



## **Mission Statement**

Providing exceptional training in a supportive environment that allows our students to master the skills that will ensure their licensure and job placement.

## **Our Facilities**

Bluestone Academy is located in a historic landmark building in Ellensburg, Washington. The 5,000 square foot building, built in 1924, was remodeled to accommodate Bluestone Academy's cosmetology, esthetics, nail technology, barbering, and instructor programs. The façade of the building was restored to maintain its historical character, while the interior was remodeled to provide the students with a modern facility to enhance their learning experience.

The Academy includes the haircutting floor, nail and pedicure stations, facial, waxing, sugaring and lash rooms, and waiting area with front desk, offices, student lounge and two restrooms. Walls of windows bathe the interior with beautiful natural light.

The Academy also boasts an extensive resource library with the most current text and video resources available. Wifi is available for in house internet training and on-line training and testing.

Bluestone Academy offers an attractive welcoming atmosphere in which to receive an excellent education that will impact your life for years to come. You will be challenged to do more and become more than you thought possible. Personal attention and support from our dedicated staff will ensure you receive an excellent education and develop as a person. Our average student to instructor ratio is 12-1.

Call 509.962.3184, or go online to apply at [bluestone-academy.com](http://bluestone-academy.com).

Thank you for your interest,

Theresa Bugni  
Owner  
Bluestone Academy  
201 N. Pine St.  
Ellensburg, WA 98926  
509.962.3184

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“Catalog certified as true and correct for content and policy.” Signature: \_\_\_\_\_ Date \_\_\_\_\_

## General Information

### Staff

#### Director

Theresa Barlen

WA License: Cosmetologist, Esthetician, Barber, Nail Technician & Instructor.

Certified Aromatherapist

#### Instructor

Alicha Mecham

WA License: Cosmetologist, Nail Technician, Esthetician & Instructor.

Certified Bella Lash Instructor

Alexandra Professional Qualified NAPPA School Instructor

#### Full Time Instructor

Danyal Wiggins

WA License: Esthetician, Nail Technician & Instructor

#### Substitute Instructor

Vanessa Schademan

WA License: Cosmetologist, Nail Technician & Instructor

### Licensing and Tuition Recovery Trust Fund (TRTF)

This school is licensed under chapter 18.16 RCW. Inquiries, concerns, or complaints regarding this school can be made to the Department of Licensing, PO Box 9026, Olympia, WA 98507-9026, (360) 664-6626

Bluestone Academy participates in the Tuition recovery trust fund (TRTF) per the WAC 308-20-580. Any inquiries, concerns, or complaints regarding the TRTF can be made to the Department of Licensing, PO Box 9026, Olympia, WA 98507-9026, (360) 664-6626

### Non-Discrimination Statement

The faculty and administration of Bluestone Academy does not discriminate on the basis of sex, age, race, color, ethnic origin, religion or physical handicap.

### Admissions Requirements & Transfer Policies

A heartfelt commitment is necessary in order to complete the program successfully.

Note: The Academy reserves the right at its sole discretion to refuse admission to an applicant or to terminate their participation if it is determined that the applicant has misrepresented his or herself or omitted significant information as requested on the application.

Bluestone Academy of Cosmetology offers enrollment based on space and availability.

Enrollment Requirements are as follows;

Student must be at least 17 at time of enrollment. Cosmetology, Esthetics, Nail and Instructor Students may become licensed at 17.

1. Complete an application for the desired course, and pay a \$100 registration fee.
2. Provide proof of high school education or equivalent, such as a diploma, GED, or certified transcripts.
3. Have proof of age with a current photo identification such as a drivers license or passport.
4. Be able to speak, read, write and understand the English language sufficiently to satisfactorily participate in and complete the program
5. Any physical or mental disabilities or chronic illnesses that may interfere with training should be disclosed before enrollment, and may require a doctors note.
6. Students should be available for school on Saturdays.
7. All enrollment fees must be paid at least 5 weeks *prior* to class start date.
8. Have a co-signer for the enrollment contract, regardless of how tuition and fees are paid.
9. Tuitions contracts can only be issued to students 18 and over, if under the age of 18, you must have a guardian carry the contract, along with a co-signer.

The school does not discriminate in its employment, admission, instruction or graduation policies on the basis of sex, race, ethnicity, religion or economic status.

### **Cosmetology, Esthetics, Barbering & Nail Technology Transfer Policy**

The cosmetology, esthetic, barbering, and nail technology programs accept transfer students on a case by case basis. The student must meet all the admission requirements, and have a certified copy of their transcripts from the Washington school they wish to transfer hours from. Bluestone Academy reserves the right to accept or decline any transfer hours or portion of, at the sole discretion of the Director. (Hours acquired at a school outside Washington state cannot be accepted.) Students may transfer hours from a program taken at Bluestone Academy, to a second program, the hours transferred depends upon the program(s) completed already. We will not transfer a student already attending Bluestone Academy into another program, prior to completion of the first program.

### **Students' Records and Releasing Information**

Students are permitted to review their records at any time. These records are considered confidential and will be release only by written consent from the student or his/her guardian, if under the age of 18. Parents of minors and/or guardians will be permitted to view such records by appointment Wednesday thru Saturday. Students are asked to sign a Co-signer releasing us to call the co-signer in the even they may exceed their maximum time frame and go into an overage pay situation. Student hours are disclosed each month to Washington State Department of Licensing.

### **Grievance/Appeal Policy**

Nothing in this policy prevents the student from contacting the Department of Licensing at any time with a concern or a complaint. A student, may file a complaint against the school; however, the complaint should be in writing, within 60 days of the occurrence, to the school Director and should outline the allegation or nature of the complaint that contains the relevant names and dates and briefly describes the actions forming the basis of the complaint and be accompanied by copies of any documents or materials that support the allegations, when available. Students must follow the grievance/appeals procedures outlined above. Receipt of the complaint shall be acknowledged to

the complainant in writing by the Director within thirty (30) days. Students should exhaust the Academy's internal complaint process before submitting the complaint to the schools State Licensing agency.

## **Employment Assistance**

Students are assisted with resume development which is completed during their fourth quarter.

The school will assist with finding suitable employment by posting area employment opportunities, and helping the student develop a complete job resume. However job placement is not guaranteed.

## **Our Dismissal Policy**

Any student may be subject to dismissal from the program for any of the following reasons:

- Physical or mental health concerns that preclude the successful practice of cosmetology arts, or places any student or clients at risk.
- Failure to meet financial obligations to the Academy.
- Academic cheating or dishonesty.
- Falsification of any information required during the admission's process.
- Theft, vandalism, or destruction of Academy property.
- Alcohol or drug use, abuse, possession, or distribution on the Academy's property.
- Failure to maintain appropriate personal hygiene as determined by the Academy.
- Possession, use, or threatened use of a weapon or what resembles a weapon on the Academy's property.
- Failure to maintain professional boundaries with students, staff, or clinic clients such as but not limited to sexual contact or advances.
- Failure to perform duties and assignments as directed by an Instructor, Academy owner, administrator, or representative.
- Smoking or Vaping inside the Academy the alley directly behind the school, or within a 1 (one) block radius of the Academy.
- Discourteous, rude or unprofessional behavior exhibited towards a fellow student, Instructor, staff member, clinic client or visitor.
- Excessive absences, late arrivals or no call no shows, for any reason. (may result in a wellness check)
- Readmissions will be considered on a case-by-case basis.

*This is not an exhaustive list, and the Academy reserves the right to dismiss a student at any time.*

## **Cosmetology Arts Programs Information**

### **Class Schedule**

Regular class hours are Wednesday thru Saturday from 8:30 am until 7:00 pm.

A three or four day option is available for students to complete the program. Any student not able to attend at least 30 hours a week must have documentation of the hardship from a licensed professional, such as a physician, or counselor. Students should be available on Saturdays, unless a hardship deems it necessary to be absent on Saturdays, which must be approved by the Owner.

The school is closed four weeks out of the year. The week preceding the Labor Day Holiday. The week of the Thanksgiving Holiday and the two week Winter break around the end of December, and the 4th of July if it falls on a scheduled school day or is decided by the director that the days preceding or following the holiday will effect student or client scheduling. Students in good standing with attendance (minimum 95%) may also take four days off for spring break, between the first of March to the end of April, this time off effects absent time.

Our Cosmetology, and barbering classes start three or four times a year with Fall, Winter and/or a Spring/Summer enrollment dates. The Esthetics, and Nail Technology Programs start on an as needed basis. All of the above program start dates may be subject to change depending on class size and availability.

### **State Board Preparation**

All students will receive time for state board preparation and mock board participation. Students are expected to participate fully, and may be put back on the schedule if time is not being used appropriately. Students will be provided with a physical kit box and items needed to take your exam. A minimum 80% average and not more than 1 section scored below a 75% is needed to be approved to schedule your boards. If all these criteria are not met, the Academy will not approve the student to schedule either of their exams, and the student will not be able to take their practical exam kit that will enable them to take their boards, until such time that these criteria are fulfilled. In the event that the student fails the Mock board a re-take will be necessary. Re-takes will be scheduled based on instructor availability, and may not be until the next scheduled exam for that program. Even if the criteria have been met, the student may not take the practical kit with them until they have scheduled their exams. Students have 4 weeks from their graduation to take their kit. After 4 weeks, the kit may be forfeited, and used for another students exam.

### **Attendance and Late Arrival Policy**

The practicality of being in the service industry requires being *available and on time* for the client. Attendance and punctuality play an important role on the student's training and success in the work place.

The maximum time frame for students to complete their individual program is 111% of the amount of time required to complete their contracted hours. (See chart below.) Students must complete their program within the maximum time frame for course completion, including approved absences. An approved absence is scheduled two weeks in advance, and may include leave for family functions such as weddings, graduations or reunions etc. Days missed for illness or emergency within school guidelines, physician verified medical leave, and death in the immediate family will be considered on a case-by-case basis. Requests for time off should be done two weeks in advance. Any time requested off with less than 2 weeks notice may not be approved. If multiple students request the same day off, no more than 5 students will be approved to take that day off. Approvals for absences will be done on a first come first serve basis.

Attendance is based on scheduled hours elapsed between the student's actual starting date and the current date.

Attendance is tracked daily via the Stratus Time time clock. Students may clock in on their Chromebook or phone, as long as they are signed into the Bluestone WiFi, and in the building. Clocking in and out from outside the building is not permitted. Students who have been found clocking in/out from outside the building will be clocked in at 9:30am or out at 6:00pm. Attendance is tracked daily, and recorded in the students records for the previous month. Bluestone's policy requires all hours to be completed at the end of each day. Students must clock in and out upon arrival and exit from the school, for any reason, including lunches and breaks, to reflect their accurate hours. Falsification of hours is fraud. Two 15 minute breaks are allowed each day

<b>Program</b>	<b>Standard Hours ~ 100% Attendance</b>	<b>Maximum time frame* ~ 111%</b>
<b>Cosmetology</b>	1680 Hours	Additional 187 Hours
Full Time	42 Weeks	46.7 Weeks
Part Time	56 Weeks	62.25 Weeks
<b>Nail Technology</b>	620 Hours	Additional 69 Hours
Full Time	15.5 Weeks	17.25 Weeks
Part Time	21 Weeks	23 Weeks
<b>Esthetics</b>	760 Hours	Additional 84 Hours
Full Time	19 Weeks	21.1 Weeks
Part Time	25.3 Weeks	28.1 Weeks
<b>Barbering</b>	1080 Hours	Additional 111 Hours
Full Time	25 Weeks	27.75 Weeks
Part Time	33.3 Weeks	37 Weeks

\* Transfer students will have their maximum time frame adjusted according to the number of hours they are contracted for.

1. Students should not arrive or clock in before 8:15 am and must clock in upon arrival. Class does not begin until 8:30 am.
2. Late arrivals are considered clocking in at, or after 8:31 a.m. (or 1 minute or later after their scheduled arrival time) After 3 late arrivals the student will be docked 1 hour of time from their Maximum Time Frame for each late arrival after the students 3rd late arrival. This may result in a \$25.00 hour charge if the student has used their entire Maximum Time Frame already. Any extenuating circumstances will be considered on a case-by-case basis, and may require documentation from a licensed professional.
3. The time clock automatically rounds to the nearest quarter hour. (example: 12:11p.m. would automatically round to 12:15 p.m.) Keep this in mind when clocking out for lunches.
4. Students are responsible for booking their own lunches, and must clock in and out for their lunch, and should be taken at the scheduled time. Lunches may be moved to facilitate scheduling. If no lunch is clocked for the day, one hour may be added at the discretion of the administrator if the student had time available to schedule a lunch, and time to take it.
5. Loitering after client services and end-of-day chores are completed will not be tolerated. Students must be engaged in an appropriate learning activity or be clocked out for the day. Students may be clocked out at the discretion of the director if they are not involved in an appropriate learning activity.
6. All absences or late arrivals must be called into the school before 8:30 AM. Any student who fails to call in for either absence or late arrival will put into a “no call, no show” status, which may result in suspension, and will be taken into consideration when evaluating student’s for activities such as student to student services, competitions, or other special event considerations.
7. A leave of absence will be considered for absences of 12 or more consecutive school days, and will require a physicians note or other documentation to validate reason for the leave of absence.

8. Any absences greater than 111% of a programs hours, will result in an automatic \$25.00 an hour for any additional hour missed until completion of the contracted program. Any extenuating circumstances will be considered on a case-by-case basis, and may require documentation from a licensed professional.
9. If you attend school on a day you are not scheduled for, the hours you attend will be added to your scheduled hours, but cannot be used to “make up” hours missed previously.
10. Hours for extracurricular activities such as hair shows, or classes attended with an instructor present are open to all full and part time students, and can be attended over the students scheduled hours.
11. Students who fail to clock in or out appropriately, and do not notify an instructors within 24 hours are subject to lose any hours missed as a result of the mis-clocked hours.
12. StratusTime has a feature that allows you to approve your hours each week. This is not required, however hours will be submitted to the state, by the 10th of each month, even if you have not approved them. Any hours already submitted to the state cannot be changed.

## Student Responsibilities

Our expectation of our students is that they will be as fully present as possible and bring their deepest commitment to learning and personal growth. The nature of our program demands that they be willing to take responsibility for their experience and willing to work with us in creating a cooperative, dynamic learning environment. Professional behavior is a standard that is fostered at Bluestone Academy. We want our students to learn the behaviors that will best prepare them for a successful career after graduation. With that said it must also be understood that the following guidelines are put in place to act only as a reference from which student behavior will be evaluated and guided.

## School Rules, Regulations and Operating Policies

1. Positive treatment of self and others: Talks courteously and constructively to others. Shows clear respect for all persons and property at all times. Avoids threatening, or derogatory behavior toward others. Uses modulated and dignified language. Student works on positive personal behaviors and responsibility.
2. Good attendance: Class attendance between 95% to 100% Attendance and punctuality is the cornerstone for your future success, and we strive to help students create good attendance and punctuality habits.
3. Dress Code and Appearance: *Clothes and shoes should be black, white or grey*, neat, clean, dignified, and modest in appearance at all times. Accessories, including hats, may contain color. Students will be requested to have a professional appearance. Students may be sent home to change if attire does not meet the following standards:

### a. SHOES

1. Black shoes suitable for professional dress.
2. **No open toe shoes of any style.**

NOTE: If you have any questions about shoe styling being acceptable, check with your instructor.

### b. PANTS

1. Must be black, white or grey
2. **Black, white or grey jeans are acceptable. No holes.**
3. No sweatpants.
4. **Yoga pants and leggings must have a shirt long enough to fall below buttocks.**



c. DRESS/SKIRTS/SHORTS

1. **Acceptable lengths, must be longer than the fingertips when standing.**
2. No low-cut dresses
3. **Black, white or grey.**

d. BLOUSES/SHIRTS:

1. **No low-cut, midriff exposing or backless blouses or shirts.**
2. Black, white or grey.
3. **No sleeveless shirts. The underarm area must be covered.**

e. SWEATERS & JACKETS:

1. Black, white or grey with no large logos.

f. HAIR:

1. **Hair is to be clean and neat at all times.**
2. Hair care is to be done BEFORE entering class.
3. **Long hair should be secured when servicing clients on the clinic floor to avoid hanging in your clients face.**

g. MAKE-UP:

1. Make-up is not mandatory, but if worn should be applied in the category of daytime make-up.
2. Any make-up worn is to be done BEFORE arriving at school.

4. Observing routine rules:

- a. Bluestone is a NO SMOKING school.
  - b. Student Parking is South of 2nd Street or East of Pine Street.
  - c. Safe use of school property and equipment.
  - d. Food and drink should be kept in designated areas.
  - e. NO GUM CHEWING.
  - f. Individual workstations must be kept clean and disinfected at all times.
  - g. No personal phone calls except in case of an emergency.
  - h. Courteous compliance with staff directions. (Even if you plan to appeal those directions to a higher level.)
  - i. No client assignment can be refused without instructor consent.
  - j. No chemicals may be applied to clients without instructor consent.
  - k. An instructor must check ALL work.
    - l. Any intake or uses of alcohol or controlled substance, while at school, are grounds for immediate dismissal.
  - m. All cell phones must be on silent during class time and are not permitted on the clinic floor, unless being used as a timer for services, and **absolutely** may **NOT** be used for texting, calls or social media on the floor.
5. Doing one's best on assigned work: Students should be engaged in an appropriate learning activity at all times except while at lunch. All students in the clinic area must be personally accountable for their time and availability for their appointments.
6. All client services must be paid for at the time of service. Any exceptions to this will be at the discretion of the instructor.
7. Students must have instructor approval before adding services to a client ticket.

8. All clients will enter and exit via the front door only. The rear door is for student, staff and delivery only.
9. The student lounge is for student and staff use only.
10. Students must maintain a basic level of personal hygiene. A student must have their hair clean and styled, facial makeup in place and fingernails must be clean and groomed BEFORE class starts at 8:30am. If this is not done before the start of class, the student will be asked to clock out while they finish their hair and or makeup and will lose the theory hour for that day.
11. Students are responsible for scheduling their own lunch and break periods. All break and lunch periods will be subject to change to best accommodate client services and training opportunities. Phorest can schedule up to 5 lunches at one time. Students must clean their station before leaving on lunch or break.
12. Student to Student Services should be scheduled as early as possible on Wednesday and Thursdays. Students must check with an instructor before participating in student-to-student services. Services must be paid for at the time of service. Students are expected to take their lunch during the processing times during student to student services. If a lunch is not taken a one hour lunch may be clocked for the student(s) at the discretion of the instructor. *Student to student services on Friday or Saturday will be scheduled at the discretion of an instructor.*
13. All students are responsible for participating in the monthly chore assignments on a daily basis. The list will be posted the first day of each new month. Each chore has a check list based on WAC 308-20-110 Minimum safety and sanitation standards for schools, cosmetologist, manicurists, estheticians, barbers, instructors, salons/shops, mobile units and personal services. Students may be docked one hour for non completion of End of Day Responsibilities. This includes not completing an assigned dispense tear down.
14. Early departures, late arrivals and absences should be arranged at least two weeks in advance using Stratus Time. All absences are approved on a first come first serve basis, and no more than 5 absences will be approved for a single day. Any existing clients on the schedule must be called, if a request, or moved to another student before time off will be granted.
15. Students are responsible for personal property and equipment. Personal items will be kept in locked lockers or stations at all times. Bluestone is not responsible for loss or theft of items.
16. The Academy reserves the right to immediately suspend from the program any student whose account is past due 30 days until the amount is brought current.
17. All photos, videos or recordings of students while in attendance at the Academy or participating at an Academy authorized event become the sole property of Bluestone Academy and may be used for educational, promotional or marketing purposes at the discretion of Bluestone Academy and parent company Bella Vita Inc.
18. Any client clothing that is damaged by a student during a service will be paid for by the student.
19. All client services should start on time, unless otherwise directed by an instructor to facilitate schedule timing. Any student running late for a client may have their schedule adjusted to fit scheduling needs.
20. Students should notify an instructor if they have a “no-show” client, or finish a client 30 minutes or more ahead of schedule, so the schedule can be re-arranged if needed to accommodate other student lunches or client services.
21. Please note that to facilitate client scheduling, student lunch periods may be forfeit. If this occurs, it will negate rule #4 from The Attendance and Late Arrival Policy.
22. No student shall leave the building for any reason during any portion of a client service, unless given permission from an instructor to do so.
23. All chemical formulas are property of Bella Vita Inc. and are not given to clients or students for use outside of the Academy.
24. Smoking and vaping are not permitted in or within a one (1) block radius of any entrance of the Academy. The smell of smoke remains in the air, on hands, hair, and clothing. Students who smoke must wash their hands carefully and use mouthwash. If necessary, they must change clothing prior to entering the class room or clinic

floor to remove the odor. Any student smelling of cigarette smoke will be asked to wash their hands, use mouth wash or change their clothing if needed to remove the smell.

25. Students are responsible for clean up and disposal of all food and beverage items at the end of their break or lunch periods. Any utensils or dishes left outside a locker or personal bag may be thrown away after 5:00pm.
26. Students are subject to up to two random inspections each month. The inspection will include the students' station and kit bag; commons areas used that day, as well as their monthly chore.
27. Students will be required to be a model for their classmates during orientation, for services including, but not limited too; Shampoo/Blowouts, Manicures, Pedicures, Waxing, Lash/Brow Tinting, Facials & Makeup.
28. Late arrivals are considered any arrival of 8:31am or later. Late arrivals that effect the entire student body, such as inclement weather will be excused.
29. Students may not assist another student, nor give advice on client services, unless given prior permission from an instructor. This will be on a case-by-case basis.
30. Any student waiting on Covid-19 Test results may not return to class until a negative result is provided, or the quarantine period is over if you receive a positive result.

## **Student Evaluation and Graduation Qualification**

Evaluation will consist of textbook assignments; weekly chapter tests, practical exams, and Mindtap assignments. ALL Mindtap assignments must be completed as assigned.

All students are required to test on the assigned chapter(s) for the week on Friday morning. If the student achieves an 85% or higher on the test, they may opt out of the homework assigned for that chapter, during their 2nd, and 3rd quarters, for *that week*.

Students who score 84% or lower are required to turn in the assigned homework for the chapter by the following Wednesday. If you do not pass the test with a 75% or better, you will have another opportunity to re-test the following quarter.

During your program you will study and test using Milady Mindtap, and completing assignments for each chapter, and test on all the chapters in the book. In addition you will also be assigned other homework assignments, to include, but not limited to, Vocab cards, and Chapter Review questions. Tests may also be administered via [classmarker.com](https://www.classmarker.com), or be pen and paper exams.

As cosmetology is a rigorous course, we request that students seek counseling by a trained professional if needed.

<b>Grading Scale:</b>	<b>100% - 93% -- Exceptional</b>
	<b>92% - 87% -- Above Average</b>
	<b>86% - 81% -- Average</b>
	<b>80% - 75% -- Competent</b>
	<b>74% or less -- Not Competent</b>

## **Graduation Policy**

The student must complete the following graduation requirements (which are applicable to all courses):

1. Have a cumulative grade point of 80%.
2. Complete contracted hours of training (depending on program) not to exceed 125%.
3. Current with all financial obligations to the Academy.

Upon completion of the program the student will receive their hour and activities report, cumulative grade point average, a school diploma.

## Approving Licensure/Boards Testing Application

After graduation, to be approved to schedule your board exams every student must meet the following criteria:

1. Have achieved at least an 80% on 3 comprehensive exams, taken consecutively, administered by Bluestone Academy.
2. Completed all graded Mindtap assignments, and have turned in homework - Vocab and Review Questions - for any chapter with a test score of less than 85%
3. Have a cumulative GPA of 80%
4. Taken a mock board with an instructor with a minimum 80%.
5. Be current with all financial obligations.

If all these criteria are not met, the Academy will not approve the student to schedule either of their exams, and the student will not be able to take their practical exam kit that will enable them to schedule their boards, until such time that these criteria are fulfilled. Even if the criteria have been met, the student may not take the practical kit with them until they have scheduled their exams. Students have 4 weeks from their graduation to take their kit. After 4 weeks, the kit may be forfeited, and used for another students exam.

## Refund & Cancellation Policy

1. An applicant not accepted by the Academy will be entitled to a full refund of all moneys paid, less the \$100.00 registration fee.
2. If a student cancels (or in case of a student under legal age, his/her parent or guardian) his/her enrollment, and demands his/her money back in writing, within three business days from the date the enrollment contract was signed, all moneys collected by the Academy will be refunded (less the \$100.00 registration fee). The postmark on written notification, or the date the information is delivered to the Academy Director in person, will determine the cancellation date. The policy applies regardless of whether or not the student has actually started training.
3. If a student cancels his/her enrollment after entering classes, or otherwise leaves school prior to graduation, the Academy will be entitled to retain or receive a tuition amount calculated, and approved by the state, according to the following:

<b>Percentage Length Completed to Total Length of Program or Course</b>	<b>Amount of Total Tuition Academy will Receive or Retain</b>
.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% or More	100%

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance at the Academy. Any moneys due to the student will be refunded within 30 days of formal cancellation as defined in #2, or formal termination by the Academy. The determination will occur no more than 30 days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return. Any refund will be returned to the original payee.

4. Additional costs to the student, such as student kit, boards kit and textbook will not be considered in tuition refund computations. Supplies and equipment are non-returnable, and will not be released until all financial obligations have been paid in full.

5. The HP Chromebook becomes property of the student if he/she does not complete the program, and the cost of the HP Chromebook and taxes, outlined in the HP Chromebook agreement signed by the student, will be due with any tuition owed to the Academy.

6. If the Academy is permanently closed and no longer offering instruction after a student has enrolled, the student will be entitled to a pro-rata refund of tuition. If a course is canceled subsequent to a student's enrollment the Academy will, at its option, provide either a full refund of all moneys paid or provide completion of the course.

## Course Goal

Bluestone Academy's main goal is to train students in the principles and practices in the professions of Cosmetology, Esthetics, Manicuring/Nail Application Barbering, and Instructor Training. Students will also be prepared to successfully pass the Washington State Board Examinations. With this instruction they will be able to take advantage of opportunities in the salon and spa setting, industry marketing and manufacturing, business development and education or training. Each program offers a variety of different types of instruction including, but not limited too, Classroom lectures, hands on training, independent study and group study. Each program will meet or exceed the number of hours required by the Washington State Department of Licensing, to receive a license in their chosen field of training.

## Course Descriptions

### Cosmetology 1680 Hours

The theory and practical applications in safety and disinfectant skills pertaining to cosmetology, including Laws, Rules and Regulations. Instruction will cover the practice of cosmetology, barbering, manicuring and esthetic services. Upon graduation and receiving a license, a student can gain employment in one or more of the following positions, but not limited to, stylist, salon owner, instructor, color specialist, texture specialist, or platform artist.

<b>Cosmetology Curriculum</b>	<b>Hours</b>
<b>Theory</b>	<b>240</b>
<b>Manicuring and Pedicuring</b>	<b>100</b>
Application of manicuring and pedicuring services	
<b>Esthetics</b>	<b>100</b>
Facials, skin care, hair removal and makeup	
<b>Shampooing</b>	<b>50</b>
Draping, brushing the hair, conditioning, and rinsing.	
<b>Scalp and Hair Analysis</b>	<b>30</b>

<b>Cosmetology Curriculum</b>	<b>Hours</b>
Scalp and hair analysis, scalp manipulations, and treatments for hair and scalp.	
<b>Hair Cutting and Trimming</b>	<b>260</b>
Classic and current techniques & trends, shear, razor and clipper techniques.	
<b>Styling</b>	<b>200</b>
Wet, dry, thermal styling, braiding and styling aids, special occasion and competition.	
<b>Cutting and Trimming Facial Hair</b>	<b>10</b>
Beard and mustache design and eyebrow, nostril and ear trim	
<b>Artificial Hair</b>	<b>10</b>
Extensions and fitting	
<b>Permanent Waving</b>	<b>60</b>
All types/kinds	
<b>Chemical Relaxing</b>	<b>10</b>
All types/kinds	
<b>Coloring and Bleaching</b>	<b>270</b>
Safety, application, color theory and product differentiation	
<b>Business Development</b>	<b>80</b>
Communication, salesmanship, business and salon management, record keeping, ethics and conduct.	
<b>Disease and Disorders</b>	<b>100</b>
Skin, scalp, hair and nails	
<b>Disinfection</b>	<b>100</b>
Bacteriology and infection control	
<b>Safety</b>	<b>30</b>
Proper use and storage of chemicals	
<b>First Aid</b>	<b>30</b>
As it relates to Cosmetology.	
<b>Total Hours</b>	<b>1680</b>

## Esthetics 760 Hours

The theory and practical applications in safety and disinfectant skills pertaining esthetics, including Laws, Rules and Regulations. Instructions will cover the practice of skin care. Upon graduation and receiving a license, a student can gain employment in one or more of the following positions, but not limited to, Salon or Day Spa Esthetician, Educator, or Manufacturer Representative.

<b>Esthetics Curriculum</b>	<b>Hours</b>
<b>Theory</b>	<b>150</b>
<b>Skin Care</b>	<b>150</b>
Care of the skin by application, use of preparations, antiseptics, tonics, essential oils, exfoliants, superficial and light peels or by wraps, compresses, cleansing, conditioning, stimulation, superficial skin stimulation, pore extraction and product application and removal.	
<b>Facials</b>	<b>150</b>
Manual, chemical and electrical, except laser.	
<b>Electrical Equipment</b>	<b>20</b>
Safe skin care techniques using various modalities of electricity, except laser.	
<b>Tweezing</b>	<b>10</b>
Utilize tweezers to safely remove hair from the face and body.	
<b>Depilatories</b>	<b>2</b>
Demonstrate safe hair removal using depilatory creams.	
<b>Body Waxing</b>	<b>50</b>
Perform various body waxing hair removal services	
<b>Facial Waxing</b>	<b>40</b>
Perform various facial waxing services	
<b>Diseases and Disorders</b>	<b>35</b>
Of the skin, face, neck and hands	
<b>Disinfection</b>	<b>35</b>
Bacteriology and Infection control	
<b>Safety</b>	<b>30</b>
Proper use and storage of chemicals, implements and tools	
<b>First Aid</b>	<b>8</b>
As it relates to esthetics	
<b>Lash &amp; Brow Care</b>	<b>50</b>

<b>Esthetics Curriculum</b>	<b>Hours</b>
Application of product to the eyelashes and eyebrows, including extensions, design and treatment, tinting and lightening of the hair, excluding the scalp.	
<b>Business Development</b>	<b>20</b>
Communication, salesmanship, business and salon management, record keeping, ethics, and conduct.	
<b>Makeup</b>	<b>10</b>
Conduct consultations and perform safe makeup applications	
<b>Total</b>	<b>760</b>

### **Manicuring/Nail Technician 620 Hours**

The theory and practical applications in safety and disinfectant practices of natural nail manicuring and artificial nail application, including Laws, Rules and Regulations. Upon graduation and receiving a license, a student can gain employment in one or more of the following positions, but not limited to, Nail Technician, Salon Manager, Product Educator, Distributor Sales Consultant, or instructor.

<b>Manicuring/Nail Technician Curriculum</b>	<b>Hours</b>
<b>Theory</b>	<b>96</b>
<b>Manicuring</b>	<b>150</b>
Cuticle care, proper trimming, cleaning and shaping of the nails and hydration. Relaxation hand and arm manipulations, polish techniques and application.	
<b>Pedicuring</b>	<b>150</b>
Cuticle care, proper trimming, cleaning and shaping of the nails and hydration. manipulations for feet and lower leg. Foot baths, polish techniques and application.	
<b>Artificial Nails</b>	<b>120</b>
Including silk, linen, fiberglass, acrylic, gel, powder, extension and sculpting, preparation, application, nail breakage and repairs, fills and removal.	
<b>Disease and Disorders</b>	<b>20</b>
Structure and function of the hands, feet and nails. Study of anatomy, bacteriology and sanitation. Composition of nails, nail growth, nail shapes, irregularities, diseases and disorders	
<b>Disinfection</b>	<b>40</b>



<b>Manicuring/Nail Technician Curriculum</b>	<b>Hours</b>
Hygiene standards and procedures. Cleanliness of the work area, equipment and tools	
<b>Safety</b>	<b>12</b>
Proper use of chemicals, implements and electrical appliances for the client and nail professional. We teach natural, acrylic and gel nail applications.	
<b>First Aid</b>	<b>12</b>
As it relates to manicuring.	
<b>Business Development</b>	<b>20</b>
Client communication, record keeping, booking and follow up. Retail sales, inventory costs and controls, marketing plans and promotions	
<b>Total Hours</b>	<b>620</b>

## **Barbering training 1080 Hours**

The theory and practical applications in safety and disinfectant skills pertaining too barbering, including Laws, Rules and Regulations. Instruction will cover the practice of barbering. Upon graduation and receiving a license, a student can gain employment in one or more of the following positions, but not limited to, stylist, salon owner, instructor, or platform artist.

<b>Barbering Curriculum</b>	<b>Hours</b>
<b>Theory</b>	<b>100</b>
<b>Shampooing</b>	<b>50</b>
Draping, brushing the hair, conditioning, and rinsing.	
<b>Scalp and Hair Analysis</b>	<b>50</b>
Scalp and hair analysis, scalp manipulations, and treatments for hair and scalp.	
<b>Hair Cutting and Trimming</b>	<b>430</b>
Classic and current techniques & trends, shear, razor and clipper techniques.	
<b>Styling</b>	<b>100</b>
Wet, dry, thermal styling, braiding and styling aids, special occasion and competition.	
<b>Cutting and Trimming Facial Hair</b>	<b>50</b>
Beard and mustache design of the hair of the face, neck and scalp.	
<b>Disease and Disorders</b>	<b>50</b>
Skin, scalp, hair and nails	
<b>Disinfection</b>	<b>100</b>
Bacteriology and infection control	
<b>Safety</b>	<b>50</b>

Proper use and storage of chemicals	
<b>First Aid</b>	<b>50</b>
As it relates to Hair Design.	
<b>Business Development</b>	<b>50</b>
Communication, salesmanship, business and salon management, record keeping, ethics and conduct.	
<b>Total Hours</b>	<b>1080</b>

### **Instructor Training 500 Hours**

The theory and practical applications of classroom studies and student evaluation, including Laws, Rules and Regulations. Upon graduation and receiving a license, a student can gain employment in one or more of the following positions, but not limited to, Instructor for the area(s) which they are already licensed, Product Educator, or School Owner/Manager.

<b>Instructor Training Curriculum</b>	<b>Hours</b>
<b>Preparation for Classroom Activities</b>	<b>125</b>
Choosing teaching methods, classroom setup topic/subject matter, student assignments and record keeping	
<b>Presentation of Information</b>	<b>125</b>
Lectures, demonstrations, questions and answers, project methods and discussions	
<b>Application of Practices</b>	<b>125</b>
Clinic supervision, classroom management and client relations	
<b>Evaluation of the Student's Understanding/Performance</b>	<b>125</b>
Written assignments, practical assignments and communication skills	
<b>Total</b>	<b>500 Hours</b>

## Cosmetology Arts Tuition and Fees

<b>Cosmetology 1680 Hour Course</b>	
<b>Tuition</b>	<b>\$12,500.00</b>
<b>Registration Fee</b>	<b>\$100.00</b>
<b>Kit**</b>	<b>\$900.00</b>
<b>MindTap</b>	<b>\$307.95</b>
<b>Boards Kit Fees</b>	<b>\$50.00 Refundable + \$50.00 Non-Refundable</b>
<b>Tax</b>	<b>\$101.47</b>
<b>Total</b>	<b>\$14,009.42</b>
<b>Down Payment*</b>	<b>\$1,509.42</b>
<b>Bella Lash Certification**</b>	<b>\$375.00 Kit + \$31.50 tax (\$406.50)</b>
<b>Alexandria Pro Sugaring Certification**</b>	<b>\$175.00 Kit + \$14.70 tax (\$189.70)</b>

<b>Esthetic 760 Hour Course</b>	
<b>Tuition*</b>	<b>\$8,250.00</b>
<b>Registration Fee</b>	<b>\$100.00</b>
<b>Kit**</b>	<b>\$600.00</b>
<b>MindTap</b>	<b>\$319.95</b>
<b>Boards Kit Fee</b>	<b>\$50.00 Refundable + \$50.00 Non-Refundable</b>
<b>Tax</b>	<b>\$77.28</b>
<b>Total</b>	<b>\$9,447.23</b>
<b>Down Payment*</b>	<b>\$1,197.23</b>

<b>Nail Technician 620 Hour Course</b>	
<b>Tuition*</b>	<b>\$6,250.00</b>
<b>Registration Fee</b>	<b>\$100.00</b>
<b>Kit**</b>	<b>\$500.00</b>
<b>MindTap</b>	<b>\$281.95</b>
<b>Boards Kit Fee</b>	<b>\$50.00 Refundable + \$50.00 Non-Refundable</b>
<b>Tax</b>	<b>\$65.68</b>
<b>Total</b>	<b>\$7,297.63</b>
<b>Down Payment*</b>	<b>\$1,047.63</b>

## Cosmetology Arts Tuition and Fees

<b>Barbering 1080 Hour Course</b>	
<b>Tuition</b>	<b>\$7,000.00</b>
<b>Registration Fee</b>	<b>\$100.00</b>
<b>Kit**</b>	<b>\$750.00</b>
<b>MindTap</b>	<b>\$307.95</b>
<b>Boards Kit Fees</b>	<b>\$50.00 Refundable + \$50.00 Non-Refundable</b>
<b>Tax</b>	<b>\$88.87</b>
<b>Total</b>	<b>\$8,346.82</b>
<b>Down Payment*</b>	<b>\$1,346.82</b>

<b>Instructor Training 500 Hour Course</b>	
<b>Tuition</b>	<b>\$5,500.00</b>
<b>Registration Fee</b>	<b>\$100.00</b>
<b>MindTap</b>	<b>\$295.95</b>
<b>Boards Kit Fees</b>	<b>\$50.00 Refundable + \$50.00 Non-Refundable</b>
<b>Tax</b>	<b>\$24.86</b>
<b>Total</b>	<b>\$6,020.22</b>
<b>Down Payment*</b>	<b>520.81</b>

**\*\*Bella Lash and Alexandria Pro Kits and Certifications are an addition to the Cosmetology program. Each Certification is a 2 day training. These additional training's will be done after the student has reached approximately 50% of their hours, or at the discretion of the director to facilitate scheduling of training days. Kits will be charged in addition to the normal Cosmetology kit and tuition, and taxed accordingly.**

**Bluestone Academy is a Bella Lash Certified Academy, and as such only Bella Lash Products and lashes will be used at Bluestone Academy.**

**\* Kits are subject to change due to vendor availability, and product performance. All kits may not be the same.**

**\* Down payment is due 5 weeks prior to the class start date to facilitate ordering.**

<b>Cosmetology</b>					
	<b>12 Months</b>	<b>2 Years</b>	<b>3 Years</b>	<b>4 Years</b>	<b>5 Years</b>
<b>Tuition</b>	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500
<b>Annual Percentage Rate</b>	Zero	3.66%	3.66%	3.66%	3.66%
<b>Monthly Payment</b>	\$1041.66	\$540.92	\$367.16	\$280.34	\$228.29
<b>Cost</b>		\$482.08	\$717.76	\$956.32	\$1197.39
<b>Total of Payments</b>	\$12,500	\$12,982.08	\$13,217.76	\$13,456.32	\$13,697.39
	<b>6 Years</b>	<b>7 Years</b>	<b>8 Years</b>	<b>9 Years</b>	<b>10 Years</b>
<b>Tuition</b>	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500
<b>Annual Percentage Rate</b>	4.66%	4.66%	4.66%	4.66%	4.66%
<b>Monthly Payment</b>	\$199.35	\$174.68	\$156.23	\$141.92	\$130.51
<b>Cost</b>	\$1,853.20	\$2,173.12	\$2,498.08	\$2,827.36	\$3,161.20
<b>Total of Payments</b>	\$14,353.2	\$14,673.12	\$14,998.08	\$15,327.36	\$15,661.20

<b>Esthetics</b>					
	<b>12 Months</b>	<b>2 Years</b>	<b>3 Years</b>	<b>4 Years</b>	<b>5 Years</b>
<b>Tuition</b>	\$8,250	\$8,250	\$8,250	\$8,250	\$8,250
<b>Annual Percentage Rate</b>	zero	3.66%	3.66%	3.66%	3.66%
<b>Monthly Payments</b>	\$687.50	\$357.01	\$242.33	\$185.02	\$150.67
<b>Cost</b>		\$318.24	\$473.88	\$630.96	\$790.20
<b>Total Of Payments</b>	\$8,250.00	\$8,568.24	\$8,723.88	\$8,880.96	\$9,040.20

<b>Nail Technology</b>					
	<b>12 Months</b>	<b>2 Years</b>	<b>3 Years</b>	<b>4 Years</b>	<b>5 Years</b>
<b>Tuition</b>	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250
<b>Annual Percentage Rate</b>	zero	3.66%	3.66%	3.66%	3.66%
<b>Monthly Payments</b>	520.83	\$270.46	\$183.58	\$140.17	\$114.15
<b>Cost</b>		\$241.04	\$358.88	\$478.16	\$599.00
<b>Total of Payments</b>	\$6,250.00	\$6,491.04	\$6,608.88	\$6,728.16	\$6,849.00

<b>Barbering</b>					
	<b>12 Months</b>	<b>2 Years</b>	<b>3 Years</b>	<b>4 Years</b>	<b>5 Years</b>
<b>Tuition</b>	<b>\$7,500.00</b>	<b>\$7,500.00</b>	<b>\$7,500.00</b>	<b>\$7,500.00</b>	<b>\$7,500.00</b>
<b>Annual Percentage Rate</b>	<b>zero</b>	<b>3.66%</b>	<b>3.66%</b>	<b>3.66%</b>	<b>3.66%</b>
<b>Monthly Payment</b>	<b>\$625.00</b>	<b>\$324.55</b>	<b>\$220.30</b>	<b>\$168.20</b>	<b>\$136.98</b>
<b>Cost</b>		<b>\$289.20</b>	<b>\$430.80</b>	<b>\$573.60</b>	<b>\$718.80</b>
<b>Total of Payments</b>	<b>\$7,000.00</b>	<b>\$7,789.20</b>	<b>\$7,930.80</b>	<b>\$8,073.60</b>	<b>\$8,218.80</b>
	<b>6 Years</b>	<b>7 Years</b>	<b>8 Years</b>	<b>9 Years</b>	<b>10 Years</b>
<b>Tuition</b>	<b>\$7,500.00</b>	<b>\$7,500.00</b>	<b>\$7,500.00</b>	<b>\$7,500.00</b>	<b>\$7,500.00</b>
<b>Annual Percentage Rate</b>	<b>4.66%</b>	<b>4.66%</b>	<b>4.66%</b>	<b>4.66%</b>	<b>4.66%</b>
<b>Monthly Payment</b>	<b>\$119.61</b>	<b>\$104.81</b>	<b>\$93.74</b>	<b>\$85.15</b>	<b>\$78.31</b>
<b>Cost</b>	<b>\$1,111.92</b>	<b>\$1,304.04</b>	<b>\$1,499.04</b>	<b>\$1,696.76</b>	<b>\$1,897.20</b>
<b>Total of Payments</b>	<b>\$8,611.92</b>	<b>\$8,804.04</b>	<b>\$8,999.04</b>	<b>\$9,196.76</b>	<b>\$9,397.20</b>

All payment plans require a co-signer, and that the student be at least 18 years of age at the time the contract is written. Plans have a 3.66% interest on contracts that run 24 - 60 Months or 4.66% interest on contracts that run greater than 60 months. The down payment includes the cost of kits, books, boards kit fee and tax, and are not included in the above figures and are to be paid at time of enrollment. Payment plans are available for up to ten years on the Cosmetology, and Barbering programs and up to 5 years on the Esthetics, Nails and Instructor Training programs.

**Financial Assistance and Scholarships**

We are also a licensed provider for the Department of Vocational Rehabilitation. If you feel that you may qualify please contact a Vocational Rehabilitation Counselor at 509-225-4452, or toll free at 800-548-8755

Selected programs of study at Bluestone Academy are approved by the Workforce Training and Education Coordinating Boards’s State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

Native American Educational Grants are done through the individual’s tribe.

We also accept many other local scholarships, such as Dollars for Scholars.

## **Providing Religious Accommodations**

Bluestone Academy will provide reasonable religious accommodations to students who have religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodations should make the request, in writing, directly to their instructor within the first two weeks of the beginning of the course and provide specific dates the student requests and accommodation. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining the materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up the missed work.

Examples of religious accommodations may include:

- ✦ Rescheduling of an exam or giving a make-up exam;
- ✦ Altering the time of a students presentation;
- ✦ Allowing extra-credit assignments to substitute for missed class work or arranging for increased flexibility in assignment due dates;
- ✦ Releasing an instructor trainee from teaching or research responsibilities on a given day.

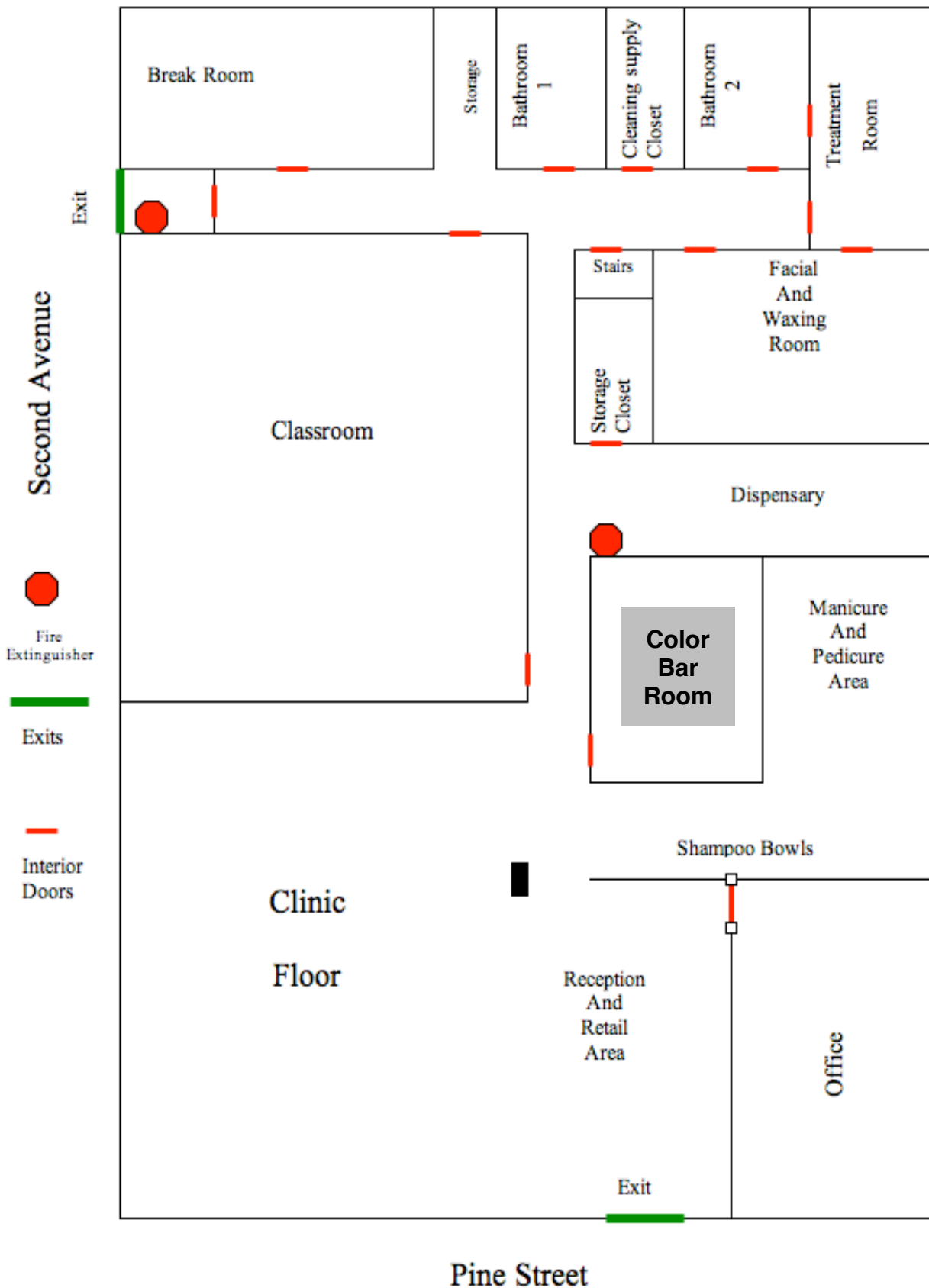
## **Student Support Services**

We maintain the Kittitas County Family Resource Manual available to the students which provides information for any counseling or advising service available to them in our community. At the schools discretion we may refer students if we feel it is appropriate.

## **Inappropriate Client Behavior**

Our students and their safety come first. Inappropriate customer behavior is taken seriously. Potential outcomes for inappropriate customer behavior range from providing a simple warning to blocking client services.

It is the student's responsibility to notify the academy immediately if such an interaction should occur so appropriate actions can be taken.





## Essential Career Considerations

Going into the Beauty Industry can be very demanding. Many think it will be a relaxed environment to work in. It is somewhat, but there are many challenges such as getting a client and keeping them coming back. This takes knowing how to talk to people and really listen to them and setting your own agenda aside. Do you think you have what it takes to really put the client first?

The public often comes in to the salon/spa looking for solutions to their beauty needs for which they act as if the operator can perform “magic” and solve all of their problems. Do you enjoy problem solving for other people without expecting anything in return?

This work can also be very physical and at times become very hectic. Along with dealing with the emotional component of these occupations there are also the concerns of working around noxious chemicals and because of the close contact there is always the possibility of contracting a communicable disease.

Operators will be around many different chemicals on a daily basis, including, but not limited to, hair color, bleach, peroxide, hospital grade disinfectants, acetone and non-acetone polish remover just to name a few. An MSDS sheet is provided for each chemical used and accessible to each student. Students will be provided with gloves and other protective equipment as needed. Each product should be used according to the manufactures directions. If at any time a student has questions they should refer to an instructor or the MSDS.

Persons who want to work in the Cosmetology Arts must consider the following requirements:

1. Being prompt and having good attendance.
2. Keeping abreast of the latest techniques used in their field of work.
3. Working long hours to build a clientele in order to make a desired income.
4. Learning business skills applicable to a desired position.
5. Enjoy working with the public and be able to follow client instructions.

Research has shown that regular attendance may be the greatest factor in determining success. In the industry the saying goes *“If you’re not there when the client needs you, they don’t need you.”*

### Licensing Requirements:

#### Cosmetology, Barbering, Hair Design, Esthetics and Nail

Students must pass a practical and written exam, through DL Roope Administrations. Once these students have completed all the hours for the program they can be referred for testing through the Academy if they have met the requirements outlined in this catalog. Fees must be paid to schedule the exam, the written is \$180, and the Practical is \$114, and a non-refundable electronic registration fee of \$16 to schedule online. The total is \$310.

After the student passes both exams, they may apply and pay for the license then print it directly from the Department of Licensing website.

### Bluestone by the numbers, as of 2019:

85.5% of all the students who enrolled graduated.

91% of those students have gone on to work in their industry.

The average wage of a Cosmetologist in Washington State is \$44,510\*

The average wage of a Barber in Washington State is \$50,080\*

The average wage of an Esthetician in Washington State is \$62,480\*

The average wage of a Nail Technician in Washington State is \$36,640\*

\* statics taken from [www.bls.gov](http://www.bls.gov) , current as of May 2021

## Catalog Acknowledgement

By signing this, I acknowledge that I have received and read this catalog from Bluestone Academy, and that I understand and agree to the school rules, regulations and policies.

Printed Name: \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Official: \_\_\_\_\_ Date: \_\_\_\_\_

This school is licensed under chapter 18.16 RCW. Inquires, concerns, or complains regarding this school can be made to the Department of Licensing, PO Box 9026, Olympia, WA 98507-9026, [plssunit@dol.wa.gov](mailto:plssunit@dol.wa.gov), (360)664.6626.

Bluestone Academy participates in the Tuition recovery trust fund (TRTF) per the WAC 308-20-580. Any inquiries, concerns, or complaints regarding the TRTF can be made to the Department of Licensing, PO Box 9026, Olympia, WA 98507-9026, (360) 664-6626

*The Academy reserves the right to make changes in the program, fees, staff, and general layout. This clause gives us the flexibility to adjust to State licensing guidelines and to student and staff evaluations. Revised April 2022*