

# PREMIERE | NAIL ACADEMY

## Student Catalog



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MEMPHIS, TN 38128

901-250-8768

[WWW.PREMIERENAILACADEMY.COM](http://WWW.PREMIERENAILACADEMY.COM)

This catalog and all courses and programs at this time are taught in English.

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## MISSION STATEMENT

At Premiere Nail Academy, our mission is to empower individuals to achieve their goals of becoming licensed nail professionals and Master Educators. We offer a comprehensive and student-centered training program that simulates the real-world salon environment. Our dedicated team of experienced administrators and faculty ensure that our students receive the highest caliber of education and training. Our facilities, equipment, and curriculum are constantly updated to reflect the latest industry standards, preparing our students for success upon program completion and licensure. We are committed to providing the necessary education and training for our students to pass their state board exam and excel in their chosen profession.

## ADMISSIONS

1. Have successfully completed high school or its equivalent as evidenced by any of the items on the following non- exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, or a certificate of attainment (only applicable to non-Title IV recipients), proof of attainment of an Associate's degree or higher by providing a copy of a college transcript showing college completion or college degree, or. Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. If enrolled under a training agreement with a government agency, school district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations. The school does not accept Ability-To-Benefit (ATB) students.
2. Complete the pre-enrollment interview and submit the \$100 non-refundable application fee. (This fee is in addition to the tuition fee.)
3. Provide additional enrollment requirements:
  - Identification: Copy of official government ID (Passport, Driver's License or Birth Certificate)
  - Master Educator: Must present all the information above in addition to holding a current active cosmetology or nail technician license for 3 years.

## TRANSFER IN OF HOURS

The school will accept a **MAXIMUM of 150 hours or 25%** of the "Transfer" hours obtained from another school for the **NAIL TECHNOLOGY** program and **MAXIMUM 75 hours or 25%** of the **MASTER EDUCATOR** program with the required documentation and after completing the required theory and practical skills assessment.

## TRANSFER OUT OF HOURS

All schools and institutions reserve the right to determine which or how many hours they will accept from another school or institution. The transferability of hours you earn at PREMIERE NAIL ACADEMY is at the complete discretion of that school or institution to which you may seek to transfer. If the hours that students earn at PREMIERE NAIL ACADEMY are not accepted at the school or institution to which you seek to transfer, you may be required to repeat some or all of your course work.

## RE-ENTRY OF PRIOR ENROLLED PREMIERE NAIL ACADEMY STUDENTS

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To be eligible for readmission to PREMIERE NAIL ACADEMY, the student must meet the following readmission requirements.

1. Meet all current admissions requirements.

2. Be current on any outstanding debts with the school or make satisfactory payment arrangements. Previous balances owed may be applied to the new agreement balance. Prior clocked hours may be evaluated prior to readmission and may or may not be approved. This will be based on the time the student has been unenrolled in the program and according to all applicable state board rules and regulations.

Approval for readmission will be made by the school's Director or other designated administrator and is based on education, schedule and space availability.

Premiere Nail Academy reserves the right to deny readmission following termination or withdrawal for any reason. If readmission approval is granted, the applicant will be required to sign a new enrollment agreement and may be required to pay additional tuition, books, supplies and equipment costs.

### **STUDENT ORIENTATION**

All incoming students will receive an orientation either prior to the beginning of school or on the first day of school. This orientation is required for all incoming students and will discuss at a minimum our mission, values, student policies, curriculum, program progress and expectations, program outcomes (graduation, licensure, placement), personnel introductions, grading, and Satisfactory Academic Progress, attendance requirements.

## COURSE OUTLINES

**COURSE NAME:** Nail Technology

**COURSE LEVEL:**

Basic Hours per week: 16

### **COURSE DESCRIPTION:**

A 600-clock hour Nail Technology school program is a comprehensive and in-depth training program that focuses on the art and science of nail care. The program includes both classroom instruction and hands-on training, covering various areas of nail care such as manicures, pedicures, nail art, and nail extension techniques. The program will cover all the aspects of nail care including theory, practical, health and safety, and sanitation.

The program is designed to provide students with a solid foundation in the theory and practical aspects of nail technology, including anatomy and physiology of nails, product chemistry, and safety and sanitation guidelines. Students will also learn about the different types of nail enhancements, including acrylics, gels, resin systems and wraps, as well as various nail art techniques.

In addition to the technical training, the program also includes instruction in business management and customer service, which will prepare students for a successful career as a nail technician. The program will be completed in 600 clock hours, which is equivalent to approximately 37.5 weeks currently of part-time instruction. Graduates of the program will be eligible to take the state licensing exam to become a licensed Nail Technician.

**COURSE LENGTH:** 600 clock hours

**PROGRAM LENGTH IN WEEKS:** 37.5

### **COURSE OBJECTIVE:**

Upon completion of the program, students will be able to:

1. Understand the anatomy and physiology of the nails, product chemistry, and safety and sanitation guidelines.
2. Perform various nail care services, such as manicures, pedicures, nail art, and nail extension techniques.
3. Understand the different types of nail enhancements, including acrylics, gels, and wraps, and resin systems, as well as various nail art techniques.
4. Demonstrate the skills necessary to pass the state board exam and become a licensed Nail Technician.
5. Apply business management and customer service skills in a real-world setting.
6. Provide safe and hygienic nail care services to clients.
7. Stay current with the latest trends and techniques in the field of nail technology through ongoing professional development.
8. Understand the importance of customer service in the beauty industry and be able to provide quality service to clients.

The program is designed to provide students with a solid foundation in the theory and practical aspects of nail technology, as well as the necessary knowledge and skills to pass the state board exam and become a licensed nail technician.

**INSTRUCTIONAL METHOD:** The course will use lectures, demonstrations and student participation.

Students will demonstrate their competencies in Nail Technology theory and practice through practice hand repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, digital media, student presentation and other instructional techniques.

**GRADING PROCEDURES:**

1. **Attendance and Participation:** Class attendance and participation are mandatory and will be recorded and factored into the final grade. Students are required to be prepared for class with their textbook, notebook, pen or pencil, assignments, and any additional items as assigned.
2. **Academic Learning:** Academic learning will be measured and assessed through tests, assignments, and quizzes. These evaluations will cover the theoretical aspects of nail technology, including anatomy and physiology of nails, product chemistry, and safety and sanitation guidelines.
3. **Practical Learning:** Practical Learning will be assessed through hands-on completion of all assigned work, including the execution of various nail care services on real clients or mannequin hands.
4. **Grading Scale:** all areas of evaluation will be graded using the school's grading scale, which will be provided to students at the beginning of the program. The grading scale will be based on percentage, where 90-100% is A, 80-90% is B, 70-79% is C, 60-69% is D, 59 & below is failure.
5. **Progress Reports and Satisfactory Academic Progress reports** will be given to students throughout the program on regular periods and at the appropriate evaluation periods so students can track their progress and identify areas that need improvement.
6. **Final Grade:** The final grade will be calculated using a weighting system that takes into account the relative importance of each evaluation method, with a combination of attendance and participation, academic learning and practical learning.
7. **Evaluation of customer service skills** may also be included in the overall grade, as it is a vital aspect of the nail industry.

**DISTANCE EDUCATION INSTRUCTIONAL METHODS:** Our school uses one or more of the technologies listed below. The school also uses CIMA on line learning program.

1. **Online Lectures:** Students can access recorded or live lectures online, allowing them to learn at their own pace and on their own schedule. These lectures will cover the theoretical aspects of nail technology, such as anatomy and physiology of the nails, product chemistry, and safety and sanitation guidelines.
2. **Online Video Tutorials:** Students can watch video tutorials demonstrating various nail care techniques, such as manicures, pedicures, nail art, and nail extension techniques.
3. **Virtual Labs:** Students can access virtual labs and simulations, allowing them to practice and apply the concepts learned in class.
4. **Online Discussions:** Students can participate in online discussions, forums and chat rooms, allowing them to collaborate and connect with their peers and instructors.
5. **Self-paced Learning:** Students can access course materials and complete assignments on their own schedule, allowing them to learn at their own pace.
6. **Online Prep Quizzes & Tests:** Students can complete prep quizzes and test online, allowing them to demonstrate their understanding of the material.
7. **Collaborative Projects:** Students can work on collaborative projects with their peers, using online tools such as Google Docs, allowing them to share ideas and work together as assigned remotely.
8. **Webinars:** Student can participate in live, interactive instructor led workshops or seminars, that allow for real-time participation and feedback.

9. **Online Office Hours:** Students can schedule virtual meetings with the instructor during designated office hours, allowing them to receive one-on-one support and guidance.
10. **Virtual Practice Practical Exams:** Students can take virtual practice practical exams, where they will demonstrate their ability to perform various nail care services on real clients or mannequin hands, using live video conferencing technology. All exams theory and practical will be hosted in person, at the school location during scheduled dates, times and hours.

11. **Interactive learning tools:** Students will have access to interactive learning tools such as interactive flashcards, practice quizzes, and games, which will help them to engage with the course material and retain the information better.
12. **E-Learning Material:** Students will have access to e-learning material such as e-books, PDFs, and documents, which they can download and use references.
13. **Adaptive Learning Software:** Adaptive learning software, which uses artificial intelligence, can provide personalized learning experiences, tailored to the student's needs and learning style.
14. **Feedback and Evaluation:** Student will receive regular feedback and evaluations from the instructors, which will allow them to track their progress and identify areas that need improvement.

Overall, distance education instructional methods will provide students with the flexibility to learn at their own pace in a guided environment, while still receiving the same comprehensive education and training as in-person students. The online virtual components will provide the students with the necessary skills and knowledge to pass the state board exam and become a licensed Nail Technician.

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90% to 100%
B	Very Good	80% to 89%
C	Passing	70% to 79%
D	Unsatisfactory	60% to 69%
F	Failing	Less than 59%

**COURSE REFERENCE/INSTRUCTIONAL MATERIALS:**

Textbook	Workbooks	State Board Book	ISBN #	Copyright
Nail Technology & Foundations	Nail Technology & Foundations	Exam Prep	9780357446867 9780357482865 9780357871485	Milady CIMA (14 <sup>th</sup> Edition)

**NAIL TECHNOLOGY**

COURSE NAMES BELOW:	# HOURS
Orientation / Employment Assistance	5
Salon/Spa Ethics, Tennessee State Law, and Infection Control (Salon Ecology)	50
General Anatomy & Physiology	50
Skin/Nail Disorders and Diseases	30
Nail Product Chemistry	10
Nail Care (Manicure, Pedicure)	90
Nail Enhancements (Acrylics, Gels, Resin Systems)	120
Nail Art	20
Business/Life Skills	50
Practical Applications of Student Services on Student Salon Floor	175
<b>TOTAL PROGRAM HOURS</b>	<b>600</b>

**COURSE NAME: MASTER EDUCATOR**

**Level:** Advanced

**Course Description:** Student will receive training in curriculum and instructional design as well as teaching methodology in our MASTER EDUCATOR program.

**COURSE LENGTH: 300 Clock Hours Hours per week:**

**16 PROGRAM LENGTH IN WEEKS: 18.75**

**Instructional Method:** The course will use lectures, demonstrations and student participation. Students will demonstrate their competencies in **MASTER EDUCATOR** theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

**GRADING PROCEDURES:** Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school’s grading scale.

**DISTANCE EDUCATION INSTRUCTIONAL METHODS**

Distance education means education that uses one or more of the technologies listed in paragraphs (1) through (4) of this definition to deliver to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor. These technologies include:

1. The internet/
2. One-way and two-way transmissions/communications between the students and the instructor through open broadcast, closed circuit cable, broadband lines, fiber optics, satellite, or wireless communication devices.
3. Audio conferencing or
4. DVD’s if the DVD’s are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this definition. The school will evaluate the student’s qualitative and academic performance on the following scale below.

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90% to 100%
B	Very Good	80% to 89%
C	Passing	70% to 79%
D	Unsatisfactory	60% to 69%
F	Failing	Less than 60%

**COURSE OBJECTIVE:** Train/guide/facilitate the student for entry-level employment in their chosen field of training. Positions could vary such as [stylist, barber, nail technician, skincare specialist, platform artist, colorists, sales representative, instructor, salon owner, barber owner, nail salon owner, and/or skincare owner.

**COURSE REFERENCE/INSTRUCTIONAL MATERIALS:**

Textbook	Workbooks	State Board Book	ISBN #	Copyright	Other Resources
Master Educator	N/A	N/A	9781133693697	MILADY	N/A

**[PROGRAM NAME COURSE CONTENT]:**

COURSE NAMES BELOW:	# HOURS
Orientation/Employment Assistance	5
Methods of Teaching/Classroom Management	125
Student Salon/Clinic Management/Tennessee State Board(Rules of Practice)	50
Instruction and Theory	120
<b>TOTAL PROGRAM HOURS</b>	<b>300</b>

**FACILITIES**

Premiere Nail Academy is located on the 4th floor of Lighthouse Towers salon suites. Located in a 1,140 square feet suite at 4384 State Road Ste. 400, Memphis, TN 38128. The school has a modern reception area with two classrooms one student clinic salon area, one student breakroom and on small room used for storage.

**GRADUATION REQUIREMENTS:**

1. Complete the required number of hours of training in your specific program with the required minimum grade point average and attendance rates.
2. Satisfactorily complete and pass all required quizzes, projects and both written and practical exams.
3. Pay all outstanding tuition and or any outstanding financial balance to the school. **\*\*\*Please note that you will not be considered as a graduate, your Certificate of Completion and transcripts will not be released to you for state board filing until all financial obligations have been paid. Until such time you will be deemed completed but not graduated. \*\*\***

Once a student has met all graduation requirements, he or she will receive a **Certificate of Completion and Official Final Transcript** and be considered a graduate of **Premiere Nail Academy**.

## REFUND POLICY – NOTICE OF CANCELLATION

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. ***This refund policy/notice of cancellation complies with the mandated policy.***

Any monies due to the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal and that **both refund calculations and refunds are made timely.** Official cancellation or withdrawal shall occur on the earlier of the dates that: An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid. ***All refund calculations are based on scheduled hours.***

The following fees are **NOT** included in tuition and therefore would not be included as part of any refund calculation. Those fees are: transcript fees, late fees and the cost of any extra instructional charges. Also, non-refundable fees would be those charged for registration (if, applicable), kit, books, uniforms and other supplies issued and opened in any manner.

### OFFICIAL CANCELLATION OR WITHDRAWAL SHALL OCCUR ON THE EARLIER OF THE DATES THAT:

7. An applicant is not accepted by the school and is entitled to a refund of all monies except a non-refundable application fee (if, applicable).
8. A student or legal guardian cancels the contract and demands his/her money back in writing, within three business days of signing the enrollment agreement regardless of whether the student has actually started training. All monies collected by the school are refunded except a non-refundable application fee (if, applicable).
9. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In this case, the student is entitled to a refund of all monies paid to the school less an application fee of \$100.
10. A student notifies the institution of his/her withdrawal.
11. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.
12. A student is expelled by the school.
13. In type 8, 9, 10 or 11, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said information is delivered to the school in person.

### THE POLICY REQUIRES THAT:

14. Unofficial withdrawals or clock hour students are determined by the school through monitoring clock hour attendance students are determined by the school through monitoring clock hour attendance at least every (30) calendar days.
15. For a School that is required to take attendance, the required date of the refund is determined by counting from the date the withdrawal was determined. ***However, for clock hour schools, the refund is calculated based on the student's last date of attendance.***
16. Unofficial withdrawals for non-clock hour student are determined by the school through monitoring of student's completion of class participation in learning activities such as class assignments, examinations tutorials, computer-assisted instruction, participation in academic advisement, or other academically related activities.
17. Any monies due a student who withdraws from the institution shall be refunded within forty-five (45) calendar days of a determination that a student has withdrawn, whether officially or unofficially.

18. In cases of documented hardship, the school may issue refunds exceeding the Minimum Tuition Adjustment Schedule at its discretion.e.
19. All extra costs, such as books, equipment, graduation fees, etc., that are not included in the tuition price are stated and any non-refundable items are identified.
20. A non-refundable application fee charged is \$100.00.
21. A termination fee charged is \$150.

**MINIMUM TUITION ADJUSTMENT SCHEDULE**

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5.0% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

**COURSE and/or PROGRAM CANCELLATION POLICY:**

- 23. If a course or program is cancelled subsequent to a student’s enrollment, and before instruction in the course and/or program has begun, the school shall at its option:
  - a. Provide a full refund of all monies paid; or
  - b. provides completion of the course and/or program.
- 24. If a school cancels a course and/or program ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:
  - a. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
  - b. Provide completion of the course and/or program; or
  - c. Participate in a Teach-Out Agreement; or
  - d. Provide a full refund of all monies paid.
- 25. If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The school has at its option:
  - a. Provide a pro rata refund; or
  - b. Participate in a Teach-Out Agreement.

The school DOES NOT have a collection policy.

**EXTRA CHARGES: CONTRACT COSTS AND PAYMENT TERMS**

Student and sponsor (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent students from attending class until any applicable unpaid balance of payments are satisfied. **The school will charge additional tuition for hours remaining after the original contract end date at the flat rate of**

**\$15.00 per hour for all current school programs. The total amount due for additional charges required for program completion will be payable in advance prior to being able to continue with your program .** Any student going over contract will be required to enter into another enrollment agreement for outstanding hours remaining. Students completing the program are provided with one official transcript. The school may charge a \$25 **transcript fee** for any additional transcript requests.

The school will charge an application fee for students enrolling or transferring to the school of \$100. **The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$100.00. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enrolls more than 30 days after the formal withdrawal date unless mitigating circumstances apply.**

Methods of payment include

full payment at the time of signing the Enrollment Agreement, or through an approved payment plan as stated herein. **Payments may be made in the form of Cash, Credit Card, Cashier check, money order, Zelle, or PayPal.**

Students are responsible for paying the total tuition and fees and for repaying applicable loans if any, plus interest. **Transfer in: The current costs of transfer in hours are \$8.75 per hour for Nail Technology students**

and \$12.00 per hour for any Master Educator transfer. This does not include the cost of the current student kit, books or other required fees.

### PROGRAM COSTS

**NAIL TECHNOLOGY** (600 Clock hours/16 hour per week/37.5 weeks) (FULL-TIME OR \_\_\_\_\_PART-TIME)

Application Fee	CIMA & KIT	Uniforms	Tuition	Tuition Adjustment	Total Cost of Program
\$100	\$800	N/A	\$5,700	N/A	\$6,500

**MASTER EDUCATOR** (300 Clock hours/16 hour per week/18.75 weeks) (FULL-TIME OR \_\_\_\_\_PART-TIME)

Application Fee	CIMA & KIT	Misc.	Tuition	Tuition Adjustment	Total Cost of Program
\$100	\$250	N/A	\$3,250	N/A	\$3,500

### EMPLOYMENT ASSISTANCE

While Premiere Nail Academy cannot guarantee employment upon graduation, we work closely with local salons to assist in employment placement. We keep an open line of communication with salons as they look to us to assist in helping to fill any open positions they may have. When a student is placed in a salon or a graduate is working in a salon, we send out surveys asking about the student or graduate so we can constantly improve our program to make sure our graduates are sought after by all the local salons.

### SCHOOL CALENDAR

Academic year: The school operates year-round with scheduled holiday observances and or school closings. Schedules may vary by program and or change based on changes in enrollment, staffing or as needed to maintain educational quality.

**PREMIERE NAIL ACADEMY** observes the following holidays and school closings:

Holiday/Event
Martin Luther King Day
Spring Break
Memorial Day
Juneteenth
Independence Day
Labor Day
Fall Break
Thanksgiving Day Holiday
Christmas Break
New Year's Day

### SCHOOL START DATES

START DATES
January
April
July
October

## **NON-DISCRIMINATION POLICY**

The school does not discriminate on the basis of religion, race, color, ethnic origin, sex, disability, or age in its programs and activities and provides equal access to its educational programs. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Kesha Scales  
Owner  
4384 Stage Road Ste. 400  
Memphis, TN 38128  
901-250-8768

Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the school's educational resources, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA"), their related statutes and regulations, and corresponding state and local laws.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discrimination on the basis of disability.

Individuals with disabilities wishing to request accommodation must contact the ADA Compliance Coordinator. A disclosure of disability or a request for accommodation made to any staff, faculty, or personnel other than the ADA Compliance Coordinator will not be treated as a request for accommodation. However, if a student discloses a disability to such an individual, he or she is requested to direct the student to the ADA Compliance Coordinator. Upon request, the ADA Compliance Coordinator/Designated School Officer will provide the student or applicant with a **Request for Accommodation Form**.

## **PHYSICAL DEMANDS**

Cosmetologists, Barbers, Nail Techs, and Estheticians can expect to stand for long periods. Since so many of their activities involve the use of arms and hands, professionals should take steps to ensure proper physical conditioning and rest periods. Further, career Cosmetologists, Estheticians, Barbers and Nail Techs may find it necessary to work long hours, sometimes missing breaks and meals. It is not unusual for Cosmetologists, Estheticians, Barbers and Nail Techs to work more than 8 hours a day and/or more than 5 days a week – although these are the exceptions to the rule.

## **SCHOOL OWNER**

Kesha Scales  
Owner  
4384 State Road Ste. 400  
Memphis, TN 38128  
901-250-8768  
kscales@premierenailacademy.com

## **STATE BOARD**

Tennessee State Board of Cosmetology and Barbers  
500 James Robertson Parkway  
Nashville, TN 37243  
615-741-2515  
Web address: <https://www.tn.gov>

## **ACCREDITATION**

Applied for Initial Accreditation  
National Accrediting Commission of Career Arts & Sciences (NACCAS)  
3015 Colvin Street

Alexandria, VA 22314  
703-600-7600  
[www.naccas.org](http://www.naccas.org)

## **STUDENT SERVICE**

Student services provided by the school are designed to provide support in areas related to transportation, child-care, housing, etc. and other related areas to help student's ability to complete their course/program. Student Services or designated school staff member or administration is available to meet with students to provide referrals for students at risk or in need of assistance while enrolled at the school upon the student's request.

## **STUDENT ADVISING & GUIDANCE**

**Premiere Nail Academy** makes a reasonable effort to maintain close communication with all students. Students have access to faculty and administrative staff for both career and academic advising. Students experiencing personal problems that require professional help will be referred to the appropriate agency(s) or organization(s).

Individual academic advising occurs periodically throughout the program. These advising sessions help instructors determine student progress and identify those students who may require additional assistance. Problems not resolved in instructor/student sessions may be referred to the School Director (or designate).

Student advisement is available. Students are encouraged to seek help whenever it is needed. Formal academic advisement occurs when grade or progress reports are issued. At any time, between grade or progress reports, students may be formally advised; and all advisements are confidential. Whenever any staff member advises a student, the proceedings of that advisement are documented on the appropriate forms. All students will receive on-going, informal daily advisement in the areas of attitude, attendance, behavior, image, professionalism, etc. When a student's problems or concerns are beyond staff capability, the student will be referred to the appropriate professional or agency.

## **PERSONAL COUNSELING SERVICES/AGENCIES**

The National Women's Health Information Center, U.S. Department of Health and Human Services Office on Women's Health,  
1-800-994-9662  
<https://womenshealth.gov>

The National Domestic Violence  
Hotline 1-800-799-SAFE (7223) or  
1-800-787-3224

National Sexual Assault  
Hotline 1-800-656-HOPE  
(4673)

National Suicide Prevention  
Lifeline 1-800-273-8255  
[Suicidepreventionlifeline.org](http://Suicidepreventionlifeline.org)

## **PERSONAL INFORMATION RECORDS UPDATE/CHANGES**

1. Address/Telephone Number Changes: Students are asked to notify the school when any

information regarding their address and/or telephone number changes. Notification can be made by submitting a written request to initiate the change. A Students recorded address will be automatically updated if correspondence is returned the school by the United States Postal Service or other delivery carrier service, with an address correction.

2. **Name Changes:** All students who wish to make a name change in their academic records must submit the request in writing and include documentation verifying the legal name change. Proof of legal name change can be a copy of a student driver's license, social security card, marriage certificate, divorce decree, or other legal documents showing the name change. Request for name changes should be submitted to the designated school official/administrator. If the documentation is complete, the student's academic records will be updated with a copy of the legal documents in the student's academic file.

## **RIGHTS RESERVED**

Premiere Nail Academy reserves the right to add or withdraw any course and to make changes in schedule, curriculum, tuition, regulation, or any other published information as conditions warrant.

Premiere Nail Academy has no responsibility for loss or damage to student work, supplies or any other personal property. Students should keep personal items in lockers. Students are required to replace immediately any supplies or equipment that is lost, stolen or broken.

## **SCHEDULE CHANGES**

The school reserves the right to change the established schedules, in the event it becomes necessary. Students will be notified in advance should such circumstances arise.

## **TRANSCRIPTS**

A transcript is an official document on the educational work of a student which lists the student's subjects; grades received enrollment date range, and status of the student. Official transcripts are issued the school's designated official. Transcript requests maybe made for the following reasons:

1. Submission to other institutions of higher education for the purpose of transfer of clocked hours,
2. Certification to an employer summarizing a student's enrollment and academic progress,
3. Replacing a lost official transcript of the graduate.

Students/graduates must submit a request in writing to the designated school official. The student/graduate may submit a letter of request that includes the following information:

1. Student's name,
2. A copy of their VALID form of government-issued identification (driver's license, state ID, passport), which bears their printed name, photograph \ and date of birth,
3. Purpose of the transcript request,
4. Name and address of the recipient,
5. The student's signature and the date.

## **STUDENT POLICIES**

### **TERMINATION BY INSTITUTION:**

Students may be terminated from the school for violation of any school policies, state laws and regulations, destruction of school or student property, violation of the school substance abuse policy, theft of school or student property, threats to any employee or student of Premiere Nail Academy, non-adherence to the school's social media policy and all other infractions that occur where the school administration, director or owner deems is severe enough to qualify for termination and or permanent expulsion from the school.

Students terminated will have to be approved by the school director/owner for re-entry eligibility. Terminated students will be assessed a \$150 administration fee.

## TARDINESS

Students must report to class on time. Late arrival for any reason must be communicated and explained to the designated school official or current instructor. Excused and Unexcused is discussed below in the "Attendance" section.

## ATTENDANCE

A student is considered to be absent during any unattended portion of their regular schedule. Any absence will interfere with your learning process and on time program completion. Students must inform the school of any planned absence by completing a **Student Absence Notification Form** prior to the date of the planned absence (**EXCUSED**). In cases of illness, emergency or other unforeseen absence, the student is required to call the school's administrator or their respective instructor no later than **(30)** minutes prior to their courses scheduled start time to notify their classroom instructor and/or the Clinic Instructor. If the student does not adhere to this contact time, the student's absence or tardy will be deemed **UNEXCUSED**.

- Student absent fourteen (14) consecutive regularly scheduled course days without contact will be dismissed from the school on the 15<sup>th</sup> scheduled day of non-attendance.
- Students absent ten (10) consecutive regularly scheduled course days and who have not been absent with contact, and who have not been granted a Leave of Absence, will be dismissed on the 11<sup>th</sup> scheduled day of non-attendance.

Unscheduled school hours and days may be offered at the school's discretion for make-up work and completion of guest services. Any student falling below 75% attendance could be in jeopardy of being withdrawn.

The student withdrawal date for any student that withdraws or is dismissed from the school will be the last date of attendance. Attendance percentage is calculated by taking the total hours attended divided by the scheduled hours.

Example:

Attended hours = 250.0

Absent hours = 28.0

Scheduled hours =

278.0

Percentage =  $250/278 = 89.93\%$

## CONDUCT AND PROFESSIONAL STANDARDS

Appearance, attitude and professional behavior are important elements of the student's career preparation and job success.

1. When a student's appearance and/or attitude is in opposition to the career education goals to which the school's academic and placement assistance are dedicated, the student may be advised, suspended, or dismissed.
2. When a student's behavior interferes with the rights of others, disrupts and/or prohibits the learning process of other students, or is in opposition to policies and rules of the classroom and the school, the student may be advised, suspended, or dismissed.
3. When a student is guilty of negligence and/or careless acts and/or omissions in the learning process so as to endanger or to cause injury to another person or property, the student may be advised, suspended, or maybe automatically dismissed.
4. Under certain circumstances, a student's conduct may warrant immediate dismissal. Examples of this include, but are not limited to:
  1. Engaging in verbal threats, intimidation, use of foul or profane language, physical

threats, sexual assault, physical violence, racial or sexual harassment in or around the School.

2. Possession of weapons, firearms and knives and/or illegal drugs in or around the school.
3. Vandalizing, stealing or being in possession of stolen property.
4. Falsifying personal information on school documents and/or presentation of forged documents.

## **ALCOHOL AND DRUG PREVENTION**

**Premiere Nail Academy** supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug- Free Schools and Communities Act Amendments of 1989. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol by anyone on the school's property or as a part of a school activity is prohibited. Students taking prescribed or over-the-counter medication which may affect functioning should inform a school representative or official.

If a final determination is made that any student enrolled in the school is found to be abusing alcohol or using, possessing, manufacturing or distributing controlled substances in violation of the law on school property or at any school events, they shall be subject to, at a minimum, the referral to counseling and automatic and immediate suspension or dismissal from school. The school's-imposed actions are additional to any legal actions taken by local, state or federal authorities.

## **ACADEMIC PROGRESS**

Satisfactory Academic Progress (SAP) is a requirement for all students enrolled in the school. All students must maintain an academic grade percentage of 80% and average cumulative attendance of 75% to be considered making SAP and to complete the scheduled course within the maximum time frame. ***See full Satisfactory Academic Progress Policy for additional information.***

## **FINANCIAL PROGRESS**

Students must meet or be current with all financial obligations as specified in their payment plan prior to graduation. It is expected that the student will comply by providing all necessary requested information and/or forms be submitted on or before the statement due date to maintain satisfactory financial progress. Payment amounts are based upon the course in which the student enrolled.

All payments are the responsibility of the student and are payable as stated on the student's enrollment agreement. Failure to comply with an established payment arrangement may result in termination: **Payments may be made by cash, credit card, cashier check, money order, zelle or Paypal.**

## **CLASSROOM AND CLINIC ASSIGNMENTS**

Students are required to remain with their instructor in their classrooms or assigned work areas unless at scheduled lunch or break(s).

There will be a charge for ALL services and products provided to clients unless otherwise approved in advance by an authorized, designated school official or student's immediate instructor. Students cannot bring into the school any product not sold or carried by the school nor should students advise clients to do so. Stations are assigned for each client service, for the duration of that service and may be reassigned at the discretion of school staff. All equipment and personal belongings must be stored in the students assigned locker/school location.

Sanitation is a critical part of the student's learning process. Adhering to the school and State Board health and safety standards as outlined in the rules and regulations is essential in maintaining a sanitary establishment. Students are required to maintain a clean and safe station; before, during and after performing client services or practical work. In order for cosmetology students to maintain a sanitary station they will be required to wipe down the surface of their chair and station, clean the mirror, sanitize their implements before and after every use, place soiled towels in the appropriate receptacle and sweep/mop the area surrounding them (hair must be removed by sweeping prior to styling). Additional

tasks may be required depending on the service being provided and may vary.

## **DRESS CODE**

The school's dress code is designed to provide students with guidance on establishing and maintaining a professional image. The dress code is enforced at all times during the student's school hours, while on school premises, while attending via distance education (if applicable), as well as when attending school sponsored events.

Students are expected to use good taste and judgement in matters concerning dress and appearance. Neat, clean and appropriate attire creates the professional image that the school wishes to portray and at all times your attire must reflect professionalism.

In an effort to have all students present a consistent and professional appearance the following policy is to be followed:

1. Students are required to dress professionally.
2. Student dress code must be always followed during school hours, while on school premises or at school sponsored events.
3. Students who do not adhere to the school's dress code must clock out and leave the school premises or school sponsored event until they are in compliance with the student dress code.
4. All hairstyling, makeup and facial hair must be professional and complete prior to arrival at school.
5. Clothing must be neat and clean. Excessive wear (holes, frayed hems, stains, etc.), unprofessional language or images, logo-wear other than school designated wear or other unprofessional clothing is prohibited.
6. No skin or undergarments may be visible between the shirt and pant or skirt. Abdomens, armpits, bottoms, shoulders, cleavage, lingerie and undergarments must be covered at all times.
7. Hands and fingernails must be clean and manicured students shall maintain fingernail lengths and follow guidelines appropriate for the career they have chosen.
8. Tattoos may be visible so long as they do not depict images of nudity, profanity, violence or are gang related.

## **MAKE-UP WORK**

Students must make-up failed or missed tests and incomplete assignments.

## **TIME CLOCKS AND CLOCK HOURS**

Student hours are recorded on a time clock each day. It's the responsibility of students to use the time clock correctly. Failure to clock in or out may result in the loss of clock hours. **To receive full credit, a student must clock IN when beginning their day and clock OUT when ending their day.** Students must clock OUT when beginning their scheduled lunch break (full-time day students only) and must clock back IN when their scheduled lunch break ends. All students must be off the clock when leaving the building for any non-school related activity. Students will receive hours for supervised (licensed instructor) official school activities. Students, regardless of enrolled course or schedule, may not clock more than their scheduled hours on any given scheduled course day, with the exception of approved field trips, unless prior approval is given by the designated school official.

Students must be engaged in a learning activity at all times while earning clock hours. Students not engaged in a learning activity or students that are on break or at lunch must be clocked out. Any student found to be not engaging in a learning activity, in the break room or outside the building while clocked in may be subject to corrective action up to and including immediate dismissal for the day from school.

Instructors and/or the school director or designee will communicate daily with students in areas of attendance and dependability. At a minimum, students will be notified of their earned clock hours each month. If students have questions about total time, they should speak with their instructor or other school official as directed.

**NON-SMOKING**

While on school property students may smoke in designated student outdoor smoking areas only. Smoking is prohibited in school.

## SOCIAL MEDIA

The use of social media can be extremely beneficial to the success of a salon, spa or independent contractor. For this reason, the rights of students to utilize social media platforms in ways that directly promote professional career development are encouraged. "Social Media" refers to all forms of online publishing and discussion, including but not limited to Facebook, Twitter, YouTube, Snapchat, Reddit, Instagram, Twitter, Pinterest, TikTok, etc., personal and public blogs, wikis, as well as any instance of a shared personal audio/video files. All students can be held accountable for the content posted on the internet. The school does not permit obscenity, negative comments, personal attacks, cyber bullying, or any conduct that is not in compliance with the school's standards of conduct. All post must respect the privacy of others and photographs of students, staff, or clients should not be posted or shared without their permission. For any content that is posted on the school's social media outlet, the school reserves the right to remove content at its discretion and without notification. Please be aware that some actions on the internet are not reversible and may reflect negatively on an individual for an extended period of time. Practicing courtesy and professionalism in online environments is strongly encouraged and disciplinary action may be enforced for non-compliance.

## SATISFACTORY ACADEMIC PROGRESS POLICY

The intent of **Premiere Nail Academy** Satisfactory Academic Progress Policy is to be fair and consistent in effectively evaluating the student's measurable progress toward successfully completing their chosen program of study. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS). This policy also meets the requirements as established by the U.S. Department of Education. **ALSO THE SCHOOL DOES NOT OFFER FEERAL FUNDING(TITLE IV)**

***This policy applies to every student enrolled in a NACCAS-approved program.***

***All students are provided with this policy prior to enrollment in any of the school's currently offered programs.***

***The policy is also applied consistently to all students enrolled in a specific program and is scheduled for a particular category of attendance which is part-time/full-time.***

The training will include attendance, dependability, professional image, professional communication, organizational and practical skills as well as conduct and technical service-related skill evaluations. Student training is measured and communicated by:

1. Attendance (qualitative) and;
2. Academic (Quantitative) Grades

**A.** Satisfactory Academic Progress (SAP) is a requirement for all students enrolled. All students must maintain an academic grade percentage of **80%** and average cumulative attendance of **75%** to be considered making SAP and to complete the scheduled course within the maximum time frame

The cumulative grade point average requirement is 80%.

***The School's academic year is defined as 900 clock hours and 30 academic weeks.***

## EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress on **SCHEDULED** hours as follows:

PROGRAM	EVALUATION PERIOD	ACADEMIC YEAR	LENGTH In Weeks
Nail Technology	300/600	900	10 /20

Master Educator	150/300	900	5/10
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- B.** The maximum time a student has to complete is 133% of the course length. All minimum course lengths are determined by **Tennessee State Board of Cosmetology and Barbering** or **National Accrediting Commission of Career Arts and Sciences (NACCAS)**. Enrollment will be terminated for students who do not complete the course within the maximum time frame. However, they may continue under a new enrollment agreement for the balance of the hours due at the school on a cash pay or continued cash pay basis.

### MAXIMUM TIME FRAME

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at Satisfactory Academic Progress is stated below:

PROGRAM	STATUS	HOURS P/WEEK	MAXIMUM WEEKS	MAXIMUM HOURS
Nail Technology (600 Clock Hours/37.5 weeks)	PT	16	49.875	798
Master Educator (300 Clock Hours/18.75 weeks)	PT	16	24.9375	399

The maximum time frame allowed for transfer students who need less than the full course requirements or part-time students will be determined based on the number of the scheduled hours transferred.

Evaluations will determine if the student has met the minimum requirements for SAP. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the program.

- C.** Students will be sent a Satisfactory Academic Progress Report upon reaching each evaluation period. All evaluation periods will be completed within **seven (7) business days** following each established evaluation period. **Students who are found not meeting SAP requirements must sign their report in a timely manner.** A copy of each SAP report will be kept in the student's file.
- D.** A student's academic grade percentage is determined by:
- Theory exams;
  - Practical exams, and;
  - Practice/technical activities

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90%-100%
B	Very Good	80%-89%
C	Passing	70%-79%
D	Unsatisfactory – Failing	60%-69%
F	Failing	Less than 60%

Students meeting the minimum requirements for academics 80% and attendance 75% at the evaluation are considered to be making SAP until the next scheduled evaluation. Students deemed not maintaining SAP may have their Title IV funding interrupted (if applicable), unless the student is on warning.

- E.** Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance for the period will be added to the attendance from the preceding periods to determine whether the student will complete the course within the maximum time frame established in this policy. Total hours earned beginning the first day of course commencement and ending the last day of the completed period (phase) divided into the student's scheduled hours beginning the first day of

their respective program and ending the last day of the completed period (phase).

Student's actual hours attended + scheduled hours = cumulative % of attendance.

**F.**

student's academics falls below 80% or their attendance fall below 75%. The student will be advised in writing on the actions required to meet SAP requirements by the next evaluation.

In the event the student ***withdraws, or other official interruption***, the student, upon returning to school, maintains the status as of the time of departure. ***If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.*** Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

G. Withdrawals and incompletes have no effect upon the school's qualitative SAP standard. All hours attempted within a progress report period are used in assessing, if the student meets quantitative SAP standard, Premiere Nail Academy does not allow students to repeat courses and does not offer remedial or English as a Second Language (ESL) courses.

H. With regard to SAP, a student's transfer hours accepted by the school will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on ACTUAL contracted hours at the school.

I. Appeal Process: If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include the death of a 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 describing why they failed to meet satisfactory academic progress standards, along with the supporting documentation of the reasons why the determination should be reversed. 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 be reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable. The institution must determine that SAP can be met by the next evaluation or create an academic plan to ensure compliance, and one of these must be determined and met prior to the student being placed on probation.

J. Non-Credit, Remedial Courses, Repetitions: Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

### **RE-ESTABLISHING ELIGIBILITY**

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same SAP status as at the time of withdrawal. The student whose financial aid has been terminated for unsatisfactory progress will not be paid any additional financial aid until she/he has completed the hours previously paid for with a 80% academic grade percentage and will be able to complete the program within the maximum time frame.

### **ACADEMIC DISHONESTY/CHEATING**

Academic dishonesty is any incident whereby a student or group of students knowingly and willingly offers or seeks to gain an academic advantage by giving or receiving inappropriate assistance in the preparation and completion of assignments and evaluations. Students engaging in any form of academic dishonesty will

be disciplined appropriately.

## **RELEASE**

The student and/or legal guardian grant Premiere Nail Academy the irrevocable permission to use his or her voice, image, or likeness as part of any live or recorded video display, broadcast, production or other depiction in any media, now or hereafter existing of all or any part of the student's participation in school including for the commercial purposes of the school.

## **EQUIPMENT & PERSONAL BELONGINGS**

Each student is responsible for their own equipment, books and personal belongings and is provided a locker or other designated space for storage of these items, purses, coats, bags, backpacks, and other personal belongings must be kept in the locker or designated secured location. The school is not responsible for lost or stolen items, and it is the student's responsibility to replace any missing equipment or supplies at his or her own expense.

Students are required to have the equipment they need to complete services and assignments. If a student chooses to take these items home, if permitted, it is the student's responsibility to bring them back to school. Students who do not come to school with their equipment will not be allowed to attend until they bring their equipment.

## **STUDENT CONCERNS/COMPLAINTS & GRIEVANCE POLICY**

Students are always encouraged to communicate their concerns to members of the faculty and administration. Suggestions, concerns, or complaints should be registered privately, never with fellow students or clients. If a situation arises in which a student has a complaint or grievance regarding grades, instruction or other topics related to their course of study, the following procedure is in effect.

1. Schedule an appointment to discuss the matter informally with your instructor. If at this contact the matter is not resolved, the student should:
  - a. Make an appointment to discuss the matter informally with the School Director or designee. If not resolved at this level, the student may:
    - i. Request and complete a Student Complaint Form and submit it to the designated school official. The designated school official will verify that the student has tried to resolve the concern informally and will schedule a meeting with all individuals whose participation is warranted by the circumstances of the particular concern to seek to resolve the student's concern. The minutes of the meeting and any agreed upon resolution will be documented on the Student Complaint Form and communicated to the student. If not resolved:
    - ii. The official school designee shall forward the Student Complaint Form to the School Owner or other official designee at this level for review. The ruling at this level will be documented on the Student Complaint Form and communicated to the student. The decision at this level is the final decision. If then the matter is not resolved to the student's satisfaction:
    - iii. Student may submit to the program State Board and/or NACCAS only after the student has exhausted the institutions' internal complaint process.

## **STATE BOARD**

Tennessee State Board of Cosmetology and Barbers  
500 James Robertson Parkway  
Nashville, TN 37243  
615-741-2515  
Web address: <https://www.tn.gov>

## **ACCREDITATION**

Candidate for Initial Accreditation

National Accrediting Commission of Career Arts & Sciences (NACCAS)

3015 Colvin Street

Alexandria, VA 22314  
703-600-7600  
[www.naccas.org](http://www.naccas.org)

## **PAYMENT AGREEMENT**

All student payments are the responsibility of the student and are payable as stated on the student's enrollment agreement. Students may be required to make weekly or biweekly payments while attending school. Payment amounts are based upon the course in which the student is enrolled. Any changes in financial situations which may affect a student's ability to make scheduled payments must be discussed with the designated school official that manages financial aid/payments.

**BILLING:** Tuition payments are due based on the schedule established through the financial planning process. **Payment options accepted are Cash, Credit Card, Cashier's Check, Money Order, Zelle or PayPal.**

## **SCHOLARSHIP & FEE WAIVERS**

**Premiere Nail Academy** reserves the right to offer scholarships and waive fees to eligible students. If the school does offer any scholarships, state here the details of the scholarship, how students qualify and how the scholarship itself is applied and when. If the school does not offer any scholarships, the school can make this statement, "Premiere Nail Academy does not offer scholarships at this time."

## **STUDENT'S RIGHT OF ACCESS/STUDENT RIGHT OF PRIVACY**

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), **Premiere Nail Academy** has adopted the following policies and/or procedures. This policy was designed to protect the privacy of education records, to establish the right of students or guardian of a dependent minor student to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. This is a notice of students' basic rights under the law and explains certain procedures for the school's full compliance with the law.

Students or guardians of a dependent minor student may inspect and review their education records upon written request to be the designated school official. Students or guardian of a dependent minor student should complete the **Request to Review** Records/Release of Student Information each time the student or guardian needs to access personal student information, which is available in the designated school official's office, identifying as precisely as possible the records they wish to inspect. The designated school official will arrange for access as promptly as possible and will notify the student or guardian of a dependent minor student of the time and place where the records may be inspected and/or copied. Access will be allowed no more than 45 days after receipt of the written request. When a record contains information about more than one student, the student or guardian of a dependent minor student may inspect and review only the records that relate to him/her.

The school reserves the right to refuse to permit a student or guardian of a dependent minor student to inspect the following records:

1. The financial statement(s) of the student's parents.
2. Education records containing information about more than one student, in which case the school will permit access only to that part of the record that pertains to the inquiring student. (May seek release from other student(s) to reveal record).
3. Those records which are excluded from the FERPA definition of education records.

The school also reserves the right to refuse to provide copies of educational records (not required to be

made available under FERPA) if the student has an overdue financial obligation the school, or if there is an unresolved disciplinary or academic dishonesty action against the student.

The school will disclose to third parties' information from a student's education/financial records only with the written consent of the student, except in cases allowable under FERPA (including legal and accreditation purposes).

A student or guardian of a dependent minor student who believes that information contained in the education records is inaccurate, misleading, or in violation of their privacy right may request in writing that the records be amended.

A student or guardian of a dependent minor student should identify the part of the record she/he wants changed and specify why it is believed to be inaccurate, misleading, or in violation of privacy rights. A decision will be reached, and the student or guardian of a dependent minor student will be informed within a reasonable amount of time after receiving the request. If the decision is not to amend the record(s), the student or guardian of a dependent minor student has the right to a hearing. The hearing will be conducted by a school official who does not have a direct interest in the outcome of the hearing. The hearing will be held within a reasonable amount of time after it is requested notifying the student in advance, of the date, place, and the designated school official will decide in writing based on the evidence presented at the hearing including a summary of the evidence and the reasons for the decision.

If the designated school official supports the complaint, the education record will be amended accordingly, and the student or guardian of a dependent minor student will be so informed. If the school official decides not to amend the education record, a student or guardian of a dependent minor student has the right to place in the education and/or state the reasons for disagreeing with the decision. This statement will be maintained, and whenever a copy of the education record is sent to any party, the student's statement will be included.

The school's policy statement implanting FERPA is maintained by and available for review in the designated school official's office. Students or guardians of a dependent minor student should address questions, concerns, or problems to the designated official. Students or guardian of a dependent minor student may file complaints regarding alleged failure of to comply with FERPA with The Family Policy Compliance Office, Us Department of Education, 400 Maryland Avenue SW, Washington DC 20202-5920. (800) 872-5327.

## LEAVE OF ABSENCE OF POLICY

Premiere Nail Academy encourages students to make steady progress toward completing their program. Thus, a leave of absence may be granted only under the following circumstances:

1. Care for the student's child after birth or adoption; maternity or paternity leave.
2. Care for the student's spouse, partner, child, parent, or grandparent who has a serious health condition.
3. Due to the student's own illness, injury, or serious health condition that prevents him/her from being able to continue with his/her education.
4. Death of an immediate family member.
5. Enrolled students who are members of the military and receive official military orders.
6. Personal reasons.

### PROCEDURES FOR REQUESTING A LOA:

***Students requesting a LOA must complete the LOA Request Form and submit to campus management in advance and that the student must follow the institution's policy in requesting a LOA.***

- a) *The requests must be in writing,*
- b) *The requests must detail the reason for the LOA, the exact period of the LOA, and provide supporting documentation (i.e., note from qualified healthcare provider or*

- adoption certificate/deed, obituary or official military orders documents).*
- c) *The request must include the student's signature.*

When requesting a LOA for medical reasons, the school will not extend a LOA beyond what is requested by a healthcare provider, unless it is necessary to ensure quality education. When requesting a LOA for death of an immediate family member, an obituary or another official document must be provided. Please note the start of a LOA must be on a day school is open and the student is normally scheduled.

***The institution may grant a LOA to a student who did not provide the requests prior to the LOA due to unforeseen circumstances if:***

- a) *The institution documents a reason for its decision.*
- b) *The institution collects the request from the student at a later date; and*
- c) *The institution establishes the start date of the approved LOA as the first date the student was unable to attend.*

Should the LOA be granted the student will not be assessed any additional charges as a result of the requested LOA.

A student will not be granted a LOA if the LOA, together with any additional LOA's previously granted, exceed a total of 180 calendar days in any 12-month period.

Any student granted a LOA in accordance with the institution's policy is not considered to have withdrawn and no refund calculation is required at that time.

**Contract Period Status:** A student granted a LOA will have their contract period extended by the same number of calendar days taken in the LOA and that such changes to the contract period must either be:

- a) Changes to the enrollment agreement will be initialed by all parties; or
- b) An addendum to the enrollment agreement must be signed by all parties.

**Student Withdrawal from Program(s):** If the student takes an unapproved LOA or does not return by the expiration of an approved LOA and that either:

- a) For institutions that require attendance, the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.
- b) For institutions that are NOT required to take attendance, the student's withdrawal date for the purpose of calculating a refund will be the date the student began the LOA.

A LOA may only be granted if there is a reasonable expectation that the student will return from the LOA.

**NOTE:** The revised contract end date cannot exceed 15 days past the correctly calculated revised end date utilizing the NACCAS LOA Calculator.

**ADMINISTRATION & FACULTY**

<b>Name</b>	<b>Position</b>	<b>Department</b>
Kesha Scales	Director/Owner/DE/Instructor	Administration/Education
Andrea Brent	Financial Administrator	Accounting
Peggy Morris	Substitute Instructor	Education

**SANITARY CODE MAINTENANCE AND ENFORCEMENT POLICY:**

The school is committed to high hygiene standards in classrooms and communal spaces, ensuring

regular staff training and availability of cleaning supplies. Students are expected to adopt sanitary practices in their daily routines and client interactions, as emphasized in the curriculum, underlining the importance of cleanliness in the industry. Responsibility for maintaining workspace hygiene falls on both staff and students,