

The Memphis
—SKIN—
Academy



2025-2026

Catalog

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Welcome

Dear Future Beauty Professional,

Welcome to The Memphis Skin Academy Inc.! My name is Melanie Saulsbury, and I am both the founder and senior educator here. I am thrilled to have you join our vibrant community of aspiring skincare professionals.

At The Memphis Skin Academy, our mission is to empower you with the knowledge, skills, and confidence necessary to excel in the beauty industry. You are embarking on an exciting journey that will not only enhance your professional expertise but also allow you to make a positive impact on the lives of others through the art of hair, skin, nails and eyelashes.

Our curriculum is designed to provide you with a comprehensive understanding of professional beauty techniques, product knowledge, and the latest industry trends. We believe in a hands-on approach to learning, and our experienced instructors along with apprenticing partners are dedicated to supporting you every step of the way.

As you begin this new chapter, I encourage you to embrace every opportunity for growth and connection. Engage with your peers, ask questions, and take advantage of the resources available to you. Remember, your success is our success, and we are here to guide you.

We are excited to see the incredible contributions you will make to our academy and the broader cosmetology community. Your journey starts now, and we are honored to be a part of it.

Welcome aboard!

Warm regards,

A handwritten signature in black ink that reads "Melanie Saulsbury".

Melanie Saulsbury
Founder & Senior Educator

The Memphis Skin Academy Inc.

OUR MISSION

At The Memphis Skin Academy, we are dedicated to empowering aspiring beauty professionals through exceptional education in skin, hair, nails, and eyelashes. Our mission is to provide a supportive and innovative learning environment that fosters creativity, skill development, and a commitment to excellence. We strive to inspire our students to become industry leaders by equipping them with the knowledge, techniques, and confidence needed to thrive in the ever-evolving beauty landscape. Through hands-on training and a focus on professionalism, we aim to elevate the standards of beauty education and contribute positively to our community.

ADMISSIONS INFORMATION

Admission Requirements

1. You must be at least 16 years old
2. A high school diploma or GED is required.
3. Completed admission's application form for the specified program of interest.
4. A copy of valid state or federal issued photo identification.
5. A copy of Social Security Card / citizenship document.
6. A copy of high school diploma or its equivalent, such as a copy of GED certificate or high school transcript.

Student Orientation

At The Memphis Skin Academy Inc., we believe that a comprehensive orientation is essential for new students to ensure a smooth transition into their academic journey.

The orientation session is designed to:

- Introduce students to the academy's policies, procedures, and expectations.
- Familiarize students with the campus facilities and resources.
- Provide essential information about academic programs and support services.
- Encourage community building among students and faculty.
- Orientation will take place on the first day of class for all new students.
- Specific times will be communicated prior to the start of the semester.
- Attendance at the orientation session is mandatory for all new students.
- Students who miss orientation may need to schedule a make-up session before participating in classes.

During orientation, we will thoroughly go over the following:

- Enrollment Agreement
- Student Handbook
- Introduction to faculty and staff

- Curriculum and graduation requirements
- Student Code of Conduct
- Information about support services (e.g., academic advising, counseling)

For any questions regarding orientation, please contact the administration office:

****Phone****: 901-805-8110

****Email****: memphisskinacademy@gmail.com

Transfer Policy

At The Memphis Skin Academy Inc., we recognize that students may choose to transfer to another institution for various reasons. Our transfer policy is designed to facilitate a smooth transition while ensuring that students are aware of the necessary steps and requirements involved.

1. **Eligibility for Transfer** ○ Students currently enrolled in our programs must be in good academic standing to be eligible for transfer.
 - All financial obligations to The Memphis Skin Academy Inc. must be met before a transfer is processed.
2. **Requesting a Transfer** ○ Students wishing to transfer must submit a written request to the administration. This request should include the reasons for the transfer and the intended new institution. ○ A meeting with an academic advisor is recommended to discuss the implications of the transfer on academic progress.
3. **Transfer Credits** ○ The acceptance of transfer credits is at the discretion of the receiving institution. It is the student's responsibility to verify how credits will transfer.
 - The Memphis Skin Academy Inc. will provide an official transcript detailing completed coursework and grades upon request.
4. **Withdrawal Process** ○ Students must formally withdraw from The Memphis Skin Academy Inc. before transferring. This includes completing all necessary paperwork and settling any outstanding balances.
 - Withdrawal forms are available at the administrative office.
5. **Timeframe for Transfer** ○ Students are encouraged to initiate the transfer process as early as possible to ensure all deadlines are met at the new institution.
6. **Advising and Support** ○ Our academic advisors are available to assist students throughout the transfer process, providing guidance on course selection and potential impacts on their educational goals.

- Students are advised to maintain communication with both The Memphis Skin Academy Inc. and the prospective school during the transfer process.
- If transferring to a program that requires different prerequisites or qualifications, students may need to complete additional coursework.

For further assistance regarding the transfer policy, please reach out to our administration office:

- **Phone:** 901-409-7817
- **Email:** guaranteed.

Re- Enrollment Policy

Students who wish to re-enroll after withdrawing must complete a consultation with school's director for consideration. Re-enrollments are accompanied with an assessed fee and are not guaranteed.

Timekeeping/ Hour Recording

Hours are clocked using an online time tracking tool incorporated with a digital learning platform as well as manually on paper with the respective instructor. When Students are onsite, the students manually sign in themselves on a daily sign in sheet.

Americans With Disabilities Act (ADA)

The Memphis Skin Academy is responsible for ensuring that students with disabilities are reasonably accommodated based on their needs whether it's for academic adjustments, auxiliary aids, or other services. We are fully compliant with the ADA of 1973.

Class Start Dates

2025

Monday, January 13, 2025

Monday, March 17, 2025

Monday, May 19, 2025

Monday, July 28, 2025

Monday, October 6, 2025

2026

Dates are TBD

Holiday Schedule /School Closing

Wednesday, January 1, 2025

Saturday, May 24, 2025

Monday, May 26, 2025

Thursday, July 3, 2025

Friday, July 4, 2025

Saturday, July 5, 2025

Friday, August 29, 2025

Saturday, August 30, 2025

Monday, September 1, 2025

Tuesday, September 2, 2025

Wednesday, November 26, 2025

Thursday, November 27, 2025

Friday, November 28, 2025

Saturday, November 29, 2025

Wednesday, December 24, 2025 –Saturday, January 3, 2026.

*** 2026 Future holiday/school closing dates will be determined aligned with 2026 class start dates.

Class Schedules

Cosmetology

(Day Class) Monday-Thursday 8:30 am – 1:30pm & Saturdays 8 am -1:00pm (25 hours per week @ 78 weeks)

Or

(Evening Class) Monday-Friday 5:30 pm – 9:30pm & Saturdays 8 am -1:00pm (25 hours per week @ 78 weeks)

Aesthetics

Day Class) Monday-Thursday 8:30 am – 1:30pm & Saturdays 8 am -1:00pm (25 hours per week @ 33 weeks)

Or

(Evening Class) Monday-Thursday 5:30 pm – 9:30pm & Saturdays 8 am -1:00pm (21 hours per week @ 39 weeks)

Eyelash Specialty

Day Class) Monday-Thursday 8:30 am – 1:30pm & Saturdays 8 am -1:00pm (25 hours per week @ 12 weeks)

Or

(Evening Class) Monday-Friday 5:30 pm – 9:30pm & Saturdays 8 am -1:00pm (25 hours per week @ 12 weeks)

*Part Time students are allowed one 15-minute break.

PROGRAMS

Cosmetology

The cosmetology course is a 1500 hour program and meets the requirements of the Tennessee State Board of Cosmetology's Department of Licensing and Regulation. The Pivot Point Cosmetology Curriculum used for this program is designed to provide comprehensive education for aspiring beauty professionals. It covers a range of disciplines within the cosmetology field, including:

1. Hair Cutting: Techniques for different styles and types of hair.
2. Hair Coloring: Theory and application of color treatments, including trends and techniques.
3. Skin Care: Fundamentals of skincare, including facials, makeup application, and skin treatments.

4. Nail Technology: Manicure and pedicure techniques, nail art, and nail enhancements.
5. Business Skills: Training on salon management, marketing, and client relations.
6. Professional Development: Emphasizes ethics, communication, and professionalism in the beauty industry.

Additionally, the curriculum often incorporates hands-on practice, enabling students to refine their skills in a real-world setting. It is designed to meet state board requirements for cosmetology licensing all while maintaining safe and sanitary practices to control the risk and spread of infectious and contagious diseases. The scheduled finish time for this course is approximately 18 months for part-time students. Students will attend two phases for this program. Phase I is the initial textbook training incorporated with a synchronous hybrid learning module ; Phase II builds on the skills obtained theoretically within Phase I and introduces advanced skills while giving the student the opportunity to increase speed and become self-sufficient alongside the 10 year licensed (Cosmetology) apprenticing partner. The fifteen hundred (1,500) clock hours/ 45 credit hours of instruction required of applicants for a license to

practice cosmetology shall be apportioned as follows:

1. General.....300 clock hours/ 9 credit hours
Sterilization, sanitation and bacteriology, anatomy and physiology, shop ethics, personality and salesmanship, state law.
2. Chemical..... .600 clock hours/ 18 credit hours
Permanent waves, hair relaxer, hair coloring, bleaching and toning, sculptured nails, hair structure and chemistry.
3. Physical.....600 clock hours/ 18 credit hours
Shampooing and rinses, hair and scalp care, hair shaping, hairdressing and styling, facials, arching, lash and brow tinting, manicures and pedicures. *Aesthetics*

The Aesthetics course is a 750 hour program and meets the requirements of the Tennessee State Board of Cosmetology’s Department of Licensing and Regulation. The course curriculum used is Pivot Point Fundamentals- Esthetics. As an aesthetician in training , one or more of the following can be done according to the state’s regulatory agency: massage, clean, stimulate, manipulate, exercise, beautify, or the performance of similar work with hands or mechanical or electrical apparatus or by use of cosmetic preparations, tonics, lotions, or creams. As an aesthetician, you will also learn how to properly place and apply artificial eyelashes, give facials, apply makeup, provide skin care services, and remove superfluous hair by tweezing, waxing, or using depilatories while maintaining safe and sanitary practices to control the risk and spread of infections. The scheduled finish time for this course is approximately 9 months

for part-time students. Students will attend two phases for this program. Phase I is the initial textbook training incorporated with a synchronous hybrid learning module ; Phase II builds on the skills obtained theoretically within Phase I and introduces advanced treatments while giving the student the opportunity to increase speed and become self sufficient alongside the 10 year licensed (Cosmetology/ Aesthetician) apprenticing partner .

The seven hundred and fifty (750) clock hours/ 22.5 credit hours of instruction required of an applicant for a license to practice aesthetics shall be apportioned as follows: 1.

General.....150 clock hours/ 4.5 credit hours Sterilization, sanitation and bacteriology, professional ethics, personality, salesmanship, anatomy and physiology, and state law. 2.

Chemical.....150 clock hours/ 4.5 credit hours Skin conditions and disorders, nutrition, aging factors, product ingredients and usage, waxing, lash and brow tinting, OSHA and EPA requirements. 3. Physical.....450 clock hours/ 13.5 credit hours Massage movements and manipulations, masks and packs, facial treatments with and without the use of machines, skin analysis and consultation, application of all products and machines, color psychology, make-up and corrective make-up arching.

Eyelash Specialty

The Eyelash Specialty course is a 300-hour program and meets the requirements of the Tennessee State Board of Cosmetology’s Department of Licensing and Regulation. The course curriculum used is Cengage CIMA Milady Eyelash and is delivered with a synchronized learning platform. As an Eyelash Specialist in training and according to the state’s regulatory agency, application of semi-permanent, thread-like, natural or synthetic single fibers can be applied to an eyelash after safely cleansing the eye area prior to application or removing extensions. This will be done while maintaining safe and sanitary practices to control the risk and spread of infectious and contagious diseases. The scheduled finish time for this course is approximately 3 months for part-time students. Students will attend two phases for this program. Phase I is the initial textbook training incorporated with an asynchronous hybrid learning module; Phase II builds on the skills obtained theoretically within Phase I and introduces advanced treatments while giving the student the opportunity to increase speed and become self-sufficient alongside the 10-year licensed (Cosmetology/ Aesthetician) apprenticing partner.

300) hours in classroom instruction and practical experience, including at least eight (8) hours of theoretical instruction, and that includes instruction in the following areas: A) Recognizing infectious or contagious diseases of the eye and allergic reactions to materials. B) Proper sanitation practices. Occupational health and safety practices; (D) Eyelash extension application procedures; and Eyelash extension isolation and separation procedures; and Satisfactory proof of (1) hour of online or in person training on domestic violence that focuses on how to recognize the signs of domestic violence, how to respond to these signs, and how to refer a client to resources for victims of domestic violence.

POLICIES

Attendance

Students are expected to be in school 10-15 minutes prior to classes to assure proper preparation and a prompt start. This is also the exception for remote learning.

Tardiness

Students reporting to school after the first 15 minutes without an excuse, are considered tardy. Tardy students must call the school (courtesy call) before class begins if arrival is going to be after the start of class. Tardy means That a student will arrive within the first 30 minutes of the beginning class. This Includes synchronized hybrid model schedules as well. Students who fail to call in tardy prior to classes starting will not be permitted to class. Make up hours for missed time will be determined by the respective instructor and/or Director.

Absence

Students must notify the school's director each day of absence occurrence. An absence will be deemed excused when the student supplies legitimate documentation (i.e doctor's note, court records, etc.) An excused absence will be allowed to be made up within 14 days of missed time. This allows the student the opportunity to maintain a satisfactory percentage of attendance rate (80% or above).

Leave of Absence

A student who has been granted a leave of absence by the school is not considered withdrawn unless the student does not return to school by the end of the scheduled return date. A leave of absence will be considered and granted when there's a hardship that may affect the students ability to attend classes. This is in regards to the student or immediate family member (child, spouse, parent, grandparent). Failure to return from Leave of Absence can result in immediate withdrawal. The withdrawal date will be the last date that the student was physically in class whether it's onsite or remote. leave of absence may be granted to a student should any of the following occur:

The student requests it in writing.

The leave involves no additional charges by the school to the student The maximum time limit for a leave of absence is 180 days.

Note ***Leave of absence will not be granted for financial hardships. Refund Policy

At The Memphis Skin Academy Inc., we strive to provide transparency regarding our financial policies. Our refund policy outlines the circumstances under which students may receive a refund for tuition and fees.

1. **Tuition Refunds**
 - o **Full Refund:** Students who withdraw prior to the start of classes are eligible for a full refund of tuition and fees.
 - o **Partial Refund:** Students who withdraw once instruction has begun will be subjected to the following refund policy:

<i>PERCENTAGE OF SCHEDULE TIME AMOUNT OF TOTAL TUITION ENROLLED TO TOTAL COURSE OWED TO THE SCHOOL</i>	
0.01% to 4.9%	20%
5.0% to 9.9%	30%
10.0% to 14.9%	40%
15.0% to 24.9%	45%
25.0% to 49.9%	70%
50% AND OVER	100%

Non-Refundable Fees

Registration fees, application fees, and other admin fees are non-refundable.

2. **Refund Process**
 - o To initiate a refund, students must submit a written request to the administration office, detailing the reason for withdrawal.
3. **Timeframe for Refunds**
 - o Refunds will be processed within 30 days of receiving the withdrawal request.

Withdrawal Policy

Our withdrawal policy is designed to provide clear guidelines for students who wish to discontinue their education at The Memphis Skin Academy Inc.

1. **Voluntary Withdrawal**
 - o Students may voluntarily withdraw from their program at any time by submitting a written request to the administration office.
2. **Procedure for Withdrawal**
 - o Complete the withdrawal form available at the administrative office.
 - o Schedule a meeting with a director to discuss the implications of withdrawal on academic progress and financial obligations.
3. **Re-Enrollment Policy**
 - o Students who withdraw in good standing may apply for re-enrollment in a future term. However, re-enrollment is subject to the availability of space in the desired program.

4. **Records and Transcripts** ○ Official transcripts will be provided upon request, reflecting completed coursework, grades, and financial records.

School closure during unforeseen circumstances

the safety and well-being of our students and staff. While we strive to maintain our scheduled calendar, there may be instances where unforeseen circumstances necessitate school closures. In the event of an unforeseen closure, students will be notified via phone and email. Unforeseen circumstances may include, but are not limited to:

-Severe Weather Conditions

Snowstorms, hurricanes, or other extreme weather events may lead to temporary closures. *-Public Health Emergencies*

Situations such as pandemics or widespread illness may require the school to close for the protection of our community.

-Facility Issues

Emergencies such as fire, flooding, or other facility-related problems may prompt immediate closure.

-Local or National Emergencies

Situations that affect public safety, including civil unrest or significant threats, may result in school closures.

Contingency Plan

In an effort to minimize interruptions to learning, The Memphis Skin Academy has agreed to work alongside The MidSouth Cosmetology and Barber school with smoothly transitioning students. This plan is solely in the event that the school has to close permanently and remote / synchronous hybrid learning is not an available option. Per the partnered plan agreement, students will keep all hours accumulated at The Memphis Skin Academy. The students will not incur additional fees during the transition other than the original agreed upon tuition cost assessed by The Memphis Skin Academy.

Code of Conduct

At The Memphis Skin Academy Inc., we are dedicated to fostering a positive and respectful learning environment. The Student Code of Conduct outlines the expectations for student behavior and the responsibilities of each student within our community. The following are values that we're governed by:

1. Respect

- Treat fellow students, faculty, and staff with kindness and consideration.
- Demonstrate respect for diverse backgrounds, opinions, and perspectives.

2. Integrity

- Uphold honesty in all academic work and interactions.
- Avoid cheating, plagiarism, or any form of academic dishonesty.

3. Professionalism

- Maintain a professional demeanor in all interactions, both in and out of the classroom.
- Adhere to the dress code and hygiene standards set by the academy.

Disciplinary Actions

Failure to adhere to the Student Code of Conduct and policies may result in disciplinary actions, which can include:

1. ****Verbal or Written Warning****
2. ****Probation****
3. ****Suspension****

4. ****Dismissal from the program****

Dress Code

At The Memphis Skin Academy Inc., we believe that a professional appearance is essential in preparing students for careers in the beauty industry. Our dress code aims to promote a polished and respectful environment conducive to learning and professional development.

1. **Attire** ○ Students are required to wear professional attire that reflects the standards of the beauty industry.
 - Acceptable attire includes:
 - Clean, pressed uniforms (if applicable)
 - Solid black dress pants or scrubs bottoms; no skirts, leggings, or jeans.
 - School customized shirt/jacket or solid black scrub top or jacket.
 - Solid black closed-toe shoes (comfortable yet professional).
 - No head wraps, scarfs or caps unless it's a religious belief.

, Uniforms

- If a specific uniform is required for your program, it must be worn during all classes and apprenticing sessions.
- Uniforms should be clean and well-maintained.

Grooming

1. **Hygiene** ○ Maintain personal cleanliness and good hygiene at all times.
 - Regular grooming practices, such as hair care and nail maintenance, are expected.
2. **Hair and Makeup** ○ Hair should be styled neatly and kept away from the face.
 - Makeup should be applied in a professional manner, reflecting the standards of the industry.
3. **Accessories** ○ Jewelry should be minimal and not pose safety hazards. ○ Avoid excessive or distracting accessories.

*****Students are not permitted to wear:

- Casual clothing (e.g., jeans, t-shirts, sweatpants)
- Revealing or excessively tight clothing
- Flip-flops, cross, or open-toed shoes
- Clothing with offensive graphics or language

Food/Beverages

No food / snacks are allowed in the classroom unless it's a pre-planned, approved occasion. Only tightly sealed bottled or spill proof lidded beverages are permitted.

Daily Sanitation

Daily sanitation duties are required to be completed daily. Duties include but are not limited to sanitizing restrooms, disinfecting work surfaces and implements, maintaining equipment, etc. Time is allowed near the end of the scheduled day to ensure cleanliness.

Faculty

We are proud to introduce our dedicated full-time faculty members, who bring a wealth of knowledge and experience to our programs.

1. **Melanie Saulsbury** ◦ **Position:** Founder & Senior Cosmetology Educator
 - **Background:** With over 22 years of experience in the beauty industry, Melanie specializes in all facets of cosmetology. She is passionate about helping students develop their creativity and technical skills.
2. **Hustcren Redding** ◦ **Position:** Senior Cosmetology Educator
 - **Background:** Hustcren has a rich background in cosmetology education having over 30 years of teaching experience. Her interactive teaching style focuses on hands-on learning and the latest industry trends.
3. **Gloria Moore** ◦ **Position:** Senior Cosmetology Educator ◦ **Background:** Gloria has been licensed as a cosmetology for over 30 years. Her tenured experience behind the chair inspired her to utilize her knowledge in a different capacity-teaching. With a little over 2 years of experience in teaching, she is committed to training students in precision and best practices within cosmetology.

Each faculty member at The Memphis Skin Academy Inc. is committed to providing a supportive and enriching learning environment. They strive to inspire students to achieve their goals and succeed in their beauty careers.

Financial

Tuition

Cosmetology

\$1,600 Registration & Supply Fee /\$15,000 Tuition cost

Aesthetics

\$1,000 Registration & Supply Fee / \$7,500 Tuition cost

Eyelash Specialty

\$600 Registration & Supply Fee / \$3,500 Tuition cost

** Registration & Supply Fee is due upon completion of the admission application

Financial Assistance

At The Memphis Skin Academy Inc., we understand that financing your education is an important consideration. Though we're not federally funded, we offer a couple of financial aid options to help students manage their tuition and related expenses:

1. Payment Plans

- Flexible payment options that allow students to pay tuition in monthly installments rather than a lump sum.

2. Private Scholarships

- Opportunities available through external organizations, foundations, and community groups. Students are encouraged to explore local scholarships.

Student Support Resources

At The Memphis Skin Academy Inc., we recognize the importance of mental health and well-being. Below are important resources for students who may need assistance regarding domestic violence, suicide prevention, and substance abuse.

Domestic Violence

- **National Domestic Violence Hotline** ○ **Phone**

Number: 1-800-799-SAFE (7233) ○ **Website:**

www.thehotline.org Suicide Prevention

- **National Suicide Prevention Lifeline** ○ **Phone**

Number: 1-800-273-TALK (8255) ○ **Website:**

www.suicidepreventionlifeline.org Drug and Alcohol

Abuse

- **Substance Abuse and Mental Health Services**

Administration (SAMHSA) ○ **Phone Number:** 1-800-662-HELP (4357) ○ **Website:** www.samhsa.gov