



407-601-6266

13526 Village Park drive #202 Orlando FL 32837

A Private, Post-Secondary Vocational School

COURSE CATALOG

Effective - 2025

TABLE OF CONTENTS

About Vellisimo Laser Academy	Background and Licensure	Page 3
Administration / Campus Facilities	Advertising	Page 4
	Drug-free/Smoke-free Policy	Page 4
Vision / Mission / Purpose		Page 5
Admissions	Admissions Policy and Records maintain	Page 6
	Financial Requirements/ Denial of Admissions	Page 6
	Transfer Policy	Page 7
	Tuition and Fees	Page 8
	Standards for Satisfactory Academic Progress.	Page 8
	Cancellation & Refund Policy	Page 9
Academic Policy / Grading System / Probation/Dismissal Academic		Page 10
Reinstatement / Appeals / Dismissal and Reentry Attendance		Page 11
Policy / Probation and Reentry		Page 12
Leave of Absence / Dress Code		Page 13
Educational Programs / Graduation Requirements.		Page 14
Program Identification Prefixes and Course Numbering		Page 14
Clock Hours / Class Size / Schedules and Syllabi		Page 14
Electrology Program Objectives		Page 15
Program Breakdown by Course		Page 16
Full-time/Part-time Status		Page 17
Academic Year Calendar, Holidays and School Hours		Page 18
Faculty / Instructor		
Student Services: Job Placement Assistance / Academic Advising		Page 19
Sexual Harassment Policy/ Student Records/Transcripts		Page 19
Library, Transportation, Child Care, Housing		Page 20
Student Conduct and Responsibilities		Page 21
Possible Prohibition to Licensure		Page 22
Grievance/Complaint Policy		Page 23

About Vellisimo Laser Academy

The Academy offers one post-secondary occupational education program: Electrology Program. Graduates are awarded certificates and help in preparing for applicable state licensing exams. The school also provides continuing education classes that enable professionals to refresh and expand their skills and maintain their licenses. **Continued Education is not a license.**

The school operates on a 12-month calendar system with programs beginning every three to four months. A full-time student course load is 30 hours per week.

The Academy uses a combination of traditional instructional techniques, including classroom lectures, hands-on lab/equipment training, and work-based activities to prepare students for gainful employment in their chosen professions.

The school does not currently offer financial aid.

The school does not currently offer distance education but does make available zoom meetings, digital media resources such as DVDs, CDs, and audio files that students can use at home to enhance their skills and knowledge.

Vellisimo Laser Academy does not discriminate based on race, creed, color, sex, age, disability, or national origin.

Licensure

Vellisimo Laser Academy is licensed by the:

Florida Commission for Independent Education, Florida Department of Education. License TBD
Additional information may be obtained by contacting the Commission at:

325 West Gaines Street, Suite 1414 Tallahassee, Florida 32399-0400 (850) 245-3200 Main Line

(888) 224-6684 Toll Free

Administration

Maria Juliana Martinez	School Director
Miguel Angel Chidiak	Administrator
Dr Jose A Lopez	Supervising Physician

Campus Facility

Vellisimo Laser Academy is in Florida's growing Orlando district of high tourism and young families. The school is in the 1400 square-foot facility with rooms for instructional and didactics lectures with a hands on practice treatments.

There is a space for a small library, students' lunch / break room, 2 restrooms, and an administrative office. Instructional space is furnished with Laser and Electrology equipment for students to practice on each other or available walk-in models.

Educational visual materials i.e., posters, flashcards and videos are designed to help students learn and understand the very latest techniques and different modalities.

A complete list of the school's instructional equipment is available at the office.

Drug-free/Smoke-free Policy

Vellisimo Laser Academy is a drug-free, smoke-free environment. The use of alcohol, drugs or smoking on campus will not be tolerated. Furthermore:

Vellisimo Laser Academy owned by the Chidiak International LLC.
 CHIDIAC INTERNATIONAL LLC 13526 VILLAGE PARK DR STE
 ORLANDO, FL 32837
 Florida Document Number: L14000130096 FEI Number: 47-164289

Advertising

- All advertising and promotional literature shall be accurate and not misleading to the public. A copy of each advertisement is available to the Commission upon request for inspection at each location providing administrative services. The level of educational program provided will be disclosed.
 - A program which does not make the graduate eligible to take required professional examinations in that field or to practice regulated professions in that field in Florida will have disclosure statement to inform prospective students clearly and unambiguously of this fact.
 - Each prospective student shall be provided a written copy, or shall have access to an electronic copy, of the institution's catalog prior to enrollment or the collection of any tuition, fees or other charges.
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- The school has a zero tolerance for drugs and alcohol. No student or employee may be on the school site under the influence of alcohol or drugs.
 - Use of drugs or other illegal substances on site are grounds for termination.

Vision

The vision of Laser Academy is to be a global leader in laser education and training, empowering individuals to harness the power of lasers for various applications and advancing scientific knowledge in the field. We believe that any person can become a professional in the field of Electrology if they are willing to apply themselves, to work hard, and learn new techniques.

They can become successful in any field of aesthetics. Our curriculum is provided in a format that helps students to discover their great potential. Be able to perfect the use of the equipment in the classroom and the workforce. To support this vision, Vellisimo Laser Academy strives to:

1. Ensure that all students reach graduate status and find employment in their field of study.
2. Provide an atmosphere where discovery and learning are the focus.
3. Create desire in students and graduates to become life-long learners.
4. Improve the community served by creating a desire in students and graduates to respond to community needs by giving back as members of society and ambassadors of their profession.

Mission Statement

The mission is to provide comprehensive, cutting-edge education and training programs focused on Electrolysis and Laser technology. We aim to equip students with the skills, knowledge, and practical experience necessary to excel in the laser industry and contribute to technological advancements.

Vellisimo Laser Academy's mission is to provide training at a level that ignites each student to soar and flourish in the Laser field. To discover and develop desire to a professional approach when consulting and treating future customers. To always stay motivated to keep up with industry and new technology.

Purpose

The purpose of Laser Academy is to bridge the gap between theoretical knowledge and practical application of Electrolysis, IPL, and laser technology. We strive to foster a learning environment that encourages creativity, innovation, and critical thinking. Our goal is to empower individuals with the expertise to develop, operate, and maintain laser systems safely and efficiently across various industries, including manufacturing, healthcare, research, and communications.

Additionally, Laser Academy aims to promote awareness and understanding of laser technology among the public, highlighting its potential benefits and addressing any misconceptions or safety concerns. We believe in the transformative power of lasers and their ability to revolutionize numerous fields, and we are dedicated to nurturing the next generation of laser professionals who will drive innovation and shape the future of this exciting technology.

Vellisimo Laser Academy Electrology program meets all standards set forth in the Rules and Statutes of the Florida Electrolysis Counselor, MQA, and the Florida Department of Health.

Admissions Policy

Basic Admission Requirements

Individuals requesting admission to Vellisimo Laser Academy must meet the following requirements:

- All students requesting admission to Electrology Program must be at least 18 years old, have a High School Diploma, GED, or College Diploma.
- Demonstrate good manual dexterity (full use of hands and fingers)
- Have good communications skills and demonstrate basic English proficiency.

Before being accepted into a program, prospective students are advised of all program and ancillary costs, personally interviewed by the Director, and must submit a signed enrollment agreement with base program fees.

To determine student competency in English (or adequacy for the program), the Director or her designee may request that the student respond in English, both verbally and in writing, to program-related questions. Students that appear to have problems reading, speaking, or writing English will be asked to take the Test of English as a Foreign Language (TOEFL), Internet version (known as the TOEFL IBT Test). The student must pass the test with a minimum total score of 310.

Financial Requirements

- Students must submit a completed and signed Enrollment Agreement and pay all base fees prior to being accepted into a training program.
- Upon enrollment, a new student will receive a copy of the Enrollment Agreement, along with a Student Handbook, Program outline and Course Catalog.

Denial of Admissions

The school reserves the right to deny admission to a prospective student if one or more of the Admissions Requirements above are not met.

If an applicant is denied admission to the school, the school will fully inform the applicant of the nature of the denial. Applicants who are denied admission to the school may appeal that decision in writing to the Director. The Director will make the final judgment as to the denial based on the school's published policies.

Records maintain.

Institutions shall maintain a file or keep a record for each student at each location, translated into English and conforming to the requirements of Rule 6E-2.004, F.A.C., and containing the following at a minimum:

- (a) Academic transcript;
- (b) All documents evidencing a student's eligibility for enrolled programs;
- (c) Any certificates or diplomas earned;
- (d) Copies of applications or contractual agreements;
- (e) Financial records;
- (f) Student counseling or advising records;
- (g) Records of progress

Transfer Policy

Vellisimo Laser Academy considers courses for transfer from schools within Florida and the U.S. that have been accredited by their regional or state associations. Transfer credits may also be considered from schools outside the United States that have been chartered or authorized by their governments. Vellisimo Laser Academy cannot accept more than 75% of previous credits earned at another institute towards a program; the transfer student must attain at least 25% of credits from Vellisimo Laser Academy.

Generally, Vellisimo Laser Academy accepts transfer credits from institutions licensed by the Florida Department of Education, Commission for Independent Education. To be eligible for transfer credit, courses must have been completed with a grade of C or better. Occupational course credits earned more than five years prior to the time of request will not be accepted for transfer; certain occupational/technical programs may have more stringent requirements.

To transfer from another institution, students must submit official transcripts to Vellisimo Laser Academy for review and evaluation by the Director and/or appropriate faculty advisor. School will decide what credits transfer and whether those classes meet Vellisimo Laser Academy program requirements. Advisors evaluating the courses to be transferred look at course content and description to see if the class meets specified requirements.

Transferring program is allowed only in special cases where the content and clock hour requirements are sufficiently similar.

Transferring Credit to Other Institutions

The transfer of credits from Vellisimo Laser Academy to other schools is at the sole discretion of the receiving institution. Students should confirm in advance whether credits will be accepted by another institution in the event they plan to continue their education after leaving Vellisimo Laser Academy.

Tuition and Fees**Electrology Program Cost**

Tuition	\$7,000
Registration Fee	\$100
Books and Materials (Text, Kit, Supplies)	\$800
Total Program Cost	\$7,900

Standards of Satisfactory Academic Progress

To remain in satisfactory academic standing, a student must maintain an overall grade average of C or at least 70%.

Cancellation and Refund Policy

Refunds, when due to a student, will be made according to the following terms. Students must acknowledge acceptance of these terms when they sign an Enrollment Agreement.

- The refund policy shall not consider that all or substantially all tuition for an entire program or term is earned when a student has been enrolled for only a minimal percentage of the program or term. The refund provide for cancellation of any obligation, other than a book and supply assessment for supplies, materials and kits which are not returnable because of use, within 3 working days from the student's signing an enrollment agreement or contract. Refunds shall be made within 30 days of the date that the institution determines that the student has withdrawn.
 - Institutions need not keep attendance, but must adopt and publish an equitable policy by which withdrawal dates will be determined, which may include notification by the student or reports from faculty. This policy shall be submitted to the Commission before publication.
1. Withdrawals must be made in person or by certified mail.
 2. All payments will be refunded if the school does not accept the applicant.
 3. All monies paid will be refunded if the student withdraws within three (3) working days after signing the Enrollment Agreement.
 4. Withdrawals that occur after three (3) working days of signing the Enrollment Agreement but before the first day of class will result in a full refund of all monies paid, minus the registration fee and fees for books, supplies, and materials.
 5. Withdrawals after classes have commenced through 40% completion of the program will result in a prorated refund of the total program cost, assuming that the total program cost was paid in full by the student prior to withdrawal.
 6. Refund calculations are based on the following formula:
Total program cost (minus registration fee and fees for books, supplies, and materials)
multiplied by percent of program completion, which is derived by dividing total program hours by the number of hours scheduled. That amount is then deducted from the total program cost to determine the refund.
 7. Withdrawals after completing more than 40% of the program will result in no refund. Additionally, any remaining unpaid balance from the student will be considered due immediately, and the student will be held contractually responsible for paying that amount to Vellisimo Laser Academy.
 8. The termination date used for calculating refunds is the last date of actual attendance by the student, the last day of attendance if written notification is provided to the school by the student, or the date the school determines withdrawal by a student or terminates a student.
 9. Refunds, when due, will be made within 30 days of the termination date.
 10. Program/course cancellations and refunds:
If the school cancels a program or course, or changes its curriculum, while the student has a signed Enrollment Agreement with the school, then the school will do one of the following:
 - a. Upon program modification, the school will complete the training of the student at no additional cost from the original enrollment agreement.
 - b. If a course is canceled a refund of all monies paid by the student is issued.

VLA have an equitable prorated refund policy for all students, which is disclosed in the catalog and enrollment agreement or similar documents, and must be uniformly administered. Any nonrefundable fees or charges shall also be disclosed.

Academic Policy Grading System

A	90-100	Excellent
B	80-89	Very Good
C	70-79	Good/Acceptable
D	60-69	Poor/Passing, On Probation
F	59 or below	Failing
I	Incomplete	F if not made up

A student is permitted to re-take any failed exam once with the second grade substituting for the first, even if the second grade is lower. A grade of I or Incomplete will convert to an F if the student does not make up his/her work within 60 days.

General Grounds for Dismissal

A student may be dismissed for any one or more of the following reasons:

- Failure to maintain satisfactory academic progress after being placed on academic probation.
- Excessive absenteeism/tardiness as defined in this catalog under Attendance Policy.
- Unprofessional conduct as defined in this catalog under Student Conduct, including failure to observe the school's drug and smoking policy.
- The refund policy is always to be used in case of failure to pay tuition

Agreement. Students terminated for any of these reasons will not receive a tuition refund.

Academic Probation / Dismissal

- A student who fails to maintain Satisfactory Academic Progress, as defined above, will be placed on probation for two (2) calendar weeks.
- If after the probationary period has passed, the student has made sufficient academic progress, as determined by the Director, the student will be removed from academic probation.
- If after the probationary period has passed, the student has not made sufficient academic progress, as determined by the Director, the student will be dismissed.

Academic Reinstatement

Students dismissed because of Unsatisfactory Academic Progress may request reinstatement from the Director to complete training. To qualify for reinstatement:

- The student must make the request to the Director in writing within ninety (90) days of being dismissed for Unsatisfactory Academic Progress.
- The Director will determine if the student qualifies for re-entry and what, if any, financial charges may be required.
- Reinstated students will remain on Academic Probation for two calendar weeks after returning to class so that they may demonstrate their ability to maintain a grade average of — C (70%) or above.

Appeals Procedure

- A student may appeal Probation or Dismissal based on Unsatisfactory Academic Progress by contacting the Director in writing within 90 days of dismissal.
- Students must provide documentation regarding why he/she failed to make satisfactory academic progress. Students must also explain what has changed in his/her situation that will allow the achievement of satisfactory academic progress. Valid reasons for submitting an appeal include, but are not limited to illness or injuries, children's illness or injuries, death of a relative or friend, family emergencies, pregnancies, maternity/paternity leave, disabilities, or legal matters.
- A student dismissed based on Unsatisfactory Academic Progress, appeal will be reviewed by the Director. The Director will make the final judgment as to the denial based on the school's written (and published) policies.

Dismissal and Reentry

- A student who has been dismissed due to Excessive Tardiness and/or Excessive Absenteeism may request reentry to a program by contacting the Director in writing within 90 days of being dismissed.
- Based on published school standards and policies, the Director will determine if the student qualifies for re-entry, and what (if any) additional financial charges will apply.

How to Re-Establish Satisfactory Academic Progress

- A student must maintain an overall grade average of 70% (a "C" average) and must meet all the Standards for Attendance and Conduct to qualify as meeting "Satisfactory Academic Progress."

Withdrawals

- Students who withdraw with passing grades will be considered as "Withdrawing in Satisfactory Progress". These students shall have up to one year (12 months) from the date of withdrawal to request re-entry into a program of study.
- Students who withdraw with failing grades and wish to return to the school will be placed on a Re-Entry Probationary Period for one month (30 days), at which time the student must have attained a grade average of a C or at least 70% to remain in the program.

Suspension: A student may be suspended for up to 30 days for:

- Non-payment of fees
- Failure to comply with School Rules and Policies as stated in the Catalog.

Attendance Policy

Maximum Allowable Absences

Unless special arrangements have been made with the Director, student absences are subject to the following conditions:

- Students enrolled in any programs under 600 Clock Hours are allowed Two (2) excused absences.

Make-Up Work

- Students must arrange with their instructor to make up any missed work resulting from absences, because 100% of a program's clock hours must be completed to be able to graduate.
- If the school is closed due to an event beyond the owners' control, such as a hurricane, tornado or power outage, opportunities for making up for lost time will be provided.

Tardiness

Students who are 15 minutes late to class or leave class before the scheduled class time has been completed, will be reported as Tardy.

- Excessive tardiness (two consecutive tardiness or a total of 8 tardiness) may result in the student being placed on Probation.
- If a student receives three (3) tardy reports in one week, the Director will require an explanation from the student, and he/she will be warned that further excessive tardiness may result in dismissal.
- The Director has sole discretion regarding student probation or dismissal.
- Students who are dismissed for Excessive Tardiness or Excessive Absenteeism (as defined in this Catalog) will not receive a refund of tuition monies paid.

Excessive Tardiness/Absenteeism

Students who are excessively tardy or who have exceeded the maximum absences for their program:

- Will be required to meet with the Director to discuss corrective action.
- May result in the student being placed on Probation for one week (7 days).
- May be charged an additional \$25 per clock hour for the additional faculty time required to allow the student to make up the missed hours of training and complete the clock hours required for graduation.

Probation and Reentry

- If a student is placed on probation due to excessive tardiness or absenteeism, and after the probation period has passed the student has met all the school's requirements (as determined by the Director), the student will be allowed to continue training.
- If after the probation period has passed, the student has not fulfilled all the school's requirements, the student will be dismissed.

Leave of Absence.

A student may request a Leave of Absence in writing to the Director. The LOA will be for a specified time - period not to exceed 180 Days (6 months). Students on a Leave of Absence may return to a program at any time within a six (6) month period without incurring a financial charge for re-entry.

Dress Code

- Students are required to wear medical scrubs, which may be in any color.
- No logo or writing, other than the school logo, will be permitted on apparel.
- Students should be always well-groomed.

Educational Programs / Graduation Requirements

Graduation Requirements

Electrology Program - 320 Clock Hours To be eligible for graduation, a student must have:

- Completed all the clock hours required by the Program.
- Maintained Satisfactory Academic Progress.
- Paid all fees.

Program Identification and Prefixes

Each program is identified by an "Alpha Prefix" and "Courses" within that "Program" are identified by the same prefix.

Electrology Program

ELL

The school does not participate in the Florida Common Course Numbering System. The Alpha Prefixes and Course Identification Numbers used by the school are not meant to indicate that the Programs/Courses we offer are transferable within the Florida Common Course Numbering System.

Open Enrollment

The school does have an open enrollment policy with specific start dates for each program.

Electrology Program Enrollment Begins on the 1st of Each Month.

Class Schedules and Syllabi

New students receive a class schedule upon enrollment, and a program syllabus on the first day of class.

Clock Hours

All programs are based on clock hours as opposed to credit hours. One Clock Hour is 50 minutes in the presence of an instructor.

Class Size

The average class size is four (4) students to one (1) instructor, with one student assigned to a workstation.

Electrology Program Breakdown by Course

Electrology– 320 Clock Hours – Diploma Program

The program's objective is to prepare students to meet the educational requirements set forth by the Florida Department of Health, Electrolysis Council Rule, Chapter 64B8-53, FAC.

Upon successful completion of the program, the student is prepared to sit for the Exam given by AEA / IBEC combined examination with Prometric to become licensed as a Florida licensed electrologist.

Program Description & Objectives

The program follows the curriculum concepts listed in the Florida Department of Health, Electrolysis Council Rule, and Chapter 64B8-53. The program includes hair removal skills and techniques by providing students with hands on-practical learning experience in the classroom and/or spa rooms under the supervision of a qualified Florida licensed Electrology instructor. Practical learning is correlated with didactic instruction. One hundred and twenty (120) clock hours of instruction will be in theory (academic instruction), and two hundred (200) clock hours will be in a clinical application setting.

The curriculum includes legal and ethical responsibilities, verbal and written communication, principles of office management, patient physical comfort, sanitation and safety functions, principles of electrolysis techniques, principles of infection control (HIV/AIDS and hepatitis), systems of the body, biology of hair growth, understanding and following the client's plan of care, principles of client assessment, and a review for the State License Exam. Training will be limited (by Council Rule) to only universally accepted procedures of electrolysis.

Electrology Standards

If a student should fail the State of Florida Electrolysis Exam, the student will be permitted to return to the school for ten (10) additional clock hours of tutorial training at no cost to the student.

The VLA offers an Electrology program that prepares the student to meet the educational requirements of the Florida Department of Health, Electrolysis Council and the curriculum outlines of the Electrolysis Council Rule, Chapter 64B8-52 and 53, FAC. Upon successful completion of the program, the student is prepared to sit for the Florida Electrolysis Exam to become licensed as a Florida licensed electrologist. The program prepares students with 120 clock hours of classroom training (theory), and 200 clock hours of instruction in a clinical setting (lab applications). The classroom and lab training are given under the supervision of an electrologist licensed by the state of Florida.

Electrology Program Breakdown by Course

The program breakdown by course listed below meets the standards set forth in Rule 64B8-53.002, FAC, Curriculum Standards for Electrology Training Programs.

Theory: 120 Clock Hours		Hours
ELL-1	Introduction to Electrolysis	15
ELL-2	Use of Electricity in Hair Removal	5
ELL-3	Laser and Light-Based Hair Removal Physics	5
ELL-4	Laser Safety and Precautions	5
ELL-5	The Integumentary System	6
ELL-6	The Circulatory and Nervous Systems	6
ELL-7	The Endocrine System and Diseases	6
ELL-8	The Biology of Hair Growth	10
ELL-9	Skin Assessment	20
ELL-10	Blood-borne Pathogens (HIV/AIDS, Hepatitis)	5
ELL-11	Microbiology of the Skin	7
ELL-12	Clinic and Office Management	5
ELL-13	Florida Statutes and Rules for Electrolysis	5
ELL-14	Consultations	20
Clinical: 200 Clock Hours		
ELL-15	Probe holder and Forceps Skills	5
ELL-16	Insertions	15
ELL-17	Sanitations/Sterilization Procedures	10
ELL-18	Laser and Light-Based Equipment Training	15
ELL-19	Thermolysis Equipment Training	10
ELL-20	Blend/Galvanic Equipment Training	10
ELL-21	Client Pre/Post Treatment	10
ELL-22	Client Assessment	15
ELL-23	General Treatment Procedures (All Modalities)	80
ELL-24	Consultations (Clinical)	15
ELL-25	Visuals/Library	5
ELL-26	Review/Exam Preparation	10
Total Hours		320

Determining Full-time/Part-time Status

Full Time Students

Five (5) classes each week for six (6) clock hours per class = Thirty (30) clock hours per week.

Part Time Students

Five (5) classes each week for four (4) clock hours per class = Twenty (20)

Academic Calendar, Observed Holidays, and Hours of Operation

Electrology Program

Duration: 320 hours
 Full-Time: 9:00am – 3:30pm (Mon – Fri) | **3 Months**
 Part-Time: 4:00pm – 9:00pm (Mon-Thu) | **4 Months**

School Hours of Operation

Office Hours	Monday – Friday	9 am to 6 pm
Day Classes	Monday – Friday	9 am to 5 pm
Evening Classes	Monday – Friday	5 pm to 9 pm

Faculty / Instructor	Supervising Physician / Laser Instructor
Electrolysis instructor MARIELA DUBUC Florida license # EO3310 Expires: 5/31/2026	Jose Alfonso Lopez MD Florida license #ME86165 Expires: 01/31/2025

The Academic Calendar follows the calendar year (January through December).

Observed Holidays

New Year's Day.
 Martin Luther King, Jr. Day
 President's Day
 Memorial Day
 4th of July
 Labor Day
 Thanksgiving Day and the day after Thanksgiving
 Christmas Day

Student Services

Academic Advising

Academic advising is available throughout a student's enrollment and required of any student who has a grade average of — C (70% or less).

Job Placement Advising

The school provides job placement assistance to students in the form of employment leads and referrals generated through ongoing contact with area employers and Laser and health service providers. However, the school does not guarantee employment.

Student Records/Transcripts

- Student records are maintained on site at the school in a fireproof cabinet and digitally stored off campus as part of nightly back-up procedures.
- Records are available to students upon written request.
- Student records will be provided to potential employers only after a written release has been submitted by the student.
- Two (2) transcripts are provided free of charge at graduation. Additional copies of a transcript are available at a cost of \$20 each.

All student records are held strictly confidential. The school complies with the Family Educational Rights and Privacy Act of 1974, Buckley Amendment, Public Law 93-380, Section 438.

Library

The school's library is on the east side of the building. The library features a computer, instructional videos, journals related to health, and the Laser industry.

Books / brochures / articles for different technics of hair removal, reference books, magazines, and Laser and health related audio tapes. Students may use the library and its materials while on campus or make special arrangements through the Director or Office Administrator to check out certain materials. The library is a valuable resource for our students and faculty and remains open during all school hours.

For a current inventory of library publications and resources on hand, or to suggest additional resources, please contact the Office Administrator or Director.

Transportation

Public transportation is available to and from the school site.

Child Care

While the school does not offer childcare, it does maintain a listing of childcare facilities near the school.

Housing

Housing is available near the school. If housing is needed, the school will assist students in locating community agencies that can assist in meeting student housing needs.

Student Conduct

Students engaging in unprofessional conduct that may discredit the school are subject to termination. Unprofessional conduct includes:

- Non-compliance or failure to abide by school rules.
- Use of drugs, alcohol, or other illegal substances
- Excessive absences or tardiness
- Failure to pay school tuition or fees.
- Cheating or stealing
- Bringing a firearm to school
- Sexual Harassment
- Discrimination or intimidation of any kind
- Use of abusive language or profanity
- Willful destruction of school property or another student's property
- Smoking inside the school
- Personal use of school telephone(s), unless authorized by the Director or Office Administrator
- Students terminated for Unprofessional Conduct will not receive a tuition refund.

Student Responsibilities

- Students are responsible for the care of school equipment and property.
- Students are responsible for professionally representing Vellisimo Laser Academy.

Sexual Harassment/Hazing

The school will not tolerate harassment or hazing of any sort.

- Sexual harassment includes unwelcome sexual advances, offensive comments, gestures, or physical contact of a sexual nature by students or staff.
- Harassment based on age, race, color, religion, national origin, or disability also will not be tolerated, nor will hazing (defined as harassment of any other sort, abuse, or humiliation).
- Harassment or hazing may result in dismissal.
- Anyone believing they have suffered harassment or hazing should report the offense immediately to the school Director or Office Administrator.
- Students who are terminated for Harassment or Hazing will not receive a tuition refund.

Possible Prohibition to Licensure

Effective July 1, 2012, Section 456.0635, Florida Statutes (F.S.), provides that health care boards or the department shall refuse to issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant:

1. Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under Chapter 409, F.S., (relating to social and economic assistance), Chapter 817, F.S., (relating to fraudulent practices), Chapter 893, F.S., (relating to drug abuse prevention and control) or a similar felony offense(s) in another state or jurisdiction unless the candidate or applicant has successfully completed a drug court program for that felony and provides proof that the plea has been withdrawn or the charges have been dismissed. Any such conviction or plea shall exclude the applicant or candidate from licensure, examination, certification, or registration, unless the sentence and any subsequent period of probation for such conviction or plea ended:
 1. For the felonies of the first or second degree, more than 15 years from the date of the plea, sentence and completion of any subsequent probation;
 2. For the felonies of the third degree, more than 10 years from the date of the plea, sentence and completion of any subsequent probation;
 3. For the felonies of the third degree under section 893.13(6)(a), F.S., more than five years from the date of the plea, sentence and completion of any subsequent probation;
2. Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under 21 U.S.C. ss. 801-970 (relating to controlled substances) or 42 U.S.C. ss. 1395-1396 (relating to public health, welfare, Medicare and Medicaid issues), unless the sentence and any subsequent period of probation for such conviction or pleas ended more than 15 years prior to the date of the application;
3. Has been terminated for cause from the Florida Medicaid program pursuant to section 409.913, F.S., unless the candidate or applicant has been in good standing with the Florida Medicaid program for the most recent five years;
4. Has been terminated for cause, pursuant to the appeals procedures established by the state or Federal Government, from any other state Medicaid program, unless the candidate or applicant has been in good standing with a state Medicaid program for the most recent five years and the termination occurred at least 20 years before the date of the application;
5. Is currently listed on the United States Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities.

Grievance/Complaint Policy

Vellisimo Laser Academy utilizes a progressive, three-step approach to address and resolve complaints and grievances, focusing first on early resolution.

1. Early resolution

Students with grievances or complaints shall first attempt to resolve minor issues with the instructor or individual(s) involved. If the student is not satisfied with the outcome, or if the student is uncomfortable talking with the staff member or party involved, s/he is encouraged to contact the Office Administrator. The student shall initiate action to address the issue within 30 calendar days of the matter giving rise to the complaint.

The Office Administrator will investigate the complaint, counsel the student and parties involved, and attempt to resolve the matter. The Office Administrator shall provide a written report of his or her recommendations to all parties involved within 10 workdays of receiving the student complaint.

Every effort will be made to resolve the issue without moving beyond Step 1.

2. Involving the Director

If a complaint cannot be resolved through early resolution, it shall be presented to the Director, who will attempt to resolve the matter after talking with the Office Administrator and parties involved in the complaint. The Director shall provide a written report of her recommendations to all parties involved within 10 workdays of initial notification.

3. Hearing Request

In rare circumstances where the Director's recommendation does not satisfy the complainant, the student may request a hearing by the Academy's Board of Directors after submitting a written letter with a request for a hearing to the Director. This request must include a specific statement of the student complaint, an explanation of the remedy sought, and a copy of the Director's recommended resolution. A special meeting of the Board will be convened within 30 working days to address the grievance.

4. Unresolved disputes

If a dispute cannot be resolved utilizing the means outlined above, the student may contact the Commission for Independent Education at the address below:

Executive Director

Commission for Independent Education 325 West Gaines Street, Ste 1414
Tallahassee, Florida 32399-0400
(888) 224-6684 (Toll Free)
(850) 245-3200