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NOTE: This catalog is subject to changes in Academy policies, rules, regulations, prices and economic conditions. Revised April 2011

OWNERSHIP AND MANAGEMENT

Jason Priest - Owner

Jason has over 20 years of experience founding and managing successful companies. He is an experienced financial manager and operational manager and has served as the VP of Finance and Chief Operating Officer for small and mid-size companies alike. Jason was raised in Red Lodge and lives with his wife and three children.

Nicole King - Senior Administrator

Nicole has 14 years of Administrative and Computer Experience. She handles in all aspects of the school, assuring that the Academy and students are on track. Keeping track of hours, recruiting, registering and Financial Aid. Nicole has completed The Fundamentals of Title IV Funding with the Department of Education as well as earning a certificate for completion of the NACCAS Accreditation Workshop and Evaluator Training.

Kimberly Davis - Administrator

Kimberly comes to us with 9 years of administration, computers and customer service experience. She manages the operation of the Academy & Educators. Along with assisting Nicole with various aspects of Financial Aid. Kim has completed The Fundamentals of Title IV Funding with the Department of Education.

FACULTY AND STAFF

Glenna Lee – Administrative Assistant/Part-Time Nail Technician Educator

Glenna Lee is an Academy graduate. She has been a licensed Nail Technician since 2004. She owned & operated her salon (Tip Tac Toes in Glendive, MT) for the past 5 years. Glenna is a Master Educator for CND in Acrylic, Gel, Custom Blending and French Twist. Recently Glenna has become Montana's only CND Shellac Ambassador.

Karyn Wood - Cosmetologist/Barbering Educator

Karyn has 30 years experience, working in Seattle, WA. and MT. She owned her own Salon for Seven years. She is certified in several color lines with advanced training in specialty wraps and color techniques. Karyn decided to pursue her strong desire to teach the profession she loves.

Trisha Hanner - Cosmetologist/Barbering Educator

Trisha has 6 years experience training and working in Washington. Moving to Montana in 2004 she joined Regis Corporation where she received extensive training and management skills. Trisha specializes in Esthetics at the Academy as our Lead Esthetician Educator.

Candice Reynard - Cosmetologist Educator

Candice is an Academy graduate with 2 years experience. Her passion is in Nails. She recently received her Master Educator Certificate from CND in Acrylic, Gel, Spa Manicure and Spa Pedicure.

Jamie Sem – Cosmetologist Educator

Jami has been a licensed Cosmetologist since 2004. She had worked in a Day Spa for 5 years before becoming an Educator. Jami has received extensive education in color & cutting techniques along with body waxing.

Tammy Miller – Cosmetologist Educator/Barbering Educator

Tammy has been a licensed Cosmetologist since 1998. She managed a salon in Florida until 2002. Then moved to Great Falls, MT., where she worked and managed a salon for 3 years. In 2005 she ventured out on her own to booth rent with a very well known wig specialist in Montana. She married & moved to Billings where she hopes to teach the students what she has learned.

Carrie Brun - Cosmetologist Educator

Carrie comes to the Academy with 6 years of experience in Cosmetology. She became a licensed Educator in 2010. She worked for the JC Penney Salon for several years.

Savannah Klein - Sales and Service Coordinator

Savannah has 9 years in Customer Service. Her responsibilities consist of scheduling appointments, organizing of the dispensary and student's schedules.

Sherri Farwell - Sanitation Engineer

Sherry's responsibilities consist of cleaning and maintenance of the facility. She is responsible for the ordering of supplies, maintaining a clean and clutter free environment and general maintenance of the school.

Maggie Lough - Book Keeper

Maggie comes to us with 42 years of bookkeeping experience, and has completed all the coursework for a Master of Public Administration, as well as graduate courses in Business Administration, and Law. Maggie handles all payroll and Bookkeeping of the Academy.

Owners, Administrators & Educators, all attend the American Association of Cosmetology Schools (AACCS, CEA) every year for continuing education. Along with several advanced classes throughout the year. Our Academy is well represented at the Montana State Board of Barbers and Cosmetologist meetings which are held 4 times a year.

ADDRESS:

Academy of Nail, Skin & Hair
928 Broadwater Avenue, Suite C
Billings, MT 59101
(406) 252-3232

ACCREDITED BY:

National Accrediting Commission of Cosmetologist Arts and Sciences
(NACCAS)
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
(703) 600-7600

LICENSED BY:

The Montana Board of Barbers & Cosmetologists
P.O. Box 200513
Helena, MT 59620-0513
(406) 841-2335

MEMBERS OF:

National Coalition of Estheticians, Manufacturers, Distributors, & Associations
(NCEA)
National Cosmetology Association (NCA)
American Association of Cosmetology Schools (AACCS)

TITLE IV FUNDING AVAILABLE:

Pell Grants and Direct Loans are available for any course of 650 hours or more. Parent loans for dependent students are available for any course of 650 hours or more based on creditworthiness.

PHILOSOPHY:

Academy of Nail, Skin & Hair is committed to providing the latest training in all phases of Cosmetology and Barbering with in depth training in Nails, Esthetics, and Hair. Our goal is to furnish men and women the ability and knowledge to pursue a rewarding career in a professional manner. We are interested in the total development of the individual.

NON-DISCRIMINATION POLICY:

Our Academy does not discriminate on the basis of race, religion, sex, color, age, or ethnic origin. This policy prevails in all areas of operation.

DISABLED STUDENTS:

Our Academy may enroll a disabled individual who can benefit from the training offered by the Academy and who has a reasonable potential for placement following graduation. However, all students must be able to safely operate all equipment and perform all procedures that are required of the course.

REPORT OF CRIME ON CAMPUS:

As of June 1, 2009 the number of occurrences for each of the following crimes was reported:

	<u>2008</u>	<u>2009</u>	<u>2010</u>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses- Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	1	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Additionally, there were 0 arrests on school property for the following crimes:

Liquor Law, Drug Abuse & Weapons Possession Violations

ADMISSION REQUIREMENTS:

All students seeking admission must have a high school diploma or a GED, a copy of Driver's License or Birth Certificate and be 18 years of age. Upon completion of a pre-entrance interview, students are eligible for enrollment. A copy of high school diploma or GED must be received prior to starting with the Academy. All students registering for 150 hour Barbering Course must have a current Cosmetology License. All students with special circumstances are advised to contact The Montana Board of Barbers and Cosmetologists prior to enrollment.

FACILITIES:

Our Academy is comprised of several different areas: reception, retail clinic, dispensary, lunchroom, hairstyling, manicuring, pedicuring, facials, waxing, body wraps, class-

rooms, laundry and office. The Academy's equipment is very modern and up to date. Our clinic areas are bright, making the clinic training more enjoyable. Prospective students are invited to tour Academy of Nail, Skin & Hair any time.

COURSE GOALS:

1. To provide training in all phases of the nail/esthetic/cosmetology/barbering profession in compliance with the Montana Board of Barbers & Cosmetologists.
2. To create a learning environment that develops students into progressive, professional nail technicians, estheticians, barbers, or cosmetologists.
3. To create an atmosphere of growth, recognition, and achievement for the students.
4. To make learning creative, exciting, and above all, enjoyable.
5. To prepare the student for a successful and rewarding career in the Nail, Esthetician, Barber, or Cosmetologist profession.
6. To prepare the students for the work place and examination qualifying them for

TITLE & LENGTH OF COURSE

<i>Course Name</i>	<i>Hours</i>
Nail Technician Course	350
Out of State Nail Technician Course	400
Esthetician Course	650
Esthetician/Nail Technician Course	1000
Out of State Esthetician/Nail Technician Course	1050
Barbering Course	1500
Barbering Course for Licensed Cosmetologist	150
Cosmetologist Course	2000
Microdermabrasion Endorsement Course	50
Brush Up (licensed)	To Be Determined
their initial license as a nail technician, esthetician, barber or cosmetologist.	

<u>Nail Technician Course Length</u>	<u>350 Hours</u>	<u>400 Hours</u>
Registration	\$125.00	\$125.00
Kit, Books, Supplies, & Misc.	\$895.00	\$895.00
Tuition	\$1775.00	\$1975.00
Total Fees & Tuition	\$2795.00	\$2995.00

COURSE COSTS

If a student does not finish the course in the allotted time of 9/10.25 weeks, excluding Holidays as noted and excused absences, there may be a charge of \$6.00 per hour for the remainder of time that it takes to complete the 350/400 Hour course unless at the discretion of the Administration, extenuating circumstances are determined.

Esthetician Course Length	<u>650 Hours</u>
Registration	\$125.00
Kit-books, Supplies, & Misc.	\$525.00
Tuition	\$5350.00
Total Fees & Tuition	\$6000.00

If a student does not finish the course in the allotted time of 17 weeks, excluding Holidays as noted, there may be a charge of \$9.25 per hour for the time it takes to finish the remainder of the 650-hour course unless at the discretion of the Administration, extenuating circumstances are determined.

Esthetician/Nail Technician Course Length	<u>1000 Hours</u>
Registration	\$125.00
Kit, Books, Supplies, & Misc.	\$1420.00
Tuition	\$7050.00
Total Fees & Tuition	\$8595.00

If a student does not finish the course in the allotted time of 26 weeks, excluding Holidays as noted and excused absences, there may be a charge of \$8.00 per hour for the time it takes to finish the remainder of the 1000-hour course unless at the discretion of the Administration, extenuating circumstances are determined. (The State of Montana does require that the student take a Nail Exam and a Esthetics Exam at completion of this course.)

Out of State Esthetician/Nail Technician Course Length	<u>1050 Hours</u>
Registration	\$125.00
Kit, Books, Supplies, & Misc.	\$1420.00
Tuition	\$7250.00
Total Fees & Tuition	\$8795.00

If a student does not finish in the allotted time of 27.25 weeks, excluding Holidays as noted and excused absences, there may be a charge of \$8.00 per hour for the time it takes to finish the remainder of the 1050-hour course unless at the discretion of the Administration, extenuating circumstances are determined.

Barbering Course Length	<u>1500 Hours</u>
Registration	\$125.00
Kit, Books, Supplies & Misc.	\$1100.00
Tuition	\$7775.00
Total Fees & Tuition	\$9000.00

If a student does not finish in the allotted time of 38 weeks, excluding Holidays as noted and excused absences, there may be a charge of \$6.25 per hour for the time it takes to finish the remainder of the 1500-hour course unless at the discretion of the Administration, extenuating circumstances are determined.

Barbering Course For Licensed Cosmetologists	<u>150 Hours</u>
Registration	\$125.00
Kit, Books, Supplies, & Misc.	\$550.00
Tuition	\$925.00
Total Fees & Tuition	\$1600.00

If a student does not finish in the allotted time of 3.25 weeks, excluding Holidays as noted and excused absences, there may be a charge of \$7.25 per hour for the time it takes to finish the remainder of the 150-hour course unless at the discretion of the Administration, extenuating circumstances are determined. (This course is offered to Academy Cosmetology Graduates Only)

Cosmetologist Course Length	<u>2000 Hours</u>
Registration	\$125.00
Kit, Books, Supplies & Misc.	\$1530.00
Tuition	\$7900.00
Total Fees & Tuition	\$9555.00

If a student does not finish in the allotted time of 52 weeks, excluding Holidays as noted and excused absences, there may be a charge of \$5.00 per hour for the time it takes to finish the remainder of the 2000-hour course unless at the discretion of the Administration, extenuating circumstances are determined.

PAYMENT PLANS:

Nine-Week Payment Plan for Nail Technician Students

Students must pay Registration and Kit fee prior to commencement of classes totaling \$1020.00. First week's payment will be due the first day of class. Tuition may be paid in equal installments of \$200.00 per week. Payments are due every Tuesday before clocking in. Any balance due must be paid prior to graduation.

Ten-Week Payment Plan for Out of State Nail Technician Students

Students must pay Registration and Kit fee prior to commencement of classes totaling \$1020.00. First week's payment will be due the first day of class. Tuition may be paid in equal installments of \$200.00 per week. Payments are due every Tuesday before clocking in. Any balance due must be paid prior to graduation.

Monthly Payment Plan for Esthetician Students

Students must pay Registration and Kit fee prior to commencement of classes totaling \$650.00. Monthly payment will be prorated to the 1st of each month. Tuition may be paid in equal installments of \$1350.00 per month. The first payment will be due before commence-

ment of the first day of class. Subsequent payments are due the first Tuesday of each month thereafter until paid in full. Any balance due must be paid in full prior to graduation.

Monthly Payment Plan for Esthetician/Nail Technician Students

Students must pay Registration and Kit fee prior to commencement of classes totaling \$1545.00. Monthly payment will be prorated to the 1st of each month. Tuition may be paid in equal installments of \$1175.00 per month. The first payment will be due before the first day of class begins. Subsequent payments are due the first Tuesday of each month thereafter until paid in full. Any balance due must be paid in full prior to graduation.

Monthly Payment Plan for Barbering Students

Students must pay Registration, and Kit fee prior to commencement of classes totaling \$1225.00 Monthly payment will be prorated to the 1st of each month. Tuition may be paid in equal installments of \$900.00 per month. The first payment will be due before the first day of class begins. Subsequent payments are due the first Tuesday of each month thereafter until paid in full. Any balance due must be paid in full prior to graduation.

Monthly Payment Plan for Cosmetologist Students

Students must pay Registration and Kit fee prior to commencement of classes totaling \$1655.00. Monthly payment will be prorated to the 1st of each month. Tuition may be paid in equal installments of \$660.00 per month. The first payment will be due before the first day of class begins. Subsequent payments are due the first Tuesday of each month thereafter until paid in full. Any balance due must be paid in full prior to graduation.

FAILURE TO PAY:

In the event a student fails to pay an installment when due, whether or not the student is then currently enrolled in the Academy, the Academy shall be entitled, at the sole discretion of the Academy, to declare the entire balance then due under the payment agreement immediately due and payable. In the event and at that time, the student or guarantor/co-signer shall be obligated to pay that existing balance in full.

The failure of the Academy to insist upon the timely payment of any installment shall not be construed as a waiver of the Academy's right to insist upon timely payment of any subsequent installment.

In the event legal action is required to enforce payment of the sum due the Academy, the student and guarantor/co-signer shall be responsible for all costs of collection including collection agency charges, fees, or reasonable attorney's fees, whether or not the matter is litigated. All monies due the Academy must be paid in full, or contracts brought current, before graduation. This includes, but is not limited to, completion records needed for state board examinations, diploma, and requests for records from other schools

CREDIT APPROVAL REQUIRED:

If a student decides to choose the payment plan, he/she may be required to complete a credit report, which the Academy shall be entitled to use to decide whether or not to accept the student under the plan. A Credit Bureau report may be required at the sole option of the Academy. Upon enrollment, the student and/or guarantor will sign a Release of Information, enabling the Academy to obtain a credit report from the Credit Bureau.

All monies due the Academy must be paid in full, or contract brought current, before the student can take the Academy board. This includes, but is not limited to, completion records needed for application to state board for examination, diploma, and requests from other schools.

Should the student or guarantor default in the payment of their contract, and the Academy must turn the contract over to the Credit Bureau, or any other collection service, or attorney for collection, the student or guarantor agrees to pay:

1. The balance of the contract then due, plus
2. Any other costs that the Academy might incur to collect the contract, such as collection agency fees, attorney fees, accountant fees, court costs, and filing fees.

CANCELLATION AND REFUND:

An applicant not accepted for training by the school shall be entitled to all monies paid. If a student (or, in the case of a student under legal age, his/her parent guardian) cancels his/her contract and requires their money back in writing within three (3) business days of the signing of the enrollment agreement or contract, all monies collected by the school shall be refunded. The postmark on receipt of this written notification will determine the cancellation date, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training. If a student cancels after three business days, but prior to starting class, he/she is entitled to a full refund less the registration fee of \$125.00 for each course.

For students who begin classes, the following schedule of tuition adjustment is authorized:

Percentage Time to total time	Amount of total tuition owed to school
0.1% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in school. Any monies due the applicant or student shall be refunded within forty-five (45) days of formal cancellation by

the student, or formal termination by the school, or in the case of leave of absence, the documented date of return.

When situations of mitigating circumstances are in evidence, the school may provide a refund, which exceeds this refund policy. The cost of the kit and supplies is not included in tuition adjustment computations; these items become the property of the student and are non-refundable. Any student who terminates prior to course completion will be charged a \$50.00 termination fee.

If for any reason, the school is permanently closed, or is no longer offering instruction after a student has enrolled: the student shall be entitled to a pro-rate share of tuition refund. If a course is cancelled subsequent to a student's enrollment, the school, as its option shall: (a) Provide a full refund of all monies paid: or (b) Provide the course.

EVALUATION PROCEDURE:

We have written evaluation for theory and practical exams/evaluations for practical work. Student must maintain a 75% grade average on theory and practical exams to be considered as making satisfactory progress.

Excellent	90-100	A
Good	80-89	B
Satisfactory	75-79	C
Unsatisfactory	70-74	D
Failing	0-69	F

A grade of 75% or above is considered a passing grade. We give tests and grades on both practical and theory classes. Students are given all test results. Students will receive written progress evaluations at the completion of basic training and each month of instruction. Students failing the final Academy exam must schedule to retake it with their instructor. Students on clinic floor must have all services checked by an instructor

PROBATION:

Students failing to meet the minimum academic and attendance requirements will be placed on probation for the following Probationary Period:

Nail Technician Students	2 Weeks
Esthetician Students	4 Weeks
Cosmetologist Students	4 Weeks
Barbering Students	4 Weeks

While on probation, the student will be considered to be making satisfactory progress. Students will be evaluated at the end of the probationary period to determine if a student is meeting minimum requirements.

Any student failing to meet our minimum requirements may be advised to terminate.

GROUND FOR TERMINATION:

All students must agree to comply with all rules, regulations and understand that the Academy shall have the right to terminate any student for a violation of any rule or regulation outlined in this catalog. The Academy reserves the right to modify any rule or regulation but will advise the student of any and all modifications.

COURSE FORMAT:

Our Instructor team teaches our curriculum from 8:30 a.m. to 5:00 p.m. with one half hour for lunch. Tuesday through Saturday, except for the following Holiday Seasons:

New Year's Day	January 1, 2011
Easter	April 23, 2011
Memorial Day	May 28, 2011
Independence Day	July 2, 2011
Teachers CEA Conf.	July 14, 15, 16, 2011
Labor Day	Sept 3, 2011
Thanksgiving	November 24, 25, 26, 2011
Christmas	December 24, 27, 28, 29, 30, 31, 2011 to return on January 3, 2012

Dates are subject to change by the Academy. Our courses begin monthly. Please call for exact dates.

All training is under the direct supervision of an instructor. Basic training involves 80 hours nails, 150 hours esthetician, 200 hours barbering, and 300 hours cosmetology. Following a comprehensive evaluation, students will advance to the clinic floor for work on the public. Practice on clients will begin at 9:20 a.m. Tuesday through Friday. On Saturday clinic floor starts at 8:30 a.m. through 5:00 p.m.

COURSE AND CURRICULUM OUTLINE:

Montana State Board of Barbers & Cosmetologist establishes our curriculum as follows:

Nail Technician Students

<i>Subject</i>	<i>Minimum hours of Technical and Practical Instruction Montana Out of State</i>	
Salon management, business methods, customer service, appointment book, professional ethics and current state laws and rules	60	70
Bacteriology, sanitation and sterilization, safety, anatomy and physiology, diseases and disorders of skin and nails, manicure chemistry, and nail care	55	70
Manicures (including water, oil, hand and arm massage, polish, paraffin wax treatments), pedicures (including foot, ankle and lower leg massage), polish applications, paraffin wax treatments, and the proper use of manicuring implements including the electric nail file	35	55
Application of artificial nails, sculptured nails, nail tips, nail wraps, tip overlays, fills, repairs (including fiberglass, gel and acrylic)	115	120
School Discretion	85	85
Total hours	350	400

Not less than 35 hours of the above curriculum must be taught in theory. The course is 350/400 hours; the first 80 hours are intensive basic training. At the completion of the course, you will be trained and prepared to take the Montana State Board Written and Practical Examination and apply for your license to practice as a professional nail technician. Other occupational opportunities may include Salon Owner or Manager, Manufacturer Representative or Product Educator.

Esthetician Students

<i>Subject</i>	<i>Minimum Hours of Technical and Practical Instruction</i>
Bacteriology, sanitation, sterilization, safety, anatomy, physiology, blood spill procedure, diseases and disorders of the skin, electricity, chemistry, and light therapy	70
Massage, skin care, makeup, (including the use of vaporizer, high frequency, massage brush, vacuum spray, galvanic unit, and lamps), cosmetics, facials, essential oils and skin exfoliation (including manual, chemical, and mechanical exfoliation)	300
Waxing (face, neck, hands, and superfluous hair anywhere on body, including tweezing)	50
Salon management, business methods, appointment book, customer service, professional ethics and current state board laws and rules	70
School Discretion	160
Total hours	650

Not less than 65 hours of the above designated curriculum must be taught in theory.

The course is 650 hours; the first 150 hours are intensive basic training. At the completion of the course, you will be trained and prepared to take the Montana State Board Written and Practical Examination and apply for your license to practice as a professional Esthetician. Other occupational opportunities may include Salon/Spa Manager or Owner, Dermatology/Plastic Surgeon Offices, Manufacturer Representative or Product Educator.

Barbering Students

<i>Subject</i>	<i>Minimum Hours of Technical and Practical Instruction</i>
Haircutting (including proper use of implements, e.g., shears, razors, clippers, and thinning shears),	250
Shampoo, scalp treatment, and hair styling (thermal and air styling, finger waving, hair pieces to include weaves and extensions)	230
Skin Care (including facial shaving, facials, massage, essential oils, facial masks),	60
Chemical Services (waving, relaxing, hair coloring, and lightening)	400
Chemistry, bacteriology, sanitation, sterilization, safety, skin, hair, and scalp anatomy, physi- ology, blood spill procedure, and diseases and disorders of skin, hair, and scalp	85
Shop management, business methods, customer ser- vice, appointment book, professional ethics, current state board laws and rules, business ethics and personal grooming,	100
School Discretion	375
Total hours	1500

Not less than 150 hours of the above designated curriculum must be taught in theory.

The course is 1500 hours; the first 225 hours are intensive basic training. At the comple-
tion of the course, you will be trained and prepared to take the Montana State Board
Written and Practical Examination and apply for your license to practice as a profes-
sional Barber.

Cosmetologist Students

<i>Subject</i>	<i>Minimum Hours Of Technical and Practical Instruction</i>
Manicuring, Manicures (including water, oil, hand and arm massage, paraffin wax treatments, and polish) Pedicures (includes foot, ankle and lower leg massage, paraffin wax treatments, polish) Application of artificial nails (including sculptured, nail tips, nail wraps, fills, repairs, tip overlays, fiberglass, gel and acrylic) and the use of manicuring implements including the electric nail file.	125
Esthetician - skin care (including facials, cosmetics, makeup, massage, essential oils) skin exfoliation- (including manual, chemical and mechanical exfoliation) waxing and tweezing; and electricity and light therapy.	150
Hair -shampoo (including scalp treatment), hair styling (pin curls, finger waving, thermal curling, blow dry styling, braiding, back combing, wet setting),	260
Chemical Services (waving, relaxing (ammonium thioglycolate, sodium hydroxide methods), hair coloring, and hair lightening)	530
Hair cutting (including the proper uses of implements, e.g., shears, razors, clippers, thinning shears),	205
Salon management, business methods, customer service, appointment book, professional ethics, and current state board laws and rules,	150
Chemistry, bacteriology, sanitation, sterilization, safety, anatomy, physiology, blood spill procedure, and diseases and disorders of hair, scalp, skin, and nails	80
School Discretion	500
Total hours	2000

Not less than 200 hours of the above curriculum must be taught in theory. The course is 2000 hours; the first 300 hours are intensive basic training. At the completion of the course, you will be trained and prepared to take the Montana State Board Written and Practical Examination and apply for your license to practice as a professional Cosmetologist. Other occupational opportunities may include Salon Owner or Manager, Platform Artist, Makeup Artist, Hair Stylist, Dermatologist Assistant, Plastic Surgeon Assistant, Esthetician, Manufacturer Representative or Product Educator.

GRADUATION REQUIREMENTS:

A student is awarded a diploma after:

1. Completion of the required hours requirements.
2. Completion of all Academy's written assignments and practical exams with a 75% grade average.
3. Completion of all clinic and classroom experience required by the Academy.
4. Tuition and all the charges due the Academy are paid in full.

After graduation, all students are required to take and pass the Montana State Board Written and Practical Examination to receive their license to work. Tuition and fees do not include the cost of the License and Exam.

STUDENT KIT LIST:

Nail Technician Students

Textbooks:

Milady's Standard Nail Technology Textbook & Workbook
State Exam Review Book
Montana State Board of Cosmetologists Laws and Rules

Equipment bag Includes:

Jacket, Drill with bits, CND kit (contents) Almond Spa Manicure, Earth Spa Pedicure, Essentials (treatments, files, buffers etc.), Implements, Accessory Pack, Nail Colour & Enhancements Workbook. Brisa UV Lamp, Brisa Gel Kit (contents) Sculpting Gel, Brisa Paint, Gloss Clear, bond, Gel Brush & UV Gel Workbook & DVD, and a Creative duffle bag.

Esthetician Students

Textbooks:

Milady's Standard Fundamentals for Estheticians Textbook and Workbook
State Exam and Review Book
Montana State Board of Cosmetologists Laws and Rules

Equipment bag includes:

Jacket, Extractor, Tweezers, Client Wrap, Spray Bottle, Facial Sponges, 10 piece Cosmetic Brush Kit, Esthetic Brushes. Skin care kit includes: Cleanser, Exfoliant, Mask, Eye Creamer, Toner, and Moisturizer. Cosmetic Kit (includes: Gloss Stick, Eye Shadow, Blush, Eyeliner, Lip Liner, and Mascara).

Barbering Students

Textbooks:

Milady's Standard Professional Barbering Textbook and Workbook
State Exam and Review Book
Montana State Board of Cosmetologists Laws and Rules

Equipment bag includes:

Jacket, Cloth cutter cape, Chemical cape, Color Apron, Blow dryer, Curling Iron, Shear Set, 2 Razors & Blades (1 Straight), Trimmer, Clipper w/ Attachment Blades, 1 dozen Styling Combs, Hair pick, Tapering Combs, 1 dozen Tail Combs, 2 Flat Top Combs, 1 Pintail Comb, 1 Dozen Duck Bills, Mirror, Water Bottle, 3 Mannequins, Rollabout, Tripod, Color Bowl, Color Brush, Cylinder, 4 Styling Brushes and Men's Skin Care Kit and Extractor.

All students are responsible for items that are lost or stolen, so please mark all of your supplies and put in locker when not in use. If items are missing, you will have to repurchase them. The Academy will supply client product. According to Montana State Law, you may not work in an unlicensed establishment, i.e. your home, a friend's home, etc. Practice is to be done in The Academy under supervision. Therefore, kits are to remain in the Academy until graduation. Textbooks and kit equipment are subject to change.

Cosmetologist Students

Textbooks:

Milady's Standard Cosmetologist Textbook, Theory Workbook, and Practical Workbook
State Exam Review Book
Montana State Board of Cosmetologists Laws and Rules

Equipment bag includes:

Jacket, Cloth Cutting Cape, Chemical Shampoo Cape, Color Apron, Curling Iron, Blow Dryer, Shear/Thinning Set, Razor & Blades, Trimmer, Clipper/ Attachment Combs, 2 dozen Styling Combs, 1 dozen Tail Combs, 1 Pintail Combo, Hair Pick, Hair Styler, 1 dozen Duck Bills, 1 dozen Butterfly Clamps, Mirror, Spray Bottle, 3 Mannequins, Back Comb, Rollabout, Tripod, Color Bowl, Color Brush, Cylinder, 4 Brushes, Esthetic Kit (includes: Tweezers, Extractor, Skin Care Kit and Eye Cream. Cosmetics Kit includes: Gloss Stick, Eye Shadow, Blush, Eyeliner, Lip Liner, Liquid or Dual Foundation, Mascara and 7 piece Cosmetics Brushes. CND kit (contents) Drill with bits, Brisa UV Lamp, Almond Spa Manicure, Earth Spa Pedicure, Essentials (treatments, files & buffers etc.) Implements, Accessory Pack, Nail Colour & Enhancement Workbook.

All students are responsible for items that are lost or stolen, so please mark all of your supplies and put in locker when not in use. If items are missing, you will have to repurchase them. The Academy will supply client product. According to Montana State Law, you may not work in an unlicensed establishment, i.e. your home, a friend's home, etc. Practice is to be done in The Academy under supervision. Therefore, kits are to remain in the Academy until graduation. Textbooks and kit equipment are subject to change.

DRESS CODE:

Academy of Nail, Skin and Hair requires students to be in appropriate dress at all times with a clean smock and name tag. The required dress code is Black and White. Absolutely no shorts above the knee, sleeveless tops or hooded clothing will be permitted by either male or female students. Shoes must be closed toed black or white. Students are required to be aware of personal hygiene, grooming and present themselves in a professional manner and appearance. We have Jeans Day on Friday, however please be aware that the jeans must be hole free and appropriate for a professional image. As a reward to those students who follow the required Saturday attendance rule, you will be able to wear Jeans on Tuesdays as well. If you choose to not wear jeans on these days the Dress Code will apply. Again these jeans must be hole free and appropriate for a professional image. We will have exceptions to this rule on holidays and special occasions which will be announced at those times.

SCHOOL PHONE:

The school phone is not to be used for personal calls by students except in emergency situations. Students will not be called to the phone during class time or while working with clients except in an emergency. A message will be taken for incoming calls. Please alert your family and friends to this policy. Cell phones are to be used in lunchroom, outdoors or with an Instructor's permission, and never in classrooms or on the clinic floor.

STUDENT LOCKERS:

A locker and key will be assigned to you. They are to be maintained in a professional manner. If a key is lost, there will be a \$5.00 charge for a replacement key.

SCHOOL PARKING:

Students are not allowed to park in front of the building. Student parking is restricted to the area in back of the building. West of the drive through, or on street parking is available.

SMOKING:

Our Academy is a non-smoking establishment. Smoking is only allowed in the rear of the building.

DISPENSARY:

Students will be assigned desk and dispensary duties which will be monitored by staff members to prevent waste.

MONITOR DUTIES:

There is a specific list of duties to be completed every day by students after 4:30 p.m. Each student is assigned a duty and it is his/her responsibility to make sure it is done daily and properly. When you have completed the duty, you must initial the chart and notify an instructor. If you are busy with a client and cannot get your assigned duty done you must find someone to do it for you.

Student equipment shall be in a clean and sanitary condition and in working order at all times. Keeping our Academy clean is part of your training on how to keep your place of employment or business clean and presentable to the public. Only pre-cleaned and disinfected equipment/implements may be used.

ADVISING PROCEDURES:

Any student wishing to speak to an Instructor or Administrator may do so, as long as it is not during theory time. All meetings are documented and placed in the student's file. A referral list will be provided to those students seeking professional help or advice.

NO SOLICITING

The Academy of Nail, Skin, & Hair will not tolerate soliciting in any form. If the products are not available through the Academy they are not to be sold on school grounds.

PHYSICAL DEMANDS & SAFETY:

The Cosmetology and Barbering profession requires use of upper body and hands. Some may experience problems with shoulders, arms, hands, leg and back. There may be hazards associated with implements or chemicals, and in some circumstances may result in allergic reactions.

HOUSING:

Academy of Nail, Skin & Hair, is located in the largest city in Montana, and offers a variety of housing options.

TRANSFER STUDENTS:

Will be evaluated on an individual basis. Credit will be allowed for any hours a student has received from another licensed school and is in good standing. All transfer students are required to complete the Academy's examination of basic curriculum.

CLASS SCHEDULE:

Hours are monitored by a time clock. Students are required to:

- ◆ Clock in when entering school
- ◆ Clock in/out for lunch
- ◆ Clock out when leaving school

Lunch will be one half hour. Any failure to clock in/out will result in loss of hours. No abuse will be tolerated. Students will not earn time before 8:30 a.m. or after 5:00 p.m. The student must leave a note and sign and date all missed punches.

It is the student's responsibility to keep track of their total hours and check the accuracy prior to signing the monthly progress reports. Your signature denotes acceptance of the total number of hours being recorded. All students must be full time unless arrangements are made prior to registration.

Premises are monitored by surveillance cameras.

ABSENTEEISM, TARDINESS, MAKEUP ASSIGNMENTS:

Students will be responsible for making up all assignments, projects, tests, theory, and demonstration classes missed during absences. Habitual absences or tardiness will be cause for suspension and/or cancellation of student contract.

If a student must be absent for any reason, he/she is to call the office before 8:30 a.m. and speak with a staff member, or if necessary, leave a message. Otherwise it will be an unexcused absence. If the student is tardy and theory class has already begun, the student will not be allowed to clock in until after theory class. If a student misses two theory classes in a month, the third theory they cannot return to school for the day. If a student misses a Saturday without a prearranged absence, the student cannot return to school until the following Wednesday.

If a student takes a leave of absence of two or more weeks up to 30 days, after notifying the Academy in writing, he/she must vacate their assigned locker. A new locker will be assigned upon his/her return to school. Personal belongings may be stored up to fourteen (14) days, after which the Academy assumes no responsibility, and the items will be disposed of.

If a Nail Technician student does not finish the course in the allotted time, excluding Holidays as noted previously and excused absences; the student agrees to pay the amount of \$6.00 per hour for the remainder of time it takes to complete the 350/400 hour course unless extenuating circumstances at the discretion of the Administration.

If an Esthetician student does not finish the course in the allotted time, excluding Holidays as noted previously and excused absences, the student agrees to pay the amount of \$9.25 per hour for the remainder of time that it takes to finish the 650 hour course unless extenuating circumstances at the discretion of the Administration.

If an Esthetician/Nail Technician student does not finish the course in the allotted time, excluding Holidays as noted and excused absences previously, the student agrees to pay the amount of \$8.00 per hour for the time it takes to complete the 1000/1050 hour course unless extenuating circumstances at the discretion of the Administration.

If a Barbering student does not finish the course in the allotted time, excluding Holidays as noted and excused absences previously, the student agrees to pay the amount of \$6.25 per hour for the time it takes to complete the 1500 hour course unless extenuating circumstances at the discretion of the Administration.

If a Cosmetologist student does not finish the course in the allotted time, excluding Holidays as noted and excused absences previously, the student agrees to pay the amount of \$5.00 per hour for the time it takes to complete the 2000 hour course unless extenuating circumstances at the discretion of the Administration.

Make Up Assignments:

Missed

Homework

1 day
2 days
3 days

2 days after returning
3 days after returning
4 days after returning

Each student is responsible for obtaining make up work and assignments from an Instructor.

STUDENT INFORMATION CONFIDENTIALITY:

Students wishing access to their files may do so by contacting, in writing or in person, an Academy administrator. A student may access their files only when accompanied by an Academy official. Academy of Nail, Skin & Hair will not release any personal information on a student without his or her written consent. If the student wants certain information to be released, the student must sign a release form specifying what information is to be given and to whom.

We reserve the right to print the following information in our directory: student name, address, phone number, date and place of birth, course taken, dates of attendance, degrees, awards, date of graduation, previous school(s) attended, date of graduation from previous school(s). Any student not wishing this information to be printed may make a request in writing and turn it in during Orientation.

We will permit access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Cosmetologist Arts and Sciences (NACCAS).

SERVICES PERFORMED:

Students will be assigned clients through the reception desk. Any changes or alterations must be approved by an Instructor. No services may be refused or changed without an Instructor's permission. All personal services must have prior Instructor approval. Refusal may result in expulsion.

APPEAL PROCESS:

Students who are terminated after failing to achieve minimum requirements or students who want to appeal a negative satisfactory progress determination must submit a written appeal to the Academy Instructor/Administration, along with any supporting documentation which gives reasons why the decision to terminate should be reversed, or requests a reevaluation of progress.

The Academy owner must receive this appeal within five (5) business days of termination, or an unsatisfactory progress determination will be valid. Should a student not appeal this decision, the decision will be valid. An appeal hearing will take place within five (5) days of receipt of the written appeal. The student, an instructor, and the Academy Administration will attend the hearing. A decision on the student appeal will be made within three (3) business days and will be communicated to the student in writing. This decision will be final.

Should a student prevail in his/her appeal, and make satisfactory progress, the student will be automatically reentered in the course.

INCOMPLETE COURSE OR WITHDRAWAL:

Any student who withdraws from his/her contracted course, or fails to complete his/her training, will have a notice placed in his/her student file as to progress at point of withdrawal.

A student making satisfactory progress at the point of withdrawal may later apply for re-enrollment in the Academy, and will be considered to be making satisfactory progress at the point of reentry.

A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation.

STUDENT CONDUCT AND DISCIPLINE:

Each student at the Academy assumes an obligation at the time of enrollment to obey all rules and regulations, all property provided will be taken care of. All students are expected to conduct themselves both in and out of class in a socially acceptable and professional manner. The Academy reserves the right to place student on probation, or to dismiss him/ her from school for any of the following reasons:

1. Failure to maintain acceptable academic records.
2. Failure to maintain acceptable attendance records.
3. Disrespect to staff, client, or another student.
4. Refusal to accept assignments.
5. Conduct, which is found by our administration to be detrimental to other students, our school or clientele.
6. Possession of drugs, alcoholic beverages or weapons on the premises
7. Theft

DRUG AND ALCOHOL:

Drug and Alcohol use is prohibited. Please refer to our Drug and Alcohol Abuse Policy located in our libraries regarding the possession, use or sale of alcohol and illegal drugs along with a list of drugs and alcohol counseling rehabilitation or reentry programs available in our area. All students will conform to civil law at the local; state and federal levels, violations of any rules and/or regulations will make the violator liable for the following penalties:

1. Reprimand
2. Specific restrictions may be imposed on the violator.
3. Disciplinary probation, and further infractions, may result in suspension if they occur within the specified probation period.
4. Suspension
5. Dismissal

A suspended student may apply for readmission through our Administration in writing. Such application may be made at the completion of the period of suspension. All violations of Academy rules and regulation and the disposition thereof, will become a part of

his/her permanent record. These records will be made available to the Instructor/ Administration.

CONDITIONS AND READMISSION:

Students who have been suspended for unsatisfactory progress and/or poor attendance will be readmitted on a probationary basis only. Failure to maintain satisfactory progress may result in permanent suspension.

Students, who have been suspended for disciplinary reasons as outlined in student conduct and discipline, may be readmitted. Readmitted students remain in good standing as long as the violation for which the suspension was made is not repeated, or the student does not violate other Academy policies calling for suspension. Repeated offenses may result in dismissal.

Readmitted students will be reinstated with all the hours they completed satisfactorily prior to their leaving.

SCHOOL OFFICES:

No students are allowed in the office(s) unless an instructor is present.

EMPLOYMENT ASSISTANCE:

We are dedicated in employment assistance. Our Academy is in frequent contact with salons, distributors, spas, and the medical profession. Upon notification of an opening it will be announced in theory and will be posted for review on the bulletin board. If you need any assistance or have concerns at any time do not hesitate to ask an instructor/ administrator.

ENROLLMENT CONTRACT/AGREEMENT

STUDENT COPY

**ACADEMY OF NAIL, SKIN & HAIR
928 BROADWATER AVENUE, SUITE C
BILLINGS, MT 59101
406-252-3232
www.academyofnailskinandhair.com**

This Contract/Agreement, when completed and signed by the student and/or co-signer, will constitute a contractual agreement between the applicant, and/or co-signer, and *Academy of Nail, Skin & Hair*. Failure to abide strictly by the terms of this contract may subject the Contract/Agreement to legal liability. Please read the entire Contract/Agreement carefully before you sign it.

ACCREDITED BY NACCAS
4401 Ford Avenue
Suite 1300
Alexandria, VA 22302
(703) 600-7600

TITLE & LENGTH OF COURSE

<u>Course name</u>	<u>Hours</u>
Nail Technician Course	350
Out of State Nail Technician Course	400
Esthetician Course	650
Esthetician/Nail Technician Course	1000
Out of State Esthetician/Nail Technician Course	1050
Barbering Course	1500
Barbering Course For Licensed Cosmetologist	150
Cosmetologist Course	2000
Microdermabrasion Endorsement	50
Brush up (licensed)	To Be Determined

ADMISSION REQUIREMENTS

All students seeking admission must have a high school diploma or a GED, a copy of Driver's License or Birth Certificate and be 18 years of age. Upon completion

of a pre-entrance interview, students are eligible for enrollment. A copy of high school diploma or GED must be received prior to starting with the Academy. All students registering for 150 hour Barbering Course must have a current Cosmetology License. All students with special circumstances are advised to contact The Montana Board of Barbers and Cosmetologists.

COURSE COSTS

Nail Technician Course Length	<u>350 Hours</u>	<u>400 Hours</u>
Registration	\$125.00	\$125.00
Kits, Books, Supplies, & Misc.	\$895.00	\$895.00
Tuition	\$1775.00	\$1975.00
Total Fees & Tuition	\$2795.00	\$2995.00

If a student does not finish the course in the allotted time of 9/10.25 weeks, excluding Holidays as noted and excused absences, there may be a charge of \$6.00 per hour for the remainder of time that it takes to complete the 350/400-hour course unless at the discretion of the Administration, extenuating circumstances are determined.

Esthetician Course Length	<u>650 Hours</u>
Registration	\$125.00
Kits, Books, Supplies, Misc.	\$525.00
Tuition	\$5350.00
Total Fees & Tuition	\$6000.00

If a student does not finish the course in the allotted time of 17 weeks, excluding Holidays as noted, there may be a charge of \$9.25 per hour for the time it takes to finish the remainder of the 650-hour course unless at the discretion of the Administration, extenuating circumstances are determined.

Esthetician /Nail Technician Course Length	<u>1000 Hours</u>
Registration	\$125.00
Kit, Books, Supplies, & Misc.	\$1420.00
Tuition	\$7050.00
Total Fees & Tuition	\$8595.00

Esthetician Course must be taken prior to the Nail Technician Course. If a student does not finish the course in the allotted time of 26 weeks, excluding Holidays as noted and excused absences, there may be a charge of \$8.00 per hour for the time it takes to finish the remainder of the 1000-hour course unless at the discretion of the Administration, extenuating circumstances are determined. (The State of Montana does require that the student take a Nail Exam and a Esthetics Exam at completion of this course.)

Out of State Esthetician/Nail Technician Course Length	<u>1050 Hours</u>
Registration	\$125.00
Kit, Books, Supplies, & Misc.	\$1420.00
Tuition	\$7250.00
Total Fees & Tuition	\$8795.00

Esthetician Course must be taken prior to the Nail Technician Course. If a student does not finish in the allotted time of 27.25 weeks, excluding Holidays as noted and excused absences, there may be a charge of \$8.00 per hour for the time it takes to finish the remainder of the 1050-hour course unless at the discretion of the Administration, extenuating circumstances are determined.

Barbering Course Length	<u>1500 Hours</u>
Registration	\$125.00
Kit, Books, Supplies, & Misc.	\$1100.00
Tuition	\$7775.00
Total Fees & Tuition	\$9000.00

If a student does not finish in the allotted time of 38 weeks, excluding Holidays as noted and excused absences, there may be a charge of \$6.25 per hour for the time it takes to finish the remainder of the 1500-hour course unless at the discretion of the Administration, extenuating circumstances are determined.

Barbering Course For Licensed Cosmetologists	<u>150 Hours</u>
Registration	\$125.00
Kit, Books, Supplies, & Misc.	\$550.00
Tuition	\$925.00
Total Fees & Tuition	\$1600.00

If a student does not finish in the allotted time of 3.25 weeks, excluding Holidays as noted and excused absences, there may be a charge of \$7.25 per hour for the time it takes to finish the remainder of the 150-hour course unless at the discretion of the Administration, extenuating circumstances are determined. (This course is offered to Academy Cosmetology Graduates Only)

Cosmetologist Course Length	<u>2000 Hours</u>
Registration	\$125.00
Kit, Books, Supplies, & Misc.	\$1530.00
Tuition	\$7900.00
Total Fees & Tuition	\$9555.00

If a student does not finish in the allotted time of 52 weeks, excluding Holidays as noted and excused absences, there may be a charge of \$5.00 per hour for the time it takes to finish the remainder of the 2000-hour course unless at the discretion of the Administration, extenuating circumstances are determined.

PAYMENT PLANS:

NINE-WEEK PAYMENT PLAN FOR NAIL TECHNICIAN STUDENTS

Students must pay Registration and Kit fee prior to commencement of classes totaling \$1020.00. First week's payment will be due the first day of class. Tuition may be paid in equal installments of \$200.00 per week. Payments are due every Tuesday before clocking in. Any balance due must be paid prior to graduation.

TEN-WEEK PAYMENT PLAN FOR OUT OF STATE NAIL TECHNICIAN STUDENTS

Students must pay Registration and Kit fee prior to commencement of classes totaling \$1020.00. First week's payment will be due the first day of class. Tuition may be paid in equal installments of \$200.00 per week. Payments are due every Tuesday before clocking in. Any balance due must be paid prior to graduation.

MONTHLY PAYMENT PLAN FOR ESTHETICIAN STUDENTS

Students must pay Registration and Kit fee prior to commencement of classes totaling \$650.00. Monthly payment will be prorated to the 1st of each month. Tuition may be paid in equal installments of \$1350.00 per month. The first payment will be due before commencement of the first day of class. Subsequent payments are due the first Tuesday of each month thereafter until paid in full. Any balance due must be paid in full prior to graduation.

MONTHLY PAYMENT PLAN FOR ESTHETICIAN/NAIL TECHNICIAN STUDENTS

Students must pay Registration and Kit fee prior to commencement of classes totaling \$1545.00. Monthly payment will be prorated to the 1st of each month. Tuition may be paid in equal installments of \$1175.00 per month. The first payment will be due before the first day of class begins. Subsequent payments are due the first Tuesday of each month thereafter until paid in full. Any balance due must be paid in full prior to graduation.

MONTHLY PAYMENT PLAN FOR BARBERING STUDENTS

Students must pay Registration, and Kit fee prior to commencement of classes totaling \$1225.00. Monthly payment will be prorated to the 1st of each month. Tuition may be paid in equal installments of \$900.00 per month. The first payment will be due before the first day of class begins. Subsequent payments are due the first Tuesday of each month thereafter until paid in full. Any balance due must be paid in full prior to graduation.

MONTHLY PAYMENT PLAN FOR COSMETOLOGIST STUDENTS

Students must pay Registration and Kit fee prior to commencement of classes totaling \$1655.00. Monthly payment will be prorated to the 1st of each month. Tuition may be paid in equal installments of \$660.00 per month. The first payment will be due before the first day of class begins. Subsequent payments are due the first Tuesday of each month thereafter until paid in full. Any balance due must be paid in full prior to graduation.

In the event a student fails to pay an installment when due,

Whether or not the student is then currently enrolled, the Academy shall be entitled, at the sole discretion, to declare the entire balance then due under the payment agreement immediately due and payable. In the event and at that time, the student or guarantor/co-signer shall be obligated to pay that existing balance in full.

The failure of the Academy to insist upon the timely payment of any installment shall not be construed as a waiver of the Academy's right to insist upon timely payment of any subsequent installment.

In the event legal action is required to enforce payment of the sum due the Academy, the student and guarantor/co-signer shall be responsible for all costs of collection including collection agency charges, fees, or reasonable attorney's fees, whether or not the matter is litigated. All monies due the Academy must be paid in full, or contracts brought current, before graduation. This includes, but is not limited to, completion records needed for state board examinations, diploma, and requests for records from other schools.

Should the student or guarantor default in the payment of their contract, and the Academy must turn the contract over to the Credit Bureau, or any other collection service, or attorney for collections, the student or guarantor agrees to pay

1. The balance of the contract then due, plus
2. Any other costs that the Academy might incur to collect the contract, such as collection agency fees, attorney fees, accountant fees, court costs, and filing fees.

STARTING DATES

Regular courses begin monthly. Call for exact dates.

DRESS CODE

Students are required to wear an Academy jacket and nametag, (which are provided as part of the kit) over their clothing. The required Dress Code is Black and White. Absolutely no shorts above the knee, sleeveless tops or hoods will be permitted by either male or female students. Shoes must be black or white. Students are required to be aware of personal hygiene, grooming and present themselves in a professional manner and appearance. Cosmetologists, Barbers and Estheticians are required to wear closed toed shoes. Students not dressed in the proper attire will be clocked out. In order to be successful, you must look successful. This is an industry of beauty and hygiene.

CLASS SCHEDULE

Class hours are from 8:30 a.m. to 5:00 p.m. Tuesday through Saturday with one half hour for lunch. Absences must be prearranged at least one week in advance. If a student must be absent for any reason, he/she is to call the office before 8:30 a.m. and speak with a staff member, or if necessary leave a message, otherwise it will be an unexcused absence. The Academy reserves the right to dismiss a student for excessive nonattendance.

If the student is tardy and theory class has already begun, the student will not be allowed to check in until after theory class has ended. If a student misses two theory classes in a month, the third theory they cannot return to school for the day. If a student misses Saturday without a prearranged absence, the student cannot return to school until the following Wednesday.

If a student takes a leave of absence of two or more weeks up to 30 days, after notifying the Academy in writing, he/she must vacate the assigned locker. A new locker will be assigned upon his/her return to Academy. Personal belongings may be stored up to fourteen (14) days, after which the Academy assumes no responsibility and the items will be discarded.

All students must attend class's full time unless arrangements are made prior to registration.

TERMINATION BY INSTITUTION

Each student at *Academy of Nail, Skin & Hair* assumes an obligation at the time of enrollment to

- Obey all rules and regulations made by the proper authorities
- Preserve and protect all property provided by the Academy for the student's educational purposes and benefits, and to
- Maintain appropriate conduct both at Academy and elsewhere with diligence, maturity, and responsibility.

Any student who violates any rule, regulation or policy the consequence may be termination. Students who are terminated by the Academy will be charged a \$50.00 termination fee.

A suspended student may apply for readmission through the office of the Academy Director in writing. Such application may be made at the completion of the period of suspension. No student who has been terminated may apply for re-admission.

CANCELLATION AND REFUND:

An applicant not accepted for training by the school shall be entitled to all monies paid. If a student (or, in the case of a student under legal age, his/her parent guardian) cancels his/her contract and requires their money back in writing within three (3) business days of the signing of the enrollment agreement or contract, all monies collected by the school shall be refunded. The postmark on receipt of this written notification will determine the cancellation date, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training. If a student cancels after three business days, but prior to starting class, he/she is entitled to a full refund less the registration fee of \$125.00 for each course. For students who begin classes, the following schedule of tuition adjustment is authorized:

Percentage Time to total time	Amount of total tuition owed to school
0.1% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in school. Any monies due the applicant or student shall be refunded within thirty (30) days of formal cancellation by the student, or formal termination by the school, which shall occur no more than thirty (30) days from the last day of physical attendance, or in the case of leave of absence, the documented date of return.

When situations of mitigating circumstances are in evidence, the school may provide a refund, which exceeds this refund policy.

The cost of the kit and supplies is not included in tuition adjustment computations; these items become the property of the student and are non-refundable.

Any student who terminates prior to course completion will be charged a \$50.00 termination fee.

If for any reason, the school is permanently closed, or is no longer offering instruction after a student has enrolled: the student shall be entitled to a pro-rate share of tuition refund. If a course is cancelled subsequent to a student's enrollment, the school, as its option shall: (a) Provide a full of all monies paid: or (b) Provide the course.

GRADUATION REQUIREMENTS

A student is awarded the Academy's diploma after:

1. Completion of the required hours and requirements.
2. Completion of all Academy's written assignments and practical exams with a 75% grade average.
3. Completion of all clinic and classroom experience required by the Academy.
4. Tuition and all the charges due the Academy are paid in full.

After graduation, all students are required to take and pass the Montana State Board Examination to receive their license to work. Tuition and fees do not include the cost of the License and Exam.

EVALUATION PROCEDURE

We conduct written evaluation of theory knowledge, and practical exams/evaluations of practical skills. Student must maintain a 75% grade average on theory and practical exams to be considered as making satisfactory progress.

EXCELLENT	90-100	A
GOOD	80-89	B
SATISFACTORY	75-79	C
UNSATISFACTORY	70-74	D
FAILING	0-69	F

A grade of 75% or above is considered a passing grade. We give tests and grades on both practical and theory classes. Students are given all test results. Students will receive written progress evaluations at the completion of basic training and each month of instruction. Students on clinic floor must have all services checked by an instructor.

Students failing the final Academy exam must schedule to retake it with their instructor.

PROBATION

Students failing to meet the minimum academic and attendance requirements will be placed on probation for the following Probationary Period:

Nail Technician Students	2 Weeks
Esthetician Students	4 Weeks
Cosmetologist Students	4 Weeks
Barbering Students	4 Weeks

While on probation, the student will be considered to be making satisfactory progress. Students will be evaluated at the end of the probationary period with assurance of meeting minimum requirements. Any student failing to meet our minimum requirements may be advised to terminate.

DRUG AND ALCOHOL

Drug and Alcohol use is prohibited. Please refer to our Drug and Alcohol Abuse Policy located in our libraries regarding the possession, use or sale of alcohol and illegal drugs along with a list of drugs and alcohol counseling rehabilitation or reentry programs available in our area.

GROUNDINGS FOR TERMINATION

All students must agree to comply with all rules, regulations and understand that the Academy shall have the right to terminate any student for a violation of any rule or regulation outlined in this catalog. The Academy reserves the right to modify any rule or regulation but will advise the student of any and all modifications.

EMPLOYMENT ASSISTANCE

We are dedicated in employment assistance. Our Academy is in frequent contact with salons, distributors, spas, and the medical profession. Upon notification of an opening it will be announced in theory and will be posted for review on the bulletin board. If you need any assistance or concerns at any time do not hesitate to ask an instructor/administrator.

ACKNOWLEDGMENT

Notice to the Student or Guarantor:

1. Do not sign this agreement before you read it and all blank spaces have been filled in to your satisfaction.
2. You are entitled to a fully completed copy of this agreement.
3. You have the right to pay the full amount due in advance.
4. Initials on this agreement are acknowledgments by you and the Academy of changes to this agreement.

THIS AGREEMENT IS A LEGAL CONTRACT AND IMPOSES CERTAIN LEGAL RIGHTS AND RESPONSIBILITIES UPON THE PERSONS WHO HAVE SIGNED IT. THE SIGNATURE OF THE STUDENT AND THE CO-SIGNER/GUARANTOR (IF APPLICABLE) ON THIS AGREEMENT IS AN ACKNOWLEDGMENT THAT THOSE PERSONS HAVE READ THIS AGREEMENT IN ITS ENTIRETY, UNDERSTAND THE AGREEMENT, AND AGREE TO BE BOUND BY ITS TERMS.

ACCEPTANCE BY STUDENT

I, _____, hereby make application for

- Nail Technician Course, Starting Date of _____ and Ending Date of _____
- Esthetician Course, Starting Date of _____ and Ending Date of _____
- Cosmetologist Course, Starting Date of _____ and Ending Date of _____
- Barbering Course, Starting Date of _____ and Ending Date of _____
- _____ Course, Starting Date of _____
And Ending Date of _____

Schedule Full Time
 Part Time _____ Hours per Week

All part time students must obtain approval prior to enrollment.

I, _____ having been enrolled and accepted as a student in the *Academy of Nail, Skin & Hair*, agree to comply with the payment option chosen, such payment to be made at the office of the Academy. I have received a copy of the Academy catalog dated _____, 20_____.

I further agree to comply with the following stipulations:

- A. If I do not finish the course in the allotted time of 9/ 10.25 weeks for Nail Technician or 17 weeks for Esthetician or 26/27.25 weeks for the combined Esthetician/Nail Technician Course, 38 weeks for Barbering Course, 52 weeks for Cosmetologist Course, excluding Holidays as noted previously, I agree to pay the amount of \$6.00 per hour for the Nail Technician, \$9.25 per hour for Esthetician, \$8.00 per hour for Esthetician/Nail Technician Course, \$6.25 per hour for Barbering Course, and \$5.00 per hour for Cosmetologist Course for the remainder of time that it takes me to complete the Course.
- B. This agreement shall not be changed or modified in any manner after the date hereof unless such modifications of changes are in writing and signed by all parties who signed this agreement.
- C. Except under circumstances constituting negligence on the part of the *Academy of Nail, Skin & Hair*, or its agents or employees, the Academy shall assume no responsibility of any negligence, carelessness, or lack of skill, by one or more students while practicing any part of the Academy course upon another. Except under circumstances constituting negligence on the part of *Academy of Nail, Skin & Hair*,

or its agents or employees, the Academy shall assume no responsibility for loss or damage to any student's property.

D. By my signature below, I certify that I have no known learning, physical, emotional, Anxiety-based, lifestyle, or personal responsibility limitations that will prevent me from participating in: making progress in accordance with school policy; or completing my course of study within the time frame of this contract.

I further agree to obey the rules, regulations, and policies of this Academy, which are in effect, or which may become in effect, during my period of enrollment. I am aware that failure to do so may result in suspension or termination and in no way releases me from any incurred financial obligations to the *Academy of Nail, Skin & Hair*, I understand the Academy reserves the right to modify any rule, regulation, or policy but will advise the student of any and all modifications.

SIGNATURE OF STUDENT

DATE

PHOTO RELEASE:

I agree, by my signature below, to allow The Academy of Nail, Skin and Hair to use my photo in advertising and promotional materials unless I provide them with a signed statement stating that I do not give my permission for use of any photographic materials.

PHOTOS are sometimes taken in the school and may be used for promotional purposes.

SIGNATURE OF STUDENT

DATE

**ACCEPTANCE BY
ACADEMY OF NAIL, SKIN & HAIR**

The *Academy of Nail, Skin & Hair*, in fulfilling its part of the agreement hereby admits a student in its Academy and hereby agrees to furnish said student with the course of instruction as mentioned in this agreement.

ACCEPTED BY:

ACADEMY REPRESENTATIVE

DATE