



# School Catalog

Vol. September 2020

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3709 Hempstead Turnpike, Levittown, New York 11756 516.520.4800

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**Please note that Cosmetic Laser Hair Removal, Makeup Artistry, Advanced Esthetics, All About Lashes and Oncology Esthetics Programs are NOT accredited by NACCAS and are therefore non-Title IV eligible programs, as applicable.**

## **Mission Statement**

The goal of Long Island Nail Skin & Hair Institute is not only to provide the necessary education required to prepare for and pass the state board licensing examinations, but to prepare graduates of Long Island Nail Skin & Hair Institute for careers as successful professionals in the Beauty and Wellness Industry. Our team of globally recognized educators, combined with a state-of-the-art facility, and the most up to date equipment and techniques allows us to exceed all state requirements, giving our students a competitive edge.

## **Objective**

Students completing the Esthetics, Nail Specialty, Nail Specialty/Waxing, Waxing, Natural Hair Styling, Cosmetic Laser Hair Removal, Makeup Artistry, Advanced Esthetics, All About Lashes and Oncology Esthetics Programs will demonstrate the ability to perform client services, retailing within the salon, understand product chemistry, how to present themselves professionally, and realize the value of continuing education. Long Island Nail Skin & Hair Institute also provides students with the most up to date infection control guidelines. Students will receive a certificate of completion and have the opportunity to enter the job market at an entry-level position. (All courses taught in English)

## **Institute's Location**

The institute is located at 3709 Hempstead Turnpike, Levittown, New York.

Tel: 516.520.4800 Fax: 516.520.5838

Email: [admissions@nailskinhairinstitute.edu](mailto:admissions@nailskinhairinstitute.edu)

National Accrediting Commission of Career Arts and Science

3015 Colvin St., Alexandria, VA 22314

Alexandria, Virginia 22302-1432

703.600.7600 [www.nacass.org](http://www.nacass.org)

New York State Education Department

Bureau of Proprietary School Supervision 116

West 32<sup>nd</sup> Street, 5<sup>th</sup> Floor

New York, NY 10001 212 643-4760

U.S. Department of Education

1990 K Street, NW, 8th Floor Conference Center

Washington, D.C. 20006

1-800-872-5327

## **Director**

Mrs. Dana Persico, our school's Founder and Director, has been educating Beauty Professionals for over 20 years. Mrs. Persico earned a Bachelor of Science Degree at St. Josephs College. As well as overseeing the daily operations of the institute, Mrs. Persico consults for many of the top beauty companies in the professional and retail market. Her hands on experience with salon clients and her innovative teaching skills have enabled thousands of Beauty Professionals in the NY Metropolitan area become successful within the Beauty Industry.

## **Administration**

President – Dana Persico

Assistant Director- Robin Carino

Assistant to the Director – Anna Marie Gicas

Director of Financial Aid - Patricia McNulty

Director of Admissions- Elena Desomnio

Reception –Georgina Arianas

## **Faculty**

Paulette Corsentino (substitute)

Maryanne Vath

Sheila Scagnelli

Carmelina Rhodes

Anjelica Valenza

Laurie Kappauf

Natalie Magurne

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<sup>1</sup> Please note that Cosmetic Laser Hair Removal, Makeup Artistry, Advanced Esthetics, All About Lashes and Oncology Esthetics Programs are NOT accredited by NACCAS and are therefore non-Title IV eligible programs, as applicable.

## **Facilities**

Our facility is a 13,000 sq. ft. state-of-the-art learning environment. Along with our large classrooms, there are practice areas, a lecture center, retail center and professional service facility. As of January 2006, the institute was selected by New York State to become the second test site for the Esthetics Practical Exam for the Metropolitan area. Our lecture center is used by Manufacturers Educators, Medical Doctors, and invited guests to educate our students on topics ranging from Industry Trends to the latest in Medical Spa Protocols. Ample parking is provided and we are easily accessible via all major highways and public transportation.

## **Admissions Requirements**

Admission to the institute requires the following:

- Must be 17 years or older
- Must submit proof of High School Diploma, GED, High School Transcript showing high school completion, or Bachelor's Degree  
High School diplomas/transcripts from other countries are acceptable toward the student eligibility general requirement.  
Foreign diplomas must be translated and evaluated from a recognized agency such as World Educational Services (WES),Globe Language Services, and Educational Credential Evaluators (ECE) for U.S. High School Equivalency.
- Two forms of Identification
- Pay the required enrollment registration fee

## **Credit Evaluation Policy for VA Recipients**

This institution will inquire about each veteran or veteran benefits eligible person's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate.

## **Veterans Benefits and Transition Act of 2018**

Long Island Nail Skin & Hair Institute permits any \*covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates: The date on which payment from the VA is made to the institution or 90 days after the date the institution certified tuition and fees following the receipt of the COE

Long Island Nail Skin & Hair Institute does not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or to require that a covered individual borrow additional funds due to the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the Department of Veterans Affairs under chapter 31 or 33

## **Transfer Hours**

Long Island Nail Skin & Hair Institute may allow students to transfer instructional hours from course or curricula taken at a nother postsecondary school, which is licensed, registered, or accredited by state or federal authorities if the following guidelines are followed: Transfer of instructional hours is limited to the number of instructional hours successfully completed with a minimum of C. Transfer of instructional hours shall be limited to courses of like content and instructional hours. We will evaluate a student's original/official transcript and a description of the course content in determining the acceptability of the transfer of instructional hours. The student must achieve a passing grade of 90% or greater on a written multiple choice exam in each subject area that the student is receiving transfer hours. Exams to be completed at Long Island Nail Skin & Hair Institute prior to enrollment. The tuition and fees will be pro-rated so that the student only pays a proportional cost in relationship to the number of instructional hours s/he will receive.

## **Advanced Standing**

Long Island Nail Skin & Hair Institute may allow students to enter into a program with advanced standing. A student awarded advanced standing must be evaluated using a written evaluation instrument to determine the student's ability to master the instructional material in the course or courses in which the student has applied for advanced standing. The evaluation instrument along with the student's results on the evaluation instrument must be included in the student's academic permanent file. Samples of this would be a student who is already licensed in a subject area or who has, for example, taken anatomy in college and can supply an official transcript can take an exam to be credited hours that cover that subject area in the curriculum. Tuition is prorated accordingly.

## **Re-enrollments:**

A student who withdraws or is terminated from classes and who wishes to re-enroll will need approval by the Director. A student must take a re-entry exam to examine the amount of material they retain, which will determine how many hours they will be granted.

## **Statement of Non-Discrimination**

Long Island Nail Skin & Hair Institute does not practice discrimination on the basis of sex, race, color, ethnic origin, religion, financial status, or age. The institute is handicapped accessible.

### **Student Records/Transcripts**

- Student records and transcripts are provided upon written request from students, or if the student is a dependent minor, written consent from a parent or legal guardian is also required. Records are kept in accordance with state and federal law.
- You may request copies of your transcript or paperwork pertaining to obtaining your license for a fee of \$25.00 [27d]
- You must bring a picture ID. We accept cash only. Records will only be released to the individual that the records belong to.
- Student's personal documents shall not be posted or verbally mentioned in the institute.
- No information will be released to a third party without specific, written consent from the student or parents of the dependent minor. An exception to this requirement is the accrediting (NACCAS) or other regulatory agency as part of a review process.
- Court order copies of any school records will be billed to the attorney.

### **Ownership**

Long Island Nail Skin & Hair Institute is owned by Long Island Nail Institute, Inc.

### **Policies**

#### **Attendance**

Long Island Nail Skin & Hair Institute requires all students to complete 100% of all clock hours as required by New York State Education Department for their chosen discipline of study i.e.; Esthetics 600 Hours, Nail Specialty 250 Hours, Waxing 75 Hours, Nail Specialty/Waxing 300 Hours, Natural Hair Styling 300 Hours, Cosmetic Laser Hair Removal 35 Hours, Makeup Artistry 50 Hours, Advanced Esthetics 50 Hours, Oncology Esthetics 40 Hours, Permanent Makeup 100 Hours. Student attendance is monitored daily and is taken at the beginning and end of each session. All absences, including but not limited to illness, car trouble, inclement weather or family emergency must be called in. There are no excused absences, all absences will be recorded in the attendance book. Any student who is absent for 14 consecutive calendar days will be terminated. **Overage fees are charged at the rate of \$14 dollars per hour over the scheduled contract end date.**

#### **Lateness**

Lateness in excess of 15 minutes will be recorded as one hour of absence from class. Student must contact the front office. Students are responsible for all missed work due to absence and stay informed (by classmates or instructor) of material covered on day of absence.

#### **Missed Classes**

Any student that has missed classes is required to find time to make up the time. Student will not be charged for makeup hours if completed before their contract graduation date, after you will be charged overage fees.

#### **Make-up Work**

Makeup work is for any missed or failed assignments. Makeup up work will be scheduled with the instructor.

#### **Additional Classroom Rules**

1. The use of cell phones by students is not permitted, unless previously approved by a school official.
2. No photography or videos permitted to be taken on school premises by non school personal
3. Smoking is not permitted inside any part of the school. Smoking is only permitted during breaks, and must occur outside of the building a minimum of 50 feet from school campus.
4. Student will not leave the classroom while class is in session, unless directed by an instructor.
5. If a student must leave school during their scheduled session, they must inform their instructor prior to leaving.
6. Students may only leave the building and grounds during the assigned break time. All students must return on time or be charged with absence hours if late.
7. Food and Beverages are not allowed in any classroom. ONLY bottled water is allowed.

#### **Leave of Absence**

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance and approved for unforeseen, unavoidable and severe situations (i.e., illness, accident, etc). An LOA is not required if a student is not in attendance only for an institutional scheduled break, however a scheduled break may occur during an LOA. An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring an institution to perform a refund calculation. In order for an LOA to qualify as an approved LOA:

- (1) Requests for leaves of absence must be requested in advance (unless a sudden event or unforeseen circumstances, such as a car accident prevents an advance request) in writing, in person, by email or fax and include the student's signature and reason for the request, with documentation supporting the request. Leaves of absence will be granted or denied at the sole option of the Director, provided there is a reasonable expectation the student will return to class at the end of the Leave of Absence.
- (2) An LOA may be granted to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the institution documents the reason for its decision and collects the request from the student at a later date. In this example, the

beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the unforeseen circumstances.

- (3) The student must follow the institution’s policy in requesting the LOA.
- (4) There must be a reasonable expectation that the student will return from the LOA.
- (5) Approval of the student’s request for an LOA is in accordance with this policy.
- (6) No additional institutional charges will be assessed the student as a result of the LOA.
- (7) The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
- (8) A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- (9) The institution must extend the student’s contract period and maximum time frame by the same number of days taken in the LOA. An addendum must be signed and dated by all parties.
- (10) The withdrawal date for the purpose of calculating a refund is student’s last day of attendance.
- (11) An addendum must be signed due to the Leave of Absence. Leaves of Absence cannot exceed 180 days in a twelve-month period. The student will return to class in the same status and grade situation as before the Leave of Absence started.
- (12) A retention evaluation will be completed upon students return when the leave extends beyond thirty (30) days.

**School Calendar**

New students are admitted to class each month. Full time and part time schedules are available. Classes are held throughout the year with school **closings** on the official holidays listed below. Unexpected closing due to inclement weather will be posted on [www.news12.com](http://www.news12.com)

**Official Holidays (School is Closed)**

Holidays	2020	2021
Martin Luther King Day	Jan. 20	Jan. 20
President’s Day	Feb. 17	Feb 15.
Memorial Day	May. 25	May. 31
Independence Day	July 4	July 5
Labor Day	Sept. 7	Sept. 6
Columbus Day	Oct. 12	Oct. 11
Veteran’s Day	Nov. 11	Nov. 11 (Thursday)
Thanksgiving	Nov. 26 & 27	Nov. 25 & 26
Winter Break	Dec.24-Jan. 1,2021	Dec.24- Jan 1,2022

**Dress Code:**

Long Island Nail Skin & Hair Institute’s dress policy is to ensure that each student maintains the highest standard of personal cleanliness and present a neat and professional appearance at all times. Student will not be permitted in class without the proper uniform of black scrubs and closed toed black sneakers or professional shoes. Students must wear student ID badges at all times.

**Jury Duty**

Students who are summoned for jury duty will be granted time away from class. You must bring a copy of the summons to submit to the Director prior to your first day of service. You will be required to make up the time missed from classes.

**Bereavement**

Five scheduled class days will be granted for bereavement once approved by the Director. You will be required to make up the time missed from classes.

**Student Conduct and Dismissal**

Each student has an obligation to observe and follow the institute’s policies as set forth in this catalog. It is understood that proper standards of conduct are to be used at all times. If an individual’s behavior interferes with the educational process, corrective disciplinary actions will be taken. Disciplinary action may include a verbal warning, written warning, suspension or termination. The appropriate disciplinary action imposed will be determined by the Director.

**The following misconduct may result in discipline up to and including termination:**

Flagrant misconduct, violation of Long Island Nail Skin & Hair Institute’s policies or safety rules, insubordination, poor attendance, possession or use or sale of alcohol or controlled substances. Poor performance, theft or dishonesty, physical harassment, or disrespect toward employees, fellow students, visitors or other members of the public. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

**Suspension**

For a suspension to maintain the integrity of required Attendance, Satisfactory Academic Progress (SAP), and the regulations specifying the conditions of the EA, the following stipulations must be adhered to:

A student cannot be charged for missed days due to suspensions.

- A student must be permitted to make up hours missed due to suspension at no additional cost, within the contract timeframe, and the student must agree to the schedule for make-up hours. For example, the school cannot require the student make up hours in the evening if they are a day student and work at night, or otherwise are unavailable in the evening.
- Schools must document how they will take the hours missed due to suspension out of the attempted hours for SAP.
- Schools must document how they will take any quantitative test, quiz, assignment, skills, or project grades out of the calculation of the cumulative grade point average (GPA) due to the suspension.
- Schools must first provide students with a written warning of suspension, as delineated in the protocol outlined in the catalog.
- Students at risk of suspension must meet with the director prior to suspension implementation, as delineated in the protocol outlined in the catalog.
- Students must be informed, in writing, of the suspension including its length and the appeal procedure, as delineated in the protocol outlined in the catalog.
- Students must be given the opportunity to appeal the suspension, as delineated in the protocol outlined in the catalog.
- Students cannot be suspended more than a predetermined number of times in a pre-specified timeframe, as delineated in the protocol outlined in the catalog.

### **Tuition Reimbursement Fund**

The Tuition Reimbursement fund is designed to protect the financial interest of student attending proprietary schools. If a school closes while you are in attendance prior to the completion of your education program, then you may be eligible for a refund of all tuition expense you have paid. If you drop out of school prior to completion and file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law of the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations.

To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the Bureau of Proprietary School Supervision. New York State Education Department, 116 West 32<sup>nd</sup> Street, 5<sup>th</sup> floor, New York, NY 10001, or telephone (212) 643-4760. The staff of the Education Department will assist you in the preparation of tuition reimbursement form.

### **Financial Assistance**

Long Island Nail Skin & Hair Institute can provide financial assistance to those students who qualify.

#### **Title IV funding includes the following:**

- Direct Subsidized Federal Loan
- Direct Unsubsidized Federal Loan
- Pell Grant

### **Statement of Students Rights, Responsibility, and Eligibility for receiving Financial Aid**

A meeting with our Financial Aid Department can determine eligibility and options. Financial Aid is available for those that qualify. All students have right to apply for Title IV funding as well as the option for a payment plan as listed on enrollment agreement. It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans.

### **Students Books and Supplies**

Students have the option of opting out of purchasing their books and kit from Long Island Nail Skin & Hair Institute. Student can purchase their books and kit from a vendor not affiliated with our Institute. List of alternative sources to purchase the kit is available in the front office. All supplies must be comparable to Long Island Nail Skin & Hair Institutes kit within the first week of class.

### **Method of Payments**

**Long Island Nail Skin & Hair Institute accepts MasterCard, Visa, Discover, AMEX, checks and cash. Student's tuition payments are due on a weekly basis. If payment is not received, a \$10.00 late fee will apply.**

### **LINSHI Career Builder Continuing Education Scholarship**

Long Island Nail Skin & Hair Institute may accept the award of certain scholarships in the payment of a student's tuition.

**Name of Scholarship program:** LINSHI Career Builder Continuing Education Scholarship

**Number of Scholarships to be distributed:** Unlimited **Amount Awarded:** 10%-20% total program costs **Eligibility/Application Criteria:**

1. Completion of a State Licensure course at Long Island Nail Skin & Hair Institute.
2. Students must maintain a 90% or above attendance rate throughout their LINSHI education period.
3. Students must achieve a final GPA of 85% or above upon completion of State Licensure course at LINSHI.

#### **Academic/Award Criteria:**

1. Student must satisfy prerequisite and be enrolled in a continuing education course of their choice at LINSHI.
2. Scholarships are intended to offset the costs of continuing education courses at LINSHI.
3. Students that meet or exceed the requirements will be awarded a total scholarship amount of 10% of the total course cost on courses that are 50 hours or less in length.

4. Students that meet or exceed the requirements will be awarded a total scholarship amount of 20% of the total course costs on all courses that are 51 hours or greater in length.
5. A second scholarship may be awarded to a student for an additional continuing education course upon completion of prior scholarship awarded continuing Education course that the student has maintained a minimal 90% GPA.
6. Scholarships cannot be combined with promotional offers.
7. Students must complete the continuing education course in its entirety.

**Period of time covered by scholarship:** Scholarship will expire 1 year from the student's official State licensing course graduation date.

**Name of Scholarship program: Olivia HOPE LoRusso Scholarship Fund**

The Olivia HOPE LoRusso Scholarship fund was established April 2018. By Nail Skin & Hair Institute in memory of our esteemed graduate and accomplished Aesthetician Shelly LoRusso's Daughter Olivia Hope.

**Eligibility:** The Olivia HOPE LoRusso Scholarship fund is intended to assist a student who is an aspiring beauty professional studying specialized courses in Oncology Esthetics and has had a personal experience with the loss of a loved one to cancer.

**Application Criteria:**

1. Applicants must write a short essay about the defining moment in their life when they realized that the study of
2. Oncology Esthetics became important to their studies and career plans.
3. Complete the enrollment process and be accepted by Long Island Nail Skin Hair Institute.
4. Submit the scholarship application prior to the start of the Oncology Course.

**Academic:**

1. Start class stated on the enrollment agreement.
2. Maintain satisfactory progress throughout the term of the course.
3. Student must complete the course in its entirety.

**Award Criteria:**

1. One scholarship will be awarded annually.
2. The scholarship will cover the full cost of Long Island Nail Skin & Hair Oncology Esthetics Course.

**Source of Scholarship Funds:**

1. Long Island Nail Skin & Hair Institute will maintain a segregate fund for the management of scholarship funds.
2. A Tuition Credit from Long Island Nail Skin & Hair Institute will be notated on the student's ledger as Scholarship.
3. Long Island Nail Skin & Hair Institute will report all scholarship funds as gross tuition income.

**Katie Beers Chance to Advance Scholarship**

**Name of Scholarship Program:** Long Island Nail, Skin & Hair Institute Katie Beers Chance to Advance Scholarship

**Number of Scholarships to be distributed:** One scholarship will be awarded each year.

**Amount Awarded:** Full cost of tuition and supplies for courses offered at Long Island Nail Skin and Hair Institute (up to \$10,000 annually.)

**Eligibility/Application Criteria:**

1. Student must be a senior at a Long Island high school and scheduled to graduate with their upcoming Graduating class.
2. Student must satisfy all prerequisites and criteria to be enrolled at the Institute.

**Academic/Award Criteria**

1. Applicant must submit an essay of approximately 250 words stating what their career goals are in the beauty industry and how this scholarship will help them achieve their goals.
2. Applicants will submit a completed application along with essay for review by the scholarship committee prior to April 30<sup>th</sup> of the current year.
3. A decision will be made by the committee on June 1<sup>st</sup> of the current year.
4. The scholarship recipient will be notified prior to their high school graduation. The recipient will be given a voucher that they can bring to Long Island Nail Skin & Hair Institute when enrolling. The student can use the voucher to enroll in the monthly start date of their choice within one year of receiving the scholarship voucher.
5. The scholarship recipient will maintain satisfactory academic progress in accordance with Long Island Nail Skin & Hair Institute written policies during their time enrolled at the Institute.
6. If for any reason the scholarship recipient gets dropped/expelled from the Institute, the student will not be charged for tuition or be due any refund.
7. The scholarship is non-transferable.

**Period of time covered by the scholarship:**

Scholarship will expire one year from the student's high school graduation.

**Source of scholarship funds:**

1. Long Island Nail Skin & Hair Institute will maintain a separate fund for the management of scholarship funds.
2. A tuition credit from Long Island Nail Skin & Hair Institute will be noted on the student's ledger as Scholarship.
3. Long Island Nail Skin & Hair Institute will report all scholarship funds as gross tuition income.



### **Award Committee Members:**

Susan Fragale, Director of Community Engagement & Partnerships, EAC Network

Dana Persico, CEO & Executive Director Long Island Nail Skin & Hair Institute

Beverly Fortune, President, Fortune Business Development

### **Disclosure Statement**

“The student should be aware that some information in this catalog may change. It is recommended that students considering enrollment check with the school Director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the schools teaching personnel and courses/curriculum offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/; curricula listed in the school’s catalog may not be approved at the time the student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that you check with the school Director to determine if there are any changes in the courses/curricula offered of the teaching personnel listed in the catalog.”

### **Grading System**

The grades, which appear on the student’s reports, are an appraisal of his/her technical knowledge and performance on laboratory assignments. Technical passing grade is **76%**, which is determined by the practical and written examinations. In addition, the student’s grade is based on the student’s ability to complete correct procedure according to manufacturer’s instructions and follow class instructions.

The quality of the student work is measured in a percentage scale as follows:

**A** = 93% - 100%      **B** = 85% - 92%      **C** = 76% - 84%      **D** = 67% - 75%      **F** = 66% or below

76% is established as minimum School passing grade.

### **Examinations**

All students are required to take periodic examinations in each subject. In no case will a student receive credit for a subject if the student fails to take and pass a final examination.

### **Employment Assistance**

The institute provides job placement services to all graduates, but does not guarantee employment. Postings of all available job opportunities are located in the Main Office. Students will also receive instruction on professionalism; resume writing, interview preparation, job search skills, etc.

### **Complaint Procedures**

“If you are or were a student of a Licensed Private or Registered Business School in the State of New York and believe that the school, or anyone representing the school, has acted unlawfully, you have the right to file a complaint with the New York State Education Department.”

You may make complaints about the conduct of the school; advertising; standards and methods of instruction; equipment; facilities; qualifications of teaching and management personnel; enrollment agreement; methods of collecting tuition and other charges; school license or registration; school and student records; and private school agents.

The Steps to file a complaint are:

1. Write to New York State Education Department, Bureau of Propriety School Supervision, 116 West 32<sup>nd</sup> Street, 5<sup>th</sup> Floor, New York, NY 10001 or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail. The complainant can also file a complaint with NACCAS, 3015 Colvin St., Alexandria, VA 22314, 703.600.7600.
2. If you cannot come in for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint that is more than two years after the date of occurrence.

The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informal. If the Department determines that violations of the law have been committed and the school fails to take satisfactory and appropriate action the Department may proceed with formal disciplinary charges

### **Internal Complaint Procedure**

1. Any student concerns or dissatisfied may be addressed through notification to the Administrative Staff.
2. A meeting with the student and an administrative staff member will be scheduled if necessary. If no resolution is arrived upon the Director will ultimately determine any further necessary measures deemed appropriate

## **Safety Rules**

Students, Instructors, Directors and Faculty must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately to the Director, Instructor or Faculty member.

Please observe the following precautions:

1. Notify the Director of any emergency situations. If you are injured or become sick at school, you must inform the school officials immediately.
2. The use of alcoholic beverages or illegal drug substances, or the abuse of legal prescription drugs during school hours will not be tolerated. The possession of alcoholic beverages or illegal drug substances on the school property is forbidden.
3. Understand your school fully and follow instructions. If you are not sure of the safe procedure, don't guess...ask the Director or Instructor.
4. Our staff is committed to providing a safe and healthy environment for each student and visitors. Therefore, smoking is not permitted.

## **Satisfactory Academic Progress (SAP) Policy**

Under New York State regulations, all schools are required to have a system and policy for determining academic standing for all students. Further, as a NACCAS accredited institution, Long Island Nail Skin & Hair Institute is required to have a Satisfactory Academic Progress Policy which applies to every student enrolled in a NACCAS-approved program. The policy is provided to applicants prior to enrollment. It is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time). The following requirements explain how SAP is determined, the intervals at which the determinations are made and the effect of the determinations on students' continued enrollment status and eligibility for Title IV Student Financial Assistance, if applicable.

To be considered making Satisfactory Academic Progress, all students must maintain a minimum of 85% Attendance and a 76% cumulative Grade Average (2.0 GPA equivalent) throughout their program of study. All students must meet the following standards of academic achievement and successful course completion to be considered making SAP.

### **1. MAXIMUM TIME FRAME**

You are expected to complete all program requirements by your scheduled end (graduation) date. However, for the purposes of Satisfactory Academic Progress, a student may not to exceed 118% of the normal program hours.

For example, the maximum time frame in which to complete:

- 600 hour program is 708 hours
- 300 hour program is 354 hours
- 250 hour program is 295 hours
- 75 hour program is 88.5 hours

A formal SAP evaluation will be completed when a student *successfully completes* the scheduled clock hours in the evaluation period. The evaluation period is one-half of the total program hours, as follows:

Hours in Program	Evaluation Point (for attendance and academics) Occurs When the Student Cumulative Successfully Completed the Following Scheduled Clock Hours (ensures that first evaluation occurs not later than the midpoint of the academic year or course, whichever occurs sooner)
600 (Esthetics)	300 and 600
300 (Nail Specialty/Waxing and Natural Hair Styling)	150 and 300
250 (Nail Specialty)	125 and 250
75 (Waxing)	37.5 and 75

If at any evaluation point it becomes apparent that the student cannot complete the program within the maximum time frame (mathematically impossible to complete within the normal program timeframe), the student will no longer be eligible to receive financial aid, if applicable. At the point the student successfully completes the scheduled clock hours in the evaluation period (known as a payment period for purposes of students receiving Title IV aid), financial aid will be disbursed for the following payment period, provided the student is making Satisfactory Academic Progress.

### **2. QUALITATIVE MEASURE**

Students are required to maintain a cumulative Grade Point Average (GPA) of 76% on a 100% scale. You will be evaluated for the average of your theoretical tests and practical tests taken. Practical areas are graded based on specific, written criteria that are converted into a percentage grade. Theoretical tests are given each week and converted into a percentage grade.

**A** = 93% - 100%

**B** = 85% - 92%

**C** = 76% - 84%

**D** = 67% - 75%

**F** = 66% or below

### **3. QUANTITATIVE MEASURE**

A student must progress through the program at a pace of 85% or higher. Pace is calculated by dividing the cumulative number of

successfully completed hours by the cumulative number of hours for which the student has been scheduled. Pace is a measure of **successful completion** which means you must be passing grades on both theoretical and practical work completed during those hours, in order for the hours to be considered **SUCCESSFULLY COMPLETED**.

**4. EVALUATION POINTS OF PROGRESS & WARNING STATUS**

Both Qualitative (grades) and Quantitative (pace-successful completion) measures are evaluated at the point at which the student successfully completes the mid-point in the program (known as the Payment Period for Title IV student financial aid, if applicable). Students must meet both the grade average (76%) and pace/successful completion (85%) at the evaluation point in order to be considered making satisfactory academic progress.

Students who meet the requirements will be considered to be making Satisfactory Academic Progress until the next evaluation point. Students will receive a copy of the SAP Evaluation Form at each evaluation point which will include details of the potential impact on financial aid eligibility, if applicable.

If a student does not meet the Qualitative and/or Quantitative requirements during the evaluation period, he or she will be placed on SAP-Warning status until the next evaluation. For Title IV financial aid recipients, during the time you are in SAP-Warning status, you will be considered eligible for financial aid and applicable funds will be disbursed. Each student on SAP-Warning status is advised in writing on the actions required to attain Satisfactory Academic Progress by the next evaluation point and the potential impact on financial aid eligibility, if applicable.

**5. APPEAL AND PROBATION**

If at the end of the SAP-Warning status period, the student has still not met both the Qualitative and Quantitative measure requirements, he or she will be considered NOT making SAP and may appeal the determination. For financial aid recipients, until such time as an Appeal is reviewed and approved, the student is ineligible for Title IV aid.

If a student chooses to appeal the determination that he/she is not making SAP, a written letter of appeal must be submitted to the Financial Aid Administrator within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a close relative, an injury or illness of the student, or any other allowable special or mitigating circumstance.

The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the appeal should be granted. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student. The appeal and decision documents will be retained in the student file.

If the student prevails upon appeal, the student will be placed on SAP-Probation for one evaluation period (also known as a payment period for Title IV student financial aid purposes, if applicable). A determination will be made at this time as to whether it is mathematically possible for the student to attain SAP by the end of one evaluation period. If it is not, the student will also be placed on an Academic Plan designed to ensure significant progress toward attaining SAP.

During the timeframe of the SAP-Probation, the student remains eligible for Title IV aid. If at the end of the probationary period, the student is determined to still not have met satisfactory academic progress or has not made the progress required by the academic plan, he/she will no longer be eligible for Title IV funds, if applicable.

A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA student financial aid funds, if applicable, unless the student is on SAP-Warning or has prevailed upon appeal of the determination that resulted in the status of SAP-Probation.

**6. RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid eligibility, as applicable, by meeting minimum Qualitative and Quantitative requirements by the end of the subsequent evaluation period.

**7. LEAVES OF ABSENCE, RE-ENTRY & TRANSFER HOURS**

A student returning from a leave of absence or other official interruption of training must return to the school in the same satisfactory or unsatisfactory progress status as prior to the leave. A leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence. If a student doesn't return from the approved Leave of Absence date, student will be terminated. Transfer hours from another institution that are accepted towards the student's program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluations period are based on actual contracted hours at the institution for transfer students.

**8. COURSE INCOMPLETES, REPETITIONS, NON-CREDIT REMEDIAL COURSES**

Course grades of Incomplete are not given at Long Island Nail Skin & Hair Institute. Course repetitions and non-credit remedial courses do not exist in our academic system. None of these, therefore, have any effect on SAP at this school.

## **Schedule of Hourly Requirements**

Esthetics: 600 hours	9:30am – 2:30pm Monday – Friday (Days – 25 hours weekly) 9:30am – 2:30pm Monday -Wednesday (Part Time – 15 hours weekly) 6:00pm– 9:30pm Monday – Thursday (Nights – 14 hours weekly)
Nail Specialty: 250 hours	9:30am – 2:30pm Monday – Thursday (Days – 20 hours weekly) 6:00pm – 9:30pm Monday – Thursday (Nights – 14 hours weekly)
Waxing: 75 hours	9:30am – 2:30pm Monday- Thursday (Days – 20 hours weekly) 6:00pm- 9:30pm Monday-Thursday (Nights – 14 hours weekly)
Nail Specialty/Waxing Program: 300 Hours	9:30am – 2:30pm Monday – Thursday (Days – 20 hours weekly) 6:00pm – 9:30pm Monday- Thursday (Nights – 14 hours weekly)
Natural Hair Styling: 300 Hours	9:30am- 2:30pm Monday –Friday (25 hours weekly)
Cosmetic Laser Hair Removal: 35 Hours	9:30am – 4:30 pm Monday – Friday (Days – 35 hours weekly) 4:30pm – 9:30pm Monday – Thursday (Nights – 20 hours weekly)
Makeup Artistry: 50 Hours	9:30am – 2:30pm Monday – Friday (Days – 25 hours weekly) 6:00pm – 9:30pm Monday – Thursday (Nights – 14 hours weekly)
Advanced Esthetics: 50 Hours	9:30am – 2:30pm Monday – Friday (Days – 25 hours weekly) 6:00pm – 9:30pm Monday – Thursday (Nights – 14 hours weekly)
Oncology Esthetics: 40 Hours	9:00am -5:00pm Monday—Friday (Days – 40 hours weekly) 5:00pm- 10:00 pm Monday-Thursday (Nights - 20 hours weekly)
Permanent Makeup: 100 Hours	9:00am-5:00pm Monday-Friday (Days – 40 hours weekly) 4:00pm-10:00pm Monday-Thursday (Nights - 24hours weekly)
All About Lashes: 14 Hours	9:30am – 2:30pm Monday – Friday (Days –14 hours weekly) 5:00pm- 9:45 pm Monday- Thursday (Nights–14hours weekly)

<sup>3</sup> Please note that Cosmetic Laser Hair Removal, Makeup Artistry, Advanced Esthetics, All About Lashes and Oncology Esthetics Programs are NOT accredited by NACCAS and are therefore non-Title IV eligible programs, as applicable.

<sup>4</sup> An applicant not accepted by the school receives all monies returned.

## **Tuition and Fees**

### **Course Fees**

#### **Esthetics**

Tuition -	\$ 9795.00
Books & Supplies -	\$ 500.00
Enrollment Registration - \$	100.00 (non-refundable) <sup>1</sup>
Total Tuition	\$10,395.00

#### **Nail Specialty**

Tuition -	\$ 3,095.00
Books & Supplies -	\$ 500.00
Enrollment Registration - \$	100.00 (non-refundable)
Total Tuition	\$ 3,695.00

#### **Nail Specialty/Waxing**

Tuition -	\$4,365.00
Books & Supplies -	\$ 725.00
Enrollment Registration -\$ 100.00	(non-refundable)
Total Tuition	\$5,190.00

#### **Makeup Artistry**

Tuition -	\$ 2,195.00
Books & Supplies -	\$ 700.00
Enrollment Registration -\$ 100.00	(non-refundable)
Total Tuition	\$ 2,995.00

#### **Permanent Makeup**

Tuition -	\$ 3,395.00
Books & Supplies -	\$ 500.00
Enrollment Registration -\$ 100.00	(non-refundable)
Total Tuition	\$ 3,995.00

#### **All About Lashes**

Tuition -	\$ 550.00
Books & Supplies -	\$ 195.00
Enrollment Registration -\$ 55.00	(non-refundable)
Total Tuition	\$800.00

#### **Waxing**

Tuition -	\$ 2,070.00
Books & Supplies -	\$ 225.00
Enrollment Registration -\$ 100.00	(non-refundable)
Total Tuition	\$ 2,395.00

#### **Cosmetic Laser Hair Removal**

Tuition -	\$ 1,495.00
Books & Supplies -	\$ 300.00
Enrollment Registration -\$ 100.00	(non-refundable)
Total Tuition	\$ 1,895.00

#### **Advanced Esthetics**

Tuition -	\$ 1,905.00
Books & Supplies -	\$ 990.00
Enrollment Registration -\$ 100.00	(non-refundable)
Total Tuition	\$ 2,995.00

#### **Natural Hair Styling**

Tuition -	\$ 3,195.00
Books & Supplies -	\$ 700.00
Enrollment Registration -\$ 100.00	(non-refundable)
Total Tuition	\$ 3,995.00

#### **Oncology Esthetics**

Tuition -	\$700.00
Books & Supplies -	\$ 30.00
Enrollment Registration -\$ 70.00	(non-refundable)
Total Tuition	\$ 800.00

<sup>1</sup> Please note that Cosmetic Laser Hair Removal, Makeup Artistry, Advanced Esthetics, All About Lashes and Oncology Esthetics Programs are NOT accredited by NACCAS and are therefore non-Title IV eligible programs, as applicable.

<sup>4</sup> An applicant not accepted by the school receives all monies returned.

### **Esthetics Course Outline**

The Esthetics course consists of 600 hours as prescribed New York Division of Licensing Requirements. The objective of the Esthetics curriculum is to provide the student with ample training to pass the State Board written and practical exams. As a licensed Esthetician an individual is permitted to practice facials, body procedures, make-up artistry and hair removal.

<b>Course Unit Title</b>	<b>Required Hours</b>
Orientation	4
Safety & Health	8
Bacteriology	18
Anatomy & Physiology	25
Structure & Function of Skin	12
Superfluous Hair	24
Chemistry	3
Chemistry in Cosmetics	21
Electricity & Machines	18
Facial Treatments	250
Make-up Techniques	84
Business Practices	47
Job Skills	66
Introduction to Paramedical Esth.	20
<b>Total</b>	<b>600 hours</b>

Graduation Requirements: Students must complete contracted hours and achieve a minimum of 76% grade average in order to qualify for Graduation. Certificate will be awarded upon completion of program

### **Nail Specialty Course Outline**

The Nail Specialty course consists of 250 hours as prescribed New York Division of Licensing Requirements. The objective of the Nail Specialty curriculum is to provide the student with ample training to pass the State Board written and practical exams. As a licensed Nail Technician an individual is permitted to practice natural nail care and foot care, artificial enhancements and nail art.

<b>Course Unit Title</b>	<b>Required Hours</b>
Orientation	4
Anatomy/Physiology	10
Safety & Health	8
Bacteria	10
Infection Control	10
Client Consultation	4
Manicuring	20
Pedi curing	15
Tip Application	12
Nail Wraps	25
Acrylics	50
Gel Nails	20
Nail Art	4
Business Practice	14
Job Skills	6
Nail Disorders	10
Skin Disorders	10
Chemistry	8
Demos	10
<b>Total</b>	<b>250 hours</b>

Graduation Requirements: Students must complete contracted hours and achieve a minimum of 76% grade average in order to qualify for Graduation. Certificate will be awarded upon completion of program

### Waxing Course Outline

The Waxing course consists of 75 hours as prescribed New York Division of Licensing Requirements. The objective of the Waxing curriculum is to provide the student with ample training to pass the State Board written exam. As a licensed Waxer an individual is permitted to practice waxing for the purpose of hair removal.

<b>Course Unit Title</b>	<b>Required Hours</b>
Professional Reg.	10
Safety & Health	20
Skin	10
Removal of Hair	35
<b>Total</b>	<b>75 hours</b>

Graduation Requirements: Students must complete contracted hours and achieve a minimum of 76% grade average in order to qualify for Graduation. Certificate will be awarded upon completion of program

### Nail Specialty/Waxing

The Nail Specialty/Waxing course consists of 300 hours as prescribed New York Division of Licensing Requirements.

<b>Course Unit Title</b>	<b>Required Hours</b>
Orientation	4
Anatomy/Physiology	10
Bacteria & Infectious Disease	10
Infection Control	10
Client Consultation	4
Manicuring	30
Pedicuring	15
Tip Application	12
Nail Wraps	25
Liquid & Powder Nail Extensions	50
Gel Nails	20
Nail Art	5
Retailing Techniques	6
Business Practices	8
Job Skills	6
Professional Requirements	10
Safety & Health	20
Skin Structure, Disorders	10
Removal of Superfluous Hair	45
<b>Total</b>	<b>300 Hours</b>

Graduation Requirements: Students must complete contracted hours and achieve a minimum of 76% grade average in order to qualify for Graduation. Certificate will be awarded upon completion of program

### Makeup Artistry

**Please note that Makeup Artistry is NOT accredited by NACCAS and therefore is a non-Title IV eligible program, as applicable.**

The Makeup Artistry Course consists of 50 hours as prescribed New York Division of Licensing Requirements. This course offers an avant-garde education in makeup and is everything the aspiring Makeup Artist can't live without.

<b>Course Unit Title</b>	<b>Required Hours</b>
Orientation	1
Fundamental Makeup	24.5
Advanced Makeup	24.5
<b>Total</b>	<b>50 Hours</b>

Graduation Requirements: Students must complete contracted hours and achieve a minimum of 76% grade average in order to qualify for Graduation. Certificate will be awarded upon completion of program

### **Advanced Esthetics**

Please note that Advanced Esthetics is NOT accredited by NACCAS and therefore is a non-Title IV eligible program, as applicable.

The Advanced Esthetics course consists of 50 hours as prescribed New York Division of Licensing Requirements. This course provides sought after advanced training for Estheticians, and Waxing Specialists to further advance their career.

<b>Course Unit Title</b>	<b>Required Hours</b>
Microdermabrasion	5
Chemical Peel	5
Advanced Treatments	15
Advanced Waxing Techniques	15
Aromatherapy in Esthetics	10
<b>Total</b>	<b>50 Hours</b>

Graduation Requirements: Students must complete contracted hours and achieve a minimum of 76% grade average in order to qualify for Graduation. School certificate will be awarded upon completion of program

### **Cosmetic Laser Hair Removal**

Please note that Cosmetic Laser Hair Removal is NOT accredited by NACCAS and therefore is a non-Title IV eligible program, as applicable.

The Cosmetic Laser Hair Removal course consists of 35 hours as prescribed New York Division of Licensing Requirements. This course is designed to further the understanding of the light therapy for many common medical esthetic skin procedures and teaches the provider how to perform these procedures in a safe environment. Topics of the course cover safety, anatomy, physiology and the basic physics of skin and light interactions.

<b>Course Unit Title</b>	<b>Required Hours</b>
Orientation	.5
Anatomy/Physiology	4
Laser Science & Systems	3.5
Laser Equipment & Safety	3
Bacteriology & Sanitation	2
Client Consultation	4
Professional Ethics	1
Treatments Performed	1
Performing Actual Treatments	15
Review Q & A Period	1
<b>Total</b>	<b>35 Hours</b>

Graduation Requirements: Students must complete contracted hours and achieve a minimum of 76% grade average in order to qualify for Graduation. Certificate will be awarded upon completion of program

### **Natural Hair Styling**

The Natural Hair Styling program consists of 300 hours as prescribed New York Division of Licensing Requirements. This course concentrates on modern styles, as well as edgy and creative hair designs, using hot tools, roller sets, extensions and more. Topics of this course cover safety, anatomy & physiology, hair analysis, and chemistry as well as shampoos, conditioners, treatment, braiding, weaving and styling.

<b>Course Unit Title</b>	<b>Required Hours</b>
Professional Requirements	10
Safety and Health	20
Anatomy and Physiology	5
Hair Analysis	10
Hair and Scalp Diseases and Disorders	10
Chemistry as Applied to Natural Hair Styling	5
Shampoos, Conditioners, Treatments, and Rinses	20
Hair Braiding, Locking, Weaving and Styling	220
<b>Total</b>	<b>300 Hours</b>

Graduation Requirements: Students must complete contracted hours and achieve a minimum of 76% grade average in order to qualify for Graduation. Certificate will be awarded upon completion of program



## **Oncology Esthetics**

Please note that Oncology Esthetics is NOT accredited by NACCAS and therefore is a non-Title IV eligible program, as applicable.

The Oncology Esthetics program consists of 40 hours as prescribed New York Division of Licensing Requirements.

This course will train the Esthetician or Cosmetologist on how to perform methods of Esthetic Protocols for patients with cancer and in remission.

<b>Course Unite Title</b>	<b>Required Hours</b>
Introduction to Cancer	3
Safety and Health	2
Anatomy and Physiology	2
Structure & Disorders During Cancer Treatments	4
Chemistry as Applied to Skin Care Products & Cosmetics	4
Patient Consultation & Service Protocols	6
Lymphedema	2
Ethical Business Practices	2
Performing Actual Treatments	15

**Total** **40 Hours**

Graduation Requirements: Students must complete contracted hours and achieve a minimum of 76% grade average in order to qualify for Graduation. Certificate will be awarded upon completion of program

## **Permanent Makeup**

Please note that Permanent Makeup is NOT accredited by NACCAS and therefore is a non-Title IV eligible program, as applicable.

The Permanent Makeup program consists of 100 hours as prescribed New York Division of Licensing Requirements.

This course will train on how to perform methods of Permanent Makeup inclusive of sanitation standards as prescribed by NY State.

<b>Course Unite Title</b>	<b>Required Hours</b>
Orientation	.5
NYS Laws & Regulations	4
Sanitation & Sterilization	15
Consultations/Contraindications	2
Anatomy & Physiology	3.5
Color Theory	4
Permanent Makeup Techniques	67
Business of Permanent Makeup	4

**Total** **100 Hours**

Graduation Requirements: Students must complete contracted hours and achieve a minimum of 76% grade average in order to qualify for Graduation. Certificate will be awarded upon completion of program

## **All About Lashes**

Please note that All About Lashes is NOT accredited by NACCAS and therefore is a non-Title IV eligible program, as applicable.

The All About Lashes course consists of 14 hours as prescribed New York Division of Licensing Requirements. This course provides sought after advanced training for Estheticians, to further advance their career.

<b>Course Unite Title</b>	<b>Required Hours</b>
Orientation	.5
NYS Laws & Regulations	1
Sanitation Guidelines	2
Understanding eye conditions/allergies	1.5
Lash Styles/ tools & Adhesives	2
Pre & Post care	1.5
Eye & Face Anatomy	2
Understanding eye conditions/allergies	1.5
Hair Growth Cycle	1.5
Social Media & Marketing	.5

**Total** **14 Hours**

Graduation Requirements: Students must complete contracted hours and achieve a minimum of 76% grade average in order to qualify for Graduation. Certificate will be awarded upon completion of program

## Career Opportunities

Once you are licensed, the choices for employment that are in the Beauty industry include:

### Salons

Owner  
Make-up Artist  
Manager Manicurist  
Esthetician

### Manufacturing & Distribution

Field Manager Sales Consultant  
District Manager Educator  
Manufacturer's Representative

### Communications

Beauty Editor Freelance Writer  
Advertising Promotion Writer

### Education

Instructor  
State Board Inspector  
Beauty School Director/Owner  
Educational Director for Manufacturer

### Types of Salons

Spas Resorts Medispa  
Pedispa Cruise Ships  
Dermatologists Office Health Club  
Chiropractic Office Plastic Surgeons  
Office Freelance

### Retail Sales

Sales Consultant Cosmetic Buyer  
Manager Director of Sales  
Assistant Buyer

## **REFUND POLICIES**

### TUITION LIABILITY CHARTS FOR EACH SPECIFIC COURSE FOLLOW AFTER THE GENERAL WORDING OF THE REFUND POLICIES OF NEW YORK ON PAGES 18-19:

#### Quarter Refund Policy

1. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable enrollment registration fee.
2. Thereafter, a student will be liable for:
  - the non-refundable enrollment registration fee plus
  - the cost of any textbooks or supplies accepted plus
  - tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of quarters in the program. Total tuition liability is limited to the quarter in which the student withdrew or was terminated, and any previous quarters completed.

#### • First Quarter

##### IF TERMINATION OCCURS                      SCHOOL MAY KEEP:

Prior to or during the first week .....0%  
During the second week.....25%  
During the third week ..... 50%  
During the fourth week .....75%  
After the fourth week .....100%

#### • Subsequent Quarter(s)

##### SCHOOL MAY KEEP:

During the first week ..... 25%  
During the second week..... 50%  
During the third week ..... 75%  
After the third week .....100%

3. The student refund may be more than the state above if the accrediting agency refund policy results in a greater refund.

### **Refund Policy Language - Terms**

1. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable enrollment registration fee.
2. Thereafter, a student will be liable for:
  - the non-refundable enrollment registration fee plus
  - the cost of any textbooks or supplies accepted plus
  - tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program.. Total tuition liability is limited to the term during which the student withdrew or was terminated and any previous terms completed.

**First Term**

IF TERMINATION OCCURS:	SCHOOL MAY KEEP:
Prior to or during the first week .....	0%
During the second week .....	20%
During the third week .....	35%
During the fourth week .....	50%
During the fifth week .....	70%
After the fifth week .....	100%

**Subsequent Terms**

	SCHOOL MAY KEEP:
During the first week.....	20%
During the second week.....	35%
During the third week .....	50%
During the fourth week .....	70%
After the fourth week .....	100%

3. The student refund may be more than the state above if the accrediting agency refund policy results in a greater refund.

Refund Policy Language - Mini . Mini Refund Policy (6 or less weeks in duration)

1. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable enrollment registration fee.
2. Thereafter, a student will be liable for:
  - o the non-refundable enrollment registration fee plus
  - o the cost of any textbooks or supplies accepted plus
  - o tuition liability as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

IF TERMINATION OCCURS	School may keep
0-15% of the program.....	0%
16-30% of the program .....	25%
31-45% of the program .....	50%
46-60% of the program .....	75%
After 60% of the program .....	100%

3. The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.

(The following also is part of quarter, term and mini refund policies)

- Monies due to student or applicant will be refunded within 45 days of official cancellation or withdrawal.
  - Applicant not accepted by the school shall be entitled to a full refund of all money paid.
  - A student on an approved leave of absence that does not return will be considered as withdrawn. Refund calculation conducted based on the last date of student attendance, Any refund due to a student shall be paid by the school within forty- five days of the date on which the student withdraws from the program, which will be the earlier date of either expiration of the leave of absence or the date the student notifies the institution that they will not be returning.
  - Official cancellations or withdrawals will be determined by last date of attendance
  - Any monies due to student who unofficially withdraws from the institution shall be refunded within 45 days by the institution that the student has withdrawn without notification which shall occur no more than 30 days from the last date of attendance.
  - If a program or course is postponed subsequent to a student’s enrollment date and before instruction in the program or course has begun the student shall have the option to get all monies paid refunded or to stay with the school for completion of the program course.
  - If a school closes permanently and cease to operate and or offer instruction after students have enrolled or if a program is cancelled after students have enrolled and instruction has begun the school must provide all monies paid or implement an applicable teach out plan which is approved by BPSS.
  - “The failure of a student to notify the director in writing of withdraw may delay a refund of tuition due pursuant to section 5002 of Education Law”
- Refund policy applies to all terminations for any reason, by either party, including student decision, course cancellation or school closure.

<p><b>Esthetics (Full Time) refund policy</b></p> <p><b>First Quarter</b></p> <table border="0"> <thead> <tr> <th>If termination occurs</th> <th>School may keep</th> <th>Student refund</th> </tr> </thead> <tbody> <tr> <td>Prior to or during the first week---0%</td> <td>\$ .00</td> <td>4897.50</td> </tr> <tr> <td>During the second week---25%</td> <td>1224.38</td> <td>3673.12</td> </tr> <tr> <td>During the third week-----50%</td> <td>2448.75</td> <td>2448.75</td> </tr> <tr> <td>During the fourth week----75%</td> <td>3673.12</td> <td>1224.12</td> </tr> <tr> <td>After the fourth week-----100%</td> <td>4897.50</td> <td>.00</td> </tr> </tbody> </table> <p><b>Subsequent Quarter</b></p> <table border="0"> <thead> <tr> <th>If termination occurs</th> <th>School may keep</th> <th>Student refund</th> </tr> </thead> <tbody> <tr> <td>During the first week----- 25%</td> <td>1224.38</td> <td>3673.12</td> </tr> <tr> <td>During the second week----50%</td> <td>2448.75</td> <td>2448.75</td> </tr> <tr> <td>During the third week----- 75%</td> <td>3673.12</td> <td>1224.38</td> </tr> <tr> <td>After the third week-----100%</td> <td>4897.50</td> <td>.00</td> </tr> </tbody> </table>	If termination occurs	School may keep	Student refund	Prior to or during the first week---0%	\$ .00	4897.50	During the second week---25%	1224.38	3673.12	During the third week-----50%	2448.75	2448.75	During the fourth week----75%	3673.12	1224.12	After the fourth week-----100%	4897.50	.00	If termination occurs	School may keep	Student refund	During the first week----- 25%	1224.38	3673.12	During the second week----50%	2448.75	2448.75	During the third week----- 75%	3673.12	1224.38	After the third week-----100%	4897.50	.00	<p><b>Nail Specialty Refund Policy</b></p> <p><b>First Quarter</b></p> <table border="0"> <thead> <tr> <th>If termination occurs</th> <th>School may keep</th> <th>Student refund</th> </tr> </thead> <tbody> <tr> <td>Prior to or during the first week-----0%</td> <td>\$ .00</td> <td>1547.50</td> </tr> <tr> <td>During the second week-----25%</td> <td>386.87</td> <td>1160.63</td> </tr> <tr> <td>During the third week-----50%</td> <td>773.75</td> <td>773.75</td> </tr> <tr> <td>During the fourth week-----75%</td> <td>1160.63</td> <td>386.87</td> </tr> <tr> <td>After the fourth week-----100%</td> <td>1547.50</td> <td>.00</td> </tr> </tbody> </table> <p><b>Subsequent Quarter</b></p> <table border="0"> <thead> <tr> <th>If termination occurs</th> <th>School may keep</th> <th>Student refund</th> </tr> </thead> <tbody> <tr> <td>During the first week----- 25%</td> <td>\$ 386.87</td> <td>1160.63</td> </tr> <tr> <td>During the second week----- 50%</td> <td>773.75</td> <td>773.75</td> </tr> <tr> <td>During the third week----- 75%</td> <td>1160.63</td> <td>386.87</td> </tr> <tr> <td>After the third week-----100%</td> <td>1547.50</td> <td>.00</td> </tr> </tbody> </table>	If termination occurs	School may keep	Student refund	Prior to or during the first week-----0%	\$ .00	1547.50	During the second week-----25%	386.87	1160.63	During the third week-----50%	773.75	773.75	During the fourth week-----75%	1160.63	386.87	After the fourth week-----100%	1547.50	.00	If termination occurs	School may keep	Student refund	During the first week----- 25%	\$ 386.87	1160.63	During the second week----- 50%	773.75	773.75	During the third week----- 75%	1160.63	386.87	After the third week-----100%	1547.50	.00
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0-15% of the program.....	0% . \$ .00	\$2070.00	Prior to or during the first week--	0% \$ .00	2195.00
16-30% of the program.....	25% 517.50	1552.50	During the second week-----	25% 548.75	1646.25
31-45% of the program.....	50% 1035.00	1035.00	During the third week-----	50% 1097.50	1097.50
46-60% of the program.....	75% 1552.50	517.50	During the fourth week-----	75% 1646.25	548.75
After 60% of the program...	100% 2070.00	.00	After the fourth week-----	100% 2195.00	.00

<b>All About Lashes</b> (course not approved by NACCAS)		
If termination occurs	School may keep	Student refund
0-15% of the program.....	0% \$ .00	550.00
16-30% of the program.....	25% 137.50	362.50
31-45% of the program.....	50% 275.00	275.00
46-60% of the program.....	75% 412.50	137.50
After 60% of the program...	100% 550.00	.00

**Return of Title IV Funding**

- When a student officially withdraws prior to completing 60% of the term, a return to Title IV funds calculation must be returned. The unearned portion (based on the percent of the term remaining) of the aid is returned to the lender or aid program. If the return of the funds creates a balance due on student account the student will be responsible to pay the balance on their account.
- Funds included in the return of Title IV funds process are:
  - Direct Subsidized Federal Loan
  - Direct Unsubsidized Federal Loan
  - Pell Grant

The information provided in the Occupational Educational Data Survey (OEDS) is self-reported data by the licensed career school. While BPSS has approved the catalog, it relies on the verification of its content by the licensed career school.”

**OEDS: July 1, 2017- June30, 2018**

Esthetics Program Placement: 62/95= 65%  
 Nail Specialty Program Placement: 14/19 = 74%  
 Nail Specialty/Waxing Program Placement: 2/3 = 67%  
 Natural Hair Styling Placement: 5/7= 71%

**2018 Outcome Rates**

Graduation Rate: 94%  
 Placement Rate: 90%  
 Licensure Rate: 96%

I certify this catalog to be true and correct in content and in policy.

\_\_\_\_\_ **Print Name/Title**

\_\_\_\_\_ **Signature**

\_\_\_\_\_ **Date**