



INSTITUTE OF MEDICAL AESTHETICS

COURSE CATALOG AND STUDENT HANDBOOK

Approved and Regulated by the Colorado Department of Higher Education,

VKMD Institute of Medical Aesthetics

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Table of Contents

Mission Statement	Page 3
What is V.K.M.D.	Page 4
Introduction	Page 5
Dear Student	Page 6
Faculty	Page 7
Facility, Enrollment, Assistance	Page 8
Start Date, Attendance, Medical Conditions	Page 9
Progress, Grading, Code of Conduct	Page 10-11
Dismissal, Previous Credits, Grievances	Page 12
600-hour General Esthetics: The Foundation Overview	Page 13-16
NCEA Certification	Page 17
Lunches, LOA, and Refund Policy	Page 18-21
Advanced Course Options	Page 22-34



MISSION STATEMENT

At VKMD Institute of Medical Aesthetics, we empower aspiring estheticians to transform lives through the art of skincare and professional, non-surgical aesthetic treatments. Our unwavering commitment to excellence drives us to shape future industry leaders who will revolutionize the world of aesthetics on many levels. We focus on building our community by building our people, individually, through empowerment and inspiration daily throughout our programs.

At VKMD Institute, we are elevating the standard of esthetics education beyond entry-level licensure by incorporating the National Esthetician Certification, National Coalition of Estheticians Association Certified credential, to our 600-hour General Esthetics: The Foundation. As Colorado Springs' first private esthetics-specialized occupational school, we are devoted to providing the highest quality, comprehensive learning experience for our students by offering intimate class sizes, plenty of hands-on practice with real people, a built-in medical spa internship opportunity, and so much more. Our professional staff is comprised of educators who are licensed and advanced professionals in the industry, and are respected leaders in advanced and medical esthetics, product formulation, and professional makeup. Upon graduation, our students can expect ongoing mentorship, support, and the highest quality advanced education as VKMD Alumni.



Vision. Knowledge. Mastery. Distinction.

Vision:

A VKMD education fosters a mindset of innovation and forward thinking. It entails encouraging students to explore new possibilities, develop creative treatment solutions, and anticipate emerging trends in the field. Our visionary approach helps students envision the future of advanced esthetics and empowers them to make a meaningful impact through cutting-edge techniques and professional treatments.

Knowledge:

Knowledge is the foundation of a successful esthetics career. A VKMD education encompasses a deep understanding of anatomy, physiology, histology, and the latest advancements in the field of esthetics. Our school emphasizes the acquisition of knowledge through comprehensive coursework, hands-on training, and a "practice makes progress, not perfection" philosophy. By instilling a passion for knowledge, and providing the essential educational tools, students are equipped with the expertise needed to provide safe and effective treatments for their clients.

Mastery:

Mastery refers to the attainment of exceptional skills and expertise in the practice of general and advanced esthetics. VKMD instills into our future professionals a combination of theoretical knowledge, technical proficiency, and a refined sense of artistry. Through rigorous training, practice, and mentorship with the aid and resources of our sister company, prestigious medical aesthetics spa Springs Body Sculpting, students develop the precision, dexterity, and attention to detail, necessary for advancing their education in skincare procedures and non-surgical cosmetic treatments in a real-life environment. Visit www.springsbodysculpting.com today!

Distinction:

Distinction, in the context of our general and advanced-course esthetics school, refers to setting oneself apart and standing out from others in the industry, which entails going above and beyond the standard expectations to achieve excellence and recognition. We embolden our future professionals to strive for distinction, and to demonstrate exceptional skills, professionalism, ethical practices, and a commitment to delivering outstanding client care.



INTRODUCTION:

VKMD Institute of Medical Aesthetics offers our students the unique opportunity to learn in an intimate and professional spa environment, where they will learn how to thrive with real-world practice within the industry. Our students are mentored by instructors and staff with years of professional experience as master aestheticians and educators. Our school provides all necessary state-of-the-art products, equipment, curriculum, and supplies of the highest quality for our students to utilize while developing their esthetics education. At VKMD, we pride ourselves on delivering the highest standard of excellence in esthetics education as we teach far beyond the basics within all our programs. Our goal is to set our students up for success from the very beginning as they grow and develop their craft, by empowering them as budding professionals, on an everyday basis. All our programs are hands-on and instructor-led with a methodically designed and focused curriculum to ensure our students are equipped with both practical skills and theoretical knowledge. Our students graduate from our programs with all the tools they need to succeed and thrive in the ever-evolving esthetics industry. Our comprehensive skin-focused curriculum that is tailored to the robust field of esthetics, beauty and skincare, surpasses the typical expectation of entry-level esthetic education. Whether the goal is to become a new esthetician with our 600-hour General Esthetics: The Foundation program, or to enhance your current skills through our advanced courses, VKMD Institute will always provide the highest quality education and level of professionalism for our students.

What truly sets us apart from any other school is our partnership with one of Colorado Springs' most successful medical spas: Springs Body Sculpting & Aesthetics, which is owned and operated by the same dynamic duo as the school (Dr. Matthew and Kelsie Dunham). This unique med spa-school affiliation allows our students to gain even more insight and practical experience towards the medical esthetics industry, as they provide many opportunities to visit and intern at the med spa during their time at VKMD, and thereafter. Our students gain exposure and learn more about the most contemporary procedures and treatments that are most common in medical spas across the country. Springs Body Sculpting & Aesthetics is a full-scale treatment and wellness facility from surgical procedures, to both minimal and non-invasive body and skin treatments, medical weight loss, hormone optimization therapy, corrective skin health, and more. Students are not only gaining top quality educational experience at our school facility, but also at the medical spa with its staff serving as additional student-mentors.

At VKMD Institute, we are steadfastly dedicated to the highest standard of excellence for our students' esthetics education and experience within our program. Our distinct focus on the empowerment of our students will inspire them to make their mark in the industry as future leaders and innovators.



Dear Student,

Thank you for choosing your education at VKMD Institute of Medical Aesthetics. This catalog provides information about our school, staff, and most importantly the foundations of general and advanced esthetics. It also identifies the time commitment required to begin your career in the industry. Our entire staff of educators cordially welcome you to our school, where we will mentor and guide you to achieve your personal goals towards a successful start for a fulfilling esthetics career. There are many paths of opportunity within the esthetics industry, and our quality education will help to open many doors of opportunity for your future career. VKMD Institute of Medical Aesthetics provides each student with the highest-quality education available for a successful journey into the esthetics industry. We will train and prepare you to be competent in the field of esthetics as well as to ensure your passing of the Colorado State Board exams for licensing in esthetics. Our entire faculty is highly qualified and motivated, with many years of experience, training, and service in the esthetics field to ensure your success upon completion of our program. Our firm commitment of excellence offers you top quality education far beyond just the basics of which most esthetics schools provide. We actively encourage you to succeed far beyond the standard norm as a licensed professional in your esthetics journey. At VKMD Institute of Medical Aesthetics, our mission is to elevate your overall aesthetic educational experience. We take our students above the current standard by providing exceptional instruction in the technical aspects of today's modern esthetician. In addition, students will gain real world knowledge and hands-on experience, thus providing them with the skills to build clientele, network with other professionals, and improve their client consultative skills. Our VKMD graduates will also receive the most comprehensive training to prepare to successfully pass both written and practical state board exams at no additional cost. Our alumni will also benefit from lifetime access to all our educational and facility resources. This includes ongoing advanced training courses, educator mentoring, business development training, plus more. We strive to create a culture of empowerment and inspiration to all our students as we create a VKMD "family of superstars."

Sincerely,
Dr. Matthew and Kelsie Dunham

A handwritten signature in black ink that reads "Kelsie Dunham".

A handwritten signature in black ink that reads "Matthew Dunham".



FACULTY MEMBERS:

Kelsie Dunham..... Owner/ School Director/State Agent

Dr. Matthew Dunham..... Owner/Medical Director

Ansley Reese..... Core Instructor/Professional Workshop
Development

Krisly Garcia..... Officer of Student Services and
Enrollment/Instructor

Kara Stewart..... Core Instructor

Cassie Bishop.....Advanced and Core Instructor

Macy Reams.....Teacher’s Assistant/Administration

Michelle Betsayda.....Permanent Makeup and Eyelash Extension
Specialist



Facility and Equipment:

Students enrolled at VKMD Institute of Medical Aesthetics will have the benefit of learning in a prestigious salon and spa-like environment with the latest technological equipment and up-to-date curriculum. We are proud to say that our students will be learning and practicing in a real salon/spa-like environment, with in-depth training far beyond just the basics, including day-to-day operations and optimal client care.

Entrance Requirements for Esthetics:

VKMD does not discriminate based on race, gender, religion, ethnic origin, disability, or any other protected status. Prospective students must be a minimum of 18 years of age, and have a high school diploma or GED, to be accepted for enrollment. Students must show valid identification and proof of US citizenship. All advanced certification courses require a valid Colorado Esthetics or Cosmetology license.

Students with Disabilities/Special Needs:

The school considers and honors all individuals who may have special needs. Our goal is to provide the best learning experience and success for all students. We will work with all prospective students to ensure we can accommodate their needs whenever possible. However, given the fact that not all people are right for every profession, the school will review each case individually with the potential success of the individual and the realistic accommodations of the school in mind. The school does retain the right to discontinue or decline education if we are unable to provide the accommodation necessary.

Enrollment:

Students may enroll at any time. Students' start date will be determined by the school's class calendar, which is based on the curriculum being offered. A new student orientation is offered at the commencement of the first day in each new class. If the school is at maximum capacity, enrollment will be accepted with a registration fee and will be assigned to the next class of course date.



Postponement of Start Date:

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. whether the postponement is for the convenience of the school or the student.
- b. a deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days (about 4 and a half weeks) of the deadline in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Placement Assistance:

The school offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

Attendance Requirements:

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 85% is required. Upon identification of less than 85% attendance, a probationary period of 4 weeks with 100% attendance will ensue. The Director may request your withdrawal from the course of attendance to fall below 100% during probation. Students who exceed the maximum time allotted per contract to finish their course will have to complete their training hours at an overtime rate of \$150 per 8-hour day. Students who are unable to continue classes for medical reasons or severe personal issues will be required to take a leave of absence until they are able to return to class. Leaves of absence are granted on a case-by-case basis for a maximum of 30 days (about 4 and a half weeks). See previous Leave of absence information. Re-admittance on a case-by-case basis, at the discretion of the school Director and administration.

Medical Conditions:

The safety of our clients, students, and staff is paramount in our school and spa. Any student enrolling with a pre-existing medical condition must disclose this information to the director prior to admission. Any prescribed medications must be disclosed as well. An emergency contact form is required at the time of enrollment for all students.



Progress Policy:

Students must maintain a 90% grade point average. Those who do not will be placed on probation for 30 days. During the probation period students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary period. Termination shall be at the school Director and administration's discretion. The Director has final authority and shall notify the student of the final decision.

The following factors will determine academic progress:

1. Theory work
2. Test grades
3. Workbook completion
4. Practical application
5. Laboratory application

Grading System:

90-100 = A Excellent

80-89 = B Above Average

70-79 = C Average

60-69 = D Below Average

Under 60 = U Unsatisfactory

Students will receive progress reports every week.



Code of Conduct:

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, marijuana, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school. Students must also sign the attached Code of Conduct and Definitions of Code of Conduct to acknowledge their full understanding of their expectations at our school.

All students are required to continue their practical hands-on requirements until they graduate with their completed 600 hours, even if all minimum requirements per treatment have been met. Our goal is to create excellent estheticians, and not mediocre, and therefore, consistent hands-on practice with clients throughout the entire program is non-negotiable. Once the minimum requirements have been met, our students will continue to perfect their craft with hands-on practice until the very end of their program.

All students are required to learn reception and front desk duties, daily operations, and sanitation in our program. We are training and educating our students to excel in all aspects of this industry, that goes far beyond the basics of esthetics and typical beauty schools. It is our desire to create strong and hireable candidates in all fields of this industry. All students will receive their official certificate of completion from our school upon their successful passing of state board exams.



Dismissal:

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, defaults on tuition payments, or makes unsatisfactory progress. The school director, after consultation with all parties involved, makes the final decision. The school director may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

Previous Credits:

Credits from another institution will be evaluated on a case-by-case basis. We do not guarantee transferability of our credits to or from another institution without a prior written agreement between the institution and ourselves. A full or partial kit fee may be required if a student does not have sufficient material to complete training. All transfer students must provide an original transcript from the previous school (signed and sealed) to enroll as a transfer student. If a student does not have original transcripts, the student must enroll as a new student with no prior credits at full contract price and kit fee.

Student Grievances:

All student complaints regarding the school should be discussed with the Director as soon as the issue is identified and followed up in writing within 3 days. Upon notification, the Director and student will meet specifically to address the complaint and develop a written action plan specific to the situation. The expectation will be that every effort will be made to resolve the issue within 2 weeks, but account is taken given the situation. A follow-up meeting shall formally be arranged within the action plan to discuss the successful or unsuccessful resolution to the issue.

Student Complaints:

Attempting to resolve any issue with the school first is strongly encouraged. Student Complaints may be brought to the attention of the Division of Private Occupational Schools online at <http://higher.ed.colorado.gov/dpos>; You can reach the Division of Private Occupational Schools by phone, 303-862-3001. Complaints or claims pursuant to §§ 23-64-121(4)(a) or 23-64-124, C.R.S, may be filed in writing with the Board within two years after the student discontinues his or her training at the school, or at any time prior to the commencement of training. Other complaints may be filed in writing with the Board within two years of the date the alleged injury and its cause were known or should have been known. Students must file all complaints in writing. No action regarding third party complaints is required, except as required by § 23-64-121(4)(a), C.R.S.



VKMD Institute Course Descriptions:

600-hour General Esthetics: The Foundation

600 Hours 20 Weeks Full-Time/37 Weeks Part-Time

Objective: To prepare students interested in pursuing a career in esthetics for professional success. The student will have a strong foundational level of understanding on the following: skincare and facials, hair removal, body treatments, facial makeup, state laws, rules and regulations, management, ethics, interpersonal skills, salesmanship, disinfection, sanitation, and safe work practices.

Class Schedule for General Esthetics:

Monday through Thursday ----- 8:30 AM-4:30 PM with one-half hour lunch break

Monday through Thursday ----- 5:00 PM-9:00 PM

***One Saturday per month (mandatory) upon entrance of MOD 2: 8:30am– 3pm**

Full time students: 30+ hours per week

Required: Fully in classroom, laptop/ tablet

Part time students: 16+ hours per week Monday – Thursday 5pm-9pm

Required: Fully in classroom, laptop/ tablet

When an unexpected closure occurs due to extraordinary conditions such as inclement weather or instructor illness, students will be notified as soon as possible by phone and/or email as soon as possible. Classes are not held on the following holidays:

New Year's Eve

Labor Day

New Year's Day

Thanksgiving Day & Weekend

Memorial Day

Christmas Eve & Christmas Day

Independence Da



600-Hours General Esthetics: The Foundation

General Esthetics Cost \$13,999

Our **600 Hours General Esthetics: The Foundation** course includes the prestigious NCEA-Certification credential, CPR/First Aid certification, ASCP student membership during your time at our school, along with their associated alumni membership perks, and formal Face Reality Acne Expert educational training. Students must complete these programs within the duration of the 600 hours prior to graduation, as they are a significant portion of our curriculum.

Upon completion of our **600 Hours General Esthetics: The Foundation** program at VKMD Institute of Medical Aesthetics, and once state boards have been successfully passed, our students are then eligible to receive their gift from us, our “**Core4: The Essentials**” advanced courses combo package, which consist of three microexfoliation advanced courses: Microdermabrasion, Dermaplane, and Chemical Peels, as well as traditional Microneedling. *These stand-alone advanced courses are **free** to our post-graduate, licensed students as a gesture of gratitude for choosing to complete their 600 Hours General Esthetics: The Foundation program at VKMD Institute of Medical Aesthetics.* Therefore, these courses are not eligible for a refund should our alumni choose not to take advantage of their gift, as they are not required to do so. Students will have six (6) months to take advantage of taking these four free courses upon graduation from our program, after which the gift will expire. Students will be disqualified for eligibility of this gift if they receive any disciplinary action during their tenure at our school.

*Students must graduate from our 600 Hours General Esthetics: The Foundation program and successfully pass their state board exams before they are eligible to take their gifted **Core4: The Essentials** advanced courses.

Types of instruction include:

- Classroom/theory including text and workbooks by Milady, PowerPoint presentations, handouts, professional videos, professional guest speakers, field trips, NCEA student manual, Face Reality Acne Expert digital modules, professional online webinars, and our Professional Workshop series of formal in-person training.
- Weekly homework assignments and interactive classroom activities to enhance the classroom and lab skills.
- Online use of the Milady Board exam practice questions, Face Reality Acne Expert exam and take-home materials, and the NCEA final exam.
- Skills lab time to allow for demonstrations, questions, and practicing peers.



- Critical Thinking Lab/Essay exercises to enhance the ability of the student to problem solve and delve deeper into the subject matter.
- Practical Lab skills working in the spa environment. Students will learn the inner workings of the beauty spa industry standards by actively participating in the crucial front desk duties training, back of spa duties (aka “behind the scenes”), all industry-required cleaning and disinfecting duties they will be expected to perform as working professionals, professional client services on the floor, customer service skills, retail sales skills, and the necessary teamwork mentality to be a successful professional as they begin their journey in the evolving beauty industry.

Equipment used for instruction includes:

- All spa resources...treatment rooms, beds, linens, steamers, mag lamps, professional skin care products, computer, iPad, wax pots, and all other supplies/professional back bar products/equipment necessary to perform facial and skin treatments.
- Classroom space with tables, chairs, and a/v equipment available as necessary.
- All products needed for disinfecting equipment and infection control

Resources for instruction include:

- Milady Standard Foundations with Standard Esthetics Fundamentals, 12th Edition, 2025-2026. Milady's Skin Care and Cosmetic Ingredients Dictionary
- NCEA Study Guide/Training Manual
- Board of Barbers and Cosmetology Rules and Regulations (online)
- All Manufacturer’s literature and professional product resources
- The Prestigious Face Reality Acne Expert educational program training includes digital training modules, live webinars, protocol handouts, written quizzes and learning activities, and hands-on practical training on the floor

Subjects/Topics of study include:

- | | |
|--|---|
| • Orientation | • Hair Removal |
| • Infection Control Principles and Practices | • Makeup |
| • Anatomy and Physiology | • Chemistry, Electricity, and Nutrition |
| • Physiology of the Skin and Skin Disorders | • Product Knowledge |
| • Skin Analysis | • Professional and Business Preparation |
| | • Department of Regulatory Agencies |

Breakdown of hours per category:

Facials and Skin Care	210 Hours
Facial Makeup	30 Hours
Hair Removal	90 Hours
Laws & Rules	30 Hours
Management, Ethics Interpersonal Skills, and Salesmanship	30 Hours
Disinfection, Cleaning & Safe Work Practices	210 Hours
Total General Esthetic Curriculum Hours:	600 Hours

School Supply List:

- Laptop/Tablet
- Notebook
- 11x14 poster (for dream boards)
- Pictures/stickers/magazines/pictures (for dream boards)
- 500 pack of flash cards
- Markers, pens, colored pencils

Dress Code:

- Black Scrubs
- Comfortable and clean, closed-toe sneakers/non-slip shoes (worn with socks)
- No open-toed shoes, sandals, slippers, etc.
- Short manicured natural nails
- Professional and well-groomed overall appearance



National Coalition Esthetics Association (NCEA)

Getting NCEA Certified is the highest voluntary credential in the United States—helping to raise the standards of Estheticians* beyond entry-level licensure. The NCEA Certified credential signifies the value and credibility for consumers in determining the expertise and training of an Esthetician. The NCEA Certified credentialing exam provides a standardized, valid, legally defensible exam using psychometric principles.

(<https://nceacertified.org/>)

We include National Certification through the prestigious National Coalition of Estheticians Association program. The NCEA program is equivalent to a 1200 clock hour Master's program. Upon completion of our program our graduates are NCEA Certified and well prepared to sit for the State Boards.

We strive to give each student a comprehensive and practical understanding of skin conditions, ingredients, product knowledge, professional treatment protocols, and treatments you will use daily.

Our Esthetics program also includes training in sought after services including lash lifting, lash and brow tinting, brow lamination, advanced waxing, a built-in med spa Internship opportunity, and advanced modality training upon successful completion of our program and passing state board exams. You will receive a voucher for the following post-graduation Core4: The Essentials advanced standalone courses: manual resurfacing (microdermabrasion and dermaplaning combination course), chemical peels, and microneedling with your **600-Hour General Esthetics: The Foundation** course enrollment, to complete post-state licensing. Graduates of our course will have the solid foundation and advanced knowledge needed to find a career in a variety of settings. We train our students to graduate as confident professionals with significant hands-on experience in the esthetics industry.



Face Reality Acne Experts Training Benefits

At VKMD Institute of Medical Aesthetics, we incorporate the prestigious Face Reality Acne Expert educational training into our **600 Hour General Esthetics: The Foundation program**, which will equip our students with the professional skills and knowledge to build successful careers treating acne with the Face Reality Clear Skin Method.

Face Reality Skincare is an award-winning professional skincare brand and specialized treatment program specifically for clearing acne prone skin. Rather than relying on a one size fits all approach, it utilizes a highly customizable, holistic system, that focuses on root causes and long-term skin health.

The Core Principles which the system is built upon are:

- **Certified Professionals:** The program is administered by “certified Acne Experts” (primarily licensed estheticians) who conduct skin analysis and track your progress
- **The “Clear Skin Method”:** This is a structured protocol combining in office treatment (like customized peels) with personalized at home regimen
- **Acne-Safe Products:** Face Reality produces a line of professional, non-comedogenic skincare products designed to treat various types of acne (including cystic and hormonal) without clogging pores.
- **Lifestyle and Dietary Coaching:** Experts guide clients through hidden acne triggers in everyday products, laundry detergents, makeup, and diet

Clients typically commit to a 3-to 6-month process-often called an “Acne Bootcamp”-Where product routines and treatments are frequently adjusted as the skin clears and adapts

*Our students benefit from this formal training built within our program on both theoretical and practical levels, with plenty of hands on [practice opportunities while treating clients on the floor. That said, we are unable to officially certify our students on an individual basis with Face Reality Skincare, as they require all licensed estheticians to become certified directly through them to become officially credentialed. The great news is that VKMD Alumni receive a 50% off discount to become certified! By gaining all the knowledge and hands on practice at our school, the certification process will be significantly quick and easy to obtain, at a major discount to boot!



Cell Phone Policy:

Cell phones should be silenced or placed on vibrate for theory. Cell phone use is not permitted while you are working on the floor, doing reception duty, or anywhere in the lobby where clients are visible.

Lunch and Breaks:

Students will receive a half-hour period to be taken for lunch between 12:00-12:30 PM, or 12:30-1:00 PM. Morning break is scheduled after theory class for all students. Non-lunch breaks are not to exceed more than 15 minutes and must let a staff member know. If the student needs more break time or must leave the school campus for any reason, they must clock out.

Leave of Absence (LOA):

Students may request a Leave of Absence for extenuating urgent personal or medical reasons. The request shall be submitted in writing to the Director for approval or denial (based on conditions or student performance and the reason for the request). The request can be for no more than 30 days in duration. If the leave exceeds 30 days, the Director, at her discretion, will decide if an extension may be granted.



Refund Policy:

Students not accepted to the school are entitled to all monies paid. Students who cancel this contract by notifying the school within three (3) days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except for the maximum cancellation penalty/charge of \$150.00 or 25% of the contract price, whichever is less, and excluding the non-refundable portion of the down payment made upon enrollment (\$2849.00), unless the student has begun training within that 3 day period. If the student has begun training within the 3-day period, the table below will apply accordingly. Students who withdraw from the **600-Hour General Esthetics: The Foundation** program at any time are subject to our \$150.00 cancellation fee.

Students are entitled to withdrawal/termination.	Refund according to the following table below: (excluding \$2649 non-refundable down payment for all educational materials, kits, and supplies)
Within first 10% of program (0-60 hours) School retains 10% of contract price	90% less cancellation fee of \$150
After 10% but within first 25% of program (61-150 hours) School retains 25% of contract price	75% less cancellation fee of \$150
After 25% but within first 50% of program (151-300 hours) School retains 50% of contract price	50% less cancellation fee of \$150
After 50% but within first 75% of program (301-450 hours) School retains 75% of contract price	25% less cancellation fee of \$150
After 75% (after 450 hours) School retains 100% of contract price	<u>NO Refund</u>



Students shall receive a full refund of prepaid tuition and fees if not accepted by the school. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge of \$150 plus a percentage of tuition and fees, which is based on the percentage of days enrolled divided by total number of days in the program as described in the shown refund table. The refund is based on the official date of formal termination or withdrawal, provided in writing. Attendance is not a factor; refund is based on days of enrollment.

1. The student may cancel this contract at any time (in formal writing) prior to midnight on the third day after signing this contract.

2. All refunds will be made within 30 days of the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:

a. The date by which the school receives formal written notice of the student's intention to discontinue the training program; or

b. The date by which the student violates published school policy, which provides for termination.

c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence, is the earlier of the date the school determines that the student is not returning or the day following the expected return date.

3. The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand Alone course within a timeframe a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.

4. The policy for granting credit for previous training shall not impact the refund policy.

5. Monthly payments for in-house payment plans are divided into equal monthly installments according to the enrollment agreement, with a processing fee added to each payment installment. Tuition payment fees are due on the 1st day of every month after the student begins the program. Payments not received by the 3rd of the month are subject to a \$100 late fee per day late. Any payments not received by the 3rd day of the month, the student shall not return to school until payments are made up to date, with all late fees and finance fees included. The student will then have up to two weeks from the original payment due date to make their payment, while on a suspension status, and then may return to school once payment is made. The student may be released from the program with refund/balance due per refund policy should the student be unable to remit payment within the allotted timeframe. Refunds will not be given for training already received and paid for. Kits are student property, and all books, materials, equipment, products, uniforms, kits, are non-refundable.



TERMS OF PAYMENTS:

Tuition shall be paid in full before the student completes the coursework. All monthly installment payments are due on the 1st of each month as described in your Enrollment Agreement. After your initial first payment is due upon the commencement of class. If tuition is paid in full on the first day of class, there will not be any additional processing or service fee charges. For in-house financed payment installments, the additional first processing fee of \$250, and any subsequent monthly payment fees of \$75 will apply to each payment installment, starting with the first installment which is due upon the commencement of class. The student will not be able to attend school if payments are not made within the appropriate time frame, which will delay finishing the course. The student will not receive their certificate of completion until all tuition is paid in full for those who are in-house financing.

All installment fees and credit card processing fees are non-refundable



***CORE4: The Essentials Microdermabrasion, Dermaplane, Chemical Peels, and Microneedling Included for VKMD Students enrolled in 600-hour General Esthetics: The Foundation**

Students must complete the 600-hour General Esthetics: The Foundation program and successfully pass state boards prior to taking any advance course*

CHEMICAL PEELS

Chemical Peels Cost: \$750

24 HOURS / 3 DAYS

Objective: To provide the knowledge and skills to licensed estheticians and cosmetologists with the ability to safely perform the art of Chemical Resurfacing Application. Teaching the benefits, treatment procedures, rules and regulations, and safe client care during the chemical peel will be possible upon the completion of this course.

Chemical Peels Course Objectives: To provide the knowledge and skills to licensed estheticians and cosmetologists with the ability to safely perform the skills of Chemical Peel Application. Proving an understanding of the benefits, treatment procedures, rules and regulations, and safe client care during chemical peels will be possible upon completion of this course. Students will receive 3 DAYS of chemical peels

training totaling 24 HOURS of theory and hands-on learning during this course. 4 Models will be needed for practice.

Types of instruction include:

Day 1 Classroom theory including PowerPoint presentations, handouts, and group discussion.

Adult learning principles will be applied. Theory topics to include:

- Skin Analysis, Conditions, Contraindications, and Aftercare **4 hours**
- Law, Rules, Regulations, Product Ingredients of Chemical Resurfacing Exfoliation Substances **4 hours**
- Chemical Peel Treatment Procedures and Treatment Reactions **2 hours**

Total Theory Hours: 10 hours



Day 2 Skills lab time to allow for demonstrations, questions, and practice.

- Skin Analysis, Conditions, Contraindications and Aftercare **4 hours**
- Law, Rules, Regulations, Product Ingredients of Chemical Resurfacing Exfoliation Substances **4 hours**

Day 3 Skills lab time to allow for demonstrations, questions, and practice.

- Chemical Peel Treatment Procedures and **6 hours** Treatment of Reactions

Total Lab Hours: **14 hours**

Total Course Hours: 24 hours

Equipment used for instruction includes:

- All spa resources...treatment rooms, professional chemical peels and supplies, beds, linens, mag lamps, gauze prep, disposables.
- Computer, and all other supplies/equipment necessary to perform chemical peels.
- Classroom space with facial tables, chairs, and a/v equipment available as necessary.
- All products needed for disinfecting equipment and infection control.

Resources for instruction include:

- Industry information regarding procedure
- Board of Barbers and Cosmetologist Rules and Regulations
- Manufacturer information regarding procedure



MICRODERMABRASION

Microdermabrasion Cost: \$550

14 HOURS / 2 DAYS

Microdermabrasion Course Objectives: To provide licensed estheticians and cosmetologists with the knowledge and skills necessary to safely perform the skills of microdermabrasion. Proving an understanding of the benefits, treatment procedures, rules and regulations, and safe client care during microdermabrasion will be possible upon completion of this course. Students will receive 2 DAYS of Microdermabrasion training totaling 14 HOURS of theory and hands-on learning during this course.

Types of instruction include:

Day 1 Classroom theory including PowerPoint presentations, handouts, videos, and group discussion. Adult learning principles will be applied.

Classroom theory to include:

▪ The Skin	1 hour
▪ Skin Conditions	1 hour
▪ Microexfoliation	2 hours
▪ Treatment procedures	1 hour
▪ Cleaning, Disinfection, Sterilization & Safety	1 hour
▪ Laws, Rules, & Regulations	1 hour
▪ Salesmanship	1 hour
▪ Occupational Health and Safety	0.5 hour
Total Theory Hours	8.5 hours



Day 2 Skills lab time to allow for demonstrations, questions, and practicing on peers to include:

▪ Treatment Procedures	4 hours
▪ Cleaning, Disinfection, Sterilization & Safety	1 hour
▪ Occupational Health and Safety	0.5 hours
Total Lab Hours	5.5 hours
Total Course Hours	14 hours

Equipment used for instruction includes:

- All spa resources...treatment rooms, microdermabrasion machines and supplies, beds, linens, mag lamps, Image skin care products, computers, and all other supplies/equipment necessary to perform microdermabrasion.
- Classroom space with tables, chairs, and a/v equipment available as necessary.
- All products needed for disinfecting equipment and infection control.

Resources for instruction include:

- Industry information regarding procedure
- Board of Barbers and Cosmetologist Rules and Regulations
- Manufacturer information regarding procedure



DERMAPLANING

Dermaplane Cost: \$550

8 HOURS / 1 DAY

Dermaplaning course objectives: To provide the knowledge and skills to Licensed estheticians and cosmetologists who have already completed microdermabrasion training with the knowledge, skills & ability to safely perform the skills of dermaplaning. Proving an understanding of the benefits, treatment procedures, rules and regulations, and safe client care during dermaplaning will be possible upon completion of this course.

Students will receive 8 HOURS of theory and hands-on learning during this course.

Types of instruction include:

Classroom theory including PowerPoint presentations, handouts, and group discussion. Adult learning principles will be applied.

Theory topics to include:

▪ Skin	0.5 hour
▪ Skin Conditions	0.5 hour
▪ Microexfoliation	1.0 hours
▪ Treatment procedures	1.0 hours
▪ Cleaning, Disinfection, Sterilization and Safety	0.5 hour
▪ Laws & Rules	0.5 hour
▪ Salesmanship	0.5 hour
▪ Occupational Safety and Health	0.5 hour
Total Theory Hours:	5.0 hours



Skills lab time to allow for demonstrations, questions, and practicing peers.

▪ Treatment procedures	2.0 hours
▪ Cleaning, Disinfection, Sterilization and Safety	0.5 hours
▪ Occupational Health & Safety	0.5 hours
Total Lab Hours:	3.0 hours
Total Course Hours:	8 hours

Equipment used for instruction includes:

All spa resources...treatment rooms, dermaplaning scalpels

- All necessary supplies, beds, linens, mag lamps, Image skin care products, computer, and all other supplies/equipment necessary to perform Dermaplaning.
- Classroom space with tables, chairs, and a/v equipment available as necessary.
- All products needed for disinfecting equipment and infection control.

Resources for instruction include:

- Industry information regarding procedure
- Board of Barbers and Cosmetologist Rules and Regulations
- Manufacturer information regarding procedure

****Our Manual Resurfacing Combo Course: Microdermabrasion + Dermaplane is a 2-day course combined, with microdermabrasion as the first day and Dermaplane the second day. We offer this combo course for those in need of both advanced certifications for \$850.***



MICRONEEDLING

Microneedling Cost: \$850

Start-up Kit cost (optional add-on): Ask for details

8 HOURS / 1 DAY

Microneedling course objectives: To provide licensed estheticians and cosmetologists with the knowledge and skills to safely perform the skills of microneedling. Proving an understanding of the benefits, treatment procedures, rules and regulations, and safe client care during microneedling will be possible upon completion of this course.

Students will receive 1 DAY of Microneedling training totaling 8 HOURS of theory and hands-on learning during this course.

Types of instruction include:

Day 1 Classroom theory including PowerPoint presentations, handouts, and group discussion.

Adult learning principles will be applied.

Theory topics to include:

- | | |
|---|-----------|
| ▪ Benefits of Microneedling | 0.5 hours |
| ▪ Contraindications and Possible Side Effects | 0.5 hours |
| ▪ History of Microneedling | 0.5 hours |
| ▪ Compare and Contrast Different Microneedling Modalities/Devices | 1.0 hours |
| ▪ Review of Skin and Skin Structures | 0.5 hours |
| ▪ Treatment Procedure and Sanitation Procedures | 1.5 hours |
| ▪ Post Treatment Care and Client Expectations | 0.5 hours |

Total Theory Hours: 5.0 hours



Day 1 Skills lab time to allow for demonstrations, questions, and practice on two models.

▪ <i>Treatment Procedure and Sanitation Procedures</i>	<i>2.0 hours</i>
▪ <i>Post Treatment Care and Client Expectations</i>	<i>0.5 hours</i>
▪ <i>Cleaning, Safety, and Infection Control</i>	<i>0.5 hours</i>
<i>Total Lab Hours:</i>	<i>3.0 hours</i>
<i>Total Course Hours:</i>	<i>8.0 hours</i>

Equipment used for instruction includes:

- All spa resources...treatment rooms, Herbal Skin Solutions Microneedling Device, numbing
- cream, supplies, disposables, beds, linens, mag lamps, Image skin care products, computer, and all other supplies/equipment necessary to perform Microneedling.
- Classroom space with tables, chairs, and a/v equipment available as necessary.
- All products needed for disinfecting equipment and infection control.

Resources for instruction include:

- Industry information regarding procedure
- Board of Barbers and Cosmetologist Rules and Regulations
- Manufacturer information regarding procedure



EYELASH EXTENSIONS & Brow Glam

Eyelash Extensions Cost: \$950

Start-up Kit cost (optional add-on): \$275

9 HOURS / 1 DAY

Eyelash Extensions course objectives: To provide licensed Estheticians and Cosmetologists with the knowledge and skills to safely perform the skills of eyelash extensions. Proving an understanding of the treatment procedures, rules and regulations, and safe client care during eyelash extensions will be possible upon completion of this course. Students will receive 1 DAY of Eyelash Extension training totaling 9 HOURS of theory and hands-on learning during this course. Eyelash Extension Kit with essential starter supplies is an optional add-on purchase for \$275.

Day 1 Classroom theory including PowerPoint presentations, handouts, and group discussion. Adult learning principles will be applied.

Theory topics to include:

- | | |
|--|------------|
| ▪ Review of Hair growth, Anatomy of the Eye, and Contraindications | 1.0 hours, |
| ▪ Safety Precautions and Sanitation Procedures | 0.5 hours |
| ▪ Product, Equipment and Supplies | 0.5 hours |
| ▪ Client Consultation | 0.5 hours |
| ▪ Application Technique | 1.0 hours |
| ▪ Additional Techniques | 0.5 hours |

Lab time to allow for demonstrations, questions, and practice.

Total Theory Hours: 4.0 hours



Day 1 Skills - lab time to allow for demonstrations, questions, and practice.

▪ Client Consultation	0.5 hours
▪ Application Technique	3.0 hours
▪ Additional Techniques	1.0 hours
▪ Safety and Infection Control Guidelines	0.5 hours
Total Lab Hours	5.0 hours

Total Course Hours: 9.0 hours

- Equipment used for instruction includes:
- All spa resources...treatment rooms, supplies, beds, linens, mag lamps
- Extensions care products, VKMD lash tools/supplies, Eye gel pads, disposables, computer, and all other supplies/equipment necessary to perform lash extensions.
- Classroom space with tables, chairs, and a/v equipment available as necessary.
- All products needed for disinfecting equipment and infection control.

Resources for instruction include:

- Industry information regarding procedures
- Manufacture information regarding procedures
- Board of Barbers and Cosmetologist Rules and Regulations

Theory topics to include:

▪ Review of Hair Growth, Anatomy of the Eye and Contraindications	1.0hours
▪ Safety Precautions and Sanitation Procedures	0.5 hours
▪ Product, Equipment and Supplies	0.5 hours
▪ Client Consultation	0.5 hours
▪ Application technique (lash lift)	1.0 hours
▪ Additional techniques (lash tinting & lash lift relaxer)	0.5 hours
Total Theory Hours:	4.0 hours



Day 1 Skills lab time to allow for demonstrations, questions, and practicing

▪ Client Consultation	0.5 hours
▪ Application Technique (lash lift)	1.0 hours
▪ Additional Techniques (lash tinting & lash lift relaxer)	1.0 hours
▪ Safety and Infection Control Guidelines	0.5 hours
Total Lab Hours	3.0 hours
Total Course Hours:	7.0 hours

Equipment used for instruction includes:

- All spa resources...treatment rooms, supplies, beds, linens, mag lamps, Lash Lifting products, VKMD lash tools/supplies, Eye gel pads, disposables, computer, and all other supplies/equipment necessary to perform lash extensions.
- Classroom space with tables, chairs, and a/v equipment available as necessary.
- All products needed for disinfecting equipment and infection control.
- Resources for instruction include:
 - Industry information regarding procedures
 - Manufacture information regarding procedures
 - Board of Barbers and Cosmetologist Rules and Regulations



***All course curriculum materials as well as treatment model supplies are included in the costs of our advanced course tuition monies. There is an option to purchase additional consumable supplies for an additional fee for some of our courses if a student chooses to purchase.**

Permanent Makeup

Permanent Makeup Cost: \$5500 Down Payment required to hold your spot: \$1500 (non-refundable)

132 Hours/15 Days

Permanent Makeup Course Objectives: Our 132-hour Colorado state-approved course offers in-depth, hands-on training for permanent makeup applications of the brows, eyeliner and lips. A variety of machine and manual techniques are covered with hands-on applications with live treatment model experiences. Students will learn safety, sanitation, appropriate techniques, skin analysis, colors, and tools. Upon completion of our 132-hour course, client consults, measuring and mapping, and implantation will be thoroughly understood. Our goal is to instill student confidence via thorough education and high-quality hands-on experience to help them feel more equipped to achieve their personal career goals.

Students must be a licensed esthetician or licensed cosmetologist to attend.

Types of instruction to include:

- Classroom theory, practical application, including PowerPoint presentation, handouts, binder with all necessary protocols, theory, consent forms, and group discussion. Adult learning principles will be applied.

Theory topics to include:

- Cleaning, disinfection, sterilization and safety: 12 hours
- Skin Analysis: 8 hours
- Equipment and Supplies: 8 hours
- Color Theory and Effects: 32 hours
- Color Theory and Effects: 32 hours
- Client Consultation: 8 hours
- Lab hours: Application of pigment: 64 hours

Lab skills time allowed for demonstrations, questions, and practicing peers, fake skins and clients. Total Theory Hours: 68 Total Lab Hours: 64

Total Course Hours: 132



Equipment used for instruction to include:

- Our school provides all necessary and required personal protection equipment (PPE) needed to perform all the procedures.
- All spa resources including but not limited to treatment beds, linens, mag lamps, all supplies such as treatment prep, disposables, sanitation for disinfecting equipment and infection control, pigment colors, tools, practice skins, and various products needed to perform PMU in a safe and successful manner.
- All theoretical learning sources such as classroom space with tables, chairs, audio/visual equipment, handouts
- VKMD Permanent Makeup Binder (PowerPoint and printed workbook and test), Microblading Bible, and Permanent Makeup Manual textbooks

Resources for instruction to include:

- Industry information regarding permanent makeup procedures
- Board of Barbers and Cosmetology Rules and Regulations
- Manufacturer information regarding procedure and products



ALL PROGRAMS AND COURSE COSTS:

*All down payments for our standalone advanced courses serve as the non-refundable “Save your spot” fee and is part of the overall cost of the course. *Bundle pricing discounts are available*

Program/Course	Tuition	Downpayment Required	Kits, supplies, & all learning materials	Registration and Admission Fees	Grand Total
600 Hours General Esthetics: The Foundation	\$11000	\$2999 \$2849 (non-refundable)	included	\$150	\$13,999
Chemical Peels	\$750	\$150 (non-refundable)	Included	\$50 (included)	\$750
Dermaplane	\$550	\$150 (non-refundable)	Included	\$50 (included)	\$550
Microdermabrasion	\$550	\$150 (non-refundable)	Included	\$50 (included)	\$650
Eyelash Extensions & Brow Glam	\$950	\$150 (non-refundable)	\$275 optional (non-refundable)	\$50 (included)	\$950 or \$1125
Manual Resurfacing combo course	\$850	\$150 (non-refundable)	Included	\$50 (included)	\$850
Microneedling	\$850	\$150 (non-refundable)	Please ask for Pricing (non-refundable)	\$50 (included)	\$850
Permanent Makeup	\$5500	\$1500 (non-refundable)	Included	\$50 (included)	\$5500
Laser and Device	Coming Soon	\$1500 (non-refundable)			