PRAI

PUERTO RICO ADVANCE INSTITUTE

A NON PROFIT CORPORATION

CATALOG

2026– 2028

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14 BARBOSA ST. BAYAMON, PR. 00961

787-786-5566 Inf. pradvance@prai2010.com

www.prai2010.com

ACCREDITED SCHOOL BY:

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ACCET

DEPARTMENT OF EDUCATION UNITED STATES OF AMERICA

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Message of the Executive Director

Puerto Rico Advance Institute (PRAI) was created as one of the educational institutions of Prestige in Puerto Rico. We appreciate the contribution of the many people that help achieve our goals, all those people that in a disinterested way have contributed their efforts, knowledge, and experiences in order that this institution with prestige and recognition.

The world of the technology is one change that adapts to the challenges and demands of the labor force. In our classrooms the student will develop the skills and the technology so he or she will have the knowledge to offer the maximum in the workplace. On the other hand, our faculty and the administrative personnel will help to create an environment of pleasant and favorable work to surrender the maximum of their capacitances.

This catalog will give you the opportunity to find out more about us. What we can do for you and what we expect from you, together we help you achieve success. Take a few minutes to read this document carefully. This catalog is part of the official documents of studies and will let you know your rights, responsibilities, and services you will have as student, requirements, policies, and procedures of the institution.

Count on us. Gladly we will help you get the motivation and support you need to achieve your goals. I know you can due, and you will!

Estefani De la Cruz
Executive Director / CEO

Institutional Vision

PUERTO RICO ADVANCE INSTITUTE (PRAI) vision is to provide quality academic experience to all students through our specialized programs, dedicated staff and support systems integrated into the vocational educational programs.

Institutional Mission

PUERTO RICO ADVANCE INSTITUTE (PRAI) mission is to provide educational training opportunities utilizing theoretical and practical competencies in professions, that will allow the students to gain entry-level employment opportunities because of the training and skills acquired at the Institution.

To accomplish the mission, PRAI has established the following objectives that support the commitment to our student community:

General Objectives

- To provide students with the required knowledge and skills to ensure that they can perform their job duties and responsibilities at an entry level once they join the labor market.

- To promote and foster team environment and encourage collaborative efforts during training to demonstrate the benefits of such approach in a business setting as part of their professional experience.

- To promote and maintain ties with private and public industries to ensure that the programs offered at the institution reflect current industry trends to support the employment goals of the students and graduates.

PHILOSOPHY OF THE INSTITUTION

THE INSTITUTION has as mission the development in the student's capacity in the vocational and technical area, in such a way that can significantly contribute to society in their socioeconomic, cultural development and political areas.
The profile of the institution is one alive, changing, and dynamic entity that has gone by adapting the philosophical postulates and academic offers in agreement with the needs of the market effective employment.

THE INSTITUTION directs their efforts towards the attainment to supply the students with basic skills, necessary to graduate in the vocational area to compete effectively in the market of employment through the programs. We are jointly the technology with the needs of the industry in order that our graduates' students contribute greatly to the economic development of our Island Puerto Rico and anywhere at the same time obtain success for them self.

HISTORY OF THE INSTITUTION

PUERTO RICO ADVANCE INSTITUTE (PRAI) was established on the year 2010, as a nonprofit organization. Immediately it was selected five Boards of Directors members, those members have been changed from different periods. The board members have appointed the position of Executive Director for five-year period, (5/2024 – 5/2029) and has selected **Mrs. Estefani De La Cruz**, as the new Executive Director. The board members reserve the rights to revoke or to extend the president term.

In 2013 PRAI applies to the IRS as 501 (c) 3 nonprofit organizations, that application was approved effective May 15, 2013. PRAI has acquired the necessary state Licenses (Number V-14-74) to operate as a post-secondary Institution with programs of study leading to find and maintain a job. We are proud of the achievement, because after the long hours of work and effort has paid us back with the creation of the nonprofit Institution to serve Youngers and adult helping them to obtain and retain a job PRAI applied to the Puerto Rico Department of the Treasury for certification as income tax-exempt, and this process was approved on July 15, 2026.

On December 2020, PRAI was granted Accreditation by the Accrediting Council for Continuing Education & Training ACCET. In September 2023, we received accreditation from the Federal Department of Education.

LIST OF ADMINISTRATIVE STAFF

Estefani De la Cruz	**Executive Director and Bursar**
Carmín L. Berrios Rivera	Academic Director
Madeline Santiago	Registrar and Learning Resources Services
Mayda Morales	Student Affairs Coordinator
Javier Vázquez	Financial Aid Director
Leslie Vissepó	Admissions
Dalia Garcia	Facilities Maintenance

LIST OF FACULTY MEMBERS

Kenneth Tosado	Professional Esthetics
Edwin Ayala	Bartending / Waitress
Margarita Cintrón and Radamés Montesino	Office Administration and Billing

GOVERNING STRUCTURE OF THE INSTITUTION

PUERTO RICO ADVANCE INSTITUTE is a nonprofit corporation organized under the laws of the Commonwealth of Puerto Rico; there has not been change of ownership on this corporation. The governing body is the Boards of Director through the operational president and staff members.

Governing Boards of PUERTO RICO ADVANCE INSTITUTE CORP.
As a nonprofit organization
List of the current Boards Members

Mr. MANUEL REYES DAVILA – Attorney	BOARD PRESIDENT
Mrs. CARMEN L. BERRIOS	BOARD MEMBER
Mr. JAVIER VAZQUEZ	BOARD SECRETARY
Mrs. ESTEFANI DE LA CRUZ	TREASURER
Mrs. MADELINE SANTIAGO	BOARD MEMBER

FACILITIES AND EQUIPMENT

The Institution are in a 2-storage building occupied the first floor, located at 14 Barbosa Street in Bayamón, PR, and have three classrooms /laboratory, with their respective furniture, chairs, acrylic board, tables, drinking water facility, two restrooms, two offices and lobby area. In the facilities we have the office of the President/ directors, accounting, Register, admissions, learning resource center and student services. Also, there is area of rest behind the building facilities. Each program of study counts with their respective inventory of equipment.

Bartending/Waitress:

10 feet Bar – simulating a cocktail bar area, Speed bar, back liquor stand, liquor safety cabinet, tables, chairs, acrylic board, kitchen stainless steel sink, refrigerator, coffee maker, kitchen tools and utilities, stools, serving class collection, plates and a variety of juices, soda and liquor in stock.

Professional Esthetics:

Facial Stretchers, Steam Machine, Microdermabrasion Machine, Multi use Machine, Depilation Machine, Radio frequency Machine, Magnifying Glass, chairs, acrylic boars, locker, dress area.

Office Administration and Billing:

Tables, chairs, acrylic boards, 15 laptops with internet access, a variety of software pertaining to the program, and a filing cabinet to practice.

MAXIMUM STUDENTS PER GROUP

Our purpose is to offer an education of the best quality, for that reason it permits a maximum number of students per group, this way the teacher can offer an individual attention if needed. We understand that the maximum per classroom should be Fifteen (15) students.

LICENSE

The Institution have license of authorization that was awards by the "Consejo de Educación de Puerto Rico" On August 2018 the agency changes their name to Board of Postsecondary Institutions. The agency is located at **Calle San Jose Esq. San Francisco old San Juan. Telephone 787-722-2121.**
On December 2020 ACCET grant accreditation status to PRAI.

THE COLLEGE will enforce the laws of the commonwealth of Puerto Rico and those federal laws such as:

TITLE IX SECCION 504 LAW (NONDISCRIMINATORY POLICY)
POLICY AS TO STUDENTS

The Puerto Rico Advance Institute admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

PRIVACY OF THE STUDENT'S FILES OR RECORD

THE COLLEGE guarantees the privacy of the documents of the students in agreement with the law "Family Educational Rights Privacy Act of 1974 ", which stated not to give the information without writing authorization of the student, to maintain the privacy. However, we guaranteed the students the right to have access to their documents or files, by requesting it in writing within three (3) working days of anticipation at Registrar office and should specify the reasons for having access.

SUPERVISION AND INTERPRETATION OF DOCUMENTS

All students that request to see their files will be able to make it with the supervision of the register, after having complied in accordance with point above of this section. Any clarification with respect to the file will be responsibility of the registrar to evaluate and to take the necessary action about the matter, in disputed. The student files (active, withdraw or graduate) will remain in the Registrar office for five (5) years minimum. During this period, the students will be able to request the information that is needed according to politics to request documents. In addition, the institution can use for this purpose the following documents: Catalog, personnel manual, and circular letters (memos).

ADMISION POLICY

THE COLLEGE maintains open doors as one of the Institution policies**.** This implied that the college would be able to allow students that fulfill the requirements of admission and want to achieve and develop the necessary skills to apply and secure a job in the workforce. THE COLLEGE does not permit the recruitment of active students that are being enrolled in other schools that offer similar curriculums.

ADMISSION REQUIREMENTS

I - The requirements of admission that the school establishes are the following:

1. Filling up the admission application in all parts.
2. Transcript of Credit and/or Copy of Diploma high school or having a GED or Certification of Graduation.
3. Admission fee of $25.00.
4. *A picture 2x2 (for purposes of identification). It is not necessary to certify the file as complete.
5. Original certificate of immunization if he or she is less than 21-years old. Applied to all programs.
   Note: The state regulatory agency in Puerto Rico has established as a minimum age 16 years Old, graduated from Hight School.

ADMISSION PROCEDURE

- All applicants must have an interview with the Admissions Representative who will offer the candidate a general orientation regarding the Institution's admission requirements, programs offered, duration, costs, payment options, starting and ending dates, and employment possibilities in the occupational field he/she opts to study. In addition, the applicant will receive additional information, according to his/her interest. The candidate is then offered a tour of the Institution's facilities.
- Once the candidate has decided to study one program, he/she fills out the Admission Application and is given orientation regarding the documents, which must accompany the application.
- Once the admission applications are received, they are evaluated, and it is determined whether the candidate is accepted or not. If the applicant does not meet admission requirements, s/he will be notified in writing.
- Once the student is accepted, the enrollment agreement is filled out. A financial analysis is being made to determine if the prospectus qualified for any available aid or will stablish a payment plan, which never included financing interest. In addition, it receives orientation on, student's rights to know, drug free and alcohol, demands of the profession, graduated student's statistics, and campus security.

I. Safety of the Students file.
After the admissions department revises the students' file it will be taken to the registrar office.

II. **Class Program**
1. The first day of attendance the student will go to the registrar office to fill out the class program.

Admission Procedure for People with Disabilities

The admission procedure for an individual with physical impairment or any other disability is the same as that of any other student. These candidates are oriented towards the programs and courses requirements, the facilities available for them, classrooms, and sanitary services; in addition to the counseling services offered by the specific Students Affair Coordinator that may have to make a reasonable accommodation.

Admission Requirements for Foreign Students

1. Foreign prospects must complete the admission requirements of the Institution as applicable for Vocational Programs (Visa M).
2. Provide high school diploma and/or its equivalent. The copy must be validated by the Education Ministry of the country and/or by the American Embassy. Transcript must be validated by PR Council of Education.

Equivalence chart:

The following chart will be used in the conversion of the general grade point average equivalent to our educational system based on a scale of 0 to 4 points. The conversion for countries where the value of academic progress is *Excellent, Outstanding, Acceptable, Insufficient, and Deficient*, the conversion will be as follows:

EQUIVALENCE CHART IN GRADE POINT AVERAGE

Foreign countries (Where is this scale applicable)	Conversion for PRAI.
Excellent	4.00 – 3.50
Outstanding	3.49 – 2.50
Acceptable	2.49 – 1.60
Insufficient	1.50 – 0.8
Deficient	.79 – less

ENROLLMENT

The act of enrollment in the college is the acceptance and endorsement to all academic, administrative rules norms it contains in this catalog and any other institutional publications. In addition, when the student makes the enrollment understands, accepts and approves that the college, in any moment may executed at their discretion, modify, change, alter, amend and eliminate without previous notice the norms and/or established rules in this catalog and/or any other publications with the purpose to accomplish the philosophy and objective of the school.

ENROLLMENT CANCELLATION

The enrollment cancellation of the student can be made by canceled at any moment before midnight on the third day after the date of has signed the contract, for the return of all paid money to the college. The student that has not begun their training and wants to cancel the contract of studies, after the three working days of have it signed, will receive the return of the paid money except for the admission fee. The student that wants the return of the money after canceling the contract must make a petition into these effects during the three working days following of having signed or sent the cancellation. If the student is a minor the petition must be signed by one of the parents or authorized representative.

CLASS PROGRAM CHANGES

The students will be enrolling according to the dates established in the academic calendar. After matriculated, can make changes in your class program (class schedule or group) by following the norms and the procedures established at the Registrar office. The Registrar must officially approve the change. The student that officially did not withdraw will receive an administrative drop and will not have credit by the hour accumulated.

1. It will be able to carry out the change during the period stipulated by the register in the academic calendar.
2. It will request the change in the Registrar office after being interviewed by the executive director or other officer of the college who will recommend the change.
3. It will complete the procedure and the necessary forms in the Registrar office.
4. It will receive accredit for that unit (s) that is similar with the new curriculum, to judgment of the registrar.
5. It will assign the group and teacher for you to start.

THE COLLEGE reserved the right to modify or cancel any course, curriculum (course), hours and/or academic calendar if the institutional circumstances believe is necessary.

RE-ADMISSION

The student that interrupts the studies and then is interested in return to study can request a re-admission of the student. The hours/credits and evaluations obtained expired at the end of two (2) years. After that the student can enroll as a new student.
The student suspended for academic deficiency can request re-admission after at least two (2) months of the date of your suspension. The student will be admitted in status of probation. Students that were given a termination by academic progress unsatisfactory or any other reason must have the consent in writing of the Executive Director or the President of the college.

TRANSFER CLOCK HOURS/CREDIT
taken in other Educational Institutions

Puerto Rico Advance Institute convalidates those courses taken at other Institutions as long as they are equivalent in credits/hours, duration and content to the courses offered by our Institution. You must also have completed the course with a 70% "C" average or higher. It is recommended to convalidate the theoretical classes. Puerto Rico Advance Institute can convalidate up to 25% of the total credits/hours of a program by transfer from another Institution, obtained no more than two years.

Required documents:
1) Original credit transcript from an accredited Institution.
2) Catalog (if necessary)

Procedure to follow to request credit convalidation.
1) Complete a convalidation application during your registration process, before starting your Study Program.
2) The prospectus must request from the institution of origin an official transcript of credits of the classes to be convalidated. This official transcript must be sent from Institution to Institution (pradvance@prai2010.com). A student copy may be used for evaluation. However, final and official validation will be subject to receipt of the official transcript.
3) The application along with the transcript will be evaluated by the Registrar and Director, taking into consideration the grade obtained by the student and the time in which the student took the class to be validated.
4) The student will be interviewed to guide him or her on the advantage or disadvantage of class validation, related to costs and knowledge that could be acquired.
5) PRAI reserves the right to accept or not the convalidation request from other accredited institutions. The students will be informed in writing of the decision made.
6) The student can appeal the decision made, if he does not agree. He or she has the right to file an appeal at the Registrar's office.

Convalidate classes will not be taken into consideration to determine the student's overall average and will be reflected in the academic record as validated. For the calculation of the general average (GPA), only those classes of the academic program that have not been convalidated will be taken into consideration. A prorated reduction will be made in the cost of the program and financial aid to those classes have not been convalidated will be taken into consideration.
The Institution does not sponsor the validation of hours/credit through Industry exams and/or work experiences. Furthermore, the Institution does not have convalidation agreements with any other post-secondary educational institution.

Appeal Process for Denial of Credit/Clock Hours Convalidation

If the Convalidation of credits requested by the student is denied, the student has the right to appeal this decision. The student will appeal to an official from the Admissions Office who will arrange an interview with the Registrar and discuss the reason for this denial and whether there is a possibility that the decision will be reconsidered.

DEFINITION OF CLOCK HOUR / CREDIT HOUR

Conversions from clock hours to credit hours are only permitted for programs of study that meet at least fifteen weeks for semester credit hour programs. One contact hour lasts for 50 minutes, during a 60-minute hour. The institutional policy is to provide ten (10) minutes of rest after each fifty (50) minutes of class and twenty (20) minutes of rest after one hundred (100) minutes of class.

Clock to Credit Hour

15 Clock Hour Theory	= 1 Credit
30 Clock Hour Supervised Lab	= 1 Credit
45 Clock Hour Externship	= 1 Credit

GRADING SYSTEM

The following factors will be evaluated to decide the academic progress of the student. Theoretical works (text, assignments, projected, etcetera.) and practical evaluations. Both criteria are evaluated to the following scale:

VALUE	GRADE	POINTS OF HONOR	INTERVALS
100 – 90	A – EXCELLENT	4.00	4.00-3.50
89-80	B – GOOD	3.00	3.49-2.50
79-70	C – SATISFACTORY	2.00	2.49-1.50
69-60	D – DEFICIENCY	1.00	1.49-1.00
59-0	F – FAILURE	0.00	0.99-0.00

The students must maintain an academic average of C (2.00) or better and accumulate a quantity of notes in agreement with the quantity of evaluations in the program of study.
The correct and complete use of these reports serves to evaluate with objectivity the practical execution of the student. In addition, the academic register can show other annotations, just as:

W/WA	WITHDRAW	IT DOES NOT CALCULATE
V	CONVALIDATION	IT DOES NOT CALCULATE

ATTENDANCE POLICY

According to the schedule established by the school, class attendance is mandatory. It is the student's responsibility to complete the assigned work during their absence. The teacher is obliged to inform the Student Affairs Coordinator, no later than every Thursday, of those students who have been absent without justification to have adequate guidance and not be affected by their academic progress.

As a post-secondary educational institution, PRAI expects students to come to class as established in their class schedule and at the specified time.

MINIMUM STANDARD

For a student to complete or graduate from a program, the student must have a minimum of 80% attendance. This attendance is accumulated daily and in the first evaluation the calculation of the percentage attended by the student is made (example. The student attended 426 hours out of 450 hours, then the following operation is carried out: 426/450 = 95%. 80% of Attendance is an absolute requirement. In case of absences, the student will be responsible for the material delivered in class.

FOLLOW-UP

The faculty will take daily attendance and maintain an attendance record for all students. Attendance is monitored in each class by teachers using a form provided by the institution (Attendance Record). The faculty will report daily attendance for all students and the registrar's office will enter that information into the student's record. Teachers will also inform all students who do not attend class or have never attended. Cumulative attendance information is monitored each grading period and those students with an attendance record of less than 80% are informed in writing, they will sign the advisory letter titled Attendance Commitment, which also warns them that failure to comply with the requirement will result in a administrative leave. Attendance at the external practice is tracked through attendance sheets that must be certified by the site supervisor and the practice coordinator.

TARDINESS AND EARLY DEPARTURE

PRAI expects students to arrive at class on time. When the students arrive late to class, not only do they lose the material that has been presented, but their interrupt both the teacher and your classmates. When a student arrives late or leaves early, the teacher must record the tardy or early dismissal on the attendance record. The time incurred in tardiness or early departure will be deducted from the class time, rounded up to the nearest quarter hour.

ACCEPTABLE (EXCUSED) ABSENCES

The Institution considers excused absences:

- Illness of the student
- Serious illness or death of an immediate family member,
- Circumstances beyond the control of the student, and
- Overtime at work or training hours during a predetermined period
- Appointment of a court or government agency

The above is NOT a waiver for the student to meet the minimum 80% attendance requirement for graduation. Remember, 80% attendance is an absolute requirement; even when there are absences that may be excused, cumulative attendance for graduation can never fall below 80%. All students who are absent from class must present evidence that will be evaluated by the authorized representative of the school. Absences considered due to circumstances beyond the control of the student will be individually evaluated by the Coordinator of Student Affairs and it will be determined if it is justifiable enough to assign make-up work.

CONSECUTIVE ABSENCES

A student who is absent for fourteen (14) consecutive academic days without justification will be processed with an administrative withdrawal.

CONSEQUENCES OF NOT MEETING THE ATTENDANCE REQUIREMENT

Since cumulative attendance is monitored at the end of each grading period, an advisory letter titled Attendance Commitment will be issued to any student with an attendance percentage below 80%. If a student does not meet the minimum 80% required, they will enter an orientation process and will sign an Attendance Commitment with a specific plan that will be periodically monitored by the Student Affairs Coordinator. After exhausting all reasonable efforts, if the student does not meet the minimum attendance requirement, an administrative withdrawal will be processed. If the Registrar determines that a student has

no realistic chance of meeting the cumulative requirement of 80% attendance upon completion of the program, this will be communicated to the student in writing because it may be an administrative withdrawal. The student is given in their first evaluation, a document called "Attendance Record", where their hours attended per month are recorded. This document indicates whether he/she made academic progress or not according to your percentage of hours attended and your academic average. The student signs it has received, and a duplicate is filed in his or her academic record.

TERMINATIONS DUE TO POOR ATTENDANCE: Impact on Financial Aid

The Registrar's Office will inform the Financial Aid Office of the withdrawal processed within the term required by the school -within 14 calendar days from the last day of attendance.
Exceptions: When the academic calendar includes an academic recess of five (5) school days or more, the determination date will be when the student complies with the six (6) consecutive days of absences. In case the student notifies the Institution his/her desire to not return to class and after counseling the student regarding the withdrawal policy, the Registrar's Office will process the withdrawal immediately.

GRADUATION REQUIREMENT

- To complete or graduate from a program the student must have a minimum standard of attendance of 80%.
- Complete the total of credits in their study program with a cumulative grade point average of 2.00 or 70% (C) and must have maintained satisfactory academic progress.
- Must have filled out all the documents required by the Institution.

To receive a **DIPLOMA**, transcript, studies certification and/or any official document from our Institution, a student **must not be in financial debt to the Institution.**

MAKE-UP WORK FOR ABSENCES

The student will be entirely responsible for making up work due to legitimate absences, and this will be done through special arrangements or homework assigned by the teacher. The student will have until the next academic evaluation to compensate for the absences incurred in said period.

CHANGE OF ACADEMIC GRADE

The student that has any claim to a grade awarded will have a (1) month, from the date the report is given to the student. The grades delivered from the teacher and registered in the office of Registrar will not be able to be changed or modified, except when there is an error in the grade or makeup work. In this case, the teacher will summit the corresponding evidence and will indicate the reason for the change of qualification to the academic coordinator, who will proceed to approve with the signature. This document will be taken to the Registrar office to register the change.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Registrar monitors Satisfactory Academic Progress (SAP). PRAI requires that all students meet a minimum SAP requirement. To measure this capacity, we have established certain minimum parameters for each study program based on:

- The normal duration of the program.
- The maximum duration of the study program is 1.5 times the normal duration.
- Qualitative and cumulative satisfactory academic progress is shown by the student's grade point average.
- Quantitative of the registered academic load, showing an increase in the hours/ credits approved by the student.

The following tables establishes the minimum requirements for percentages of accrued hours/credits for each program. The programs have been divided according to the number of hours/credits required and the duration. The academic performance of each student will be evaluated cumulatively according to the standards established in these tables. An evaluation sheet will be kept in each student's file. The hours/credits of attempt are those in which the student has enrolled, although they are classified as:
W/WA = Withdrawal or F = Failed

PRAI students must maintain a minimum cumulative grade of 80% for each payment period; if the grade falls below 80% at the end of any quarter, he/she will be placed on academic probation for the next term. If at the end of the second consecutive evaluation period the student is still below 80%, a withdrawal will be processed.

Satisfactory Academic Progress Evaluation Table
Professional Esthetics- Bartending / Waitress

900 Clock Hour/40 Credits Programs: 2 payment periods

Maximum course evaluation time	First evaluation 50%	Second evaluation 100%	Third evaluation 150%
Credits/Hours attempt	20crs. 450 hrs.	40 crs. 900 hrs.	60 crs. 900 hrs.
Minimum hours/credits approved per period	10 crs. 360 hrs. 80%	20 crs. 720 hrs. 80%	40 crs. 900 hrs. 100%
With a minimum GPA average of	1.50	2.00	2.00

Office Administration and Billing

900 Clock Hour/44 Credits Program: 2 payment periods

Maximum course evaluation time	First evaluation 50%	Second evaluation 100%	Third evaluation 150%
Credits/Hours attempt	22crs. 450 hrs.	44 crs. 900 hrs.	66 crs. 900 hrs.
Minimum hours/credits approved per period	11 crs. 360 hrs. 80%	22 crs. 720 hrs. 80%	44 crs. 900 hrs. 100%
With a minimum GPA average of	1.50	2.00	2.00

Probation Period

A student who does not meet the SAP during an academic period and his appeal is approved, will be placed on academic probation until the next evaluation and will be notified in writing. If at the end of the probation it is determined that the student did not achieve SAP or did not comply with the Academic Plan, an administrative withdrawal will be processed. If, on the contrary, upon completing the probation, the student achieves SAP and/or complies with the Academic Plan, the academic probation will be suspended; however, the student will continue with the established study plan until completing his academic program. While a student is on academic probation, they are considered to be SAP compliant.

LEAVE OF ABSENCE POLICY

This policy applies to all programs except English for Speakers of Other Languages (ESOL) programs with international students enrolled under F visas. A leave of absence is a temporary break in a student's attendance for which he/she is continuously enrolled. PRAI has chosen to have an enrollment policy that allows for a leave of absence, the policy is published in the institution's catalog/manual, and meets the following requirements:

1. Leave may be granted for emergency situations such as serious illness, debilitating injury, or death in the immediate family.
2. A student must submit a written request for leave of absence prior to the start date of the leave of absence unless unforeseen circumstances prevent it. If a student does not request a leave of absence within a time frame consistent with the institution's consecutive absence policy, it must be a withdrawal.
3. The student must sign and date the leave request and specify a reason for the leave. The reason for the institution to have a reasonable expectation of the student's return within the term of the requested leave must be identified.
4. The student must attest to understanding the procedures and implications for returning or not returning to their course of study.
5. The institution must document its approval decision regarding the leave request in accordance with its published policy.
6. The institution must not charge the student any additional charges due to the leave of absence.
7. The duration and frequency of leaves of absence must not impede student progress and must be reasonable in the context of the institution's curriculum.
8. A license must be limited to a maximum of 180 calendar days in any 12-month period or half the length of the published program, whichever is shorter. Multiple leaves of absence may be allowed if the total number of leaves does not exceed this limit. An approved leave of absence may be extended for an additional period provided the extension request meets all the above requirements and the total duration of the leave does not exceed the specified limit.
9. A leave of absence policy follows any applicable state and federal regulations. Federal or state regulations may differ from ACCET policy and, if more stringent, take precedence. For example, a leave of absence granted to international students enrolled on M1 and F-1 visas must be limited to five months, during which time the students must be outside of the United States.

Appeals Process

A student, who upon completion of the probationary period has been suspended for not complying with SAP, will have the right to appeal said determination. The student must submit the appeal in writing, a Registrar form will be provided, the appeal must be submitted to the Registrar along with documentation supporting the appeal. The appeal must be received within two (2) business days of notification. An appeal hearing will be held within three (3) business days of receipt of the appeal.

The audience will be made up of a commission created for this purpose and where the situations presented by the student will be evaluated and which may be:

1. Prolonged illness
2. Temporary physical impairment or mental condition that prevents the student from moving
3. Illness of the student and/or family member that does not allow satisfactory learning
4. Death in the family, spouse and/or guardian
5. Drastic change in the financial situation of the family
6. Divorce of parents and/or student
7. Drastic personal problems over which the student has no control

The decision will be determined in writing. If the request is approved, the student will be placed on academic probation and may continue. As part of the appeal process, the student is required to have an academic plan.

Academic Plan

A student who appeals after probation and the appeal is approved will receive an Academic Plan based on the availability of resources and must adhere to it to be eligible to graduate from the program. The student will be evaluated during each academic period by the Registrar. The Academic Plan will be prepared by the professor, and approved by the Academic Coordinator and Director.

STUDENT SUSPENSION BY THE INSTITUTION

If a student is suspended for not complying with SAP and does not appear and the appeal is denied or such, he will be suspended from the Institution, as well as if he does not comply with the Academic Plan established due to the appeal.

TRANSCRIPT AND CERTIFICATIONS

The office of the Registrar will do every three-month and distribute to each active student their academic evaluation. These documents contain the units and the hours accumulated for the student, to the date of the last evaluation. It is responsibility of the student to verify and to discuss with the teacher before the next schedule. Also, the registrar will do a transcript or certifications if it is required in writing by the student. As long the student is up to date with the Institution, in all aspect including the financial responsibilities.

The academic transcript and/or certifications are requested in the office of Registrar by filling up the corresponding request form with two (2) days of anticipation. The certifications are free of cost. The transcriptions of credit have a value of $2.00 the official and of $1.00 the student copies.

ACADEMIC DISTINCTIONS

THE COLLEGE in accordance with the policy and procedures of the school has stablish the following distinctions:

1. High honor: For the students that achieve an academic GPA of graduation of 4.00.
2. Honor: For the students that achieve an academic GPA of graduation of 3.75 to 3.99.

CHANGE OF ADDRESS

All students that through the program do not notify a change of address to the office of Registrar. The college will not be responsible for documents not delivery or misplaced notifications if the post office can't deliver the mail. Of the period of your studies changes or modifies the address, must inform immediately

PROCEDURES FOR REPORTING EMERGENCIES AND CRIMES OCCURRING WITHIN INSTITUTIONAL FACILITIES

All emergencies or crimes occurring on campus will be processed as follows:

 The employee or affected person will inform the incident to the President or an authorized officer of the Institution. If the incident involves a student, it will be notified to the Student Affairs Coordinator. These authorized officers will be responsible of notifying the concerning agencies which may include the Police Department and/or Medical Emergencies. The President and Student Affairs will maintain a registry of each incident informed.

 The following incidents should be reported to the Institution's authorized representatives: theft or damage to vehicles, muggings, assaults, peace disturbance, sexual offenses, unlawful entry into school premises, vandalism, domestic violence, sexual harassment, or any other incident that affects the normal school's operations. Any incidents related to discrimination based on religion, race, political affiliation, sex, age, disability, or any reason contrary to law, should also be reported.

 We will log all incidents reported and will publish those incidents to the student community each September.

 All students and employees must follow the security personnel instructions for their protection. The security or administrative personnel shall deny access to the Institution to persons possessing alcoholic beverages, drugs, firearms, or any other items, which violates Student Regulations. A student, who commits violations, will be referred to the school's Student Affairs for the corresponding action as established in the school policies and procedures.

 The student affair coordinator will offer lectures during the year to students and employees regarding prevention of crime, sexual offenses, and personal safety. Those who are interested may request guidance and information on those subjects.

 Unauthorized persons may not enter the Institution; the administrative staff should work in coordination with the closest headquarters of the local Police.

 All students and employees will keep the Institution's Anti-Drugs and Alcohol Policy in an accessible location.

POLICY PROHIBITING SEXUAL HARASSMENT

PRAI- policy and practice is to ensure equal employment opportunity to all, regardless of race, color, age, religion, sex, national origin or social condition, disability or any other veteran status, marital status, to allow and/or accept any direct or indirect conduct that constitutes sexual harassment or any other legally protected condition. The Bill of Rights of our Constitution establishes that the dignity of human beings is not to be violated, and that we are all equal before the law, while clearly stating that no discrimination may take effect for the reasons. This policy applies to all personnel of the Institution and employment practices such as recruitment, promotion, evaluation, and training, among others.

The practice of sexual harassment in the workplace and academic environment, in any of its forms, infringes on the inviolability of human beings and constitutes clear discrimination against men or women in the work environment. It interferes with people's ability to work and deprives them of the enjoyment of a full life to which all human beings have a right in equal circumstances under the law, as expressed in the constitutional mandate and it is one of the manifestations of discriminations based on sex; this includes men and women. The magnitude of this problem is of concern and interest to all since sexual harassment in the workplace and/or classroom constitutes an unacceptable offense against the dignity of all human beings.

The purpose of this policy is to provide a working environment that is free of harassment and intimidation, which will allow all employees to carry out their administrative and academic work. The presence of harassment or intimidation in the workplace is a violation of this policy and will be addressed according to the corrective measures determined by the Institution; therefore, any behavior or verbal expression, whether written or physical, of a sexual nature that could create an offensive or intimidating work environment for an employee or that interferes or could interfere with the work of an employee, is prohibited. The solicitation of sexual favors and/or sexual advances towards our employees and/or students is strictly prohibited.

Law No. 17 of April 22, 1988 (applies only to Puerto Rico) and the regulations of our Institution provide that workplace sexual harassment is constituted by solicitation of sexual favors, unwanted sexual advances or other physical or verbal conduct of a sexual content:

1. When submitting to such conduct implicitly or explicitly constitutes a condition or term for obtaining or maintaining employment or continuity as a student.
2. When submission to or rejection of such conduct is used as the basis for making employment decisions or in the student's academic evaluation.
3. When this conduct has the effect of interfering unreasonably with the performance of work (whether administrative or teaching) of the employee or creates an intimidating, hostile or offensive environment for the employee. Sexual harassment can be expressed through sexual insinuation or indirect comments, physical contact, and even sexual aggression.

Disciplinary sanctions are applicable to employees and/or students who engage in sexual harassment, as provided in the Institutional policy on harassment at the workplace.

IN THE EVENT OF SEXUAL ASSAULT

If the event involves an employee, it must be notified to the President. If it involves a student, the incident must be notified to the Student Affairs Coordinator.
The Institution is committed to arrange medical assistance to the student and offer first aid. In addition, it will coordinate any assistance with the local Rape Victims Help Center.

STUDENTS RIGHT TO KNOW POLICY

PRAI provide information to any student or prospect interested regarding the retention and graduation rates of previous programs. Pursuant to Public Law 101-542, known as the "STUDENT RIGHT TO KNOW", will report its retention and graduation rates in January of each year.

CAMPUS SECURITY ACT POLICY

The Institution recognizes, as an institutional interest, the protection of life and safety of all its members and has developed the On-Campus Safety Policy in compliance with Federal Regulations and provisions of the "Crime Awareness and Campus Security Act". This act requires the establishment of a policy, which allows a safe working and study environment, free of risks, acts of rape and danger. The law recognizes the right of students, potential students, and the community in general to be informed about criminal acts occurred in the Institution.
This document will be given to each candidate, student and staff member of the Institution and provides for the procedure to follow in the event of emergencies within institutional premises. It applies to students as well as to faculty, visitors and the administrative staff.
The objective of this policy is to establish a basic emergency procedure to guarantee the protection of life and property on institutional premises.

The policy covers emergencies such as:

- Murder / Negligent involuntary homicide
- Forced sexual offense (including rapes)
- Unforced sexual offense
- Robbery or theft
- Aggravated assault
- Motor vehicle theft
- Theft of vehicle accessories
- Arson
- Simple assault
- Violations of alcohol abuse laws

- Violations of controlled substance laws
- Illegal weapons possession
- Threats
- Discrimination/Crimes due to causes of discrimination based on race, religion, sexual orientation, and country of origin or others.

NON-SMOKING POLICY

The Institution prohibits the student community and the staff personnel from smoking in the Institution and in any closed spaces, such as: classrooms, laboratories, hallways, offices, the library, and restrooms; among others.

DRUG AND ALCHOOL POLICY.

PRAI is committed to maintaining an educational environment based on the promotion of healthy lifestyles and respect for the teaching-learning process. It has also established a policy regarding Drugs and Alcohol based on the Drug Free Schools and Communities Act of 1989 (Public Law 101-226 and the Internal Regulations of the United States Department of Defense).
The use, handling, and distribution of controlled substances as well as the consumption of alcohol within institutional premises will entail the sanctions stipulated in the **Regulations on the Illegal Use of Drugs and Alcohol Abuse, Faculty and Administrative Policies.**

POLICY IN COMPLIANCE WITH LAW 186

PRAI has developed a policy to comply with Puerto Rico Law 186 of September 1, 2006. This policy has the fundamental intention of maintaining in strict confidentiality the social security number of the students and prospects; the number will only appear in official documents of the Institution. For more information, please refer to the Registrar's Office.

BULLYING PREVENTION POLICY

All students have the right to feel safe in their personal and social lives. The Institution prohibits harassment, threats, and bullying among students. This behavior is classified as actions of systematic violence, psychological, physical, or sexual from the student or group of students towards their class peers who are not in position of defending themselves (Lex Juris, Law 37 from April 10, 2008).
PRAI promotes a policy free of threats and intimidation so that students can develop in a safe study environment. The Institution will work with the prevention of bullying by offering workshops through its personnel and if a complaint is filed, the Presidency or the Student Affairs Coordinator will intervene and apply the procedure established in the school policy and procedures. The Institution will also protect the documents of the students' records and academic history. The students will have a healthy student life where their rights are protected to help them achieve their academic goals; they will also have the opportunity of selecting their field of studies freely.

POLICY FOR TREATMENT OF STUDENTS WHO SUFFER FROM ASTHMA

In compliance with Law 56 of February 1, 2006, "Law for Treatment of Students who Suffer from Asthma", recognizes the right of students who suffer from asthma or any other related condition, to administer, on their own, the prescribed medicine while at school, with their parents, tutor, and/or legal guardian's consent in case that the student is a minor.
For an underage student to administer on his/her own the medicine for asthma treatment, a medical certification will be required which will state that the student suffers from the condition, the medicine to be used for its treatment, and that the student has been trained to administer it on his/her own. It will be the parents, tutor and/or legal guardian's responsibility to present the updated documents so that the student can make use of this right.
Whoever interferes with the exercise of this right will incur in an administrative fault and will be exposed to a fine according to the Law. A person who acts in conformity to the Law will not incur in civil responsibility in case that a complication emerges for the use of a medicine that the student administers on his/her own.

VACCINATION POLICY

This policy applies to all students under 21 years of age who request admission to PRAI.
According to the Procedures and Regulations of the Health Department concerning the Tests for Transmitted Diseases and Students' Vaccination, it is required that all students who are admitted in PRAI until the age of 21 years, comply with the following vaccination requirements:

1. A reinforcement dose of the following vaccines: Tetanus, Diphtheria, and Acellular Pertussis (Tdap) and/or a reinforcement of Tetanus and Diphtheria (Td) within the last 10 years or according to the case.
2. Two doses of the following vaccines: Common Measles, German Measles, and Mumps (MMR).
3. Three doses of the Hepatitis B vaccine.
4. Three doses of the Polio (OPV/TPV) vaccine if the last one was administered on or after the fourth year of age.
5. Vaccine against Chicken Pox (VAR); one dose is recommended for adolescents between the ages of 11 to 18 years and complete a second dose according to the existing regulations or a signed declaration by the doctor specifying that history of having contracted the disease exists.

These vaccines must be registered in the PVAC-3 form (green paper).
Students, who for religious beliefs are not vaccinated, must present a sworn statement or a certification from the physician; nonetheless, the exemptions for religious beliefs will be null in case that an epidemic is declared by the Secretary of Health.

OFFICES DESCRIPTIONS

ADMISSIONS OFFICE

This office evaluates applications of all prospects or candidates. In this office, the documents required for student admission are received, prospective students are interviewed and their eligibility for admission is determined.

REGISTRAR'S OFFICE

This office keeps custody of all student files and transcripts regarding their academic progress. It processes registrations and withdrawals, grades, academic progress and student evaluations and produces official lists, course certifications, graduation certifications, transcripts, and diplomas.

BURSAR OFFICE

This office maintains a subsidiary in which the student's financial record is reflected, including payments and refunds. It collects fees pertaining to the study contract, including other related charges, I.D card and credit transcripts.

FINANCIAL AID OFFICE

This office evaluates students' eligibility for the granting of state aids and processes all scholarship applications from eligible students. The office is governed by the Rules and Regulations of the Council of Education of Puerto Rico (CEPR) in its local (State) programs and the US Department of Education. The Work Investment Act (WIOA) refer student to the institution after qualified to be eligible to the program.

CAREER SERVICES OFFICE (PLACEMENT)

This office assists students in job searches and gives them guidance in finding jobs upon graduation in the public or private sector. It assists in follow-up of graduation candidates and filling out resume, letters of recommendations, letter of references to increase their employment opportunities. **The Institution does not guarantee employment to students, prospective students, or graduates.**

THE STUDENT'S AFFAIR COORDINATOR OFFICE.

The student's affairs Coordinator offers services which complement the professional and academic development of the student; it deals with academic and discipline problems, absenteeism, and personal problems of students. It also offers individual and group orientation, workshops and referrals to government and private agencies according to the student's need.

The office coordinates extracurricular activities to encourage their integral development; it also offers the opportunity of reasonable accommodation for students with special needs. Also handles students' referrals and students who are simply seeking the office's services, the office provides support to students who want to obtain entry at the University level.

ACADEMIC COMMITTEES

The Institution has the following Committees for the academic area:

- **ACADEMIC PROGRESS COMMITTEE** - Responsible for reviewing the case of any student who fails to comply with the Satisfactory Academic Progress Policy.
- **RE-ENTRIES COMMITTEE** - Responsible for making the necessary recommendations as to a student's re-entry application.
- **DISCIPLINE COMMITTEE** - Responsible for attending all complaints filed against a student for alleged violations to the school policies.
- **INSTITUTIONAL DISCIPLINE COMMITTEE** – Responsible for attending all complaints from students against institutional employees. This committee will be leading by the President. In case a complaint is presented against an instructor, the President will attend the complaint.
- **APPEALS COMMITTEE** - Responsible for handling the revision and appeals requests of students regarding grades and documents issued by the Registrar's Office.

STUDENT ACTIVITIES

The Institution fosters activities that contribute to enhancing the students' quality of life. The Institution plans extracurricular activities during the academic year, such as: lectures, workshops, social, and cultural, sporting, and recreational activities aimed at the student's well-rounded development. The Institution also promotes the development of student groups and associations designed to contribute to the students' formation.

FINANCIAL AID REQUIREMENTS

All students with need of financial aid to study in the college must visit the office of finance to receive the proper orientation. The financial aid help is the quantity of money that the state and other agencies pay to cover the cost of studies. The quantity of money depends on your economic situation, duration of the course and costs of the postsecondary education. To request financial assistance, it will be necessary to submit evidence of income received during the last two tax years prior to the current academic year. This income includes: Income Tax Return, Social Security, Pensions, Income for work done (not filing payroll), Unemployment Compensation and Any other help or income received.

To qualify you must fulfill the following requirements:

1. Being enrolled in an eligible program.
2. Graduated from high school or the equivalence exam of the Puerto Rico Department of Education (GED), under Law 188.
3. Being citizen of the USA or resident authorized citizen from the department of immigration.
4. Have economic need.
5. Keeping an academic satisfactory progress.
6. Not to be on default in guaranteed loans from the federal government.

COSTS AND GENERAL FEES

The costs for Programs are:

Program	Admission	Tuition	Total
BARTENDING / WAITRESS	25.00	9,395.00	9,420.00
PROFESSIONAL ESTHETICS	25.00	9,395.00	9,420.00
OFFICE ADMINISTRATION AND BILLING	25.00	9,395.00	9,420.00
Admission fee of $25.00 not refundable after the acceptance of the student.			

The general fee not included in cost of the program are:	
READMISSION	15.00
IDENTIFICATION CARD	5.00
ACADEMIC TRANSCRIPT	2.00
DIPLOMA DUPLICATE	20.00
CERTIFICATION	2.00

Reviewed: 07/01/2024

The payment methods accepted by the institution are: Cash, Check, Money Order.

Others Cost may apply

Books and supplies – not supplied by the school	250.00
If a payment plan is granted interest do not apply	0.0
Withdraw Fee (where aplicable)	100.00

Books and Materials

The Institution does not provide books or materials to students. Students will be responsible for acquiring textbooks and materials. The estimated cost of books and materials can fluctuate between $100 and $250, depending on the program of study and the prevailing market cost.

METHOD OF COLLECTING DEFAULT TUITION

During the enrollment process, the student fills out a payment plan in which they pledge to pay, in installments, the balance not covered by any aids each term. The dates when these payments shall be made are stipulated in the payment plan. These dates have been chosen in such a way that the student can meet his/her financial obligation one month before the end of the academic term. This is done so that the student has no debt at the end of the finishing the program. The office sends out letters monthly regarding the balances owed by each student to remind them of their balances and of their payments' expiration dates. Any active or inactive student, including re-entry must keep their account current. The institution at this time do not use collecting agency, because all effort is done in house.

Institutional Cancellation and Refund Policy

1. An applicant not accepted by PRAI will be entitled to a refund of all money paid, including the $25.00 registration fee. All refunds will be made within Fifteen (15) days calendar of the first day scheduled of class or the date of cancellation whatever is first.
2. If PRAI cancels any program before it starts, all money paid will be refunded within fifteen (15) Days of the determination, including the admission fee.
3. If one applicant accepted by the institution (PRAI) cancels prior to the beginning or never attends class (no-show), PRAI will refund to the student all the money he/she has paid less than $25.00(admission fee). All refunds will be made within Fifteen (15) days calendar of the first day scheduled of class or the date of cancellation whatever is first.
4. Cancellation after the start of class (student trial period): PRAI will consider a cancellation or no-show if it is within the first week (5 days or 30 hours) of the program. If a student cancels their registration after the start of the program, but before or in the fifth (5th) Days / 30 hours consecutive to the scheduled (designated period of cancellation), PRAI will reimburse the student or the applicable sponsorship source all money paid, less than the registration fee of $25.00. All refunds will be made within the fifteen (15) days calendar of the first day scheduled for class or the date of cancellation, whatever is first.

Cancellation or termination after the start of classes and after the cancellation period: Cancellation by the student can be made through notification in person, by phone, or by email, and/or postal mail. **No written notification is required for the purposes of cancellation or withdrawal from the Institution.**

Institutional Refund Policy:

Students who voluntarily decide not to continue their education at PRAI will be considered "withdraw" from school on their last day of attendance (LDA) or notification. The “Date of Determination” (DOD) will be the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution’s attendance, conduct, or satisfactory academic progress policy.

If a student is withdrawn or terminated by PRAI after the start of the training program, as a result of non-compliance with school’s attendance, conduct, satisfactory academic progress policies, beyond the designated cancellation period but **before the completion of 60%** of their training term program, the student shall receive a Pro Rata refund calculated based on the number of hours completed to the total of hours to complete in the period of enrollment (term), plus $100.00 withdraw fee.

Pro-rata Example: $\frac{\text{Number of Hours student attended}}{\text{Number of hours Financially obligated}} \quad \frac{180 \text{ hours}}{450 \text{ hours}} = 40\%$

If a student withdraws or is terminated from PRAI **after completion of more than 60%** of the training period completed program, PRAI is not required to refund any monies to the student and will charge the student the entire cost of the tuition term agreed upon in the enrollment agreement. **NO withdraw fee will be charged once the student completes 60% or more of the term.**

Any student that is terminated from PRAI will be notified by email or hand delivered notification (signature required), stating the reason for the expulsion and the effective date. A copy of the notification shall be retained in the student file. PRAI shall send the refund of any monies within forty five (45) calendar days from the: (a) Date of cancellation by student of his/her enrollment; (b) Date of termination by PRAI of the enrollment of a student; (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence or (d) Last day of attendance of a student, whichever is applicable.
Student attendance and absences will be recorded beginning the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance.
The student must maintain an attendance of 80% or higher in each course (also referred to as "term") to pass the course. Students are required to work make-up hours to pass a course, must do so prior to the end of the course in question. Students may be considered for re-enrollment only after being reviewed by the Program Academic Director or designee. Students who re-enroll will be required to use the current catalog's programs, tuition, and fees then in effect.

Institutional Refund Computation Example:

Assume one student Registered for 900 hours of training are scheduled for begin his training in February 3; and were scheduled for completion of their training programs on October 18, 2024. However, the students do not finish their programming, and their last day of attendance (LDA) is March 12, 2024. The Student Determination Date (DOD) based on the student's notification would be set as March 12, 2024. Suppose further that the student's tuition is $5,020.00 for your program. Based on this case, the refund calculation would be as Go on:
For financial obligation, the student will be charged for one (1) term at a time. Number of hours student attended:
180H/450H= 40%. Number of hours in the term program 450 hours, prorated portion completed based on 180hrs = 40%, 40% of $2,497.50 tuition = $999.00. Withdrawal Fee (where applicable) = $100.00 due to the institution = $1099.00 Student Refund by March 27, 2024 (if applicable) = $1398.50 ($25.00 non-refundable), Reimbursement to other Title IV sources by April 26, 2024 (if applicable). The order of repayment of Title IV funds is as follows: Pell Grant, Federal SEOG, other Title IV aid, and state scholarships (the Institution does not administer federal loans).

Refund Policy as required for Non-Title IV Aid by the WIOA Program Administer by the Municipality.

Calculation of a withdraw required to be use only for WIOA student without Pell Grant.
Determines the number of hours in the term of payment divided by the cost of the term and determines the cost per hour. Determines the last hours attended and multiplied by the hourly cost. If the payment received is greater than the earning must be returned to the difference agencies, either by check or by discount (offset) in the next payments.

Example: Sponsor -WIOA

Cost of the Period	***#Hours in Period***	***Cost per hour***
$2,497.50 - Paid (/) ($25.00 nonrefundable)	*450 Hours =*	*$5.55*
#Hours Attendance --------- 300 (x)	*$5.55 =*	*$1,665.00*
$2,497.50 (-)	*$1,665.00 =*	*(832.50)TO BE RETURNED*

POLICY FOR UNEARNED TUITION DUE TO WITHDRAWAL

The institution will use the policy to determine the amount of unearned tuition due to withdrawal:

- The refund calculation will be based on the student's last day of attendance (LDA). After the designated cancelation period, during the second (2nd) week of class, tuition charges will not exceed 10 percent (10%) of the stated tuition up to a maximum of $249.75. The institution will consider attendance hours when determining the number of hours attended or completed by the student.
- After the first week of class, the financial obligation of the term of study will be subjected to a prorated calculation from the first week until the sixty percent (60%) of the payment period.
- After sixty percent (60%) of the payment period of financial obligation is completed, the institution may retain the full tuition for that period. (100%)

NOTE: Went refer to day = 6 hours as schedule on the student program.

All refunds for concept of credit towards the student or other agencies will be paid as follows:

- If the credit is created for any advance payments, a check will be issued under the student's name within 15 calendar days starting from the date of determination.
- If the credit (reimbursement) is created by other aid, a check will be issued payable to the relevant agency within 45 calendar days of the determination date. Reimbursements from different sources of financial aid will be processed within the same timeframe via G-5 forms, checks, or other methods.
- The student will have 30 additional business days to claim the check in the Collections Office. If the student does not claim the check, it will be returned to the student by regular mail to the address on record.

Payment Plan

The total cost of studies and fees are to be paid in their entirety during enrollment and before the last day of classes. Students, who are unable to meet this requirement, can participate in the Institution's deferred payment plan. This is designed for students who can only make payment by means of this plan and for those who are awaiting an answer and receipt of aid packages provided by state or local agencies. It is each student's responsibility to stay up to date with his/her monthly payment plan.

Voluntary Withdrawals

A student can withdraw at any time and must receive the approval of: The Registrar Office, the Finance Office, Student Affair Coordinator, and the instructors. He/she must turn in the withdrawal form in the Registrar's Office, where the withdrawal will be made official, and it will be kept in the student's academic file with a W (Withdrawal).

Administrative Withdrawals

Administrative withdrawal is an action taken by the Registrar Office to process a withdrawal to a student who does not comply with institutional rules, policies, procedures after all resources are used for the student to normalize his/her situation. Administrative withdrawals apply to the following cases:

- Financial debt with the Institution
- Consecutive unjustified absences
- Breach of contract
- Unsatisfactory Academic Progress (Attendance / Average)
- Breach of the probation status in the case of academic progress
- Improper behavior towards faculty or administration members, students and/or visitors
- Inconformity with the Institution's rules and requirements
- Health problems

Termination of Studies

A student will terminate his/her studies when:

- He/she finishes the total of academic credits, according to the program and contract
- Upon voluntarily withdrawing
- Upon being administratively withdrawn or expelled
- If the student fails to comply with the conduct policies established by the Institution or he/she is submitted to expulsion

STUDENT SERVICES

As part of the student's services this office give orientation to the student's population such as, positive attitude and motivation, how to prepare to be in College, Rules and regulation of the school, government's services. The purpose is to help the students that have a need or any situation in the school to achieve their goal. These services are available from the first day of class and during the entire program of study. To use these services the student should visit the office the student's coordinator to request the services or the faculty or any other staff can refer the student to this office. This office will work with the student refer to help them with their problems of absentee, disciplines, or any other matter.

The office of student services has as purpose the integral development of the student. This office contribute that the student knows their rights stipulated on the norms established by the college. All and each of the services that it is mentioned following form a combination of complements the educational technology, advanced and efficient according to the moral duties arising from a status and objective of the institution. Such as Orientation and cultural activities, office of placement, Center of resources library. The Institution do not offer housing. If the student shows the needs for professional counseling the student affair coordinator will give alternative professionals on this area, the student will have to cover the professional fees.

CULTURAL, RECREATIONAL AND SPORT ACTIVITIES

The college recommends to all matriculated student the participation in the extracurricular, recreational and social activities that they sponsor. These activities are coordinated through the office of student's coordinator. During the whole year the college sponsors activities.

THE LEARNING RESOURCE CENTER

THE COLLEGE has a center of resources of apprenticeship**.** The objective is to promote to enrich the intellectual knowledge of our students, through the use and manage of the educational available resources. The school Director directs this center; the current collection includes the books of reserve (textbooks of the curriculums), books of reference, project done by the student's graduates that is used to stimulus and motivation of the new student. To make use of this material the student, as well as the teacher, only must notify with the coordinator to request the service. In addition, each teacher will have in his or her classroom educational resources and materials that serve as complement to the daily class. For the benefit of our students the center of resources of apprenticeship counts at present with two (2) computers with Internet access.

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The author most always considers adding a copyright notice if he or she is releasing something into the public that it was created and want to protect. If you've created a mobile app, recorded a song, written a book, blog post, or other published writing or any other unique expression of ideas, you will want a copyright notice. Look for the statement of copyrights in every item mentioned above to avoid criminal charges and possible jail time or a fine.

STUDENT RULE AND REGULATION INTRODUCTION:

Welcomes to the family of PRAI, as part of our norms and procedures following will detail the students' rules. The same must be respected for all active students for their own benefit, as well as for the whole student's community, administration. We request you that help us to achieve the proposed objectives in this catalog.

1. Should not leave the school during the class period unless request a permission in reception, in case of emergency.
2. It will be on time suitable according to the academic program.
3. It will keep your area in order and clean work. It will take charge of gathers the area before the end of the day.
4. It will be courteous and respectful with your fellow students, and with the administration.
5. Always bring the books and equipment. It forbids to shear or to borrow.
6. It will be responsible for the equipment of work and the personal property, as well as the property of the school.
7. Do not bring children's nor other guests to the class.
8. In the case of absent it will be notified to your teacher.
9. It forbids to the student it makes social gatherings during class. The uses radio or cellular, smoke or speak on high voice in the class hours is prohibit.
10. It does not permit make nor receive telephone call in the institution (except in the case of emergency)
11. It forbids the use of alcohol or drugs in the institution.
12. The students will have constantly a professional attitude by avoiding gesticulates and vile vocabulary.
13. Students are not permitted in the administrative offices without the proper authorization.

***** THESE NORMS ARE SUBJEC TO CHANGES IN ANY MOMENT WHEN THE INSTITUCION UNDESTANCE THAT IS NECESSARY. THE STUDENT THAT VIOLATES THESE NORMS CAN BE SUSPENDED IMMEDIATELY**

Advisory and Interaction Committees

The Advisory Committees of PRAI are support teams composed of people who have the knowledge, competencies, and experience, which allow them to serve as liaisons between the school, Industry, and the community in general. The Advisory Committees' participation is of great importance in strengthening and enhancing technical education.

These committees advise the school regarding planning, development and review of the training courses offered to the staff, curricular review, and other educational programs, which can be implemented. The Advisory Committees of our Institution represent different community sectors, such as: the industry, leading businesses, and the banking sector.

The committees should identify job market trends and demands for human resources in technical and industrial education. In addition, they should provide the Institution with information regarding the standards established in the technical curriculum, as well as technological changes and needs existing in the labor field. They also advise the Institution regarding its curricula, teaching materials, tools, equipment, and establishment of skill-performance levels, competencies, goals, and objectives in the development of the short-term action plan. In addition, they participate in job opportunity searches for students who have graduated from the Institution; provide orientation to business owners regarding the technical courses offered and stimulate the teachers and students in developing occupational competencies, open house, and others. PRAI, advisory committee meets at least once a year. Members are selected depending on each program of study, employment agencies, education area and can be change every year.

SCHOOL ACADEMIC PROGRAMS

Office Administration and Billing

Objective: The curriculum has been designed to prepare candidates as beginners in the area of administration in medical offices. Preparing graduates to facilitate the work of administration and billing. The graduate student may work as an assistant to the administrator of the medical office, of insurance plans or as an employee in an office that requires a person to work with computers.

Duration: The Administration and Billing Office has a duration of 38 weeks (approximately 9 months) 450 hours/ 30crs of theory and 360 hours/ 12crs of laboratories and 90 hours/ 2crs of External Practices. Total of 900 hours/44 Credits.

NOTE: ***There is no state licensing requirement for this program, or certification for the graduated to start a job.***
ACCET and the state certification department has approved the program in 900 clock hours/44credits.

CODE	COURSE TITLE	THEORY	T/H	LAB	T/H	EXTERN-SHIP	T/H	CRS	T/HRS
OAB-001	Ethics and Leadership	2	30	0	0	0	0	2	30
OAB-002	Basic Spanish	2	30	0	0	0	0	2	30
OAB-003	Office Administration	2	30	1	30	0	0	3	60
OAB-004	Keyboard	4	60	1	30	0	0	5	90
OAB-005	Word Processor Application (Intermediate and Advanced Word)	2	30	2	60	0	0	4	90
OAB-006	Electronic Record	2	30	1	30	0	0	3	60
OAB-007	MS Excel, PowerPoint and Outlook	2	30	1	30	0	0	3	60
OAB-008	Document Adm. and Medical Record	2	30	2	60	0	0	4	90
OAB-009	Medical Terminology and Coding	4	60	1	30	0	0	5	90
OAB-010	Medical Billing Manual	4	60	1	30	0	0	5	90
OAB-011	Medical Billing Electronic	2	30	2	60	0	0	4	90
OAB-012	Basic English	2	30	0	0	0	0	2	30
OAB-013	External Practices	0	0		0	2	90	2	90
	PROGRAM TOTAL	30	450	12	360	2	90	44	900

DESCRIPTION OF UNITS – OFFICE ADMINISTRATION AND BILLING

OAB-001	**Ethics and Leadership:** In this unit the student will know what professional ethics is in the business industry. In addition, leadership will be demonstrated by using different tools such as charisma and security when communicating, helping their co-workers.
OAB-002	**Basic Spanish**: Using the laws and regulations that govern the Spanish language, the student strengthens, refines and enriches the basic skills of oral and written expression. Emphasis will be placed on spelling, spelling accentuation, punctuation marks, use of upper and lower case letters, reading comprehension and vocabulary development.
OAB-003	**Office Administration**: The student is provided with the use of the Microsoft Office-Word application to create business documents that are used in a modern office. Additionally, emphasis is placed on the basic tasks of an Administrative Assistant. It is designed to introduce the student to their profession and the field of billing.
OAB-004	**Keyboard:** Operate by touch and accurately the alphabetic and numeric keyboard with a correct position and distance. The student will develop the basic skills of speed and accuracy by writing 26 words per minute with a maximum of 0 to 1 errors.
OAB-005	**Word Processor Application (Intermediate and Advanced Word: The** use of the Microsoft Office-Word application is to prepare different documents that are required in a modern office.
OAB-006	**Electronic Record:** The student will learn how to register in digital format the health data of a human subject or a group, which includes the state of health at different times of life and the actions that were developed to determine and/or modify it.
OAB-007	**MS Excel, Power Point and Outlook:** Provides the student with the necessary tools for effective management of email, Internet searches and preparation of calendars. Prepare Power Point presentations, Create tables in Excel and apply formulas.
OAB-008	**Document Adm. and Medical Record:** Train the student in the new methods and techniques for ordering documents by alphabetical, numerical and subject systems. In addition, it includes the teaching of modern techniques in organization, database, document control and the teaching of the organization of documents in computerized media.
OAB-009	**Medical terminology and Coding:** Know the history and the different medical terms and their meaning. The student will work with practical exercises to carry out the search for coding of services, procedures and treatments. Understand the guides of the manuals to be able to apply them in the coding of Diseases and Services ICD-10, CPT and HCPCS.
OAB-010	**Medical Billing Manual:** Learn the billing process in the HCFA 1500, ADA and UB-04 forms by insurer. The student will put into practice manual billing that is used in the work environment.

OAB-011	**Medical Billing Electronic:** Know the Inmediata billing program and implement the billing of the different services provided by Doctors and Hospitals. It allows the student to learn how to manage the medical record electronically, working on it in a complete and organized manner; using the Immediate program. With this electronic program the student will be able to create and maintain patient information, invoice preparation, electronic issuance and payment reconciliation.
OAB-012	**Basic English:** Apply common vocabulary and expressions correctly. It will reinforce basic skills such as: listening, speaking, reading, writing, and understanding new vocabulary.
OAB-013	**External practices** : You will put into practice in a real place everything learned, to develop the necessary skills for a successful career. The student will put into practice manual and electronic billing, proper document management, medical records, medical terminology and coding.

Bartending / Waitress

Objective : Through the program, students will acquire the knowledge and skills to work as a Bartender/ Waitress or Coordinator of Social Activities. In addition, students will learn hygiene and personal appearance of the profession, cleanliness, and the Lounge/Bar area. The welcome and reception of customers, the Bartender/Waiter, as a vendor and the responsibilities of serving alcoholic beverages. You will also acquire the skill of making small dishes as appetizers.

Duration: The Bartending / Waitress has a duration of 38 weeks (approximately 9 months). 330 hours/ 22crs of theory, 480 hours/ 16 crs of laboratory and 90 hours/ 2crs of External practice, which total 900 hours/40 credits.

NOTE: ***There is no state licensing requirement for this program, or certification for the graduate to start a job.***

ACCET and the state certification department has approved the program in 900 clock hours/40 credits.

CODE	COURSE TITLE	THEORY	T/H	LAB	T/H	PRACTICE EXTERNAL	T/H	C.R.S.	T/HRS
BM-001	Introduction to Cocktails	2	30	0	0	0	0	2	30
BM-002	Equipment and Glassware	1	15	0.5	15	0	0	1.5	30
BM-003	The Art of Mixology	2	30	1	30	0	0	3	60
BM-004	Lab . I Cocktail	0	0	2	60	0	0	2	60
BM-005	Lab . II Cocktails	0	0	2	60	0	0	2	60
BM-006	Preparation of Tables and Service Tables	2	30	1	30	0	0	3	60
BM-007	Variety of Wines and Beers	2	30	1	30	0	0	3	60
BM-008	Promotion of Services	1	15	1.5	45	0	0	2.5	60
BM-009	Introduction to social activities	2	30	0	0	0	0	2	30
BM-010	Coordination of Activities	2	30	1	30	0	0	3	60
BM-011	Budget Management	2	30	1	30	0	0	3	60
BM-012	Thematic and Decoration	0	0	2	60	0	0	2	60
BM-013	Table Etiquette	2	30	1	30	0	0	3	60
BM-014	Customer service	2	30	1	30	0	0	3	60
BM-015	Business management	2	30	1	30	0	0	3	60
BM-016	External Practice	0	0	0	0	2	90	2	90
	TOTAL PROGRAM	**22**	**330**	**16**	**480**	**2**	**90**	**40**	**900**

DESCRIPTION OF UNITS – BARTENDING/WAITRESS

BM-001	**Introduction to Cocktails:** The student will discuss the occupational definition of the bartender (Cocktail Bar), the profile and characteristics, tasks of the position, as well as the existing professional associations (certifications).
BM-002	**Equipment and Glassware :** You will identify the appropriate glassware for each cocktail, what type of tool you need to cut fruit and decoration.
BM-003	**The Art of Mixology:** The student will apply the different techniques and equipment to be used in mixology and will demonstrate culinary techniques and trends in the preparation of drinks. Mixology is the art of creating new cocktails or reinterpreting classic recipes. It is an art that has become a real fashion in recent years.
BM-004	**Laboratory I Cocktails :** You will learn an extensive recipe book, which you will use in the role of Bartender , you will be able to make the recipes in the practical phase. You will participate in presentations and simulations in the laboratory on the selection of ingredients, presentation techniques, service and costs of non-alcoholic beverages and cocktails with their proper classification: pre dinner , after dinner and long drink , making cocktails based on rum, vodka and gin.
BM-005	**Laboratory II Cocktails :** The student will practice making various recipes for the preparation of alcoholic beverages. You will perform tasks, simulations and practical exercises in the laboratory on preparation methods, making cocktails, presentation techniques and serving cocktails based on tequila, whiskey , brandies and cordials.
BM-006	**Preparation of Tables and Service Tables:** Preparing the service table is preparing a menu of drinks, cold cuts, fruits and snacks, with their prices. The student will learn the handling of dishes and glassware, which is as important as the product you are going to serve. The appearance of what you are going to serve shines or fades depending on the tableware you use. The tableware should be in accordance with the occasion.
BM-007	**Variety of Wines and Beers:** You will acquire basic knowledge about the history, preparation and production of wine. You will learn to distinguish wines by their region of creation and by the years of aging, sparkling, red, white, rosé, reserves, vintages, you will identify different types of grapes and their regions and others. In addition, the different types of beer, including craft beer, those with higher and lower calorie content, serving temperatures and their glassware.
BM-008	**Promotion of Services:** Actions and strategies so that the public knows and makes a purchase of products. Service promotion can be very beneficial for your business, and can help you grow your business, can help you improve customer turnover, increase average, attract new customers, and even retain existing customers.

BM-009	**Introduction to social activities:** Develop the skills to coordinate all types of private activity, including the subcontracting of other services. Learn the different types of activities and how they can be implemented in the workplace.
BM-010	**Coordination of activities:** The student will learn the coordination of events and related disciplines. The student will obtain the necessary tools to effectively enter the industry of social, official, academic and business events. You will be responsible for all aspects of an event, from choosing the venue to subsequently evaluating its success . You will acquire the knowledge to be an organized and competent person.
BM-011	**Budget Management :** Billing for drinks, appetizers or complete dinners is important so that the customer is satisfied and willingly leaves a tip. The sums and calculation of taxes must be correct. The student will learn to exercise budget control through cost-volume-profit analysis .
BM-012	**Thematic and Decoration:** The student will test his creativity in all types of scenarios, in some cases becoming an artistic expression . Hence the importance of having good decoration, which is capable of showing off the good taste of the hosts. You will learn the different types of themes and decoration according to the needs of the consumer.
BM-013	**Table Etiquette:** The student will practice the ethics of preparing a table, main elements of a table, tablecloths, tableware, position of cutlery, assembly and decoration, taking into consideration various types of service such as: French, Russian, English, banquet, familiar and American.
BM-014	**Customer Service :** A satisfied customer with top-notch service serves as a positive promotion; that customer will return. Your customer service will speak good or bad about you and your workplace. It will analyze basic service concepts, types of clients, consumer needs and expectations, successful strategies for quality services and increased satisfaction, control and evaluation of the establishment's attention processes towards its clients.
BM-0015	**Business management:** how, where and when to set up a company. The 4 Ps, Product, Place (site), Price and Promotion. The student will relate to professional terminology, recruitment, selection, supervision and training processes of personnel. Additionally, you will learn about the preparation of inventory reports and documents related to marketing and permit applications. Based on these activities, profits will be generated and value will be provided to consumers, in such a way that they grow.
BM-016	**External Practice:** You will put into practice everything you have learned in a real place, to develop the skills necessary for a successful career. You will practice the full cycle of beverage and cocktail preparation, which includes presentation and serving, bar management, health and safety practices, table service, wine and fruit cutting, cash register management and client services. It will put social activities into practice within the world of work.

Professional Esthetics

Objective: The Professional Esthetics Program is designed to provide students with the necessary skills to analyze, cleanse, treat and correct skin conditions and irregularities through the proper use of cosmetics, products and modern methods to stimulate the skin. / circulation. At the end of the program, the student will be able to work at the entry level as a beautician, cosmetics salesperson, makeup technician, or administrator of an aesthetic clinic.

Duration: Professional Esthetics has a duration of 38 weeks (approximately 9 months).
300 hours/ 20crs of theory and 600 hours/ 20 crs of laboratory, totaling 900 hours/40 credits.

NOTE: ***There is no state licensing requirement for this program, or certification for the graduated to start a job.***
ACCET and the state certification department has approved the program in 900 clock hours/40 Credits.

CODE	COURSE TITLE	THEORY	T/H	LAB	T/H	EXTERN-SHIP	T/H	CRS	T/HRS
EP–901	Introduction and Hygiene	2	30	0	0	0	0	2	30
EP-902	Facial Anatomy	2	30	0	0	0	0	2	30
EP-903	Technology, Equipment & Cosmetic Chemistry	2	30	1	30	0	0	3	60
EP-904	The Skin and Its Disorders	2	30	1	30	0	0	3	60
EP-905	Facial Massage	2	30	1	30	0	0	3	60
EP-906	Facials Treatments	2	30	2	60	0	0	4	90
EP-907	Theory of Corporal Anatomy	2	30	1	30	0	0	3	60
EP-908	Aromatherapy	2	30	1	30	0	0	3	60
EP-909	Advanced Corporal Treatment	0	0	2	60	0	0	2	60
EP–910	Depilation	1	15	2.5	75	0	0	3.5	90
EP–911	Professional Make Up	1	15	2.5	75	0	0	3.5	90
EP-912	Salon Administration, Placement Seminar	2	30	1	30	0	0	3	60
EP-913	Internal Practice	0	0	5	150	0	0	5	150
	PROGRAM TOTAL	**20**	**300**	**20**	**600**	**0**	**0**	**40**	**900**

DESCRIPTION OF UNITS – PROFESSIONAL ESTHETICS

EP–901	**Introduction and Hygiene:** This unit teaches students the history of aesthetics, the professional career of an aesthetician, professional image, communication for success, and the techniques and procedures for different types of facial decontamination that aestheticians will perform throughout their careers. Students will be prepared as professionals in the field of aesthetics.
EP-902	**Facial Anatomy:** Students will learn about cell relationships, composition, growth, and reproduction. They will explain the structure and function of the human body, its organs and systems, and their impact on a person's health. They will establish a scientific basis for the proper application of products and services such as facials and hand and arm massages. They will understand the effects that services have on the tissues, organs, and systems of the body.
EP-903	**Technology, Equipment & Cosmetic Chemistry:** In this course, students will learn about the pharmacological characteristics of cosmetics and the different types of skincare products essential for facial treatments. They will also be able to identify the structure, composition, and functions of skincare products. They will learn how they can be used in the beauty salon and which ones should be recommended to clients. They will also learn about the different trends and equipment they will encounter during their career as a beautician.
EP-904	**The skin and its disorders:** Students will be able to identify the structure and composition of the skin, its functions, and its different types. They will learn about skin conditions that can be treated in a beauty salon and that require medical care. They will also analyze different skin types.
EP-905	**Facial Massage:** This course teaches students the benefits of facial massage, as it is another essential service that improves the effectiveness of the treatment and keeps clients coming back to the spa. Knowing the proper techniques and contraindications for massages is important for client safety. Facial massage also aids in the absorption of products and relieves pain, affecting the central nervous system, producing a state of relaxation.
EP-906	**Facial Treatments:** This course teaches students the benefits of facial treatments. Knowing the proper techniques and contraindications for facial treatments is important for client safety. Facial treatments for men, advanced facial treatments, and the appropriate products to use for different skin types are covered.
EP-907	**Corporal Anatomy Theory:** This course teaches students the benefits of body massage, as this is another essential service that enhances the effectiveness of the treatment and keeps clients coming back to the spa for this service. Knowing the proper techniques and contraindications for massages is important for client safety. Body massage also aids in the absorption of products and relieves pain affecting the central nervous system, producing a state of relaxation.

EP-908	**Aromatherapy:** Aromatherapy is a technique that uses essential plant oils to improve physical and mental well-being. Essential oils are believed to interact with the brain's limbic system, which regulates emotions and memory. Aromatherapy focuses on improving well-being, relieving stress, and helping to rejuvenate and regenerate the human body.
EP-909	**Advanced Corporal Treatment:** This course educates students on the benefits of body treatments, encouraging clients to return to the spa for another service. Knowing the proper techniques for each treatment and their contraindications is important for client safety. The body, whether cellulite, weight loss, or toning, helps improve our clients' health and self-esteem, resulting in a state of well-being and relaxation.
EP–910	**Depilation:** Learning how to perform body and facial hair removal techniques is essential to an esthetician's success, as hair removal constitutes a large part of a spa's or salon's business. Providing services in a safe environment and taking measures to prevent the spread of infectious and contagious diseases protects clients and staff.
EP–911	**Professional Makeup:** Students will learn the main objective of makeup, which is to enhance the client's natural beauty, highlight the most attractive features, and conceal the less flattering ones. They will also learn color theory, facial feature analysis, and corrective makeup application techniques, as well as client consultations, a makeup station, makeup application techniques, and procedures for applying artificial eyelashes.
EP-912	**Salon Administration, Placement Seminar:** Students are provided with the Microsoft Office Word application to create business documents used in a modern office. Emphasis is also placed on the basic functions of a business administrator.
EP-913	**Internal Practice:** You will put everything you've learned into practice in the internship room with clients/models to develop the skills necessary for a successful career. The student will demonstrate knowledge of facial and body massage, the different cosmetic equipment, the anatomy and physiology of makeup, and hair removal.

COMPLAINS OR GRIEVANCES POLICY

Under consideration to the fact that a student can have a genuine complaint, about the school personnel, policies establish by PRAI, or any other mean; the student can fill out a complaint form. To start the procedure, the student will request in the office of the director the form to fill out the complaint, the school director will call the members of the disciplinary committee that include faculty member, administration staff the student and anybody else on the disputed. The school will be able to disesteem the complaint for consider without merit or unfounded or will be able to resolve the complaint by means of the dialogue between the parts or refer to the interested parties for a meeting before the committee. If the student understands that the school has not resolved the complaint, the student can send a letter to the Council of Education of Puerto Rico, which is the licensure agency with permission from the complainant(s) for the Council of Education of PR to forward a copy of the complaint as well as the response on behalf of the school, for the appropriated action. The student will be keep informed of the status of the complaint and the result. The Board of Postsecondary Institutions regulator agency is located at:

Calle San José Esq. San Francisco Old San Juan, Puerto Rico. Telephone (787) 722-2121

A copy of complaint form is available at the school student services office and may be obtained by contacting the Students Services Coordinator.

NOTICE TO STUDENTS:

ACCET COMPLAINT PROCEDURE

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When issues or problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency. In the event that a student has exercised the institution's formal student complaint procedure, and the problems or issues have not been resolved, the student has the right and is encouraged to take the following steps: 1. Complaints should be submitted in writing (by email or mail) to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing. 2. The letter of complaint must contain the following information: a) Name and location of the ACCET institution; b) A detailed description of the alleged problem(s); c) The approximate date(s) that the problem(s) occurred; d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students; e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's

complaint procedure was followed prior to contacting ACCET; f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and g) The status of the complainant with the institution (e.g. current student, former student, etc.). 3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution). 4. SEND TO: ACCET CHAIR, COMPLAINT REVIEW COMMITTEE 1722 N Street, NW Washington, DC 20036 Telephone: (202) 955-1113 Email: complaints@accet.org Website: www.accet.org Note: Complainants will receive an acknowledgement of receipt within 15 days.

STATE COMPLAINT LAW 212 OF 2018

STUDENT, TEACHER AND PARENTS COMPLAINTS PROCEDURE TO STATE AGENCY

Article 39- Who may submit the complaint.

Any person affected by an action of an institution of post-secondary education which constitutes a violation of the **law 212-2018,** to these regulations or to the terms of a license granted by the board, the affected person may file a complaint with the office. The complaint form must be sent in writing, in original and copy signed by complainant or complainants under oath before a notary public.

This complaint procedure does not apply to disputes of a labor nature between teaching or non-teaching staff and the institution, parents, students, and teachers for matters, such as evaluation of academic work, disagreement with qualifications, disputes between institutions, financial assistance to students or conflicts over contractual aspects.

Prior to filing a complaint under these regulations, the complainant must have exhausted the processes available for the resolution of disputes, complaints or grievances established in the regulations and rules of the institution defendant.

Article 40- Requirements of form and content

a. Any complaint must indicate the name and surname, postal and residential address, e-mail address and telephone number of the complainant. If there is more than one complainant, it must include the information of each complainant, as appropriate.
b. It must also contain a clear and concise statement of the facts on which it is based, as well as the pro visions of law or regulation, terms of the license whose violation is imputed. It may include evidence to support the complainant's allegations.
c. The complainant must indicate the measures or steps taken by the accused institution related to the facts on which the complaint is based, including actions before officials and forums of the institution and other administrative and judicial forums.

Article 41- Procedures

Section 41.1- Notification to the Complaining Party

Upon receipt of a complaint, the office shall notify the institution complained of by sending a copy of the complaint. The complaining party will respond within (30) days of series notified of the complaint. It is the duty of the parties notify the board and others the parties involved. Of any communication or document that occurs during the process. If the institution does not answer within the term granted, the allegations raised in the notified complaint will be understood to be accepted by the institution and it will proceed and proceed in accordance with Article 42 of these regulations.

Section 41.2 - Research

If the Office deems it necessary, it may conduct their own research and require additional information.

Article 42 - Determination of the Office

Section 42.2- File of the Complaint

If, in the opinion of the office, the complaint has no merit, it will notify the parties and proceed to file it.

Section 42.2 - Mediation between the Parties

If, in the opinion of the office, the complaint proceeds, but does not constitute sufficient cause to affect the status of the license of the complained party or to take any other action contemplated in the plan, of reorganization Num. 6, Law 212-2018 or by this regulation, the office may act as a mediating agent between the parties to try to remedy the situation on the one that motivated the complaint.

Sect ion 42.3 Action Against the Institution

If, in the opinion of the office, the complaint proceeds and there is probable cause to impose a fine or for the suspension or cancellation of the license held by the institution, or for not answering the term established in section 41.1, the procedures established for such sanctions in these regulations shall apply.

STUDENT STATE COMPLAINT PROCEDURE

PUERTO RICO ADVANCE INSTITUTE Catalog page 42-43 you will find, the complaint procedure: www.prai2010.com and if you need additional help contact: The Board of Postsecondary Institutions regulator agency located at:

Calle San José Esq. San Francisco Old San Juan, Puerto Rico. Telephone (787) 722-2121
Mailing Address: Po Box 9023271 San Juan, Puerto Rico. 00902
Also, can access more information through the link below:
https://agencias.pr.gov/agencias/cepr/inicio/Pages/default.aspx
Reviewed: 07/01/2025

Academic Calendar 2026

DATE	Description
January 1 to 7, 2026	Acedemic Recess
January 19, 2026	Holiday: Martin Luther King
January 20, 2026	**Enrollment of January**
February 16, 2026	Holiday: Presidents Day
April 2 and 3, 2026	Holy Thursday and Friday
May 18, 2026	**Enrollment of May**
May 25, 2026	Holiday: Memorial Day
July 27 -31, 2026	Academic Recess
September 7, 2026	Holiday: Labor Day
September 8, 2026	**Enrollment of September**
October 12, 2026	Day of the Race - Holiday
November 9, 2026	**Enrollment of November**
November 11, 2026	Holiday: Veterans Day
November 19, 2026	Holiday: Discovery of Puerto Rico
November 26 to 27, 2026	Holiday: Thanksgiving
December 23 to 31, 2026	Academic Recess

***Subject to change**

Academic Calendar 2027

2027	
DATE	**Description**
January 11, 2027	Start of Classes
January 18, 2027	Holiday: Martin Luther King
February 15, 2027	Presidents ' Day
March 25-26, 2027	Holy Thursday and Good Friday
May 31, 2027	Holiday: Memorial Day
June 19, 2027	Holiday : Juneteenth National Ind. Day
July 4, 2027	Holiday: US Independence Day
July 25, 2027	Holiday: Constitution Day
July 26-30, 2027	Summer Break
August 2, 2027	Classes Resumed
September 6, 2027	Holiday: Labor Day
October 11, 2027	Holiday: Columbus Day
November 11, 2027	Holiday: Veterans Day
November 19, 2027	Holiday: PR Discovery
November 25-26, 2027	Thanksgiving Celebration
December 17, 2027 – January 9, 2028	Christmas Break

***Subject to change**

Academic Calendar 2028

2028	
DATE	**Description**
January 11, 2028	Start of Classes
January 18, 2028	Holiday: Martin Luther King
February 15, 2028	Presidents ' Day
March 25-26, 2028	Holy Thursday and Good Friday
May 31, 2028	Holiday: Memorial Day
June 19, 2028	Holiday : Juneteenth National Ind. Day
July 4, 2028	Holiday: US Independence Day
July 25, 2028	Holiday: Constitution Day
July 26-30, 2028	Summer Break
August 2, 2028	Classes Resumed
September 6, 2028	Holiday: Labor Day
October 11, 2028	Holiday: Columbus Day
November 11, 2028	Holiday: Veterans Day
November 19, 2028	Holiday: PR Discovery
November 25-26, 2028	Thanksgiving Celebration
December 17, 2028 – January 9, 2098	Christmas Break

***Subject to change**

STATEMENT
IF THE SCHOOL ADMINISTRATION MAKES ANY CHANGES THAT WILL AFFECT THE ACCURACY OF THE INFORMATION PUBLISHES ON THIS CATALOG WILL BE UPDATED BY AN ADDENDUM IMMEDIATELY.

ADDENDUM #1

PRAI has adopt the Leave of Absent policy criterions from the accrediting Commission ACCET, as part of the guidelines of the SAP stablish by our Institution.

POLICY ON STUDENT SATISFACTION

The institution has adopted the policy to evaluate the student satisfaction, in the areas of the quality of the educational services provided. The Administrative President will use the student satisfaction survey to be administrative at least once every year per group and by program. The result will be summary and analyze by a group of the staff, the academic director, the academic coordinator, the registrar, and the administrative president. If any change needs to be made to curriculum that can altern 25% or more of the hours or credits will be inform with the proper form at the council of education of PR and ACCET. Any other changes that do not affect the program outline will be done immediately and documented with effective date.

POLICY EMPLOYER/SPONSOR SATISFACTION

The institution has adopted the policy to evaluate the employer and sponsor satisfaction, in the areas of the quality of the educational programs provided. The Administrative President will use the employer satisfaction survey to be administrative at least once every year per group and by program. The result will be summary and analyze by a group of the staff, the academic director, the academic coordinator, the registrar and the administrative president. If any change need to be made to curriculum that can altern 25% or more of the hours or credits will be inform with the proper form at the council of education of PR and ACCET. Any other changes that do not affect the program outline will be done immediately and documented with effective date.

POLICY FOR DOCUMENTING AND VALIDATING PLACEMENT

The institution has adopted the policy to documenting and validating the placement of the students by:
The placement officer at the institution PRAI will document all the process with the appropriate form.
Fill a placement form with all the information of the employer.
Fill a verification form at least 30 days after the initial employment.
To take signatures as required.
Place dates in every form.

INSTITUTIONAL SCHOLARSHIP

Puerto Rico Advance Institute establishes that an Institutional Scholarship may be awarded to incoming students who demonstrate a strong interest in joining one of our programs and who, after applying to various government agencies, were found ineligible for any other form of financial aid.
The Institutional Scholarship will be awarded to students who demonstrate financial need or an exceptional situation, yet remain committed to achieving their goals and completing their studies at Puerto Rico Advance Institute.
The aid received by students may vary and is intended to cover costs such as tuition, fees, laboratory charges, materials, or other program-related expenses. The amount of aid awarded may range from 25% to 100% of the balance not covered by the Pell Grant.

Requirements:

- Ineligibility for other types of government financial aid.
- Demonstration of financial need or an exceptional situation.

Student Responsibilities:

- Be enrolled full-time in a PRAI academic program.
- Complete the Institutional Scholarship application in full.
- Comply with PRAI requirements regarding attendance and academic performance.

Puerto Rico Advance Institute Responsibilities:

- The Executive Director will conduct the student interview and provide guidance regarding the Institutional Scholarship award.
- Monitor the student's attendance and academic progress.
- The Executive Director will approve the Institutional Scholarship once the student's file is complete and all requirements have been met.
- This process begins in the Admissions Office, which refers the student to the Financial Aid Office to verify available financial assistance.

Updated – 09/15/2026

GAINFUL EMPLOYMENT 02/28/2022

PRAI will follow the regulations that are required by the Department of Education of the United States reports related to Gainful Employment. This information includes the graduation rates, median debt of loans to students who have completed their studies program. It includes annually by each academic program that has the institution. The information will be posted on the school website at, www.prai2010.com

GENERAL CATALOG CERTIFICATION

I, _____, declare that I have received the General Catalog of Puerto Rico Advance Institute. I agree to use it for institutional improvement and for me as a student.

Signed today: _____.

_____
Student's Signature

DELIVERY METHOD

____ Printed
____ E-Mail: _____

***Note: Electronic Catalog also available in our web page:**
www.prai2010.com