



Cincinnati Institute of Esthetics & Nails

Cincinnati Institute of Esthetics & Nails LLC

10700 Montgomery Road Suite 100

Cincinnati, OH 45242

513-386-7493

cincyestheticsandnails.com

STUDENT CATALOG

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ABOUT CINCINNATI INSTITUTE OF ESTHETICS & NAILS

OUR MISSION

Cincinnati Institute of Esthetics & Nails was founded with the passion to cultivate experts in the field of esthetics and nail care. Our students are fostered by accomplished instructors that stay on top of trends and cutting-edge technology through continued education. We offer a well-rounded curriculum, where innovative techniques meet a strong business-building and retail skill set. This allows each of our students to complete their course of choice with a competitive edge when entering the job market.

Cincinnati Institute of Esthetics & Nails follows a strict code of ethics and observes the standards of The Ohio State Cosmetology and Barber Board. It strives to maintain an honest and fair relationship with its staff, students, models, the state board and other colleges. We do not recruit from other schools offering similar programs. The Institute advertises truthfully and makes honest representations to its students.

Cincinnati Institute of Esthetics & Nails is licensed by The Ohio State Cosmetology and Barber Board and as a new institute, is diligent in a committed effort to gain accreditation.

THE FACILITY

Cincinnati Institute of Esthetics & Nails campus is located at 10700 Montgomery Road Suite 100 Cincinnati, Ohio 45246 and occupies approximately 3,587 square feet. It contains 2 client treatment rooms for the esthetic services and 1 treatment room for nail services where qualifying students perform services on guests in a high-end salon setting. In addition, the campus contains a reception area, restrooms, manicure classroom, theory classroom, esthetics room, dispensary, student lounge, student lockers and staff offices. The institute is easily accessible from I-275 or I-71 and is near several major shopping centers and restaurants.

EQUIPMENT

- 8 MOBILE ESTHETIC BEDS
- 3 PEDICURE STATIONS
- 4 MANICURING TABLES
- 4 UV LIGHTS
- 4 FACIAL STEAMERS
- 2 NAIL DRILLS
- 4 HOT TOWEL STEAMERS
- COMPUTERS & COPIER IN THE
- OFFICE AVAILABLE
- UPON REQUEST
- AIRBRUSHING MACHINE
- 8 PEDICURING TUBS
- 6 ADJUSTABLE TABLE LAMPS
- HYDROFACIAL MACHINE
- 2 PARAFFIN BATHS

ADMISSION POLICY

Prospective students are strongly encouraged to visit our campus to meet the staff, explore the facility and discuss admission. In order to be considered for admission, those interested in the program must complete the admittance form along with the non-refundable registration fee. Upon receipt of the application and registration fee, the student and enrollment staff will discuss payment schedules and financing options. Enrollees must be at least 16 and will need to provide the following.

* Valid Social Security card or birth certificate or Passport

* High School Diploma, Transcript completed to at least the 10th Grade, GED

* Completed application * Valid I.D.

International students will need the following in addition to the list above.

- Approved visa from the American Consulate
- Copy of your foreign passport and valid I-94 (arrival and departure rec.)
 - Evidence of finances to support tuition
- Translated High School Diploma or Transcript completed to at least the 10th grade

It is the policy of Cincinnati Institute of Esthetics & Nails that no person shall be denied admission, graduation nor any other rights or privileges due to sex, race, age ethnic origin, religion, color, age or sexual orientation.

ORIENTATION

Upon registration, students will be scheduled for and must attend an orientation session prior to beginning classes. Orientation covers school policies, rules, and regulations.

Cincinnati Institute of Esthetics & Nails begins class on an open enrollment basis. Esthetics and Manicuring students may enroll at any time for classes.

Classes begin on the first day of your chosen course's schedule third Monday of the month with the exception of November and December due to the holiday falling on the third week.

STUDENT SERVICES

Cincinnati Institute of Esthetics & Nails provides both academic and employment counseling to students upon request. Job opportunities are posted on the student information bulletin board located in the break room.

We do not offer housing.

Cincinnati Institute of Esthetics & Nails does not guarantee employment for any students.

LICENSING PROGRAMS

ESTHETICS : 600 Clock Hours. The Esthetics Course is designed to prepare students for the state licensing exam and for profitable employment. Once licensed the student can work in a high-end salon or spa as an esthetician where the student can specialize in facials, skin peels, microdermabrasion, exfoliation, aromatherapy, waxing, makeup and many other beauty services. To graduate the student must complete the 600 hours, take all tests and exams, and pay all financial obligations to the school. A diploma is then issued and the student receives assistance in filing for the state board licensing examination.

SCHEDULE - Custom Part Time Schedules are available upon request.

Full Time Daytime Option: 22

Part Time Evening Option: 38 weeks

9:00 am – 3:30 pm Monday - Thursday

5:00 pm – 9:00 pm Monday - Wednesday

9:00 am - 4:30 pm Friday- 4 Hour Limited
Distance Learning Day

9:00 am - 9:00 pm Thursday - 4 Hour Limited
Distance Learning Day

600 Hour Esthetics Curriculum Revised 1/22/22

SUBJECT AREA	600 Hour Core	Clinic 50% Core	Theory 25% Core	Distance Learning Theory	Distance Learning Clinic
1. Infection Control & Principles/Practices <ul style="list-style-type: none"> • Bacteriology • Dispensary Requirements & Operations 	60	30	15		
2. Anatomy <ul style="list-style-type: none"> • Head • Bones (Full Body) • Muscles, Nerves, Cells, Tissues (Full Body) 	30	15	7.5		
3. Specialized Equipment <ul style="list-style-type: none"> • Electricity (Principles/Safety/Effects/Therapies) • Ultra-Violet & Infra-red Light Therapies • Safety & Effects 	30	15	7.5		
4. Massage <ul style="list-style-type: none"> • Client Health Issues & Pre-Screening • Preparation • Manipulations • Relaxation Treatments 	60	30	15		
5. Chemistry <ul style="list-style-type: none"> • Compounds and Mixtures • Water, Chemistry and Effects • Ingredients • Cosmetics 	30	15	7.5		

6. Skin Care Procedures & Practices <ul style="list-style-type: none"> • Skin Theory (Anatomy of Skin/Body Systems/Cells/Tissues) • Diseases, Disorders, and Conditions • Basic Facials (Techniques/Treatments/Hair Removal) • Relaxation Treatments/ Health History • Hair Removal 	200	100	50		
7. Artificial Lashes/Extensions	8	4	2		
8. Make-Up <ul style="list-style-type: none"> • Equipment, Implements and Products • Theory • Application (Corrective, Day/Night, Theatrical) • Brow Tinting 	67	33.5	16.75		
9. Study of Skin <ul style="list-style-type: none"> • Skin Therapy (Histology, Structure, Functions) • Nutrition • Skin Analysis • Diseases and Disorders 	55	27.5	13.75		
10. Salon Operations & Communication Skills <ul style="list-style-type: none"> • Salon Operation & Management (<i>Sales/Consultation/Career Development/Professional Image</i>) • Communication Skills (<i>Listening Skills/Product & Service Education/Consultation</i>) 	55	27.5	13.75		
11. Cosmetology Laws & Rules <ul style="list-style-type: none"> • Ohio Administrative Code/ Ohio Revised Code/ Inspection & Enforcement • Continuing Education / Policies & Procedures 	20	10	3		
12. Human Trafficking			1		
Total	600	300	150	90	30
Flexible Learning Hours		150			
Parameters: <ul style="list-style-type: none"> • Each School must prepare and submit for approval a teaching plan within this curriculum. • Flexible Learning Hours shall be used to create an Individualized Learning Plan if necessary. • Internship Hours would be designated as Flexible Learning Hours. 					

MANICURING/NAIL TECH

200 Clock Hours: The Manicuring/Nail Tech course is designed to prepare students for the state licensing exam and for profitable employment. Once licensed the student may work in a high-end salon or nail studio. To graduate the student must complete the 200 hours, take all tests and exams, and pay all financial obligations to the school. A diploma is then issued and the student receives assistance in filling to take the state board.

Program Length 9 weeks

9:00 am – 3:00 pm Monday- Thursday

No School Friday

200 Hour Manicuring Curriculum Revised 2/8/22

SUBJECT AREA	600 Hour Core	Clinic 50% Core	Theory 25% Core	Distance Learning Theory	Distance Learning Clinic
1. Infection Control & Principles/Practices <ul style="list-style-type: none"> • Bacteriology • Dispensary Requirements & Operations 	30	15	7.5		
2. Anatomy <ul style="list-style-type: none"> • Bones, Muscles & Systems • Nervous System • Joints, Cartilage • Ligaments of the Hand, Arm, Foot & Leg 	10	5	2.5		
3. Massage <ul style="list-style-type: none"> • Client Health Issues & Pre-Screening • Preparation • Manipulations (Hand/Arm, Feet/Legs) • Relaxation Treatments 	10	5	2.5		
4. Nail Care Procedures & Practices <ul style="list-style-type: none"> • Safety Precautions • Basic & Advanced Manicures • Basic & Advanced Pedicures • Polish Application Techniques • Structure of the Nail • Diseases, Disorders, and Conditions (Hand, Arm, Foot & Leg) 	55	27.5	13.75		
5. Chemistry <ul style="list-style-type: none"> • Compounds and Mixtures • Nail Enhancement Composition • Ingredients • Nail Cosmetics 	10	5	2.5		

6. Nail Enhancements <ul style="list-style-type: none"> • Application Procedures • Artificial Nail Structure • Preparation • Application • Removal • Nail Repairs 	35	17.5	8.75		
7. Specialized Equipment <ul style="list-style-type: none"> • Curing Methods • Drills/Advanced Tools • Safety & Effects 	10	5	2.5		
8. Salon Operations & Communication Skills <ul style="list-style-type: none"> • Salon Operation & Management (Sales/Consultation/Career Development/Professional Image) • Communication Skills (Listening Skills/Product & Service Education/Consultation) 	20	10	5		
9. Cosmetology Laws & Rules <ul style="list-style-type: none"> • Ohio Administrative Code/ Ohio Revised Code/ Inspection & Enforcement • Continuing Education / Policies & Procedures • Human Trafficking (1 Hour) 	20	10	5		
Total	200	100	50	20	20
Flexible Learning Hours		50			
Parameters: <ul style="list-style-type: none"> • Each School must prepare and submit for approval a teaching plan within this curriculum. • Flexible Learning Hours shall be used to create an Individualized Learning Plan if necessary. • Internship Hours would be designated as Flexible Learning Hours. 					

ADVANCED MANICURING

100 Clock Hours: The advanced manicuring course is designed to prepare students for the state licensing exam and for profitable employment. Once licensed the student may have the ability to instruct at any school in the state of Ohio. To graduate the student must complete the 150 hours, take all tests and exams, and pay all financial obligations to the school. A diploma is then issued and the student receives assistance in filling to take the state board.

Program Length : Custom

9 am – 3 pm **Monday – Thursday**

100 Hour Advanced Manicuring Curriculum Revised 1/22/22

SUBJECT AREA	100 Hour Core	Clinic 50% Core	Theory 25% Core	Distance Learning Theory 10% Core	Distance Learning Clinic 10% Core
1. Cosmetology Laws & Rules Ohio Revised Code Statues Ohio Administrative Rules License & Permit Policy & Procedures Continuing Education Policy & Procedures Inspection & Enforcement Policy & Procedures	10	0	10		
2. Public Health & Safety Sanitation Practices & Procedures Sterilization Practices & Procedures Dispensary Operations & Procedures Bacteriology, Contagious & Communicable Disease Control Salon Operations & Procedures Consumer & Product Safety	40	20	10		
3. Advanced Techniques Advanced Techniques/Services Salon Supervision & Management Specialized Equipment Use & Control Product & Service Sales Training Communication Skills	50	25	12.5		
Total	100	45	32.5	10	10
Flexible Learning Hours		22.5			
Parameters: <ul style="list-style-type: none"> • Each School must prepare and submit for approval a teaching plan within this curriculum. • Flexible Learning Hours shall be used to create an Individualized Learning Plan if necessary. 					

ADVANCED ESTHETICS

150 Clock Hours: The advanced esthetics course is designed to prepare students for the state licensing exam and for profitable employment. Once licensed the student may have the ability to instruct at any school in the state of Ohio. To graduate the student must complete the 150 hours, take all tests and exams, and pay all financial obligations to the school. A diploma is then issued and the student receives assistance in filling to take the state board.

Program Length : Custom

150 Hour Advanced Esthetics Curriculum Revised 1/22/22

SUBJECT AREA	150 Hour Core	Clinic 50% Core	Theory 25% Core	Distance Learning Theory	Distance Learning Clinic
1. Cosmetology Laws & Rules Ohio Revised Code Statues Ohio Administrative Rules License & Permit Policy & Procedures Continuing Education Policy & Procedures Inspection & Enforcement Policy & Procedures	10	0	10		
2. Public Health & Safety Sanitation Practices & Procedures Sterilization Practices & Procedures Dispensary Operations & Procedures Bacteriology, Contagious & Communicable Disease Control Salon Operations & Procedures Consumer & Product Safety	50	25	12.5		
3. Advanced Techniques Advanced Techniques/Services Salon Supervision & Management Specialized Equipment Use & Control Product & Service Sales Training Communication Skills	90	45	22.5		
Total	150	70	45	15	15
Flexible Learning Hours		35			
Parameters: <ul style="list-style-type: none"> • Each School must prepare and submit for approval a teaching plan within this curriculum. • Flexible Learning Hours shall be used to create an Individualized Learning Plan if necessary. 					

Esthetics Instructor

500 Clock Hours. This class prepares the advanced esthetic licensee for the state licensing exam. Once licensed the student may have the ability to instruct at any school in the state of Ohio. To graduate the student must complete the 500 hours, take all tests and exams, and pay all financial obligations to the school. A diploma is then issued and the student receives assistance in filling to take the state board.

Program Length - Custom

CURRICULUM

SUBJECT AREA	CLINIC		THEORY
	500 Core	50% Core	25% Core
1. Cosmetology Laws & Rules/Ohio Revised Code Statutes/ Ohio Administrative Rules/License and Permit Policy & Procedures/Continuing Education Policies & Procedures/ Inspection and Enforcement Policy & Procedures (DL)	50	25	12.5
2. Curriculum Development/Lesson Planning/ Presentation Skills/ Educational Aids/Use of Technology/Distance Learning/Grading/Assessment	100	50	25
3. Learning Styles/Learning Modalities/Special Learning Needs/Learner Accommodations	50	25	12.5
4. Classroom Management/ Structuring the Learning Environment/ Communication Skills/ Professional Ethics/ Conflict Management	100	50	25
Total	500		

75 hours are flexible learning hours.

SCHEDULE

HOURS OF INSTRUCTION

The institute will be open from 9:00 am to 9:00 pm Monday through Thursday and 9:00 am to 4:30 on Fridays. The school will hold Distance Learning hours for Esthetics Students only from 9:00-9:00 pm on Thursdays and 9:00 am to 4:30 pm on Fridays. There is a maximum of 10 hours per day that a student can clock hours.

A typical daily schedule for a junior student includes review/study time, theory/test time, clinic/practical, cleanup/paperwork and optional time for makeup work/theory review and checkouts. Morning and afternoon breaks will be assigned by the instructor and the student must clock out for all breaks and lunch time.

A typical daily schedule for a senior student includes practical's/clinical/checkouts, cleanup/paperwork and optional time for makeup work, theory review, tests and checkouts. Senior students will have theory, state board practice and job search skills. Morning and afternoon breaks and lunch will be assigned by the instructor and the student must clock out for these.

A typical daily schedule for a full-time or part-time esthetics student will include review/study time, theory/tests, practical/clinicals/checkouts and cleanup/paperwork. Morning and afternoon breaks will be assigned by the instructor and students must clock out for all breaks and lunches.

A typical daily schedule for a full-time or part-time manicuring/nail tech student consists of review/study time, theory/tests, practical/clinicals/checkouts and cleanup/paperwork. Morning and afternoon breaks will be assigned by the instructor and students must clock out for all breaks and lunches.

CALENDAR

A student may apply for enrollment any day of the school calendar year with classes beginning every two weeks. The school is closed on the following holidays: Memorial Day weekend, Independence Day (July 4th), Labor Day weekend, Thanksgiving Day (Thurs. – Sun.), Christmas Eve, Christmas Day (Dec. 24-Jan. 1). If for any reasons the school must close, it will be announced to students via email and local media outlets. Throughout the year, several in-service days for the staff will be held in which students will receive prior notice, as the school will be closed on those days. Classes that fall on these days will be rescheduled so that students will meet the required number of hours in each category for completion of their program.

PROGRAM FEES

The following fees are charged for each program in addition to the non-refundable 150.00 application fee, 50.00 registration fee:

Manicuring — 200 hours

Tuition.....	\$1,700
State Board Kit.....	\$300
Milady Nail Technology 7 th Edition Textbook and Workbook.....	\$275

Advanced Esthetics — 150 hours

Tuition.....	\$1,500
Book.....	\$95
Non-Refundable Registration Fee	\$200

Esthetics — 600 hours

Tuition.....	\$8,900
State Board Kit.....	\$300
Milady Fundamentals Esthetics Eleventh Edition Book.....	\$275

Esthetics Instructor — 500 Hours

Tuition.....	\$1000 for non CIEN students and charges re waived for CIEN Students.
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PAYMENT OPTIONS

Payment plans are set during your interview process with the administrator. Your payment schedule has also been agreed to by the administrator and each student on your Enrollment Agreement. Payments can be made with cash, credit card, debit card, personal check or cashier's check to Cincinnati Institute of Esthetics & Nails.

Students who are on an in-house payment plan have an interest-free monthly payment due each month on the anniversary of their start date. Cincinnati Institute of Esthetics & Nails allows a six-day grace period. For example, if you started on the first of the month, your payment is due on the first and is late on the seventh. If you are late past the grace period, a \$25 late fee will be added to your account following the invoice due date and for every 6th and final day from each weekly or monthly payment that is not received, and you will be suspended until your account is paid and up to date, in addition to a \$35 fee for any returned checks.

If you go beyond your contract date of completion due to unexcused absences, tardiness then you will be billed an hourly rate for the hours that are required for completion. The hourly rates are as follows, manicuring program is \$7/hr., esthetics and advanced esthetics program \$11.50/hr.

CANCELLATIONS

You have the right to cancel this enrollment agreement without any penalty fees or charges to you if you cancel before midnight of the fifth business day following the date that your enrollment agreement was signed. Business day means a day on which you were scheduled to attend a class session. Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the first page of the enrollment agreement. The “formal cancellation date” will be determined by the earliest postmark on the written notification; the date said notification is delivered to the institute in person, the date of expulsion by the school, or the expiration date of an approved leave of absence.

WITHDRAWALS

You have the right to withdraw from a course of instruction at any time. You are obligated to pay only for educational services rendered and for unreturned equipment, if on loan or borrowed from the institute. Upon withdrawal, kit equipment, as specified in the agreement and refund section below, as a separate charge, will not be returned and is non-refundable. You have 30 days from your withdrawal date to pay your amount due, after that you will receive a monthly late fee charge of 20% of the amount due. A student, (or in the case of a student under legal age, his/her parent(s) or legal guardian(s) has the right to cancel this Agreement in writing and receive a refund of all monies paid to the institute until the students start date or the (3rd) business day after signing this agreement, whichever is later. The letter of cancelation must be mailed via Certified Mail through the United States Post Office. The postmark on the written certified notification letter will determine the cancelation date.

DISCRIMINATION POLICY

Cincinnati Institute of Esthetic and Nails will not tolerate any student or staff discriminating against anyone based on their sex, race, age, color, ethnic origin, sexual orientation, gender identification or religion.

REFUNDS

Cincinnati Institute of Esthetics & Nails refund policy applies to all terminations for any reason, by either party including student decision, course cancellation and school closure.

- An applicant or student (or the parent/guardian if the applicant or student is a minor) may cancel enrollment at any time by informing the institute in writing. The ending date for refund computation purposes is the last date of physical attendance by the student.
- Enrollment time means the total scheduled days for clock hours that have elapsed between the first day of class and the ending date.
- Total tuition is the amount stated on the contract or enrollment attributed to the program in which the student is enrolled.
- Program length is a period in clock hours for a clock hour program or calendar time for a credit hour program as specified in the enrollment agreement.
- All refunds will be issued within forty-five days of official cancellation or withdrawal by the student or termination by the Institute in the form of a check to the address of record.
- In addition to other applicable fees, the student will be charged a withdrawal fee of one hundred fifty dollars.
- The percentage of clock hours that have elapsed is calculated by dividing the enrollment time by the program length, then by multiplying the result by one hundred.

Percentage length completed to total length of program, semester, term or billing period, per enrollment agreement.	Amount of total tuition owed to the school.
0.01 % to 4.9 %	20%
5% to 9.9 %	30%
10% to 14.9 %	40%
15% to 24.9 %	45%
25% to 49.9 %	70%
50% and over	100%

- The cancellation date shall be the postmarked date if mailed, or the delivery date, if delivered in person. The termination date shall be the date of formal termination by the school, the thirtieth day of consecutive unexcused absence, or the scheduled return date for a student who does not return from an official leave of absence.
- If Cincinnati Institute of Esthetics & Nails ceases to offer instruction after the student begins training, the student is entitled to a pro-rata refund of tuition based upon enrollment time. If the course is canceled before beginning training, the student shall be entitled, at the option of Cincinnati Institute of Esthetics & Nails, to either a full refund of all money paid to the school, or completion of the course at another location.

A \$150.00 administrative fee will be charged to students who have left or been removed from any of our programs.

- Books, kit fees, the \$50 registration fee and the \$150.00 application fee are non-refundable items. We will hold your textbooks for 10 calendar days from receipt of the certified letter of withdrawal. After these 10 days the books will no longer be available.
- No enrollment agreement is binding until it has been accepted in writing by an appropriate official at the institution.

ACADEMIC POLICIES & GRADE SCALE

Grades are based on:

- Academic and Clinical Work • Attendance • Citizenship/Attitude • Following Rules and Regulations • Professional Appearance•

Students are evaluated on a percentile basis.

100% - 93%	SUPERIOR PERFORMANCE (A)	92% - 85%	ABOVE AVERAGE PERFORMANCE (B)
84% - 75%	AVERAGE PERFORMANCE (C)	74% - 67%	UNSATISFACTORY PERFORMANCE (D)
66% - 0%	FAILING (F)		

SATISFACTORY ACADEMIC PROGRESS

Satisfactory academic progress (SAP) is a measure by which the school monitors your progress toward completion of your program. Each student is expected to meet minimum academic standards in order to progress in the program and remain enrolled in Cincinnati Institute of Esthetics & Nails. Satisfactory academic progress encompasses all areas of academic achievement including attendance, test scores, assignments, and practical performances.

- Students will be evaluated at varying intervals according to program and must maintain an overall academic grade point average of 75% in theory and all practical subjects. Esthetics will be evaluated at 300 clock hours. Nail tech will be evaluated at 100 clock hours. Academic warning status will result in the case of failure to do so. Failure to bring your average to 75% or higher by the end of your second evaluation will result in your withdrawal from school.
- Students must maintain an average attendance rate of at least 75% of scheduled hours. This includes attendance in theory classes.

- Courses that are incomplete, repeated and non-credit remedial courses have no effect on satisfactory academic progress.
- Students must adhere to all academic policies.

TESTING/CHECKOUTS

All tests/checkouts need to be completed and passed prior to performing the associated service on models.

Students must be on time and prepared for their practical test with their testing supplies. Any student absent or tardy will have to reschedule their test with an instructor.

MAKEUP TESTS/FAILED TESTS

A failed or missed examination must be made up within two weeks after the scheduled test.

SUSPENSIONS

Suspensions can occur due to non-payment of tuition or any violations of the schools standards of conduct & student responsibilities. Your hours will be held and if suspended for nonpayment, failure to bring account in good standing in 30 days will result in dismissal from the program.

ACADEMIC WARNING

Any student that fails to maintain satisfactory progress with their attendance and academics will be placed on Academic Warning. A student placed on probation has until the end of their next evaluation period to come into compliance with the school's satisfactory academic standards. Failure to do so will result in withdrawal from the program. A student wishing to appeal a withdrawal decision may do so in writing. The president will review the appeal and determine whether the student will be allowed to remain in school. If the student is allowed to remain, they will have until the end of the next evaluation period to bring their grade up to satisfactory academic standards. Failure to do so will result in indefinite withdrawal from the program.

RE-ENROLLMENT

Students wishing to re-enroll after a withdrawal may do so after a period of three months. Re-admittance after a withdrawal or cancellation must be submitted in writing to the president. The letter will be evaluated and a decision will be rendered within 30 days of the date of the letter. If the student is re-enrolled, she or he will be

placed on probation for a period of 30 days and will need to bring their academic progress back up to the Academy's standards. If the student fails to meet the standards they will be withdrawn indefinitely.

Upon successful re-enrollment:

- Previous hours will be credited to the student's transcripts.
- Previous tuition payments will be credited to the student's balance.
- Tuition fees and costs are subject to change. Students who are readmitted will be contracted according to the current tuition costs, and will be required to pay any additional fees if applicable.
- Outstanding tuition, fees and overtime expenses must be paid in advance or the student must make payment arrangements.

DISMISSAL

If a student repeatedly violates the Institute's rules and regulations, they will be dismissed.

LEAVE OF ABSENCE

Occasionally, someone might experience extended personal or medical problems which make it difficult to attend classes. The institute may allow a student under these circumstances to take a leave of absence from the program. The leave of absence must be requested in writing by the student and must be pre-approved by the Institute's president. The written request must include the starting and ending date of the leave of absence. A leave of absence may be granted in accordance with the Federal Guidelines for Leave of Absence, which states that a leave of absence will not exceed 180 days in a 12- month period. Students will not be assessed additional tuition charges while on their leave of absence. The student contract will be extended for the same number of days that they were on a leave of absence. Students returning from an authorized leave of absence will retain all credit for clock hours and work projects completed and will return to the same academic status they held prior to their leave of absence. Students returning from a leave of absence must coordinate their return with the Academy. Upon early return to school, your leave of absence will be considered to be complete. Students who fail to return from leave of absence on their scheduled return date will be terminated and will be considered dismissed as of the last day of attendance prior to the start of the leave of absence.

TRANSFER CREDIT

Students with prior credit hours from another school who wish to enroll into either of our programs must meet certain requirements.

Transfer hours from another school certified by the State of Ohio:

- Students must meet the same enrollment requirements as any student. Transfer students are required to attend Cincinnati Institute of Esthetics & Nails for a minimum of 150 hours for Esthetics, and 90

hours for Manicuring.

- Students must provide acceptable proof of training, a record of completion/withdrawal and academic progress record from their previous school.
- Students may be required to purchase a student kit and/or books if necessary.

TRANSFER FROM AN OUT OF STATE SCHOOL

• We will accept up to 50% of course clock hours from another institution. Students from out of state must call the State Board of Cosmetology to have their hour's converted to Ohio's requirements, Standard registration fees apply, plus the student may be required to purchase a kit and/or books if they do not possess the necessary materials.

• Students with licenses or training from another country must contact the Ohio State Cosmetology and Barber Board and request their hours be converted. Prior training hours of certain countries are not transferable to the State of Ohio. Also, training received from an apprenticeship program is not transferable according to the Ohio Board of Cosmetology and therefore are not transferable to our school.

STUDENT RIGHTS & COMPLAINT PROCEDURES

Students wishing to express a concern should adhere to the following procedures: Candace Matsuda, President of Cincinnati Institute of Esthetics & Nails, is the staff member that is responsible for investigation and resolution of complaints. If a student has a complaint, it may be presented verbally or in writing directly to Candace Matsuda or it may be presented to any other member of the staff who will promptly forward it to the president. The president is available in the office.

If you have any complaints, questions, or problems, which you cannot work out with the institute, you may contact: **The Ohio State Cosmetology and Barber Board: 1929 Gateway Circle Grove City, OH 43123 Phone: 614-466-3834**

DISCLOSURE OF EDUCATIONAL RECORDS AND PRIVACY

Students and parents of dependent minor students have the right to review a student's educational records, to request amendment to a student's educational records, to provide consent prior to disclosure of personally identifiable information, and to file a complaint with the U.S. Department of Education regarding the failure of an institution to comply with FERPA. Students or parents of dependent minor students are also advised that a hearing can be requested to challenge the contents of a student's record, and the student will be given the opportunity to place a statement regarding contested information in the record stating the nature of the disagreement.

- A parent or student must make a request in writing to review educational records. Records will be made available in the appropriate institutional office on an appointment basis.
- No personally identifiable information will be released to a third party without the written consent of parent of dependent minor student or student except:
 - To other school officials who have educational interest in the information

- To representatives of the Comptroller General of the United States, the Secretary of Education or State and local educational authorities.
- For financial aid when applicable and necessary to determine eligibility for aid, determine the amount of aid; determine the conditions for the aid, and to enforce those terms and conditions of the aid.
- To State officials if required by State statute.
- To organizations conducting studies for educational agencies or institutions to develop, validate, or administer tests, administer student aid programs or improve instruction. No personally identifiable information will be released except to representatives of the organization and the information provided to the organization will be destroyed when no longer needed for study.
- To accrediting agency to carry out accrediting functions
- To parents of a dependent minor student
- To comply with a judicial order or subpoena
- To meet a health or safety emergency

For official copies of school records please contact the school administrator or administrative assistant. The original and copies of withdrawal/completion records are included in the initial fees of the school course. Any additional copies that are required at a later day will be charged a fee of \$15 in certified funds. For a current student, the school will produce records within three business days from the date of the request.

STUDENT RESPONSIBILITIES

The following are a list of guidelines that students must commit to and follow during enrollment at Cincinnati Institute of Esthetics & Nails. These guidelines were established to provide a consistent work environment for each student. Following these rules and regulations will prepare you for professional work habits. It will also create a safe focus and enjoyable learning environment.

PARTICIPATION

- It is the student's responsibility to be in their seats and ready for instruction at the beginning of day. Coming to school without your books or equipment means you are not ready and you will be sent home to retrieve your supplies. Should you fail to return, you will be marked absent (unexcused) for the day. Coming unprepared for school also will mark you for an unexcused tardy.
- There is absolutely no usage of cell phones, computers, mp3 players, etc., and no eating/drinking. Bottles with lids, tumblers, and thermoses are permitted with water only. No fast food drinks and Starbucks cups, etc. are allowed or personal conversations during class. This disrupts the instruction and makes an ineffective learning environment for your fellow students, not to mention it is disrespectful to your instructor. If you are excused by an instructor for disrupting the class, you will be sent home for the day and an unexcused absence will be placed on your record.
- Senior students must be in assigned classes at the start of each class.

ATTENDANCE

Cincinnati Institute of Esthetics & Nails satisfactory academic progress policy requires each student to follow all his or her scheduled hours of attendance according to their enrollment agreement. This includes leave of absences and going over the contract. A student exceeding the allotted time may be withdrawn from the Institute and will have to follow the procedures for re-enrollment. Holidays and school closures will extend your contract the exact amount of time that the school is closed. Each student selected a schedule on their enrollment agreement prior to enrolling. It is the student's responsibility to arrive at school on time and remain in school according to the contracted schedule. You must contact the front desk to report tardiness and absences. Each student has signed an enrollment agreement that states he or she will start and complete by a specific date. Each student's contract will include an extra four weeks to cover for unexcused absences, tardiness, or suspensions. All excused absences and tardiness must have written proof. Excused absences and tardiness will extend a student's contract date.

TARDINESS

All students must be in their seats and prepared for class on time. If you are more than thirty minutes late, you will not be allowed to attend till the afternoon session starts at 12:15pm. If you are late for the afternoon session you may not attend school until 3:00 for the optional time for classes. We recommend that you arrive at school 15 minutes early to prepare for class.

Absences or tardiness are excused if they are:

- An absence requested and approved in advance and signed off by an administrator
- An illness or the illness of spouse, dependent child or parent
- Family death or family emergency (following the FMLA guidelines) if the absence is called in promptly on the morning of the absence and documentation is provided upon return to validate the excused absence or tardy.
- A court appearance, doctor's appointment, child's school function, jury duty, military obligations, or an appointment you can provide written proof of.
- Children's school holidays are no exception. You must provide day care during these holidays.

Tardiness in the case of an accident will be excused if you:

- Have a police report; if there is an accident on the freeway, there must be proof on the internet that the administrator can verify.
- **Normal traffic is not an excuse for being tardy.** All calls for absences and tardiness must be called in to the administrator. If calling earlier than 9:00 am, a message can be left on the answering machine.

Any student coming into the school after that time without calling and receiving approval first will not receive credit for the day.

SCHEDULE CHANGES

Schedule changes must be requested in writing and a change to your enrollment agreement must be signed with the administrator before a schedule can be changed.

Students are not allowed to leave school early unless approval has been granted from the president. Acceptable reasons for early dismissals are:

- Doctor/dentist appointment
- Child's school
- Any reason for which you can provide written proof.

You must request time off in writing -- preferably 24 hours in advance. Immediate family emergencies are the exception.

If leaving early due to illness, you must get the approval of the administrator before leaving early. Leaving early without approval first will be marked as an unexcused tardy.

Reminder: All excused absences and tardiness will extend your contract date. You can make up for lost tardiness and absences by coming in early (night students) or staying past your unscheduled time (day students). All non-compliance to the above attendance rules will be documented and put in your permanent file and may place you on probation.

LUNCHES/ BREAKS

Lunch is 30 minutes and will be assigned by the instructor. Floor students' lunch schedules will be according to their clients' schedules and approved by the instructor. You may not leave your client to take a lunch break. It is the student's responsibility to clock in and out for lunch. Students who fail to clock out for lunch will lose one hour.

There is no eating in the classrooms. Your lunch is to be eaten in the break room or outside. You may not eat in any of the classrooms, lobby or on the clinic floor.

Students may not leave the school premises during school hours without the permission of an instructor. Students must clock out for lunch/ breaks.

PROFESSIONAL IMAGE

Your professional image is the impression you project as a person engaged in the profession of esthetics and/or manicuring. It consists of your outward appearance and the conduct you exhibit in the workplace. This image is extremely important. Personal hygiene is the daily maintenance of cleanliness and healthfulness through certain sanitary practices.

These include:

* Daily bathing

* Wash your hands throughout the day as required.

* Brushing and flossing your teeth, as well as using mouthwash or breath mints throughout the day as needed

DRESS CODE

Students are required to adhere to the following dress code:

- No sleeveless, low cut, tank top, see-through or backless shirts allowed. Underarms must be covered and mid-drift must be covered when arms are in the raised position.
- Solid black scrubs.
- Shoes must be solid black. No flip flops or open toe shoes may be worn.
- All students must come to school prepared, hair, makeup and nails. Hair must be clean and styled, nails should always be manicured and free of snags and hangnails, make up should be put on prior to class (not during). Exceptions are made if a student is being used as a model or receiving a personal service. Fridays are considered free dress days. Students are allowed to attend school in professional attire of their choice. Free dress does not mean dress down. No sweats, pajamas, tank tops, see through clothes, etc. Shoes must remain closed to the toe and no heel for your safety. Any outerwear worn on the clinic floor must be solid black or white. (This includes sweaters and jackets). These also need to be neat and clean. Solid jeans are allowed and must be free of tears and holes.
- Students arriving at school without proper uniforms will be sent home to change. If you do not return in the proper uniform you will be marked for an unexcused absence. Also coming to school out of uniform will mark you for an unexcused tardy. If the instructor or administrator determines that your attire is unacceptable; you must go home and change. Also, documentation will be placed in your permanent file and reflect negatively on your progress quarterly evaluation.

CONDUCT

Students are expected to conduct themselves in a professional manner at all times. If difficulties arise, please call an instructor.

Poor conduct includes:

- Failure to follow instruction or schedule, refusing clients or behaving rudely in front of clients, profanity, gossiping, refusing to cooperate with or acting disrespectful to fellow students and staff members will be counseled by administrative staff and dismissed/expelled depending on the offense.
- Students who engage in disorderly conduct including threats, fights, stealing, and drug use/ possession of drugs or gang activity will be reported to the authorities and face expulsion/ withdrawal from the institute.
- Recreational drugs, alcohol, and weapons have no place on school grounds and possession of such will be grounds for expulsion/withdrawal
- Only emergency calls are permitted on the institute's phone. For emergency calls, give the school number to relatives so that they will not call your cell phone and disrupt the class.
- Cell phones are not permitted beyond the break room. Cell phones must be turned off during class time. Text messaging will not be permitted. Anyone using or texting during classroom time or on the clinic floor will be asked to leave the classroom/ clinic floor.
- Smoking is permitted outside the building only and at a minimum distance of 15 feet away from any door entrance.
- No food or drink is allowed inside the classroom or on the clinic floor. Bottles with lids, tumblers, and thermoses are permitted with water only. No fast food drinks and Starbucks cups, etc. are allowed.

MODELS

Students must take models when assigned to them. Students who refuse to perform a service will be clocked out for the day, including manicuring services.

- Client record cards/release forms must be signed before all services. All services must be checked and signed by an instructor before the model leaves. The client record cards must be signed by an instructor and filed away properly.
- No student may leave a model while doing a chemical service except in an emergency and when excused by an instructor.
- Only products furnished by the institute may be used unless otherwise approved by the clinic

supervisor.

- Free services are not allowed. All current pricing must be followed.
- All proper sanitation list procedures must be followed. Each student is assigned specific duties each day. It is the student's responsibility to check the list and complete your duty or duties. An instructor will sign your timecard after the area has been checked.
- Pedicure foot spas must be cleaned according to manufacturer's directions and a cleaning log must be filled out and checked by an instructor.

SANITATION AND DISINFECTION

Students must keep their workstation and classroom areas clean and sanitary at all times. Equipment, supplies, and personal paraphernalia must be put away at the end of each day.

Tape, stickers, glue, nails, staples, or markings on the Institute's equipment or facilities are not permitted. Counter tops must be cleaned and free of all debris. No personal items may be left on counter areas. Styling chairs must be cleaned each day (free of hairspray, color, etc.) Hairs, papers, clipping, nail clippings, etc. must be swept up after each procedure and at the end of each day. Sanitation and disinfection of personal equipment must be completed and put away before you leave.

LOCKERS

Lockers are available upon request. Cincinnati Institute of Esthetics & Nails is not responsible for lost or stolen items. Lockers should be locked with a lock provided by the student.

GRADUATION

Upon successful completion of all course requirements and assignments, a diploma will be issued. The proof of the training document is your official transcript for course completion.

REQUIREMENTS FOR GRADUATION

- Completion of the required number of hours of training including theory hours and practical operations as prescribed by The Ohio State Cosmetology and Barber Board
- Completion of all chapter tests and required assignments with an overall academic grade average of 75%
- Payment of all tuition and fees Ohio statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact.

REQUIREMENTS FOR STATE LICENSURE

- Applicants must be at least 16 years of age.
- The applicant must have completed the tenth grade or its equivalent.
- The applicant must complete all requirements and clock hours for their prescribed course.
- The applicant must submit the required forms for the examination and pay all required fees.
- The applicant must be able to travel to the examination facility in Grove City, Ohio.
- Each applicant must have a government-approved picture identification card and a valid social security number.
- Students will not be able to obtain a license or employment without a valid social security number
- International students must have proof of authorized work permit or temporary social security number from the United States Immigration Services.

JOB PLACEMENT ASSISTANCE

Cincinnati Institute of Esthetics & Nails does not guarantee job placement as an inducement to enrollment. However, it is one of our main objectives to provide training that will make graduates employable upon becoming licensed by The Ohio State Cosmetology and Barber Board. Our staff and instructors work together with salons and spas that we have developed relationships with to find employment for our graduates. Graduates are encouraged to discuss their employment needs with the institute's staff and the president. Students are also encouraged to stay in touch with the school whenever they are in need of employment.

STAFF DIRECTORY

Candace Matsuda

CEO/President

Akia Hurdle

Manicuring Instructor

Rachel Bodak

Esthetics Instructor

Renee Crumrine

Esthetics/Substitute Manicuring
Instructor

Malinda Spielmann

Administrative Assistant

Holly Kidwell

Administrative Assistant

