

Cincinnati Institute of Esthetics and Nails

10700 Montgomery Road Suite 100
Cincinnati, OH 45242
-where all instruction occurs-

(513) 386-7493

cincyestheticsandnails.com

Veteran's Information Bulletin

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This is true and correct in content and policy. **Director's signature:** *Paul Cappel*

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Veteran Students

Students are encouraged to review both this bulletin and Cincinnati Institute of Esthetics and Nails catalog, which contains a complete listing and descriptions of the school policies, *prior to enrollment*. This Bulletin is designed to clarify **Title 38** beneficiary policies specific only to enrolled Veterans.

Point of Contact for Questions and Enrollment

For any questions about this Bulletin or your Veteran's Benefits please contact Candace Matsuda phone: (513) 386-7493 or by email @: cincyestheticsandnails@gmail.com.

Administration for completing Veteran's enrollment documents Cincinnati Institute of Esthetics and Nails will have administrative staff on site from Monday through Thursday 9:00 a.m. - 11:30 a.m. for inquiries about for inquiries about enrollments and other questions, or by appointment.

Facilities

Cincinnati Institute of Esthetics & Nails campus is located at 10700 Montgomery Road Suite 100 Cincinnati, Ohio 45246 and occupies approximately 3,587 square feet, *where all instruction occurs*. The institute contains 2 client treatment rooms for esthetic services and a high-end nail treatment room. The high-end school salon floor's equipment includes: 8 mobile esthetics beds, 3 pedicure stations, 8 pedicuring tubs, 2 paraffin baths, manicuring tables, 4 facial steamers, 2 nail drills, 4 hot towel steamers, an airbrushing machine, 6 adjustable lamps and a hydra facial machine. The institution's maximum student to teacher ratio is 25:1.

In addition, the campus contains a reception area, restrooms, a manicure classroom, a theory classroom, an esthetics practical room, a dispensary, a student lounge, student lockers and a staff office. The Institute is easily accessible from I-275 or I-71 and is near several major shopping centers and restaurants. The campus can accommodate up to 54 students per shift.

Licensure

Cincinnati Institute of Esthetics and Nails is licensed by The Ohio State Cosmetology and Barber Board Ohio State Cosmetology and Barber Board: 1929 Gateway Circle Grove City, OH 43123 Phone: 614-466-3834.

Accreditation

Cincinnati Institute of Esthetics and Nails is presently not accredited.

Programs

Cincinnati Institute of Esthetics and Nails is currently offering the following programs: an **Esthetics program (600 clock hours)** and an **Esthetics DE** program (600 clock hours with 20% distance education), **Esthetics Advanced** (150 Clock hours) and **Esthetics Advanced DE** program (150 Clock hours with 20% distance Education), **Manicuring** (200 clock hours) and **Manicuring DE** program (200 Clock hours with 20% distance Education) **Apprentice Instructor Est.** program (500 clock hours), an **Esthetics & Manicuring** program (for 800 clock hours) and an **Advanced Esthetics** program (750 hours). **Veteran students and students using Title 38 benefits are not eligible to enroll in class which include Distance Education (DE).**

Admissions

In addition to the school's other admission requirements, Veteran Students shall provide to the school a signed summary and transcripts when available, **of all prior post-secondary educational institutions attended, prior to enrollment.** The school will retain such in the student's file.

Complete enrollment requirements are in the school's catalog which should be carefully reviewed prior to enrollment.

Veteran students will have a reduced registration fee of \$10.00. Veterans will not have an application fee.

Re-entry (Re-Enrollment Policy)

A student who withdraws from Cincinnati Institute of Esthetics and Nails may re-enter into the same course of study without the loss of credit for prior hours and operations earned during prior enrollment and will reenter at the same Satisfactory Academic Progress status as when they left, *if re-entry occurs within 180 days of last day of attendance.* A student who was terminated for behavior reasons may not be eligible for re-entry. Students who re - enter *more* than 180 days after last day of attendance will have their transcripts evaluated for the number of hours, they will receive credit for. Decisions regarding transfer of hours will be at the sole discretion of the school's Administration. Students must re-apply and complete a new school application along with paying a \$50.00 application fee and pay **a new registration fee of \$10.00.**

Veterans who were deployed during any lapse in enrollment will be given the most favorable evaluation of reentry credits possible when evaluating their transcripts upon re-entry.

Make-up Work

Students are able to make up hours by attending another scheduled class outside the one they are enrolled, with advance permission from an instructor, to assure student teacher ratios allow for such.

If a student fails or misses a written or practical exam/quiz they will be given **one** opportunity to make up that exam/quiz by scheduling with their instructor.

Students are reminded they are required to have a cumulative score (qualitative) from their written and practical exams (combined) of 75% at the SAP evaluation point to be deemed making Satisfactory Academic Progress.

Veterans who miss exams or course work are strongly encouraged to schedule make-up exams with Candace Matsuda phone: (513) 386-7493 or by email @: cincyestheticsandnails@gmail.com.

Leave of Absence Policy (LOA)

Cincinnati Institute of Esthetics and Nails is **not** presently offering Leaves of Absence; with programs ranging from 150-800 hours the programs are short. The school deems the program too short to benefit from missing a long period of time.

Students may make up hours by attending another class schedule other than their own with advance instructor permission. Students are also reminded if they miss more than 14 sequential calendar days of school, they will be dropped from their program but are welcome to re-enroll according to the school's reenrollment policy.

Excused and Unexcused Absences

An absence is an absence at Cincinnati Institute of Esthetics and Nails, there is no contract extension for an excused absence, but the school does appreciate you calling/texting in if you will know you will be out for scheduling purposes. Students are asked to call school staff, not a friend or fellow student, if you are going to be absent. In the event a student is absent 14 *consecutive calendar* days, for any reason, said student(s) will be dropped and may re-enroll per the terms of the reenrollment policy.

Veterans Refund Policy

In the event that veterans or their eligible persons sponsored as students under Chapters 30, 32, 35 of Title 38 and Chapter 1606 of Title 10 U.S. Code, fail to enter the program or withdraw or are discontinued therefrom at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to its total length. A registration fee of \$10 need not be refundable: any amount beyond that is subject to proration and refund (CFR 21.4254(c) (13)). The pro-rata portion may not vary more than 10 percent of the total costs for tuition, fees, and other charges.

Veteran's Enrollment Verification

Veteran's Students are required to verify their enrollment each month with the Veteran's Administration to receive their benefits at 877-823-2378 or online @ www.gibill.va.gov.

POLICY FOR COMPLIANCE WITH 38 U.S.C. § 3679(e)

Cincinnati Institute of Esthetics and Nails must permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility (COE) for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:

- 1) The date on which the U.S. Department of Veterans Affairs (DVA) provides payment for a course of education to an institution
- 2) The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt of the COE from the student

Cincinnati Institute of Esthetics and Nails ensures they will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the DVA under chapter 31 or 33.

NOTE: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation, or chapter 33, Post 9/11 GI Bill® benefits.

VTBA Policy Cincinnati Institute of Esthetics and Nails in accordance with the Veterans Benefits and Transition Act of 2018 will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs. This policy is limited to tuition funds paid by the U.S. Department of Veteran Affairs. In accordance with the Veterans Benefits and Transition Act of 2018 will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's

inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs. This policy is limited to tuition funds paid by the U.S. Department of Veteran Affairs.

Veterans Funding and Satisfactory Academic Progress

Students receiving Veterans funding *will be* eligible for Veteran’s and Title IV funding if they are on Satisfactory Academic Progress *warning*. **Failure to achieve Satisfactory Academic Progress status on the next evaluation after a student is placed on warning will result in an interruption of veteran’s educational benefits funding.** Cincinnati Institute of Esthetics and Nails does not have a Satisfactory Academic Progress status of probation for any students.

Evaluation Periods

The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Evaluations will be performed on actual hours. The chart below details the evaluation points applicable to each program:

Program	Course Length	Evaluation Points	Additional Evaluation periods for Veteran Students
Esthetics	600 Clock Hours	300 scheduled hours	150 and 450 Scheduled hours
Advanced Esthetics	750 Clock Hours	450 scheduled hours	200 and 650 Scheduled hours
Manicuring	200 Clock Hours	100 scheduled hours	50 and 150 Scheduled hours
Apprentice Instructor Est.	500 Clock Hours	250 scheduled hours	150 and 350 scheduled hours
Esthetics/Manicuring Combo	800 Clock Hours	450 scheduled hours	200 and 700 Scheduled hours

Attendance and Reporting to Department of Veteran’s Affairs

Cincinnati Institute of Esthetics and Nails is required to report to the VA within 30-days, any changes in a student’s status.

Acknowledgement

By signing I acknowledge I have read both the Cincinnati Institute of Esthetics and Nails Student Catalog and Veteran’s Information Bulletin, *prior to enrollment*.

By signing below, I acknowledge I have provided the school a signed summary and transcripts when available, **of all prior post-secondary educational institutions attended, prior to enrollment.**

I also understand and acknowledge that Cincinnati Institute of Esthetics and Nails **will not certify VA students until their certificate of eligibility is received.** Cincinnati Institute of Esthetics and Nails complies with USC 3679 has a policy in place that will allow an individual to attend or participate in a course of education, pending VA payment, providing the individual submits a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33.

Student Name (Print):

Student Signature:

Date: