



# BELLA ROSA

SKIN ACADEMY

505 W. Riverside Ave. Suite 110 & 205  
Spokane, WA 99201  
509-505-4130

[www.bellarosaskinacademy.com](http://www.bellarosaskinacademy.com)

## SCHOOL CATALOG (MINI VERSION)

Revised 08/03/2025

**DISCLAIMER** \*\*\* Bella Rosa Skin Academy is not currently participating in the federal Title IV Financial Aid Programs

## **WELCOME**

Dear Bella Rosa Skin Academy Students,

On behalf of the staff here at Bella Rosa Skin Academy, we welcome you to our school! We would like to congratulate you on taking this step in an exciting new direction, and to know that whatever your goal, you will find Bella Rosa Skin Academy sets a new standard for esthetics and is a great choice in this ever-growing industry.

Bella Rosa Skin Academy maintains a commitment to excellence in all our programs. So, in choosing our school, you have truly chosen one of the best. We will continue to provide you with educational opportunities and services that merit such prominence. We challenge you to take advantage of all the valuable programs available to you and wish you success as you work toward your license.

Sincerely,

Amber Woodard

\*This school is licensed under chapter 18.16 RCW. Inquiries, concerns, or complaints regarding this school can be made to the Department of Licensing, PO Box 9026, Olympia, WA 98507-9026, [DOLBpdComplaints@dol.wa.gov](mailto:DOLBpdComplaints@dol.wa.gov), or by (360) 664-6626.

# **BELLA ROSA SKIN ACADEMY**

## **Mission Statement**

At Bella Rosa Skin Academy it is our mission to educate and provide our students with exceptional quality and up to date technical and professional skills, with the most advanced level of information available in Esthetics and Master Esthetics. This will set the student apart from competition and provide he/she with the confidence needed to prepare for licensure and professional job entry into the industry.

## **Objective**

Our objective is to train each student in the technical and social skills necessary to be a successful, skilled, and competent esthetician and master esthetician. Education and instruction take place through a combination of theory class, practical work, clinical experience, group, and individual activities. At the completion of one of our programs, the student will be prepared and fully qualified to enter either side of the esthetic profession and will have the knowledge and skills it takes to thrive in this ever-growing industry.

## **Management & Staff**

Amber Woodard is a licensed Master Esthetician and founder of Bella Rosa Skin Academy. She has been a licensed Esthetician since 2005 and Master Esthetician since 2018. At the fresh age of 21, with a lifelong passion for skincare, Amber set out to learn and master all she could within the esthetic industry. She has thrived in everything from Freelance Wedding Makeup Artistry, to becoming a Brow and Full Body Waxing Specialist and Permanent Cosmetic Artist. In addition, Amber is a twice Certified Lash Extension Artist, Certified Acne Specialist, and in most recent years, has worked closely with doctors and registered nurses in the med-spa industry as a Medical Esthetician and Cosmetic Laser Specialist and trainer. She is on a mission to share her passion and extensive knowledge with future estheticians, who are eager to learn and grow just like her.

Kylee King is a licensed Master Esthetician with over 24 years of experience in the esthetics industry. Her diverse background covers all sides of the industry- from advanced corrective treatments for conditions like acne, to cosmetic lasers and permanent makeup artistry. Kylee brings both passion and deep expertise to her role as an educator. She is deeply committed to helping students discover their unique strengths and passions within this growing field.

Admissions Specialist- Amber R. Woodard

Instructor of Esthetics & Master Esthetics- Amber R. Woodard (License Number 24019545)

Instructor of Esthetics & Master Esthetics- Kylee King (Licenses Number 21027729)

## **Administrative Questions**

Our administrative staff are happy to answer any questions you may have. To get in contact with us, simply call Bella Rosa Skin Academy at 509-505-4130. If we are not available to take your call, please leave a message and allow anywhere from one to two business days for a response. We thank you for your patience and will try our hardest to respond promptly.

## **Admissions Requirements**

Prior to a student starting class, the following documentation listed below must be secured. If you do not provide the documentation, you will not be allowed to begin class.

### **Documents Required for Admissions**

1. The student must be at least 17 years old
2. Provide proof of photo ID
3. High School Diploma or GED
4. \$100.00 nonrefundable registration fee
5. Complete school enrollment application

### **Orientation**

After an interview with an admissions specialist and a tour of our facility, the prospective student will be required to complete a pre-enrollment checklist. The admission process will then continue with the completion of required forms, all of which must be signed and dated prior to the student's scheduled enrollment date. Students must also attend orientation prior to his/her scheduled enrollment date. The "New Student Orientation" will review all necessary information, including rules and regulations of the academy, safety precautions, evacuations procedures, uniform policy, program objectives, and student compliance.

### **Transfer Students**

Due to the rigorous standards of Bella Rosa Skin Academy, prior training hours from other institutions are generally not accepted. In exceptional circumstances, the owner may, at their sole discretion accept some of the hours earned from the original school, if the hours correspond with Washington State Board curriculum requirements and if the student is able to pass a written and practical progress evaluation test with a minimum score of 75% on each. Students who fail either examination must retake the examination and pay a re-examination fee of \$100. The student must also provide all documents listed under "*Admission Requirements*." If a student wishes to transfer out of Bella Rosa Skin Academy to another school, the student is required to pay all financial obligations prior to the release of their transcript to themselves or school of their request.

### **Re-Entry Policy**

If a student would like to re-enroll after voluntary withdrawal or termination, then the following requirements must be met.

1. It has been less than three (3) years since the student's previous withdrawal
2. The student must be current with any payments owed to the school
3. The student will return to the same satisfactory academic progress status prior to withdrawal
4. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$100.00

### **Non-Recruitment Policy**

The school does not recruit students already attending or admitted to another school offering a similar program of study.

### **Course Format**

All courses at Bella Rosa Skin Academy are delivered in a hybrid format. Students are required to attend in-person classes two (2) days per week, with the remaining two (2) days completed online. This structure is designed to provide flexibility while maintaining the hands-on experience essential to mastering advanced esthetic techniques.

### **Tuition and Expenses**

<b>Course</b>	<b>Registration Fee</b>	<b>Books/Kit</b>	<b>Tuition</b>	<b>Total</b>	<b>Hours</b>
Esthetics	\$100.00	\$1,653.00	\$12,747.00	\$14,500.00	750
Combined Master Esthetics	\$100.00	\$2,745.00	\$16,655.00	\$19,500.00	1200
Master Esthetics	\$100.00	\$1,872.00	\$8,528.00	\$10,500.00	450
Instructor	\$100.00	\$452.00	\$4,448.00	\$5,000.00	500

### **Books/Kit Expenses Include**

Student technical kit, GlyMed skincare kit, Dr.Pen Microneedling Pen (combined master esthetics & master esthetic courses only), Elleebana Lash and Brow Lamination Kit (esthetics and combined master esthetics only) school uniforms, textbooks, digital kit and shipping and taxes (9.1%) added.

**TUITION RECOVERY TRUST FUND (TRFT)** Tuition Recovery Trust Fund and Complaint portal <https://www.studentcomplaints.wa.gov/hc/en-us>

### **Payment Options**

### **Financial Assistance**

Bella Rosa Skin Academy does not currently offer Financial Aid; however, we offer in-house payment plans with no interest. The student will be required to pay a registration fee upon submission of their application and prior to meeting with a Financial Planning Official.

### **Payment Plans**

We offer flexible payment options to help make your education more accessible. Please review the options below and select the one that best fits your needs.

## **1. Pay in Full**

Receive a \$150 discount when tuition is paid in full at the time of enrollment.

## **2. Three-Part Payment Plan**

Tuition is divided into three equal installments:

- First payment due one month before the start of the course
- Second payment due mid-way through the program
- Final payment due one month before graduation

## **3. Monthly Payment Plan**

Tuition is divided evenly based on the number of months in your course.

- Books and Kit fees are due one month before your program begins
- The remaining tuition will be divided and paid monthly throughout the duration of your course

All payments are due by the 3<sup>rd</sup> of each month. There is no interest or carrying charges on tuition payments, however a late fee of \$50 will be added for late payments. We accept cash, checks, credit cards, money orders and cashier's checks. In the event a check is returned, a fee of \$50 will be assessed due to insufficient funds. Subsequent payments must be made via cashier's check. Prior to graduation, any or all remaining/outstanding balance(s) will be due prior to graduation. Students with outstanding tuition or late fees will be suspended from all academic activities including in person instruction and access to online platforms, until all outstanding balances are paid in full. Default payments may be reported to credit reporting agencies and may result in the filing of a small claims court action. Failure to adhere to the contract agreement(s) and/or failure to pass the final examinations with a minimum score of 75%, will result in the school's right to withhold the student's transcripts and/or Certificate of Completion.

### **Extra Instruction Charges**

Students are expected to complete their training within the maximum time specified under the enrollment rules. If a student exceeds the standard time for which he/she has contracted for, extra instructional fees will be applied for the balance of hours required, to complete training for the remainder of the course. Extra instructional charges will be included in an addendum to the enrollment agreement to reflect these additional charges. Extra instructional fees will be assessed at an hourly rate of instruction. The student will not receive any refund due to earlier completion. The student must complete the program within the time described in the enrollment agreement. If the student completes the program later than the date listed in the enrolment agreement, the school may charge extra hourly rates for the program.

\*There will be a \$35.00 per hour charge for extra instruction for all programs.

### **Additional Expenses**

When a student enrolls in any course at Bella Rosa Skin Academy, each program comes with a necessities kit, books, student uniforms and supplies, which are included in the program cost(s) and provided by the school. However, there may be additional items to consider which will be necessary for the program or personal use at the student's cost, including state board examination fees which are not included in the program cost(s).

### **State Board Practical Kit Rental**

A rental kit for the state board is not included in the tuition. A State Board kit rental is \$200.00 and a \$100.00 refund will apply if the kit is returned and in clean condition.

### **State Law Externship**

#### **WAC 308-20-091 Student credit for training in a licensed salon/shop.**

(1) A maximum of ten percent of the total curriculum hours required may be earned by a student in a licensed salon/shop under a contract approved by the department signed by the student, the school owner, and the salon/shop manager. (2) A copy of the signed contract shall be kept in the student file at the salon/shop given to the student and shall be made available to the department on request. (3) Only the hours of instruction a student is given under the direction of an operator licensed in the curriculum in which the student is enrolled in the contracted licensed salon/shop, and in the subjects agreed to in the contract shall be credited towards completion of the course of study required in RCW 18.16.100. (4) Students will not receive any wages or commission for hours of credit earned in a salon/shop. (5) Salon/shops shall provide weekly reports to the school and students with hours the student earned in each area of agreed training. (6) Weekly reports provided by salon/shops verifying the hours students earn in salon training must be included in student's records and recorded on student's monthly and final reports. (7) Licensed operators must be physically present where students are training. (8) Students in training must wear identification visible to the public that states that they are students in training. (9) Certified training hours expire three years after the last day of attendance. Any hours earned by a student that is more than three years old are considered by the department to be expired and will not be considered valid towards initial licensure.

### **School Facilities**

Bella Rosa Skin Academy occupies two suites, suite 110 and suite 205, at 505 W Riverside Ave. Spokane, WA 99201, with approximately 1700 square feet of space per suite. We feature up-to-date facilities with reception areas, two break rooms, two classrooms and 5 treatment rooms. There is paid parking available, in a well-lit parking lot on the west side of the building, as well as street parking around the school. Parking spaces in front of the school are to remain open for clients only. The facility is in close proximity to public transit.

- 2 Refrigerators & microwaves
- Lockers
- Male and female restrooms
- 3 TVs
- Computers
- 10 facial beds
- Facial steamers
- 2 Zemits HydroDermabrasion devices
- Hot towel warmers
- 5 Wax pots
- 2 Brow bars

## **School Hours**

The total hours of each program vary and are dependent upon the curriculum. Classes and business hours are from:

- Monday – Friday 9:00 AM – 4:00 PM
- Saturday – Sunday Closed
- Some Saturdays may be open for additional training.

Full-time students are required to have a 30-minute lunch and one (2) 15-minute breaks.

Part- time students will have one (1) 15-minutes break.

Students who are late returning from lunch will not be allowed to clock in for the remainder of the day.

## **Holidays Observed**

MLK	January 19, 2026
Spring Break (full week break)	April 6-10, 2026
Memorial Day	May 25, 2026
Juneteenth	June 19, 2026
Independency Day	July 4, 2026
Labor Day	September 7, 2026
Thanksgiving Day (2-day break)	November 26-27, 2026
Christmas Eve/Day (2-day break)	December 24-25, 2026
New Year's Day	January 1, 2027

## **Program Lengths**

<b>Course</b>	<b>Program Length</b>	<b>Maximum Time Allowed</b>	<b>Total Hours</b>
Esthetics full-time	28 hrs./wk. 27 wks.	29 weeks	750
Esthetics part-time	20 hrs./wk. 38 wks.	40 weeks	750
Combined Master Esthetics full- time	28 hrs./wk. 43 wks.	45 weeks	1200
Combined Master Esthetics part-time	20 hrs./wk. 60 wks.	62 weeks	1200
Master Esthetics full-time	28 hrs./wk. 16 wks.	18 weeks	450
Master Esthetics part-time	20 hrs./wk. 23 wks.	25 weeks	450
Instructor full-time	28 hrs./wk. 18 wks.	20 weeks	500
Instructor part-time	20 hrs./wk. 25 wks.	27 Weeks	500

## **Bella Rosa Skin Academy**

### **Esthetics 750 Hybrid Course Outline**

Our hybrid learning option allows you to obtain 50% of your hours online and provides students with more flexibility to learn the complete knowledge and understanding of esthetics, while still receiving the practical experience needed for an entry level position as an esthetician. This will entitle you to take the Washington State Board of Esthetics Licensing Examination and practice as a Washington State Licensed Esthetics professional. Additionally, our students are awarded a graduation diploma from Bella Rosa Skin Academy and participate in a commencement ceremony to recognize their hard work and achievements.

**Student Resources:** Students will be given Milady Foundations and Fundamentals textbooks and workbooks to use for assignments after each theory and practical class, with a combined total of 23 chapters and lesson plans. Our School uses Milady Cengage audio and video recordings for extra theory reference.

**Knowledge Test:** At the end of each theory class, students will be given a chapter review, including quizzes, group discussion and questioning. This ensures that students are achieving success and mastery on the topics being discussed. Final grading will be done by the instructor at the end of each theory class following the test.

#### **Esthetics Online Course Breakdown – 750 Required Hours**

<b>Subject</b>	<b>Hours Required</b>
<b>Orientation:</b> School catalog, State Requirements, academy policies, safety precautions, evacuation procedures, uniform policy, program objectives.	5
<b>Online Theory of Esthetics:</b> Theory in the practice of esthetics services, business practices and basic human anatomy and physiology.	125
Theory and understanding basics of chemistry, electricity and nutrition.	50
General sciences, theory of disinfection shall be emphasized throughout the entire training period. Cleaning and disinfecting of individual workstations, individual equipment and proper use of storage linens.	75
Understanding the theory of diseases and disorders of the skin, explaining the structures and layers of the skin, explaining how the skin ages, identifying common skin conditions and disorders.	75
<b>Practical Training (hands on):</b> Temporary removal of superfluous hair of the skin by means including tweezing, waxing, tape, chemicals, lotions, creams, sugaring, threading, mechanical or electrical apparatus and appliances.	100
Care of the skin compresses massages, facials, wraps, masks, exfoliation, use of electrical or mechanical appliances, or chemical compounds.	150
Theory and practice of safety including proper use and storage of chemicals, implements, and electrical appliances.	90
Client consultation and documentation of medical history, understanding different skin types.	75
First aid as it relates to esthetics.	5
<b>Total Hours:</b>	<b>750</b>

\*Not all training may be done on mannequins.

## **Bella Rosa Skin Academy**

### **Combined Master Esthetics 1200 Hybrid Course Outline**

Our hybrid learning option allows you to obtain 50% of your hours online and provides students with more flexibility to learn the complete knowledge and understanding of esthetics and master esthetics, while still receiving the practical experience needed for an entry level position as a master esthetician. Our Master Esthetics Course begins with the foundational esthetic curriculum and moves directly into the advanced esthetic curriculum. This will prepare and entitle you to take the Washington State Board of Master Esthetics Licensing Examination and practice as a Washington State Licensed Master Esthetician. Additionally, our students are awarded a graduation diploma from Bella Rosa Skin Academy and participate in a commencement ceremony to recognize their hard work and achievements.

**Student Resources:** Students will be given Milady Foundations, Fundamentals and Milady Advanced Esthetics textbooks and workbooks to use for assignments after each theory and practical class, with a combined total of 53 chapters and lesson plans. Our School uses Milady Cengage audio and video recordings for extra theory reference.

**Knowledge Test:** At the end of each theory class, students will be given a chapter review, including quizzes, group discussion and questioning. This ensures that students are achieving success and mastery on the topics being discussed. Final grading will be done by the instructor at the end of each theory class following the test.

#### **Esthetics Online Course Breakdown – 750 Required Hours**

<b>Subject</b>	<b>Hours Required</b>
<b>Orientation:</b> School catalog, State Requirements, academy policies, safety precautions, evacuation procedures, uniform policy, program objectives.	5
<b>Online Theory:</b> Theory in the practice of esthetic services, business practices, basic human anatomy and physiology and histology.	100
Theory and understanding of the basics of chemistry, electricity and nutrition	75
Understanding the theory of diseases and disorders of the skin, explaining the structures and layers of the skin, explaining how skin ages and identifying common skin conditions and disorders.	210
<b>Practical Training (hands on):</b> Practice of temporary removal of superfluous hair of the skin by means including, tweezing, waxing, tape, chemicals, lotions, creams, threading, mechanical or electrical apparatus and appliances.	150
Skincare of the compresses, facial massage, facials, wraps, masks, exfoliation and use of electrical appliances.	150
Practice of safety including proper use and storage of chemicals, implements and electrical appliances.	20
Treatment plans, client consultation and documentation of medical history and understanding different skin types.	20
Sanitation practices of workstations and implements	20
<b>Total Esthetic Hours:</b>	
<b>750</b>	

## Master Esthetics Course Breakdown – 450 Required Hours

Subject	Hours Required
<b>Master Esthetics Online Theory:</b> Practices of infection control, safety procedures, sanitation, disinfection and first aid.	15
Understanding of anatomy, physiology, cardiovascular and lymphatic systems.	50
Advanced skin diseases, diseases and disorders, wellness management and skin sciences.	40
Practices and procedures of laser light and radio frequency therapies.	30
Skin typing, aging analysis and pharmacology.	25
Theory of advanced esthetics, laser hair removal, IPL, LED light therapy, ultrasonic technology, microcurrent, dermaplaning, microneedling, medical aesthetics, medical terminology and medical intervention.	55
<b>Practical Training (hands on):</b> HydroDermabrasion facials, oxygen infusion techniques, microcurrent treatments, radio frequency treatments, ultrasound therapies, microneedling, facial mask application, and other anti-aging applications.	125
Spa therapies, advanced makeup application, semi permanent lash extensions, medium depth chemical peels and advanced skin massage techniques.	45
Analyzing and identifying diseases and disorders of the skin	60
First aid as it relates to master esthetics.	5
<b>Total Combined Master Esthetics Hours:</b>	<b>1200</b>

\*Not all training may be done on mannequins.