (b) For those programs designed to be four (4) months or longer, a school cannot require more than one (1) term or four (4) months of advanced payment of tuition at a time. When fifty (50) percent of the program has been offered, the school can require payment of all tuition;



- (c) This limitation shall not apply to federal and state financial aid payments received by the school; and
- (d) At the student's option, a school may accept payment in full for tuition and fees after the student has been accepted and enrolled and the date for commencement of classes is specifically disclosed on the enrollment agreement.

Student Grievance Policy: Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact: Oregon Department of Education, Public Service Building, mailing address: 255 Capitol Street NE, Salem, Oregon 97310-0203 or by calling 503.378.3600 ext. 2671

RULES AND REGULATIONS

Attendance & Absences: All students are expected to attend class on time. According to state regulations, students tardy 6 to 15 minutes will automatically lose 15 minutes on their timecard for the day. Lectures and special demonstrations cannot be duplicated for absentees. Repeated tardiness and early departure from classes is unacceptable and may result in dismissal. Any absences over 30 hours will be charged for make-up time. If a student misses 40 hours, they forfeit their diploma and at 50 hours they will be expelled. A request for leave must be submitted in writing. A complete copy of the school's policies and procedures is provided to each student on the first day of class.

Make-up Time: If students are absent, they will not be able to make up the time during the session they are enrolled. Make-up time for instruction missed will be charged to the student at \$10 per hour if more than 30 hours have been missed. Make-up hours will take place after graduation and students must pay the school director prior to being scheduled. The Euro staff will do all that is possible to help students' complete make-up hours in a timely fashion so they may fulfill graduation requirements.

Satisfactory Progress Policy: To be considered as making satisfactory progress toward a diploma, a student must maintain specified grade averages as well as proceed through the course at a pace leading to completion within the specified time frame. For purposes of determining satisfactory progress, the student is evaluated for academic and attendance progress at the following intervals: quarterly, midterm, and final.

Grading: Students will receive a grade in both their theory and clinic work. An average of 76% is required for graduation. If the student passes one section and fails another, he/she may retake only the part failed. Failed quarterly exams, which are below 76%, must be retaken.

Probation: A probation list is compiled each month. The following infractions will put you on that list:

A grade average below 76% will put a student on probation status. This will be reversed when a below 76% grade average is made up.

90 - 100% - Distinction	76 - 79% - Pass
80 - 89% - Credit	Below 76% - Fail

Note: Finals for the State Boards are expected to be a minimum of 76%

Final Exam and Retakes: The final examination consists of a full day practical exam and a written theory exam. The practical exam is given by the instructor in person and includes oral questions. The theory exam consists of a series of questions requiring multiple choice and essay style answers. Students have three hours to complete the theory exam, however, students with English as their second language will be given extra time. Opportunity is given to unsuccessful candidates to retake failed examinations in either theory or practical.

Tests: Theory and practical tests are scheduled on a regular basis.



Appeal Process: The student may appeal the determination of unsatisfactory progress based upon extenuating circumstances. In such cases, the school director may determine that the student is making satisfactory progress toward his/her diploma despite the failure to conform within the time frame or minimum grade average.

Termination: Students are expelled if absences reach 50 hours. Lack of professionalism can result in immediate expulsion. The following behaviors fall under this category: use of alcohol or drugs, cheating, stealing, damaging or defacing school property. Other violations to school policies require a verbal and two written warnings before student is expelled. Students who are terminated are subject to the school refund policy. A complete copy of the school's policies and procedures are provided to each student on the first day of class.

Conduct: Students are required to comply with the schools rules and regulations. Failure to do so may result in dismissal. Students must attend classes regularly and in a timely fashion. Instruction and practical assignments must be pursued diligently and daily homework is to be expected. Conduct unbecoming to the student or a reflection upon the reputation and welfare of the school may result in dismissal. Any student caught damaging; stealing or defacing school property will be subject to a fine and termination. Students are expected to observe silence during clinic and workshop times. Unnecessary conversation or noise is not allowed. Please project your best possible posture and professional appearance at all times. This is a vocational school and you are being trained for a job. Part of that training is helping you acquire good working habits and maintaining a professional appearance.

Professionalism / Dress Code: Students are asked to comply with our dress code of black pants/skirt, black or white top with sleeves and no graphics and black closed-toed shoes. The wearing of jewelry is restricted to gold or silver studded earrings and wedding bands. Long hair must be pulled back. Nails must be short and unvarnished. The dress code is given in detail on first day of class.

Personal Hygiene: Attention to personal hygiene, personal appearance and deportment is essential at all times.

Sanitation: Students are responsible for the cleanliness and tidiness of their allocated work area to include: sanitizing equipment and tools and proper use and storage of linen and chemicals. Student tools and stations must be clean and sanitized at all times.

Student Breaks: Students have a 45-minute non-credit lunch on scheduled weekends and a 10-15 minute credited break during the week. Students may not leave for break until the instructor announces the break time.

Visitors: Visitors are allowed in the reception area only. Classes will not be interrupted except for an emergency.

Telephone Calls: Students are permitted to use the lobby phone at the school on an emergency basis only. Personal calls are to be conducted off premises during class breaks or the lunch hour. Cell phones are to be turned off during class time and kept inside lockers.

Student Parking: Student parking is available but not guaranteed. Therefore, we encourage ride-sharing to help with congestion and the environment.

Smoking: Smoking is not permitted on school premises.

Student Housing: There is no student housing available. We can provide a list of local apartment referrals upon request. Please contact the school director for a list of apartments.

Class Size: Class size is limited to 15-18 students.

Employment Assistance: Euro Institute has become very well known and respected through its tenure. Prospective employers routinely call us regarding our graduates. We make every effort to assist students in their



search for positions that meet their goals and aspirations. We post employment opportunities, resources, teach job readiness classes, and resume preparation but the school does not guarantee employment.

Terms and Conditions: The terms, conditions and school calendar of this catalogue are subject to change. Please call the school director at 877.206.6700 or 503.469.0600 to verify that all the above information is accurate.

THE EURO INSTITUTE'S CODE OF ETHICS

1. The Euro Institute's principal objective is to train qualified estheticians to render the best possible service to patrons.
2. We strive continuously to improve our operation in order to keep abreast with the ever-changing developments and new techniques in the skin care industry.
3. We observe all rules and regulations issued by the Oregon Department of Education and Department of Cosmetology.
4. We encourage our instructors to keep abreast of the latest teaching methods of skin care by reading educational books and attending teachers' refresher or advanced courses, workshops and trade shows.
5. The school takes part in educational conferences and regional meetings to advance the esthetics profession.
6. The school purchases only high-grade standard equipment and supplies to be used for instruction of our students.
7. The Euro Institute maintains honest and fair relationships with our staff, students, patrons, the Oregon Department of Education.
8. We advertise truthfully and make honest representation to our students.
9. The Euro Institute refrains from any advertisement or criticism, which might reflect unfavorably on the other schools and the esthetics profession.
10. The school does not recruit students already attending or admitted to another school offering a similar program of study.

Non-Discrimination Clause:

The Euro Institute of Skin Care does not discriminate on the basis of sex, race, religion, age, color or ethnicity in the educational practices, admissions, instruction, graduation policies and other activities that it operates and is prohibited from discrimination in such manner by the law. This practice and requirement of non-discrimination also extends to the employment of the school and the admission of students to prohibit their activities operated by the school.

Privacy Act:

Adult students, parents of minor students and parents of tax-dependent students have the right to inspect, review and challenge information contained in their education records. Education records are defined as files, materials and documents that contain the information directly related to a student and maintained by the school. Students are not entitled to inspect the financial records of their parents. Written consent is required before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law. Schools may also disclose, without consent, "directory information" such as student's name, address and phone number of student, date and place of birth, honors and awards and dates of attendance. However, the school must tell parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent of eligible student to request that the school not disclose that information about them.

Please note:

The Euro Institute maintains student records for a period of four years after completion. Student transcripts are kept 25 years.

Information regarding Oregon Esthetician Licensing Examination:

Contact Information:

Department of Cosmetology



Health Licensing Office
700 Summer Street NE, Suite 320
Salem, Oregon 97301
503.378.8667 / www.hlo.state.or.us

ACADEMIC CALENDAR

CLASS SCHEDULES:

FALL CLASSES: 2011

Full Time

Dates: September 2011 - TBD

Hours:

- Tuesday - Friday
9:00am – 3:00pm
3 Saturdays a month
8:15am – 5:00pm

and

Part Time

Hours:

- Monday, Tuesday, Wednesday
4:30-9:30pm
3 Sundays a month
9:15am – 6:00pm

2011 School Closures

Summer Break – Closed month of August 2011

Observed Holidays

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day & Friday after
- Christmas Eve and Day

Please Note:

The maximum clock hours given for the day class is 6 hours, Saturday is 8 hours. The maximum clock hours given for the evening class is 5 hours, Sunday is 8 hours. There is a 45-minute, non-credited lunch break on Saturdays and Sundays. The hours *must* be completed during the class the student is initially registered. The student will have an opportunity for make-up hours *only* after the course is completed so we strongly discourage missing hours. Please see Rules & Regulations for specifics.