



NAIL TECHNOLOGY

Student Handbook

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TABLE OF CONTENTS

WELCOME TO NAIL FIENDZ NAIL INSTITUTE 2	OBJECTIVE 2
OUR FACILITY 2	ADMISSIONS REQUIREMENTS & PROCEDURES 2
LICENSING PROGRAMS 2	Nail Technology 2
SCHOOL HOURS 2	SCHOOL CALENDAR 2
TIME CLOCK 2	DRESS CODE 2
DAILY REQUIREMENT SHEET 2	DAILY SANITATION 3
CLIENT SERVICES 2	GRADUATION 3
GRADING SYSTEM 3	Grade Point Average 3
TUITION AND OTHER STUDENT CHARGES 3	REFUND POLICY 4
Discontinued Programs 4	Cancellation of Class 4
Refund before entering class 4	Refund after entering class 4
TRANSFERRING FROM OTHER SCHOOLS 4	NON-DISCRIMINATION POLICY 4
LEAVE OF ABSENCE 4	POLICY RELATING TO CONDUCT, PROBATION & TERMINATION 5
Student Code of Conduct	Probation

5	5
Probation Policy_____5	Termination & Official Termination Date_____5-6
GRIEVANCE POLICY_____6	GENERAL INFORMATION_____6
EMPLOYMENT PLACEMENT_____6	ATTENDANCE POLICY & POLICY RELATING TO MAKE-UP WORK_____6
ACKNOWLEDGEMENT PAGE_____7	

WELCOME TO NAIL FIENDZ NAIL INSTITUTE

With the rising day spa popularity, there is an ever-increasing demand for qualified, well trained professional nail technicians. Recognizing these needs, the Nail Fiendz Nail Institute welcomes you to a place where you can receive an education that is both challenging and rewarding in the fields of nail technology.

In the interest of providing our students with a well-rounded education in all aspects of nail technology, we include classes in business, and ethics. This gives our students a competitive edge when they enter the marketplace.

To this end, we ask for dedication, discipline and determination from every student. This ensures the community that the Nail Fiendz Nail Institute certifies only the most vigorously trained and qualified graduates entering these fields.

OBJECTIVE

The objective of the Nail Fiendz Nail Institute is to educate and train each student above and beyond the standards of the State guidelines, our goal is to prepare students to take and pass the State exam, and have the confidence to go out and become a successful nail technician.

Thank you for choosing Nail Fiendz Nail Institute, we look forward to educating you to become a professional in this industry.

OUR FACILITY

Nail Fiendz Nail Institute is located in Burlington, North Carolina. The school offers classrooms, a break room area and an area for student/faculty communications. To insure quality education, the maximum size per class has been established to be no more than eight students. The instructor to student ratio for North Carolina is 1 to 20. A bulletin board displaying job opportunities is found in the school's classroom. The school's administration office is also located in the school facility, easily accessible for student concerns.

ADMISSIONS REQUIREMENTS & PROCEDURES

In order to be considered for admission, those interested in the program must complete the Admittance form and submit it along with the non-refundable registration fee. Upon receipt of the application and registration fee, the student and enrollment staff will discuss payment options and ending balance payments. To enroll as a student at Nail Fiendz Nail Institute you will need to be at least 15 years of age, provide a State issued photo I.D., and social security card; No high school diploma or GED is required.

LICENSING PROGRAMS

BASIC NAIL TECHNOLOGY	NAIL TECHNOLOGY TEACHER TRAINEE
300 Hours	320 Hours
Tuition: \$ _____	Tuition: \$ _____
Student kit: \$ _____, includes: books/tablet, & supplies(enough for course-refills must be purchased from school only)	Student kit: \$ _____, includes: books/tablet, & supplies

SCHOOL HOURS

School hours are Monday through Friday, 9:30am to 2:30pm. Theory is held 9:30 - 10:30 every day.

Typical Day:

9:30 Clock in, get prepared for Theory

9:30-10:30 Theory

10:30-2:15 Clinic Floor

2:15-2:30 Clean-up/Sanitation

SCHOOL CALENDER

Nail Fiendz Nail Institute courses & programs are offered periodically throughout the year, and are dependent upon student enrollment. Call us or check out our website for current class start dates.

A number of legal and religious holidays are observed by Nail Fiendz Nail Institute with no classes held on the following days: Labor Day weekend, Thanksgiving (Thursday- Sunday), Christmas (Dec.24-Jan 2), Memorial Day weekend, Juneteenth &the day after(June 19th& 20th) Independence Day & the day after (July 4th & 5th). Classes that fall on these days will be rescheduled so that students will meet the required number of hours for completion of their program.

TIME CLOCK

Clocking in and out is mandatory everyday by each student. Do not clock in and out for a fellow student, students caught doing so will be terminated.

DRESS CODE

We expect every student to arrive to school dressed professionally. We allow clean, comfortable closed toe black shoes, Gray Scrubs, hair and makeup done.

DAILY REQUIREMENT SHEET

This form needs to be filled out on a daily basis by each student. At the end of each month the staff will total them up and have each instructor and student sign & date them.

DAILY SANITATION

Students are required by law to learn and do sanitation daily.

CLIENT SERVICES

Students will be required to perform services on patrons. Refusing to perform a service will resort in a 1 day suspension.

GRADUATION REQUIREMENTS

- * Complete and pass all written and practical tests with a cumulative score of at least 75%.
- * Complete the required number of program hours, 300 nail technology.
- * Complete and pass all final exams required by the school.
- * Complete tuition payment or make payment arrangements on last day of school.
- * Complete and pass mock state board exams.

Upon completion a diploma is awarded by the Nail Fiendz Nail Institute.

GRADING SYSTEM

Nail Fiendz Nail Institute grading system in its courses. All final passing grades are expressed within a range of numbers between 100 the highest, and 0 the lowest. Nail Fiendz Nail Institute requires an 75% GPA throughout the school course.

GRADE SCALE GRADE

100-90----- A

89-80----- B

79-70----- C

69-0 (Fail)-F

TUITION & OTHER STUDENT CHARGES

A one -time registration fee of \$225.00 must be included with the application for admittance to Nail Fiendz Nail Institute and it is not included in the cost of tuition. This fee is due on the day of registering for a class. A Kit Deposit of \$100 is due on the day of registration. Your Kit total is \$ _____ ; and cannot leave the school premises and is deemed the schools property until paid for in full.

If a student does not graduate by the specified graduation date (given to student on the first day of class), the student will be charged **\$20.00 per class day until he or she completes all the requirements for graduation**. Exceptions may be granted if a student can provide a signed document from a doctor, or a court document explaining the time missed. (**Completion Date:** _____)

Students may pay tuition in full or schedule a payment plan, weekly bi-weekly with the first payment due on the **first friday of class start & all remaining payments due on every Friday of each of the following months. If Friday falls on a Holiday or weekend, payments must be received on the weekday prior to the holiday or weekend. A late fee of 18% of the amount past due will be assessed if payment is 3 days past due date**. Payments can be made by check, credit cards or cash, if check is to come back as non sufficient funds payee will be responsible for the cost of returned check of \$25.00 at that point all tuition payments can only be accepted in the form of cash. Payments need to be consistently paid on time to qualify to get your license by paying 75% of the remaining balance of your tuition on your last day of school.

We ask that all tuition be paid in full at time of graduation. If it cannot be paid in full, the remaining tuition balance on the last day then the State's final paperwork will be held and NO license will be given until the balance is paid. If payments are not made as outlined on the Balance owed contract that was signed, all unpaid tuition will be turned over to a collection agency or County Small Claims Court with an additional 50% charge added to your remaining balance and legal action will be sought but not limited to. There will be a \$325.00 withdrawl and re-filing fee if for any reason that you have to be withdrawn or terminate enrollment.

REFUND POLICY

Discontinued Programs

1. If the school continues to operate under its license, but discontinues instruction on any program after training of students has begun, the students enrolled in the discontinued program are entitled to a pro rata refund of all tuition monies paid unless comparable training is arranged by the school to be provided at another public or private vocational school and such arrangements are agreed to in writing by the student.
2. Notice in advance of the discontinuance must be provided to the agency and the student in writing.
3. The term “discontinued” generally applies to the elimination by the school of a particular course offering prior to its completion. However the term includes circumstances where program(s) commenced at a specific location under terms of an enrollment agreement are relocated to a substituted physical site.
4. Students affected by relocation may voluntary accept transportation and other arrangements offered by the school in order to continue his/her training or may file a refund claim.
5. Request for refunds pursuant to this provision must be made in writing by the enrolled student within 30 calendar days following discontinuation of the program. Money due to the applicant/student shall be refunded within 30 calendar days after the receipt of the request.

CANCELLATION OF CLASSES

Nail Fiendz Nail Institute reserves the right to cancel a class before it starts for any reason it deems necessary. In which case, the enrolled student is entitled to a full refund of tuition monies within 30 calendar days. Academy of Cosmetology Nail Fiendz Nail Institute also reserves the right to suspend, cancel or postpone a class or classes after training has begun for any reason, including but not limited to, such events as fire, flood, storm, war or civil disorder. In such events, a pro-rata refund will be made on tuition monies prepaid by the student within 30 calendar days of the official termination date unless the student elects to continue the training in a later class.

REFUND BEFORE ENTERING CLASS

1. A full refund of all tuition paid will be paid if the school does not accept the applicant.
2. A refund of tuition cost, or one hundred twenty-five dollars, whichever is less, will be paid if the applicant withdraws no later than midnight on the 3rd business day (excluding Sundays & Holidays) after signing the contract or making an initial payment, provided that the applicant has not commenced training.
3. After 3 business days (excluding Sunday & Holidays), the school may retain an established registration fee equal to 10% of the total tuition cost, or one hundred twenty-five dollars, whichever is less.
“Registration fee” refers to any fee however named, covering those expenses incurred by an institution in processing student application and establishing a student record system.
4. The school reserves the right to cancel a class start date due to insufficient enrollment. If this occurs, the student may request a full refund of all monies paid or apply for all monies paid to the next scheduled class start date.

REFUND AFTER ENTERING CLASS

If training is terminated after entering class, the student is financially obligated to the school according to the following formulas or maximum charges.

1. If the student terminates during the first week or 10% of contracted instructional time, whichever is less, the school may retain 10% of the tuition cost plus the registration fee.
2. If the student terminates after the first week or 10% of contracted instructional time, whichever is less, but prior to completion of 25% of contracted instructional time, the school may retain 25% of the tuition cost plus registration fee.
3. If the student terminates after completion of 25% and up to and including 50% of contracted instructional time, the school may retain 50% of the tuition cost plus registration fee.
4. If the student terminates after completion of more than 50% of the contracted instructional time, the school may retain the full tuition amount plus registration fee.

TRANSFERRING FROM OTHER SCHOOLS

Nail Fiendz Nail Institute does not recruit students already attending or admitted to another school offering a similar program of study. Transfer students who have already withdrawn from their prior school may enroll pending the availability of stations and rooms. In order to be considered a graduate of Nail Fiendz Nail Institute, transfer students must meet all regular graduation requirements and all written and practical evaluations. Nail Fiendz Nail Institute will provide all former transcripts and certificates of completion upon satisfaction of any outstanding debt owed to the school.

NON-DISCRIMINATION POLICY

Nail Fiendz Nail Institute is a school that will not discriminate against any student of any race, color, gender, national or ethnic origin. We admit students of any race, color, gender, national or ethnic origin.

LEAVE OF ABSENCE

Students can fill out a leave of absence form, with the leave & return dates and have it signed by the owners for approval. If a student does not return on requested date or fails to contact school, student will be terminated.

POLICY RELATING TO CONDUCT, PROBATION & TERMINATION

A student enrolling at the Nail Fiendz Nail Institute assumes responsibility for reasonable standards of behavior while on school property or while participating in program activities. Inappropriate and/or illegal student conduct that is grounds for probation, suspension & termination include, but are not limited to the following:

1. Class attendance under the influence of alcohol or drugs
2. Disruption of class or classes
3. Violation of school regulations or policies
4. Interference with another student and/or instructor
5. Showing lack of respect for another student and/or instructor
6. Stealing or destruction of property
7. Failure to pay tuition due in a timely manner
8. Misrepresentation of self
9. Determination as mentally incompetent
10. Unprofessional or unethical conduct
11. Excessive absences or tardiness
12. Negligence or incompetence in the practice of your chosen study
13. Failure to maintain academic progress
14. Any other conducts which the school, instructors, or other students deem to be harmful to the school's reputation, the academic process or inappropriate for this profession.
15. Refusal to provide assigned client services

STUDENT CODE OF CONDUCT

The disciplinary powers of the Nail Fiendz Nail Institute will not be used to duplicate the function of the civil authorities. However, if a student's actions are judged to be detrimental to the health, welfare, or general well-being of the school, of the community, or any individual therein, Nail Fiendz Nail Institute may exercise its disciplinary authority.

PROBATION

Students enrolled at the Nail Fiendz Nail Institute must maintain an 75% cumulative GPA throughout their enrollment at the Nail Fiendz Nail Institute. A student will be placed on academic probation when their cumulative GPA falls below 75%. Once placed on academic probation, a student must raise the cumulative GPA to 75% within 30 days time, and maintain perfect attendance, barring excused absences for emergency or unforeseen situations.

PROBATION POLICY

A student may also be placed on probation for any of the following reasons:

1. Academics: > Missed examinations
> Cumulative grade average below 75%
2. Attendance: > Excessive absences over 3days of coursework
> Any no- shows to school
> Constant Tardiness
3. Tuition: > Failure to keep payments current
4. Conduct: > A student violates any of the conducts as written in the handbook relating to conduct & termination.

A student may be placed on probation for a period not to exceed 30 days. The student will then have 10 working days to file a request for review of the probation and show cause why the probation should not stand and be made part of the students file. If within the probation period the student fails to correct the circumstances of the probation, the student will be terminated from the school.

TERMINATION

A student who receives notice of termination and seeks re-admission to the school must submit, via U.S. mail, a written petition to the owners of the school. The petition must include a review of the reasons for the termination, and must contain an explanation of what has changed such that the student should warrant re-entry. Normally, a terminated student will not be re-admitted until a year has elapsed following the date of termination. A petition for re-admission may be filed earlier however, in the expectation that the owners will establish and communicate the conditions, if any, under which the student may resume studies. The decision of the owners shall be final.

The official date of termination of a student shall be the last date of the recorded attendance when withdrawal occurs in any of the following manners:

1. When school receives notice from the student of the students intention to discontinue the training.
2. When the student is terminated for a violation of a school policy, which provides for termination.
3. When a student, without notice to the institution, fails to attend classes for 14 calendar days

GRIEVANCE POLICY & PROCEDURE

The student, and staff Grievance Policy & Procedure is designed to provide an effective/acceptable means for persons to bring equal opportunity/non-discriminatory, disciplinary or any conduct-related problems and complaints to the owner's attention. This enables students or staff to file a grievance without fear of retribution or prejudice, and to help identify and eliminates legitimate causes for dissatisfaction. This procedure is separate from and applies to all issues than grades.

a) Complaint should be brought to the owners

b) The Grievance Committee will meet with the person filing the grievance and a determination will be made, in writing, wither during the meeting or within 48 hours.

Nail Fiendz Nail Institute Grievance Committee is composed of the following;

One instructor not associated with the complaint,

Two students in the program and not associated with the complaint.

The committee members will be determined by lot at the time of the complaint is brought forth and has gone through the complaint process to "b" above. Those persons drawn by lot may refuse participation. Persons drawn by lot may not be accepted to serve if they have an involvement in the complaint or play a part of the situation being brought forth for consideration.

GENERAL INFORMATION

A student's file may be reviewed and appended by the directors, instructors, staff, and agents of the State Board as well as other legal entities, as the school deems appropriate. A student has the right of access solely to his/her own personal files and only during school hours. All files are confidential and will be released only upon proper written request by the student or an appropriate legal body. Files are kept at the school for 5 years.

EMPLOYMENT PLACEMENT

Once students have committed to a career in Nail Technology and have successfully completed the course, it is our policy to make every effort to assist our graduates in finding employment. We receive many requests for Cosmetologist, Nail Technicians, & Estheticians & we keep our graduates informed as to employment opportunities. Although the Academy of cosmetology provides placement assistance, the school cannot guarantee employment. Many of our students prefer self-employment and we believe that by equipping our students with quality education in business, ethics and marketing skills they should be able to successfully develop their own private practices.

ATTENDANCE POLICY & POLICY RELATING TO MAKE-UP WORK

All students must attend 100% of scheduled class & clinic hours in order to meet graduation requirements for each program. Absences must be made up hour for hour in class, student/public clinic and/or extra make-up assignments will be given. Missed academic work & examinations must be made up as determined by the instructor, and/or before graduation day. Any student who arrives 15 min late will receive a TARDY. THREE TARDIES will equal 1 absence. Also, if a student arrives 1 hour late or leaves before the instructor dismisses the class, an absence will be counted.

Once qualified to participate, students are required to participate in the student/public clinic. Hours worked in the student/public clinic are counted toward completion of the course. A student may also be placed on probation for repeatedly being tardy for class sessions and/or the student/clinic floor.

Excused absences are allowed for illness and other documented emergencies, but should these exceed two weeks in duration, the student may be required, to utilize the tutorial system in order to continue. Students may also be placed on probation should absences exceed 5% of course time, or have a negative impact on academic performance.

All courses, including the student clinic may administer and require the passing of regular quizzes, examinations and practical demonstrations.